Inktoria Quick Start

Write. Organise. Revise with confidence.

Version 2.6 · 29 October 2026
Public beta edition

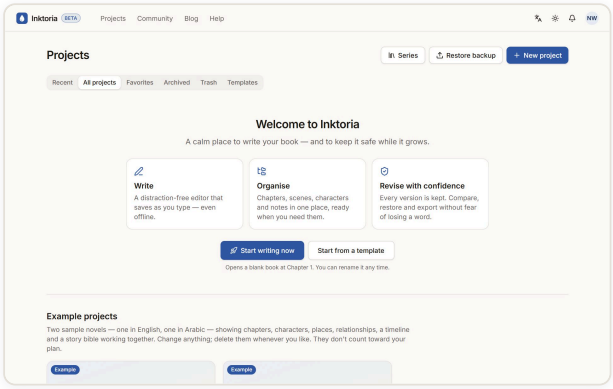
Ten minutes to know your way around. For everything else, see the full **Inktoria User Guide** or the Help Center.

> **Public beta**
>
> During the beta you're a **Pioneer**: every Pro feature, 2 GB of storage and 25 AI credits a month (unused credits don't roll over), free until 1 May 2027. After that you have 2 weeks, with a free Pro trial, to choose a paid plan, and you will **never be charged unless you choose a paid plan and enter your payment details yourself**.

1 Write

1. Sign up, then choose **Start writing now**. A blank book opens at *Chapter 1, Scene 1*.
2. Click into the page and type. There's no save button: the status shows **Saving…** then **Saved**.
3. Offline? Keep writing. Your words stay on this device and sync when you're back online.

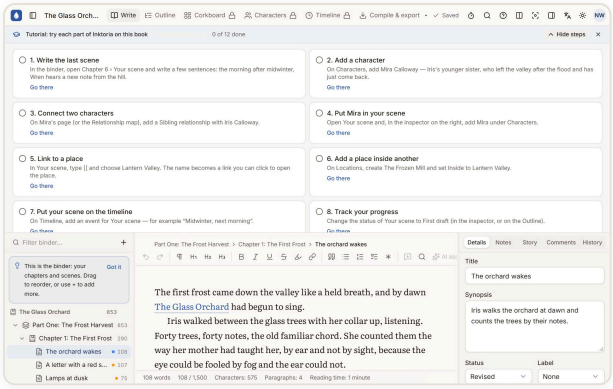
> **Focus**
>
> Ctrl + Shift + D hides everything but the page. Ctrl + K opens the command palette.



The welcome screen: start writing in one click.

★ Try the example project

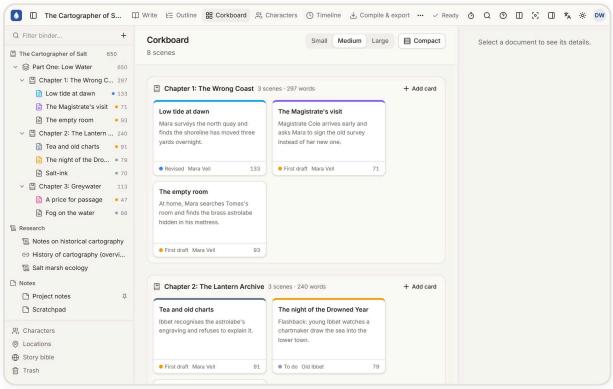
- Your Projects page includes two example novels, *The Glass Orchard* (English) and *ذاكرة المرفأ* (Arabic). They don't count toward your plan.
- Open one and choose **Show steps** in the tutorial bar: short tasks, such as adding a character, linking a place or writing the last scene, that **tick themselves** as you do them.
- Delete the examples whenever you like; add them back from **Templates**.



The tutorial in an example project.

