

TOWARDS BETTER CONVERSION RATE: WEBSITE ESSENTIALS



Get a small business website
that gives you profits,
not headaches!

Speed

Web server & browser

- Use CDN (content delivery network).
- Use the latest PHP version. This setting is available through your hosting cPanel.
- Use browser caching.
- Use asynchronous loading (for noncritical JavaScript and CSS files).
- Minimize the number of HTTP requests (reduce number of files loaded on a web page).

Media & files

- Resize images to used dimensions.
- Use lazy loading for images.
- Host videos and other large media files on outside platforms (YouTube, etc.).
- Enable file minification (HTML, CSS and JavaScript files).
- Enable file compression.

WORDPRESS TIPS

- Delete unused plugins & themes (it helps with the database clean up).
- Use a lightweight theme.
- Use a reasonable number of plugins, only for the features you truly need.

Accessibility

Structure of the page

- Each page has unique title.
- Page content is organized with section headers (subtitles).
- There's big enough contrast between text and background colors.
- Color alone is not used to convey action (use underline for links, and visible shape for buttons).
- All parts of the website is accessible with keyboard (not just with click/tap).
- Set the primary language of your website for assistive technologies.

Navigation

- Website navigation is consistent on all web pages (it should remain the same visually and functionally).
- Drop-down menus are accessible with keyboard.
- There's no keyboard dead ends (user should be able to go up and down the whole page).
- There's SKIP TO CONTENT shortcut (that skips your website page header).

Other considerations

- Content should be accessible even if there's no styling applied to the web page.
- You have a documented accessibility policy, that's linked on your website.
- Users have a way to report accessibility issues on your website.

Text

- Text can be manually magnified by 200% (page zoom-in shouldn't be disabled).
- Break longer text into smaller paragraphs.
- Text should be aligned either left or right (avoid justified alignment). Titles/subtitles could be aligned to center also.

Media

- Images have descriptive alt-text (avoid keyword stuffing).
- Images of long text should be avoided (use pure text).
- On-page media doesn't auto-play.
- Media can be stopped, paused and muted.
- All media has alt-text and description.
- Written transcripts are available for all audio content.
- Captions are available for all video content.

WORDPRESS TIPS

- Choose a theme from the official [wordpress.org](https://wordpress.org/themes/) repository (it passes through accessibility checks).
- If you're unsure about color contrast, stay with the theme provided options (it's the safest bet).
- Use a plugin that enhances the accessibility of your website (I recommend **ONE CLICK ACCESSIBILITY**).

Privacy

General info

- Your full business and contact information.
- List the categories of data you collect (especially for personal data).
- Describe clearly how you collect the data (through website analytics, contact form, etc.).
- Describe in detail the purpose of your data collection.
- Mention the legal basis behind your data collection (see more here - <https://gdpr-info.eu/art-6-gdpr/>).
- Clearly describe the consumer rights of the website user you're collecting the data from (to see, modify or delete their data).
- Disclose with whom you're sharing the collected data with (especially if data selling is involved).
- Mention if and how the data is transferred to other countries (especially to those with different/weaker data protection policies).
- State what part of the data collection is mandatory, and what's voluntary.
- Outline your data retention policy (how long and why the data is stored).
- State the security measures you use for your data processing and storage (general website security practices count also).
- Disclose how you'll communicate any privacy policy changes to those who already gave their consent.
- Show the effective date of your latest privacy policy update.

Cookies related

- List all of the cookies/scripts collecting the data on your website (including third-party like Google analytics).
- Use an auto block mechanism before the user gives any informed consent (to prevent any scripts or cookies to load before given consent).
- Implement consent management (opt-in/opt-out consent form, that can be accessed even after they give a consent - if they change their mind).
- Provide a way for people to contact you in order to see what data you stored about them, or to request that data to be changed/deleted.

Additional security considerations

- Collect only the data you truly need - it will be less of a risk if there's a data breach.
- If you're storing the data on your own server (in WordPress database, etc.), take additional efforts to keep that data safe.
- Add consent box to any website feature that collects user data (comments, contact forms, etc.).
- Consult a lawyer specialized in online data privacy.

WORDPRESS TIPS

- Use only GDPR-compliant plugins and tools (it's usually mentioned as one of the main feature).
- Use the WordPress built-in features like privacy page template generator, and user data export/erase.

