

## **User Manual**

User manual to manage and upkeep the website to up to date. For the website to be looked after as it's recommended, please follow the instructions provided. For this website Agile technology has been used to pursue the best efficiency needed.

### **1. To Access your website files**

Files make up your website. To access your website you will need to log onto FileZilla with the information log in given to access your website.

### **2. To update the website content**

Locate the website content files in FileZilla, in the folders given. To make changes to your website the easiest way to do would be to use a Notepad editor. Always back up your files before editing in case mistakes will be made. Agile technology is about being open to a change and having the confidence about making a quick decision based on trustworthy, accurate and up to date information. It is about having a clear strategy in place and being flexible enough to adapt to your approach in response to any new information given.

### **3. To add or remove your website content**

To add a page to your website you will need to create a new HTML file, put it in the right folder and to link all the files together in order for the new website page to work.

To remove a website page if needed, you need to delete the correct file from the FileZilla folder and remove all links from the other pages to this deleted page to prevent broken links.

### **4. To upload files**

You will need to upload modified files to your web server. Open file transfer protocol or through your web hosting provided control panel. Navigate to the directory where your website files are on the server and upload the modified files. Overwrite the existing files.

### **5. Testing the website**

Open your website URL to test each page of your website to see if the changes are working correctly, the file that you have created or if removed if it has been removed from all the website pages are in order. For testing purposes you can use Chrome web browser Lighthouse, W3C Markup validation for CSS and HTML.

### **6. Regular backups**

You always need to back up your website data files in case of server failure or any accidents. You can back up manually to be sure. For the backups not to be lost or damaged you need to store them safely.

### **7. Security of the website**

Use strong passwords for access. Monitor your website for any unusual activity and take appropriate action if needed.