Inktoria User Guide

Where Stories Take Shape · حيث تتشكّل الحكايات

Write. Organise. Revise with confidence. Everything you need to take your book from the first chapter to the finished manuscript with Inktoria.

Version 2.6 · 29 October 2026 · Public beta edition · Screenshots show the demo novel *The Cartographer of Salt*.

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About the plan badges

Some features depend on your plan. Throughout this guide, sections are marked All plans Plus & Pro Pro. Each plan includes everything in the plans before it, and during the public beta, as a Pioneer, you have them all. Whatever your plan, you can always open and export everything you've already written.

CHAPTER 1

Welcome to Inktoria

Inktoria is a writing studio for novelists that runs in your browser. It keeps your manuscript, your notes and your planning together, so you can think about the story instead of the files.

Inktoria follows the natural rhythm of writing a book:

Stage	What you use
Write	A calm manuscript editor with autosave, offline writing, focus mode and split view.
Organise	The binder (parts, chapters, scenes), outline, corkboard, manuscript map, collections and tags.
Plan	Characters, relationships, locations, story bible, timeline, story arcs, beat sheets, story threads and continuity facts.
Revise with confidence	Comments, search and replace, automatic history, snapshots with side-by-side comparison and one-click restore, manuscript analysis.
Export	Compile to Word, EPUB, PDF, web page, Markdown or plain text; full project backups you can restore at any time.

Your work stays yours

- **Private by default.** Only you, and people you invite, can open your projects. Inktoria's staff never see manuscript content.
- **Always exportable.** You can download a complete copy of any project at any time, on every plan.
- **Saved continuously.** Every change is saved automatically, and you can keep writing while offline.

> **Public beta**
> Inktoria is in public beta and free until 1 May 2027: as a Pioneer you have every Pro feature for free, and you will never be charged unless you choose a paid plan and enter your payment details yourself (Chapter 12).

Two languages, one app

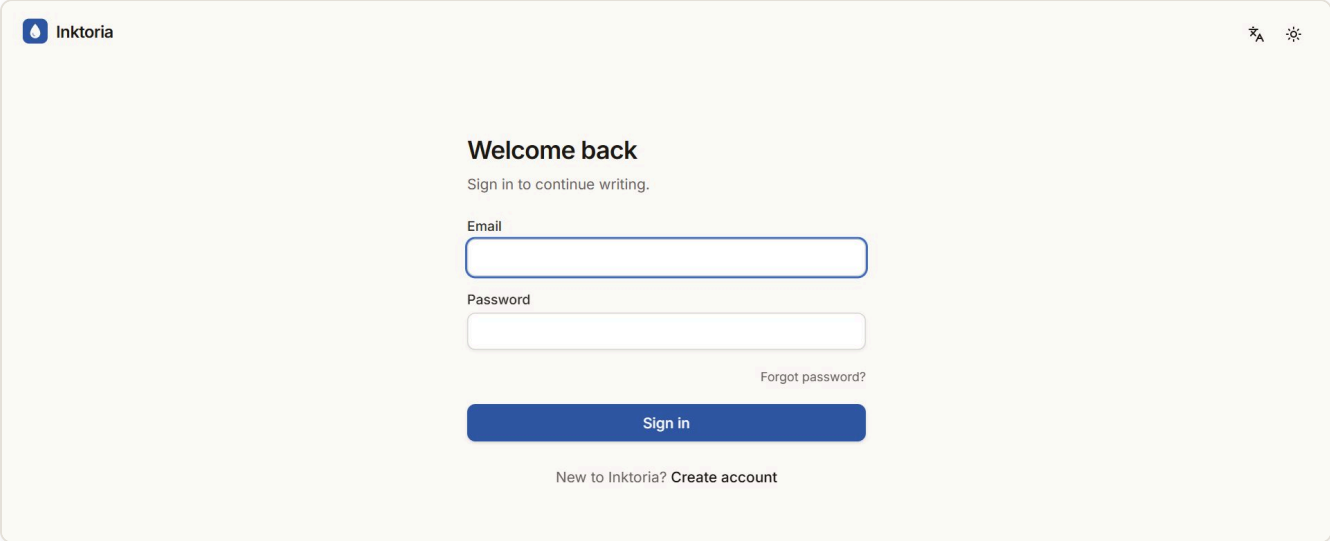
The whole interface is available in **English** and **Arabic**, with a full right-to-left layout. Each project also has its own manuscript language, so you can write an Arabic novel in an English interface, or the other way round (see Chapter 14).

CHAPTER 2

Getting started

Create your account

1. Open Inktoria and choose **Sign up**. Enter your name, email and a password of at least 8 characters.
2. If asked, confirm your email address using the link we send you.
3. You land on your **Projects** page. During the public beta you're a Pioneer, with every feature included for free (see Chapter 12).



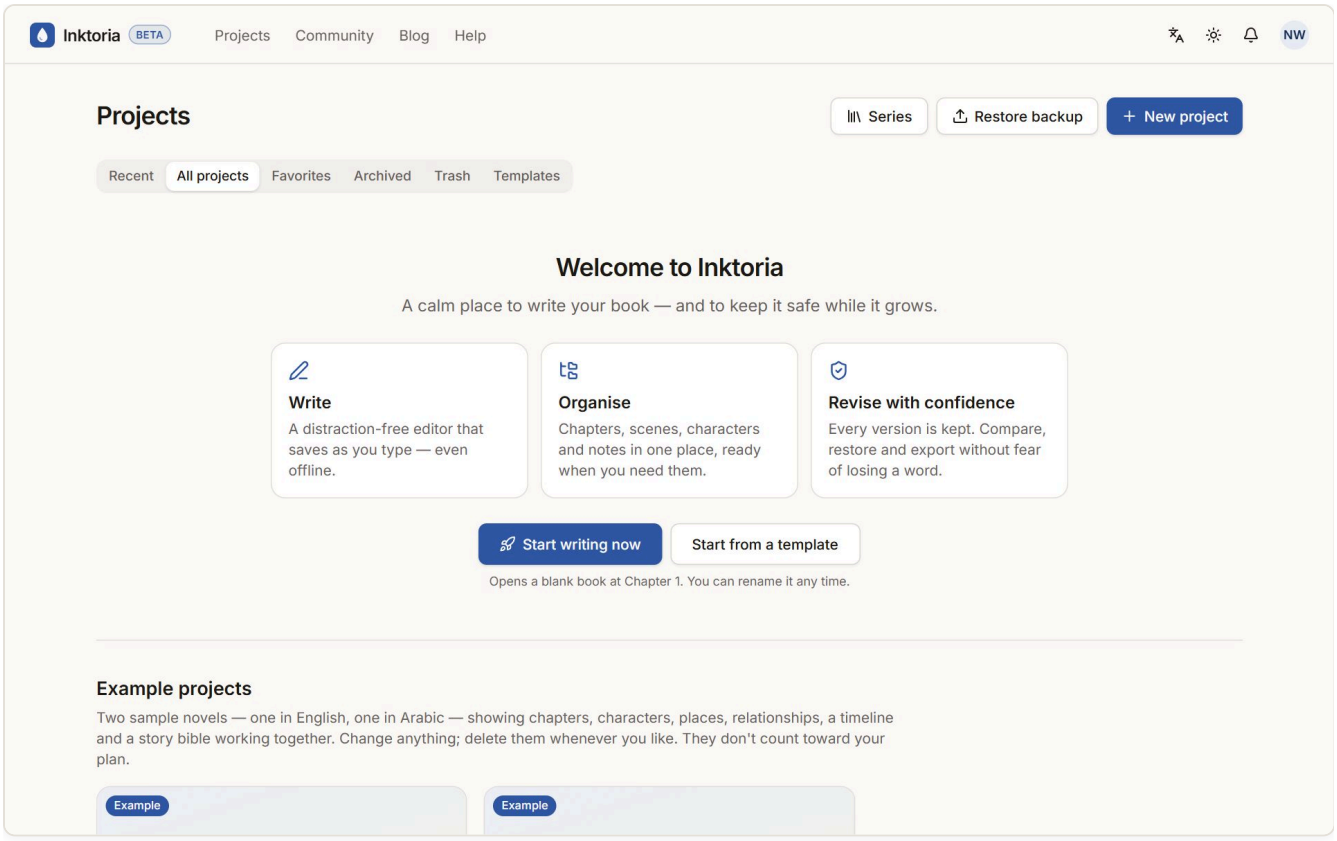
The sign-in page. Use “Forgot password?” to receive a reset link by email.

Choose your language and theme

Use the buttons in the top bar to switch the interface between **English and Arabic** and between **light, dark or system** themes. You can set your defaults permanently in **Settings**.

Start writing in one click

The first time you visit, the Projects page explains what Inktoria does — **Write**, **Organise**, **Revise with confidence** — and offers **Start writing now**: a blank book opens at *Chapter 1, Scene 1*, ready for your first words. Prefer a structure? Choose **Start from a template**.

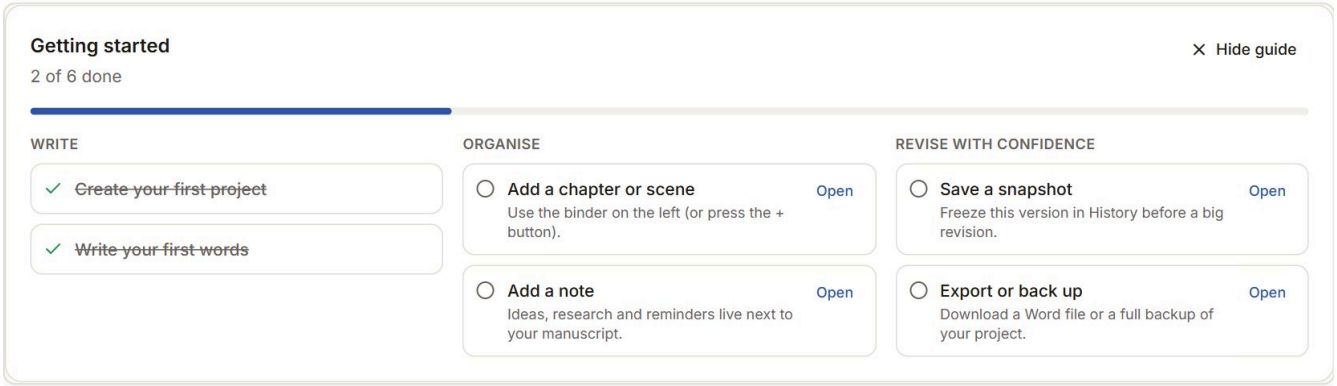


The welcome screen for a new account.

The getting-started guide

Once you have a project, a short checklist appears at the top of the Projects page, grouped as *Write*, *Organise* and *Revise with confidence*: create a project, write your first words, add a chapter or scene, add a character, save a snapshot, and export or back up. Steps tick themselves when you do them; **Open** takes you to the right place.

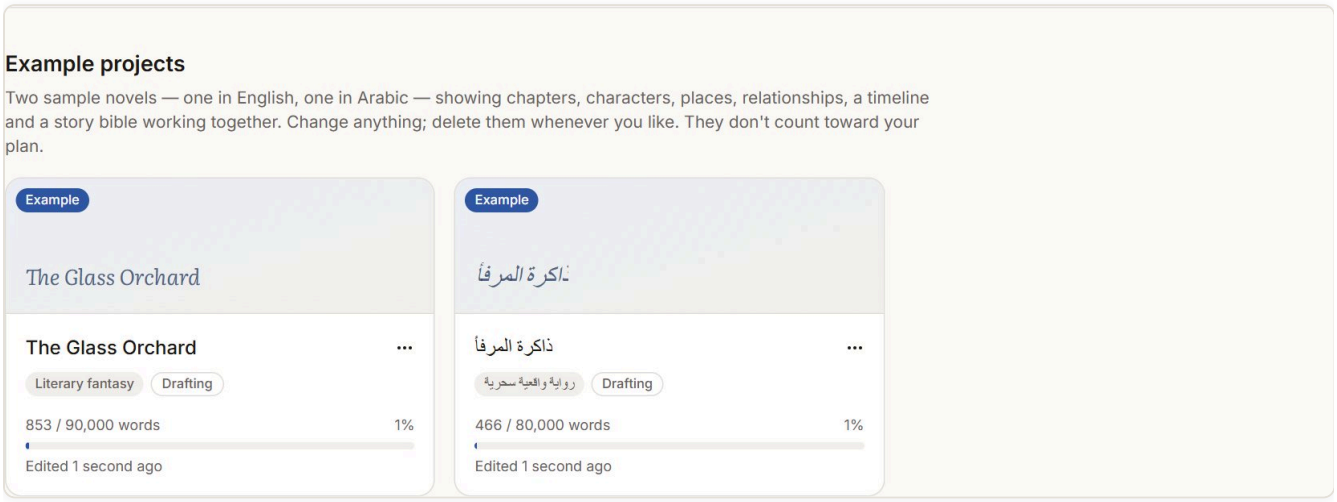
- Small **tips** appear the first time you open the binder, History, the corkboard and Compile. Choose **Got it** to dismiss each one.
- **Hide guide** removes the checklist and tips; bring them back any time in **Settings → Getting started & privacy**.



The getting-started checklist on the Projects page.

Example projects and the tutorial

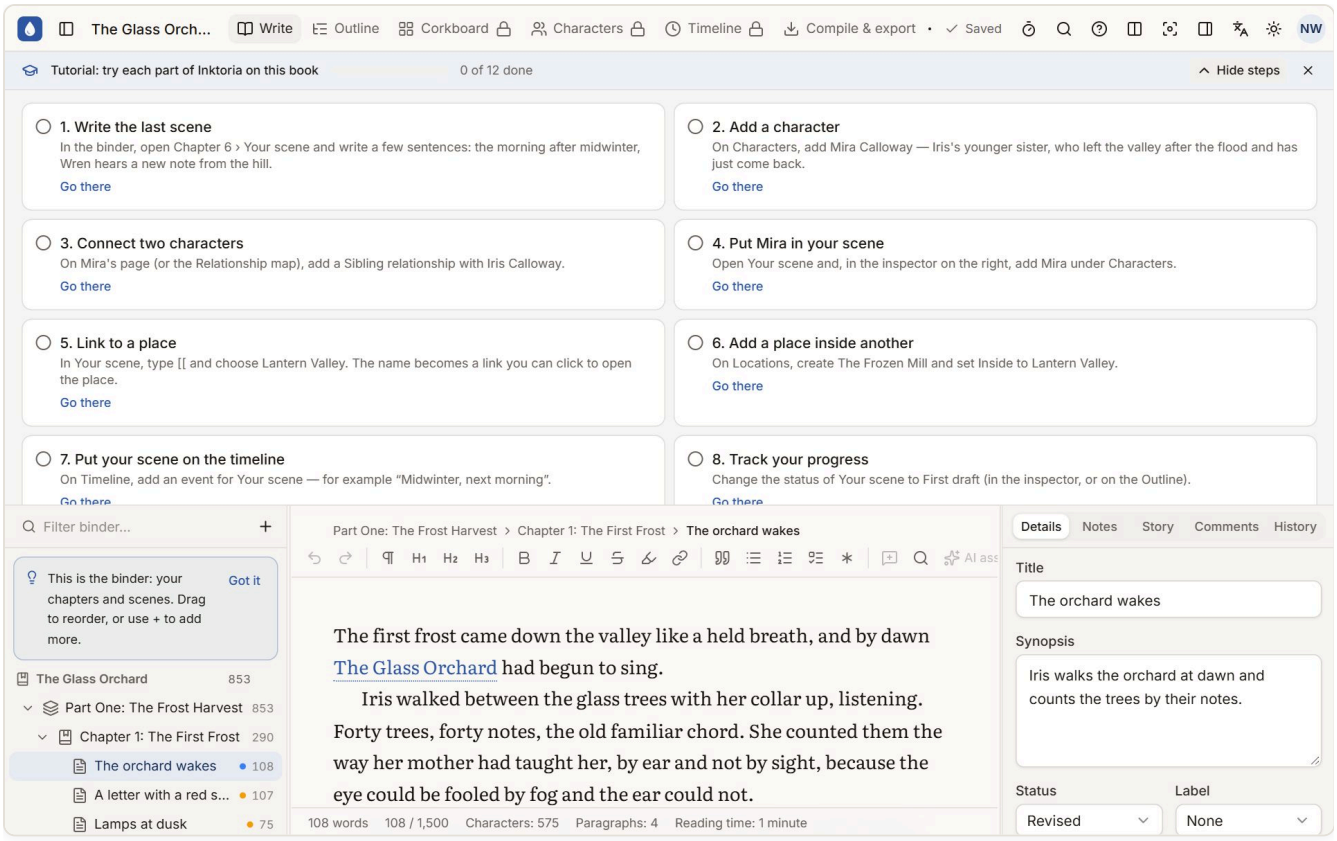
Every account comes with two **example projects**: *The Glass Orchard*, in English, and *ذاكرة المرفأ*, in Arabic. They show a book with everything connected: chapters and scenes with a point of view, characters with profiles and relationships, places inside other places, story arcs, a timeline and a story bible, all joined by [[links]]. They carry an **Example** badge and don't count toward your plan. You can change or delete them like any project.



The example projects on the Projects page.

