

The Author Website Toolkit

The 5 Minute WordPress Setup Guide

Get Your Domain, Hosting
& Install WordPress

module 1

www.TheSelfPublishingToolkit.com

Module 1

The 5 Minute WordPress Setup Guide

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If you have any questions about the material in this guide, please contact me at daphne@theselfpublishingtoolkit.com or theSelfPublishingToolKit.com/contact. I am happy to help.

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Setting up a website is one of the most important things you can do to promote your book. Your website acts as a one-stop-shop for interested readers to find out more about you and your books.

You're only minutes away from a professional presence on the web so let's get started.

Buy Your Domain & Hosting

Head over to [HostGator](#) and click the yellow **View Web Hosting Plans** button.



Next you are going to choose your hosting plan.

If you only want to host one site, choose **(1) the Hatchling Plan** or if you think you want to host more than one site **(2) go for the Baby Plan**. You can always upgrade later if you change your mind, so go with the Hatchling if you are unsure what your future plans are.

*(The prices HostGator is displaying reflect a 20% discount, but if you use the code **SELPUBLISH**, you'll get 25% off so the price will be even better!)*



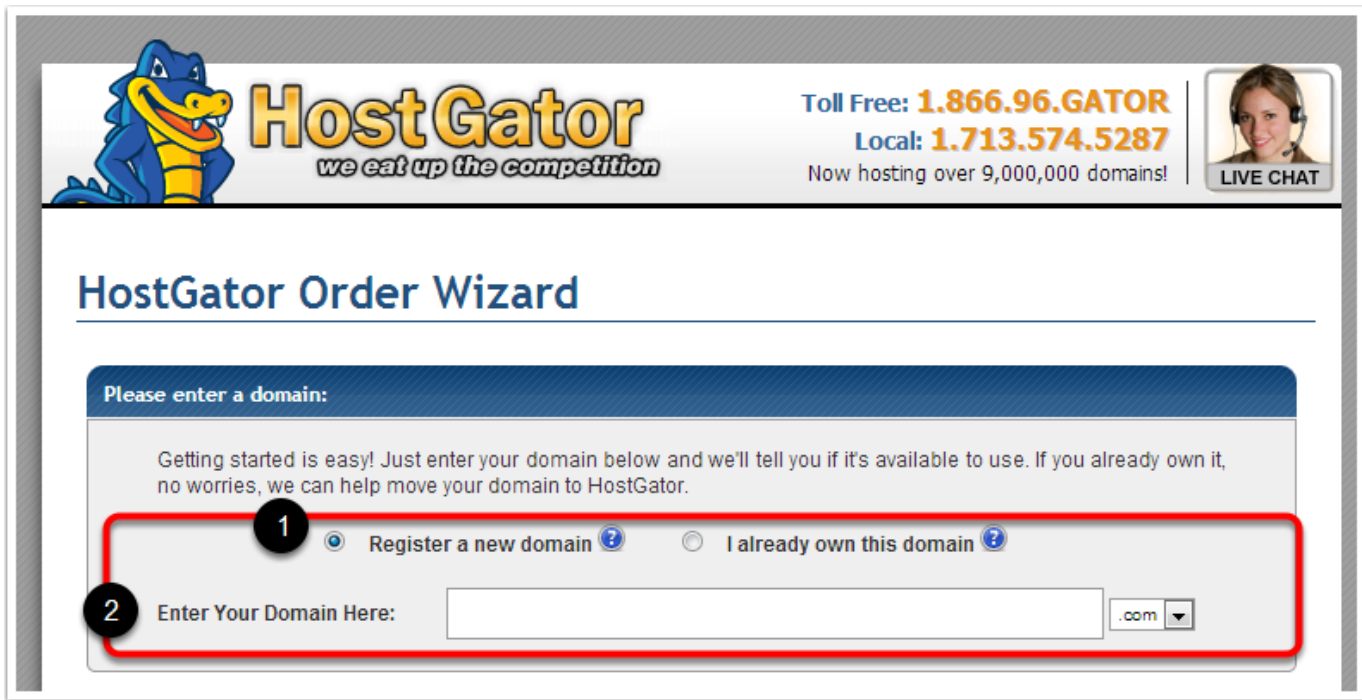
The order wizard will pop up.

If you don't already own your own domain (for example: www.theselfpublishingtoolkit.com) you'll need to get it now. I recommend buying your domain and hosting from HostGator for simplicity sake. You'll be able to manage everything in one place.

Section 1:

(1) Tell HostGator if you'll be buying your domain from them or using one you already have. It's very easy to move a domain if you already have one somewhere else and they will help you do it.

