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Creating an XML Sitemap and adding it to Google Webmaster Tools - Step by Step Guide

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Hi Virtual Assistant,

I would like you to create an XML Sitemap and add it to Google Webmaster Tools for our client.

Please follow the step-by-step procedure below.

Here is the information you will need.

Pictures/Images will be shared with you on dropbox.com

Gmail Logon

Gmail:_____

Password:_____

Other Information

Website URL:_____

Frequency:_____

Last Modification option:_____

Priority:_____

Shared DropBox.com Folder :_____

Note: The information noted above must be copied into the relevant filed EXACTLY as shown above.

Please let me know if you have any questions.

Thanks,

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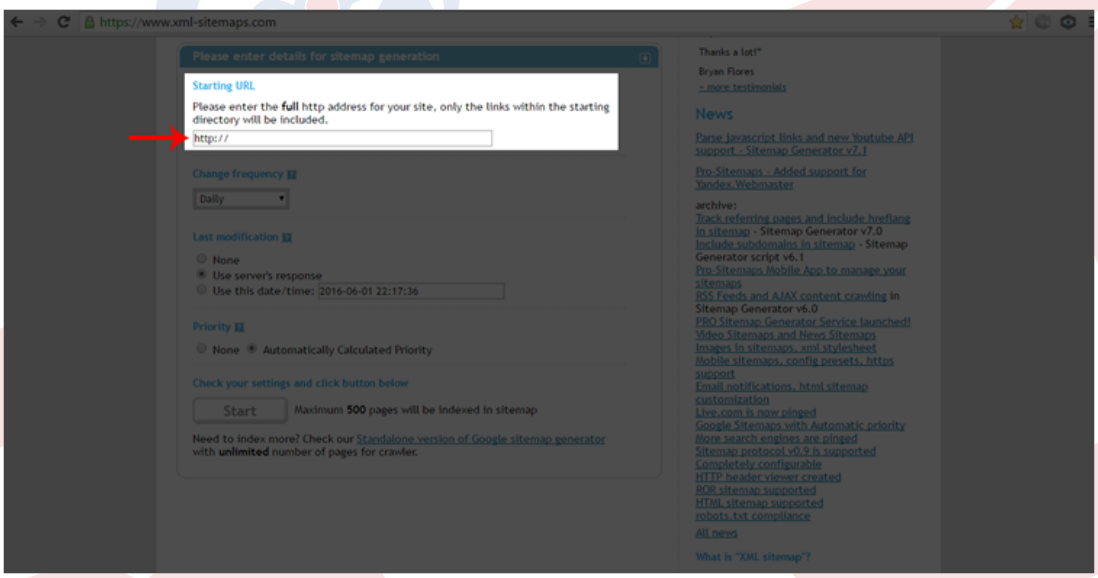
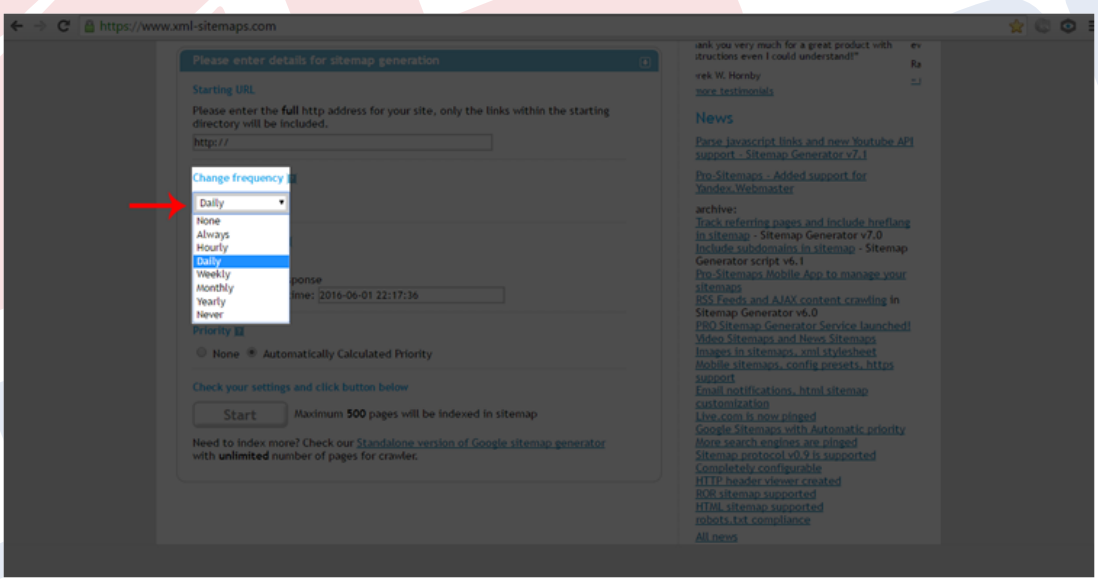
STEP 1, 2

