

# Checklist for Organizing Hypermedia

## ***Think Structure, Not Format***

- Are you conscious of all the parts of your hypermedia text and how each part relates to the others?
- Have you created a working site map to help you track the following aspects of the hypermedia system?
  - Hierarchy
  - Links
- Have you identified, to the best of your ability, all of the possible navigation pathways that the reader might choose?
  - Primary link paths for structured navigation.
  - Alternate link paths for free-form navigation.
- Have you provided alternate access mechanisms to aid readers who cannot find the desired information via the paths you designed?
  - Well-designed site map.
  - Responsive keyword searching mechanism.
- Does your main page orient the reader to the information available on the site?
- Have you included “bread-crumbs” or another mechanism to help readers stay oriented while navigating your site?
- Have you included graphics purposefully?
  - Necessary to the message.
  - Optimized for loading speed.
- Have you edited the site for maximum effectiveness?
  - Edit for wordiness.
  - Chunk to coincide with screen size.
  - Integrate content well with medium and design.
  - Ensure that navigational aids are clear and logical.
  - Use lists whenever practical.
  - Tone down any hard-sell prose.
  - Ensure that your audience can understand all acronyms, abbreviations, and jargon you’ve used.
  - Proofread carefully.
- Will your site be translated? If so, consider the following issues.
  - Ensure that links can be translated into keywords that make sense in the target culture.
  - Design to accommodate possible increased word counts in the target language.