CW CONTENTWRITERS.COM

# WRITER AND
EDITOR USER GUIDE

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Account Info

When you signed up to be a writer with CW, you created an account with your email address and a chosen password.

Once accepted, this account is activated and you can sign in at: https://contentwriters.com/accounts/login.

After logging in, you can access and update your account information by selecting **'Account'** from the left hand navigation bar.
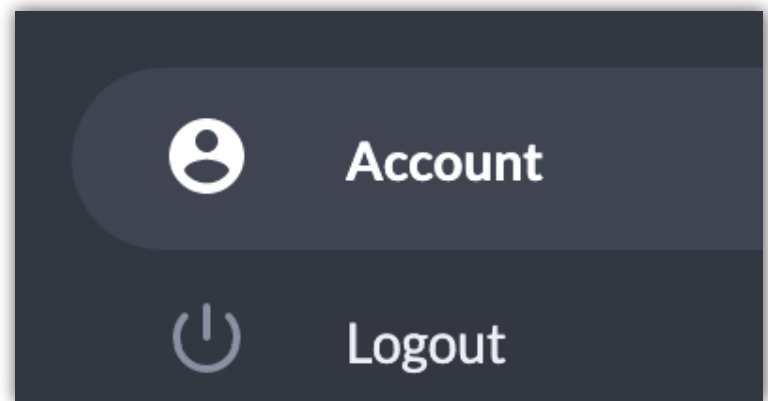
Now let's take a look at the features you can access in your dashboard!

Writer Dashboard
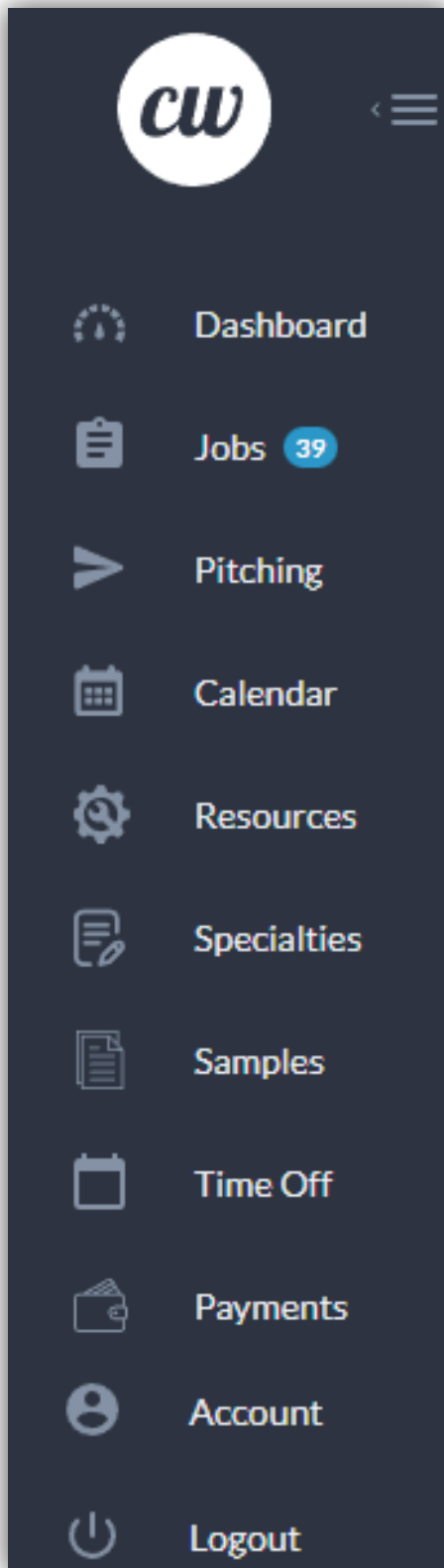
Dashboard
This includes quick links to jobs, payment pages, and the calendar.

Jobs
View all of your current and past jobs.

Pitching
View all of your current and past pitch requests.

Calendar
Access the calendar view for upcoming jobs.

Resources
View tips, tools, & intro materials for new writers and editors.

Specialties
Apply to be considered for writing jobs in different industries here.

Samples
Add and edit your own writing samples. These are only used for CW's evaluation purposes.

Time Off
Submit time-off entries to let us know when you're unavailable.

Payments
View your previous and upcoming payments.

Account
View and edit your account information, and extended profile, and change your password.

