

Invite an editor, co-author or reader

You can bring other people into a book—an editor to go over the draft, a co-author to write alongside you, or beta readers to read and leave notes. This page shows how to invite them, and how to change or end their access later.

Invite someone

1. Open the book and click **Share** at the top right of the editor.
2. Under **Invite by email**, type the person's email address.
3. Under **As**, choose their role: **Co-author**, **Editor** or **Reader**. The line underneath explains what that role can do. (There's more on the roles in [What each role can do](#).)
4. Click **Invite**.

Screenshot: the Share this book window *Screenshot: the Share this book window, with one collaborator listed and the Invite by email row at the bottom.*

What happens next

Write emails them a link to sign in. If they've never used Author Tools, they don't need a Writing Wives membership or a subscription—the invitation sets up their Author Tools account for them.

Nobody is put on a book without saying yes. When they open Write, the invitation is waiting at the top of their Library under **Shared with you**, with your name, the book's title and their role. They click **Accept** and the book joins their Library, or **Decline** and it goes away. Until they accept, they can't open the book, and they're listed in your **Share** window as *invited*, with a dashed circle beside their name.

Screenshot: Shared with you in the Library *Screenshot: the top of the Library with a Shared with you box: "Owner invited you to A Book as an editor," with Decline and Accept buttons.*

If someone has invited you

Look at the top of your Library. Each invitation shows who sent it, the book and the role you'd have. **Accept** opens the book to you; **Decline** turns it down, and the person who invited you sees it leave their list.

Change someone's role

In the **Share** window, use the role list beside their name. The change takes effect right away; they'll see it the next time they open the book.

Remove someone

Click **Remove** beside their name. They lose access to the book straight away. Nothing they wrote or suggested is lost—their comments and changes stay in the book, under their name.

To cancel an invitation that hasn't been accepted yet, click **Withdraw** beside it.

Who can invite whom

- **You, as the book's owner**, can invite co-authors, editors and readers, change anyone's role, and remove anyone.
- **A co-author** can invite editors and readers, and remove those.
- **Editors and readers** can see who's on the book, but can't invite anyone.

Nobody can be made the owner of your book; it stays yours.

Good to know

- **Sharing is per book.** To share a whole series, invite the person to each book.
- **Up to 20 invitations a day.** That covers any book, and it keeps the invitation email from being misused. If you hit it, try again the next day.
- **Restoring a backup** doesn't put your old collaborators straight back on the book. Each gets an invitation in their Library to accept, without an email.
- **Fonts you've uploaded** show for your collaborators while they're in your book, so the page looks the same to them as it does to you.
- **An AI you've connected** isn't a collaborator—it works as *you*. See [Working with an AI](#).

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