



A PRACTICAL SVERESYSTEMS GUIDE

Website guide

A clear guide to publishing a static website, checking it safely and making small changes without unnecessary risk.

SvereSystems · Sveresa

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Start here - even if servers and website files are unfamiliar

This guide is written for someone who does not need to be a web developer. If you have a finished SvereSystems website package, it explains what to upload, what to back up first, and which small changes are reasonable to make yourself. If your hosting screen does not match the guide, do not guess - stop and ask your hosting provider.

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Quick start: choose your situation

A

There is already a website on the domain

Back it up first. If the current site is WordPress, do not overwrite it until you have a restorable backup of both files and database and have intentionally decided to replace it.

B

The hosting is new or empty

Find the correct web root for the domain. Upload the CONTENTS of the package so that index.html sits directly in that directory.

C

I only need to change one thing

Do not re-upload the whole site. Copy the file you will edit, change the value locally, upload only the required file and verify the result.

If you remember only one thing

Back up before changing anything. Do not overwrite an existing site or change DNS, forms or server settings based on a guess.



Simplified picture: the domain is the address, hosting is where the files live, and the web root is the specific directory from which that domain serves the website.

6 terms you actually need to know

Domain	The public web address, for example example.fi.
Hosting	The service where the website files live.
Web root / document root	The directory from which a specific domain serves public website files. Common names include public_html, www, httpdocs, htdocs or a domain-specific folder.
File Manager	The file browser in the hosting control panel. For a beginner, it is usually the easiest way to upload a finished static website.
SFTP	A secure file-transfer method. Useful for larger transfers, but not required if File Manager works well.
index.html	The usual home-page file of a static website. It must be at the correct level inside the web root.

Before publishing: make a backup you can actually restore

If the domain already has a working website, treat it as an asset. The goal is not merely to “download something”, but to make sure the previous public version can be restored if needed.

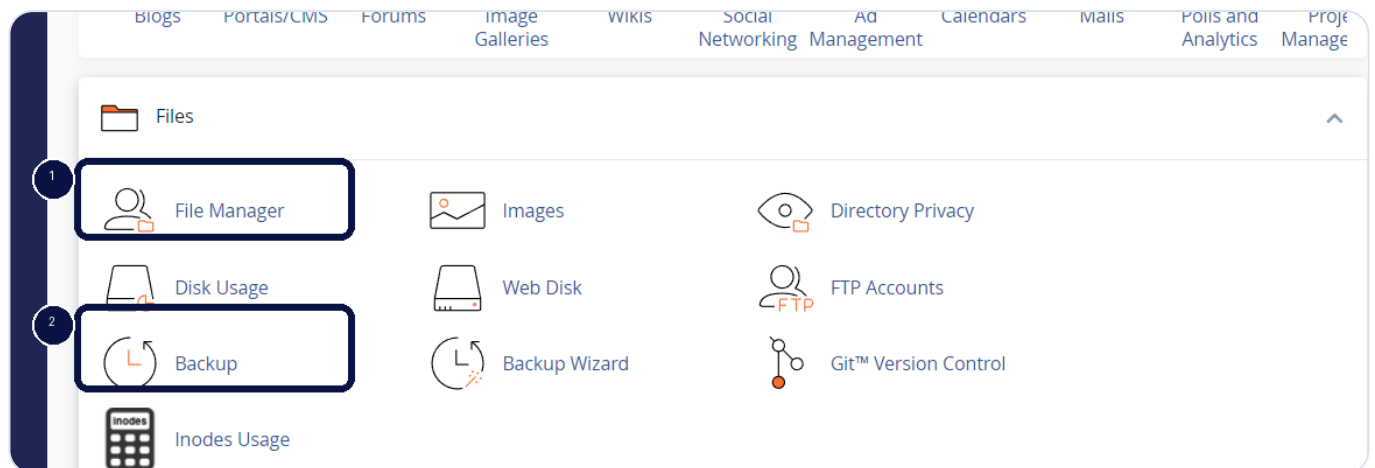
- 1 Open the hosting File Manager or an existing backup function.
- 2 Identify the directory that serves this exact domain.
- 3 Download the current public files to a separate location or use the hosting Backup function.
- 4 If the current website is WordPress, you also need a database backup in addition to the files.
- 5 Date the backup and keep it outside the live web root.
- 6 Only then start replacing existing live files.

STOP - existing WordPress site

If you do not know whether your WordPress backup includes both files and database, do not delete the old site. Ask hosting support: “How can I create a complete restorable backup of this domain before publishing a static website?”

Hosting control panel: what to look for

Your panel may be cPanel, DirectAdmin, Plesk, hPanel or a provider-specific interface. Buttons and positions change over time, but the task is the same: find the file manager and the correct public directory for the domain.



Example of a cPanel-like hosting view. Your panel may look different. The numbers show the two areas a beginner usually needs.

- 1 File Manager - where website files are managed.
- 2 Backup - useful for backing up the current site when supported by your hosting provider.

Tip

Uploading a finished static SvereSystems package normally does not require WordPress Manager, Site Builder, email settings or Git tools. Do not open them simply because they appear in the same control panel.

If the web root is unclear

Ask hosting support one precise question: "Which document root / web root serves the domain example.fi?" Do not choose a folder merely because its name looks familiar.

Upload the finished website

For a beginner, File Manager is the recommended route. SFTP is an alternative, not a requirement.

Option 1 - File Manager (recommended for beginners)

- 1 Download the final SvereSystems ZIP to your computer and keep the original file.
- 2 Extract the ZIP on your computer. Confirm that you can see index.html and the included assets or other folders.
- 3 Open the hosting File Manager and go to the confirmed web root.
- 4 If an old site exists, confirm once more that the backup has been made.
- 5 Upload the CONTENTS of the extracted website package to the web root, not necessarily the outer wrapper folder.
- 6 Confirm that index.html is directly inside the web root.
- 7 Open the public domain in a new private/incognito window and check the result.

