Editors Guide [2017 Update]

General Requirements:

1- In case we provided short or incomplete title, use this website to create Attractive Title (http://tweakyourbiz.com/tools/title-generator/index.php)

2- Proofreading & Revise article (grammar, spelling, sentences, …) & Matching of information to resources. You can check in websites http://www.quetext.com/

3- Choose Attractive Images (at least 15 images in each article, big images, high quality, not include writing), rename images with related post and item names & You can add videos also. Choose Pinterest suitable Images [read here & here]

4- Making Internal links for our same website and our other magazines (Topteny, pouted, petvety) for at least 2 related posts already published, the keyword anchor text should be +3 words.

5- Adding External links (the sources which the writer provided & authorized sites), EXCEPT SPECIAL POSTS TYPE [as products and stories types,....] you just adhere to the website links which we provide.

6- In case of persons or companies rating articles “as top 10 photographers”: add their websites, Facebook pages and their photos [Search for their links as usual unless we provide the links].

Summary Steps (SEE Below Tutorial Images):

1- Read the article, and write down notes if you found any grammar or spelling mistakes (The article responsibility is shared between editors as well as writers).

2- Access the website through the Login box at the end of main website page.

3- If the article is in word files, paste it as text (use the "paste as text" button).

4- Start styling the article to look attractive using images, videos, styling texts, so on [Use Your Creativity] & Check the below Tutorial Images .....

5- Use headings, subheadings, bold font for key sentences and bulleted lists so it is easy to read.

6- Add Internal links (from TopTeny, Pouted & Petvety) and external Authority links.

7- Add featured image, tags & choose the category

8- If you can do the SEO stuff & Other optimization stuff, It's optional (but positive point).

9- Save as Pending for review & Or Publish if you have authority: Best Publish time is from 2 pm to 5 pm (Egypt Time).

Job Requirements & Payment Structure:

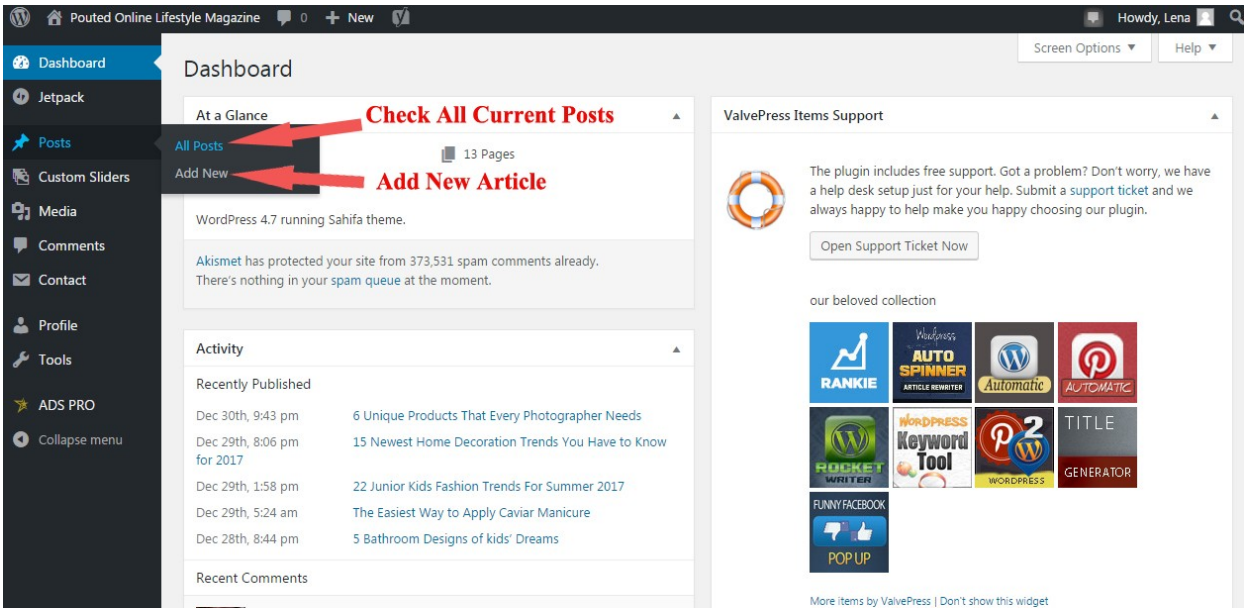
1. **Required work**: You are required to provide 25-50 article every month. You should stick to our writing guidelines.
2. **First 3 Months [Paid Test Period]**: You will have some limitations:
    - Only 25 articles per month allowed
    - No incentives or bonuses during this test period
3. **Following Our Project Website : After 3 months of continuous work**, the employee will be added to our Team Management Website [http://www.scopecompany.com/team/] and will be subject to extra 10% of salary by writing daily job reports, tasks and other activities.
4. **Incentives & Rewards**: There are incentives from time to time which can be based on your work quality, popularity and views, social shares, article attractiveness, creativity, and so on ....
5. **Upgrade/Get Promoted**: By proofing professionalism, you will get promoted to higher job position (as supervisor or manager) with higher salary structure and financial bonuses.