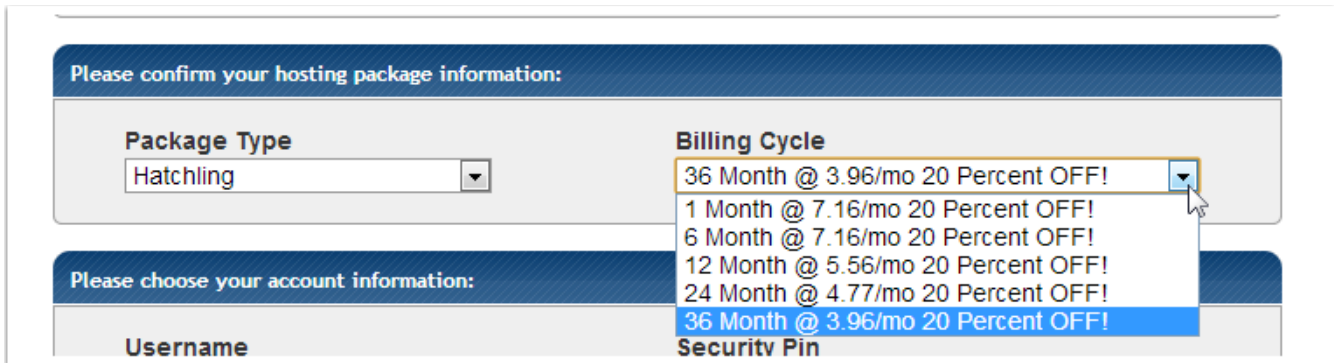
(2) Type in your domain. If you are registering a new domain, HostGator will tell you if it is available. If it isn't, you can append 'author' 'online' 'writes' or 'books' to make it unique.



The image shows the HostGator Order Wizard interface. At the top, there is a HostGator logo with a blue alligator and the tagline "we eat up the competition". To the right of the logo, it says "Toll Free: 1.866.96.GATOR" and "Local: 1.713.574.5287", followed by "Now hosting over 9,000,000 domains!". There is also a "LIVE CHAT" button with a woman's face. Below this is the "HostGator Order Wizard" title. The main section is titled "Please enter a domain:". Below this, it says "Getting started is easy! Just enter your domain below and we'll tell you if it's available to use. If you already own it, no worries, we can help move your domain to HostGator." There are two radio buttons: "Register a new domain" (selected) and "I already own this domain". Below these is a text input field labeled "Enter Your Domain Here:" with a ".com" dropdown menu. A red box highlights the radio buttons and the text input field. There are two numbered circles: "1" next to the radio buttons and "2" next to the text input field.

Section 2:

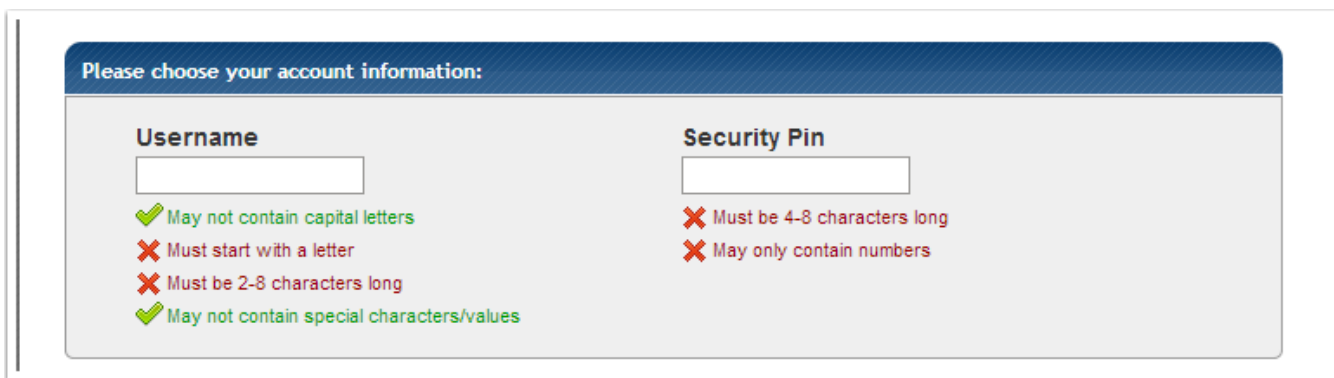
- (1) Pick your package. Remember, we're going to get a better deal on the price in a few minutes!
- (2) There are multiple options for Billing Cycle. The price goes down incrementally if you pay up front.



The screenshot shows a web form titled "Please confirm your hosting package information:". It contains two main sections. The first section, "Package Type", has a dropdown menu with "Hatchling" selected. The second section, "Billing Cycle", has a dropdown menu that is open, showing a list of options: "36 Month @ 3.96/mo 20 Percent OFF!", "1 Month @ 7.16/mo 20 Percent OFF!", "6 Month @ 7.16/mo 20 Percent OFF!", "12 Month @ 5.56/mo 20 Percent OFF!", "24 Month @ 4.77/mo 20 Percent OFF!", and "36 Month @ 3.96/mo 20 Percent OFF!". Below these sections is another section titled "Please choose your account information:" which contains input fields for "Username" and "Security Pin".

Section 3:

Set your user name:



The screenshot shows a web form titled "Please choose your account information:". It contains two main sections. The first section, "Username", has an input field and four validation rules: "May not contain capital letters" (green checkmark), "Must start with a letter" (red X), "Must be 2-8 characters long" (red X), and "May not contain special characters/values" (green checkmark). The second section, "Security Pin", has an input field and two validation rules: "Must be 4-8 characters long" (red X) and "May only contain numbers" (red X).

Section 4:

In this section you'll enter your billing info.

Please enter your billing information:

Billing Information






Email

First Name

Last Name

Payment Information


☒ Credit Card
 ☐ PayPal

Name on Card

Section 5:

In the next section, make sure to clear the checkboxes from any of the boxes you don't want to purchase. If you're using a pen name and don't want your legal name associated with it, you will want to get the Domain Privacy Protection.




Domain Privacy Protection

\$9.95 / yr

Let HostGator.com help protect your identity online! Privacy protection hides your personal contact information from public view.

