

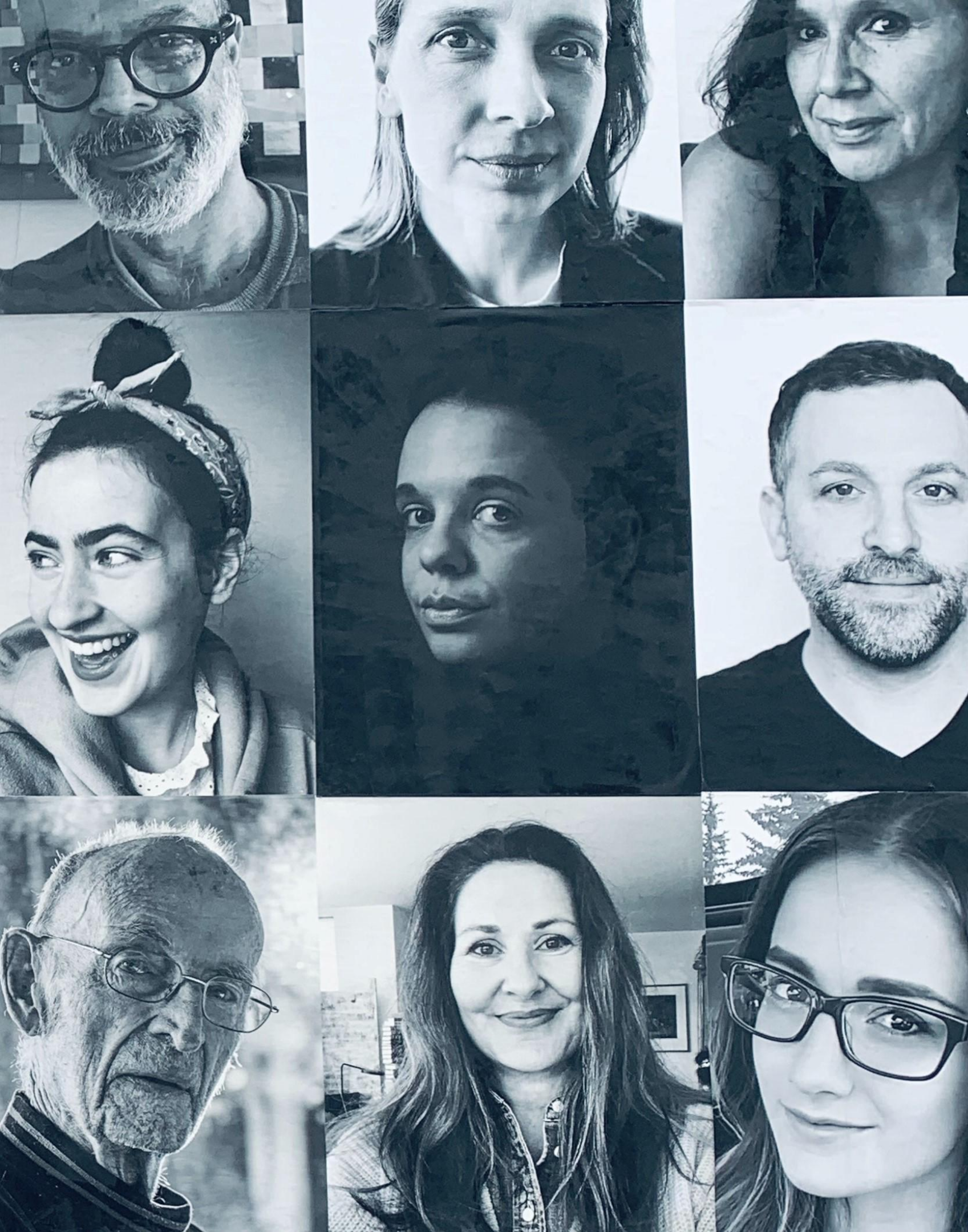


Onboarding guide for Post-Editors

Hi and welcome on board!

Our team is very happy to have you with us. This is a short onboarding guide aimed to introduce you to our linguists' platform and explain how post-editing at greatcontent works.