2 Organise

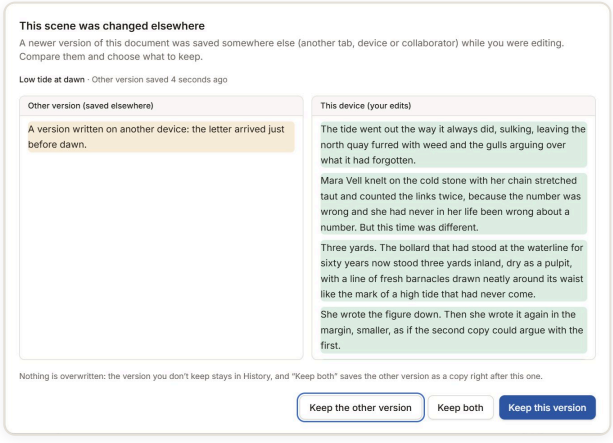
- The **binder** on the left holds your parts, chapters and scenes. Drag to reorder; use **+** to add.
- **Outline** and **Corkboard** show the same scenes as a table or index cards — try a new order without losing text.
- Keep ideas in **Notes** and **Research**, and add **Characters** and **Locations**.
- The **Getting started** checklist on the Projects page ticks itself as you go.



Corkboard: drag cards to restructure.

3 Revise with confidence

- **History** keeps earlier versions of every scene. Compare and **Restore** — today's text is saved first, and Undo is one click away.
- Before a big change, **Save snapshot** with a name such as *Before cutting chapter 3*.
- If a scene was changed elsewhere, you see both versions side by side: **Keep this**, **Keep the other** or **Keep both**. Nothing is overwritten.



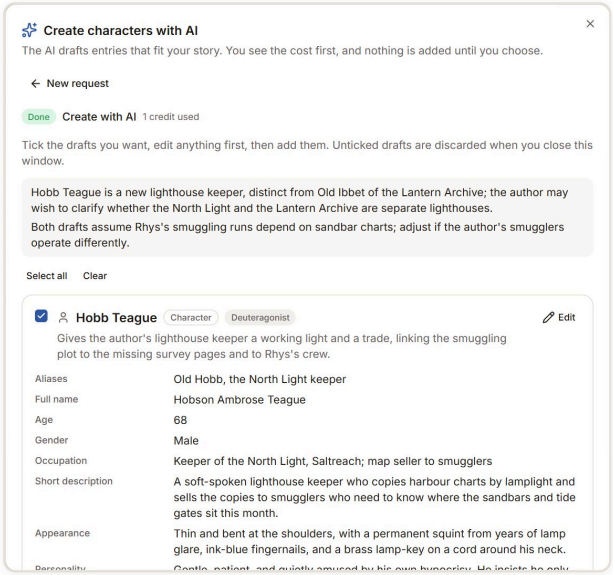
Comparing two versions of a scene.

4 Export & keep a copy

- **Compile & export** makes a Word file on every plan (standard manuscript layout on Essential). Plus and Pro add your own layout, PDF and EPUB.
- **Backup** downloads a complete copy of the project; **Restore** opens it as a new project at any time.

AI AI assistant (when available during the beta)

- Turn AI on for a book in **Project settings → AI**. It's off until you do.
- **Create with AI** on Characters, Locations and Story bible drafts entries that fit your story. Review, edit, then add the ones you want.
- Select text and choose **AI assist** to improve it, polish dialogue, or get an analysis or critique. Applying a rewrite saves your original in History first.
- You always see the cost in credits first, and you're never charged more than the maximum shown.



Create with AI: review the drafts, then add them.

Plans at a glance

	Essential	Plus	Pro
Projects	2 active	Unlimited	Unlimited
Planning	Outline, map, corkboard, characters, places, arcs, goals	+ Timeline, relationships, continuity, analysis	+ Story bible, series, collaboration
Export	Text, Markdown, basic Word	+ Advanced Word, PDF, EPUB	Same as Plus
AI	—	50 credits a month: Create with AI (characters, places), AI assist, brainstorm, Ask	300 credits a month, + story bible drafts, Find in my manuscript, whole-book analyses, documents
History	30 days	365 days	Unlimited
Storage	100 MB	500 MB	2 GB

Each plan includes everything in the one before it. Pioneers have all of Pro during the beta. The Projects page shows how much storage you use; if you go over, writing and exports keep working and only uploads pause. When a trial or plan ends without a new plan, your workspace becomes read-only: you can still read and export everything, and nothing is deleted.

Need help?

- **Help Center** — task-by-task articles, in English and Arabic.
- **Send beta feedback** — in the beta notice or your account menu. Please describe what happened rather than pasting manuscript text.
- **Support** — open a request from your account menu; we reply by email and in the app.