Please Follow the Steps Below

1) Go to https://www.xml-sitemaps.com/ and from the provided information add the **website URL**.



2) Using the provided information, select the **frequency** (suggested daily if information not provided)



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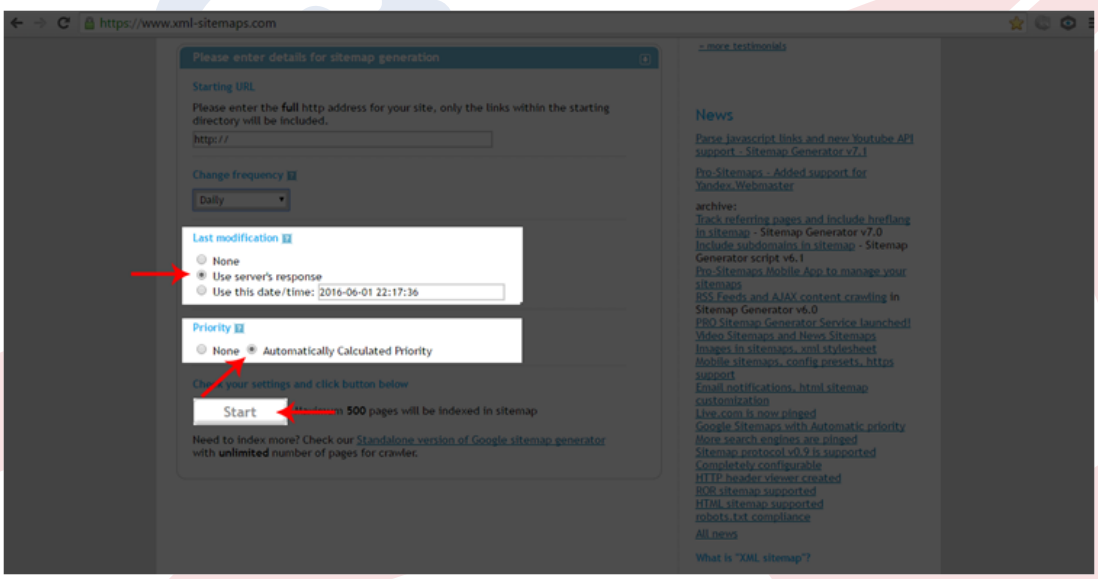
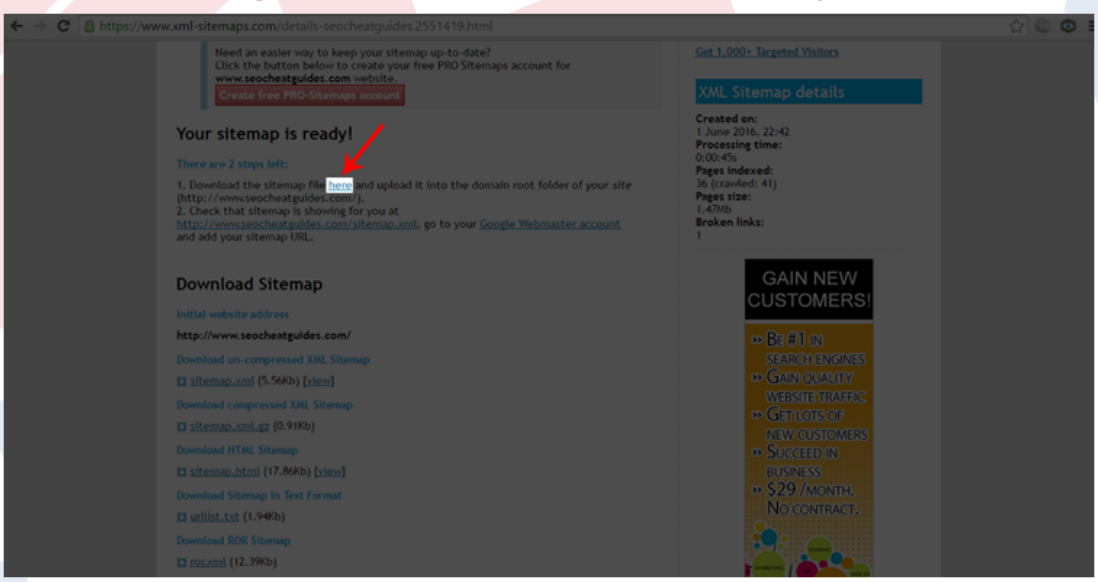
STEP 3, 4

