



NEW SITE STEP-BY-STEP GUIDE

After you import your WP theme, follow these steps:

1. Change username and password then delete old user → Users → Add New
2. Update site title: Settings → General → Site Title
3. Update home page title & description: SEO → Search Appearance → SEO Title
4. Update your email: Settings → General → Admin Email (Make sure to verify)
5. Customize your theme: Appearance → Customize
6. Update your categories: Posts → Categories
7. Update your menu: Appearance → Menu
8. Update sidebar content: Appearance → Widgets → Sidebar
9. Update header ad: Appearance → Widgets → Header Ad
10. Update your "About" page: Pages → All Pages → About
11. Make sure your WP plugins are updated.
12. Remember to submit your posts to Google Webmaster for indexing.
13. Periodically backup your website using the All in One WP Migration tool.

REGARDING LOGOS: If you don't want to use an actual logo image, you can remove it and use the text from your "Site Title" description in step #2 above.

Go to: Appearance → Customize → Theme Settings → Remove Logo

If you want to design your own logos, I recommend this site: <http://elementsplace.com>

If you want a logo created, you can have one made on Legiit for \$10 at:

https://www.legiit.com/profile/art_king/business-logo-design-in-24hrs

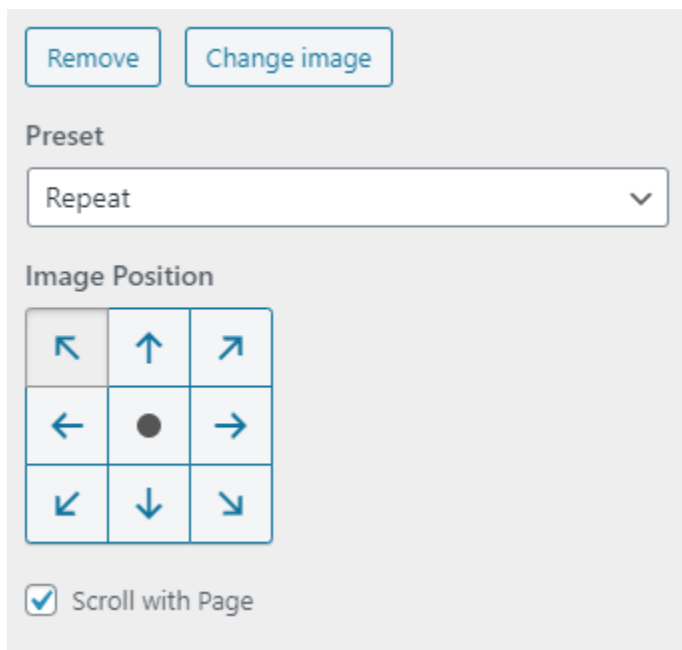
Ask them if they can give you a copy of the logo in this size: 300 X 110 pixels. I also suggest you mention to have your logo "Horizontal" so it's not tall.

REGARDING BACKGROUND IMAGE: Try to use background images that are under 100KB so the website will load faster. Using large image files can drastically reduce the loading time of your website and even impact your rankings in search engines.

You can download free seamless background images from this site:

<https://www.toptal.com/designers/subtlepatterns/>

Then go to: Appearance → Customize → Background Image → Change Image. When using seamless backgrounds, change the “Preset” to “Repeat”.



WEBSITE BANNERS:

- Top banner is 728px x 90px
- Ad before recent content banner is 970px x 90px
- The sidebar banner 300px wide

Sidebar banner: Appearance → Widgets → Sidebar → Text

You can delete the existing image and add your own. Click image then delete, then click on “Add Media” button to add your own image. Then click on image then “link icon” to add affiliate link.

The other two banner spots are different and require you to add the HTML code instead of using an image.

Above content banner: Appearance → Widgets → Ad Before Recent Content

To use the top banner: Appearance → Widgets → Header Ad.