Secure your domains

☒ Add Domain Privacy Protection




SiteLock: Highly Recommended—Secure your Website

\$14.99 / yr

Protect your website with daily scans for security vulnerabilities, malware, identity theft and more with SiteLock. Display the SiteLock Secure Seal on your website to show your visitors your website is safe!

☐ Add SiteLock




Search Engine Optimization (SEO) Jumpstart

\$14.99 / yr

Get your website indexed in Search Engines in days, not months! Learn SEO with the SEOGears e-Book and see how your website compares to your competitor's with the Head to Head SEO report. Jumpstart your SEO now!

☐ Add SEOGears Jumpstart



goMobi: Make Your Website Look Great on Mobile Devices

\$4.95 / mo

61% of mobile visitors leave if they can't find what they need right away. With goMobi's mobile site builder, your customers will have a great mobile experience from any device.

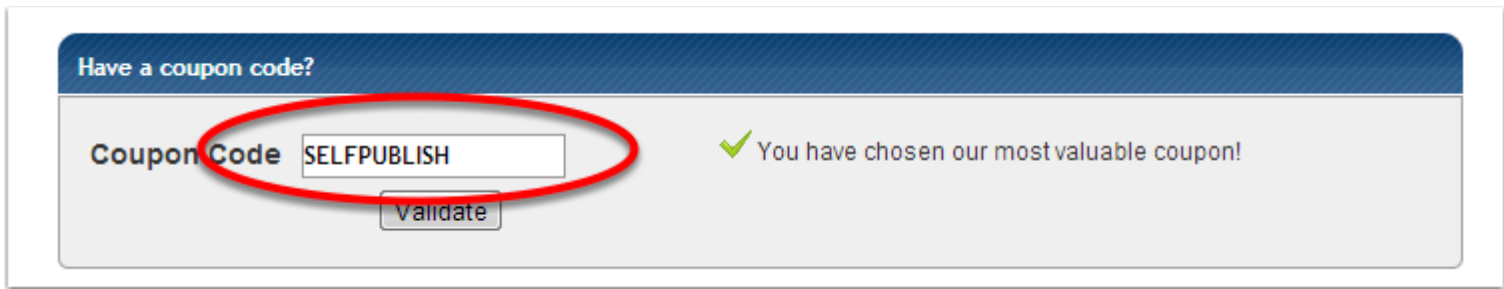
☐ Add goMobi

Have a coupon code?

Section 6:

Make sure you enter the code SELFUBLISH in place of the code in that box. It will increase your discount from 20% to 25%.

Once you've entered your code, click **validate** and it will adjust your discount in your cart.



Have a coupon code?

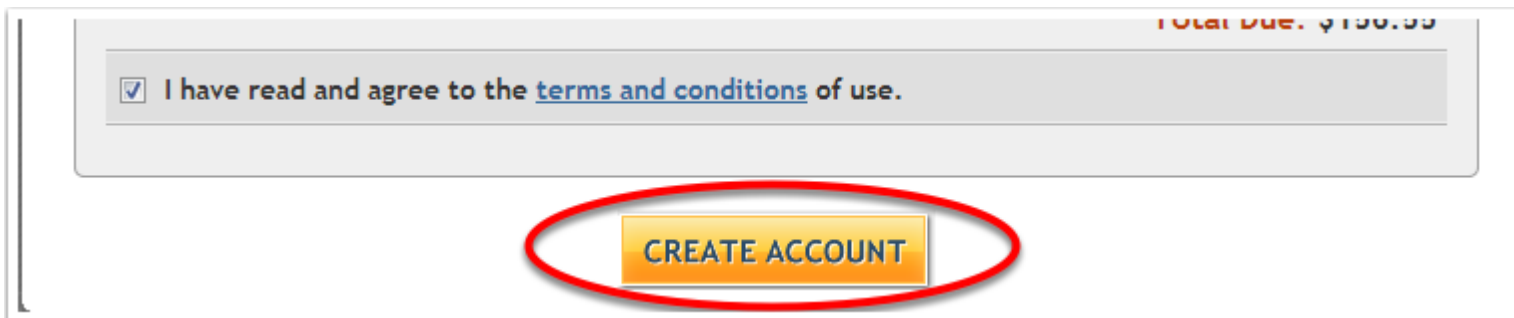
Coupon Code

Validate

✓ You have chosen our most valuable coupon!

Section 7:

Review your order and click the yellow Create Account button



Total Due: \$199.99

☒ I have read and agree to the [terms and conditions](#) of use.

