

Application to CopyPress Accepted Inbox | X

☆ CopyPress to me

[show details](#) 12:49 PM (22 hours ago)

[Reply](#)

Dear Do:

Congratulations; your application to CopyPress has been accepted!

Please log into our system to get started writing for us. Simply click on the link below and enter your login information:

<http://content.copypress.com>

Username: writer

Password: Test

Before you begin writing, you'll need to familiarize yourself with our guidelines. Please click on the link that reads "Copywriter Manual." There, you'll find information to help you complete your first assignment with us.

You can also visit our FAQ page for more information.

Again, congratulations: you're joining a team of accomplished, talented writers. We look forward to working with you.

Sincerely,
CopyPress

CONGRATULATIONS

If you're receiving this document, you've been accepted to join the CopyPress Community!

You should have received an email similar to the one above providing you with your username and password. You can change your password after logging in.

Through out this instructional guide you will see two types of boxes, the red ones contain important information about the page you are viewing. The orange ones tell you where to go/click to get to the next page.

Now you're ready to login!

This is where you go to login to get to your account with the username and password provided to you in the welcome email.

<https://content.copypress.com/login.php>

The image shows a login page for a system called 'COPYPRESS'. The page has a dark blue background with a faint, large graphic of a document or folder. At the top left, the 'COPYPRESS' logo is displayed in white and light blue. Below the logo, the text 'Welcome to CopyPress' is written in a light blue, italicized font. Underneath that, a message in white text says 'Use a valid username and password to gain access to the content management system.' On the right side of the page, there are two input fields: 'Username' with the value 'writer' and 'Password' with masked characters '.....'. Below these fields is a green button with the word 'LOGIN' in white. At the bottom right, there is a link that says 'Forgot My Password' in white text. A red arrow points from the text box on the left to the 'LOGIN' button.

[Home](#)[Campaigns](#)[Articles](#)[My Account](#)[Help](#)[Forum](#)[Trends](#)

Notifications

Below you will see all your statistics and notifications for your current assignments.

Clear Item	You have 4 items that need your attention	Date
Clear Item	You have been unassigned 7 keyword(s) from campaign December Florida and Colorado	2010-01-06 03:00:01
Clear Item	You have been assigned 5 keyword(s) from campaign paydaycenters	2011-06-20 13:00:06
Clear Item	You have 4 articles from campaign test-campaign2 that need revision	2011-04-20 13:00:03
Clear Item	You have been unassigned 10 keyword(s) from campaign Vacation Rentals Backlog Dec 2009-Local Content Short	2010-01-11 10:00:01

Overview

You can click here to view your current invoice

Total articles completed to date:	401
Total current assignments:	22
Total client approved articles to date:	122
Total articles assigned so far:	423
Total Points last period:	0
Total Points Cumulative:	28257
Total client approved articles last period:	0

Campaign Overview

Campaign Name	Progress	Editor	# of articles in progress	Action
dollarsense.org - A	50.00%	jstein@blueglass.com	1	Style Guide
careerrecipies.com - A	0.00%	andrew@infinitenine.com	1	Style Guide
zenlinux.org - A	100.00%	jstein@blueglass.com	0	Style Guide
lasvegasreview.org - A	100.00%	jstein@blueglass.com	0	Style Guide
nphp.net - A	100.00%	jstein@blueglass.com	0	Style Guide
chwo-foundation.org - A	100.00%	jstein@blueglass.com	0	Style Guide
Slickcar.com	100.00%	andrew@infinitenine.com	0	Style Guide
Ecommerce Descriptions Jan 11	100.00%	andrew@infinitenine.com	0	Style Guide
test-campaign2	17.00%	andrew@infinitenine.com	10	Style Guide
paydaycenters	63.00%	andrew@infinitenine.com	7	Style Guide

Calendar

Mark dates you cannot work						
July - 2011						
<<	<	Today			>	>>
S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

If you need to request days off, make sure you mark off your the dates well in advance. Simply click on the date in the calendar to mark as unavailable.



