# Onboarding guide for Proofreaders / Copy-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 proofreading and copy-editing at greatcontent works.

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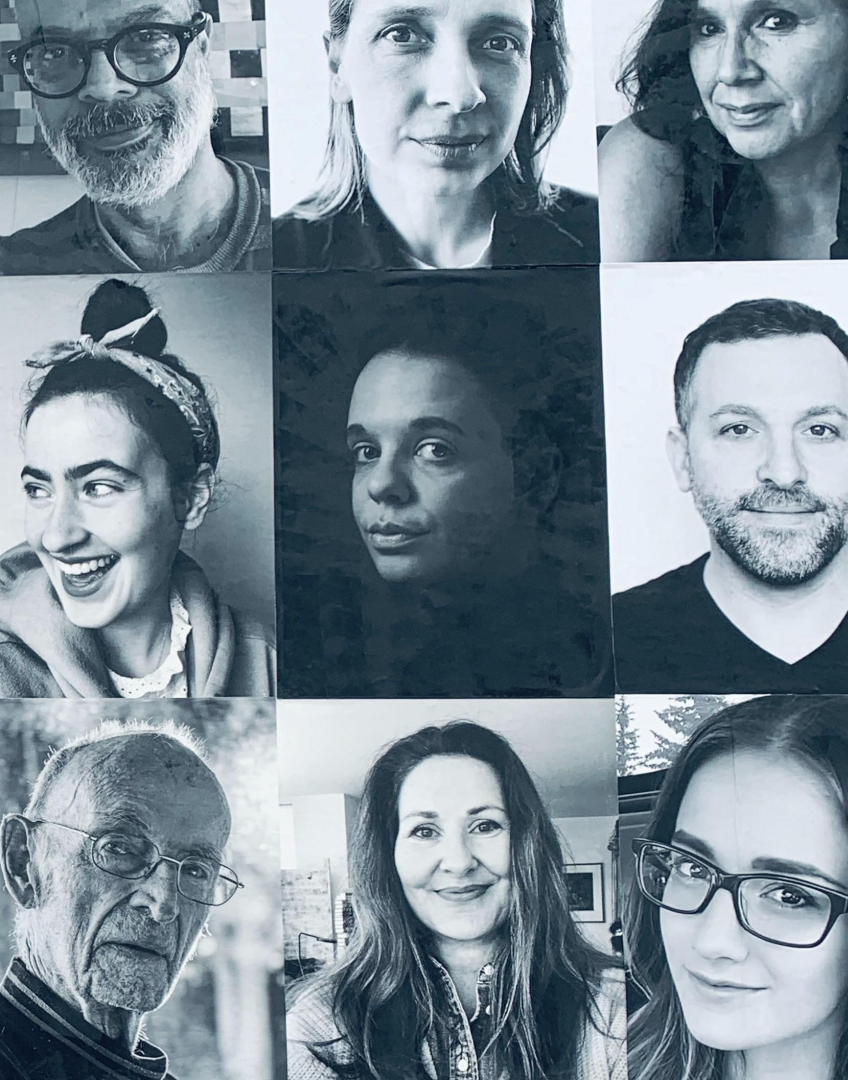
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Linguist?! What, exactly, is that supposed to mean?

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.

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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.

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Login to your account

The 'Login' button is located in the top right corner of our website's main page.

