

## Web Editors Checklist

### Checklist for Each Semester

- Spelling, grammar, and punctuation.** Check all pages in your web section(s) for spelling, grammar, and punctuation errors. If you aren't sure, copy and paste your content into Word and run spell check. Then make the correction in your content (Do not paste your corrected text back into the web page.)
- Links.** Check all of your links. Make sure each link still takes a visitor to the web page or document they are supposed to. Make sure your links are set to open in a new window. If you find a 404 page, notify URM's Webmaster Team. Send two URLs (for both origin and destination pages) to: [webrequest@bowiestate.edu](mailto:webrequest@bowiestate.edu).
- Email addresses.** Test all email addresses to make sure they are working.
- Faculty & Staff.** Update the Faculty & Staff page for your web section. Remove old faculty and/or staff and add new. Check phone numbers and the spelling of names and titles.
- Online directory.** Check the listings for your department or office in the website's online directory: <http://www.bowiestate.edu/academics-research/faculty-staff-directory>. If there are names missing or retired staff still listed in your department, send your request for additions, deletions, or corrections to URM's Webmaster Team: [webrequest@bowiestate.edu](mailto:webrequest@bowiestate.edu).
- Out-of-date content.** Read your pages looking for outdated content. Update or remove dates from previous years or semesters. Update your web section to reflect department/program name or structural changes.
- Simplify.** Keep your online content short and to the point. If you need advice about simplifying your content, contact Assistant Director of Public Relations Damita Chambers, [dchambers@bowiestate.edu](mailto:dchambers@bowiestate.edu).
- Screen length.** If your content extends beyond what is visible in one screen, visitors to your page may not see it. For content that is two or three screen lengths, consider simplifying the text or moving some content to subpages, or both. URM's webmaster team can help you analyze the structure of you web section: [webrequest@bowiestate.edu](mailto:webrequest@bowiestate.edu).
- Introductory text.** Read welcome letters or introduction text for the "About" page of your web section. Make sure the text is timely and still relevant.
- Linked documents.** Replace out of date documents with new ones. Update your documents, so that they use the new BSU logo. Are there forms in PDF that could be converted to web forms?  
(Note: Don't use an online if you are collecting Social Security numbers or if your form requires a signature.)
- Events and news.** Let URM know about news, events, activities and notable achievements in your department, by submitting your news and events: <http://www.bowiestate.edu/about/news/university-relations-marketing/submit-news/>.