The writer's manual is located under the green "help" tab

Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM

Today's Date 07-13-2011

Home

Campaigns

Articles

My Account

Help

Forum

Trends

[Log in / create account](#)

page

discussion

edit

history

Main Page

Contents [\[hide\]](#)

- 1 About CopyPress
- 2 Getting Started
- 3 Life Cycle of an Article
- 4 Content Guidelines
- 5 Special Features
- 6 Types of Content
 - 6.1 Type 1
 - 6.1.1 eCommerce Descriptions
 - 6.1.2 SEO Web Copy
 - 6.1.3 Feed Descriptions
 - 6.1.4 Sales Copy
 - 6.2 Type 2
 - 6.2.1 Blog Posts
 - 6.2.2 Articles
 - 6.2.3 News Copy
 - 6.2.4 Press Releases
 - 6.3 Type 3
 - 6.3.1 White Papers
 - 6.3.2 Buyer Guides
 - 6.3.3 Expert Columns

The writer's manual is your main source to find information regarding the type of article you've been assigned to, our lifecycle process, rules, contact information, etc. You MUST be very familiar with the manual so you are well rehearsed in our process. If you're unclear about anything on the manual please contact your Community Manager to receive clarification.

navigation

- [Main Page](#)
- [Community portal](#)
- [Current events](#)
- [Recent changes](#)
- [Random page](#)
- [Help](#)

search

toolbox

- [What links here](#)
- [Related changes](#)
- [Special pages](#)
- [Printable version](#)
- [Permanent link](#)



The Community Forum is located at the green "forum" tab.

Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM

Today's Date 07-13-2011

[Home](#)[Campaigns](#)[Articles](#)[My Account](#)[Help](#)[Forum](#)[Trends](#)

CopyPress

CopyPress Forum

[FAQ](#) [Search](#) [Memberlist](#) [Usergroups](#)
[Profile](#) [You have no new messages](#) [Log out \[writer \]](#)

You last visited on 14 May 2011 17:50

The time now is 13 Jul 2011 17:50

[CopyPress Forum Index](#)

[View posts since last visit](#)

[View your posts](#)

[View unanswered posts](#)

Forum		Topics	Posts	Last Post
General Content Help				
	Newbies	71	528	04 May 2011 23:04 marypage ➡
	Content Discussions	68	501	11 Jul 2011 16:25 rwhitney ➡
	Job Board The Job Board is for CopyPress Admins to post internal opportu	26	137	27 Jun 2011 19:33 rwhitney ➡
	Production Board Announcements and production-related issues	30	306	22 Jun 2011 18:19 toniaslimm ➡
Editors Only				
	Editorial Discussions			17 Jul 2011 21:00

The forum is another great source for new writers. You will be able to find many of your newbie questions answered here. Whether it be about payments, who to contact about getting more work, help with articles, technical issues, etc..the forum is a great way to get your answers and to interact with your fellow writers and editors.



The help tab is full of resources!

Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM
Today's Date 07-13-2011

- Home
- Campaigns
- Articles
- My Account
- Help
- Forum
- Trends

page

discussion

edit

history

Log in / create account

Main Page

- Writer's Manual
- Tech Manual
- Handbooks
- Tech Support Form
- Questions/Suggestions
- General Editorial Notes

Contents [hide]

- 1 About CopyPress
- 2 Getting Started
- 3 Life Cycle of an Article
- 4 Content Guidelines
- 5 Special Features
- 6 Types of Content
 - 6.1 Type 1
 - 6.1.1 eCommerce Descriptions
 - 6.1.2 SEO Web Copy
 - 6.1.3 Feed Descriptions
 - 6.1.4 Sales Copy
 - 6.2 Type 2
 - 6.2.1 Blog Posts
 - 6.2.2 Articles
 - 6.2.3 News Copy
 - 6.2.4 Press Releases
 - 6.3 Type 3
 - 6.3.1 White Papers
 - 6.3.2 Buyer Guides
 - 6.3.3 Expert Columns

- navigation
- Main Page
 - Community portal
 - Current events
 - Recent changes
 - Random page
 - Help

search

- toolbox
- What links here
 - Related changes
 - Special pages
 - Printable version
 - Permanent link



The Tech Manual

Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM

Today's Date 07-13-2011

Home

Campaigns

Articles

My Account

Help

Forum

Trends

Before submitting a bug report, make sure you have read the technical manual and take the necessary steps to try and resolve the issue on your end.