Account Info

Your account info section allows you to add useful information about your background.

Please upload a completed W9 form and enter your PayPal email address to get your account set up for payment.

You can also update your password here.

Ensure that the **experience** and **personal information** sections are up-to-date.

This helps us get a full picture of your background and areas of expertise, which allows us to match you to the jobs that best suit you!

Make sure you click **save profile** after updating this information.

If you are a writer, you can also choose to receive text notifications for new job assignments here.

Personal Information

Help us get to know your better by providing your demographic information.

Date of birth

| --- | --- | --- |
| month | day | year |

Country

United States

Postcode

W9 form

Uploaded

UPLOAD NEW W9 FORM   No file chosen

Notifications

SMS notifications for job assignments

Yes, I'd like to receive a text message notification about

Applying to Specialties

If you wish to apply to additional specialties, you can do so by clicking **specialties** on the main navigation side bar.

You'll see the industries for which you're already approved, and be able to submit additional applications under **apply to a specialty.**

Here, you'll be asked to submit 3 relevant writing samples of 500-1,000 words each.

***Please Note:** You may apply to any specialties you have experience working in or writing about. However, to be considered for the Legal industry, you must have a J.D. or be a third-year law student.

Accepting Assignments

If you are interested in completing an assignment you've been offered, we ask that you confirm by accepting the job.

To accept an assignment, you can click "Accept" in the email offer, or log into your account and scroll over any jobs in the queue that have **pending** as the status. Click the status badge to open the information page.

Status	Topic	Product
☐ Pending	**Breaking down silos in healthcare for a more connected pat...**	Blog Post (500-700 words)
☐ Pending	**Breaking down silos in healthcare for a more connected pat...**	Blog Post (500-700 words)

Make sure to review the entire job order carefully, including the information in the **job details** section. Pay extra attention to your deadlines.

To accept a job, click on the blue button at the bottom of the page that is labeled **Accept Job**.

JOB INFORMATION Pending WRITER ⊖

Topic
Breaking down silos in healthcare for a more connected patient experience

Date Assigned
April 20, 2022, 1:57 p.m. EDT

Format
Blog Post (500-700 words)

Due

Language

REJECT JOB   ACCEPT JOB

Submitting Work

To submit work, select any assignment that has **writing** as its status and click on the status badge to open the job detail page.

Scroll down toward the bottom of the job ticket and you'll see a box that says, "**Please copy & paste your work into the box below.**" Once you've formatted and checked for spelling and grammar, click "**Save Draft.**"

If you are ready to send in your draft, click "**Submit Draft To Editor.**"

The majority of your content will be uploaded in the manner above. However, if the client has requested the content in a Word or Excel document, you will be prompted to upload an attachment instead.

Making Revisions

Once you submit your draft to the editorial team, you will not be able to revise your content unless requested by the editor, proofreader, administrator, or client.

If you realize you've submitted something in error, please reach out to us or your editors via the **Discussion Board.**

If you receive a revision request, the job's status will now saw **revising**. Click the status badge to open the assignment.

When revising, it is imperative to work from the most recent draft.

That is the version of the assignment that has gone through various stages of editing and proofreading.