CREATE ACCOUNT

Part Two: Install WordPress

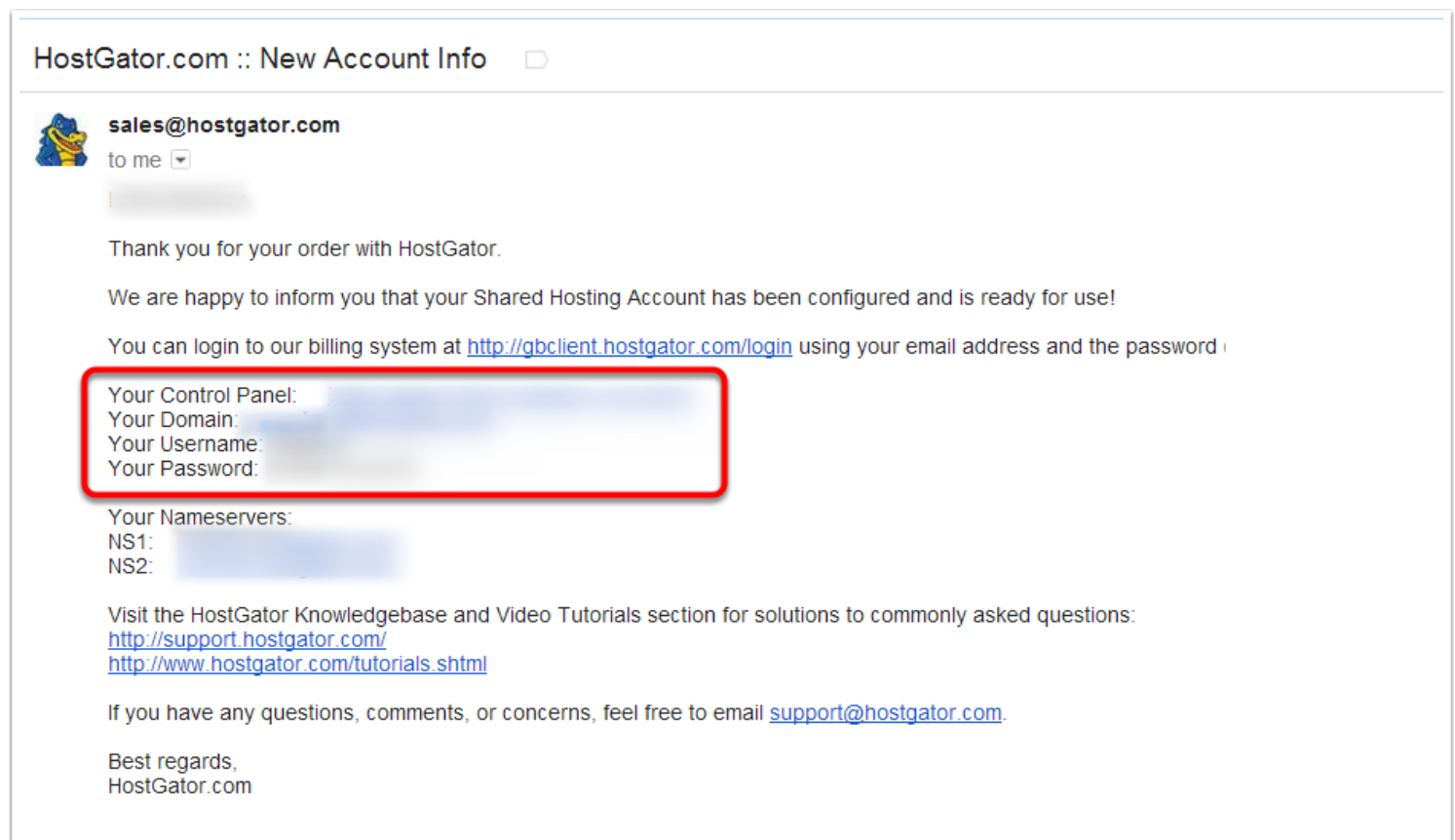
Your account will instantly be activated, so now you'll need to check your email and we can get started on setting up WordPress.

Open Your New Account Info Email from HostGator

HostGator will send you an email with your New Account Info.

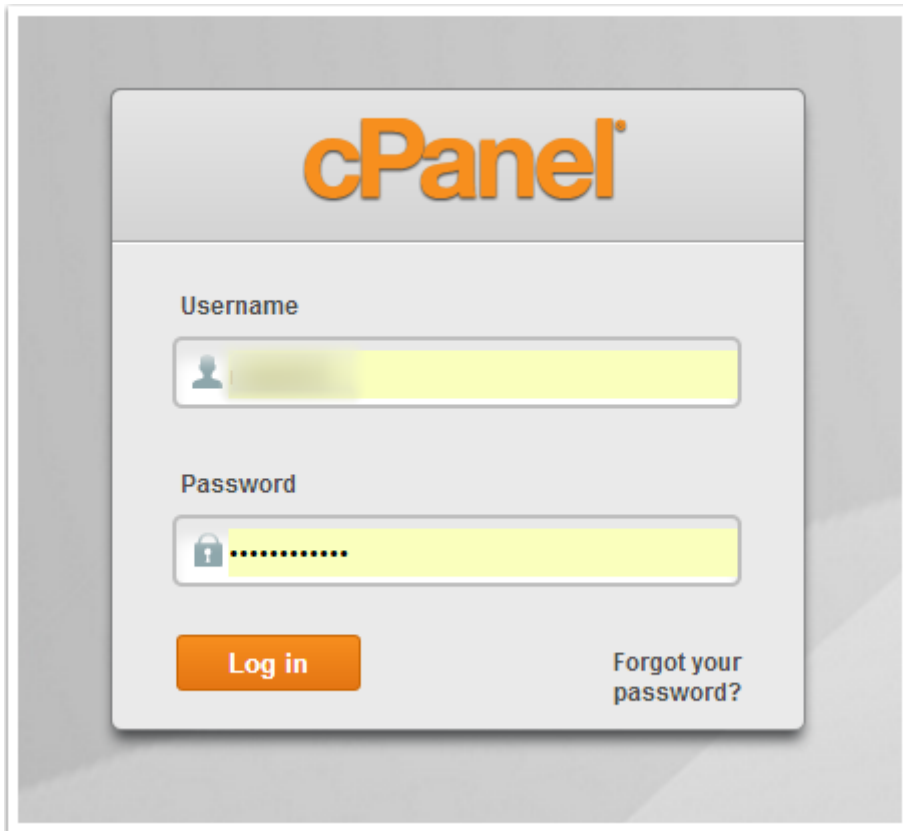
You will need the information in the red box to complete your WordPress setup.