CopyPress Technical Manual

All users are encouraged to use the preferred web browsers while accessing the CMS:

- Google Chrome
- Firefox
- Safari
- Internet Explorer 8

If experience technical difficulties please follow these instructions prior to filling out a bug report:

- 1) Clear cache
- 2) Restart your browser
- 3) Restart your computer
- 4) Make sure your operating system and software is always up-to-date with latest versions

Bug Reports:

- ALWAYS include the campaign(s) and article number(s) when experiencing difficulties with a particular campaign.



Technical Support

Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM

Today's Date 07-13-2011

Home

Campaigns

Articles

My Account

Help

Forum

Trends

Technical Support

Use this form to report any technical issues you encounter while operating in the CopyPress system. Please note the campaign and article number if you are having trouble with a particular article. Please clear your cache and restart your browser or computer and try again before submitting this form. We recommend using the latest version of Chrome or Firefox while using CopyPress.

Problem Title

Campaign

Article Number

What happened

What should have happened

If you have a technical issue while accessing the CMS, please submit a tech support form and be sure to provide as much detail as possible.



Click on "Campaigns to view all the campaigns that are currently assigned to you.

Welcome, editor [Logout](#)

Last Login 07-13-2011, 12:25 PM
Today's Date 07-13-2011

- Home
- Campaigns
- Articles
- Reports
- Settings
- My Account
- Help
- Forum
- Trends

[Campaign & Article Management](#) >

Campaign List

You can enter the "client name","campaign name","company name" etc. into the keyword input to search the relevant client's campaign information

Campaign Keyword

Campaign Name	Start Date	Due Date	Progress	Project Manager
careerrecipes.com - A	05-01-2011	07-28-2011	64.71%	rajivkarran
Slickcar.com	03-25-2011	04-08-2011	100.00%	jedouard
Ecommerce Descriptions Jan 11	01-12-2011	02-12-2011	100.00%	jedouard
test-campaign2	12-29-2009	01-20-2010	16.67%	projectmanager
paydaycenters	09-14-2009	09-28-2009	81.08%	projectmanager

Welcome, editor [Logout](#)

Last Login 07-13-2011, 12:25 PM

Today's Date 07-13-2011

Campaigns

Reports

Settings

My Account

Help

Forum

Trends

Extension Requests Page

You can enter the "copy write user name", "copy write first name", "copy write last name" into copy writer keyword input to search the relevant copy writer's information

You can enter the "Campaign name" into campaign keyword input to search the relevant campaign information

Copy Writer Keyword

Campaign Keyword

Show: 25 row(s)



 Search

Number	Copywriter	Editor	Campaign Name	Campaign Start Date	Campaign Due Date	Number of Articles	Article Due Dates	Days Requested	Reason
--------	------------	--------	---------------	---------------------	-------------------	--------------------	-------------------	----------------	--------

(Total Count:)



To rank copywriters on specific campaigns, simply hover over "Campaigns" and select "Add Copywriter Ranking"

Welcome, editor [Logout](#)

Last Login 07-13-2011, 12:25 PM

Today's Date 07-13-2011

Home

Campaigns

Articles

Reports

Settings

My Account

Help

Forum

Trends

Specify Copywriter Campaign Ranking

You can change the copywriter ranking quotiety on System Setting Page

Campaign Keyword

<= Start Date <=



Search

<= Due Date <=

Basic Information

Required Information

Campaign

paydaycenters

Copywriter Name

writer

Locate the specific campaign by searching through the drop down menu and then properly rate them.