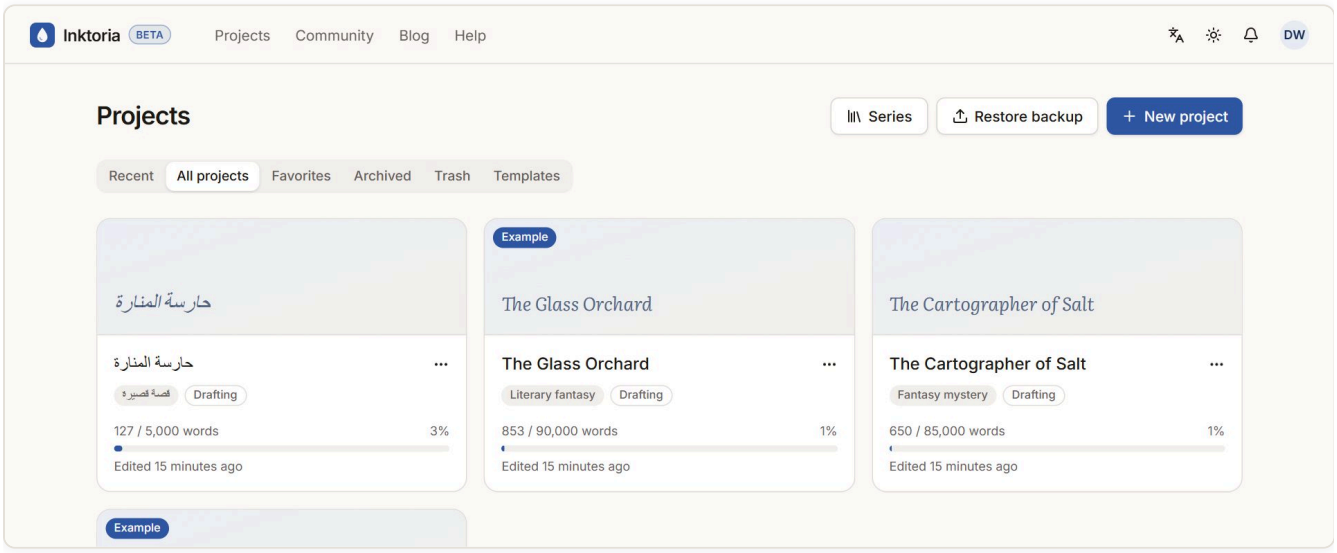
Each example is also a **hands-on tutorial**. Open it and the bar at the top shows your progress; choose **Show steps** to see the tasks, written for that story: write the empty last scene, add a new character and connect them to the hero, link a place with [[, create a place inside another, put your scene on the timeline, change its status, add a story bible entry and take a snapshot. When AI is available (Chapter 9), two more tasks let you try Create with AI and AI assist.

- Tasks **tick themselves** when you do them, and **Go there** opens the right page.
- A task that needs another plan shows a **padlock** and a **See plans** link (during the beta, Pioneers have every feature). It doesn't count toward your progress until you can do it.
- Close the bar with **×** when you've finished.
- Deleted an example? Bring it back from **Projects** → **Templates** → **Example projects** → **Add to my projects**.



The tutorial in an example project. Tasks tick themselves as you complete them.

Your projects



The Projects page: every book with its word count, progress and status.

From the Projects page you can:

- **Create a project** with *New project*. Choose a starting structure: *Novel* (parts, chapters and scenes), *Novella*, *Short story*, *Story collection* or *Blank project*. Templates simply create ordinary chapters and scenes that you can change freely.
- **Search, sort and favourite** projects, and see each book's word count and progress.

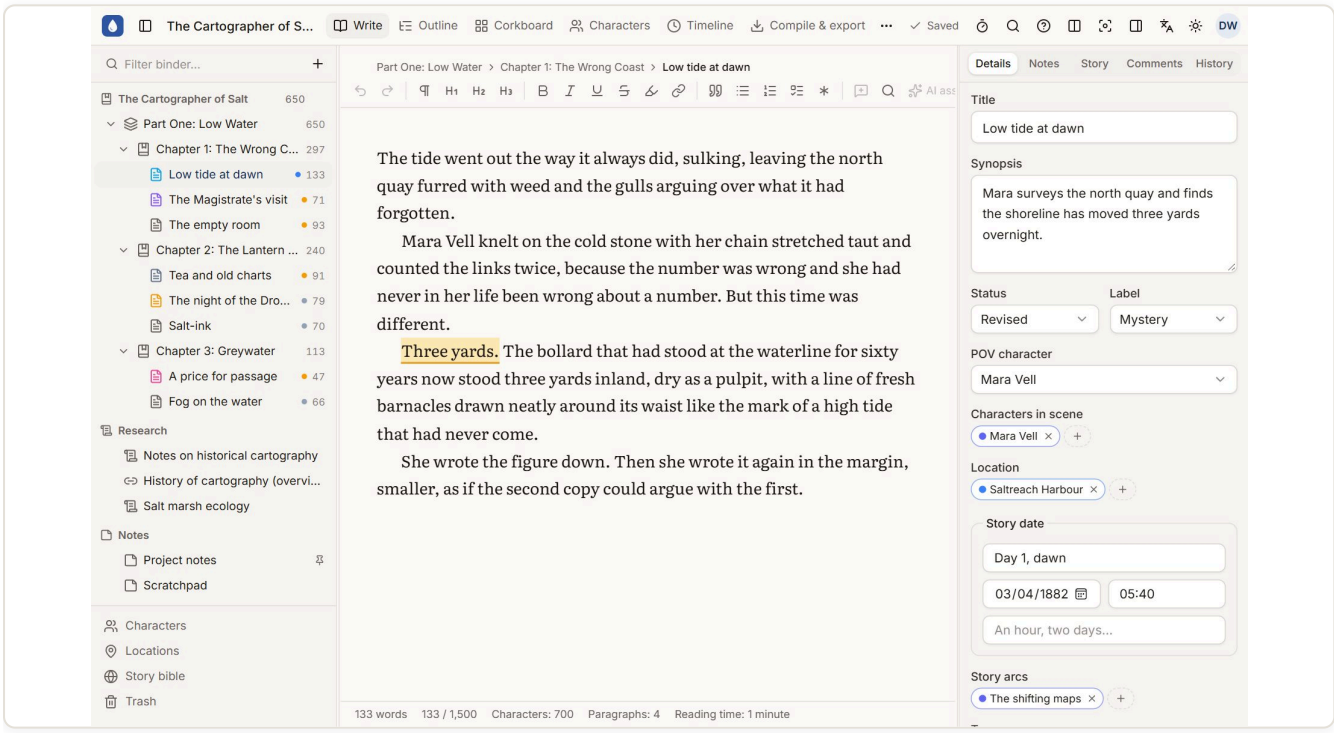
- Use a project's ⋯ menu to open, rename, duplicate, archive or move it to the Trash. Projects in the Trash can be restored, or deleted for good.

> **Projects per plan**
> Essential includes **2 active writing projects**; Plus and Pro (and Pioneers during the beta) include unlimited projects. Archived projects and projects in the Trash don't count, so archive a finished book to make room. If you move to a smaller plan, existing projects stay fully readable and exportable.

CHAPTER 3

The workspace

Opening a project takes you to its workspace. It has three columns: the **binder** on the left, your **work area** in the middle and the **inspector** on the right. In Arabic, the columns are mirrored.



The Write view: binder (left), editor (centre) and the inspector's Details tab (right).

Top bar

- **Views:** *Write*, *Outline*, *Corkboard*, *Characters*, *Timeline* and *Compile & export* are always visible. The ⋯ menu lists every view, grouped into Write, Organise, Story bible, Plan, Review and Publish.
- **Save status:** shows “Saving…”, “Saved” or “Offline — saved on this device”.
- **Writing session** timer, **Search**, **?** (keyboard shortcuts), **split editor**, **focus mode**, binder and inspector toggles, language, theme and your account menu.

The binder

The binder is your book's table of contents. It holds the **manuscript** (parts, chapters, scenes), plus **Research** and **Notes**, and links to Characters, Locations, Story bible and Trash.

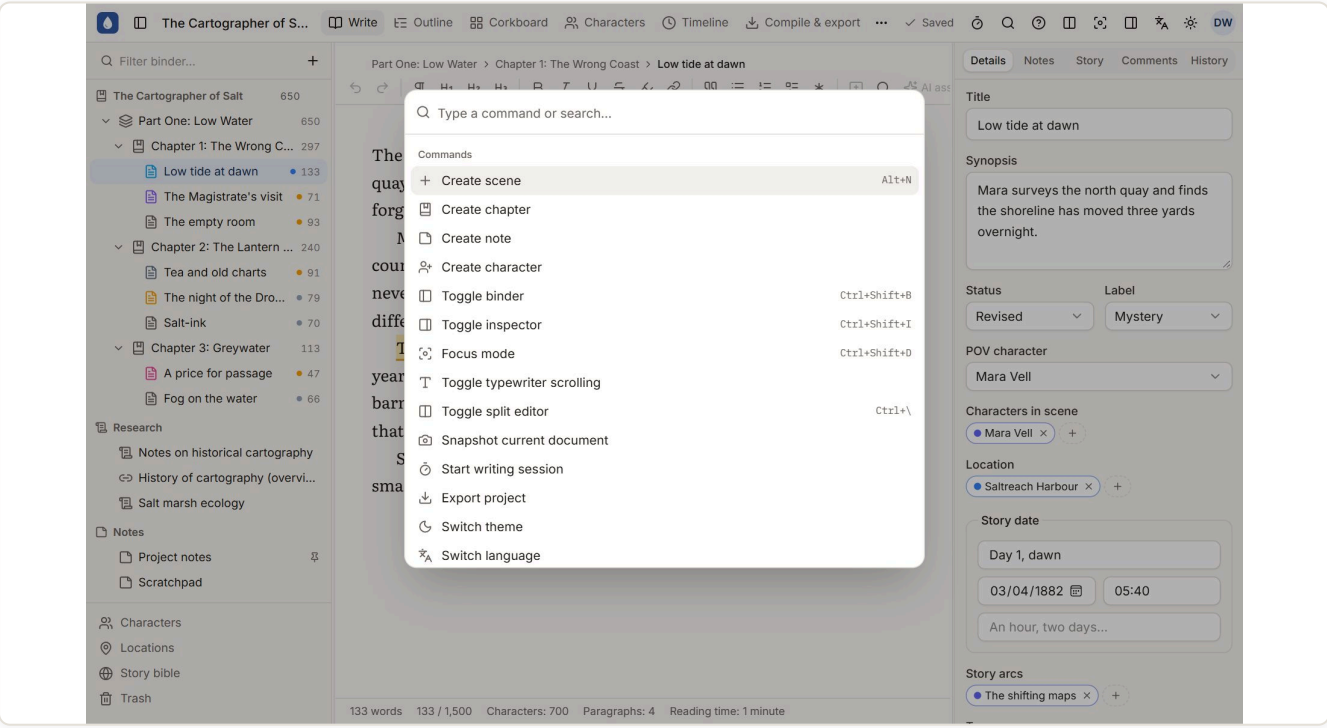
- Drag items to reorder them or move them into another chapter. Right-click an item for more actions (rename, duplicate, colour, status, move to Trash).
- The coloured dot shows a scene's **status** (for example To do, First draft, Revised); the number is its word count.
- Type in **Filter binder** to find a document quickly.

The inspector

The inspector shows information about the selected document, in five tabs:

Tab	What it holds
Details	Title, synopsis, status, label, point-of-view character, characters in the scene, location, story date and time, story arcs, tags, target words and “include in compile”.
Notes	Private notes about this document.
Story	The scene's purpose (goal, conflict, outcome), story threads and continuity facts.
Comments	Comment threads anchored to passages in the text.
History	Automatic versions and snapshots of this document.

Command palette and quick open



The command palette (Ctrl + K): create, navigate and switch modes from the keyboard.

Press Ctrl + K (⌘ + K on Mac) to run any command: create a scene, chapter, note or character; toggle panels; start a writing session; take a snapshot; export; switch theme or language. Press Ctrl + P to jump straight to any document by name.

CHAPTER 4

Writing

The editor is designed to disappear while you write: a comfortable serif font, generous margins, and every tool one click away in the toolbar above the page.

Formatting

The toolbar offers paragraph and heading styles, **bold**, *italic*, underline, strikethrough, highlight, links, block quotes, bulleted, numbered and task lists, scene breaks, comments and find & replace. Common shortcuts work as you'd expect: Ctrl + B, Ctrl + I, Ctrl + U. Highlight is Ctrl + Shift + H; a scene break is Ctrl + Shift + Enter.

Word counts

The status bar under the page shows words, progress towards the scene's target, characters, paragraphs and reading time. Select text to count just the selection.

Comments

Select a passage and press Alt + M (⌘ + ⌥ + M on Mac) or use the comment button. Comments appear in the inspector's Comments tab, where you can reply to them and mark them resolved.

Links between notes: [[wiki links]]

Type [[followed by a name to link to a character, location or story bible entry. Aliases count too, so “Mara” finds *Mara Vell*.

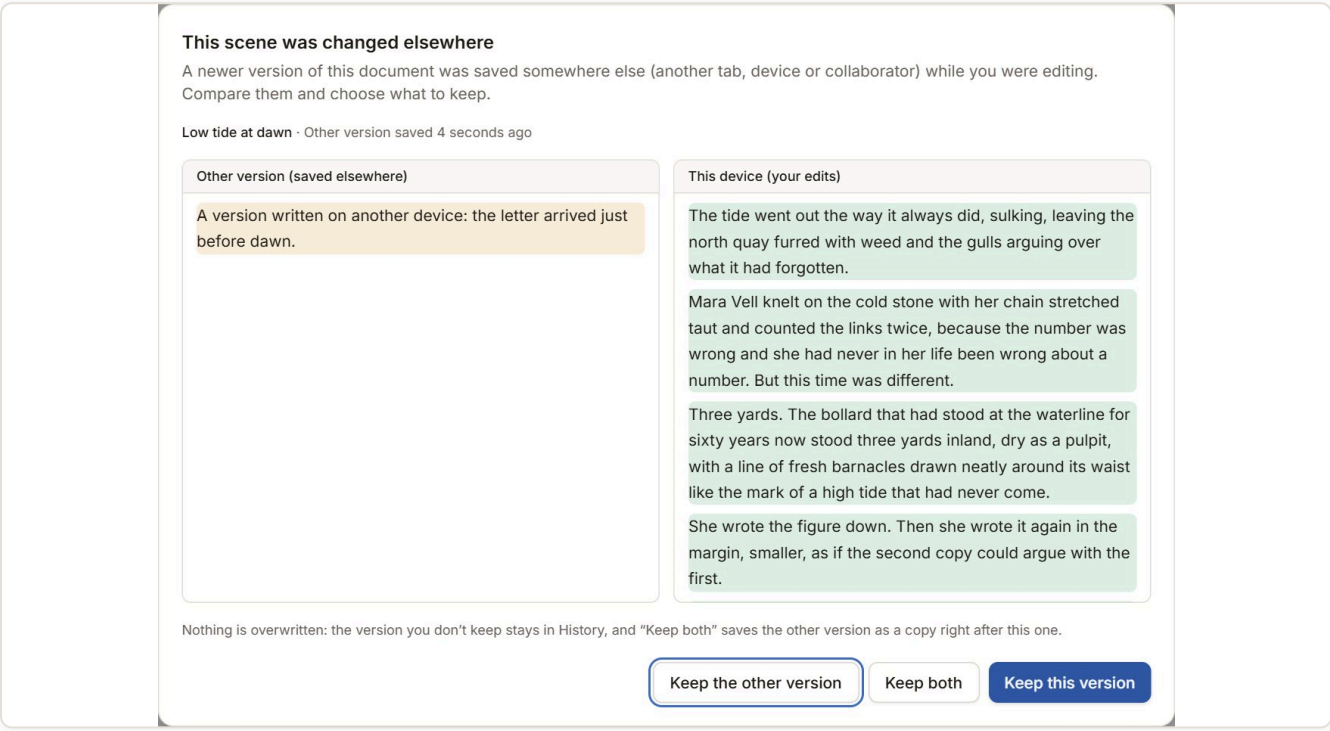
Autosave and offline writing

- Everything is saved automatically a moment after you stop typing. Ctrl + S saves immediately.
- If your connection drops, keep writing: changes are stored on your device and sent as soon as you're back online.

“This scene was changed elsewhere”

If the same scene was saved somewhere else — another tab, another device or a collaborator — while you were editing it, Inktoria never overwrites either version. It shows both **side by side**, with the differences highlighted, and you choose:

Choice	What happens
Keep this version	Your edits stay in the scene. The other version is saved in History.
Keep the other version	The other text is shown. Your edits are saved in History.
Keep both	Your edits stay in the scene, and the other version is saved as a new scene right after it, called “(other version)”.



Comparing the two versions of a scene before choosing what to keep.

Focus, split view and typewriter scrolling

- **Focus mode** (`Ctrl` + `Shift` + `D`) hides everything except the page.
- **Split editor** (`Ctrl` + `\`) opens two documents side by side or top and bottom, each with its own toolbar. It's useful for writing a scene while reading your notes.
- **Typewriter scrolling** (in the command palette) keeps the line you're typing in the middle of the screen.
- Hide the binder with `Ctrl` + `Shift` + `B` and the inspector with `Ctrl` + `Shift` + `I`.

