

Alaska Department of Natural Resources Web Page Guidelines Checklist

Indicate Page or Web Site:

Optimizing the User Experience

Yes	No	N/A	
			a. Are users allowed to perform tasks in the same sequence and manner across similar conditions?
			b. Is the time to download a page minimized?
			c. Are users provided with appropriate feedback while they are waiting?
			d. If reading speed is important, are users only required to read during that task?
			e. Is all the information a user needs to perform tasks on a page presented so the user does not have to remember information from place to place on a website?

Accessibility

Yes	No	N/A	
			a. Is all the information conveyed with color is also viewable without color?
			b. Is the page free of blinking items?

Page Layout

Yes	No	N/A	
			a. Does the page-length support the primary use of the web page?
			b. If using frames, is NOFRAMES used to provide an alternative view?
			c. If using frames, are there meaningful titles for each frame?
			d. Is there a high-to-low level of importance for information with the most important items at the top center approach used for the page?
			e. Are important, clickable items in the same locations and closer to the top of the page?
			f. For multiple pages can items be easily compared to discern similarities, differences, trends and relationships?
			g. Is there a limit to the amount of white space on pages that are used for scanning and searching?
			h. Are page elements visually aligned, either vertically or horizontally?

Navigation

Yes	No	N/A	
			a. Are navigation elements clearly different from one another?
			b. Are navigational elements placed in a consistent and easy to find place on each page?
			c. If the web site has many pages, is there a site map?
			d. Are sequential menus used for simple forward-moving tasks?
			e. Are simultaneous menus used for tasks that would other require numerous uses of the back button?

Scrolling and Paging

Yes	No	N/A	
			a. Is the page laid out to eliminate horizontal scrolling?
			b. If the user is reading for comprehension, are longer, vertically scrolling pages being used?

Headings, Titles and Labels

Yes	No	N/A	
			a. Do category labels, including links, clearly reflect the information and items contained within the category?
			b. Are descriptive headings used liberally throughout the website?

Links

Yes	No	N/A	
			a. Do links provide sufficient clues to clearly indicate to users that an item is clickable?
			b. Are text links used rather than image links?
			c. Are link labels and concepts used that are meaningful, understandable, and easily differentiated by users?
			d. Is the link text consistent with the title or headings on the destination (i.e. target) page?
			e. For embedded links, does the link text accurately describe the link's destination?
			f. Can important content be accessed from more than one link?
			g. If links at the top of the document that jump down further on the page, are there corresponding "back to top" links?
			h. Are the "back to top" links within a screen or two of the original jump point or at the closest logical break point?
			i. Are "back to top" links at logical break points to provide the reader with a means of navigating longer documents?

Links to Commercial Sites

Yes	No	N/A	
			a. When linking to an outside entity, is there either an intermediary page stating the user is leaving the State of Alaska web site or does the link open a second web browser window?

Text Appearance

Yes	No	N/A	
			a. When providing content for users to read, is black text on a plain, high-contrast, non-patterned background used?
			b. Are website elements within and between web pages visually consistent?
			c. Is the primary font for providing content using at least a 12 point font?
			d. Is a familiar font used to achieve the best possible reading speed?
			e. Are the font characteristics changed to emphasize the importance of a word or short phrase?

Lists

Yes	No	N/A	
			a. Are lists and tasks arranged in an order that best facilitates efficient and successful user performance?
			b. Are series of related items displayed in a vertical list rather than as continuous text?
			c. Is an introductory heading (i.e. word or phrase) provided at the top of each list?
			d. Are lists easy to scan and understand?
			e. Are the number of links in each document restricted to between 7 to 12 items per screen? If there are more than that are the links grouped into sets?

Screen-based Controls

Yes	No	N/A	
			a. Are data entry transactions designed so that users can stay with one entry method as long as possible?

Graphics

Yes	No	N/A	
			a. Are video, animation and audio only used when they help to convey, or are supportive of, the website's message or other content?
			b. Are graphics used when it visually contributes to the meaning?
			c. This the organization's logo in a consistent place on every page?
			d. Are all clickable images are either labeled or readily understood by typical users?
			e. Do images load quickly?
			f. Are important images distinguishable from banner advertisements or gratuitous decorations?
			g. Are background images used sparingly and are they simple, especially if they are used behind text?
			h. If using graphical displays of data when precise reading of the data is required, are the actual data values listed?
			i. Are height and width dimensions for images used whenever possible?
			j. Do the height and width tags in graphics represent the actual size of the graphic?
			k. Are client-side image maps used instead of server side image maps whenever possible?
			l. Are redundant text links provided for each active region of a server side image map?

Writing Web Content

Yes	No	N/A	
			a. Is continuous (prose) text displayed using mixed upper- and lowercase letters?
			b. Are the words used understandable by typical users?
			c. Is the use of idioms kept to a minimum?
			d. Is the clearest and simplest language used?
			e. Is acronym use kept to a minimum and is it spelled out the first time it is used?
			f. Is the primary theme of a paragraph, and the scope of what it covers, in the first sentence of each paragraph?
			g. Are sentences composed in active rather than passive voice?
			h. Are the number of words in sentences and the number of sentences in paragraphs

			minimized?
			i. Are dates specified with the format: month dd, yyyy such as July 4, 1776?

Content Organization

Yes	No	N/A	
			a. Is the information organized at each level of the website so that it shows a clear and logical structure to typical users?
			b. Do the content pages facilitate scanning by using clear, well-located headings; short phrases and sentences; and small readable paragraphs?
			c. Is related information and functions grouped together in order to decrease time spent searching or scanning?
			d. Is the information on the page limited only to that which is needed by users while on that page?

File Naming Standards

Yes	No	N/A	
			a. Are the URL callable filenames in lowercase?
			b. Do filenames accurately represent the content of the page?
			c. Do filenames not include any spaces or special characters in filenames; e.g., &, \$, *, %, etc. (not including the _ underscore character)?

Browser Compatibility

Yes	No	N/A	
			a. Does the web page render appropriately in the current and second most recent browser version for Netscape and Microsoft Internet Explorer?

Discussion of Guidelines