Special edition

Keep this copy

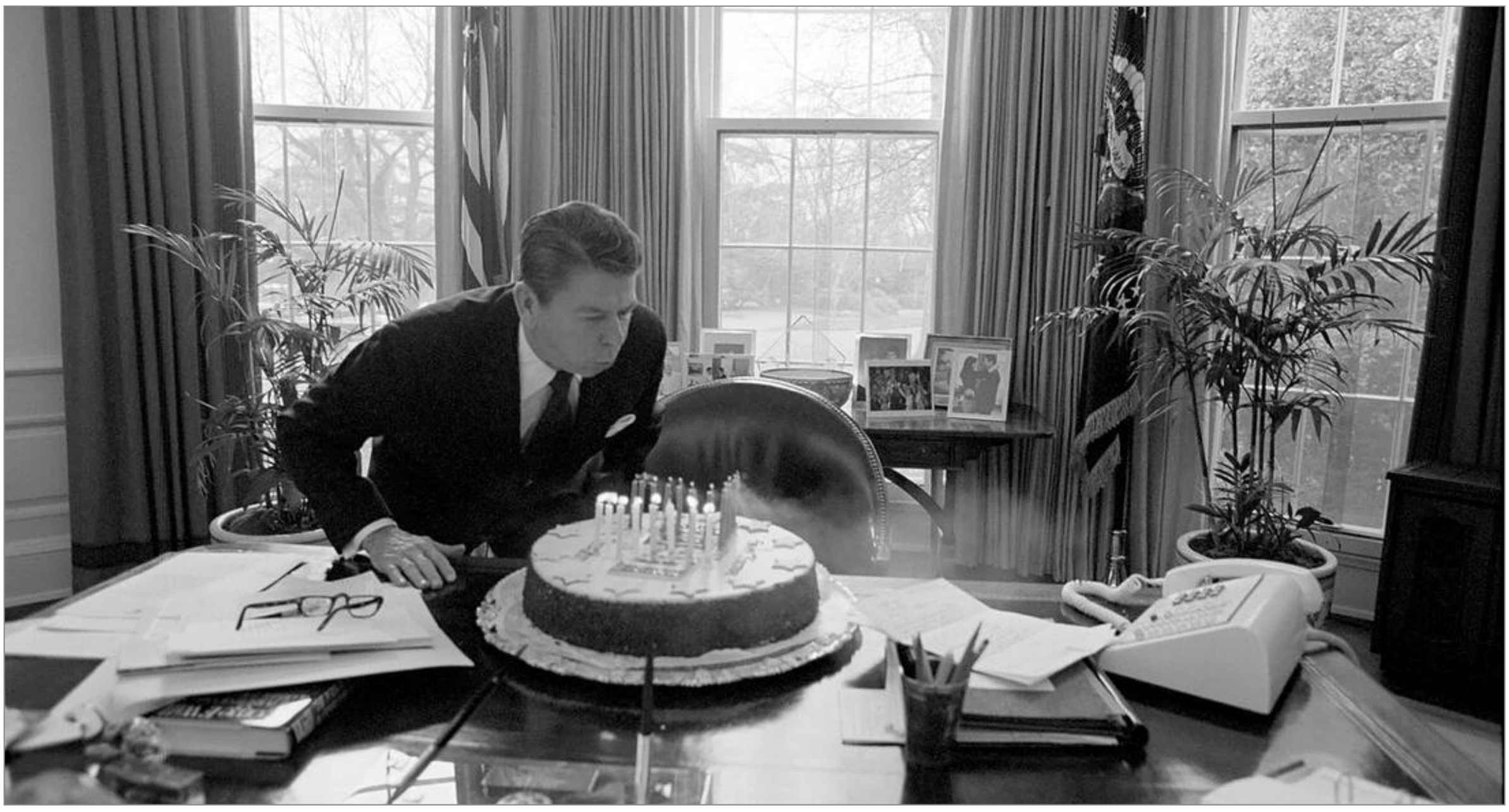
The Birthday Herald

PRINTED ONCE, FOR ONE PERSON

Issue 1

HAPPY BIRTHDAY

The date



Sixty years of being extremely difficult to buy for

A birthday paper is a joke and a keepsake at the same time. Write the headline the way the family would say it out loud.

The rest of this column is placeholder text. Type over it. A newspaper column is narrow, so put the point of the story in the first two lines and let the detail follow; readers give a column about three sentences before they decide.

Keep paragraphs short. Two or three sentences reads as a paragraph in a column of this width, and anything longer arrives as a grey slab that the eye slides off. Break for a new speaker, a new fact or a new place.

Numbers, dates and names are what people actually read a small paper for, so spell them out and check them twice. A misprinted date on a printed page cannot be edited later, which is the one real difference between this and a website.

When you have replaced everything, delete any paragraphs left over rather than stretching the text to fill. White space at the foot of a column is normal in a newspaper and looks far better than padding.

Quotations do more work than description. One sentence from somebody who was there is worth three of your own, and it gives the reader a second voice to listen to halfway down a column.

Cut the first sentence you wrote. It is almost always a run up rather than a start, and the second sentence usually turns out to be the one the story wanted to open with.

Read the whole column aloud before it goes to the printer. Sentences that trip you when you say them will trip the reader too, and on paper there is no way to fix them afterwards.

Photographs need names. A picture with no caption is decoration; a picture with the names of the people in it, left to right, is the reason somebody keeps the paper in a drawer for thirty years.

Leave the last paragraph short. Editors cut from the bottom when a story does not fit, so anything you would hate to lose belongs higher up the column than you first want to put it.

The story so far

Born	The year and the place
First job	What it was and how long it lasted
Married	Where, and who cried
Moved house	The one everybody remembers
Retired	Allegedly
Today	Still here, still right about everything

An old photograph beats a new one on a birthday front page.

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