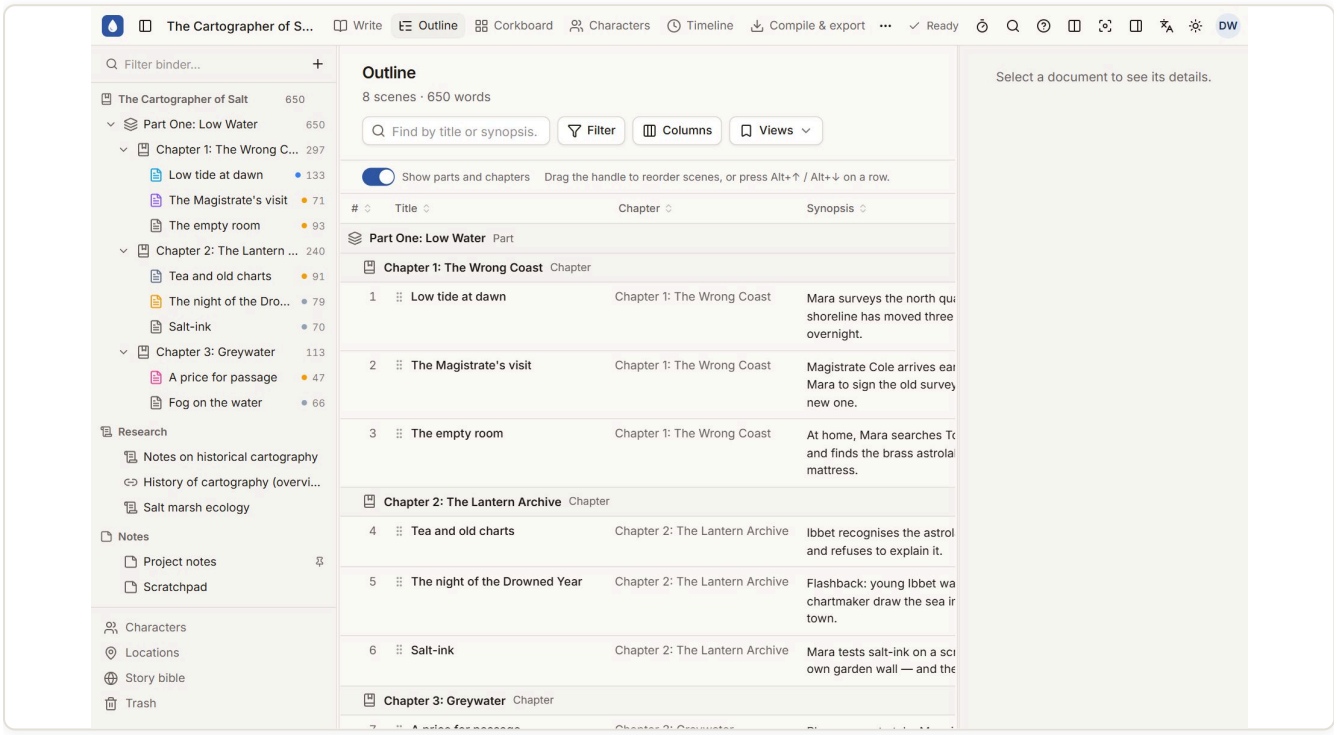
> **Tip: make the editor yours**
> In Settings → Editor choose the manuscript font (Literata, EB Garamond, Lora, Merriweather, Courier Prime and Arabic fonts such as Amiri), size, line spacing, page width and smart quotes. A project can override these in Project settings.

CHAPTER 5

Organising your manuscript

Outline All plans

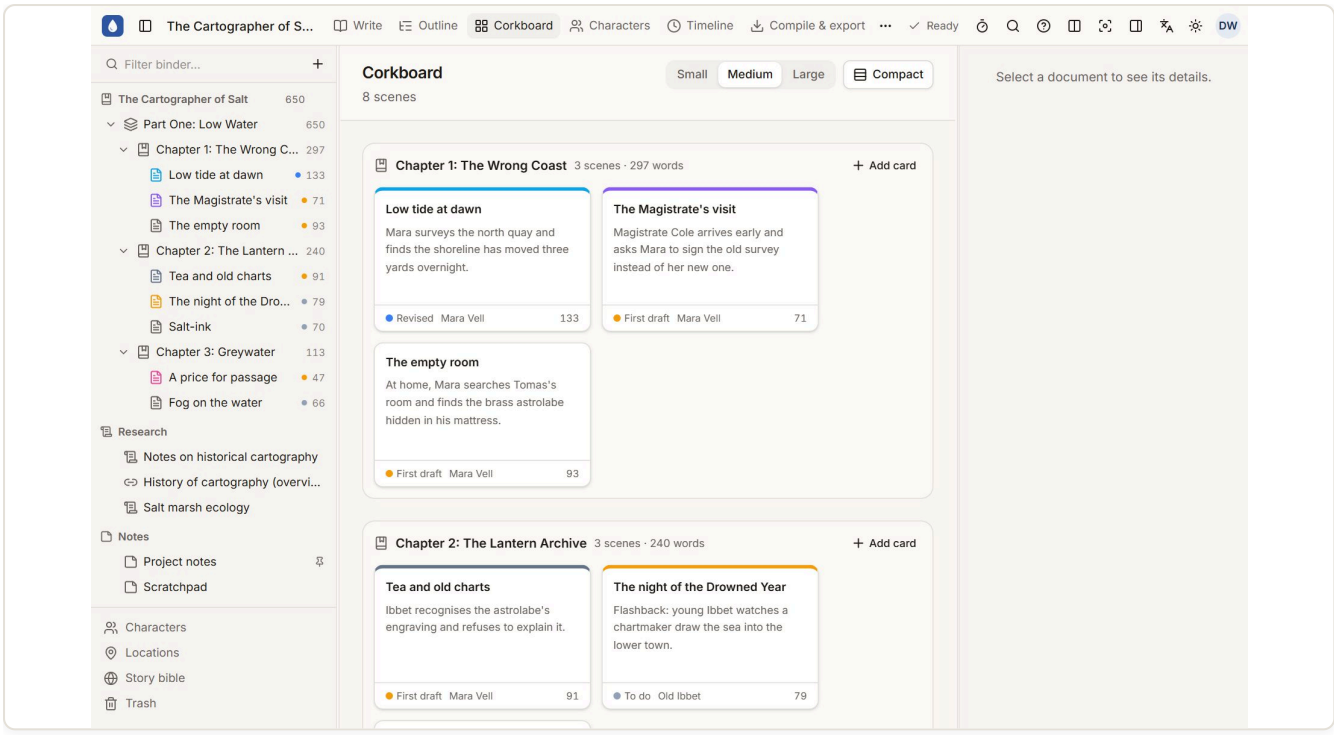
The Outline shows your manuscript as a table: titles, synopses, status, label, point of view, word counts and targets. Edit cells directly, collapse chapters, choose which columns to show and save your favourite layouts.



Outline view.

Corkboard All plans

Each scene becomes an index card showing its synopsis, status, point of view and word count, grouped by chapter. Drag cards to reorder scenes, add cards with *Add card*, and switch between small, medium, large and compact cards.

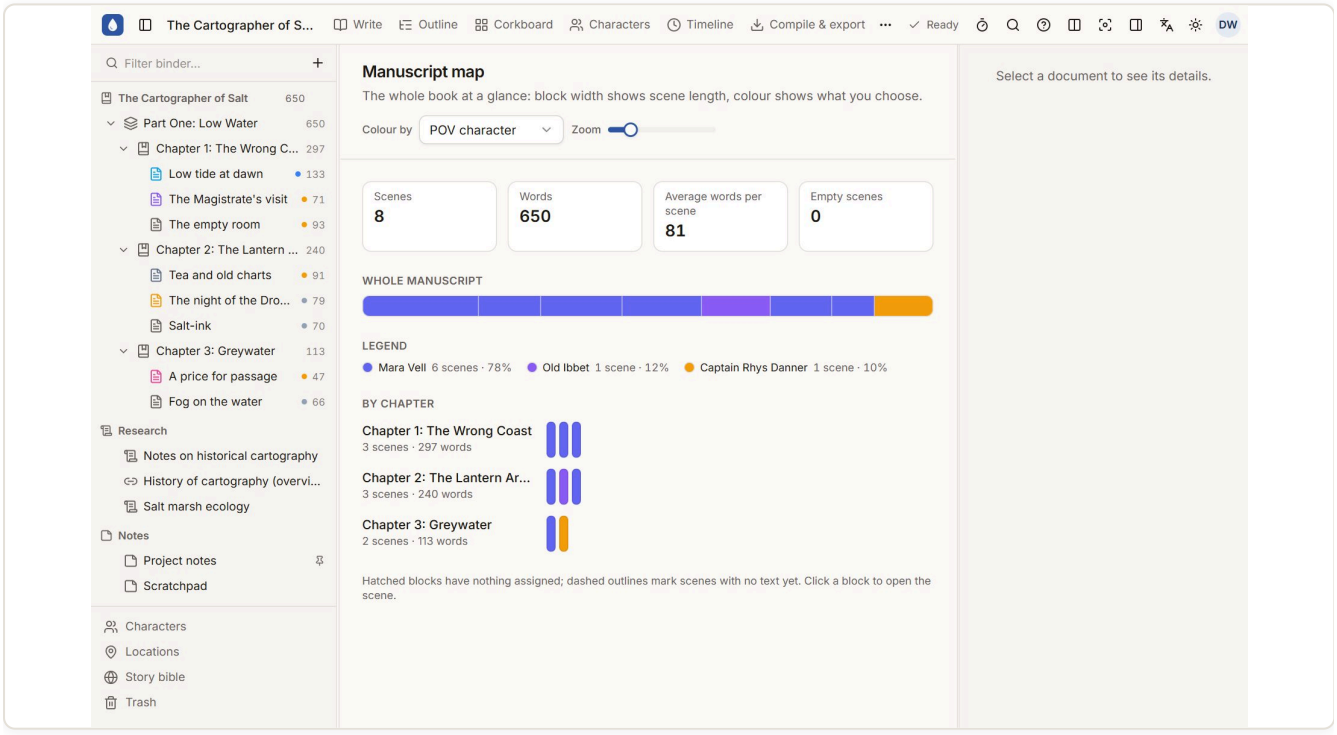


Corkboard view: drag cards to restructure your story.

Manuscript map

All plans

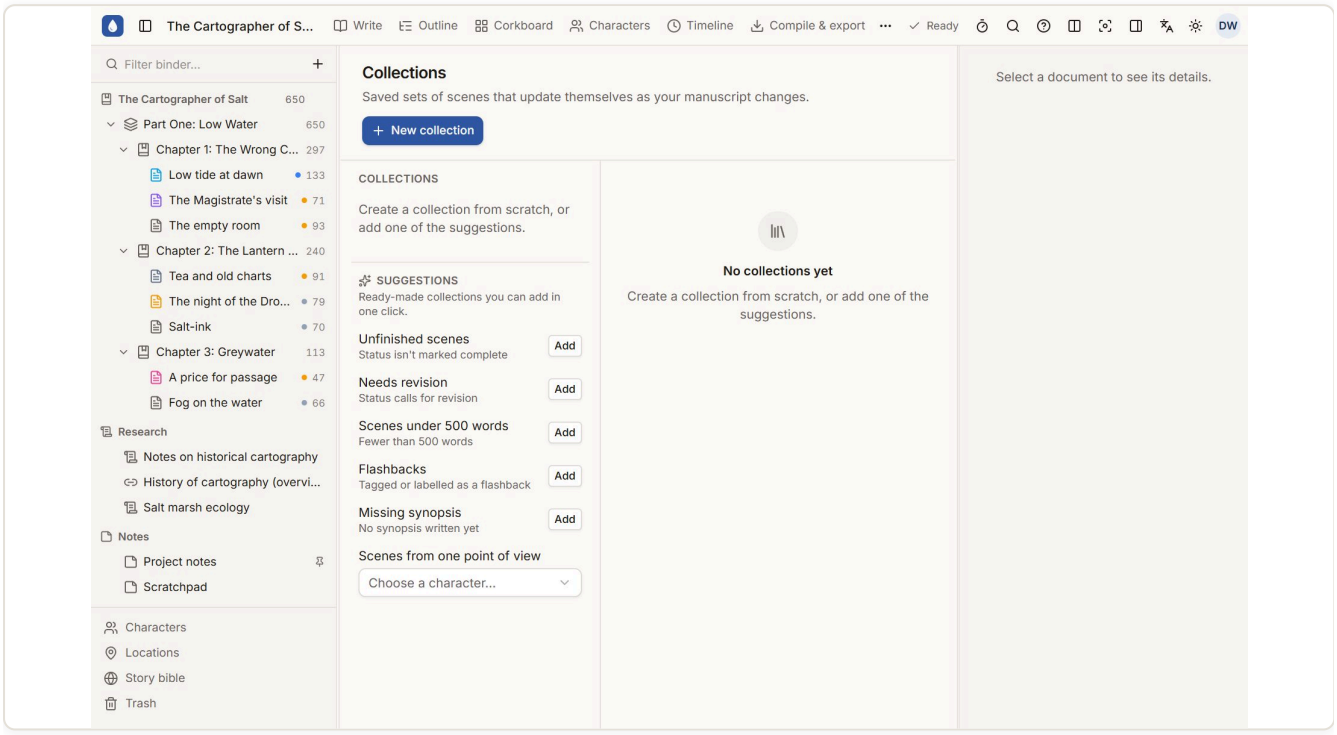
The whole book at a glance: each scene is a block whose width shows its length. Colour the blocks by point-of-view character, story arc, status, chapter or label to spot imbalances.



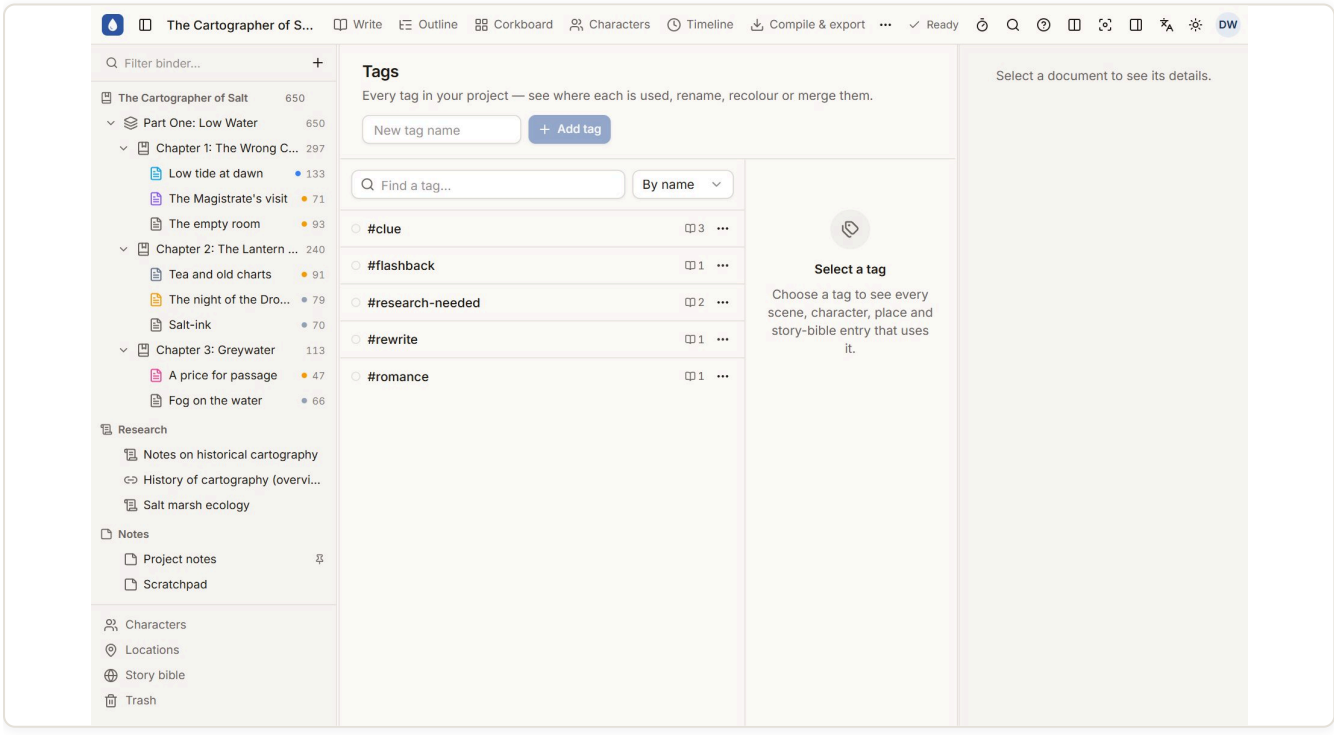
Manuscript map.

Collections and tags All plans

- **Tags** can be added to scenes, characters, locations and more, for example `#clue`. The Tags view lists everything with a tag.
- **Collections** are saved sets of scenes defined by rules (for example “all First draft scenes told from Mara’s point of view”). They keep themselves up to date as you write. Start from scratch or add a ready-made suggestion in one click.



Collections.



Tags.

