

If you've got a website problem – I've got the fix

How to Stay in Control of Your Website – Even If You Didn't Build It

Purpose: If you're a business owner with a website you didn't build yourself, updates can feel overwhelming. You might worry about breaking something or feel stuck waiting on a developer for even the smallest changes. This guide is here to help you understand what's possible, what's safe, and how to take back control — regardless of whether your site uses a CMS like WordPress or is built using flat HTML files.

What Kind of Website Do You Have?

Before you do anything, it helps to understand how your website is built. Most sites fall into one of two categories:

- CMS-based (e.g., WordPress): You log into a dashboard and make updates.
- Flat HTML: A developer manually coded your pages. You usually can't edit them without special software or access to the server.

If you're unsure if you have a CMS, try visiting *yourwebsite.com/wp-admin* — if it brings up a login screen, you're using WordPress.

What You Can Safely Do Yourself

Even without technical skills, there are small updates you may be able to manage:

- Update text using a CMS editor
- Replace images or logos
- Add or edit blog posts or news items
- Check and test your contact form

With flat HTML sites, making changes usually requires a developer, but you can still check for out-of-date content and gather updates to send.

How to Request Changes Without Overpaying

When working with a developer, be as specific as possible. Remember that you are being charged primarily for time, so if they have to spend extra time to understand your request – you will be paying for that. Provide clear instructions and examples, and batch small changes together to avoid multiple charges. Ask for a quote before the work starts, and if you're requesting regular updates, consider a support plan instead of one-off fees.

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Quick Tools to Check If Your Website Is Outdated

- Use your browser to view your site on mobile. Is it easy to read and navigate?
 - Check that your contact details are correct and all links work.
 - Use tools like [Google PageSpeed Insights](#) to test loading speed.
 - Search your business name online. Is your site showing up?
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Monthly Website Maintenance Checklist

- Review homepage text and images
 - Test contact forms and checkout process (if applicable)
 - Update news/blog sections with fresh content
 - Back up your site (we do this automatically for all our clients)
 - Check for broken links or outdated info
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Summary

You don't have to be a web expert to keep your site in shape. And if you're ready to move toward something easier to manage, we offer practical help, one-to-one training, and friendly support to take the stress out of website ownership.