OneEPA Web

Transforming our Web Presence

WebCMS Content Review Post-Migration Checklist

Use this checklist to prioritize your review of your migrated content in the updated WebCMS.

1. **Images**

   a. Web area homepage banner images

      i. Make sure banners work at the new larger size.

      ii. What about the aside box? Move the content to somewhere outside the banner area.

   b. Image maps

      i. Use embedded <img> tags, rather than the WYSIWYG Media plugin

      ii. Does jQuery load correctly? When you resize page do the clickable areas also resize correctly?

   c. Image slideshows – recreate

   d. Inline images may need to be re-built: TBA

   e. Sizes have changed. Do they display correctly?

   f. Captions – Did the text migrate correctly? If you have HTML code, did that migrate?

2. **Tabs and accordions**

   a. Review them. Tabs and accordions were removed.

      i. Tabs should now be a list of anchor links.

      ii. Remove any br tags in the list of anchor links. They will not wrap correctly.

      iii. Consider breaking into separate pages.

      iv. Be sure to remove any tab/accordion JavaScript that might break your anchor linking.

      v. See [Tabs and Accordions: How do I prepare for the WebCMS Migration?](#)

   b. Accordions will now be headings and content all in one big list on the page.

3. **Webforms**

   a. Webform comments won't be migrated, so you'll have to log into the old system and get them. All comments do get emailed, so the site isn't the only copy.

   b. Custom forms will need to be re-built (like an email signup form) https://www.epa.gov/drupaltraining/setting-e-mail-mailing-lists

   c. Conditionals and validations must be redone

   d. There will be a Forms class

4. **Dynamic lists** - Dynamic lists need to be rebuilt.

5. **Page JavaScript** fields that assume jQuery is present -JS libraries should migrate but heavily scripted or customized pages need to be checked.

6. **Boxes**

   a. **headings –** Check your box headings. If you put HTML code in it, like <br>, it will not migrate.

   b. **Width –** Check for any extra float left or right classes on your boxes. They may cause the width to be much smaller than you would like.

Pre-migration tasks that may still need to be done

❑ **Fix broken links**

❑ **Remove ROT**

- **Redundant content** is characterized by repeating the same idea in multiple locations, as in:
  - Duplicate pages or files with the same titles or URLs ending in -0, -1, etc.
  - Orphaned files with no active usage
  - Multiple pages on the same topic in different web areas, written for the same/similar audience
  - Content housed elsewhere, such as the official docket at regulations.gov (link to it instead)

- **Outdated content** consists of materials that are no longer in use, or are out-of-date, such as:

- Defunct projects; concluded event pages, which have no intrinsic historical value (conference registration pages, meeting agendas, etc.); closed RFPs

- **Trivial content** is of little importance or value, and is considered insignificant to the overall scheme or purpose of your website, including:

  - *Minimal pageviews recorded in Google Analytics*

  - Content that doesn't clearly meet a goal or serve the intended audience and their tasks

  - Default pages and index pages without "real" information (but not your home pages).

  - Old conference materials and newsletters

For More Information

Visit the WebCMS Update page at https://wcms.epa.gov/webguide/webcms-update (log in first), or contact Angela Shogren or Cathy Edstrom.