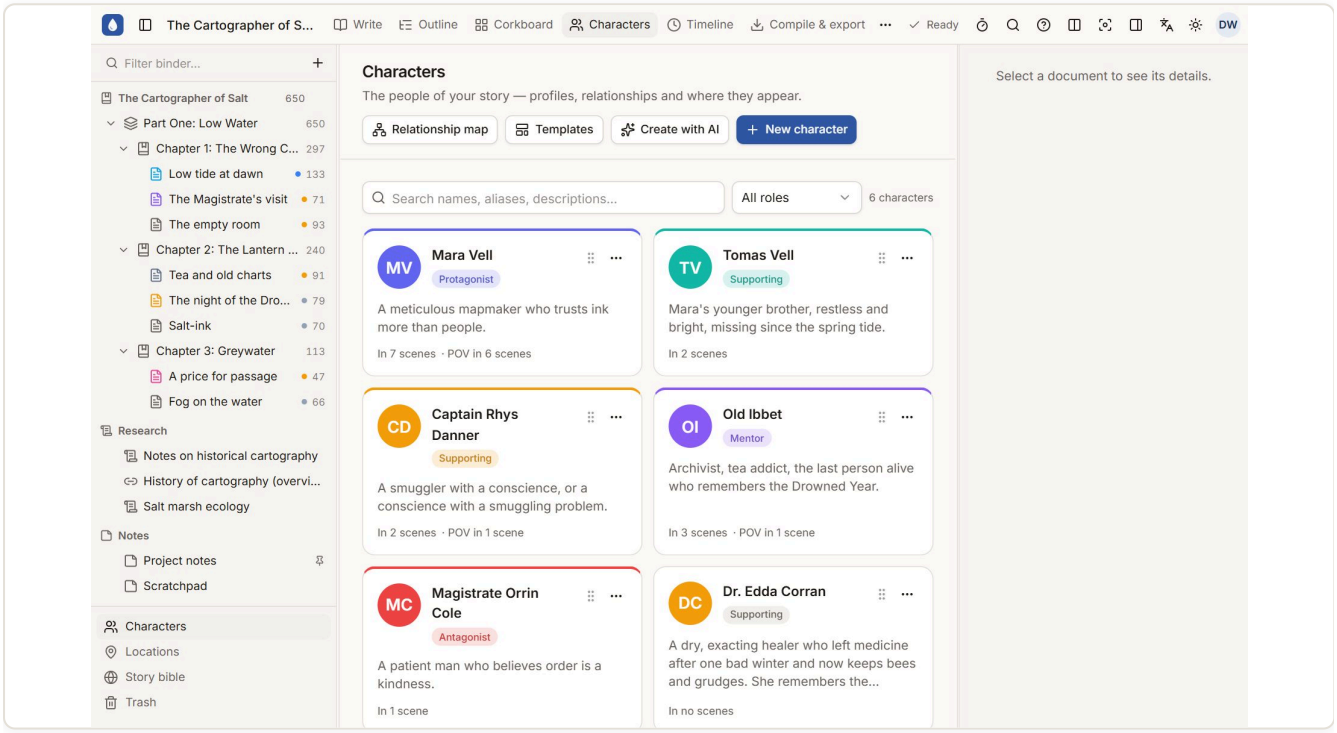
Customise your project's **statuses** and **labels** (names, colours and order) in Project settings → Labels & statuses.

CHAPTER 6

Your story bible

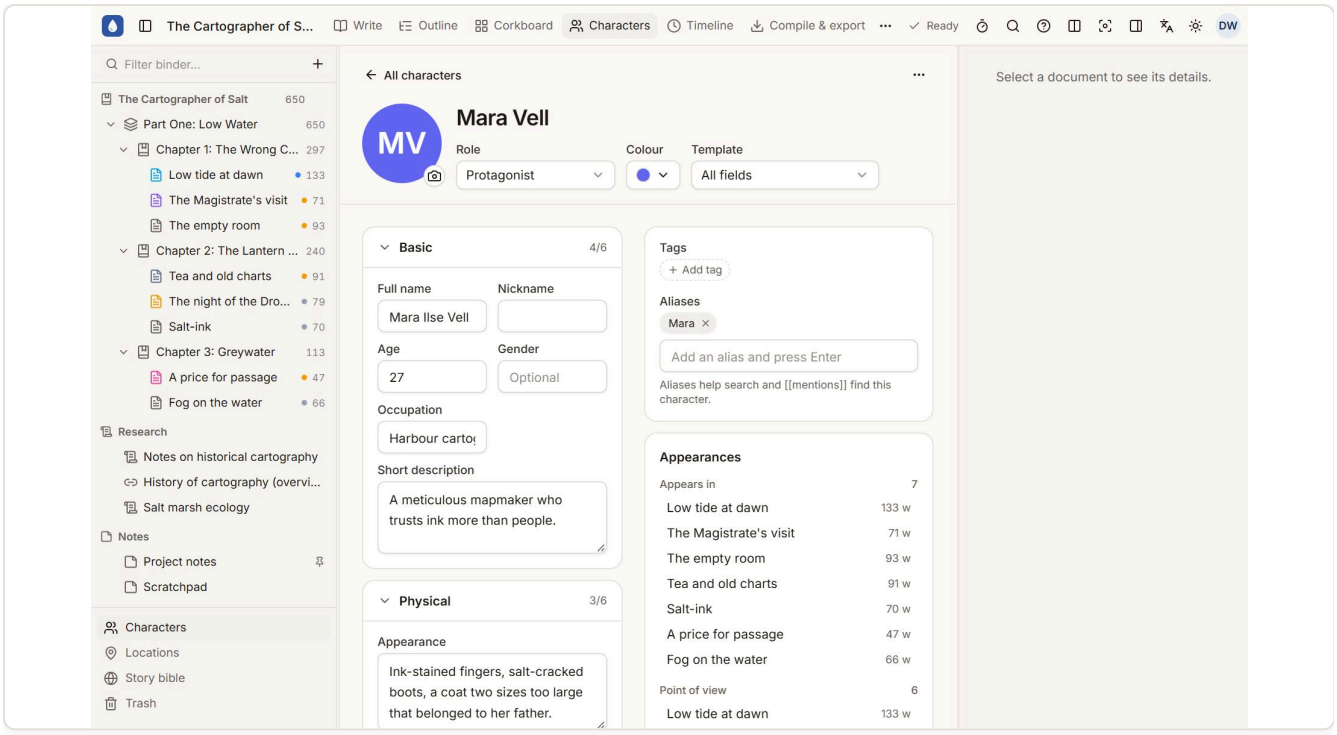
Characters All plans

Keep a profile for everyone in your story. Each card shows the role, a short description and how many scenes the character appears in.



Characters: search, filter by role and open any profile.

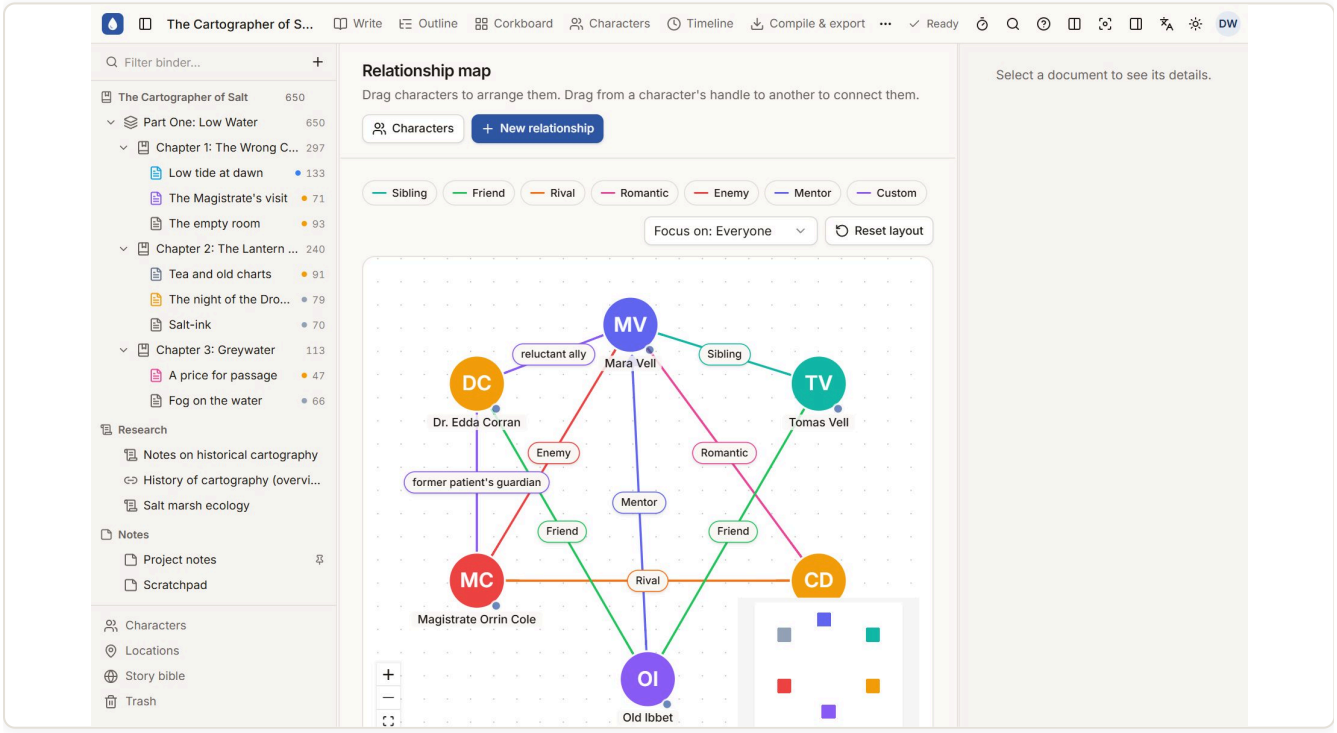
- Profiles group fields into sections such as Basic and Physical. Choose a **template** to show only the fields you need, or create your own template.
- Add a portrait, a colour, tags and **aliases** (used by search and [[links]]).
- **Appearances** lists every scene the character is in and every scene told from their point of view.



A character profile with its appearances.

Relationship map Plus & Pro

Draw the connections between characters: sibling, friend, rival, romantic, enemy, mentor or your own types. Drag characters to arrange them, drag from one character's handle to another to connect them, and focus on one character to see only their relationships.



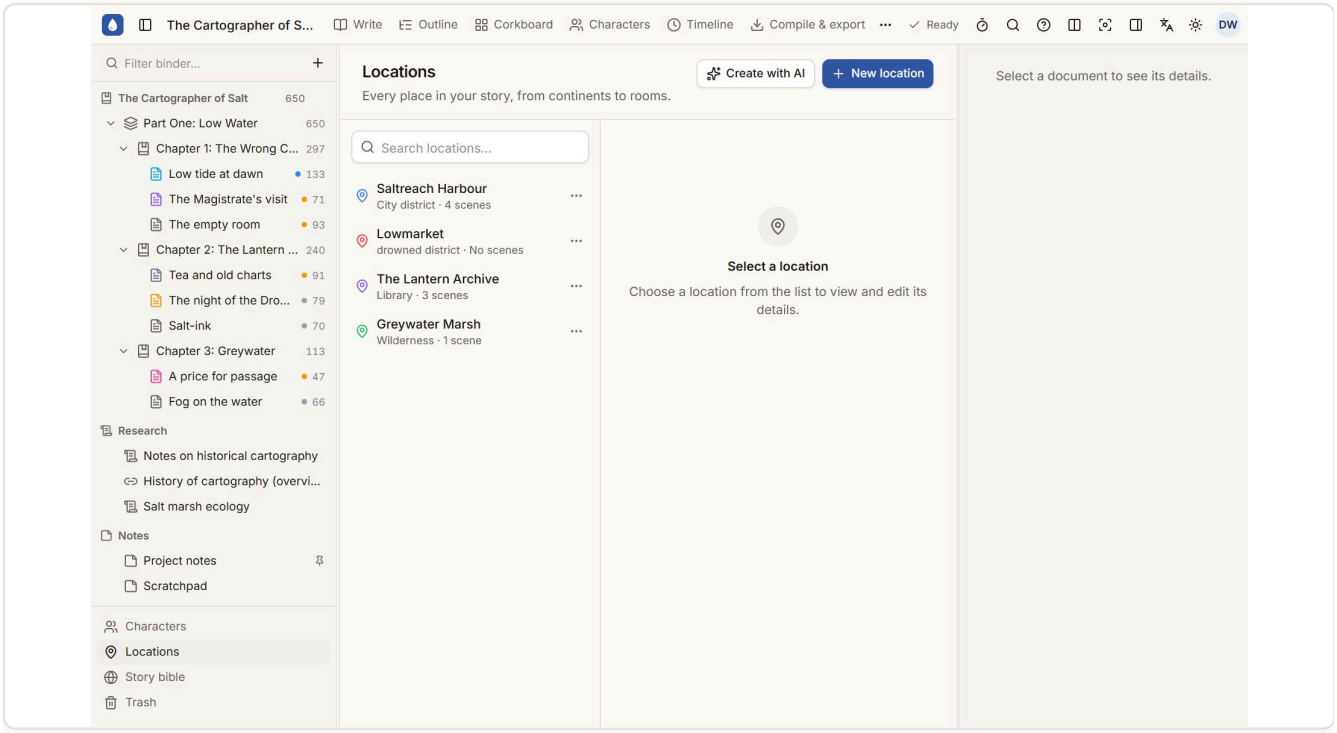
Relationship map.

Locations All plans

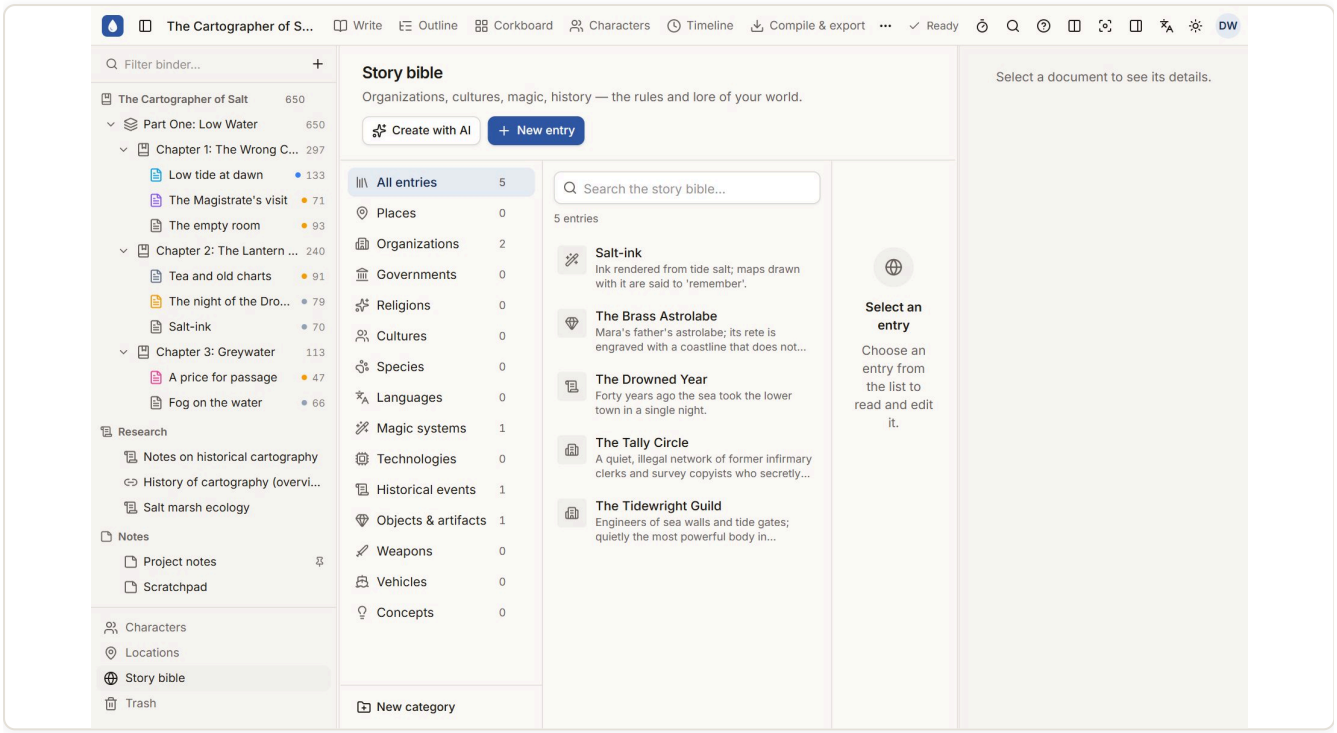
Every place in your story, from continents down to rooms: places can sit inside other places, with descriptions, a main image and gallery, and the scenes set there.

Story bible (worldbuilding database) Pro

Organisations, cultures, magic systems, history: the rules and lore of your world, organised in categories with your own custom fields, and linked with [[wiki links]].



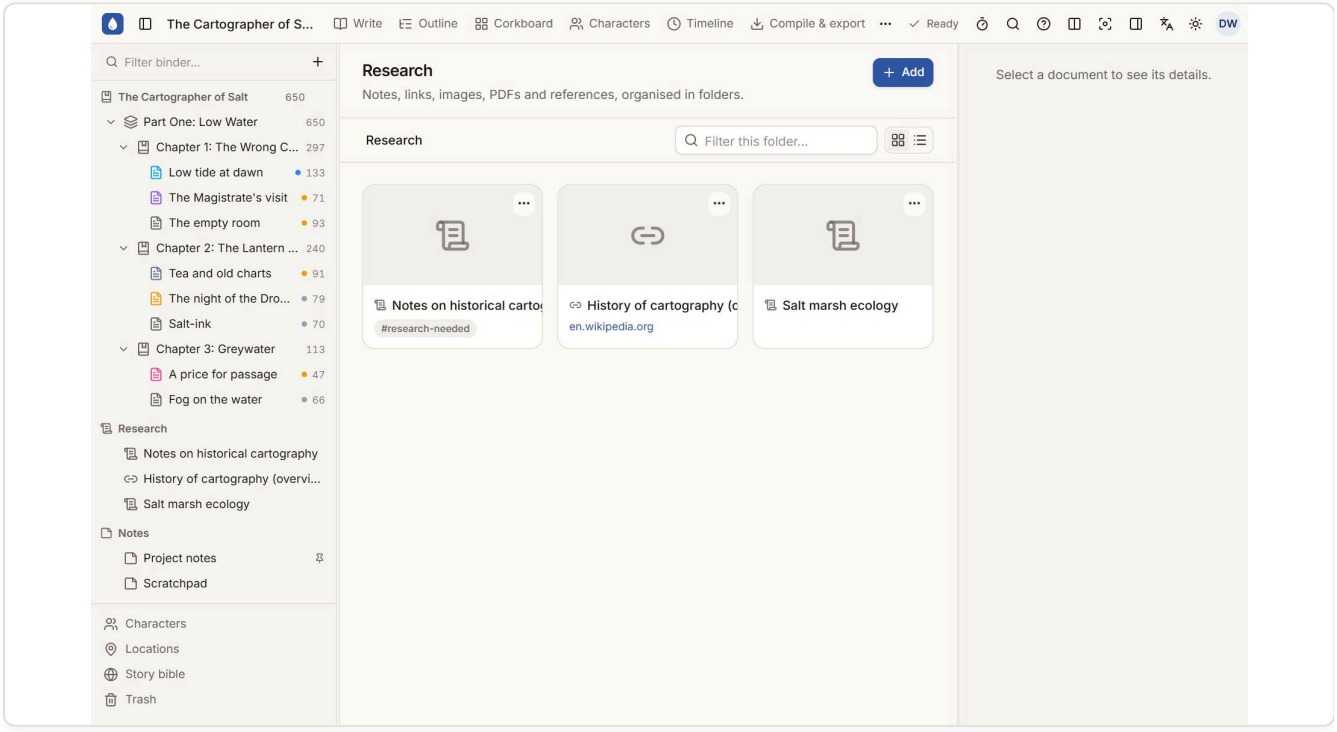
Locations.