1. **The greatcontent culture**
2. **Accepting a new job**
3. **Post-editing interface**
4. **Post-editing a text**
5. **Completing a job**



Linguist?! What, exactly, is that supposed to mean?

At greatcontent, we work with linguists - for us this means language experts within various roles.

It includes copywriters, post-editors, translators, proofreaders and copy-editors who all have one thing in common: a deep understanding of text.

the greatcontent culture

We work under the following principles:

We:

- offer a flexible, professional and fun way of working
- answer all your questions usually in one working day at support@greatcontent.com or on the internal messaging system
- offer fair and transparent payment (reflecting academic degrees, work experience and industry expertise)
- provide you with feedback, tutorials, and ways to improve your writing. If you take this to heart this can lead to categorisation as a higher level linguist and a higher price per word.

You:

- must read briefings carefully before you start working on a text. Copy not matching the brief has to be reworked.
- have to be reachable! So please, whitelist our email addresses, answer our messages and add your phone number to your profile so we can call you for urgent project updates.
- must respect deadlines. There's no obligation to accept texts, but once you do, we expect you to deliver on time.
- should tell us as soon as possible if you can't deliver on time due to unforeseen circumstances.
- need to let us know before (!) you go on holiday when having accepted a longer commitment project.

Together we:

- grow and benefit from a longstanding partnership.
- win more loyal customers who want to book us and, more importantly, you over and over again!
- find a satisfying solution if things go wrong, e.g. reworks that go beyond the brief receive extra remuneration.

Accepting a New Job

On your main page you will see all your available jobs.

Next to each job you will see details of the assignment, including due date, word count, source & target language, etc.

To start working on a particular assignment, tick a box next to its title and click 'Accept'. Once the job is accepted, its status will be changed on the dashboard. You can then click on the job and start editing the text in a new window.

Accept button

1

☒	<u>Name</u>	<u>Status</u>	<u>Due Date</u>	<u>Wordcount</u>
☒	Frauentag_DE-de-en_gb-T-C.docx	New	26 Feb 23:00	1346

2

☐	<u>Name</u>	<u>Status</u>	<u>Due Date</u>	<u>Wordcount</u>
☐	Frauentag_DE-de-en_gb-T-C.docx	Accepted	26 Feb 23:00	1346

Post-Editing Interface

The workspace is divided into **'source'** (original) and **'target'** (translation) columns.

Since the translation is done by a machine, each line is marked as **'MT'** which stands for 'machine translation'.

A **red cross** next to each row indicates that it has to be validated by you as the translator.

The bottom box provides a better overview of the original text. The selected row of the source text will be marked in green.