View the draft history on the right-hand navigation menu to see the revision request comments. You can also access the latest draft here.
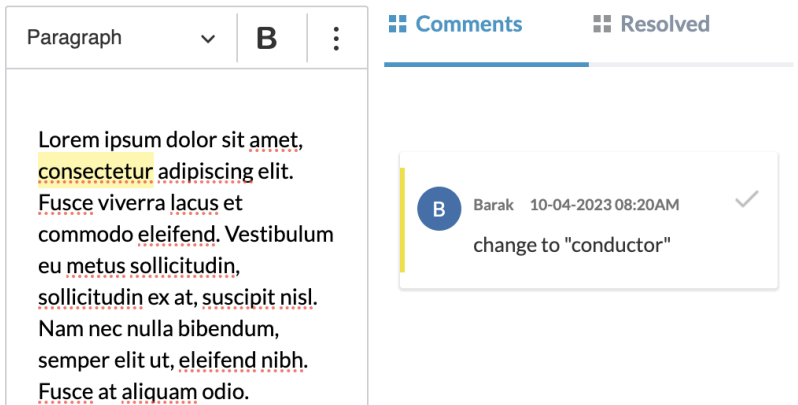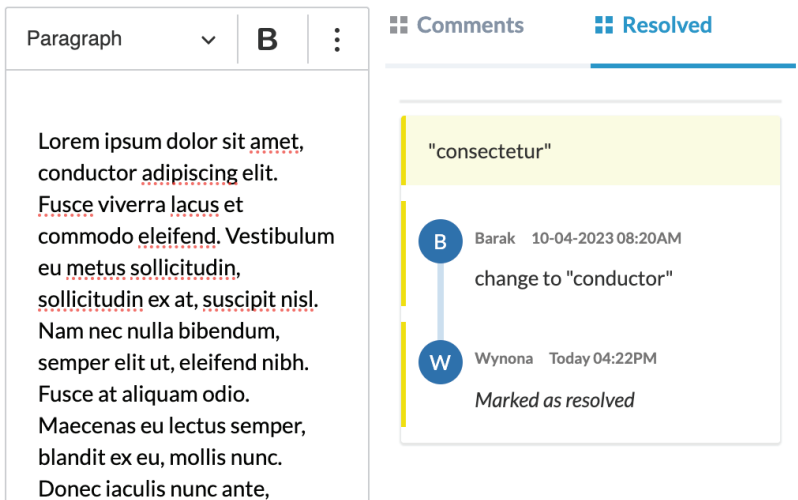
Making Revisions (continued)

If the draft has inline comments, they will be presented initially next to the draft in the Comments column.

| Paragraph ▾ | **B** | ⋮ | | **▦ Comments** | **▦ Resolved** |

Lorem ipsum dolor sit amet, ==consectetur== adipiscing elit. Fusce viverra lacus et commodo eleifend. Vestibulum eu metus sollicitudin, sollicitudin ex at, suscipit nisl. Nam nec nulla bibendum, semper elit ut, eleifend nibh. Fusce at aliquam odio.

> **B** Barak   10-04-2023 08:20AM   ✓
>
> change to "conductor"

If you make edits that remove the section of the draft to which the comment was applied, the comment will be moved to the Resolved column.

| Paragraph ▾ | **B** | ⋮ | | **▦ Comments** | **▦ Resolved** |

Lorem ipsum dolor sit amet, conductor adipiscing elit. Fusce viverra lacus et commodo eleifend. Vestibulum eu metus sollicitudin, sollicitudin ex at, suscipit nisl. Nam nec nulla bibendum, semper elit ut, eleifend nibh. Fusce at aliquam odio. Maecenas eu lectus semper, blandit ex eu, mollis nunc. Donec iaculis nunc ante,

> "consectetur"
>
> **B** Barak   10-04-2023 08:20AM
>
> change to "conductor"
>
> **W** Wynona   Today 04:22PM
>
> *Marked as resolved*

You can manually resolve comments by clicking the checkmark in the corner.

> **B** Barak   10-04-2023 08:20AM   ✓
>
> buyer barak's comment   [Resolve]
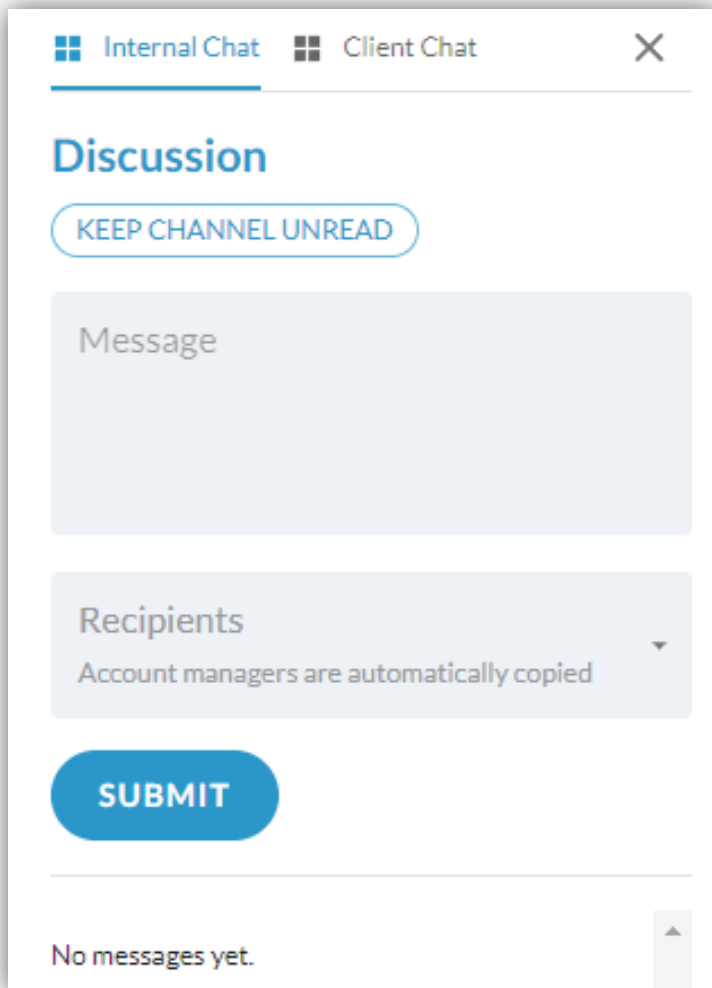
Manually resolved comments can be unresolved by clicking the *Reopen* icon in the corner.

