



## Is YOUR web site user-friendly?

Use this handy tool to complete a last-minute check before uploading your site to the Internet.

CONTENT	
<input type="checkbox"/>	Are the most important details front and center?
<input type="checkbox"/>	Is your site consistent in navigation, layout, language and character formatting?
<input type="checkbox"/>	Does your site avoid clutter and make good use of white space?
<input type="checkbox"/>	Does your site have a clear focus? (Can the user determine "what's in it for me?")
<input type="checkbox"/>	Are your screens readable, with good foreground/background contrast?
<input type="checkbox"/>	Is content worded as concisely as possible? Can you shorten any further?
<input type="checkbox"/>	Is your content formatted to aid scanning (i.e. bullets, FAQ style, headings, etc.)?
<input type="checkbox"/>	Is your contact information easily accessible?
<input type="checkbox"/>	Have you included an email link?
<input type="checkbox"/>	Have you optimized graphics to download quickly?
<input type="checkbox"/>	Have you provided alternative text for all graphics?
<input type="checkbox"/>	Are fonts legible, with sizing under the user's control?
<input type="checkbox"/>	Have you checked for broken links?
<input type="checkbox"/>	Did you remember to spellcheck <b>AND proofread</b> all pages?
NAVIGATION	
<input type="checkbox"/>	Is site content organized the way users will want to access it?
<input type="checkbox"/>	Is navigation intuitive and easy to use?
<input type="checkbox"/>	Is key information reachable in no more than five mouse clicks?
<input type="checkbox"/>	Do your links help the user stay oriented?
<input type="checkbox"/>	Do you provide a route "home" from everywhere in the site?
<input type="checkbox"/>	Do you provide good contrast between visited and unvisited links?
<input type="checkbox"/>	Do you make use of breadcrumb trails?
OTHER	
<input type="checkbox"/>	Have you tested on different computer platforms?
<input type="checkbox"/>	Have you tested at differing screen resolutions?
<input type="checkbox"/>	Have you tested at different download speeds (broadband vs. dial-up modem)?