

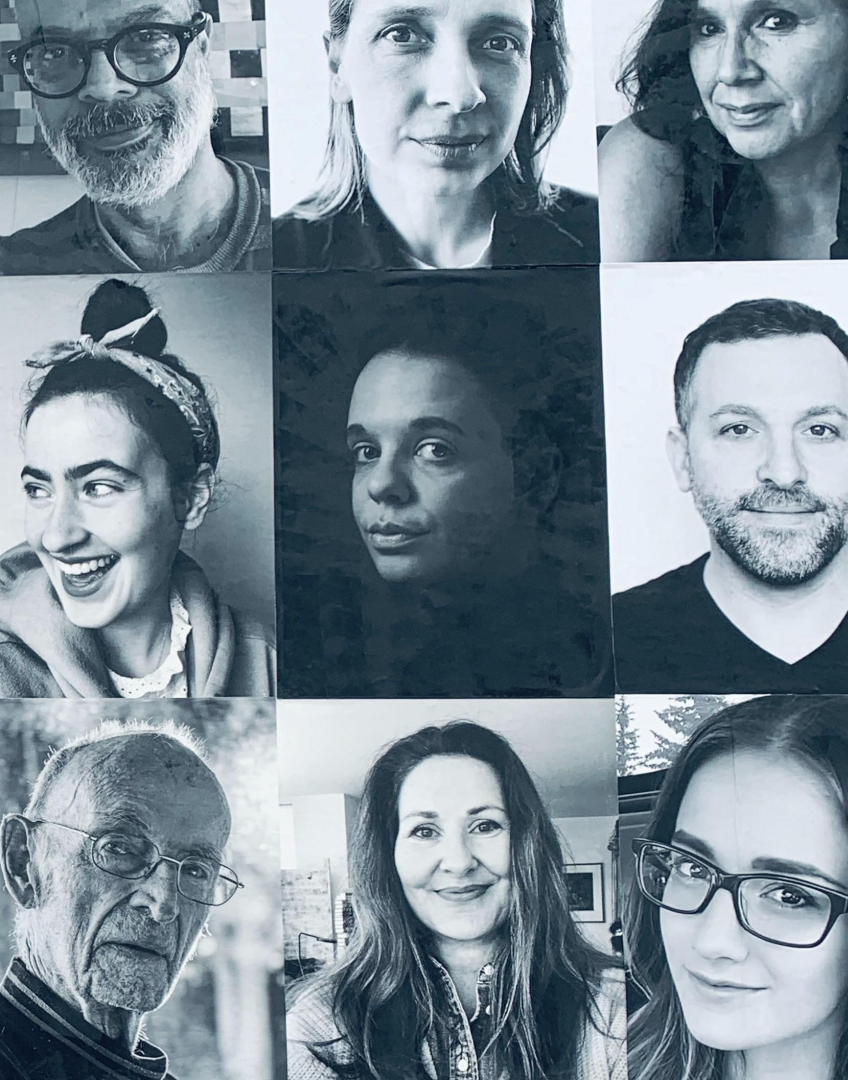


Onboarding guide for Proofreaders / Copy-Editors

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.

1. The greatcontent culture
2. Log into your account
3. View available texts
4. Start working on a text
5. Review text requirements
6. Proofread / Copy-edit the text
7. Request a revision
8. Manage revisions from clients



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.