Story bible.

Research and notes All plans

- **Research** holds notes, web links, images, PDFs and references in folders. Images and PDFs can be previewed without leaving Inktoria.
- **Notes** are free-form documents for anything else; pin the ones you use most.



Research: notes, links, files and references.

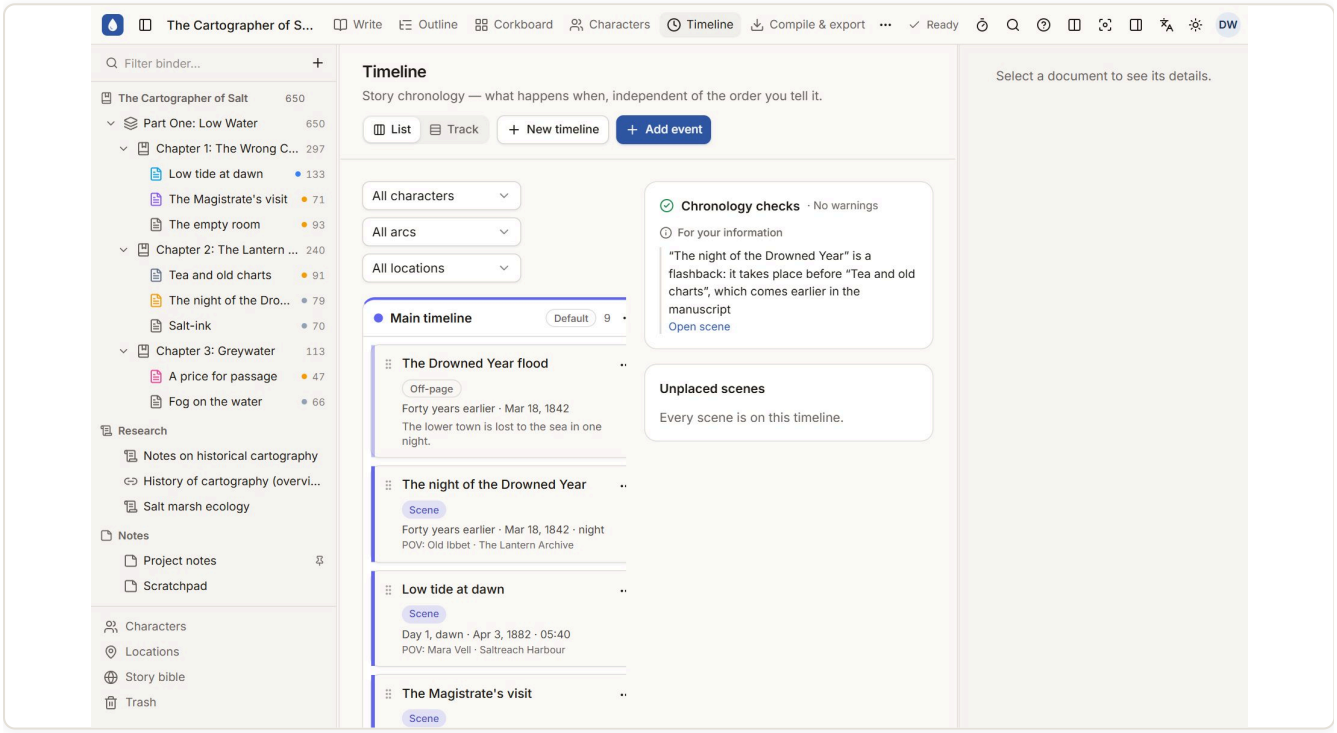
CHAPTER 7

Planning tools

Timeline Plus & Pro

The timeline shows **when things happen in the story**, independent of the order you tell them. Give each scene a story date (an exact date and time, or a description such as “Day 1, dawn”), add off-page events, and create several timelines (for example one per point of view).

- Switch between **List** and **Track** layouts and filter by character, arc or location.
- **Chronology checks** point out flashbacks and impossible orders, and list scenes not yet placed on the timeline.



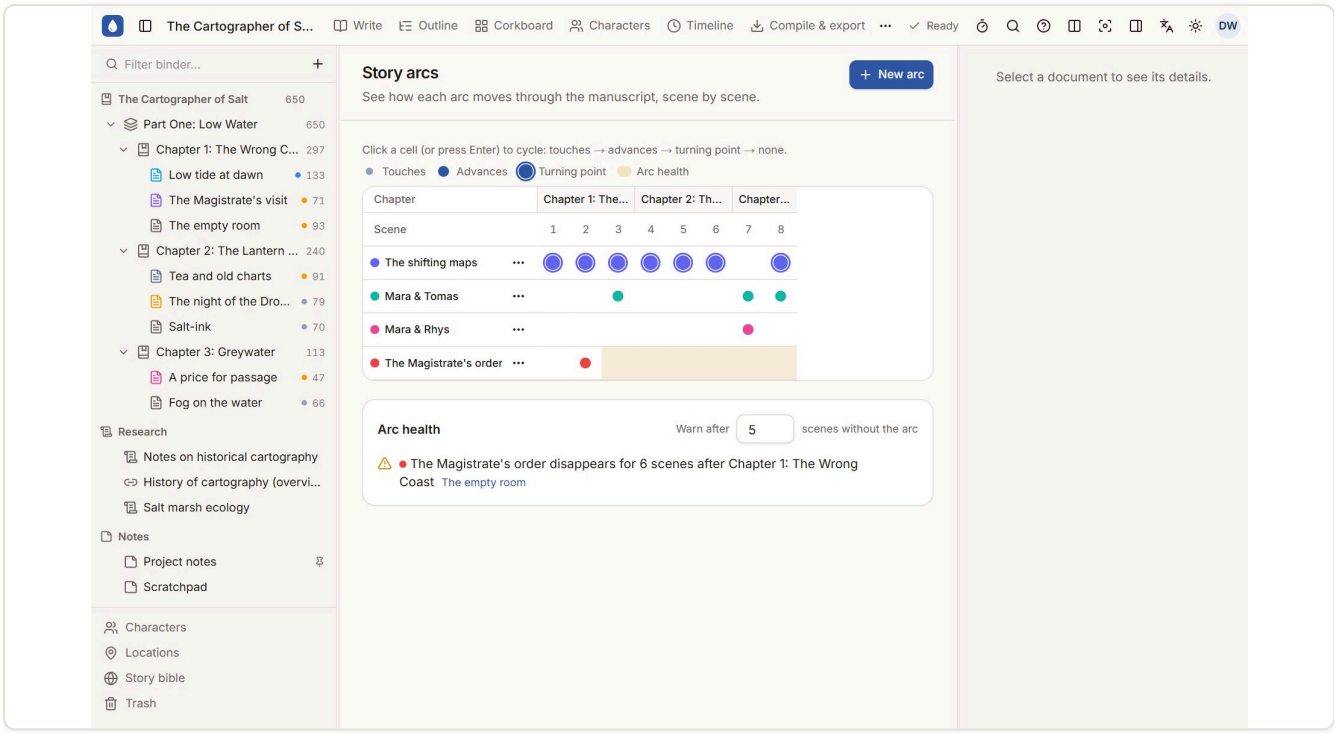
Timeline with chronology checks.

Story arcs All plans

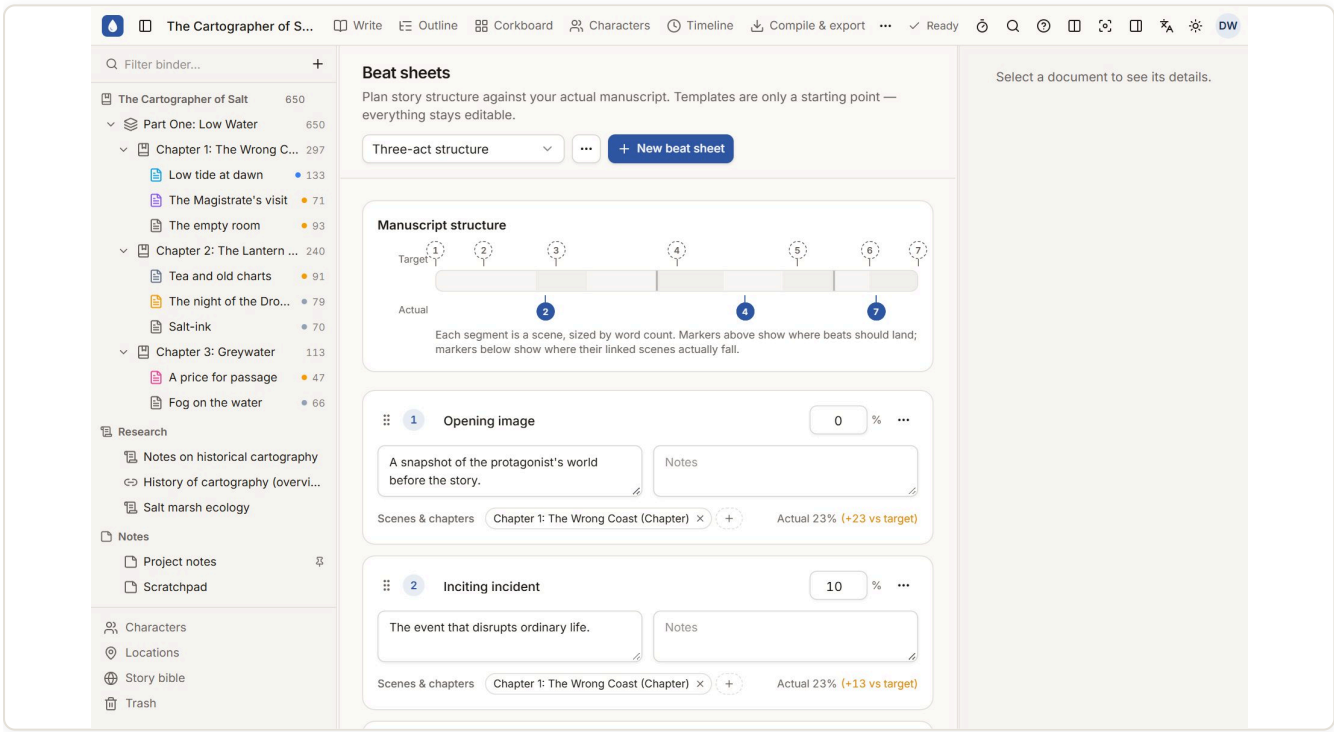
Create arcs (main plot, character arc, romance, mystery, political, subplot) and assign scenes to them. The arc view shows each arc's path through the manuscript, scene by scene, and **Arc health** warns about long gaps where an arc disappears.

Beat sheets All plans

Plan your structure against your actual manuscript. Start from a classic structure, one of your own templates or a blank sheet, link beats to scenes, and see where each beat falls in the book. Save any beat sheet as a reusable template.



Story arcs.



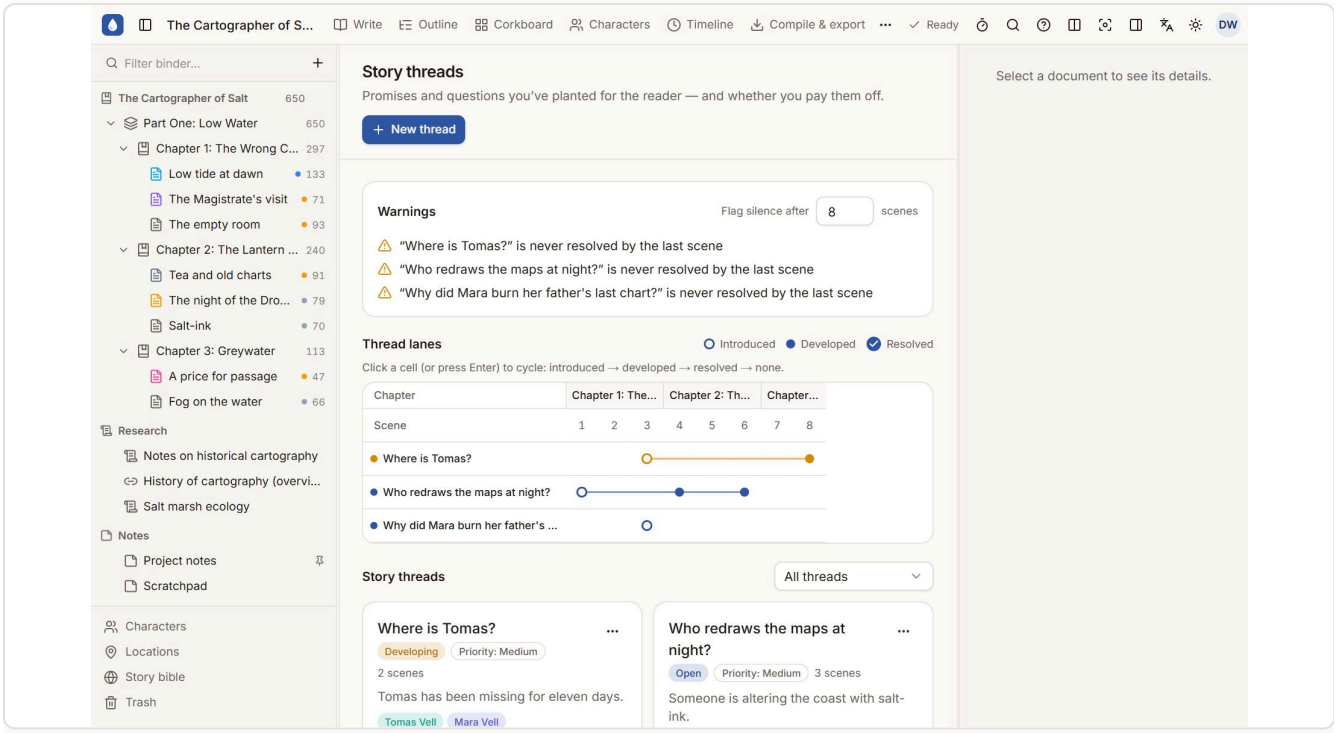
Beat sheet.

Story threads All plans

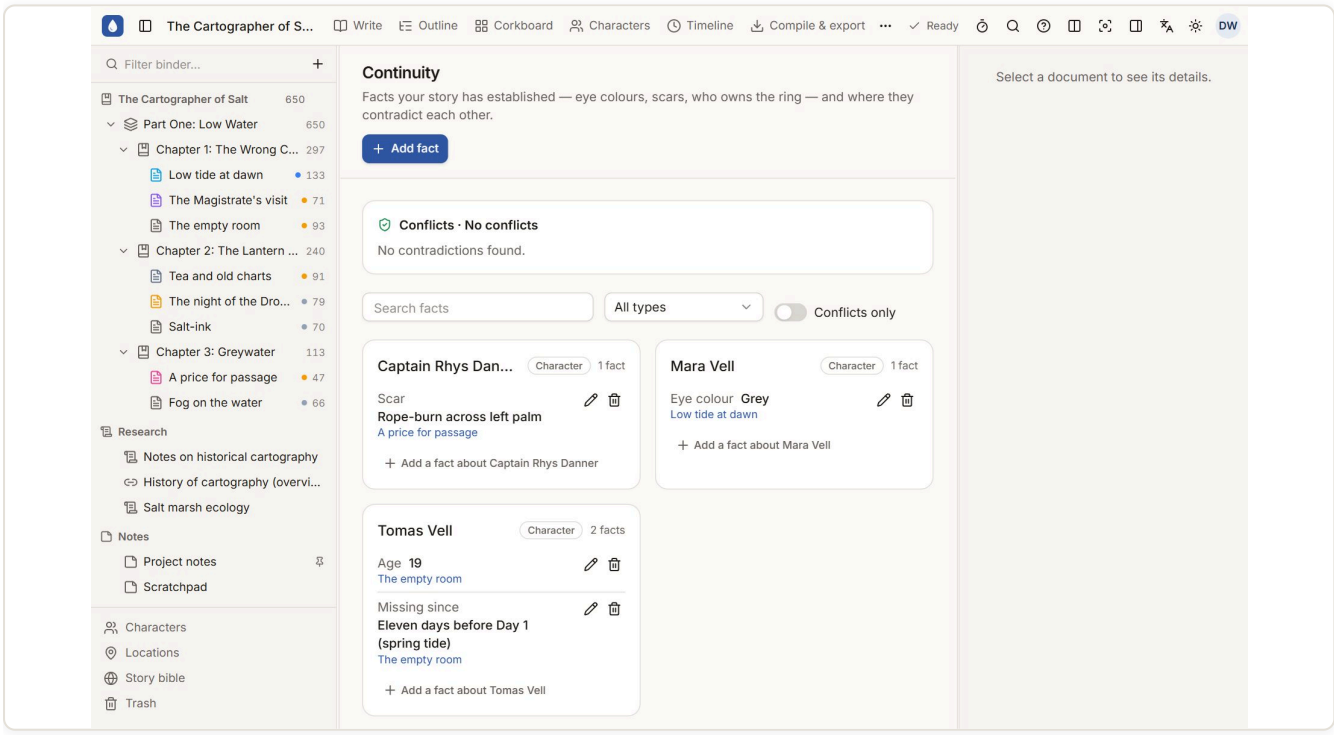
Threads are the promises and questions you plant for the reader: a mystery, a prophecy, a locked door. Mark the scenes where each thread is introduced, developed and resolved, give it a priority, and see all threads as lanes across the manuscript. Inktoria warns you about threads left dangling.