Click on it and you will be redirected to the login page where you can sign in to your account using your credentials.
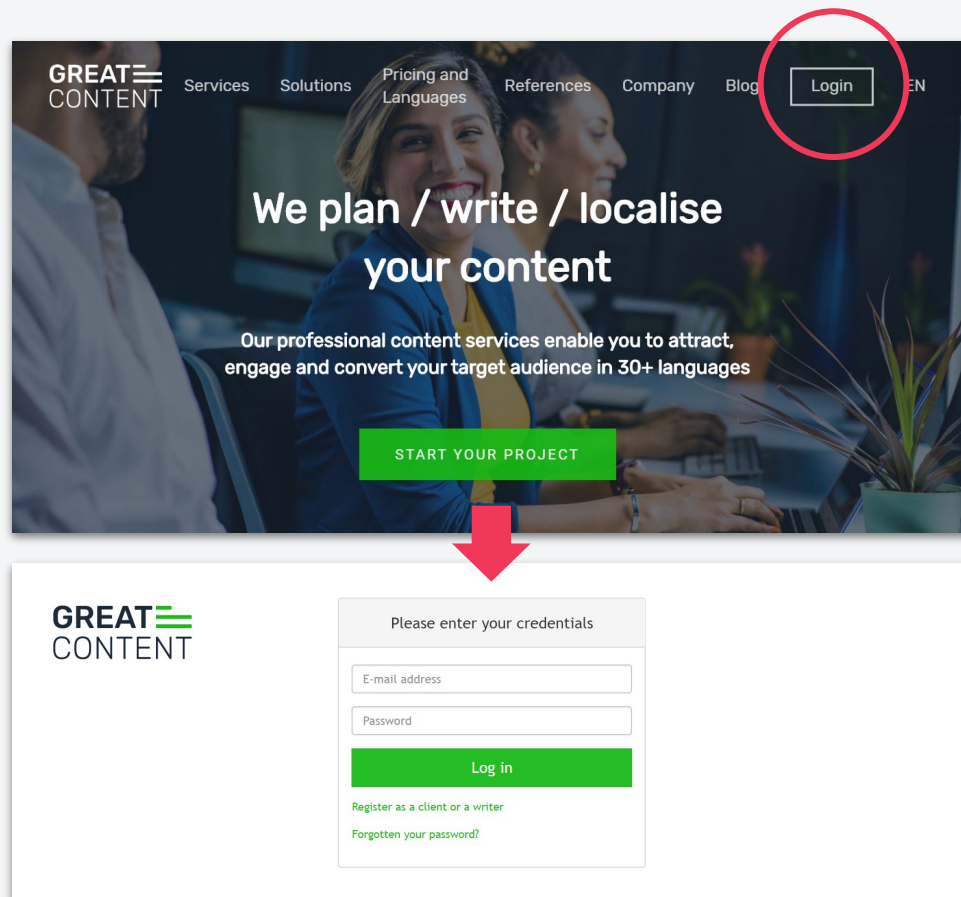
View available texts

On your account's main page you will see boxes showing

- your texts in progress
- the number of available texts per type

There are 3 types of texts:

- **Open text:** available to all proofreaders
- **Group text:** available to a pre-selected group of proofreaders
- **Direct text:** placed with and available to a specific proofreader

To see the list of texts click on 'View texts'.

Start working on a text

To start working on a text click on its title marked in blue.

You have 3 working days to finish each text.

If you don't finish proofreading / copy-editing on time, the text will be automatically cancelled and you will lose access to it.

Review text requirements

At the top you will find a summary with the most important information about the text.

Each text has a briefing based on which it was written by the linguist, To see the briefing, click on the 'Show' button next to 'Briefing for the writer'.

Above it you can find your communication with with writer.
To expand the panel click on the 'Show' button next to 'Messages'.

Proofread / Copy-edit the text

Depending on the client's wish you will be asked in the briefing to perform either proofreading or copy-editing.

While proofreading / copy-editing the text you can make any changes to it directly.

You can see the wordcount and the keyword count in a box next to your text.

To submit a finished text click on 'Preview & submit'.

You will be forwarded to a page where you can do a final check.

Wordcount & keyword box

'Preview & Submit'

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Request a revision

If the text does not comply with the briefing or is of poor quality you can request a revision.

Make sure to add a comment for the writer, explaining the reason for revision and advising on how to improve the text.

Depending on the text length you can give the writer either 24 or 48 hours for revision.

Once the revision is finished it will appear in your text list again with an asterisk next to its status.

Manage revisions from clients

The client can also send back the text asking you to revise certain points.

Those requests will reappear on the 'text in Progress' list with a new status - it will have either a 24 or 48 hours deadline.

You will see the client's feedback in an extra box called 'Revision History'.

Proceed as usual during proofreading / copy-editing.

'Revision required'

Revision remarks & feedback

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Thanks for reading!

Questions or feedback? We're here for you!

support@greatcontent.com

Check out our FAQ

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