

## Checklist for Web Editing

✓ First  
Reading

✓ Second  
Reading

### Browser Testing (for QA Review)

- In both Internet Explorer and Netscape, and in Safari or another Mac-based Web browser:
  - Layout and text positioning are correct.
  - Graphics align properly.
  - There are no other browser-specific anomalies.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Content Text

- No inappropriate or extraneous characters display (e.g., ampersands and other HTML code, or boxes in place of intended characters).
- No text overlaps a background image or a graphic.
- All text wraps correctly and there are no incorrect line breaks.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Downloads

- Any links to download files or browser plug-ins (e.g., Macromedia Flash) work properly and allow easy return to the site.

<input type="checkbox"/>	<input type="checkbox"/>
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### Dynamic and Interactive Features

- Pop-ups, moving banners, and "rotating" text are accurate, and all have been viewed.
- Methods are included to download and install any needed plug-ins, such as Macromedia Flash.
- In online quizzes, all possible answers, when selected, trigger appropriate answer feedback.
- Any write-on lines (WOLs) are the correct length.
- All keypress instructions, when executed, produce the correct result.
- Keypad and upper keyboard numbers work interchangeably.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Graphics

- All graphics load properly.
- All graphics load promptly.
- All graphics display correctly.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Links

- There are no "dead" or broken links.
- There are no "too slow" links.
- If a link opens a new browser window, it's easy to return to the main page.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Navigation (for QA Review)

- All navigation buttons, such as Next and Previous, work properly.
- The navigation interface is easy to understand and follow.
- If navigation is via graphical elements (like buttons) rather than text links, there is an alternative hypertext navigation menu for use should the graphic fail to load.
- After navigating to subpages, the user can always return to the original page.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

*continued*

Checklist for Web Editing ( <i>continued</i> )	✓ First Reading	✓ Second Reading
<b>Page Titles</b> <ul style="list-style-type: none"><li>The correct title for each page appears in the browser title bar window.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Screen Resolution (for QA Review)</b> <ul style="list-style-type: none"><li>The site works properly at different screen resolution settings (e.g., 800 x 600, 1024 x 768, and higher).</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scrolling</b> <ul style="list-style-type: none"><li>Appropriate scroll bars appear on each page that scrolls.</li><li>No scroll bars appear when a page fits on one screen.</li><li>Unless the site is designed to pan horizontally, there is no horizontal scrolling.</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>