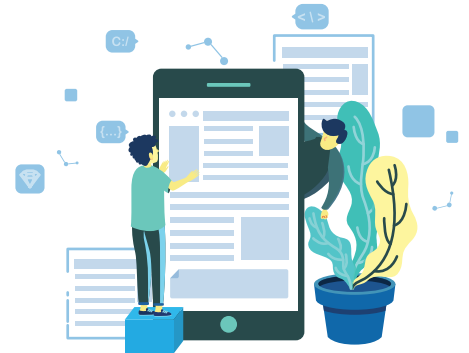


content edits

- Publishing blog posts and new pages from provided Word or Text documents
- Adding / Removing / Editing text on posts, pages, products, etc.
- Uploading provided JPG and PNG images and adding to pages
- Cropping / Resizing images within the WP Dashboard
- Adding provided Yoast keywords, titles, snippets, etc
- Adding / Removing / Editing menu items
- Configuring popups, notification bars, and slide-in features based on provided text, images, and examples
- Create image galleries
- Edit page slugs
- Adding / Removing / Editing users Upload PDFs
- Adjust widgets



settings adjustments

- Updating theme options
- Adding redirects
- Add / Remove / Edit form fields
- Edit templates made from visual editors (such as Beaver Builder, Elementor, and Divi Builder)
- Installing simple plugins from the WordPress repository (i.e. "Duplicate Post" or "WordPress Zero Spam")

requests that will take us a bit longer

- Custom CSS / JS
- Performing search and replaces
- Adding code snippets through WP hooks
- Installing more complex plugins (i.e. a caching plugin or free WooCommerce add-on)
- Performance / Page-speed related adjustments based on GT Metrix reports
- Minor troubleshooting involving plugin and theme compatibility
- Installing tracking codes (i.e. Google Analytics)
- Testing contact forms and checkout workflows