> "consectetur"   ↩
>   [Reopen]
>
> **B** Barak   10-04-2023 08:20AM
>
> buyer barak's comment
>
> **W** Wynona   Today 04:27PM
>
> *Marked as resolved*

Discussion Board (Sending Messages)

The discussion board enables you to communicate with the writer, editor, proofreader, CW Admin, or client about job-specific questions & notes.

Locate the discussion for the job you wish to address by selecting the chat bubble icon on the job list or detail page.

Each job includes two discussion board channels: an **internal chat**, and a **client chat**.

The **internal chat** allows writers, editors, proofreaders, and CW admins to resolve any questions or issues about specific jobs. The client cannot view this channel.

The **client chat** includes all of the people who are on the internal chat, plus the client or buyer. This chat is only to be used if you need to communicate directly with the client.
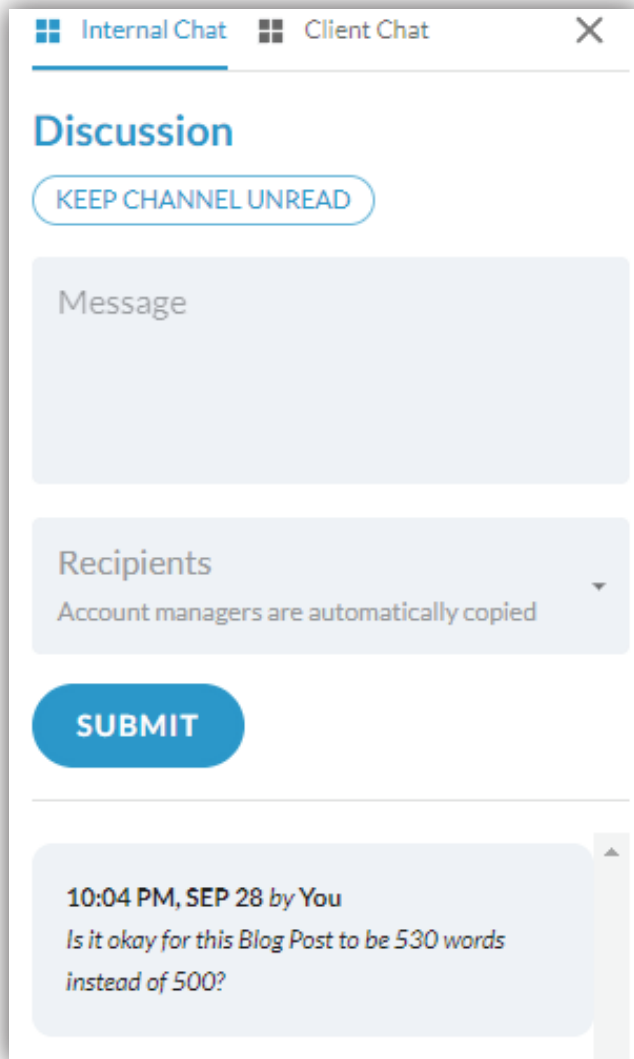
All discussion boards are monitored by ContentWriters administrators and the client chat should only be used to ask the client very specific questions regarding the briefs for assigned jobs.

Discussion Board (Sending Messages Continued)

Use the tabs on the top of the discussion panel to toggle between the internal and client chats.

