Find every mention in your books

What Mentions does

Every entry page has a **Mentions** box. It searches your manuscripts for the entry's name and every alias, and lists each scene where one appears—so you can see every page a character walks through, every time a ship is named, every place a city comes up. It's the fastest way to answer "where did I last describe her?" or "has this town been mentioned since book 2?"

Running a search

In the Mentions box, **Where to look** offers your series, with their books beneath. Pick one book, or a whole series to search every book in it in shelf order. The results come back grouped by book and chapter: each scene that mentions the entry, how many times, and the first line around the first mention so you can tell which scene it is without opening it. Scenes without titles are shown as *scene 2 of 5* so a chapter with several doesn't look like a list of repeats.

At the top, the first appearance in reading order—often the thing you actually wanted.

Screenshot: the Mentions box with results *Screenshot: an entry's Mentions box after a search, with Where to look set to a series, the first appearance at the top, and results grouped by book and chapter, each scene showing its count and the line around the first mention.*

Opening a result

Click a result and the book opens in a new tab, on that scene, with the find rail already showing every match for the name. Your codex tab stays where it was.

Aliases

When an entry has aliases, each result shows which names were found and how many times—*Tanis ×4 · the Admiral ×1*—as small chips. Click a chip to open the scene with the find rail on *that* name alone, which is how you'd check that every "the Admiral" in book 3 really means her.

How matching works here

Mentions is a search you run on purpose, so it's a little broader than the automatic matching in the editor: whole words, but *any* capitals, so a name that happens to start a sentence in lowercase in dialogue is still found. The editor's rail and underlines, which run on their own, match capitals exactly to keep the noise down—see The codex while you write.

Keeping aliases honest

Mentions is also where you'll notice an alias you forgot. If a search for *Tanis Richards* finds twelve scenes but you know she's in twenty, the other eight probably call her something you haven't listed. Add it to **Aliases** on the entry and search again.

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