Click the link after **Your Control Panel** to go to your HostGator Control Panel.



Login to cPanel

Enter your **Username** and your **Password** from your email.

The image shows the cPanel login interface. At the top, the 'cPanel' logo is displayed in orange. Below the logo, there are two input fields. The first field is labeled 'Username' and contains a small person icon followed by a yellow rectangular box. The second field is labeled 'Password' and contains a small padlock icon followed by a yellow rectangular box with black dots. Below the password field, there is an orange 'Log in' button on the left and a link that says 'Forgot your password?' on the right. The entire login form is set against a light gray background with a subtle gradient.

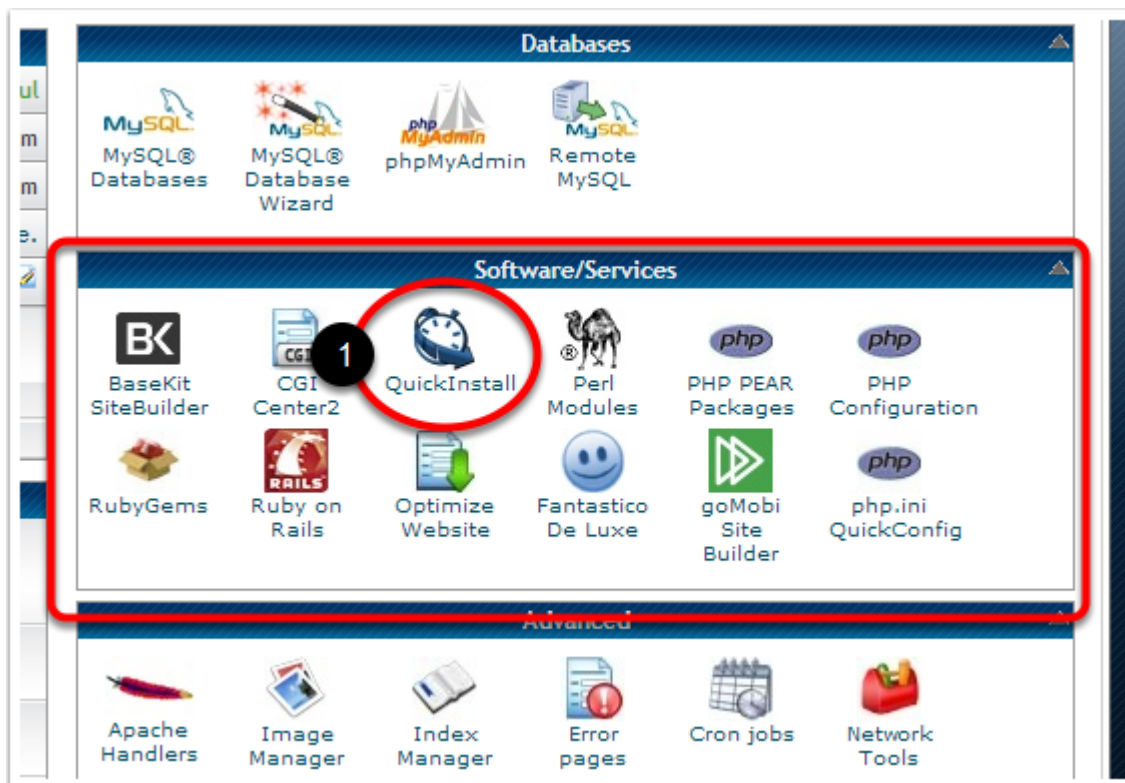
Your cPanel

Once you have entered your login credentials, your cPanel will appear. It will display a screen full of icons divided into sets. (It's a lot, I know, but we're going to just be using one of them today.)



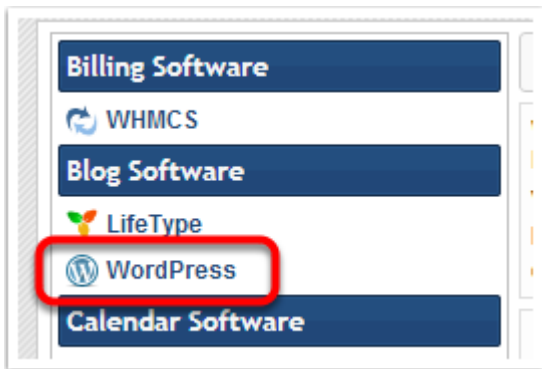
Use QuickInstall to Setup WordPress

Scroll down until you see the set marked Software/Services. Click (1) QuickInstall.