Once you are in the desired channel, type your question or comment, choose a recipient(s), and hit submit.

In this example, we will direct a question to the editor using the **internal chat**.

Account managers are automatically notified when you send a message, but you can select additional recipients to flag if desired.

Each user that is selected will then be notified via email with a direct link to this chat, explaining that their attention is required.

Once you enter your message, it will be visible in the message history below the submit button.

Discussion Board (Viewing Messages)

If another user has flagged you on a message, the chat bubble icon will display with a pink **@** sign.

If you were not flagged but there is a new unread message on a channel you have access to, the icon will display with a pink dot instead.

When you open the discussion, the message history will show you where you have been flagged and/or which messages are unread.

If you cannot respond to the thread right away and worry you will forget, you can keep the channel unread.

Editing

If you were assigned as the editor for a particular job, log into your dashboard and look for any assignment with the status **Editing and the role of Editor** and click the status badge to open the job detail page.
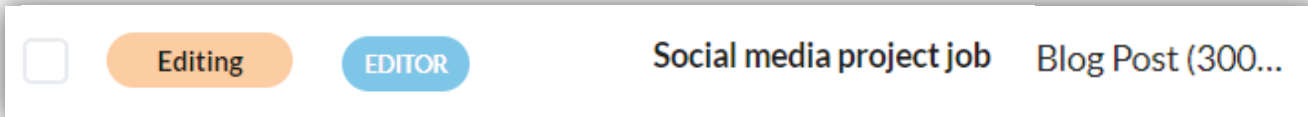
Once you have opened the job's main page, you'll see the job's information, content brief, and drafts. These sections can be collapsed so you can focus on the draft, and the right sidebar also provides access to the job's information and draft history.
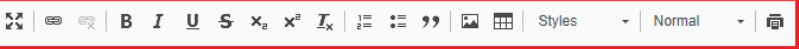
To edit the latest draft, scroll down to **add a new draft** and either work directly in the text editor, or **download the draft** to work outside of the system.

Editing (continued)

Note: Double-check that the formatting of your draft was not compromised in the **paste from Word** process. If it was, you can use the in-system formatting toolbar to resolve any issues and re-save your draft.

Be sure to make your revisions to the latest draft. Please copy & paste your work into the box below.

9 Signs That It's Time To Outsource Your Blog Content to ContentWriters

By: Anne M.

October 21st, 2020

Writing blog content is hard work.

Today's blog content requires strategy, research, marketing tactics, in-depth analytics, and promotion for a good reason. Blogging has never been more competitive than it is now.

There are currently more than 600 million active blogs online in 2020. With everyone vying for a piece of the blogging pie, 86% of marketers report using blog posts as part of their content marketing strategy.

But does all this blog content work need to be done in-house?

Not necessarily.

Here are nine vital signs that it's time to outsource your blog content efforts, especially if you want to drive significant results.

1. Writing Isn't Your Strongest Skill

Great blog content requires great writing skills.

Some marketers aren't the best writers, but we can't all be fantastic at everything.

Some of us are analytics aficionados while others are social media geniuses. We all have a set of marketing skills to bring to the table. If writing isn't your strong suit, it's best to outsource it to someone who rocks at it.

Blog content needs to accomplish a myriad of goals, from lead conversions to information sharing. If the content isn't written in a way that resonates with readers and convinces them to take the desired action, your results will suffer.

Outsource your content writing needs to professional writers who know how to accomplish your goals and are proficient in writing in a way that truly connects with your audience.

2. Your Team Lacks the Necessary Blogging Skills

DemandMetric reported that companies with blogs produce an average of 67% more leads monthly than companies that don't blog.

But lead generation success doesn't magically happen once you press "publish." It's the result of a culmination of marketing tactics including:

Editing (continued)

Once you have saved your draft, click submit to proofreader. You will be prompted to give feedback and rate the draft at this time.

Your feedback helps the ContentWriters team know if the brief was met and provides a high-level view on the strengths and improvement areas of the piece.
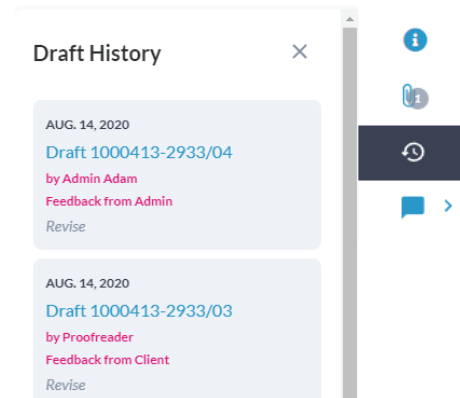

Note: Your feedback only goes to the CW admins by default. We may choose to share your feedback if we feel it'll contribute to a writer's further success and learning!

