



MY CHECKLISTS WordPress

WEBSITE MANAGEMENT CHECKLIST

WHAT YOU NEED TO KNOW SO YOU CAN MAINTAIN YOUR OWN WORDPRESS WEBSITE WITH CONFIDENCE & EASE!

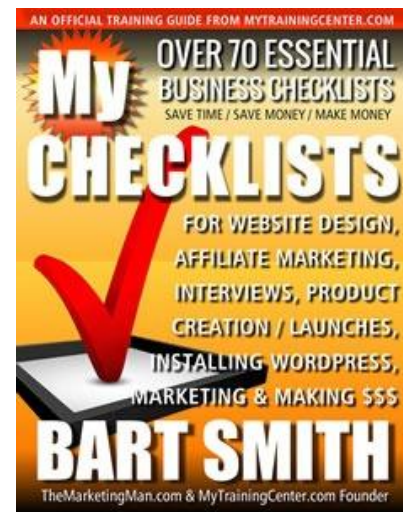
web hosting	themes	widgets	users	moving
installation	plugins	posts	security	shortcodes
settings	pages	images	video	audio
			menus	

BartSmithWorld.com

WordPress Website Management Checklist

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In case you didn't know, here are some things to keep in mind when it comes to keeping track of and managing your WordPress website. Check it out ...



1.0 WHERE DOES YOUR WORDPRESS WEBSITE RESIDE ON CURRENT SERVER?

1.1 ____ **If you have Cpanel, typically found at <http://yoursite.com/cpanel>, log into it, and click on the File Manager icon** so you can view and manage all the files and folders on your website server.

1.2 ____ When the File Manager window opens, **click on the “public_html” link in the left column to view everything on your server** in the right-hand column.

1.3 ____ **Highlight every file and folder on the server**, in the right-hand column, by clicking the Select All tool in the top right-hand column. When everything is highlighted in blue, you’ve done it correctly.

1.4 ____ **Click the “Compress” icon in the uppermost navigation row to “zip up” every file and folder** (that you just highlighted) on your server. Note, if you have a large website with thousands of files (including images) and folders, consider performing this task (highlight + compress) in stages. For example, highlight and zip up folders A-J into one zip file. You could name it “A-J-FILES-AND-FOLDERS.zip” and then continue with that method of zipping files with folders K-P, R-Z. With the final zipped group of folders, carefully select the root files as well. There are only about 15 of them. Use the CTRL key to select and include them all in the final R-Z zipped file.

1.5 ____ **After you have compressed (or zipped) your files/folders, you should look at these new zipped file sizes.** The file size for one (or multiple) zipped file can range between 100MB up to 1GB. It’s best to keep these file sizes down to 100MB-300MB and no more. The reason is, when you download them to your computer, you” need to re-upload them to a new server. Well, if you have a .zip file size that’s 500MB or more, it’s going to take a long time to download and re-upload. The lag time occurs in the uploading stage. If a huge 500+MB file is 80% uploaded and for some unknown connection problem, you’ll be forced to restart the upload process. It’s much better to keep these file sizes under 500MB if possible. If you happen to compress all the files and folders and the file size turns out to be 700MB, delete that .zip file and start over. Proceed to zip up small groups of folders such as FOLDERS-A-J.zip, K-P, R-Z, etc. Don’t forget to include your root files in the last zipped procedure.

2.0 WHERE WILL YOU MOVE/HOST YOUR WORDPRESS WEBSITE ON THE NEW SERVER?)

2.1 ____ **If you have Cpanel on the new hosting account, which you should always try to get when you order a new website hosting account**, log into it and click on MySQL® Databases. Referencing the database by name, username and password from the current wp-config file mentioned earlier (found in the root folder of your current WordPress website), proceed to create a new database, with the same username and password and then assign that user name and password and functions to the new database you created. This takes a total of 1-3 minutes to complete.

2.2 ____ **Download the latest version of WordPress** to your computer inside that subfolder you created to store all your WordPress files/folders, by going to: <https://wordpress.org/download>

2.3 ____ **Upload and uncompress this WordPress zip file** on your new web server in the root directory.

2.4 ____ **Install WordPress on the new hosting account** by going to your new hosting account within a browser. Installation should take 1-2 minutes.

2.5 ____ **Within the Cpanel on the new server, click on the phpMYadmin icon.** Find the new WordPress database you just created. Select all the tables you see in that database and DROP them or delete them. This empties the database making room for you to import your old one with all your WordPress website data.

2.6 ____ **With this new database now emptied, IMPORT the saved .sql file** of your current WordPress database into the newly emptied database. This will take just a few seconds to upload. When finished, you should see a green highlight bar with a success message in it. Completed!

2.7 ____ Within the CPanel on the new server, click on the File Manager icon to open up the File Manager window of the new server account. Click on public_html to expose the recently installed WordPress files you just installed in Step 2.4 above. **Upload your huge saved zipped file(s) that you downloaded from your old server**, and which contain all the files and folders of your

WordPress website. Move these into the root folder. Unzip them after they have been fully uploaded. YOUR entire WEBSITE HAS BEEN PROPERLY MOVED OVER ... EVERY FOLDER ... 100%.

3.0 WHAT'S LEFT TO DO?

3.1 ____ **Change the name servers so your old site now points to the new website server.**

Within 24 hours, your old site will be pointing to the new site that is now up and running.

3.2 ____ Within File Manager, **create a test directory/folder called "test."** Every few hours, while the name servers are propagating, type in any browser `http://yoursite.com/ns` and when you see "Index of /ns" pop up with a linkable phrase called "Parent Directory", you know your website has moved over 100% to the new server. Until you see that page, you will get a 404 or similar error message because you don't have that folder created on your new server.

3.3 ____ **When your WordPress website is fully moved over to the new server, you can confidently cancel hosting services** at the previous website hosting company. I caution you to wait a couple days for peace of mind. Keep the old account active until you're fully satisfied that the new hosting server is hosting all of your files and everything is functioning as it should.

4.0 QUICK WAY TO MOVE A WORDPRESS WEBSITE

A fast way, but not always the ideal way to bring over content from one WordPress website to another is to simply **export everything out of it and then import it into the new WordPress website installation.** However, , if you want to move only parts of your site, here are few tips before making that move:

____ Export (then import) **pages.**

____ Export (then import) **post categories.**

____ Export (then import) **posts.**

___ Export (then import) **menus**.

___ Export (then import) your **widgets**.

___ Export (then import) theme **settings**.

___ Export (then import) other **settings**.

The only problem with this method is that WordPress websites are complex. There are customized details at every turn. Do you remember where everything is? Do you remember how you customized your SEO plugins or your security plugins? What about all those content blocks you created and more?

Don't forget about the images in your media library. Images must be moved too when migrating from one hosting company to another. Your images in your media library need to be brought over using the same the steps outlined in the checklists above that covered highlighting the /uploads folder, zipping it all up, download it, re-uploaded it, unzipping it and moving it over the newly installed WordPress uploads folder on the new server.

The same goes for plugins. **Plugins must be brought over**, unless you want to add them individually, which can be a real chore and many would require re-customizing as you did in the old WordPress website.

It's highly recommended that you move the entire image database, files and folders in a few single zip/export/download/upload/unzip procedures as outlined above in CHECKLIST STEPS 1-3. The steps above ensure your website is brought over 100% intact and not bit by bit, which could really ruin a website. Move the image files intact for peace of mind, complete assurance, and functionality. Master the checklists above prior to moving any WordPress website to a new hosting server. It's how I do it now with confidence, speed, and accuracy.

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