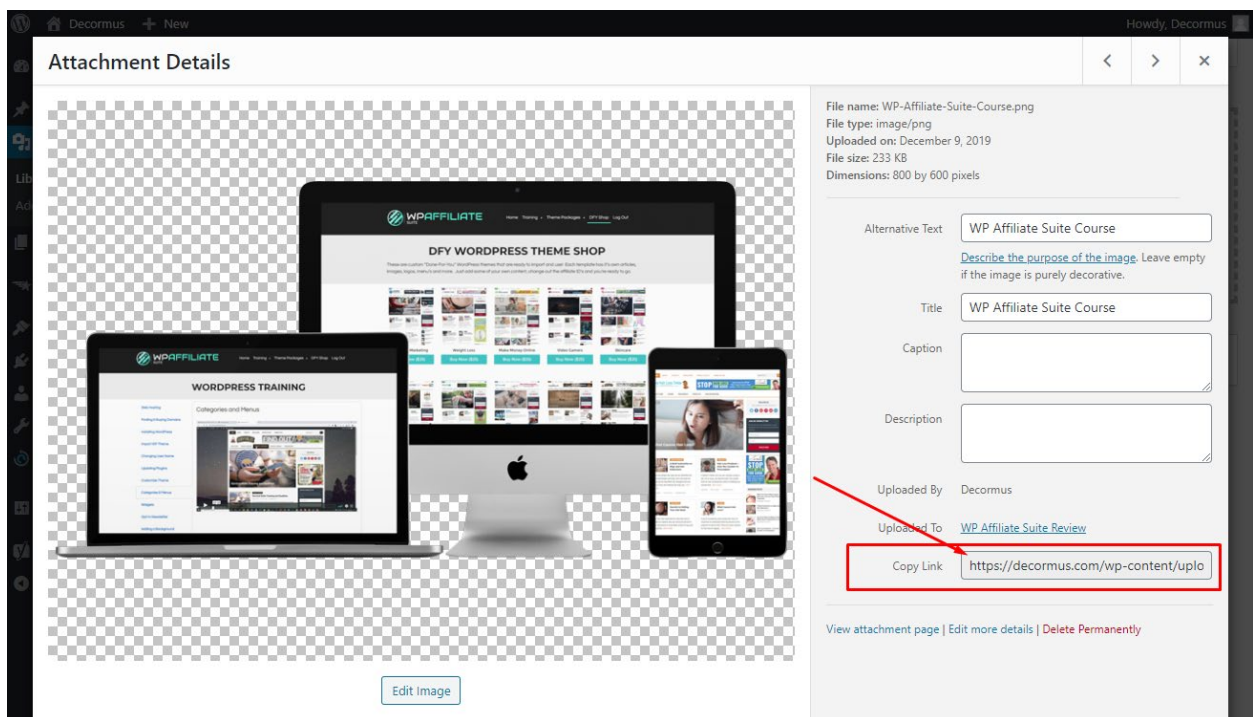
For both, you must use HTML code such as the example below.

```
<a href="http://replace-with-your-affiliate-link" target="_blank"></a>
```

Create your ad banner or download one you want to use then upload it to your website:

To upload image: Media → Add New → Select Files

Once uploaded, click on the image then grab the “copy link” and add as image link in your HTML code.



The screenshot shows the WordPress Media Library 'Attachment Details' page for an image named 'WP-Affiliate-Suite-Course.png'. The image is displayed on a checkered background, showing a laptop, a desktop monitor, and a tablet, all displaying the 'WP Affiliates' website. The right sidebar contains the following information:

- File name: WP-Affiliate-Suite-Course.png
- File type: image/png
- Uploaded on: December 9, 2019
- File size: 233 KB
- Dimensions: 800 by 600 pixels

Below this information are input fields for:

- Alternative Text: WP Affiliate Suite Course
- Title: WP Affiliate Suite Course
- Caption: (empty)
- Description: (empty)

At the bottom of the sidebar, the 'Copy Link' field is highlighted with a red box and a red arrow pointing to it. The link is: <https://decormus.com/wp-content/uplo>

At the bottom of the sidebar, there are links: View attachment page | Edit more details | Delete Permanently

Example:

```
<a href="https://warriorplus.com/o2/v/lq3ctr/nbhwg4" target="_blank"></a>
```

The ***target="_blank"*** code makes the banner link open in a new tab window.

BACKING UP YOUR WEBSITE

Backup your website: All-in-One WP Migration → Export → Export to → File

I highly recommend you periodically backup your website and keep a copy in a safe place on your computer so you can restore your website if something were to happen.

An alternative would be to use a service such as: <https://managewp.com>