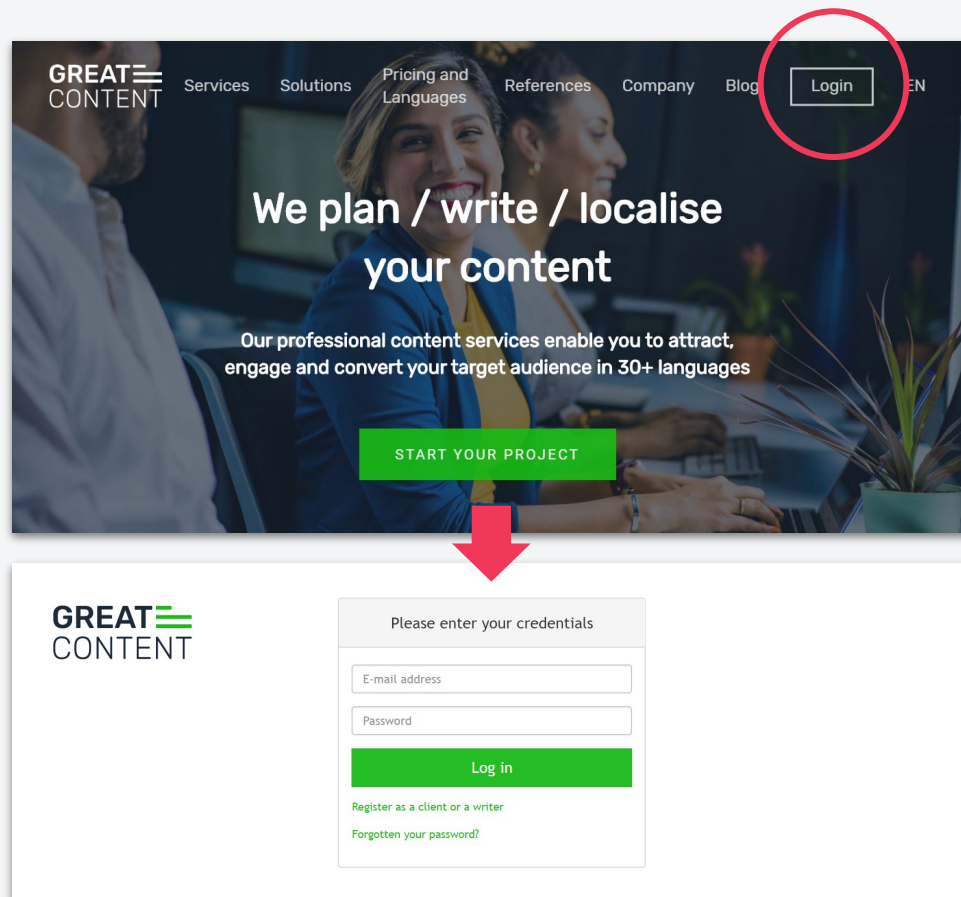
Together we:

- 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.

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'.

The screenshot displays the GREAT CONTENT user interface. At the top, a navigation bar includes links for Start, Accounteinstellungen, Aufträge, Nachrichten, and FAQ. Below this, two main sections are highlighted: 'Your texts' and 'Available texts'. The 'Available texts' section shows counts for different text types: 1 Aufträge in Bearbeitung, 0 Offene Bestellungen, 0 Gruppenbestellungen, 0 Direkte Bestellungen, and 0 Themenvorschläge. Each count is accompanied by a link to 'Aufträge ansehen'. Below these, a 'Top Orders' table is visible, with columns for Auftragsname, Auftragsart, Umfang, Vergütung, and Deadline. A green button 'Mehr Aufträge ansehen' is located below the table. On the left side of the interface, a user profile card for 'erreichbar' (available) is shown, indicating 1 ungelesene Nachricht. Below the profile card, a list of order statistics is displayed, including Kundennummer, Qualitätslevel, Kontostand, Verdienst, and various text status counts.

Auftragsname	Auftragsart	Umfang	Vergütung	Deadline

Kundennummer UTAUINS
Qualitätslevel 6+ Exzellent
Kontostand 0,00 €
Verdienst 0,00 €
Angeforderte Auszahlung 0,00 €
Offene Bestellungen 0
Gruppenbestellungen 0
Direkte Bestellungen 0
Akzeptierte Texte 0
Texte abgelehnt 0
Wartende Texte 0
Texte in Bearbeitung 0
Texte in Revision 0
Stornoquote: 0,00 %

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.

GREAT
CONTENT

StartAccounteinstellungenAufträgeNachrichtenFAQ

Meine Aufträge

Filter

Auftragstitel:

Auftragstyp:

alle

Order Assignment:

alle

Status:

alle

Texttyp:

alle
Anderer Texttyp
Angebote & Promotionen
B2B Text
Blogbeitrag

Textthema:


alle
Andere Kategorie
Autos & LKWs
Bekleidung & Accessoires
Bildung, Ausbildung & Kultur

nach Annahmedatum (Autor)

aufsteigend

Envoyer

Aufträge

Auftragstitel	Auftraggeber	Auftragstyp	Order Assignment	Status	Stufe	Verdienst	Datum	Deadline
 test_PR_direct	UIA7	Korrektur	PRIVATE	Korrektur notwendig	Direct Order	0,00 €	14. April 2020 11:22:00 CEST	17. April 2020 11:22:00 CEST

1 insgesamt

Text title

Deadline

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'.

