

Find your way around the Library

What the Library is for

The Library is home: every series and book you have, grouped under the pen names you publish them with. The line under the heading keeps count—series, books, words—and the search box finds a series or title by name. If you've set something aside, **Show archived** brings it back into view.

Screenshot: The Library Screenshot: The Library with a pen name and a few series and books listed, showing the count line under the heading, the search box, the Bring in / Back up / Manage toolbar and the New series and New book buttons at the top right.

Reading the rows

A series appears as a heading with its books listed beneath it in order. Any omnibuses (boxed sets) made from it sit below its books, under an **Omnibuses** line. A standalone book gets a row of its own. On a series heading you'll find:

- a small arrow at the left that folds the series shut, or opens it again;
- the universe it belongs to, shown as a small tag you can click to open the universe's codex—or, if the series isn't in a universe yet but the pen name has some, a dashed + **universe** button to put it in one;
- **Add book** and **Import**, which add a new book to this series;
- a ... menu for renaming, pinning it to the top, creating an omnibus (boxed set), changing its pen name and/or universe, archiving, or deleting for good.

Screenshot: A series heading in the Library Screenshot: One series heading in the Library with its books beneath it, showing the fold arrow, the universe tag, the Add book and Import buttons and the ... menu.

Each book row has its own ... menu: **Open book**, **Rename book**, **Change series and/or pen name**, and **Archive book**. Clicking a title opens it in the editor.

Pin and fold your series

With a lot of series, you can keep the ones you're working on close at hand:

- **Pin to top** (in the series' ... menu) moves it above the rest, marked with a small pin. Click the pin, or choose **Unpin from top**, to put it back. Pinned series keep their shelf order

among themselves, and you can drag them to reorder.

- **Fold a series shut** with the arrow beside its name, and its books are tucked away until you open it again. A search still finds books in a folded series.

Write remembers both with your account, so the Library looks the same the next time you open it, on any device.

The toolbar

Three groups of buttons, each with a label:

Bring in

- *Manuscript* — a manuscript from Word, Markdown or plain text, as a new book.
- *Backup* — a book's backup zip from Write, restored just as it was: over the book it came from, or as a new book.

Back up

- *All my books* — every book you own, each as its own backup, in one zip. A good habit before anything big.

Manage

- *Pen names* — the names you publish under, the universes their series share, and your About the Author bios.
- *Codexes* — your universes and their codexes: the characters, places, factions and rules that a setting's series share.
- *Media library* — every picture your books print, by book, series, universe, or all of them together.
- *Book lists* — your catalogue as the back matter prints it, one list per pen name.

New series and New book

Both are at the top right. **New book** makes a standalone. A book that belongs in a series is added from that series' row instead, so it lands in the right place with its number. **New series** asks for a name, the pen name, and—if you like—a universe.

Archiving and deleting aren't the same thing

Archiving sets a book or series aside: it leaves the list but is kept safe, and **Restore** brings it back. Deleting for good is exactly that, and the menu will ask you to confirm before it does anything.