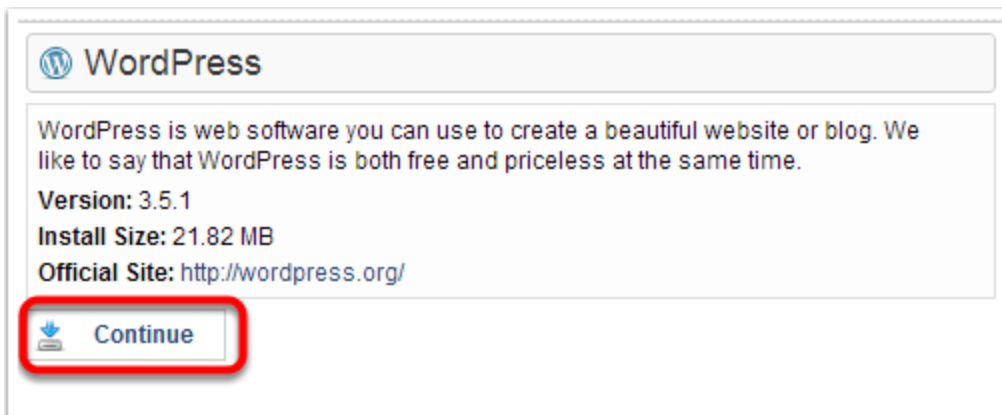
Install WordPress Step 1

Choose **WordPress** from the menu in the left sidebar under the heading Blog Software.



Install WordPress Step 2

Click **continue**.



Install WordPress Step 3

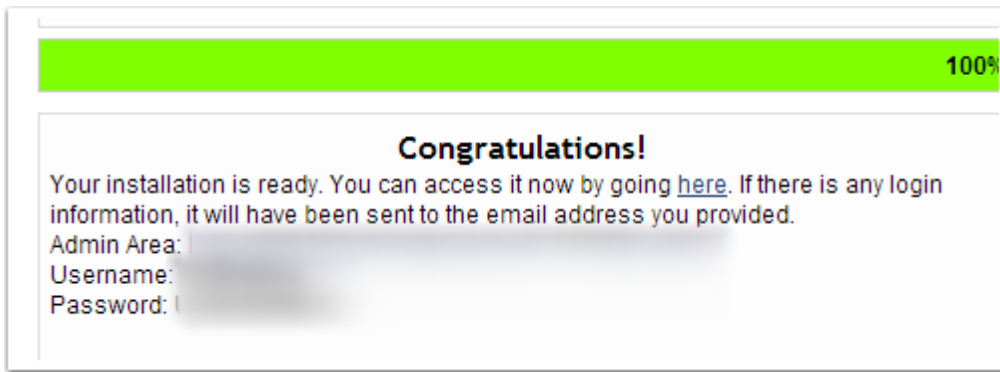
- (1) Make sure your site name is displayed in the field after http://
- (2) Enter the appropriate information in the fields highlighted in yellow. I enable auto updates because it is the best way to keep your site secure.
- (3) In the Admin User field do not use "Admin." Come up with a unique user name to increase your site security.
- (4) Once you have everything filled out, click **Install**.

The screenshot shows the 'Install WordPress' form. A red box labeled '1' encloses the 'Application URL' field, which contains 'http://theselfpublishingtoolkit.com'. A red arrow points to the dropdown menu in this field. Below this, the 'Enable Auto Upgrades' checkbox is checked. The 'Admin Email' field (labeled '2') contains 'daphne@theselfpublis'. The 'Blog Title' field contains 'The Self Publishing To'. The 'Admin User' field (labeled '3') contains 'Do not use Admin' and is circled in red. The 'First Name' field contains 'Daphne' and the 'Last Name' field contains 'Dangerlove'. At the bottom, the 'Install Now!' button is circled in red and labeled '4'.

WordPress will now install.

When it is done, you'll get a password and the URL where you can access your new WordPress installation. (It will be your website address with /wp-admin appended to the end of it.)

You'll also get an email with your information. Make sure you save it just in case you forget your password. (You can also change your password once you log in.)



Congratulations!



You've now installed WordPress and you have a website!

WordPress will send you an email with your account details in it. You can click the link and see your new site. Your next task will be to find a theme for your site which I will cover in a future guide. (I didn't want to overwhelm you!)

This is only the first in a series of guides to help you set up your website step by step. If you'd like to be notified when

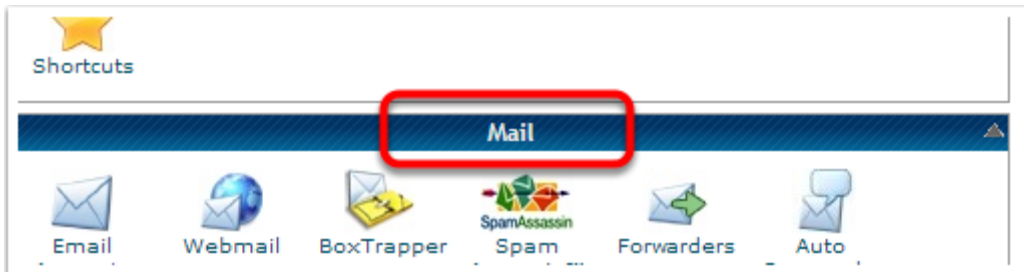
the next guide is available, [please join the Self Publishing Toolkit's Newsletter email list by clicking here.](#)

(Keep reading for information on how to configure your email for your new domain.)

