Write on a phone or tablet

This page shows you how Write changes on a smaller screen, where each thing from the desktop toolbar has gone, and what isn’t there yet.

The layout follows the window, not the device

Write picks a layout from the width of the window:

- **1280 pixels or wider:** the full desktop layout, with the manuscript list on the left and the review rail beside the page.
- **1024 to 1279:** the tablet layout.
- **Under 1024:** the phone layout.

A large tablet turned sideways may get the desktop layout, and a narrow browser window on a computer gets the tablet one. If you resize across a line, Write carries the open scene across, unsaved typing included.

On a tablet

The page and toolbar are still there, with a few changes:

- **The manuscript list is a drawer.** Tap the three-line button at the left of the toolbar to slide it out. Tapping a scene opens it and closes the drawer, as does tapping outside it or the ×.
- **Toolbar groups fold into menus. View**, **Images** and **Book** (**Details**, **Page setup** and **Publish**) are dropdowns, and zoom is one button showing the percentage. **Notes**, **Codex**, **History** and **Listen** stay as buttons, and the **Write / Outline / Preview** switch is still at the left.
- **Find and Share** are in the bar above the toolbar.
- **The review rail starts closed**, unless you’ve opened it before in this browser. Tap the **Review** tab on the right edge to open it. Opening Review closes Notes, and opening Notes, Codex or History closes Review.

On a phone

CHAPTER ONE

THE LAST FERRY

Port Avel

October 2019

The last ferry of the season smelled of diesel and wet rope, and Nora Quill stood at the rail for the whole crossing; sitting down would have felt like agreeing to something.

A scene open on a phone, showing the header, the Write / Suggest / Outline row, the paragraph-style strip and the five-tab bar with a number on Review.

In the header, the arrow at the left opens your **Manuscript**; tap the chapter title beside it to rename the chapter (if you're allowed to). Under it are the scene's name and word count, plus a status when it isn't simply saved: **saving…**, **not saved**, **needs a decision** or **paused for maintenance**.

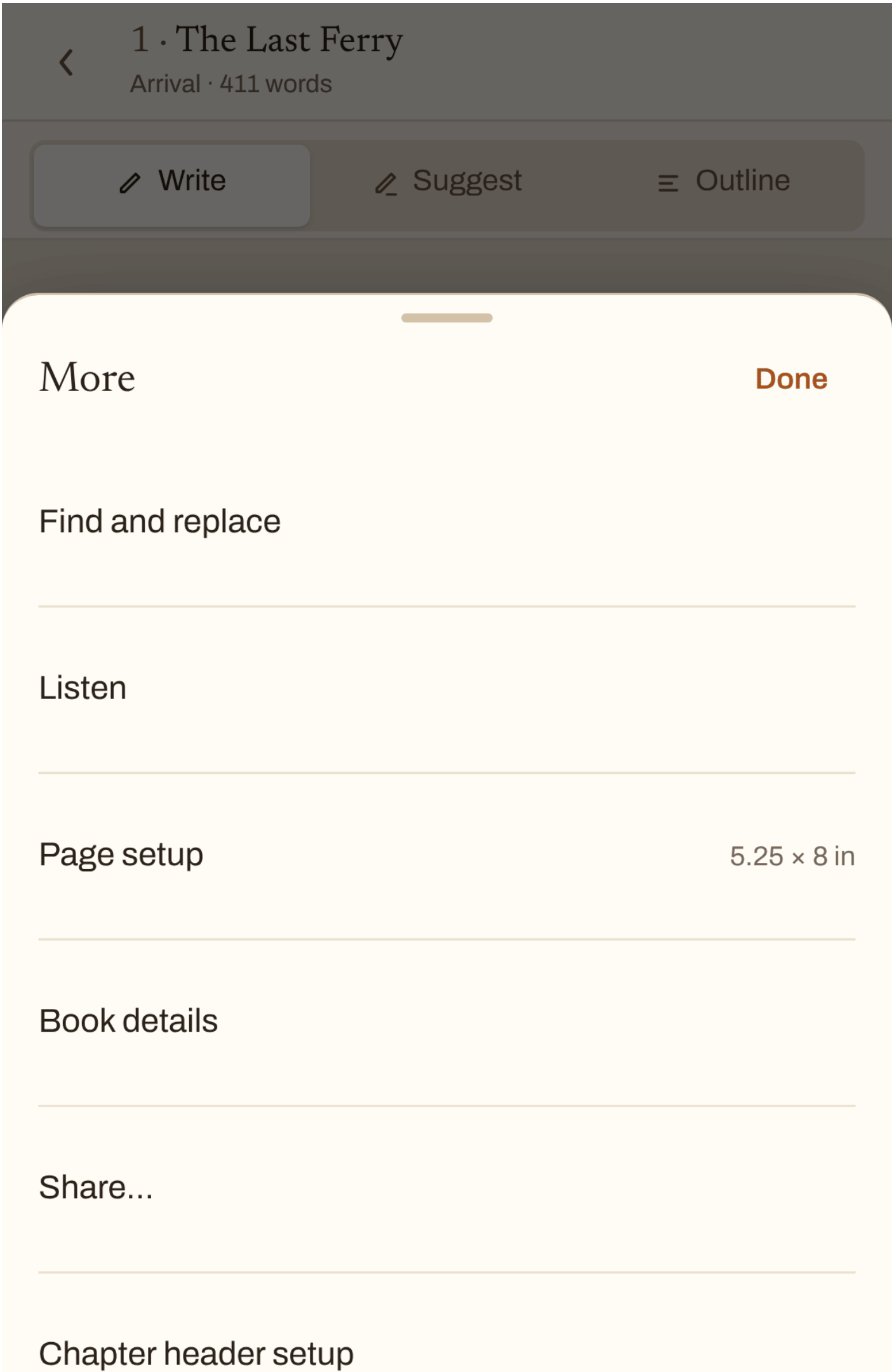
Below it, **Write**, **Suggest** and **Outline** choose what the screen is for. (**Suggest** isn't offered to readers; for an editor, **Write** is greyed out, since editors suggest. See Suggest changes instead of making them.)