3) From the provided information, select the **Last Modification** option and **Priority** then click on **Start.**



4) As the sitemap is ready, click on the **here** link to download the xml sitemap file (ensure it is named '**sitemap.xml**'). E-mail me the file when complete.



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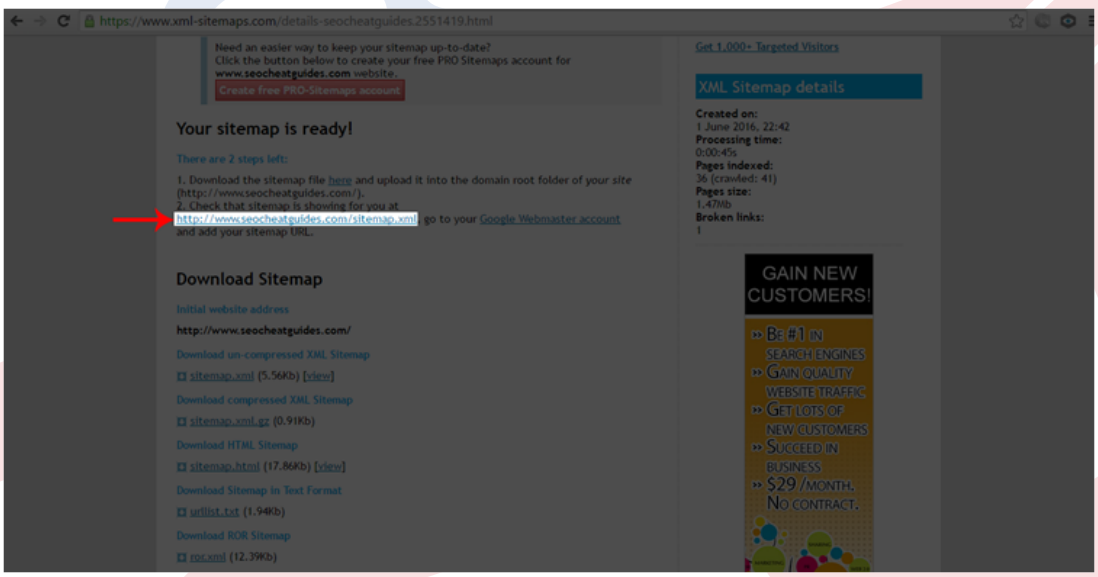
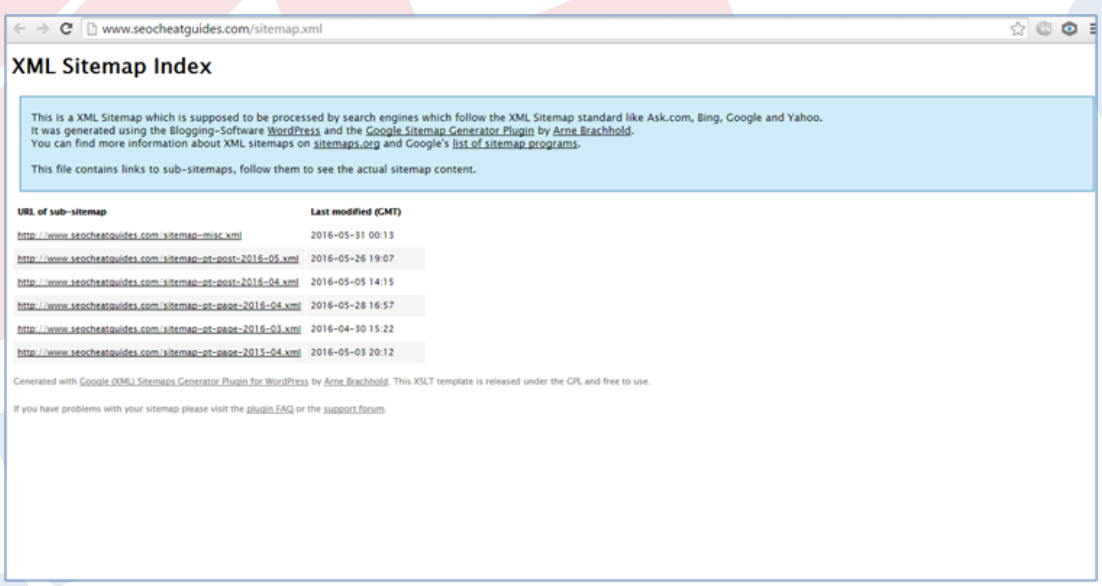
STEP 5, 6