CORRECT

```
/public_html/index.html  
/public_html/assets/...
```

COMMON MISTAKE

```
/public_html/my-site-folder/index.html  
/public_html/my-site-folder/assets/...
```

If your domain uses a web root other than public_html, replace the example with the real directory name.

Option 2 - SFTP (if you already use it)

SFTP is appropriate when you have the host, username, port and authentication method and are comfortable with a client such as WinSCP, FileZilla or another SFTP tool. The logic is the same: connect, go to the correct web root, back up the old version, upload the package contents and verify the public domain.

Do not change DNS just because you are following this guide

If the domain already opens the correct hosting account, replacing website files normally does not require a DNS change. A DNS mistake can affect company email as well as the website.

Check the site after publishing

A successful file transfer does not mean the job is finished. Check at least the following.

Home page

Opens at the correct HTTPS address without a browser security warning.

Desktop

Scroll the full site. Test navigation, key CTAs, contact details, images and Presenter.

Mobile

Check on a real phone or at roughly 390 px width. Text must not be clipped and there should be no horizontal overflow.

Contact

Click the phone and email links.

Form

If the site has a form, send a real test enquiry and confirm it reaches the client-approved destination.

Media

Images, icons and video must load from the public site, not only from your local computer.

If you still see the old version

Try a private/incognito window or a hard refresh. If old content remains, hosting or CDN cache may be involved - check that before making more file changes.

Small edits - a safe workflow

Changing a phone number, email address, address, opening hours or a small text error usually does not require rebuilding the entire website.

- 1 Make a copy of the file you will edit.
- 2 Open it in a code/text editor such as Visual Studio Code or Notepad++. Do not use Microsoft Word.
- 3 Find the old value using Find or Search in Files.
- 4 Change only the intended value.
- 5 Save the file with the same filename and extension.
- 6 Upload only the changed file or files.
- 7 Open the public site and verify both the visible text and the related link/function.

Phone number

A phone number can appear as visible text and inside a tel: link. Search the whole project for the old number because it may also appear in the footer or structured data.

Before:

```
<a href="tel:+358401234567">040 123 4567</a>
```

After:

```
<a href="tel:+358409876543">040 987 6543</a>
```

Email address

An email address can appear as visible text and inside a mailto: link. Update both when needed.

Before:

```
<a href="mailto:hello@example.fi">hello@example.fi</a>
```

After:

```
<a href="mailto:contact@example.fi">contact@example.fi</a>
```

Text, address or opening hours

If you are changing visible text only, do not remove the surrounding HTML tags. If the same fact appears on multiple pages, use a project-wide search.

Replace an image

The simplest route is often to use the same filename and a similar aspect ratio. Back up the old image first. If the filename changes, update the HTML or CSS reference too. If the meaning of the image changes, review the alt text as well.

Change a link

Edit the href value carefully while keeping the quotation marks and surrounding HTML intact. Click the link on the public site after uploading the change.

These are no longer “small text edits”

The following can affect the whole website, privacy, incoming enquiries or company email. If you do not know exactly what you are changing, stop.

Area	Why caution is needed
Contact form / form provider	Can break enquiry delivery and change how personal data is processed.
JavaScript	Can affect navigation, animation, forms and accessibility.
Analytics / pixel / tracking	Can create consent and privacy obligations.
Cookie / consent solution	Must match the technologies actually used on the site.
DNS / nameserver / MX	A mistake can take down both the website and company email.
.htaccess or server rules	Can cause redirect, 403 or 500 errors.
Replacing or migrating WordPress	Can depend on database, plugins, media and email.
Major layout/design change	Requires desktop and mobile QA, not just a one-line edit.

Troubleshooting: start from the symptom, not from more random changes

Problem	Check first
The old site is still visible	Check the correct web root, try a private/incognito window and check hosting/CDN cache.
404 / page not found	Check filename, path, upper/lower case and whether index.html is at the correct level.
The page loads without styling	Confirm the assets folder and CSS files were uploaded and the folder structure stayed intact.
Images are missing	Check the exact filename, path and letter case.
The form does not send	Check the approved form provider, public key/configuration and test destination. Do not invent a replacement provider.
HTTPS warning	Check hosting SSL/TLS or ask the provider for help.
The site broke after an edit	Stop editing, restore the last working file/version and compare only the most recent change.

Rollback - return quickly to a working version

- 1 Stop making new changes.
- 2 Restore the backed-up file or previous live directory.
- 3 Confirm the previous version works again.
- 4 Identify the one exact change that caused the problem.
- 5 Try again only when the cause is understood.

When to ask for help

Ask your hosting provider, IT support or SvereSystems for help when the work involves DNS, server configuration, forms, tracking, privacy/consent, WordPress migration, scripts or a larger redesign.

SvereSystems deployment is a separate service

The standard website package includes the finished portable files and this guide. Deployment by SvereSystems is not included by default. If you want SvereSystems to deploy the finished site to compatible hosting, the work and price are agreed separately before access or server work begins.

Quick reference

Keep this page with the website package. It is intentionally simple and uses high print contrast.

BEFORE A CHANGE

1. Make a backup.
2. Confirm the correct domain and web root.
3. For an existing WordPress site, confirm the database backup too.
4. Only change what you understand.

AFTER A CHANGE

1. Upload only the files you changed.
2. Check desktop + mobile.
3. Test any CTA, phone, email or form affected by the change.
4. Keep the previous working copy.

SvereSystems is provided by Sveresa, Business ID 3592316-3, Finland. www.sveresystems.com