

# WordPress Website Setup Checklist

*Your Ultimate WordPress Checklist to Start Your Online Business The Right Way*

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## This is Where it All Begins...

So, you want to build a website so that you can start your own online business.

But you're new to this and you don't know anything about building a website or using WordPress.

Don't worry!

After going through this [F j 'X' `<j 'YZž`8\] ZX` ahi](#), you'll have your own WordPress website ready to build your online business.

## 1. Building Your WordPress Website

If you already have a WordPress website, that's great. You can skip this part and jump to the Checklist below to get your site ready!

If not, don't worry. I've prepared a really easy-to-follow demonstration to show you how to build your own website in [Wealthy Affiliate](#).

Check this out:

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## 2. Setting Up Your WordPress Website

After creating a site, you have to set it up properly.

I've also created a video showing you step-by-step on how to properly set up your WordPress website (site settings, theme, plugins, etc...)

Check this out:

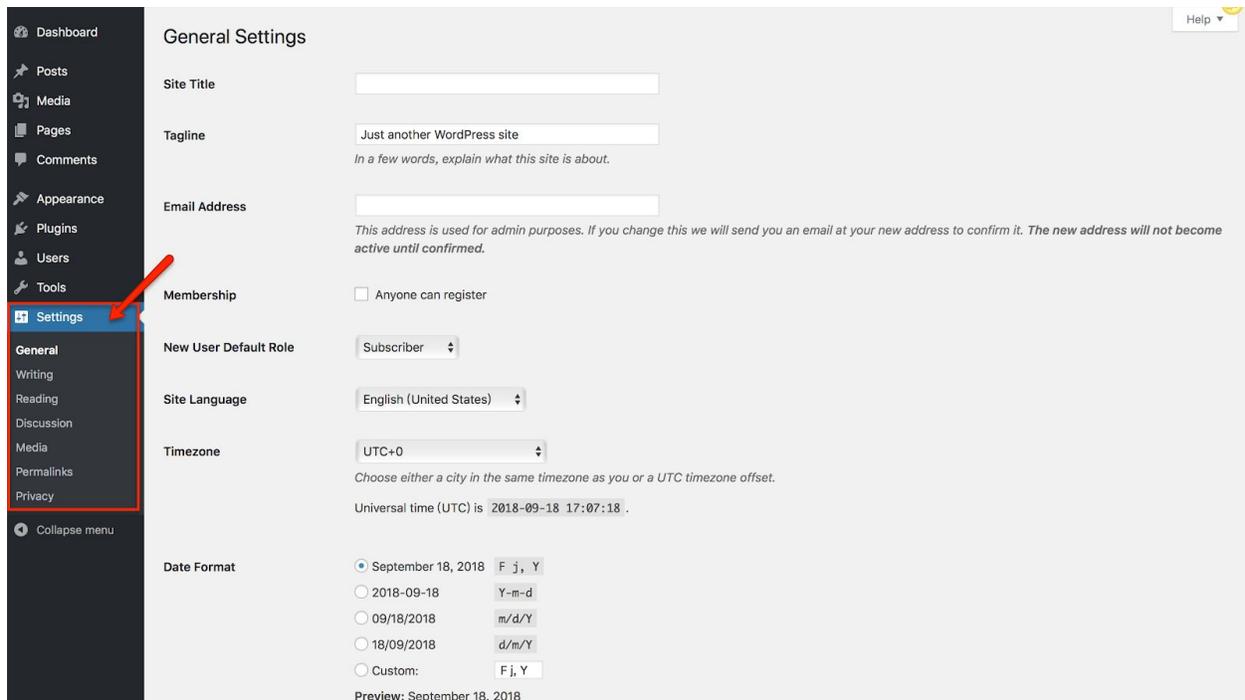
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# WordPress Website Setup Checklist

## Step 1: Site Settings

Login to your site > Go to “Settings” and go through each of the tabs under it:



### General

Confirm your Site Title (This should be added based on the name you use when you built the site)

Tagline: Delete the default WP tagline and put in a short phrase that can represent your website

Email Address (This should be the Email you use to create the site. Go and confirm this Email address)

Site Language: Change the language of the site if you want to build website in other languages

Time Zone: Select the time zone you're in

Date & Time Format (Personal preference)

Remember to click on “Save Changes” once done

There's nothing for you to change in the “Writing” tab.

## Reading

For each article in the feed, show `Hj b b Vgn .`

Save Changes

## Discussion

Before a comment appears: Uncheck “Comment author must have a previously approved comment”

Save Changes

Nothing for you to change in the “Media”, “Permalink” & “Privacy” tab.