5) Next click on the **link to the site** to review the sitemap.



6) Review the downloaded sitemap.



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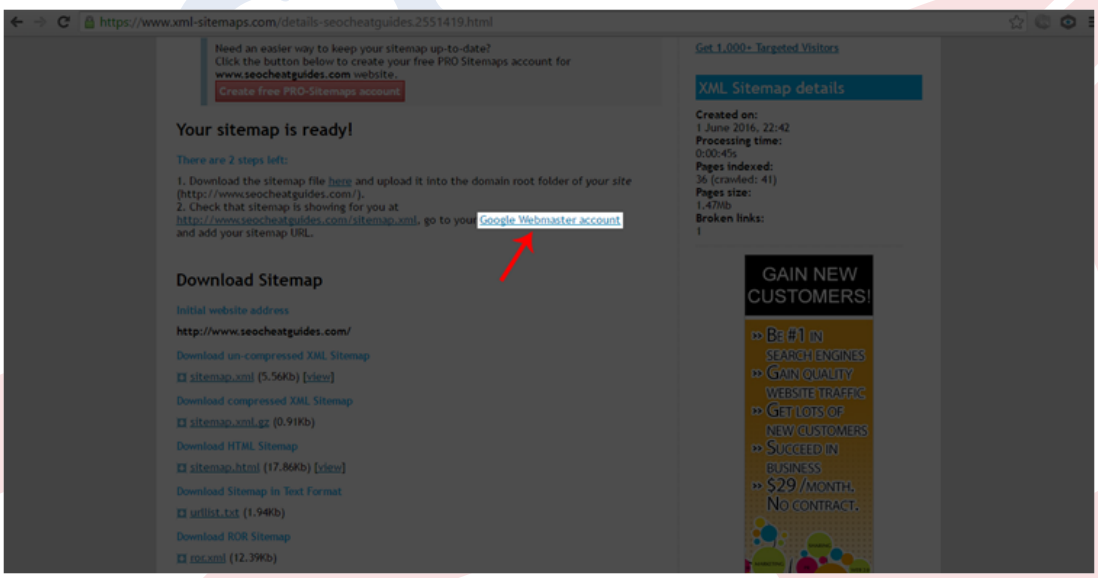
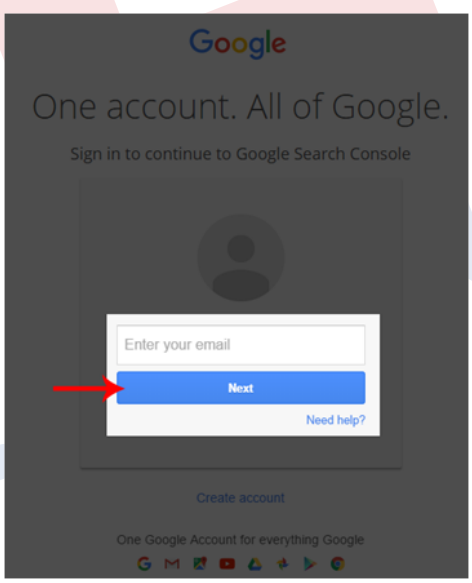
STEP 7, 8

7) From https://www.xml-sitemaps.com/ click on link '**Google Webmaster account**' OR go to Step 8.