Continuity Plus & Pro

Record facts your story has established, such as eye colours, scars or who owns the ring, and the scene where each is stated. Conflicting facts are flagged so you can fix them before a reader does.



Story threads.



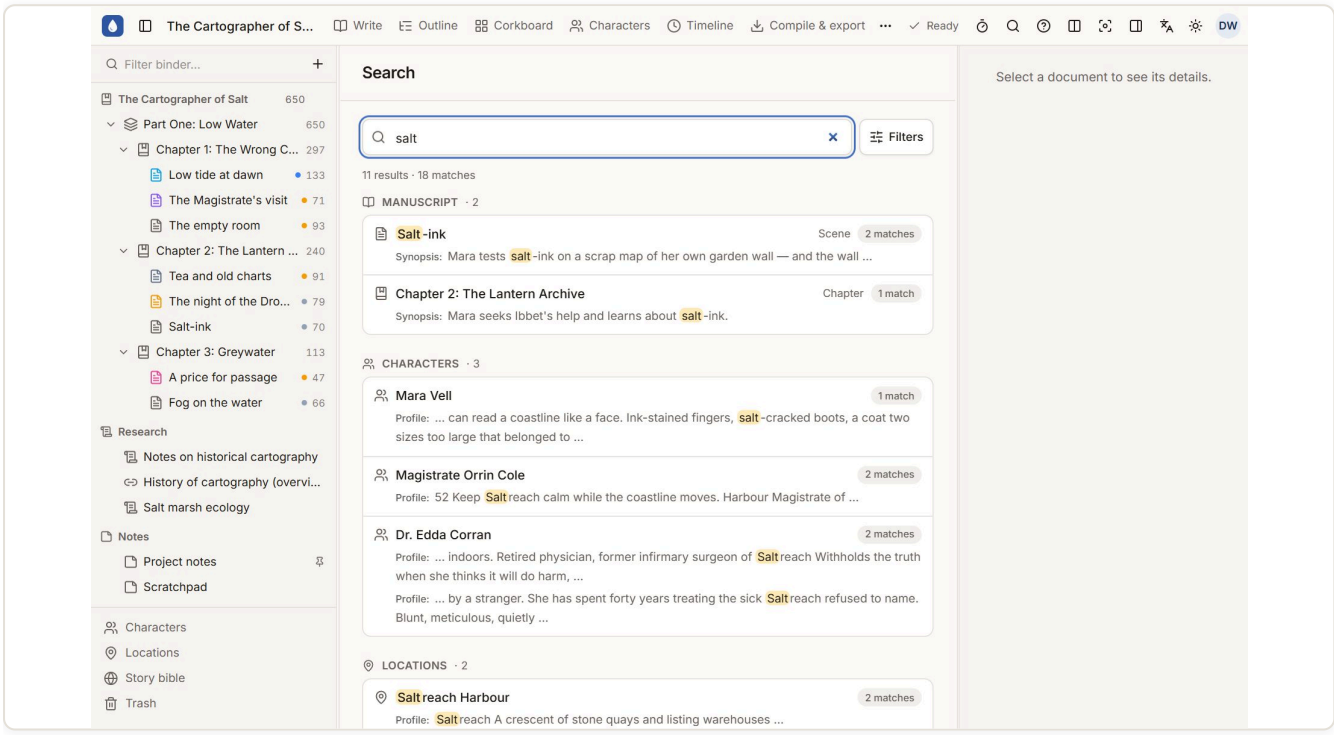
Continuity facts.

CHAPTER 8

Reviewing & tracking progress

Search the whole project All plans

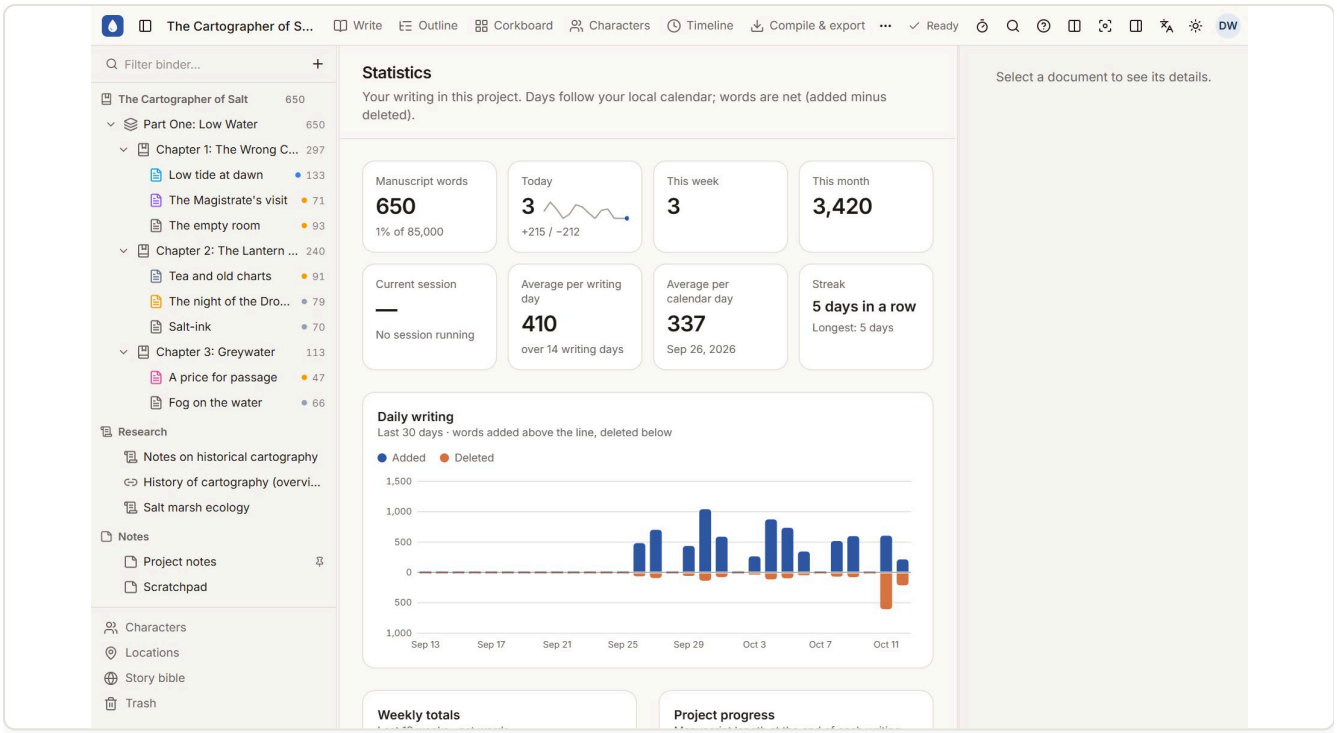
Press Ctrl + Shift + F to search every scene, note, character, location and research item. Filter by type, status or chapter and jump straight to each match. Inside a document, use Ctrl + F to find and Ctrl + H to replace.



Project search.

Statistics All plans

See your manuscript length, words written today, this week and this month, your averages and your writing streak. Charts show daily and weekly writing and the project's progress towards its target.



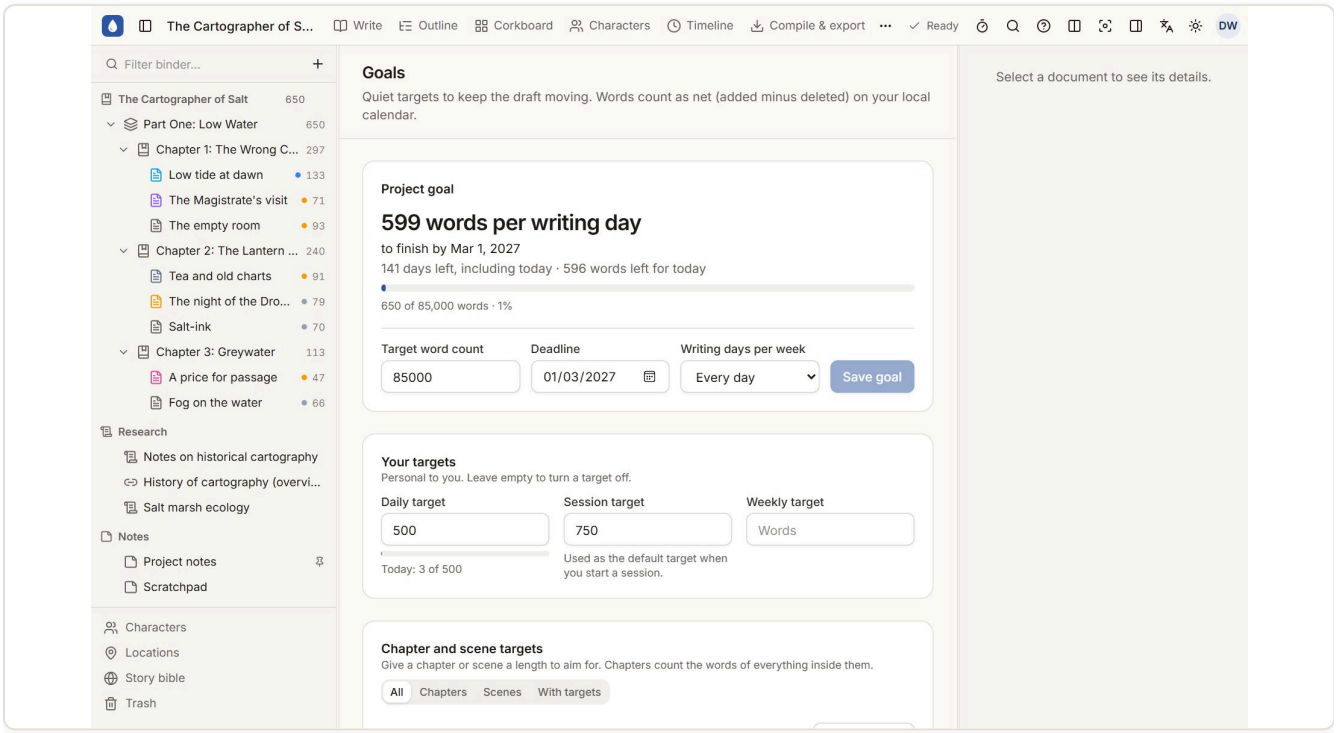
Statistics.

Goals All plans

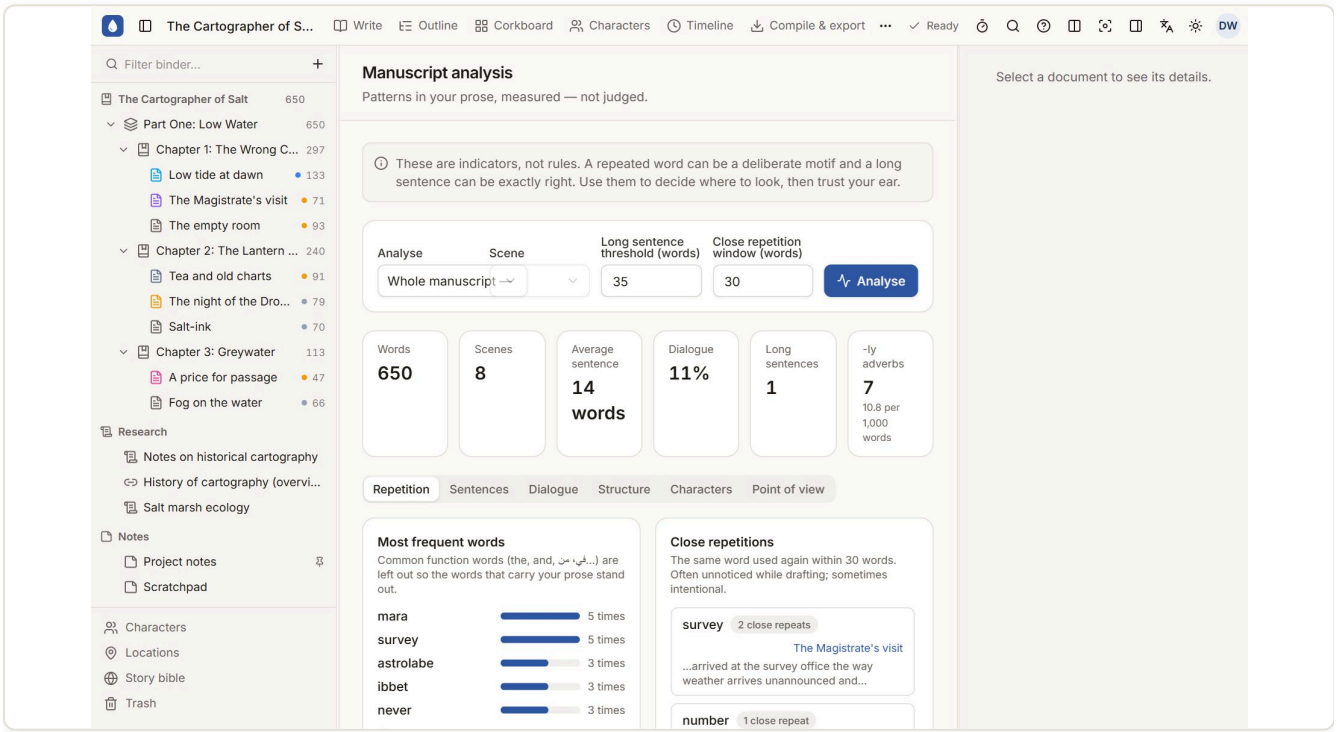
Set a project word target and deadline, plus daily or weekly goals. Inktoria shows how many words a day you need to finish on time. Words are counted as net (added minus deleted).

Writing sessions All plans

Start a session from the timer in the top bar: *Free writing*, *Pomodoro* (focused writing with short breaks) or *Word sprint* (race toward a word target, optionally with a time limit). A clear coloured notice tells you when the time is up, and finished sessions are added to your statistics.



Goals.



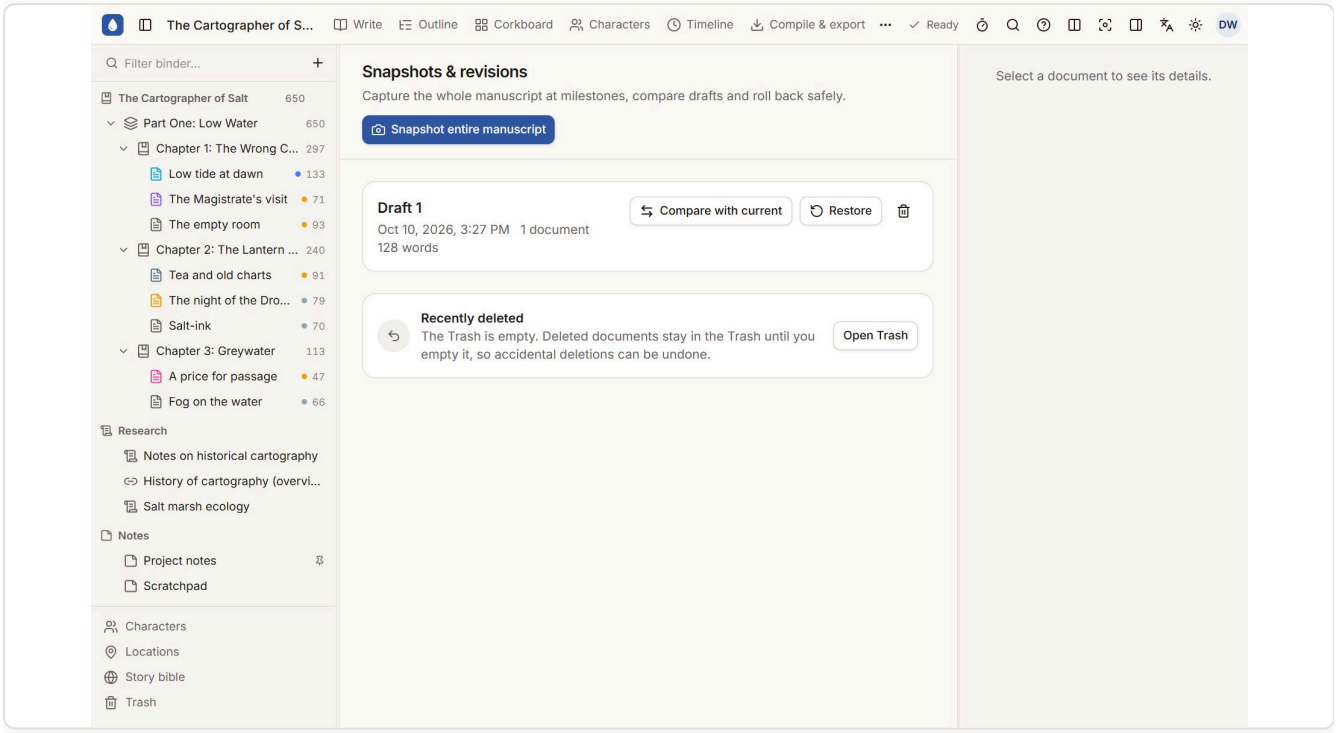
Manuscript analysis.