Editor for Web

Filter Source Text

Filter Target Text

#	Source: en	Target: de			
1	On the tracks of Frida, Astrid and Vivienne	Auf den Spuren von Frida, Astrid und Vivienne	✗	MT	
2	5 places as great as the women who inspired them	5 Orte, die so großartig sind wie die Frauen, die sie inspiriert haben	✗	MT	
3	See the place where Frida Kahlo painted her pictures or Simone de Beauvoire was inspired by her progressive theories.	Sehen Sie sich den Ort an, an dem Frida Kahlo ihre Bilder malte oder Simone de Beauvoire sich von ihren progressiven Theorien inspirieren ließ.	✗	MT	
4	On International Women's Day, we celebrate five women who have achieved great things and the places from which they drew inspiration:	Am Internationalen Frauentag feiern wir fünf Frauen, die Großes geleistet haben, und die Orte, von denen sie sich inspirieren ließen:	✗	MT	
5	Cafés in Paris, markets in Mexico and streets in the West of London.	Cafés in Paris, Märkte in Mexiko und Straßen im Westen von London.	✗	MT	
6	So on your next city trip you can follow in the footsteps of these five extraordinary women who changed the world forever.	Auf Ihrer nächsten Städtereise können Sie also in die Fußstapfen dieser fünf außergewöhnlichen Frauen treten, die die Welt für immer verändert haben.	✗	MT	
7	MEXICO CITY	MEXIKO-STADT	✗	MT	
8	IN THE FOOTSTEPS OF FRIDA KAHLO IN THE COLOURFUL ARTISTS' QUARTER COYOACÁN	AUF DEN FUSSSPUREN VON FRIDA KAHLO IM BUNTEN KÜNSTLERVIERTEL COYOACÁN	✗	MT	
9	Striking facial features, bushy eyebrows, almost black eyes, a woman's moustache - who doesn't know Frida Kahlo?	Auffällige Gesichtszüge, buschige Augenbrauen, fast schwarze Augen, ein Frauenschnurrbart - wer kennt Frida Kahlo nicht?	✗	MT	
10	Mexico's most famous painter lived, loved and worked in the lively artists' quarter Coyoacán in Mexico City.	Mexikos berühmtester Maler lebte, liebte und arbeitete im lebendigen Künstlerviertel Coyoacán in Mexiko-Stadt.	✗	MT	
11	At the age of 18 she had a serious accident which bound her to bed again and again throughout her life.	Im Alter von 18 Jahren hatte sie einen schweren Unfall, der sie ihr ganzes Leben lang immer wieder ans Bett fesselte.	✗	MT	
12	In her paintings with borrowings from the art of the Aztecs and Maya she processed her physical and emotional pain.	In ihren Gemälden mit Anleihen bei der Kunst der Azteken und Maya verarbeitete sie ihren körperlichen und emotionalen Schmerz.	✗	MT	
13	The self-confident woman with her colourful costume and traditional floral hairstyles consciously acknowledged her indigenous roots - in the first half of the 20th century, she	Die selbstbewusste Frau mit ihrer farbenfrohen Tracht und den traditionellen Blumenfrisuren bekannte sich bewusst zu ihren indigenen Wurzeln - in der ersten Hälfte des 20.	✗	MT	

Context Note

Preview

On the tracks of Frida, Astrid and Vivienne

5 places as great as the women who inspired them

See the place where Frida Kahlo painted her pictures or Simone de Beauvoire was inspired by her progressive theories. On International Women's Day, we celebrate five women who have achieved great things and the places from which they drew inspiration: Cafés in Paris, markets in Mexico and streets in the West of London. So on your next city trip you can follow in the footsteps of these five extraordinary women who changed the world forever.

MEXICO CITY
IN THE FOOTSTEPS OF FRIDA KAHLO IN THE COLOURFUL ARTISTS' QUARTER COYOACÁN

Indication of open lines

Post-Editing a Text

Go through the machine translated text **line-by-line** validating each of them manually.

Should you want to modify your text, double-click on the cell and edit the content directly in there.

Once you are happy with the translation, click on the red cross next to the line you're working with. It will change to a **green tick sign** indicating that the line has been translated and accepted.

