

# Web Update Checklist

Please complete and return this form to your HHS web liasion with your request to update existing content or create new pages on existing sites.

- ✓ Is this update time sensitive? If **Yes**, provide deadline: \_\_\_\_\_
- ✓ What is the page location/ URL where the new content will be posted?  
URL: \_\_\_\_\_
- ✓ Is the correct number of files for posting attached? File Count: \_\_\_\_\_
- ✓ Is there a web mock up or example? **Yes/No:** \_\_\_\_\_
- ✓ Is this the final version of the content? **Yes/No:** \_\_\_\_\_
- ✓ Have you included file type and size in parenthesis for links for any files to be posted? **Yes/No:** \_\_\_\_\_  
*Example: document title\_(PDF – 234 KB) \*Excel = XLS PowerPoint = PPT Word = DOC*
- ✓ Have you used short file names? **Yes/No:** \_\_\_\_\_  
*Example: All lowercase. No spaces .descriptive- file-name-11242011.pdf*
- ✓ Are attached files for posting to the web Section 508 compliant? **Yes/No:** \_\_\_\_\_  
*Example: PDF, Excel, PowerPoint, or other files available for user to download.*
- ✓ Are all links in content live and checked for accuracy? (Both the link text and the URL itself) **Yes/No:** \_\_\_\_\_
- ✓ Is content spell checked and proofread for errors? **Yes/No:** \_\_\_\_\_  
*Spelling: Names of officials, programs and departments are especially important*
- ✓ Are all of the dates and figures in the content correct? **Yes/No:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**OpDiv/StaffDiv:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes/Comments:**

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