

WordPress Migration Worksheet

- 1 **Find a “look and feel” for your website by choosing themes:**
Free themes: <https://wordpress.org/themes/>
Paid Premium Themes: <https://themeforest.net/category/wordpress>
- 2 **Send the following to CaddisArt:**
 - The highest resolution or vector (eps) version of your logo. We prefer EPS files, but PNG and JPG will work
 - At least three high resolution images that reflect your business or focus for your image slider
 - If you have your own photographs, be sure they are high resolution

If you are looking for free stock images try the following sites:

 - Pixabay.com
 - Pexels.com
 - <https://search.creativecommons.org/> (be sure to check the “Use Commercially and Modify or adapt” checkboxes)
- 3 **Carefully look over your website’s current content. Please do the following:**
Decide what no longer needs to be on your site
Decide on any additional pages or content that your site needs and provide that to CaddisArt
Modify any current content that is outdated or needs to change. Please copy, paste and edit.
- 4 **Create three blog articles.**
This will be new content, written by you or a guest, specifically tailored toward something related to your business. Include at least two photos with each blog. One image will be the “featured image” and the other will be inline with the content.
- 5 **Caption each photo submitted.**
- 6 **Decide on your navigation structure** (home, about us, contact us, etc) unless it is currently perfect the way it is.
If there are changes, please be sure to have the content that supports it.
You can choose to “nest” your navigation. For example, if a user hovers over “About Us,” a drop-down menu will appear
- 7 **Decide and list the names and email addresses for each administrator** of the website.
Full Name
Username (i.e., first initial, last name)
Please do not submit passwords to CaddisArt. A generic password will be supplied to you that you must change.
- 8 **Decide who (of the above administrators) will receive submissions** from any forms you may have installed on your website (e.g. contact form) (if applicable)
- 9 **If you are adding or changing domain names to your website**, please provide that information to CaddisArt using the form.
- 10 **Decide the best day of the week & time** to be down (for up to 8 hours). This will be scheduled in advance when the migration is nearly done.

Once you have all this information, please fill go to the online form at
CaddisArt.com/migrationform