

WRITE COLLECTION • GUIDE

Precision Editing Kit

A disciplined editing workflow for structure, clarity, voice, facts, proof, and clean release

FREE PREVIEW

What's included in the full kit

- 17-page editing guide (Letter + A4 PDF)
- 6-page workbook with 6 worksheets (Letter + A4 PDF)
- Editing prompt library: 8 prompts (PDF)
- Editing decision log (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at [kitandfile.com](https://www.kitandfile.com)

1. Set the Editing Brief

Module 1 of 6

Why This Matters

Editing without a target turns into random polishing. Decide what the draft must do, who will read it, what may change, and what must remain true.



When You're Done

You have a short editing brief that defines the reader, job, limits, and approval owner.



Do This Now

- 1 Name the reader and the decision or action the draft should support.
- 2 State the draft's required outcome and non-negotiable facts.
- 3 List what may change: structure, length, tone, examples, or wording.
- 4 Name the final approver and the evidence they will check.

Worked Example

A founder asks for a 'cleaner' sales page. The brief becomes: help a first-time buyer understand the offer, preserve approved claims and price, reduce repetition, and keep the founder's direct voice.



Reflection

What must this draft help a real reader understand or do?