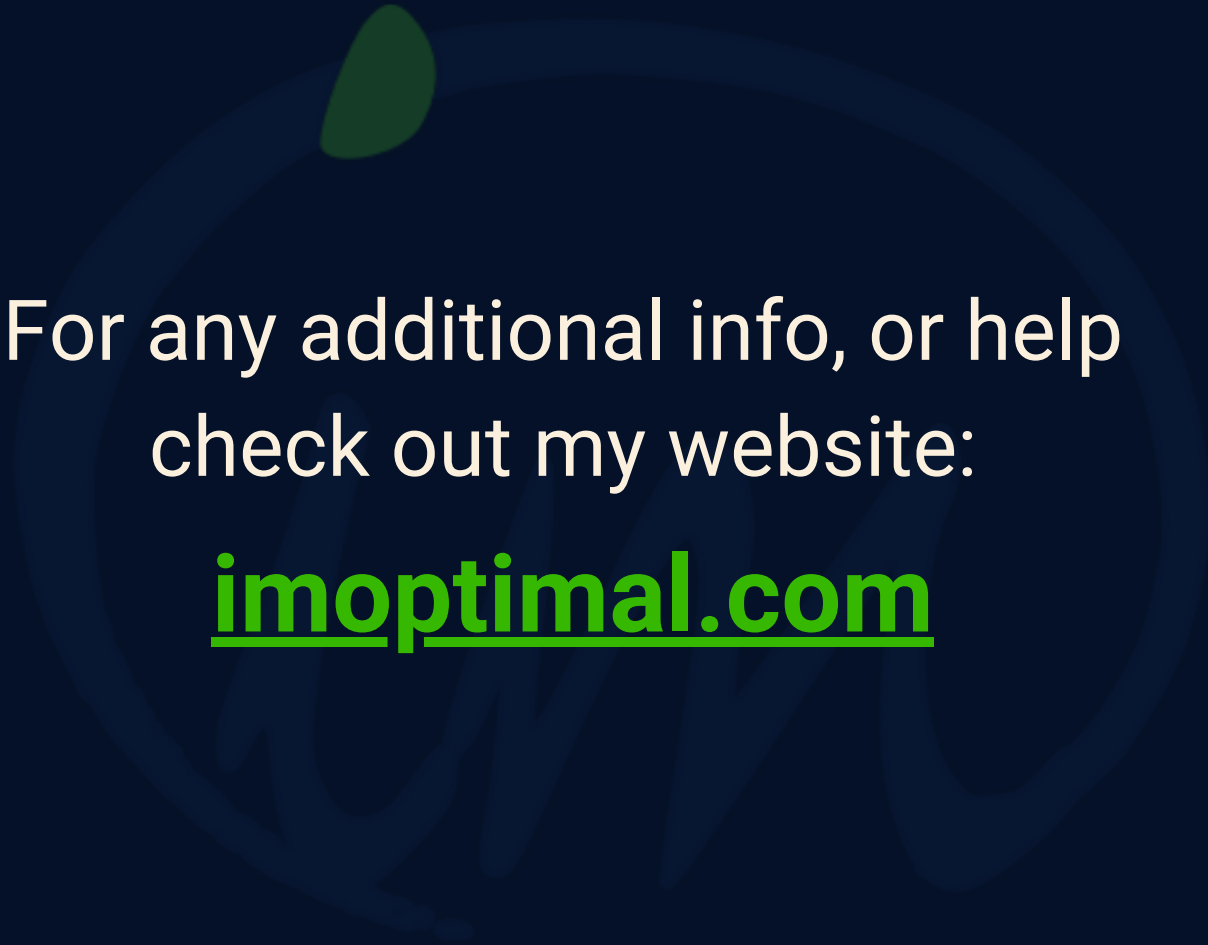
Security

General practices

- Keep your software up to date.
- Use strong passwords (and don't leave the default admin username as 'admin').
- Do website backups on a regular basis (at least once a month), and store them on a separate server.
- Install a SSL certificate.
- Delete user accounts you don't use.
- Run security scans often.
- Limit access to users (don't give admin status to regular users).
- Limit login attempts.
- Use 2-factor authentication for login.
- Use a CDN (content delivery network) for additional security features. I recommend using Cloudflare CDN - it provides ddos protection, spam and content scraping prevention for free.

WORDPRESS TIPS

- Delete all unused themes and plugins.
- Keep all of the parts of your WordPress website up to date (core, theme, plugins, and PHP version on your server).
- Use trusted plugins, especially for security features, and features that involve data input by your users into the website's database.
- Install a comprehensive security plugin. I recommend Wordfence, because it provides many features - even firewall for free.



For any additional info, or help
check out my website:

imoptimal.com