Notes:

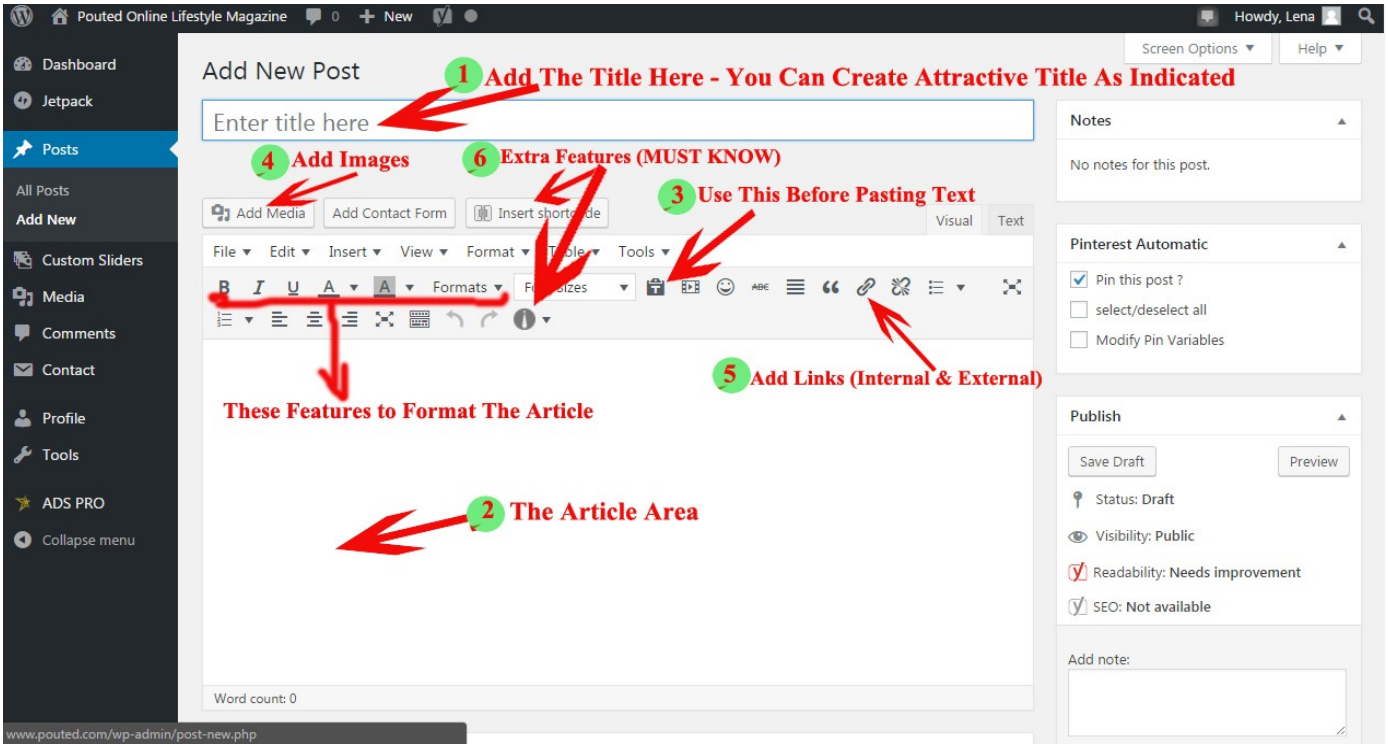
- **Spend some time to train, practice** and get use to the different post features BECAUSE this will save you many future efforts. Plus there will be incentives for editors who proof professionalism.
- **Example Rating Post**: http://www.topteny.com/top-10-creative-interior-designers-2016/
- **Example Products Post**: http://www.topteny.com/top-10-hair-growth-products-2017/
- We will not accept your post if it does not follow the guidelines.
- Any employee will not follow the minimum articles number requirements for two consecutive months without prior permission, will be considered as a starting employee [starting test period].
- In case you still need any help, contact your direct Supervisor.

Tutorial Images:

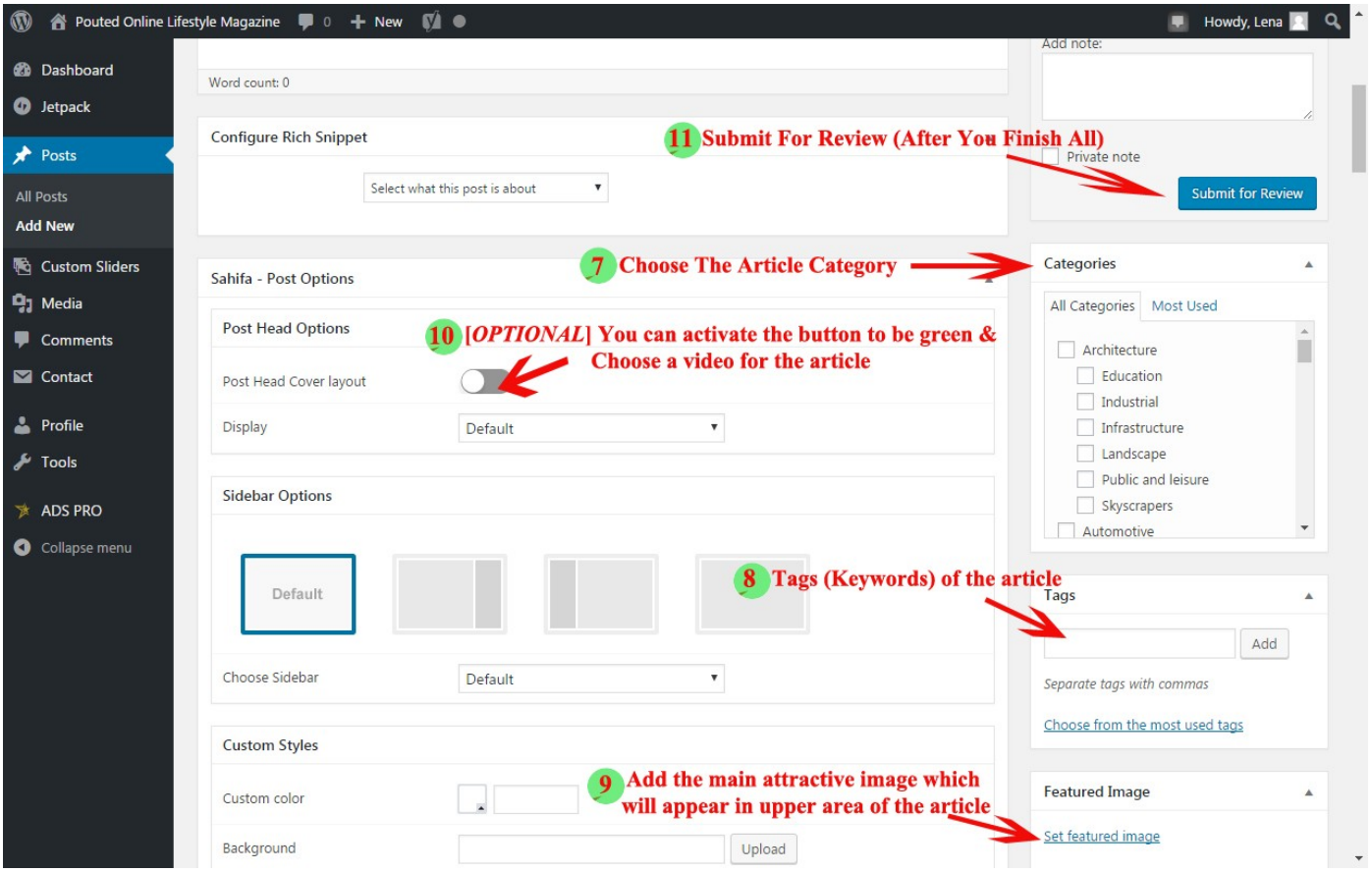
(1)



(2)


Pouted Online Lifestyle Magazine
New
Howdy, Lena
Dashboard
Jetpack
Posts
All Posts
Add New
Custom Sliders
Media
Comments
Contact
Profile
Tools
ADS PRO
Collapse menu
Add New Post
Screen Options
Help
1 Add The Title Here - You Can Create Attractive Title As Indicated
Enter title here
4 Add Images
6 Extra Features (MUST KNOW)
3 Use This Before Pasting Text
Add Media
Add Contact Form
Visual
Text
File
Edit
Insert
View
Format
Tools
Formats
5 Add Links (Internal & External)
These Features to Format The Article
2 The Article Area
Word count: 0
Notes
No notes for this post.
Pinterest Automatic
Pin this post ?
select/deselect all
Modify Pin Variables
Publish
Save Draft
Preview
Status: Draft
Visibility: Public
Readability: Needs improvement
SEO: Not available
Add note:
www.pouted.com/wp-admin/post-new.php

(3)


Pouted Online Lifestyle Magazine
New
Howdy, Lena
Dashboard
Jetpack
Posts
All Posts
Add New
Custom Sliders
Media
Comments
Contact
Profile
Tools
ADS PRO
Collapse menu
Word count: 0
Configure Rich Snippet
Select what this post is about
11 Submit For Review (After You Finish All)
Add note:
Private note
Submit for Review
Sahifa - Post Options
7 Choose The Article Category
Categories
All Categories
Most Used
Architecture
Education
Industrial
Infrastructure
Landscape
Public and leisure
Skyscrapers
Automotive
Post Head Options
10 [OPTIONAL] You can activate the button to be green & Choose a video for the article
Post Head Cover layout
Display
Default
Sidebar Options
Default
8 Tags (Keywords) of the article
Tags
Add
Separate tags with commas
Choose from the most used tags
Choose Sidebar
Default
Custom Styles
Custom color
9 Add the main attractive image which will appear in upper area of the article
Featured Image
Background
Upload
Set featured image