Editing (continued)

If you'd like to review past drafts and any revision requests that have been made, click the draft history button on the sidebar. You can also access this by selecting the view drafts tab text to add a new draft.

In **view drafts**, you can page through the previous drafts, or view the edit history to see changes between drafts.

Draft History   ✕

AUG. 14, 2020
Draft 1000413-2933/04
by Admin Adam
Feedback from Admin
Revise

AUG. 14, 2020
Draft 1000413-2933/03
by Proofreader
Feedback from Client
Revise

Be sure to make your revisions to the latest draft.

⬇ Download as... ⌄   HIDE EDIT HISTORY   ‹   Draft 3/3   ›

You are comparing changes between:
Draft 2 - Delivered on January 08, 2021. 04:04 PM (by Editor Wally)
Draft 3 - Delivered on August 30, 2021. 02:14 PM (current) (by Editor Wally)

TOPIC
Test 4

ⓒ PROTECTED BY COPYSCAPE

9 Signs That It's Time To Outsource Your Blog Content
By: [Anne to ContentWriters
By: [Anne M.](https://contentwriters.com/blog/author/anne/)
October 21st, 2020

Proofreading

If you were assigned as the proofreader for a particular job, log in to your dashboard and look for any assignment with the status **Proofing and the role of Proofer** and click the status badge to open the job detail page.

Status	Role	Topic	Product
Proofing	PROOFREADER	Design process	Blog Post (300...

From here you will follow the exact same steps as the editor, as far as operating the ContentWriters user interface.

When you're ready to submit your draft, click **submit to Admin**. You'll be prompted to give feedback on the piece prior to final submission.

se copy & paste your work into the box below.

Styles | Format

nefighters who operate in and around Gotham, with Batman as its head.

assisting in each other's cases in their respective series. When a new vigilante emerges in the city Batman deduces their identity intrusion into their lives, all respect him as a legend within the superhero community and rarely challenge his authority.

rk Knight due to their long and close relationships with him over the years, and consider him a close friend as well as ally.

cused of murder, Batman's friends gather to prove his innocence. It has also been implied through Batman's history that this network far into his ruthless vigilante persona. This is the edit.

Paragraphs: 5, Words: 183, Characters: 1109

REQUEST REVISIONS FROM WRITER   REQUEST REVISIONS FROM EDITOR   SUBMIT TO ADMIN

Requesting Revisions

If you are assigned as the editor or proofreader of an assignment, you have the ability to request revisions from either the writer or the editor, depending on whether you are the editor or proofreader.

There are numerous reasons to send a job back to a writer or an editor.
Some include, but are not limited to:

- Failure to adhere to client specifications

- Word count not falling within specified range

- Writing does not match the topic

To send a job back, select the job from your dashboard.

Status	Role	Topic		Product	
Proofing	PROOFREADER	Design process		Blog Post (300...	

Select either **request revisions from writer** or **request revisions from editor**, depending on where in the process you feel the content missed the mark.

Note: if you made edits to the draft before deciding a revision was needed, upload your edited copy before sending back to the writer so that your work isn't lost.

Job #1000427 – Design process

JOB INFORMATION   Proofing   PROOFREADER

CONTENT BRIEF

Topic
Design process

Industries
Tech and Internet

Add-ons
--

Voice
1st Person Plural ("we, us, our")

Content Goals & Things To Mention
Nothing

Target Audience
Adults

Target Keywords
Django, Python,

Style & Tone
Colloquial

REQUEST REVISIONS FROM WRITER   REQUEST REVISIONS FROM EDITOR

Requesting Revisions (continued)

Once you have selected where to direct the revision, you must provide an explanation or guidance on what adjustments you are requesting.