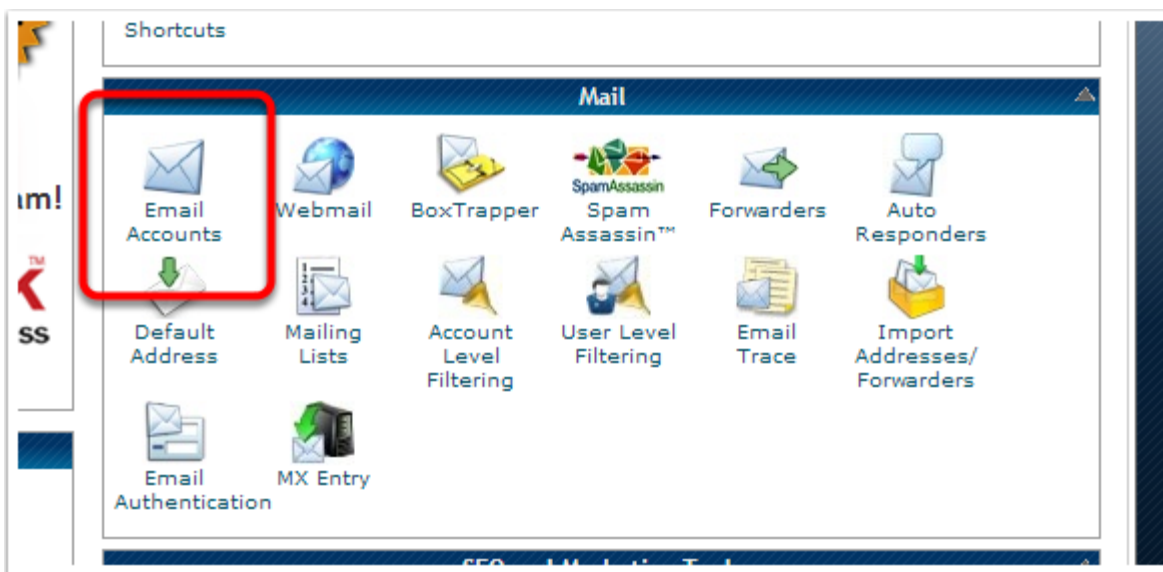
Bonus Section: How to Set Up Your Email

One of the perks of owning your own domain is having an email with your domain in the address. (For example: daphne@theselfpublishingtoolkit.com) It adds a professional level to your author image and makes your email easy to remember. You can also create additional emails for specific projects. (An example would be contests@yourdomain.com or books@yourdomain.com.)

To create an email, log in to your cPanel and scroll down until you see the **Mail** category:



Click **Email Accounts**:



- (1) In this field enter the email address you would like. Anything you enter here will go before the '@' symbol in your email address. If you have multiple domains, make sure the correct one is showing in the area highlighted in yellow.
- (2) Create a password...
- (3) Type it again.
- (4) Make sure you click **Unlimited** for your mailbox size. If you ever give an email to another person, you can limit their data storage, if you want.
- (5) Now click create account. You'll see a green bar that confirms your account creation and your email will display in the list beneath the dialog box.

The screenshot shows the 'Email Accounts' setup interface. At the top, there's a title 'Email Accounts' with an envelope icon and a subtitle 'In this area you can manage the email accounts associated with your domains.' Below this, the form contains several fields and options:

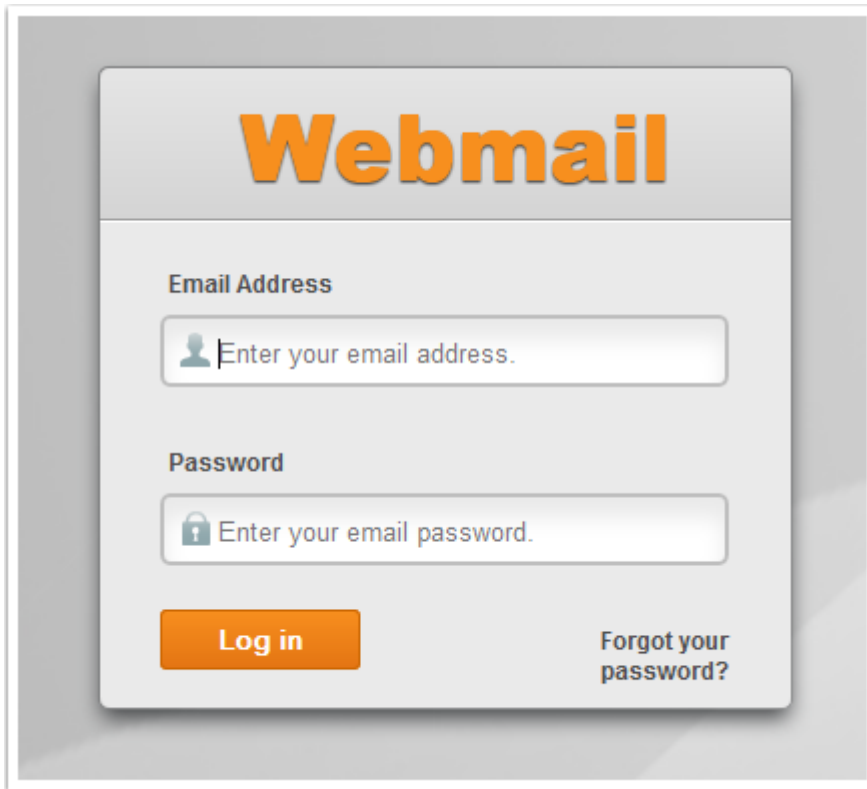
- Field 1:** An 'Email:' text input field followed by a dropdown menu showing 'theselfpublishingtoolkit.com'. A red circle with the number '1' is next to the input field, and a red arrow points to the dropdown menu.
- Field 2:** A 'Password:' text input field with a red circle and the number '2' next to it.
- Field 3:** A 'Password (again):' text input field with a red circle and the number '3' next to it.
- Strength:** A 'Strength (why?):' section showing 'Very Weak (0/100)' and a 'Password Generator' link.
- Mailbox Quota:** Two radio button options: '250 MB' and 'Unlimited'. The 'Unlimited' option is selected, indicated by a green checkmark. A red circle with the number '4' is next to the 'Unlimited' option, and a red arrow points to it.
- Create Account:** A button labeled 'Create Account' with a red circle and the number '5' next to it, and a red rectangle highlighting the button.