Text summary

Briefing and messages

The screenshot displays the 'GREAT CONTENT' web interface. At the top, there is a navigation bar with buttons for 'Start', 'Accounteinstellungen', 'Aufträge', 'Nachrichten', and 'FAQ'. The main section is titled 'Text korrigieren'. It contains two primary panels: 'Ihr Auftrag' (Your Order) and 'Text Eingabe' (Text Input). The 'Ihr Auftrag' panel lists details such as 'Auftragsart', 'Auftrags-ID', 'Auftragstitel', 'Copywriter', 'Auftraggeber-ID', 'Fristablauf', 'Wörteranzahl', 'Bereits geschriebene Wörter', 'Bisher verdient', 'Keywords', 'proofreading direct', 'Flexendings erlaubt?', 'Stoppwörter erlaubt?', 'Stoppwörter ein-/ausblenden', 'Qualitätsstufe', 'Texttyp', 'Nachrichten', and 'Autorenbriefing'. The 'Text Eingabe' panel includes a text editor with a toolbar and a text area. Two callouts are present: one for 'Text summary' pointing to the 'Ihr Auftrag' panel, and another for 'Briefing and messages' pointing to the 'Nachrichten' and 'Autorenbriefing' sections. Additionally, there are two circular callouts on the right: 'Messages' pointing to the 'Nachrichten' section, and 'Briefing' pointing to the 'Autorenbriefing' section.

GREAT CONTENT

Start Accounteinstellungen Aufträge Nachrichten FAQ

Text korrigieren

Ihr Auftrag

Auftragsart: Korrektur
Auftrags-ID: 03XN4BZ5BMX1
Auftragstitel: test_PR_direct
Copywriter: Sabine_Larr
Auftraggeber-ID: UIA7
Fristablauf: 17. April 2020 11:22:00 CEST
Wörteranzahl: 350 - 500
Bereits geschriebene Wörter: 466
Bisher verdient: 5,59 EUR
Keywords: Wörteranzahl
proofreading direct: 1 - 2

Flexendings erlaubt? Nein
Stoppwörter erlaubt? Ja
Stoppwörter ein-/ausblenden
Qualitätsstufe: 0,012 EUR
Texttyp: Anderer Texttyp
Nachrichten: einblenden
Autorenbriefing: einblenden

Text Eingabe

Bitte verwenden Sie den Editor für jegliche Textformatierung und keine BBCodes. Wenn Sie Text eingeben, wird der Text nach dem Speichern als formatierter Text angezeigt.

Überschrift: test_PR_direct

Text

Paragraph B I Link List Table Decrease Increase

1 It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

'Messages'

Nachrichten

Ihre Nachricht an den Autor:

Dear writer,

Thanks for submitting your text, it was a pleasure to read it. Please adjust the structure of the text as indicated in the comments.

Thanks in advance!

Abbrechen

'Briefing'

Autorenbriefing

Ein Onlinehändler für Kostüme und Partybedarf möchte Sie als Übersetzer gewinnen. Sie sollen keine wort-wörtliche Übersetzung aus dem Englischen in die Deutsche übertragen, sondern eine verständliche und grammatisch korrekte Übersetzung. Die Aufgabe besteht darin, die Texte in die Deutsche zu übertragen. Thema: Kostüme, Partybedarf (Herücken, Hüte, Dekoration...). Textverwendung: Als Produktbeschreibung auf der Website <http://www.vogel.de>. Beispiel: <http://www.vogel.de/p/147801-girantenko/>.

Inhalt & Struktur

Struktur und die Struktur des Textes

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.

