WordPress Site Rollout Guide

Notes on How To Move a Redesigned WordPress Site & Ready to Go live

This is a *general* outline to help guide through the process of moving a production WordPress (WP) website to a *live-state*, when ready. This outline works for most sites, i.e. hosted in-house (standard) by VistaGraphics Inc.

This README is divided into two separate outlines: Standard (hosted by VistaGraphics Inc., or *in-house*) and Client-Hosted.

For a WP site ready to go live, to be hosted by a client's means, skip the first section to see the next section.

Standard WordPress Site Rollout

***10,000 ft.* Overview of *Standard* Steps:**

- Backup the Site Files & Database
- Update permalinks

Backup the Website & Database

It is always a good idea to make a copy of your website, before undergoing major changes. Below are steps for taking a *snapshot* of your website, Site Files and the Database.

Backup Site Files

1. Open cPanel > File Manager
2. Compress `public_html`
3. Rename Zip folder (e.g. `sitename_oldsite_backup.zip`)

Backup Database

1. From cPanel > phpMyAdmin
2. Select Current Database Name (e.g. `lynchburg_wp1_db`)
3. Select Export: export as `.sql`

Download the site files and database backups, then upload to a safe place, i.e. `SYN_NAS0`, or `Grandma's House`.

The Going-Live Bit

In order to make the website "live", all links must point to the correct Domain.

Update Site Links

1. With current database selected, select `wp_options`
2. Remove `/wp` from all links (*Show All Rows*)

Alternatively

In contrast to the steps above, open the `.sql` file in your favorite text editor and perform a search/replace and save. Then, import the database. However,
ENSURE YOU DOWNLOAD A SEPARATE DATABASE BACKUP FILE (an *unedited* database file)
If anything goes awry, you can restore the database from the backup (snapshot)

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3. Back in cPanel, open `public_html`, make note of the files below:

   - `cgi-bin`
   - `htaccess` (if there is one)
   - `google code`
   - `sitemapxml`

4. Delete all files **except the above** in the `public_html` directory

5. Open `wp` directory,
   Select All > Move To `public_html`

6. Navigate through live site, check where links need to be updated (i.e. remove any `/wp`, URLS pointing to vg server)

Common Areas to Check for Step #6:

- Widgets
- Media
- Pages
- Custom Templates

Client-Hosted WordPress Rollout

Note: the following guide is for a client already hosting through GoDaddy.

10,000 ft. **Overview of** ***Client-Hosted*** **Steps:**

- Backup the Site Files & Database
- Backup the client's current site files (and databas, if there is one)
- Update permalinks
- Update the programming language of the environment (PHP) to match closest to that of the production site, and Apache (if need be)