## Step 2: Your Profile

Go to Users > Your Profile:

The screenshot shows the WordPress Admin Dashboard with the 'Users' menu item highlighted in blue. A red box and arrow point to the 'Your Profile' sub-menu item. The main content area displays the 'Profile' settings page, which includes sections for 'Personal Options', 'Admin Color Scheme', 'Keyboard Shortcuts', and 'Toolbar'. The 'Name' field is visible at the bottom of the page.

**Profile**

**Personal Options**

**Visual Editor**  Disable the visual editor when writing

**Syntax Highlighting**  Disable syntax highlighting when editing code

**Admin Color Scheme**

Default  Light  Blue

Ectoplasm  Midnight  Ocean

**Keyboard Shortcuts**  Enable keyboard shortcuts for comment moderation. [More information](#)

**Toolbar**  Show Toolbar when viewing site

**Name**

Put in your First Name, Last Name & Nickname

Display name publicly as: Choose the display name you want

Website: Put in URL of the website you're currently editing on

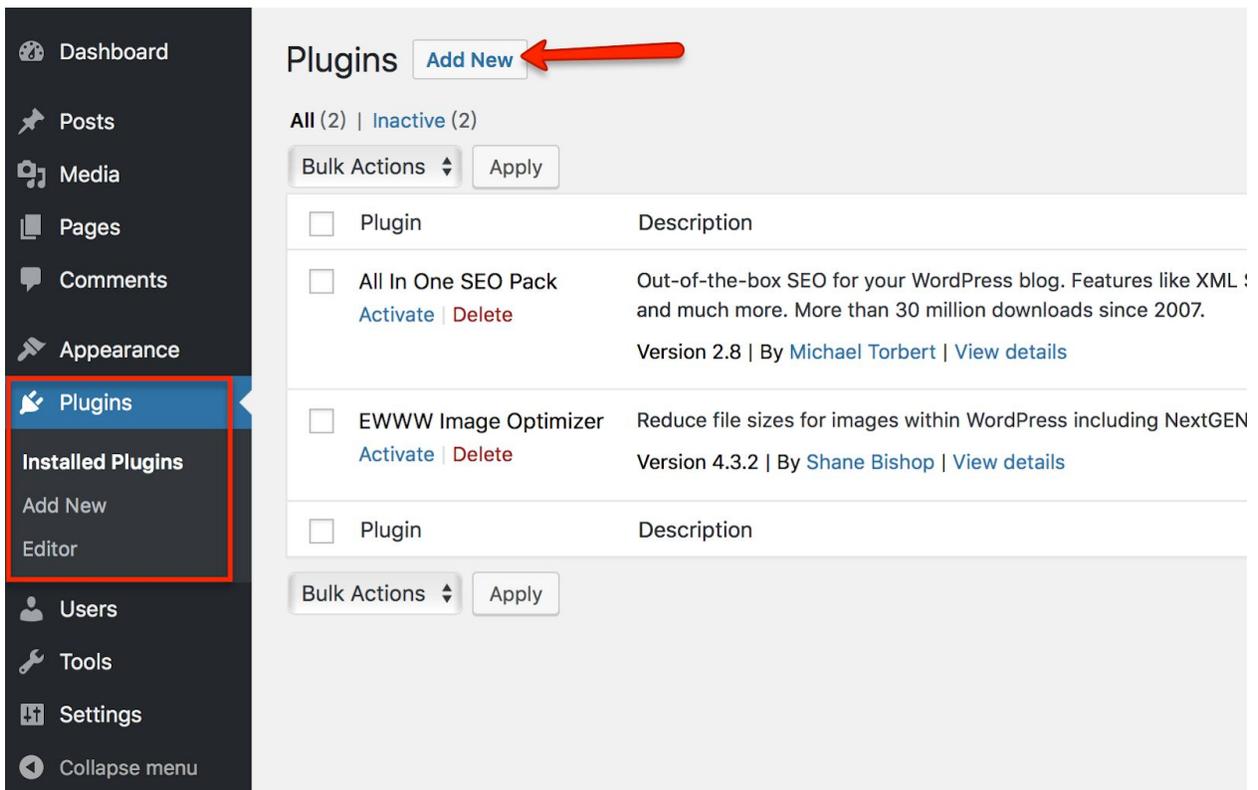
Biographical Info: Introduce a little bit about you (Preferably using 3rd person perspective. Don't waste too much time. You can always come back and edit it later)

Setup your profile picture on Gravatar (Follow the link and the instructions given there)

Update Profile

### Step 3: Essential Plugins

Go to Plugins > Installed Plugins. To install more plugins, click on the "Add New" button:



The screenshot shows the WordPress dashboard's Plugins page. On the left sidebar, the 'Plugins' menu is highlighted in blue, and the 'Installed Plugins' sub-menu is also highlighted. A red arrow points to the 'Add New' button in the top right corner of the main content area. The main content area displays a list of installed plugins, including 'All In One SEO Pack' and 'EWWW Image Optimizer', each with an 'Activate' and 'Delete' link. The 'Add New' button is located at the top right of the main content area, next to the 'Plugins' heading.