The screenshot shows the GreatContent editor interface. A red circle highlights a box in the top left corner titled 'Kriterien' (Criteria) which displays 'Worte' (Words) as '390 - 500 (0)' and 'Keywords' as 'proofreading direct' with a score of '1.05 - 2.05 / 1 - 2 (2)'. Another red circle highlights the 'Vorschau und Einreichen' (Preview and Submit) button. A third red circle highlights the 'Feedback' section, which includes the question 'Was soll der Autor verbessern?' (What should the author improve?) and several checkboxes for feedback categories: 'Ausdrucksform & Lesbarkeit' (Expression & Readability), 'Lesen Sie nochmal das Briefing & erfüllen die Vorgaben' (Read the briefing again and fulfill the requirements), 'Bauen Sie bitte die Keywords korrekt und natürlich ein' (Please build the keywords correctly and naturally), 'Struktur & Aufbau' (Structure & Layout), and 'Löschen Sie bitte den informationslosen Inhalt' (Please delete the informationless content). The interface also shows a 'Text Eingabe' (Text Input) section with a title 'test_PR_direct' and a text area containing two paragraphs of Lorem Ipsum. At the bottom, there are buttons for '24-Stunden-Nachbesserung' (24-hour revision) and '48-Stunden-Nachbesserung' (48-hour revision).

Kriterien
Worte
390 - 500 (0)
Keywords
proofreading direct
1.05 - 2.05 / 1 - 2 (2)

Wordcount & keyword box

'Preview & Submit'

Feedback
Was soll der Autor verbessern?

- ☐ Ausdrucksform & Lesbarkeit
- ☐ Lesen Sie nochmal das Briefing & erfüllen die Vorgaben
- ☐ Bauen Sie bitte die Keywords korrekt und natürlich ein
- ☐ Struktur & Aufbau
- ☐ Löschen Sie bitte den informationslosen Inhalt

24-Stunden-Nachbesserung 48-Stunden-Nachbesserung

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.

Kriterien

Worte
350 - 500 (0)

Keywords
proofreading direct
~ 1.0% ~ 2.0% / 1 - 2 (2) ✓

Text Eingabe

Bitte verwenden Sie den Editor für jegliche Textformatierung und keine BB-Codes. Wenn Sie Text einfügen, der bereits in HTML formatiert ist, wird dieser nach dem Speichern als formatierter Text angezeigt.

Überschrift
test_PR_direct

Text

1

P

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

2

P

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition.

POWERED BY TINY

0 Worte | Automatisches Speichern: an

Vorschau und Einreichen Speichern

Feedback

Was soll der Autor nachbessern?

☒ Rechtschreibung & Grammatik

☒ Struktur & Aufbau

☒ Löschen Sie bitte den Informationsleeren Inhalt

☐ Ausdrucksform & Lesbarkeit

☐ Lesen Sie nochmal das Briefing & erfüllen die Vorgaben

☐ Bauen Sie bitte die Keywords korrekt und natürlich ein

Feedback für Autor

24-Stunden-Nachbesserung

48-Stunden-Nachbesserung

Feedback

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

Auftragstitel	Auftraggeber	Auftragstyp	Order Assignment	Status	Stufe	Verdienst	Datum	Deadline
Test 2 Sabine	UIA7	Korrektorat	PRIVATE	Wartend	4 Simplel	(0,72 €)	14.04.2020	17. April 2020 18:06:46 CEST
test_PR_direct	UIA7	Korrektorat	PRIVATE	Überarbeitung gefordert.	Direct Order	0,00 €	14.04.2020	16. April 2020 20:31:47 CEST
2 insgesamt								

Revision remarks & feedback

Kunde 15. April 2020 20:31

Beanstandete Punkte: Fehlerhafte Rechtschreibung & Grammatik.
Bitte versuchen Sie die Keywords besser im Text zu platzieren. Die Sätze sollen möglichst korrekt und lesbar bleiben.

Text Eingabe

Bitte verwenden Sie den Editor für jegliche Textformatierung und keine BB-Codes. Wenn Sie Text einfügen, der bereits in HTML formatiert ist, wird dieser nach dem Speichern als formatierter Text angezeigt.

Überschrift

Text

↶ ↷ Paragraph ▾
B I

—
<>

- proofreading direct proofreading direct
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Thanks for reading!

Questions or feedback? We're here for you!

support@greatcontent.com

[Check out our FAQ](#)