Editor for Web

Filter Source Text

Filter Target Text

#	Source: en	Target: de			
1	On the tracks of Frida, Astrid and Vivienne	Auf den Spuren von Frida, Astrid und Vivienne	✗	MT	
2	5 places as great as the women who inspired them	5 Orte, die so großartig sind wie die Frauen, die sie inspiriert haben	✗	MT	
3	See the place where Frida Kahlo painted her pictures or Simone de Beauvoire was inspired by her progressive theories.	Sehen Sie sich den Ort an, an dem Frida Kahlo ihre Bilder malte oder Simone de Beauvoire sich von ihren progressiven Theorien inspirieren ließ.	✓	MT	
4	On International Women's Day, we celebrate five women who have achieved great things and the places from which they drew inspiration:	Am Internationalen Frauentag feiern wir fünf Frauen, die Großes geleistet haben, und die Orte, von denen sie sich inspirieren <u>ließen</u> .	✗	MT	
5	Cafés in Paris, markets in Mexico and streets in the West of London.	Cafés in Paris, Märkte in Mexiko und Straßen im Westen von London.	✗	MT	
6	So on your next city trip you can follow in the footsteps of these five extraordinary women who changed the world forever.	Auf Ihrer nächsten Städtereise können Sie also in die Fußstapfen dieser fünf außergewöhnlichen Frauen treten, die die Welt für immer verändert haben.	✗	MT	
7	MEXICO CITY	MEXIKO-STADT	✗	MT	
8	IN THE FOOTSTEPS OF FRIDA KAHLO IN THE COLOURFUL ARTISTS' QUARTER COYOACÁN	AUF DEN FUSSSPUREN VON FRIDA KAHLO IM BUNTEN KÜNSTLERVIERTEL COYOACÁN	✗	MT	
9	Striking facial features, bushy eyebrows, almost black eyes, a woman's moustache - who doesn't know Frida Kahlo?	Auffällige Gesichtszüge, buschige Augenbrauen, fast schwarze Augen, ein Frauenschnurrbart - wer kennt Frida Kahlo nicht?	✗	MT	
10	Mexico's most famous painter lived, loved and worked in the lively artists' quarter Coyoacán in Mexico City.	Mexikos berühmtester Maler lebte, liebte und arbeitete im lebendigen Künstlerviertel Coyoacán in Mexiko-Stadt.	✗	MT	
11	At the age of 18 she had a serious accident which bound her to bed again and again throughout her life.	Im Alter von 18 Jahren hatte sie einen schweren Unfall, der sie ihr ganzes Leben lang immer wieder ans Bett fesselte.	✗	MT	
12	In her paintings with borrowings from the art of the Aztecs and Maya she processed her physical and emotional pain.	In ihren Gemälden mit Anleihen bei der Kunst der Azteken und Maya verarbeitete sie ihren körperlichen und emotionalen Schmerz.	✗	MT	
13	The self-confident woman with her colourful costume and traditional floral hairstyles consciously acknowledged her indigenous roots - in the first half of the 20th century, she	Die selbstbewusste Frau mit ihrer farbenfrohen Tracht und den traditionellen Blumenfrisuren bekannte sich bewusst zu ihren indigenen Wurzeln - in der ersten Hälfte des 20.	✗	MT	

Context Note

Preview

On the tracks of Frida, Astrid and Vivienne

5 places as great as the women who inspired them

See the place where Frida Kahlo painted her pictures or Simone de Beauvoire was inspired by her progressive theories. On International Women's Day, we celebrate five women who have achieved great things and the places from which they drew inspiration: Cafés in Paris, markets in Mexico and streets in the West of London. So on your next city trip you can follow in the footsteps of these five extraordinary women who changed the world forever.

MEXICO CITY
IN THE FOOTSTEPS OF FRIDA KAHLO IN THE COLOURFUL ARTISTS' QUARTER COYOACÁN

Indication of open lines

Completing a Job

Once you have translated all lines and you can submit the order → return to the dashboard, tick the box next to its title and click on **'Complete'**.

Please keep in mind that once you've marked the job as completed, you will no longer be able to access it. If you don't have any other jobs, regardless of their status, you'll be logged off from the system and will only be able to access your account when new assignments are available.

The screenshot displays a web interface for managing jobs. At the top, there's a 'Jobs' section with a dropdown menu set to 'All'. To the right of the dropdown are three buttons: 'Accept' (light blue), 'Decline' (blue), and 'Complete' (blue). The 'Complete' button is circled in red, and a red callout box with the text 'Complete button' points to it, labeled with a large '1'. Below this is a table with columns: 'Name', 'Status', 'Due Date', and 'Wordcount'. The first row shows a job titled 'Frauentag_DE-de-en_gb-T-C.docx' with a status of 'Accepted', a due date of '26 Feb 23:00', and a wordcount of '1346'. Below the table, a large grey area is labeled with a large '2'. In the bottom right of this area, a modal dialog box titled 'Complete' is shown. It contains the text: 'You have no other jobs in progress and your account will be deactivated until new jobs arrive. Proceed?'. At the bottom of the dialog are two buttons: 'Complete' (red) and 'Cancel' (white with a grey border).

☒	Name	Status	Due Date	Wordcount
☒	Frauentag_DE-de-en_gb-T-C.docx	Accepted	26 Feb 23:00	1346

Thanks for reading!

Questions or feedback? We're here for you!

support@greatcontent.com

[Check out our FAQ](#)