Install & Activate the following FREE essential plugins:

[All In One SEO Pack](#)

[EWWW Image Optimizer](#)

[Pretty Links](#)

[WPForms Lite](#)

[Revision Control](#) *hM°9^dc°=j ahZt °°8dciglaï] Z°cj b WZgd[°YgV[ih°hVhZY°°c°i] Z hrhiZb*

[Q2W3 Fixed Widget](#) *hM°B Vm7dcYt °°8gZVi°c°\ V°hi°X° n°h°YZWgï° °\°Zi*

[Comment Approved](#) *hM°C°Z°h°k°Vc°GZchZaVg °°Cdi [°n°Xdb b ZciZgh°g°\Vg°°c°\°i] Z VeegpkVad[°i] Z°g°Xdb b Zcih*

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[Thrive Architect](#) (\$67 - Single License) - Best WordPress front-end 'Drag & Drop' editor which allows me to build customized and highly-professional website/pages.

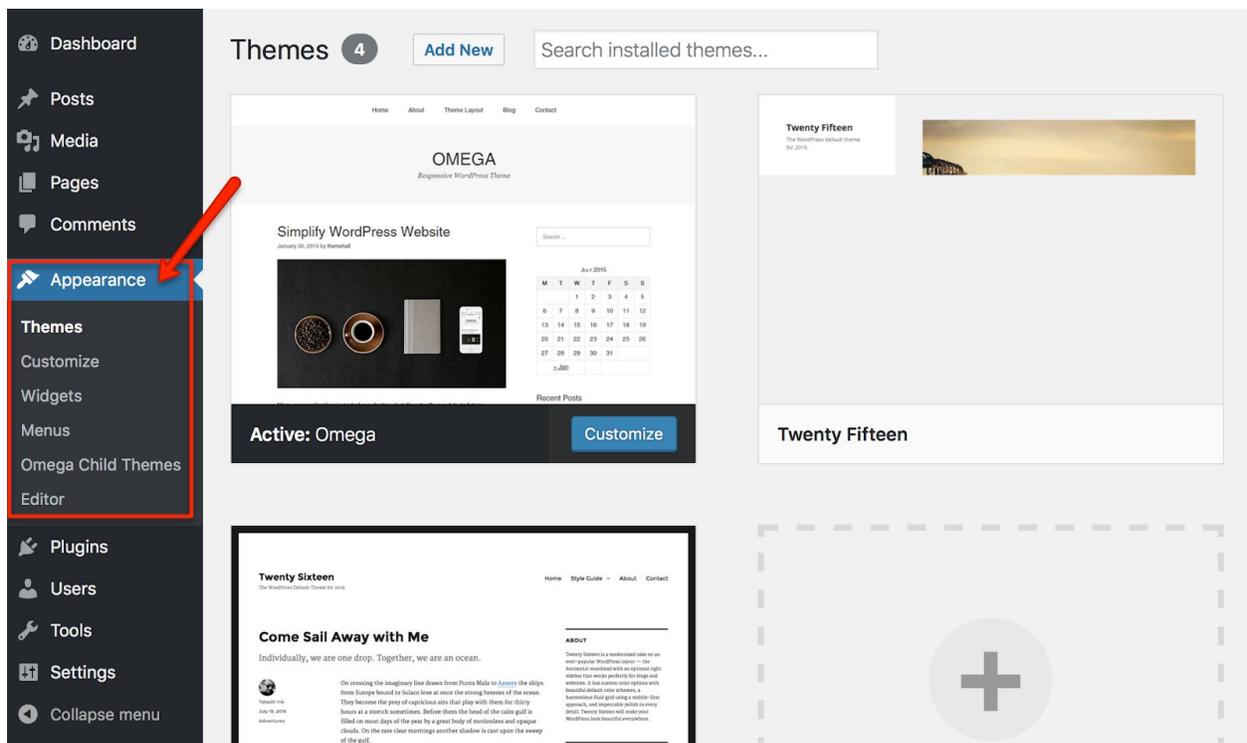
[Thrive Leads](#) (\$67 - Single License) - Best WordPress plugin to help you with your Email Marketing campaigns

