

Choose where a section appears: print, ebook or both

Most front and back matter belongs in every edition of a book. Now and then, though, a page makes sense in print but not on a screen, or the other way round. Each section has two boxes for exactly this, so you can keep a print-only version and an ebook-only version side by side.

The two boxes

Open the section, and in the bar across the top you'll see **Print edition** and **Ebook**. Both are ticked to begin with.

Screenshot: the bar above a front-matter section *Screenshot: the bar across the top of an open section, with Print edition and Ebook beside Starts on and Show title.*

- **Both ticked** — the section is in the paperback, the hardcover and the ebook.
- **Only Print edition** — it's in the print PDF and left out of the ebook.
- **Only Ebook** — it's in the ebook and left out of the print PDF.
- **Neither** — it's out of the book altogether. It stays in your list, faded, so you can tick it back on any time.

A section in just one edition wears a small **Print** or **Ebook** tag in the manuscript list, so you can see at a glance which is which.

The contents page in each edition lists only the sections that edition has, so nothing points to a page that isn't there.

An example: a picture across two pages

Say you have a map that spreads across two facing pages in the paperback. In an ebook, two half-maps on two screens would be no use to anyone; you want the whole map on one screen. So you make three image pages:

1. **The left half** — Print edition ticked, Ebook not, and **Starts on** set to **a left-hand page**.
2. **The right half**, straight after it — Print edition ticked, Ebook not, and **Starts on** set to **the next page**, so it faces the left half across the gutter.
3. **The whole map** — Ebook ticked, Print edition not.

Each edition gets the version that suits it, and you only ever change the one you mean to.

Because the left half starts on a left-hand page, the two halves always face each other, however the pages before them fall. If the section before the map ends on a left-hand page, Write puts a blank right-hand page in between; it keeps its running head and page number, like any blank page in the book. When you look at the left half on its own, its preview starts with that blank page and a note saying why. It won't print that way unless the book needs it.

Why some sections don't have the boxes

- **The title page and the table of contents** are in every edition, always.
- **A section shared with the series** shows the boxes greyed out, with a **Shared with series** tag at the top. Changing them there would change every book in the series, so instead choose **Make a copy for this book**, just above, and set the editions on this book's own copy.

Chapters

The boxes are only for front and back matter. Every chapter is in every edition—a chapter missing from one would make it a different book.

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