

Question Convention.

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Date: 21 April 2021

Your ref: -

Our ref: HJI WebDev

TO: HEALTH JUSTICE INITIATIVE

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OVERVIEW OF TRAINING

This document serves as a training manual as well as guidelines which will assist with the usage of the HJI website.

1. Posts

- 1.1. Adding new posts.
- 1.2. Adding titles.
- 1.3. Insert information required for the post in the block.
- 1.4. Yoast SEO.
 - 1.4.1. Enter Focus Keyphrase.
 - 1.4.2. Click "Edit snippet" to expand the block.
 - 1.4.3. Enter the meta description. (*This gives an overview of what the post is about.*)
- 1.5. Categories.
 - 1.5.1. Tick the appropriate category for the post.
- 1.6. Tags.
 - 1.6.1. Insert the tags needed for the post.
- 1.7. Featured images.
 - 1.7.1. Set the appropriate image for the post.

2. Media

- 2.1. Click “Add New”.
- 2.2. Click “Select Files” and you can upload all the media you need to. (This applies to Images, pdfs, podcasts.)

3. Pages

- 3.1. Click “Add New Page”.
- 3.2. Adding titles.
- 3.3. Insert information required for the page in the block.
- 3.4. Yoast SEO.
 - 3.4.1. Enter Focus Keyphrase
 - 3.4.2. Click “Edit snippet” to expand the block.
 - 3.4.3. Enter the meta description. (*This gives an overview of what the page is about.*)
- 3.5. Featured images.
- 3.6. Set the appropriate image for the page.

Yours faithfully,

ALT ADVISORY

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**This correspondence is submitted electronically, without signature*