MAINTAINING YOUR WEB PAGES

You must maintain and update your Web pages on a regular basis. Readers will not return to poorly maintained Web pages.

- Keep Information Up-to-Date

  Make sure you update the information displayed on your Web pages whenever necessary. You can add new ideas, topics or information at any time. Frequently changing the content of your Web pages gives readers a reason to return to your pages.

- Use Feedback

  Always provide a way for readers to express their thoughts and ask questions about your Web pages. A Web page can include your e-mail address or a form that readers can fill in. Make sure you read and incorporate feedback on a regular basis. Comments from readers provide the best way for you to determine if your pages need update.
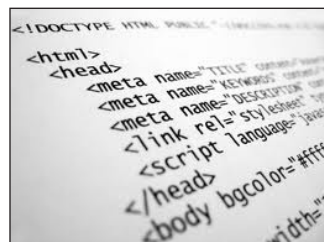

- Check Links

  The locations and contents of pages on the Web often change. If your Web pages contain links to pages you did not create, check these links regularly. Make sure the linked pages still exist and contain information of interest to your readers.

- Check HTML Tags

  Keep informed about the latest developments in HTML. If your Web pages contain HTML tags that only work with one type of Web browser, make sure the browser still uses those tags. Update your Web pages regularly using the latest HTML tags.

- Examine Access Logs

  A Web presence provider can supply you with statistics indicating which of your Web pages are popular and where are the readers from. If you have an unpopular Web page, try to determine why. Examine the content and layout of the page for errors and make sure to add links to the page work.

LABORATORY MANUAL

Lesson 2 Maintaining Your Web Pages

Lab. 2.1 Enhanced Maintenance
Estimated Completion time: 15 - 20 Minutes

Score

Directions:

1. Launch **Inspiration**.

2. Open and answer **Lesson 8 Activity 41 Enhance Maintenance**.

3. Read each sentence to determine whether it is true or false.

4. Check the picture beside the sentence if it is true. Otherwise, simply cross out the picture.

5. Save the activity as **Enhance Maintenance** .

Preview: