

## How to Edit in 5 Layers

Embrace the rewrite! Editing is not proofreading, that comes last.

When we edit in layers we:

- Plug any content or thinking gaps in the Big Picture Read
- Make our points stand out in the Structure edit
- Provide an effortless reading experience through the Continuity review
- Craft a crystal clear message by revising for Clarity
- Present professional caliber work by Proofreading

Writers become overwhelmed when they try to edit for everything all at once. They waste time on small points and proofreading errors before they have revised the content or improved the structure.

We are practical. We edit our work in layers. We edit separately for each editing goal. We maximize our editing power because each read through concentrates on specific editing tasks. Read about each layer and try your hand on a sample document. Then apply one or more of our suggested editing techniques to your work.