

WORDPRESS CHECKLIST

Clean Default Site

- Delete all default posts and links including the "Hello World" post and "Sample Page".
- Replace all default categories and tags with relevant categories and tags, including description text for each. Change category called "Uncategorized" to something useful and searchable.
- Deactivate or delete default plug-ins you don't plan on using.

Theme

- Choose a theme, install and activate it.
- Add a header image (or hire a designer to modify theme).
- Customize theme as desired.
 - Design nav bar menu
 - Add sidebar(s)
 - Add footer
 - Other _____

Security

- Create a very strong password to log-in as Admin.
- Allow only trusted people to have admin or editor user roles.
- Install security plug-in.

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Plug-ins

- Install, activate and configure settings for any plug-ins you wish to add.
 - Akismet
 - Yoast SEO
 - Click to Tweet
 - Jetpack
 - Wordfence (or other security plug-in)
 - Other _____
 - Other _____

General Settings

- Modify settings as desired.
- Add title and tagline.
- Set URL to www.
- Make home page either Static or Blog.
- Select "post name" for permalink.
- Set time zone and choose time format.
- Allow comments (or not).

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Create Pages

- Home
- About
- Services/Products
- 404 Error
- Other _____
- Other _____

Google Analytics

- Sign up for a Google account.
- Follow the wizard to create the analytics code.
- Install analytics code in the header.php area of the Appearance Editor (found on admin dashboard).
- Set up a feed burn account with Google account to track subscribers and provide RSS options for readers.

Legalities

- Disclaimer Page
- Privacy Policy
- Terms of Service
- Other _____