

Sections a series shares

Some pages are the same in every book of a series: your author bio, a note on the reading order, a "Join my newsletter" page at the back. Rather than keep a copy in each book and update them all by hand, you can write the section once on the series, and every book in it carries it.

Add a section to every book in a series

1. Open any book in the series.
2. Click the **+** beside **Front matter** or **Back matter**.
3. Under **Add to**, choose **Every book in your series**.
4. Choose the section.

Screenshot: adding a section to every book in a series *Screenshot: the window that opens from the **+** beside Front matter, with Every book in (the series' name) chosen under Add to, above the list of sections.*

It appears in every book in the series, now and in any you add later, with a **Series** tag beside it in the manuscript list.

Changing a shared section

Open it from any of the books and edit it as usual. A **Shared with series** tag at the top, and a line underneath, remind you that what you change here reaches every book in the series. That's the point—fix a typo once, and it's fixed everywhere.

Screenshot: a shared section open in a book *Screenshot: a section shared with the series, open in one book, with the Shared with series tag and the line under it at the top, and the Make a copy for this book button.*

When one book needs to be different

Sometimes one book needs its own version: a different bio for the prequel, say, or a reading-order page that stops at this book. Open the section in that book and click **Make a copy for this book**. From then on this book has its own copy, which you can change freely; the other books keep the shared one.

Some settings are only offered on a book's own copy for the same reason—**Print edition** and **Ebook** among them, since an edition is a choice for one book. They show greyed out on a shared section; make a copy to set them.

Leaving it out of one book

If one book shouldn't have the section at all, choose **Leave out of this book** from its ... menu in the manuscript list (or from the bar at the top of the section). The other books keep it.

Removing it from the whole series

Choose **Remove from every book in the series** from the section's ... menu. Any book that made its own copy keeps that copy.

Sections every book starts with

You may also see a few sections tagged **Template**. These are defaults that every new book begins with. Edit one, and this book quietly gets its own copy with your change, leaving the default alone for everyone else.

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