

# User Manual for Maintaining a Static Website

This user manual will guide you through the process of keeping your website up-to-date and ensuring its smooth operation. Please follow the instructions carefully to ensure optimal performance. By embracing an Agile approach to website maintenance, users can respond to change more effectively, deliver value to their stakeholders more efficiently, and continuously improve their website to meet evolving user needs.

## 1. Accessing Your Website Files

To begin maintaining your static website, you will need access to the files that make up your website. These files are typically hosted on a web server. You can access your website files using an FTP (File Transfer Protocol) client or through your web hosting provider's control panel. Make sure you have the necessary login credentials handy.

## 2. Updating Website Content

Locate the HTML, CSS, and other relevant files that comprise your website's content. These files are usually organized within folders. Use a text editor such as Notepad, Sublime Text, or Visual Studio Code to make changes to your website content. Be cautious when editing HTML and CSS files to avoid breaking the layout or functionality of your website. It is good practice to keep backups of your files before making significant changes.

Instead of making all changes at once, encourage users to prioritize updates based on user feedback or business needs. Agile development focuses on delivering incremental improvements, so users should update their website content iteratively, incorporating feedback from stakeholders and visitors.

## 3. Adding or Removing Pages

To add a new page to your website, create a new HTML file and save it within the appropriate folder. Make sure to link the new page to other relevant pages within your website. If you need to remove a page, simply delete the corresponding HTML file from your website's directory. Ensure that any links to the deleted page are updated or removed from other pages to prevent broken links.

## 4. Uploading Files

After making changes to your website content or adding/removing pages, you'll need to upload the modified files to your web server. Open your FTP client and connect to your web server using the provided credentials. Navigate to the directory where your website files are stored on the server and upload the modified files or folders. Ensure that you overwrite existing files if prompted.

## 5. Testing Your Website

Once you have uploaded the updated files, it is essential to test your website to ensure that all changes are displayed correctly. Open a web browser and navigate to your website's URL. Check each page for layout consistency, broken links, and any other issues that may have arisen from your updates. Make necessary adjustments if any issues are identified and repeat the testing process until you are satisfied with the website's performance. Recommended tools for testing: Chrome web browser Lighthouse, The W3C Markup Validation for html and CSS, JSHint for JavaScript validation.

## 6. Regular Backups

It's crucial to regularly back up your website files to prevent data loss in case of server failures or accidental file deletions. Schedule routine backups of your website files either manually or through your web hosting provider's backup services. Store backups in a secure location, preferably on a separate server or cloud storage service, to ensure redundancy.

## 7. Security Measures

Implement security measures such as using strong passwords for FTP access and regularly updating your website's software (if applicable). Monitor your website for any suspicious activity or unauthorized access attempts and take appropriate action if necessary. Consider implementing SSL (Secure Sockets Layer) encryption to secure data transmitted between your website and its visitors.