8) Go to https://google.com/webmaster/tools/home and from the provided information enter the **Gmail Login** and click on **Next**.



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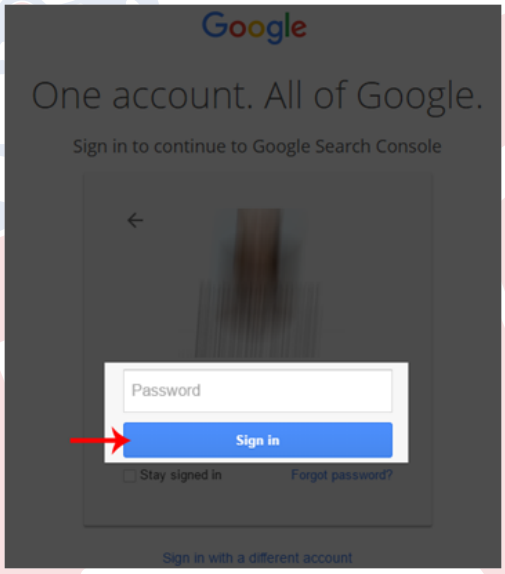
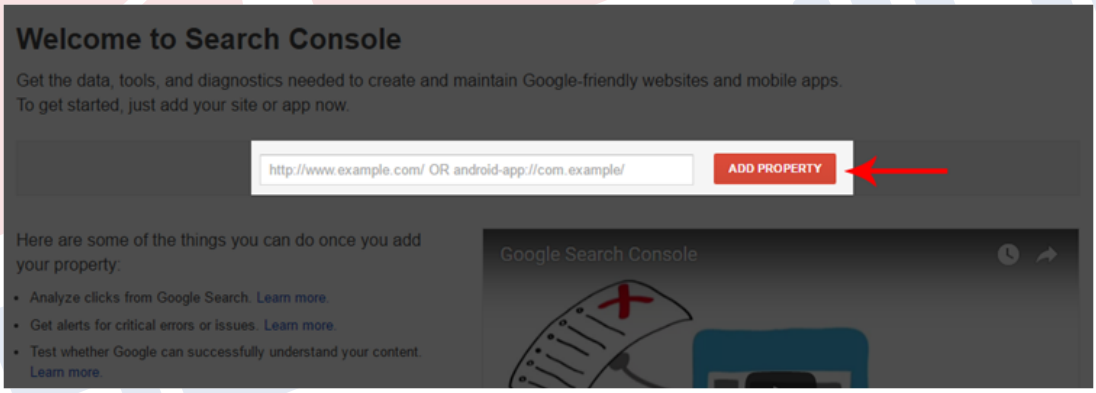
STEP 9, 10

9) From the provided information, enter the Gmail **password** and click on '**Sign In**'.



10) Add the **website URL** and click on '**ADD PROPERTY**'.



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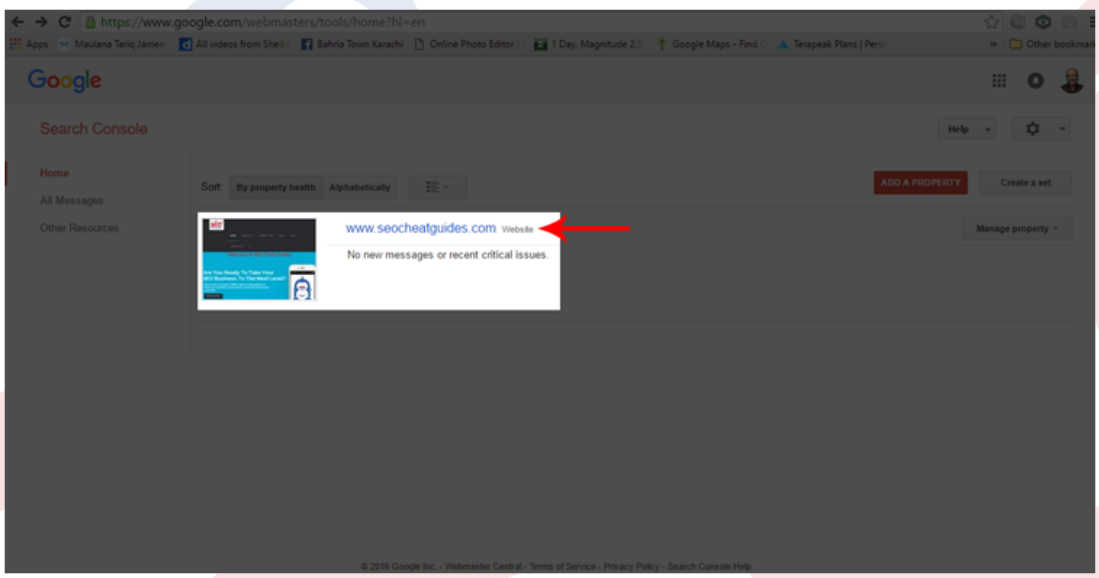
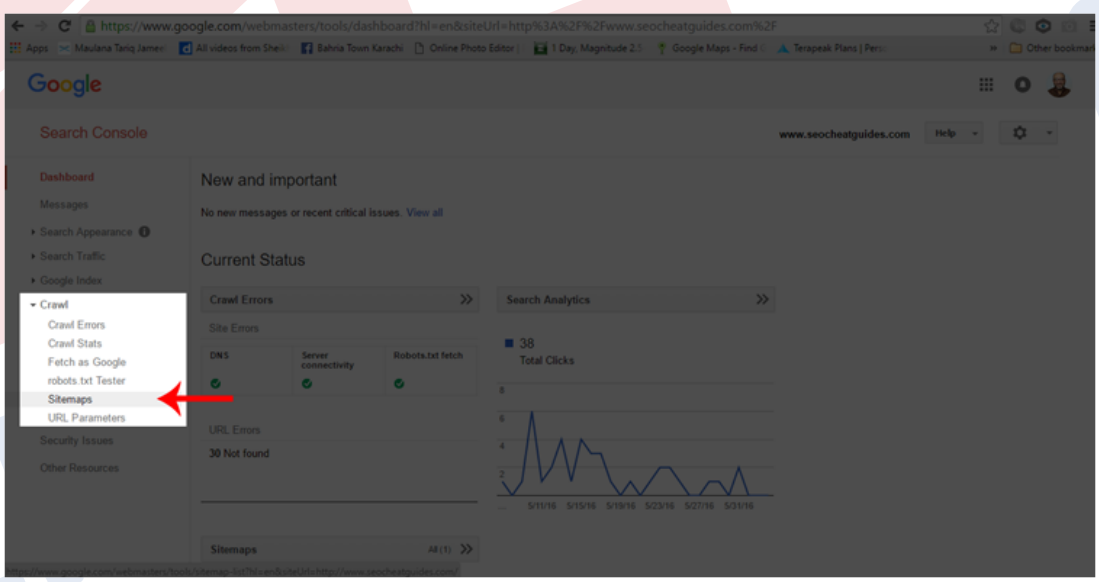
STEP 11, 12

11) As the Property is added, click on the **link for the website URL**.



12) On the Dashboard page, click **Crawl** and then **Sitemaps** from the pull down menu.