Punctuation/Grammar/Spelling

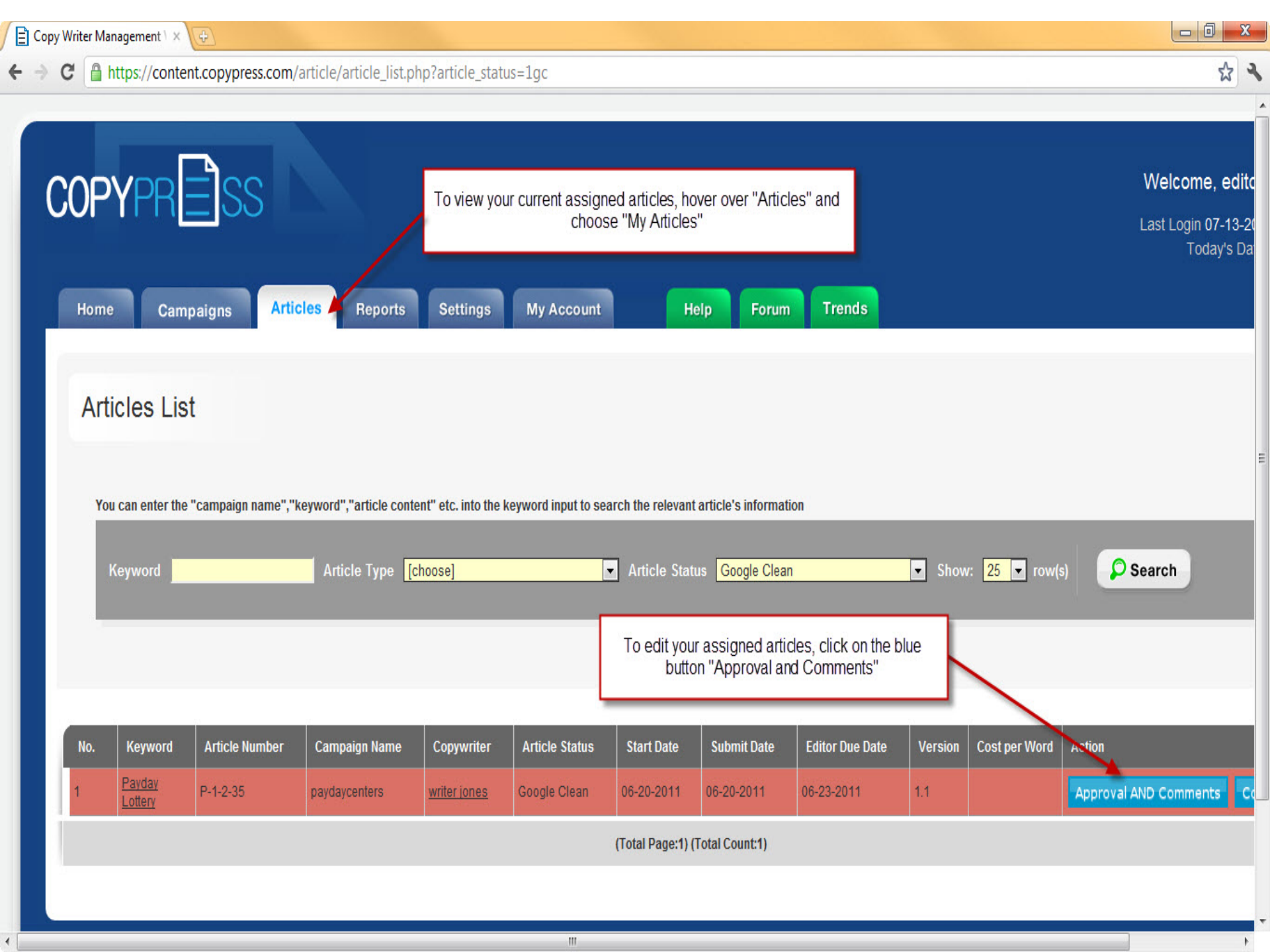
1 2 3 4 5

Quality of Writing

1 2 3 4 5

Timeliness/Frequent Submissions

1 2 3 4 5



To view your current assigned articles, hover over "Articles" and choose "My Articles"

