



Kit&File

FREE SAMPLE · 6 PAGES

PRECISION EDITING KIT · FREE SAMPLE

Precision Editing Kit

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

IN THIS SAMPLE

1. What this is and who it's for
2. Edit One Complete Draft
3. Set the Editing Brief (Module 1 of 6)
4. Workbook: Editing Brief

\$24

FULL KIT · TRACKER SPREADSHEET, GUIDE, PHONE REFERENCE, PROMPT LIBRARY, QUICK REFERENCE, FILLABLE WORKBOOK

Less content. More use.

What This Is, Who It Is For

FIT What this is

This is a guide, workbook, prompt library, and tracking set for editing an existing draft through distinct structural, line, verification, proof, and release passes.

FIT Who this is for

For writers, editors, founders, marketers, consultants, and reviewers responsible for improving important prose while protecting meaning and evidence.

By the end, you will have:

- An editing brief and ordered pass plan.
- A repaired structure with clearer, voice-consistent prose.
- A verified, proofed, traceable release file.

WHAT THIS IS NOT

It is not a one-click rewrite button, a substitute for subject-matter review, permission to imitate another writer, or a guarantee that automated suggestions are correct.

Edit One Complete Draft

Choose a draft with a real reader and delivery path. Work from purpose and structure toward sentences, facts, and release.

WORKFLOW The Sequence

1. Write the editing brief and freeze the approved source set.
2. Map every section and repair the reader path.
3. Run clarity and voice passes, then verify every material claim.
4. Proof the approved version, reopen the export, and record the delivered file.

STOPPING POINT

Do not start with proofreading. A clean sentence in the wrong section is still the wrong edit.

1. Set the Editing Brief

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.

CHECKLIST

Do this now

- ☐ Name the reader and the decision or action the draft should support.
- ☐ State the draft's required outcome and non-negotiable facts.
- ☐ List what may change: structure, length, tone, examples, or wording.
- ☐ 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?

Editing Brief

Define the reader, job, limits, sources, and approval owner before changing the draft.

WORKSHEET

Editing Brief

Reader and Situation:

Required Result or Action:

Facts and Language That Must Remain:

What May Change:

Approval Owner and Evidence:

Want the rest of Precision Editing Kit?

Editing becomes expensive when every reviewer changes everything at once. This kit gives each pass a job and connects every meaningful change to the reader, brief, source, or release requirement.

THE FULL KIT INCLUDES

- Tracker spreadsheet (CSV)
- Guide (Letter and A4)
- Phone reference
- Prompt library
- Quick reference (Letter and A4)
- Fillable workbook (Letter and A4)

Get the Precision Editing Kit · \$24

BUY LINK (UTM SLOT)

https://kitandfile.com/products/precision-editing-kit?utm_source=free-sample&utm_medium=pdf&utm_campaign=precision-editing-kit

ABOUT THIS SAMPLE

This is a free sample of a paid Kit&File kit. Pages are taken from the full kit. No reviews or results are claimed here.



Kit&File

Less content. More use.