Web Community Meeting

January 24, 2014

Audits : If a page is 12 months old, it needs to be updated

Steps to Auditing

- Delete – if you want an archive of old pages, images, files – please contact WDS
- Condense
- Update
- If it is not ready – **DON'T** put it online (save but don't publish or link to it – <u>NO</u> "under construction" or "coming soon"
- Check all links
- Check spelling and grammar

Note – when going through your site in OUCampus, you can ignore the "lib" folder

Note – when checking Docs & Images remember to click on the "production" tab on the top right after you have clicked on the "Images" or "Docs" folder

- Make sure all images have alt descriptions for accessibility (edit image > title). Please see images tutorial for more information
- Double check the audit checklist (see powerpoint)