Welcome, editor

Last Login 07-13-20

Today's Date

Home

Campaigns

Articles

Reports

Settings

My Account

Help

Forum

Trends

Articles List

You can enter the "campaign name", "keyword", "article content" etc. into the keyword input to search the relevant article's information

Keyword

Article Type

[choose]

Article Status

Google Clean

Show:

25

row(s)

Search

To edit your assigned articles, click on the blue button "Approval and Comments"

No.	Keyword	Article Number	Campaign Name	Copywriter	Article Status	Start Date	Submit Date	Editor Due Date	Version	Cost per Word	Action
1	Payday Lottery	P-1-2-35	paydaycenters	writer jones	Google Clean	06-20-2011	06-20-2011	06-23-2011	1.1		Approval AND Comments

(Total Page:1) (Total Count:1)

[Home](#)[Campaigns](#)[Articles](#)[Reports](#)[Settings](#)[My Account](#)[Help](#)[Forum](#)[Trends](#)[Campaign & Article Management](#) > [paydaycenters](#) > [Payday Lottery](#) >

Approve article

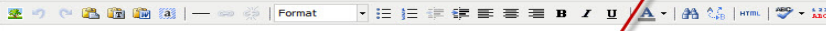
This where you will read and edit the assigned article.

Once you've reviewed the article and made comments click the Reject or the approve button to notify your editorial team.

Article Title

Html Title Tag

146 words, 963 characters



Suspendisse dapibus ornare placerat. Donec sed volutpat sapien. Pellentesque lobortis imperdiet cursus. Praesent quis nisl sed est laculis tincidunt. Donec convallis, dolor id commodo pulvinar, urna metus posuere augue, venenatis dictum lectus nisl vestibulum lectus. Quisque nec mi diam. Donec quis velit vitae turpis malesuada aliquam vitae mattis massa. Mauris vitae justo purus. Nulla id nisi mauris. Nunc rutrum felis a urna commodo posuere. Etiam eu eros eu eros lobortis rhoncus sed sed purus. Curabitur ipsum dui, congue ac suscipit non, fringilla non ligula. Quisque porttitor, orci faucibus suscipit tristique, augue leo accumsan libero, in molestie lorem urna vestibulum massa. Morbi ut sapien nec nunc lacinia sodales eget vitae odio. Pellentesque pellentesque dictum massa et aliquam. Nulla facilisi. Pellentesque sem nibh, lacinia id ultricies sed, interdum et erat. Cras non dui dui, facilisis fermentum risus. Nam vel purus sed dui auctor mollis. In sed laoreet est.

Article Content

Comments

If the writer needs to make changes, add specific comments and select "request"

Select General Editorial Notes

Always save after you make any changes, add any comments, and before you select "editor approve"

If everything looks perfect and matches the client's request, select editor approve.

You can add comments to the writer with changes they need to make or to let them know that they did a great job, etc...


Article Information

Campaign Name	paydaycenters
Campaign Keywords	Payday Lottery
Start Date	06-20-2011
Due Date	06-30-2011

Optional Field 4	
Article Type	Type 1 - old
Editor	editor
Copywriter	writer

This is where you can view/download the style guide and instructions

Keyword Instructions:
[Content Production Style Guide](#)
[Editorial notes](#)

Zemanta  [MY SOURCES](#) 

[UPDATE](#)

MEDIA GALLERY



RELATED ARTICLES

This is a Test Post
3 WEEKS AGO DOTYOURWORLD.WORDPRESS.COM

Lorem Ipsum
AREADIBHAR.WORDPRESS.COM

Još jedna proba
4 WEEKS AGO ADONDUKAJ.WORDPRESS.COM

Proba
4 WEEKS AGO ADONDUKAJ.WORDPRESS.COM

Test Post, Test Post
EDENETWORK.WORDPRESS.COM

Role: admin	Creator: admin	Comment Date: 03-02-2010 21:45:52	Version: 1.0
I won the payday lottery. What an awesome day. Hi, this is test			
Role: admin	Creator: admin	Comment Date: 03-02-2010 21:53:01	Version: 1.1
I won the payday lottery. What an awesome day. Hi, this is test			



Welcome, writer [Logout](#)

Last Login 07-13-2011, 12:18 PM

Today's Date 07-13-2011

Home

Campaigns

Articles

My Account

Help

Forum

Trends

Profile

Specialities

Availability

Payment History

To change your account settings
click on the "My Account" tab

User's Information

Edit

If you need to change any information listed below, click edit.
Please note, if you change your address, payment preference, or
banking details you MUST notify your Community Manager.