You don't have to purchase these plugins separately. Thrive offers a [1\]gkZ B Zb WZgh\] °e](#) which costs just 1 & \$b dci] and you can get access to:

- 6aad[°i] Z°g°L dg°E gZhh°E°j° \°ch (10 in total)
- 6aad[°i] Z°g°L dg°E gZhh°i ] Zb Zh (10 in total as well)
- 1]gkZ°J c°kZgh°n° Training & tutorials on various different topics like Email Marketing, Copywriting, Conversion Optimization, Website/Landing Page Building, Sales Funnel Creation and many more.
- Dc°\°d°c°\°° ) \$ °A°[°Zi°°b° Z°Hj° eedg

## Step 4: Site Appearance

Go to Appearance:



Select the Theme you like (There are tons and tons of different themes. Don't waste too much time. Just choose one and get started. You can always change your theme later.)

Click on "Customize" and edit the customization settings available to the theme (Customization is "theme-specific")

Customize your "Widgets" (Widgets are elements you can put in your blog sidebar)

Create a "Main Menu" for your site (You can come back and add in the menu items later on)

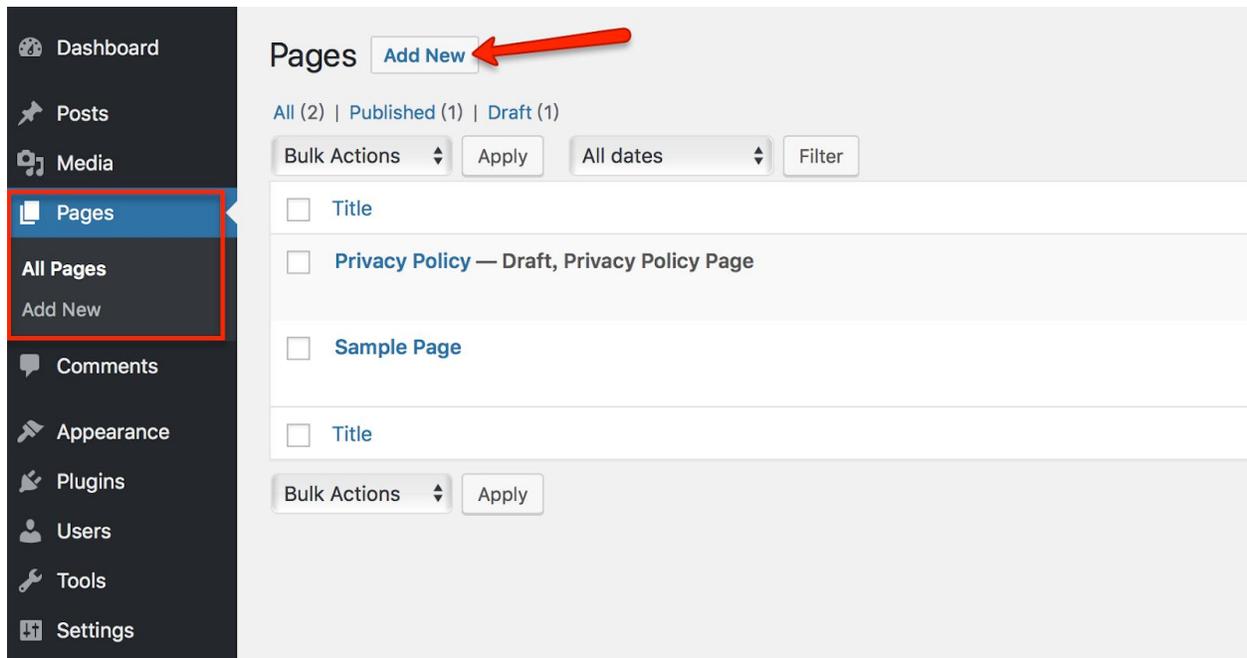
In the beginning, you may want to choose a Free WordPress theme from the list. But there are definitely limitations to Free themes.

So, when you're ready and serious about your online business, you may want to consider investing in a paid premium theme.

My recommendation are conversion optimized themes from [Thrive Themes](#).

## Step 5: Essential Pages

Go to “Pages”:



Click on “Add New” and start creating the follow essential pages on your site:

8dciVXi/Create a contact page and use the WPForms plugin to create contact forms so that people can contact you from your site

6Wdj i/Introduce yourself and your website. Explain to people what can they get out & benefit from your site.

EgkVXn`E daXn/Edit the existing Privacy Policy page

9`hXa/`b Zg/Get the Affiliate Disclosure template from Wealthy Affiliate’s template page: <https://my.wealthyaffiliate.com/content/> (Screenshot below)