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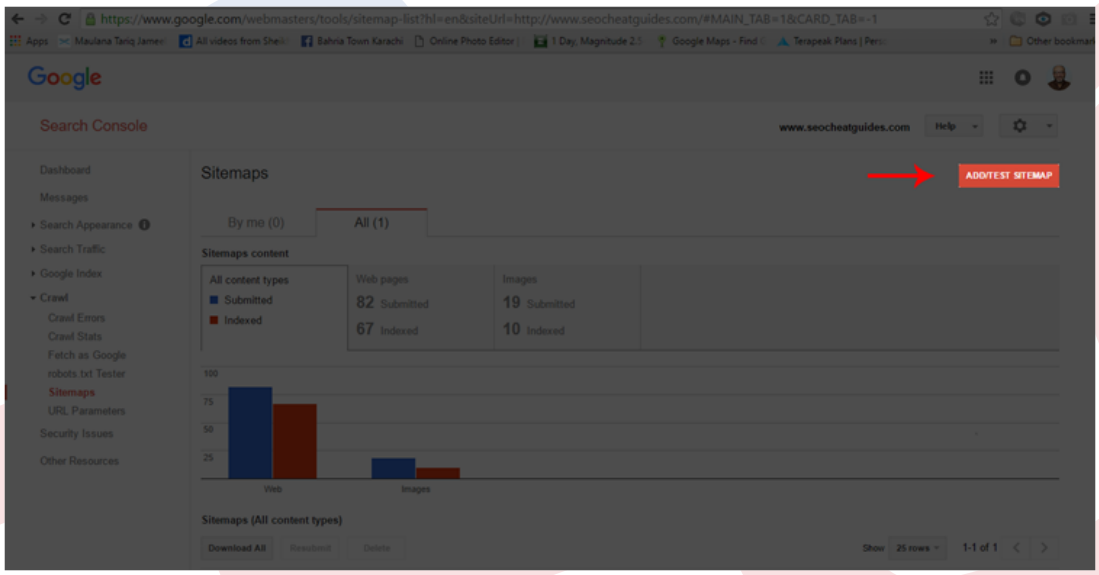
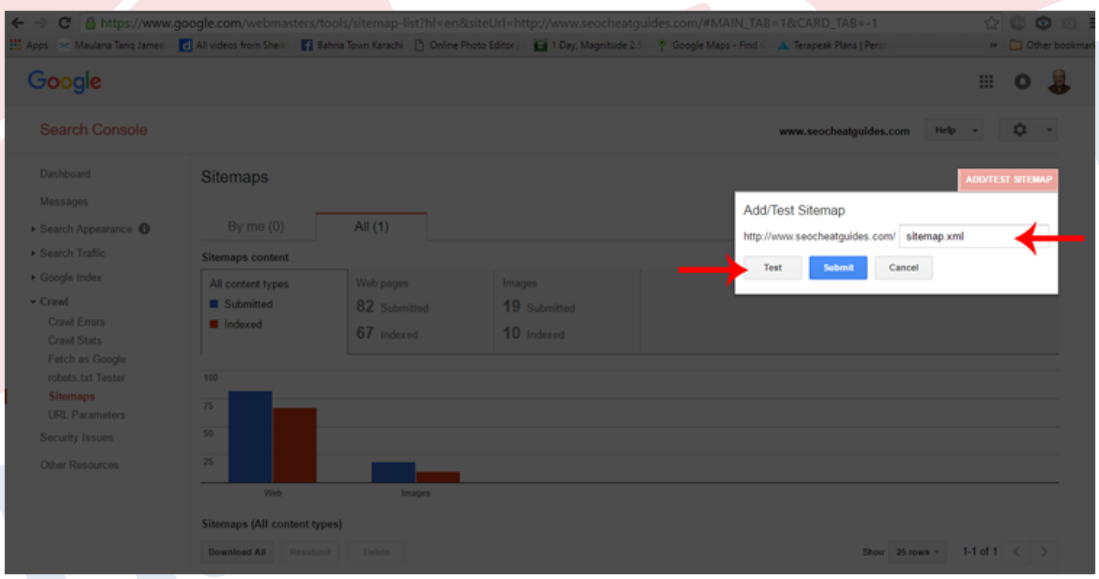
STEP 13, 14

13) Click on '**ADD/TEST SITEMAP**'.



14) Add the downloaded sitemap filename ('sitemap.xml') and click on **Test**.



