Field handbook

How a document asks to be opened, shown and printed

This cover is page one, and it is not the page this document opens on. Reading software that honours what the file states turns straight to the contents, shows the bookmarks beside it, and stands the cover on its own — the way a book falls open with its first page facing nothing.

HQF Development

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This is the page the file opens on, and it opens showing what is drawn on it rather than the whole sheet: the words fill the window, not the paper around them. Turn to page three for the whole list of what this file asks for, and to page four for what it asks of a printer.

The link below goes to terms.html, and to nothing else. It works because this file states the address it was published under:

https://example.org/handbook/

Read the full terms

Move this file to another address and that link breaks — unless the address moves with it. That is all a base address is for: one line to restate, instead of every relative link in the document to rewrite.

What this file asks of reading software

Every line below is a wish, not an instruction. Reading software whose owner has said otherwise does what its owner said, and reading software that has never heard of one of these entries ignores it and shows the file all the same.

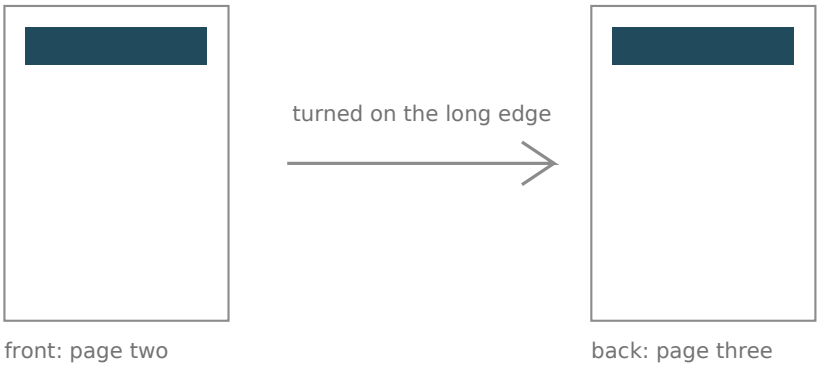
Opens on	the contents page, not the cover
Shows	what is drawn, filling the window
Beside the page	the list of bookmarks
Arranges the pages	two at a time, page one on its own
Window	resized to the first page, centred on the screen
Title bar	the title this file states, not its file name
Leaving full screen	back to the bookmarks
Relative links	https://example.org/handbook/

Nothing here is drawn on a page. Print this file and not one of these lines leaves a mark: they live in the catalogue, which is the first thing reading software reads and the last thing a printer cares about.

What it asks of a print dialogue

A print dialogue opens with something already filled in. A file may say what, which saves whoever prints it from setting the same four boxes every time.

Scaling	none: every page prints at the size it was drawn
Sides	both, the sheet turned on its long edge
Paper tray	chosen by the size of the page
Copies	two
Pages	two to four: the cover is not worth the toner



Printing at actual size is the one that matters on a document meant to be measured: a form, a label sheet, a plan. A dialogue left to shrink the page to fit the paper is a dialogue that quietly makes every distance on it wrong.