



COMPLETED SITE CHECKLIST

Make sure each of these items are correct and in place before closing the job with your site programmer. Ideally, get all of these checked and corrected on your FIRST edit:

- Site Homepage is programmed in HTML right on the Page. No PHP Template or other Template programming for the homepage. So you can edit all the text or images on homepage from WordPress Page editor.
- Sign-up box code is in a text widget so that it can be placed on various pages of the site – and code can also be edited or replaced as needed.
- Site is mobile responsive (looks good on cell phones, iPad, tablet, etc.)
- Sign-up box appears on homepage and blog page and is working.
- Social media icons are in place and open in a NEW window (so user doesn't leave your site).
- Plug-ins are all installed, activated and configured correctly
- Share buttons are working
- People can leave Comments under blog posts
- Contact form is working
- All navigation links in header and footer are working properly and go to the correct page.
- Font size and style is good on all site pages.
- Google Analytics tracking code is working – check your account to see if it is recording site visitors.
- All links to other sites, products, etc. open in a NEW window, so user never loses your site.
- If you have a SHOP page, check that all shopping cart or Buy Now links are working properly.
- All images or photos are sized and positioned as you want them.
- Menu navigation appears on every page of the site.
- Logo appears with top menu navigation, or wherever you have asked your programmer to place it.