

Web Site Release Check List

This is a checklist that you should go through whenever you release a website or page.

- Each page has a standalone descriptive title tag if it is to show up in the site search results. It follows the following format.
 - Document Title - Month Year – Department / Agency

For example, instead of a document title of “Meeting Minutes”, use a title like “Meeting Minutes - September 2006 – Planning & Zoning
- For a page which is not intended to show up in search results, place the following HTML comment in lieu of a title tag:
<! - - -Do not place a title tag on this page- - - >
- The page works in Mozilla v1.0, Netscape v7.0, and Microsoft IE v6.0.
- Breadcrumb trail starts with BCC Home > ...
- All links are functioning properly.
- All PDF’s function properly and open up in a new window.
- Pages adhere to the Web Design Standards at www.brevardcounty.us/is/webdevguide/
- Pages have been run through the Dreamweaver Accessibility Report. Section 508 report errors have been addressed.
- Include description and keywords <meta> tags in the HTML <head> section for pages that show up in the search results.
- The website root directory name is all lower case only with no dashes, spaces, or underscores.
- All filenames are lowercase only. If you have to, use dashes. Do not use spaces or underscores.
- No images are larger than 64KB in size.
- All unused files have been deleted and/or archived.
- All content is cleared for use and does not infringe on any copyrights.
- Set page “Webmaster” link to specific responsible email address
- For sites on our server that use a web address other than www.brevardcounty.us, ensure soft links are placed in the website directory leading to the “bcc”, “looknfeel”, and “search” directories.