**A Detailed, General-Purpose Checklist**

**Architecture and Navigation**
☐ Does the structure fit the purpose?
☐ Is the navigation scheme clear?
☐ Where are you?
☐ How do you find what you want?
☐ Is there a reasonable number of navbar choices?
☐ Are navbar choices logically ordered?
☐ Do link names match page names?
☐ Are links clearly marked?
☐ Is there a clearly marked link back to the home page?
☐ Is there an option to search for information?
☐ Is there a site map?
☐ Does every page make it clear which web site you're in?
☐ Does the user have control over navigation?

**Layout and Design**
☐ Does page size exceed window size?
☐ Is layout consistent between pages?
☐ Is there a clear focal point on each page?
☐ Does the layout work visually?
☐ Is alignment used effectively?
☐ Is grouping used effectively?
☐ Is there good contrast?
☐ Is the layout cluttered?
☐ Is it aesthetically pleasing?

**Content**
☐ Is the text clear and concise?
☐ Is text organized in small chunks?
☐ Are there spelling or grammar errors?
☐ Do pages include introductory text?
☐ Do multimedia components support the task?
☐ Are units of measure clear and unambiguous for international use?
  ☐ Date and time? ☐ Phone numbers? ☐ Address and postal codes?

**Forms and Interaction**
☐ Do forms support the task?
☐ Do dialogues follow a logical progression?
☐ Is it clear where to go next?
☐ Are dialogue methods concise and consistent?
☐ Are form elements used properly?
☐ Are elements grouped properly?
☐ Are there clear Submit buttons?

**Graphics**

- ☐ Is image quality adequate?
- ☐ Do the images include alternate text?
- ☐ Do the images include size information?
- ☐ Do the images use a consistent light source?
- ☐ Are images stored for maximum compression?
- ☐ Is mouse-over feedback provided? Is it useful?
- ☐ Are animations useful? Are there too many? Are they properly compressed?

**Color**

- ☐ Is the choice of colors appropriate for site?
- ☐ Are too many colors used?
- ☐ Are colors used consistently?
- ☐ Are graphics colors dithered?
- ☐ Do color choices work in grayscale?

**Typography**

- ☐ Is the text legible?
- ☐ Is the font size large enough?
- ☐ Is the font color appropriate and is there sufficient contrast?
- ☐ Is the text formatted for 10 to 12 words per line?
- ☐ Are there sufficient margins?
- ☐ Are typefaces used properly and consistently?

**Error Tolerance**

- ☐ Do users need to remember items across pages or sessions?
- ☐ Are confirmations provided before risky or costly actions?
- ☐ Are risky or costly actions reversible?
- ☐ Are entry errors caught locally?
- ☐ Do error pages provide useful information?
- ☐ Do search-error pages provide search broadening tips?
- ☐ Is help available?
- ☐ Is help task-oriented?
- ☐ Is help contextual?

**Platform and Implementation**

- ☐ Is load-time fast enough? Does it load in 3 to 15 seconds?
- ☐ Do all the links work?
- ☐ Are there broken images?
- ☐ Are pages written to be found by search engines?
- ☐ Does the site work with user's browser?
- ☐ Does the site work with user's hardware platform?
- ☐ Does the site work on high- and low-resolution monitors?
- ☐ Are nonstandard plug-ins required? Are they necessary or useful?