User Name	writer
First Name	writer
Last Name	jones
E-mail Address	andrew@infinitenine.com
Birthday	01-01-1970
Main Number	11111111
Cell Number	11111111
Address	Address1: neptune Address2: n/a City: n/a State/Province: n/a Zipcode: n/a

Gender	male
Hire Date	01-01-2006
SSN	n/a
Payment Preference	Direct Deposit
Bank Name	n/a
Bank Rounting Number	n/a
Account Number	n/a
Bank Account Type	Unknown

Home

Campaigns

Articles

My Account

Help

Forum

Trends

Profile

Specialities

Availability

Payment History

Dates Unavailable

Mark dates you cannot work

July - 2011

<<	<	Today					>	>>
S	M	T	W	T	F	S		
					01	02		
03	04	05	06	07	08	09		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

You can also update your unavailability calendar by clicking "Availability". Simply click on the days you are unable to work and a red X will appear.

[Home](#)[Campaigns](#)[Articles](#)[My Account](#)[Help](#)[Forum](#)[Trends](#)[Profile](#)[Specialities](#)[Availability](#)[Payment History](#)

Payment History

To view your past invoices click on "Payment History". To open the invoices simply click on the blue button "View Invoice".

#	Month/Year	Total Client Approved Words			Pay Words Total	Pay Amount	
		Type 1	Type 2	Type 3			
1	05/2011	0	0	0	<u>34</u>	\$0.68	view invoice
2	04/2011	0	0	0	<u>793</u>	\$7.93	view invoice
3	11/2010	0	0	0	<u>2</u>	\$0.06	view invoice
4	10/2010	0	0	0	<u>26</u>	\$0.55	view invoice
5	09/2010	0	0	0	<u>2</u>	\$0.04	view invoice
6	10/2009	0	0	0	<u>27000</u>	\$10	view invoice



- Wall
- Hidden Posts
- Info
- Photos
- Discussions
- Edit

About

CopyPress provides you with a professional content & copywriting team to in...

More

215 people like this

- Add to My Page
- Add to My Page's Favorites
- Subscribe via SMS
- Subscribe via RSS

CopyPress

Company · Edit Info



Wall

Share: Status Photo Link Video Question

Write something...



CopyPress

CopyPress fans in all the way in Kihei Maui, Hawaii!



Wall Photos

311 Impressions · 0% Feedback

July 5 at 4:09pm · Like · Comment · Share



Stefan Winkler

Pearls of Wisdom



Turning Writers Into Linkbait Ninjas: Resources, Tips, & Pitfalls

www.blueglass.com

How does a recruiter identify talent, if not by the quality of writing? Here are a few tips for finding the right writer to groom, resources to help prospects become linkbait ninjas, and pitfalls to avoid during the training process.

June 20 at 11:52pm · Like · Comment · Share

Don't forget to like CopyPress on Facebook!

<https://www.facebook.com/CopyPress>

We also have a CopyPress group on Facebook, request to join by going to

<https://www.facebook.com/groups/186901618020210?ap=1>

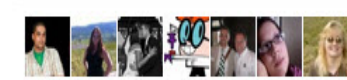
You can also follow us on twitter!

http://twitter.com/#!/copy_press

Notifications

- Promote with an Ad
- View Insights
- Invite Friends

You and CopyPress



32 friends like this.

Quick Tips

Get more people to like your Page with Facebook Ads today!

Sample Ad: CopyPress



The text of your ad will go here.

Like · Ryan Christine Whitney likes this.

Get More Likes

Sponsored

Create an Ad

Chat (72)