Manuscript analysis Plus & Pro

Patterns in your prose, measured but not judged: repeated words and phrases, sentence length, the balance of dialogue and narration, chapter structure, character mentions and point-of-view distribution. This analysis runs entirely inside Inktoria.

Snapshots & history All plans

- Inktoria keeps **automatic history** for every document (30 days on Essential, a year on Plus, unlimited on Pro and for Pioneers).
- Take a **snapshot** of a document or the whole manuscript at a milestone (“Before the big edit”). Manual snapshots are kept for good.
- **Compare** any two versions side by side with changes highlighted, then **restore** safely: your current text is saved first, so a restore can always be undone.



Snapshots & revisions.

CHAPTER 9

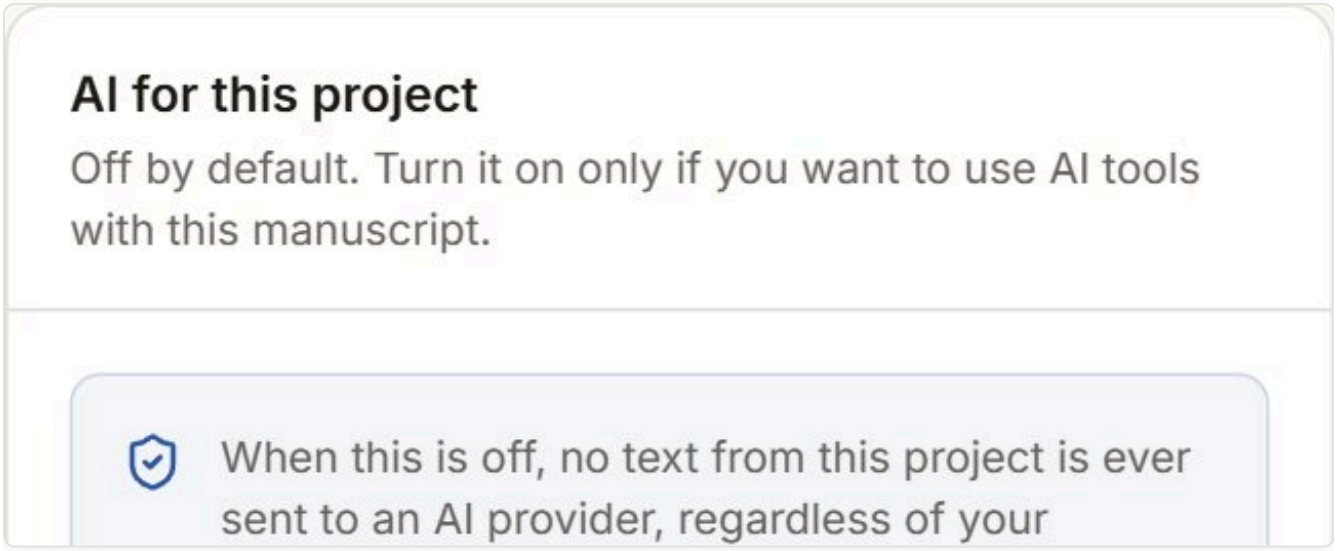
AI assistant Plus & Pro

Optional AI tools that help you plan, draft and revise. They read only the parts of your project you choose, show you the cost before anything is sent, and never change your book unless you apply a suggestion.

> **During the public beta**
> AI tools are offered at certain times during the beta. When they're switched off, AI buttons and menus are hidden, and everything you added to your project with AI stays exactly where it is.

Turning AI on

1. The first time you use an AI tool, Inktoria shows the **AI data-use notice**. Read it and choose **Accept**. You can review or withdraw it any time in **Settings → AI**.
2. Turn AI on **for each book**: open **Project settings → AI** and switch on **Allow AI features to read this project**. It's off by default. If an AI window says AI is off for this project, its **Project settings** button takes you straight to this switch.
3. Owners and editors can use AI. On a shared book, editors also need the owner's permission (*Let editors use AI on this project*), and they use their own credits.

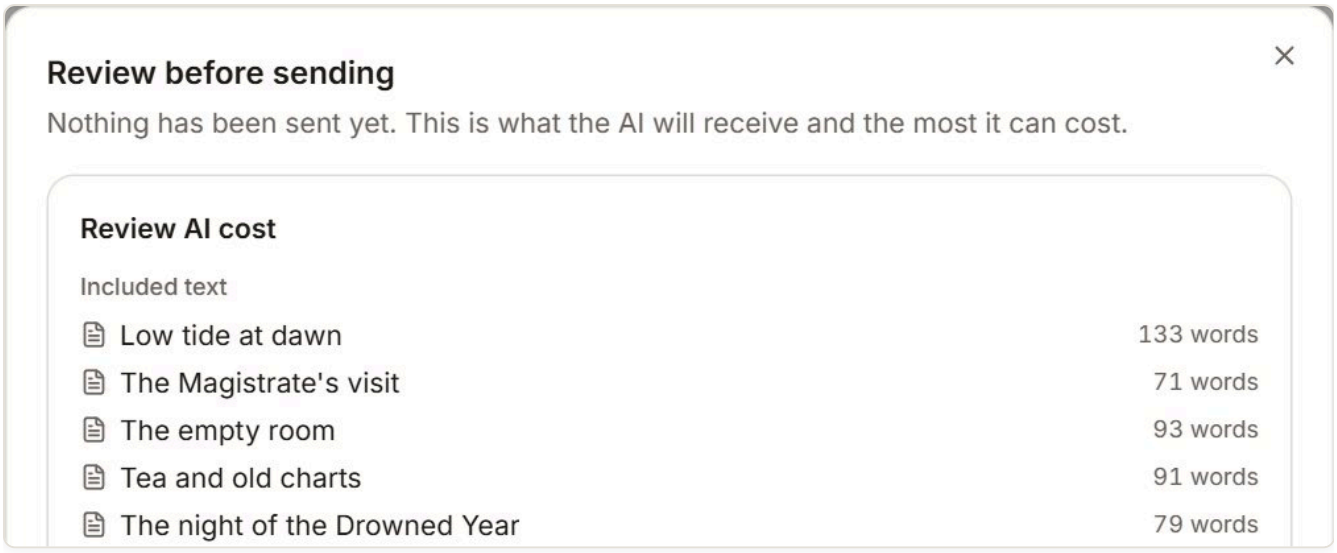


Project settings → AI: AI is off for every book until you turn it on.

Credits

AI tools use **AI credits**. Your plan includes a monthly allowance (50 credits on Plus, 300 on Pro, 25 for Pioneers during the beta), shown in **Settings → Billing**; unused monthly credits don't roll over. On Plus and Pro you can also buy **credit packs**, which never expire.

- **Review before sending.** Before anything is sent, you see the text that will be included, the estimated cost and the most it can cost. Nothing happens until you choose **Run**.
- You're charged for what the task actually uses, **never more than the maximum** you approved. Unused credits are returned.
- Very large tasks (over 150 credits) ask for an extra confirmation.
- If a task fails, or the AI's reply can't be read, you aren't charged. If you cancel, you pay only for what was produced before you cancelled.

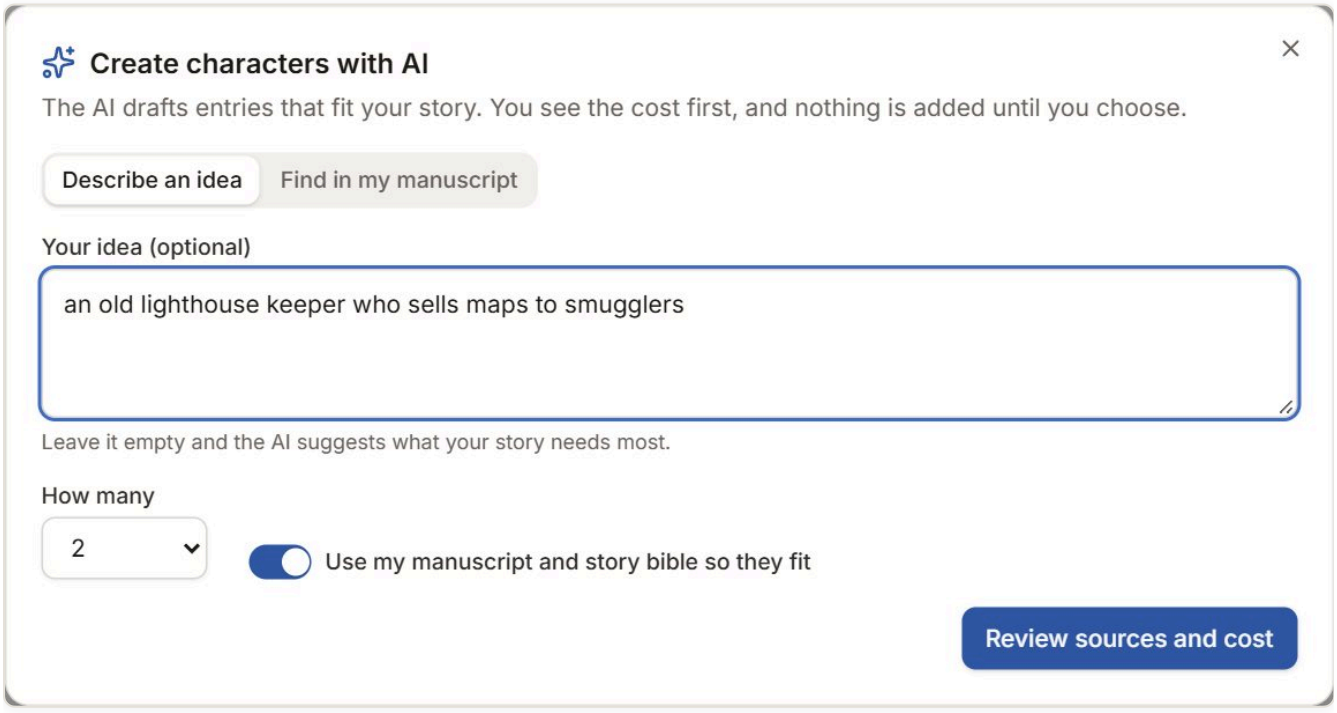


Review before sending: the sources, the estimate and the maximum.

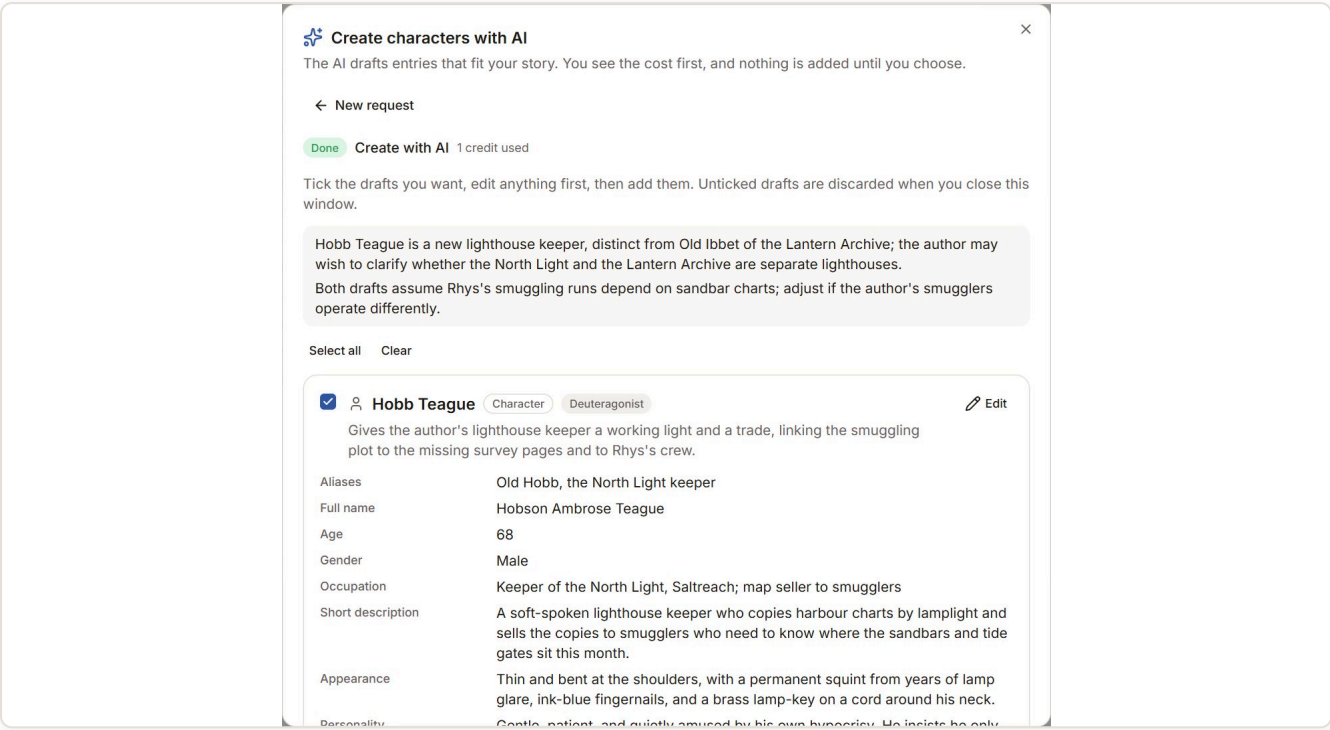
Create with AI Plus & Pro

On **Characters**, **Locations** and **Story bible**, **Create with AI** drafts new entries that fit your story.

1. Choose **Create with AI**. Describe your idea (“an old lighthouse keeper who sells maps to smugglers”), or leave it empty and let the AI suggest what your story needs.
2. Choose **how many** drafts (1 to 5). Keep **Use my manuscript and story bible** on so they fit your book. When it's off, only the names you already use are sent, so the AI avoids repeating them.
3. Choose **Review sources and cost**, then **Run**.
4. The drafts appear as cards, with profiles, aliases, relationships, or the place a location sits inside. Tick the ones you want, use **Edit** to change anything first, then **Add**. **Try again** asks for a fresh set. A warning appears if a similar name is already in your story bible.



Describe an idea.



Review the drafts, edit and add.

> **Plans**
> Characters and locations: Plus & Pro. Story bible entries: Pro.

Find in my manuscript Pro

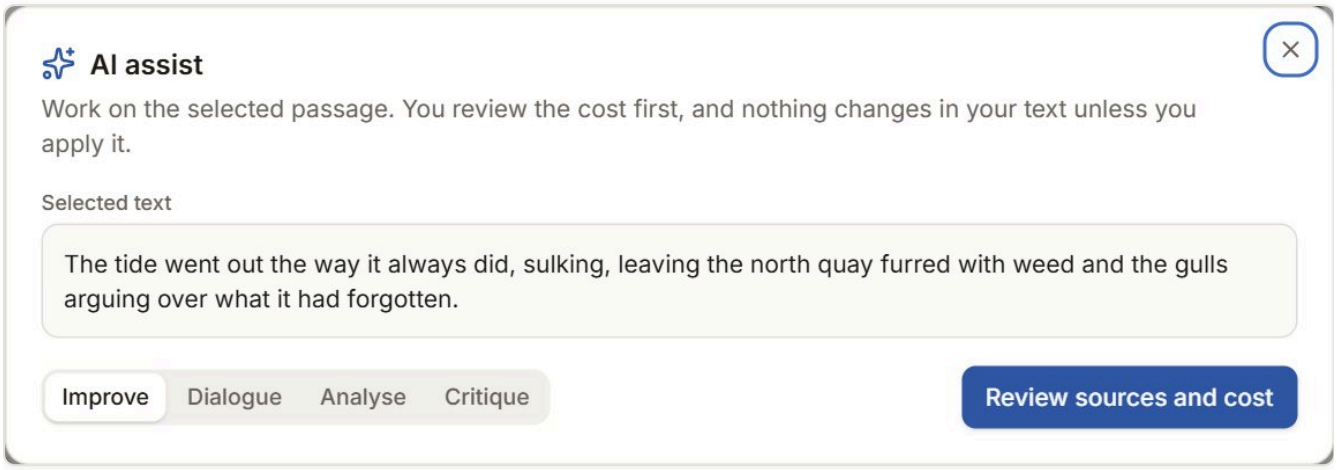
The second tab of the same window. The AI reads your manuscript and lists the people, places and things it mentions that *aren't* in your story bible yet. Each draft shows quotes from where it appears; choose a quote to open the scene. Its fields hold only what your text says. Tick the ones you want and add them.

