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Document Control Sheet

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Revision History

Issue Number	Issued Date	Issued By	Summary of Changes	Document Section



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Glossary of Terms

- Post Image Post
- Graphic Graphic Post
- Reel Instagram Reels
- Story Instagram Story



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Content Breakdown

Post Contents

1. Post 1:

- Title: Understanding SEO: Basics and Best Practices
- Description: An educational post explaining the fundamentals of SEO, including keyword research, on-page optimization, and the importance of backlinks.
- Content Type: Digital Marketing Education
- Main Goal: To educate clients on the basics of SEO, helping them understand how SEO strategies can improve their website's visibility and attract more organic traffic.

2. Post 2:

- Title: The Importance of SMM in Today's Digital World
- Description: A detailed post about the role of Social Media Marketing (SMM) in building brand awareness, engaging with audiences, and driving website traffic.
- Content Type: Digital Marketing Education
- Main Goal: To highlight the significance of SMM, demonstrating how strategic social media efforts can enhance a brand's online presence and customer interaction.

3. Post 3:

- Title: How Quality Content Creation Can Boost Your Brand
- Description: An insightful post on the impact of high-quality content, including tips on creating engaging blog posts, videos, and infographics that resonate with target audiences.
- Content Type: Digital Marketing Education
- Main Goal: To inform clients about the power of compelling content in attracting and retaining customers, thereby boosting brand reputation and loyalty.

4. Post 4:

- Title: Step-by-Step Guide to Creating a WordPress Website
- Description: A comprehensive tutorial on building a WordPress website, covering everything from selecting a theme to customizing plugins and optimizing for SEO.
- Content Type: WordPress Education
- Main Goal: To provide clients with a clear, easy-to-follow guide on how to set up their own WordPress websites, emphasizing the platform's flexibility and user-friendliness.

5. Post 5:

- Title: Client Spotlight: Stunning WordPress Site for XYZ Company
- Description: A showcase of a recently completed WordPress project for a client, featuring screenshots and key highlights of the website's design and functionality.
- Content Type: Previous Work Showcase
- Main Goal: To demonstrate ForgeEra's expertise and creativity in web development, providing potential clients with tangible examples of successful projects and satisfied clients.



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6. Post 6:

- Title: Innovative Web Design Mockup for a Modern Business
- Description: A presentation of a conceptual web design mockup for a contemporary business, illustrating advanced design trends and user experience principles.
- Content Type: Mockup Content
- Main Goal: To inspire clients with innovative web design ideas, showcasing ForgeEra's ability to create modern, aesthetically pleasing, and functional websites tailored to business needs.