cuTheme Readiness Checklist

Audit Your Content

- ☐ **Remove Outdated Information:** Update content as necessary.
- ☐ **Delete Old Pages and Posts:** Clear out obsolete news, events, people listings, files, etc.
- ☐ **Resolve Broken Links:** Identify and fix any links that are no longer working.
- ☐ **Rewrite for the Web:** Use concise language, avoid jargon, structure with headers and subheaders, use active voice, and include calls to action.

Ensure Content Accessibility

- ☐ **Add Alt Text for Images:** Describe images with meaningful alt tags.
- ☐ **Add Headers to Tables:** Structure table data for clarity.
- ☐ **Use Headers and Subheaders:** Organize content to enhance readability and accessibility.
- ☐ **Replace Text on Images:** Avoid images that contain essential text elements.

Review Navigation

- ☐ **Limit Top-Level Navigation:** Keep it to 7–8 items, as cuTheme only supports top-of-page navigation with limited space.
- ☐ **Simplify and Group Items:** Use clear names, group related items, and reduce choices to make navigation intuitive.
- ☐ **Review Top-Level Items:** Remember that top-level items with subpages won't act as landing pages in cuTheme.

Optimize Your Homepage

- ☐ **Prioritize Key Messages:** Highlight the most important content.
- ☐ **Use a Primary Call to Action (CTA):** Make sure it stands out (e.g., register, contact, or access a service).
- ☐ **Create a Visual Hierarchy:** Organize with headings, images, and whitespace.
- ☐ **Add Dynamic Elements:** Include news posts, videos, or event highlights to engage visitors.
- ☐ **Refresh Images:** Update visuals to keep the page looking current.

Note: cuTheme provides additional design options for your homepage, allowing further customization after the migration.