While you're writing, a strip above the tab bar holds the paragraph style, **B**, **I**, **Link** and **Image**. **Image** opens a sheet with **Insert an image here** and **Manage images**.

The five tabs

Tap a tab to open it; tap it again to close it.

- **Manuscript**—the chapter and scene list, full screen, with **Library** at the top right. The gear and **…** menus on chapters and scenes are always showing. To reorder, press and hold a row for a moment, then drag.
- **Review**—comments and suggestions on what's open, with a count of open items on the tab. Tapping one takes you to it. See Review suggestions and comments.
- **Notes**—the scene's notes, the chapter's and the book's. See Keep notes beside your book .
- **Display**—how the text reads on this phone: **Size** (12 to 24), **Line spacing** (**Tight**, **Normal** or **Loose**), **Font** (**The book's** or **This phone's**), **Theme**, and **Show page layout**, which swaps the easy-reading text for the printed page. These settings change only what you see here, never the book.
- **More**—everything else, below.


1 · The Last Ferry
Arrival · 411 words
Write
Suggest
Outline
More
Done
Find and replace
Listen
Page setup
5.25 × 8 in
Book details
Share…
Chapter header setup

Feedback & help is further down the list.

Where the desktop menus went

Open **More** for these. Each closes the sheet and takes you straight there.

- **Find and replace** and **Listen**—only in Write view. (Find and replace, Listen to your book read aloud)
- **Page setup**—for the book's owner. **Book details** (Book details: title, ISBNs, cover and description), **Chapter header setup**, **Publish…** and **Import a manuscript…**—for owners and co-authors.
- **Share…**—who's on the book (Invite an editor, co-author or reader).
- **Back-matter book lists**, **Codex** and **Media library** (The media library)—each opens its own page. **Codex** opens the universe's codex rather than a side panel, or your list of universes if the book isn't in one.
- **Show archived**—a switch for archived chapters and scenes in the list.
- **All Author Tools ↗**, **Your account ↗**, **Feedback & help** (Send feedback or ask for help), **Privacy policy ↗**, **Terms of service ↗** and **Sign out**.

Front and back matter are in the **Manuscript** list.

What isn't on a phone yet

- **History.** An earlier version can't be opened. Use a computer or tablet. (Go back to an earlier version)
- **Preview.** The page-by-page proof view is for computers and tablets. Publishing is in **More** .
- **The codex beside your writing.** No codex panel, underlined names or hover cards.
- **The outline in a side rail, zoom, margin guides and the dark-page switch.** The full **Outline** view is there; use **Display** to change the theme.

Good to know

- Entries your role can't use don't appear. **Page setup**, for instance, is only there for the book's owner. During a maintenance pause, the owner and co-author entries leave **More** until it ends (Notices and maintenance).
- The book page has no top bar on a phone, so there's no **Help** link or account menu. **Feedback & help** is in **More**, once the support drawer has loaded; if it isn't there yet, give the page a moment or reload it.
- Pull a sheet down, tap outside it, or tap **Done** to close it.

Revision #4
Created 2026-10-25 15:50:07 UTC by Colophon
Updated 2026-10-25 19:59:56 UTC by Colophon