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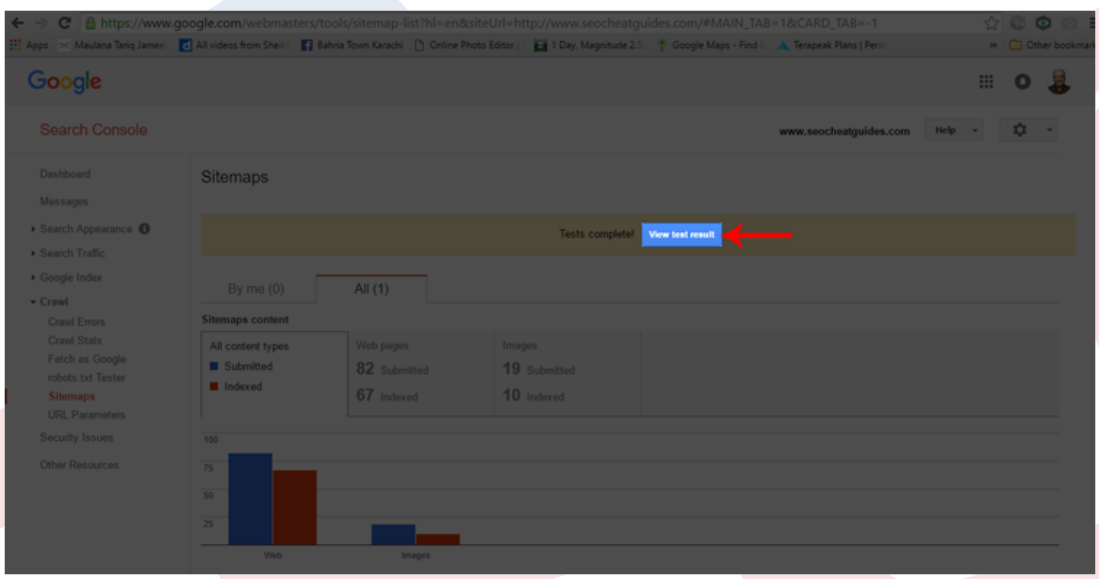
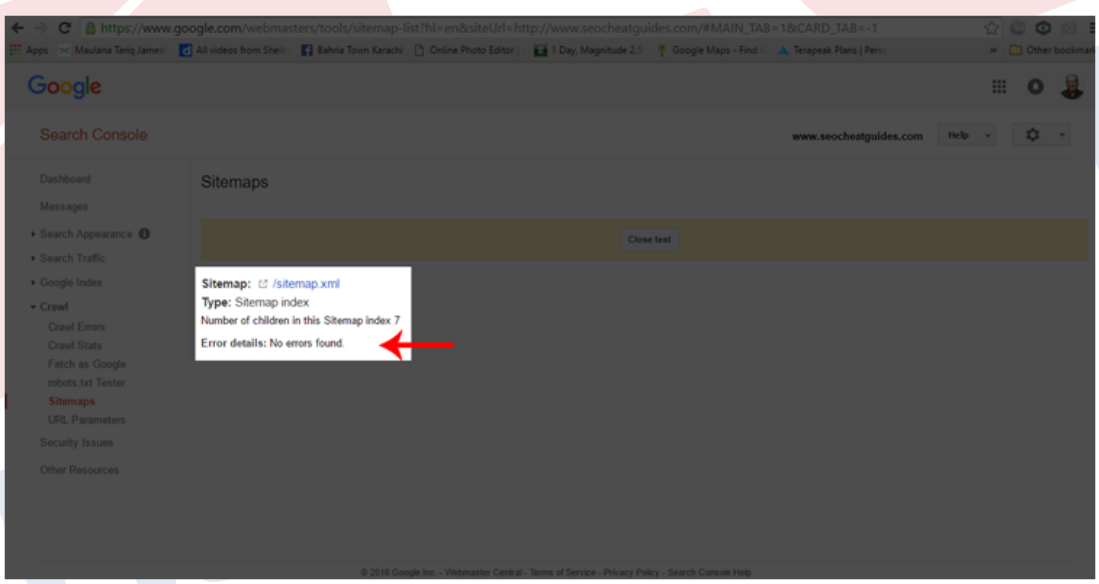
STEP 15, 16

15) Click on '**View test result**'.



16) Review the test results and make sure **no errors found**.



Creating an XML Sitemap and add it to Google Webmaster Tools is now completed!

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