Author Website Preparation Checklist

Plan an author website with clear book information and dependable links.

ACTION CHECKLIST

- [ ] Choose the name and domain readers should remember.
- [ ] Write a short author introduction relevant to your books.
- [ ] Prepare authorized author photographs and cover files.
- [ ] Give each book its title, genre, description and verified destination.
- [ ] Make contact details easy to find without exposing private information.
- [ ] Test purchase links and contact options on mobile.
- [ ] Label email sign-ups clearly and explain what subscribers receive.
- [ ] Provide an appropriate privacy notice for any information collected.
- [ ] Add meaningful page titles, headings and image descriptions.
- [ ] Check navigation, text contrast and page loading on a slower connection.

Free educational worksheet. Adapt to your project; no sales or marketing outcomes are guaranteed.

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YOUR WORKING NOTES

Who is this website for?

Essential pages and the purpose of each

Information and images still needed

Primary action you want readers to take

Links to test before publishing

Monthly maintenance checklist and responsible person

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