FOLIO EIGHT / READ-ONLY CONTENT SAMPLE

An editorial issue, page by page.

A genuine excerpt from the four-page editorial and proof guide. The complete guide is included in A4 and US Letter PDFs; the offline editor is a separate HTML file.

EDITORIAL OUTLINE

- **Premise:** What is this issue curious about? Write it in one sentence.
- **Reader:** Who might enjoy it, and what should they notice, feel, or learn?
- **Boundary:** Choose one subject, time span, place, or question. Name what is outside scope.
- **Material:** List original writing, images, interviews, quotations, captions, and permissions still needed.
- **Shape:** Give each page one job; alternate dense and quiet pages. Reserve space for credits and colophon.
- **Proof:** Read the issue in sequence, then check each page alone and at print size.

> This issue follows **[subject]** for **[reader]**, using **[form or material]** to explore **[central question]**.

CREDITS, PERMISSIONS + ACCESS

Record sources and permissions as you work; attribution alone does not create permission.

- Name creators, contributor roles, issue title/number/date, and edition where useful.
- For borrowed images, quotations, interviews, lyrics, fonts, and other materials, record the source, rights holder, permission/license, required credit, and allowed uses.
- Ask permission before publishing identifiable contributions where needed; check privacy, releases, and local legal requirements for your context.
- Use only material you created, have permission to use, or have verified is licensed for your intended use.
- Read body copy at final print size; avoid tiny type, long all-caps passages, and low-contrast text.
- Do not use color alone to communicate meaning. For digital distribution, add meaningful alt text and check reading order and selectable text.

PRINT + FOLDED PROOF

Reader-order export: 01, 02, 03 … 08. Choose A4 or US Letter in the studio and the browser print dialog; use portrait, 100% scale, disable browser headers/footers, and enable background graphics/colors if available so light text on dark pages remains visible.

- All eight pages appear once, in sequence; no accidental extra or missing sheet.
- Margins are safe for your printer and binding; no essential content sits at trim or fold.
- Type, captions, symbols, and links remain readable at actual size.
- Check color and grayscale; confirm contrast and that color is not the only cue.
- Fold and assemble one physical copy; inspect front/back orientation and page turns.
- Check both sides after duplex printing. Driver labels for flip/edge settings differ.
- Review crop, bleed, paper, stock, binding and finishing against your printer’s specifications.
- Confirm credits, permissions, spelling, dates, links, issue number and filename.

Duplex settings are not universal. Make a folded proof with your actual printer and settings. This product supplies reader-order pages only, not an imposed booklet file.

STATIC SAMPLE EXCERPT · NOT THE EDITABLE SOURCE