How to Check Your Email with Webmail

Checking your domain email via webmail is very easy. Simply type:

http://yourdomain.com/webmail into your browser's address bar.

You'll see a form like the one below. Enter your information and click **Log in**.

A screenshot of a webmail login interface. At the top, the word "Webmail" is displayed in large, bold, orange letters. Below this, there are two input fields. The first is labeled "Email Address" and contains a placeholder text "Enter your email address." with a small person icon. The second is labeled "Password" and contains a placeholder text "Enter your email password." with a small lock icon. Below the password field is an orange "Log in" button. To the right of the button is a link that says "Forgot your password?".

The first time you login, you'll get a choice of three clients. If you are going use Webmail, I recommend **roundcube**. It's the most like Gmail or Yahoo.

Click **Enable AutoLoad** and **roundcube** will automatically load after the number of seconds you specify.



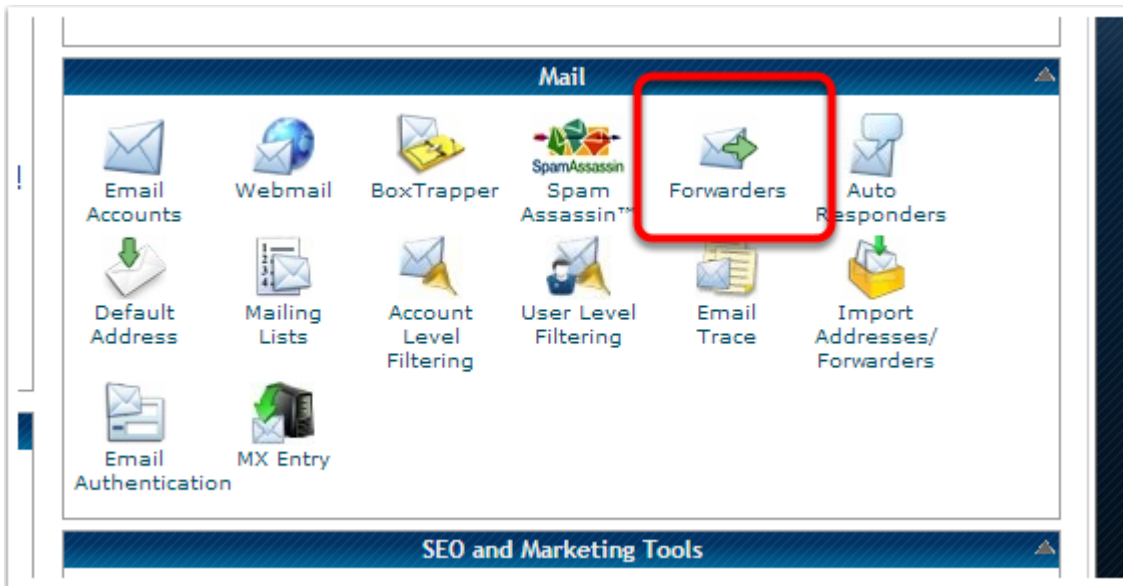
You can also configure your current email client to check your domain's email, which is what I would recommend. You'll need to check the FAQ or help documentation associated with your email client for exact instructions.

How to Set Up a Forwarder

If you prefer, you can also forward your domain email to your current email account. I would recommend this for notification purposes only, especially if you write under a penname. It is very easy to forget and reply to an email with your real name!

Creating a Forwarder

Go to your cPanel and return to the **Mail** category. Click **Forwarders**.



In the top right corner use the dropdown arrow to select your domain.



Click **Add Forwarder**.

Managing: theselfpublishingtoolkit.com

Forwarders

Email Account Forwarders

Forwarders allow you to send a copy of all mail from one email address to another. For example, if you have two different email accounts, joe@example.com and joseph@example.com, you could forward joe@example.com to joseph@example.com so that you do not need to check both accounts. Note that the forwarded mail will still be delivered to the original address as well.

Search

ADDRESS	FORWARD TO	FUNCTIONS
<p>Page: <input type="button" value="First"/> <input type="button" value="1"/> <input type="button" value="Last"/> Per Page: <input type="text" value="10"/> <input type="button" value="Go"/></p> <p><input type="button" value="Add Forwarder"/></p>		

- (1) Type in the address you want to forward. Make sure you choose the correct domain from the dropdown list I've highlighted yellow.
- (2) Type in the email where you want your messages forwarded to.
- (3) Click Add Forwarder

Add a New Forwarder

1 Address

Address to Forward: @ theselfpublishingtoolkit.com

2 Destination

☒ Forward to email address:

☐ Discard with error to sender (at SMTP time)

Failure Message (seen by sender):

Advanced Options »

3 Add Forwarder

HostGator will confirm your forwarder. Click **Go Back** to see a list of all your forwarders or click the Home icon in the top left corner to go back to your cPanel.