When you're done submitting your feedback, click the **request revisions from writer** or **request revisions from editor** button to forward it to that user.
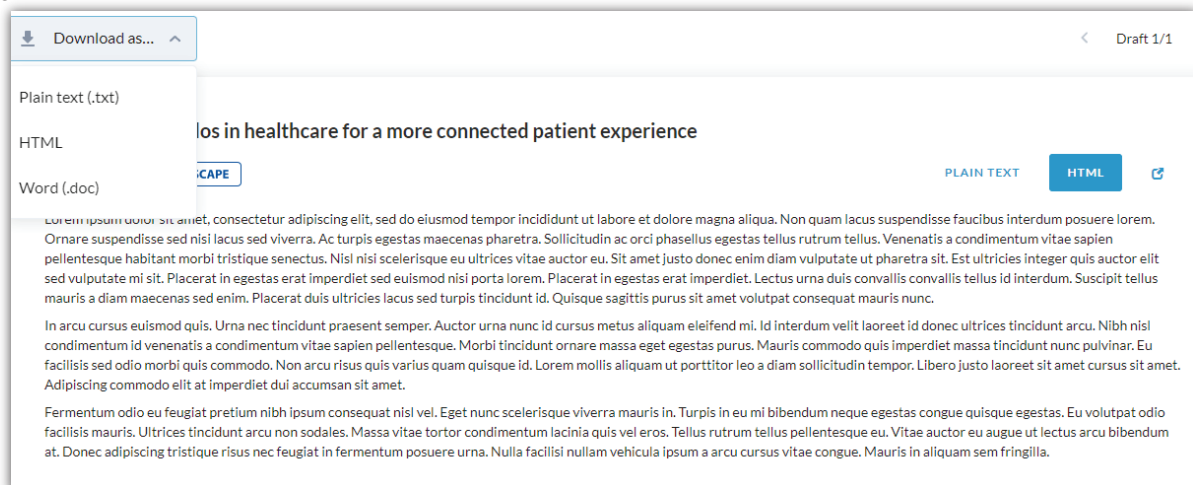
Making Revisions (continued)

Click **add a new draft** and you will see that the most recent draft is already loaded in the text editor.
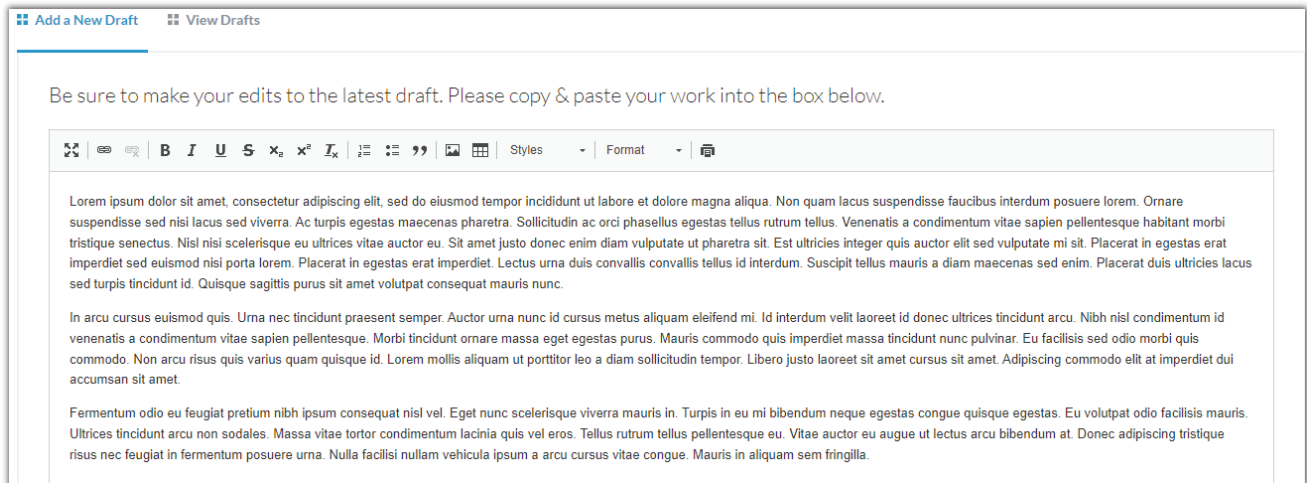
If you want to make your edits directly in the platform, simply update the draft in the text editor and click **save draft.**

If you want to make your edits using a different text editor, click **download as** and choose your desired format.

When you're ready to add your revised draft, delete the existing content in the text editor and paste in your new content, then click **save draft.**

After you've saved your draft, click **submit draft to editor.**