

## **Checklist for Personal Web Page**

### Purpose & Audience

1. Does your web site convey a theme, purpose or objectives?
2. Who is your target audience?
3. How do you convey the theme, purpose or objectives, and what media or methods are employed to achieve those objectives, e.g., images, texts, audio, video, and so on?
4. Is the graphic relevant to your web site? Is it really necessary?

### Design

5. Is there a consistency in terms of the use of background, color, buttons, and the font and size?
6. Is there a consistency on the format and/or layout of the pages?
7. Is there a great contrast between the background color and the text color?
8. Are there too many colors that create distractions?
9. Is the background noisy or clear?
10. Is the navigation easy, clear, consistent across all the pages?
11. Is the overall web page design pleasing to the eyes in general?
12. Is the page too long that requires continuous scrolling?
13. Does the web site indicate a date of last update?
14. Does the web site cite the sources for the use of borrowed images or documents?

### Organization

15. Are the files systematically organized into different categories and put into different folders?  
Are the images categorized into one folder?
16. Are the file names consistent in using the format and extensions?

### Test

17. Does the page take a long time to download as a result of heavy use of graphics, flash or something like that?
18. Are there any broken links and images?
19. Do the web pages work in different platforms, different types of computers and lower versions of browsers?

### Creativity

20. Does your web site reflect your creativity, originality in one way or another?