AI assist in the editor Plus & Pro

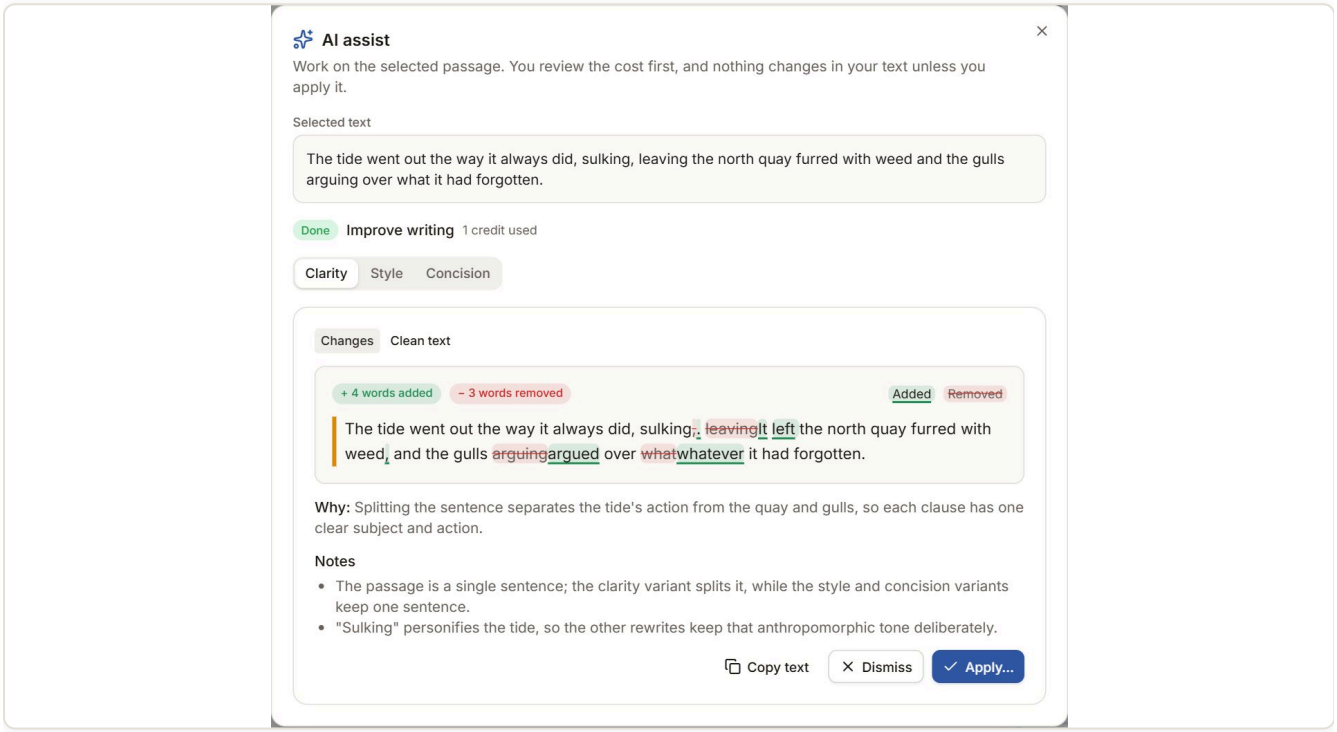
Select a passage and choose **AI assist** in the editor's toolbar:

Action	What you get
Improve	Rewrites for clarity, style and concision, in your voice.
Dialogue	Polished dialogue or alternatives, true to each character's profile.
Analyse	Tone, pacing, readability, point of view and tense, with the exact sentences that slip.
Critique	Strengths, issues and concrete suggestions for the scene.

For a rewrite, compare the versions and choose **Apply**. Inktoria first saves a *Before AI suggestion* version in History, and **Undo** brings your original back.



AI assist on a selected passage.



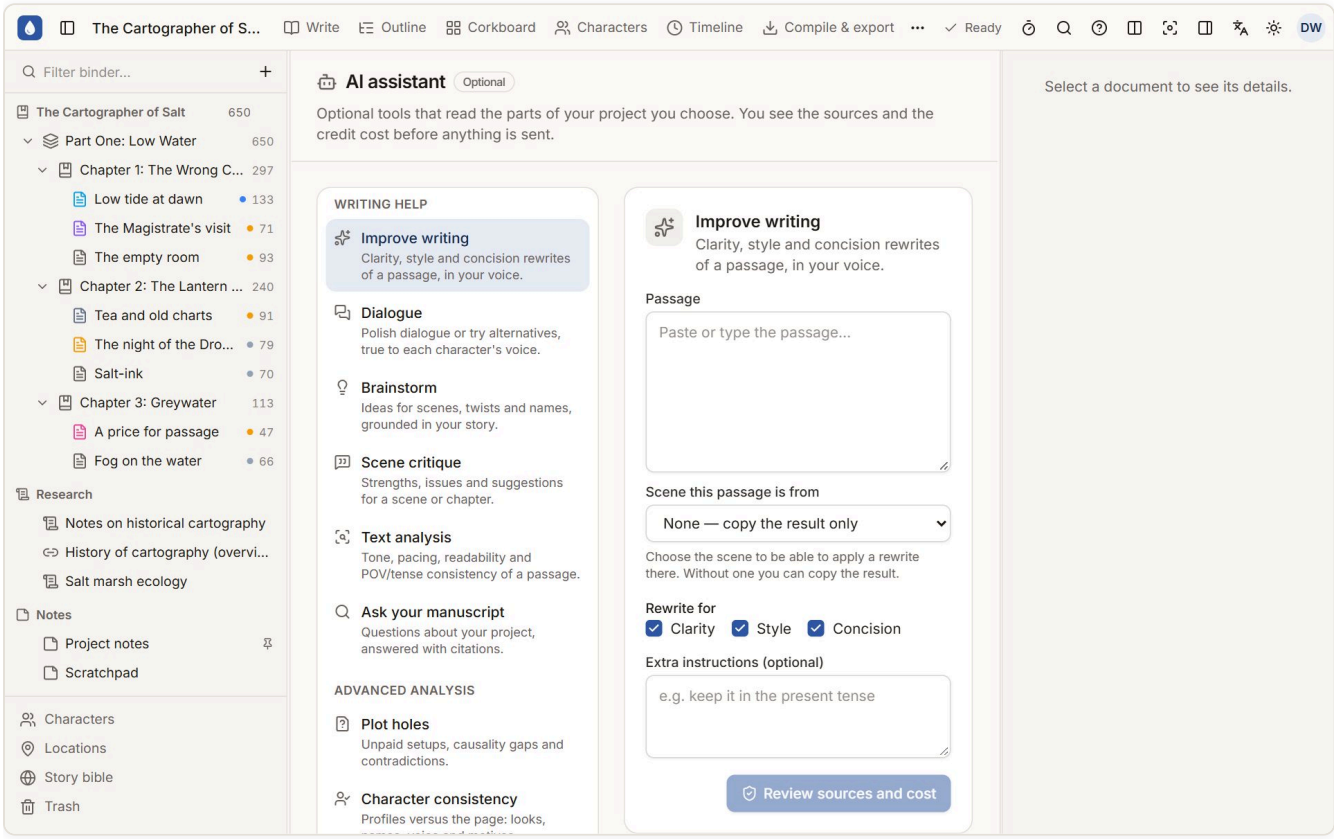
Compare, then apply — or don't.

The AI assistant page

Every AI tool for a book is on its **AI assistant** page, and across all your books under **AI Assistant** in your account menu. Choose a tool, choose what it should read (a scene, a chapter, several scenes or the whole manuscript, plus characters, places, story bible or timeline), and review the cost. Results stay in **History**, and their quotes link back to the exact place in your book.

Tool	What it does	Plan
Brainstorm	Ideas for scenes, twists and names, grounded in your story.	Plus & Pro

Ask your manuscript	Questions about your book, answered with quotes, or a clear “not in the text”.	Plus & Pro
Scene critique, Text analysis	The editor actions above, for any scene or chapter.	Plus & Pro
Plot holes; Character, Timeline and World consistency	Contradictions and gaps across the book, with quotes from both sides.	Pro
Structure, Full critique	Acts, beats and pacing; an editorial letter on the whole manuscript.	Pro
Series analysis	Continuity, arcs and worldbuilding across the books of a series.	Pro
Summarise / Ask a document	Your research files (PDF, Word, text): key points, or answers with quotes.	Pro



The AI assistant page of a project.

Privacy

- AI reads **only what you choose**, and only after you confirm the cost. It is sent to the AI provider named in the data-use notice, solely to produce your result.
- Inktoria's staff never see your manuscript, and AI usage records keep counts and costs, not your text.
- Turn AI off for a book (Project settings → AI) or for your account (Settings → AI) at any time.
- AI results are suggestions. Check them against your book; the quotes link to the exact places.

CHAPTER 10

Compile, import & backup

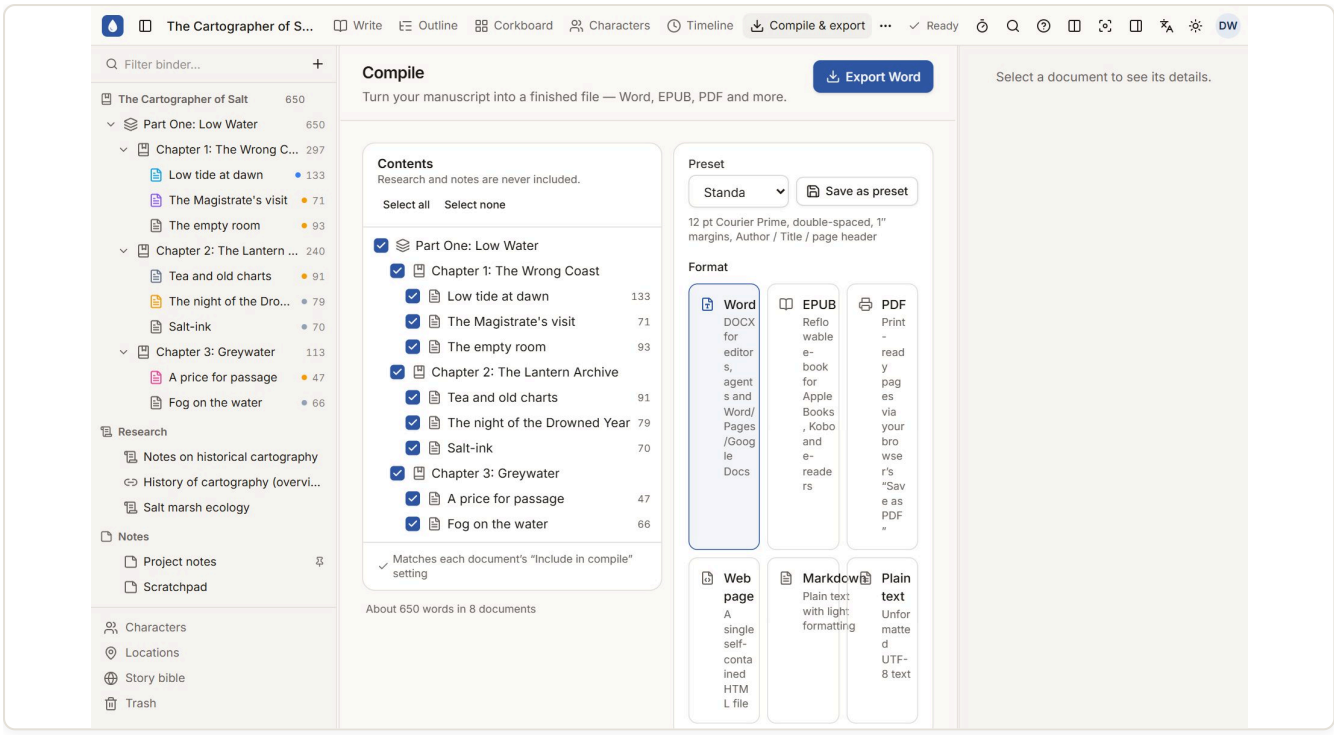
Compile & export

Turn your manuscript into a finished file. Choose which parts, chapters and scenes to include (each document's "include in compile" setting is respected), pick a preset such as *Standard manuscript format*, then a format:

Format	Best for	Plan
Word (DOCX)	Editors, agents, Word, Pages and Google Docs	All plans Essential: standard manuscript layout
EPUB	E-books for Apple Books, Kobo and e-readers	Plus & Pro
PDF	Print-ready pages	Plus & Pro
Web page (HTML)	A single self-contained page (always light-themed)	Plus & Pro
Markdown	Plain text with light formatting	All plans
Plain text	Unformatted UTF-8 text	All plans

Basic Word export (Essential) uses the standard manuscript layout most editors and agents ask for — Courier Prime 12 pt, double-spaced, a title page and "Chapter One" headings; Arabic projects get Amiri, A4 pages and right-to-left text. You choose which chapters to include and your title-page contact details.

Advanced export Plus & Pro lets you set fonts, size, spacing, margins, chapter headings, headers and page numbers, and save your own presets. Previous exports are listed in the export history.



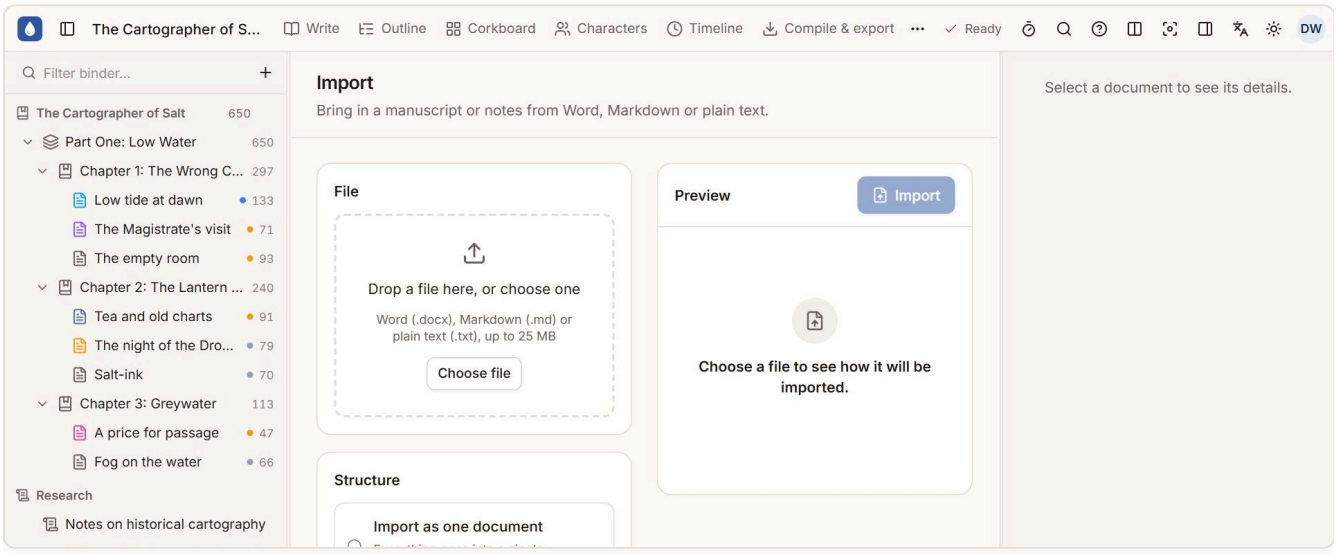
Compile: contents on the left, preset, format and options on the right.

Import

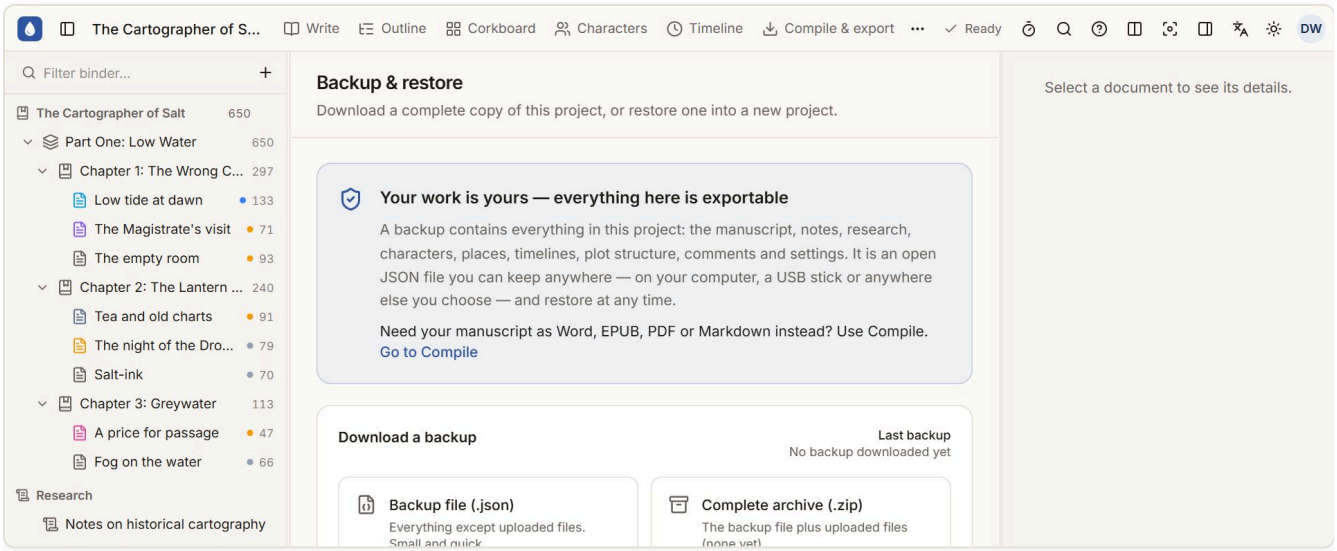
Bring in a manuscript or notes from **Word, Markdown or plain text**. Inktoria can split chapters by headings and scenes at scene breaks (such as * * *), shows a preview of the structure and lets you choose where it goes before anything is created.

Backup & restore

- **Download a backup** of a whole project as a ZIP (including attached files) or JSON, with or without history.
- **Restore** a backup into a new project at any time, so your current project is never overwritten.



Import.



Backup & restore.

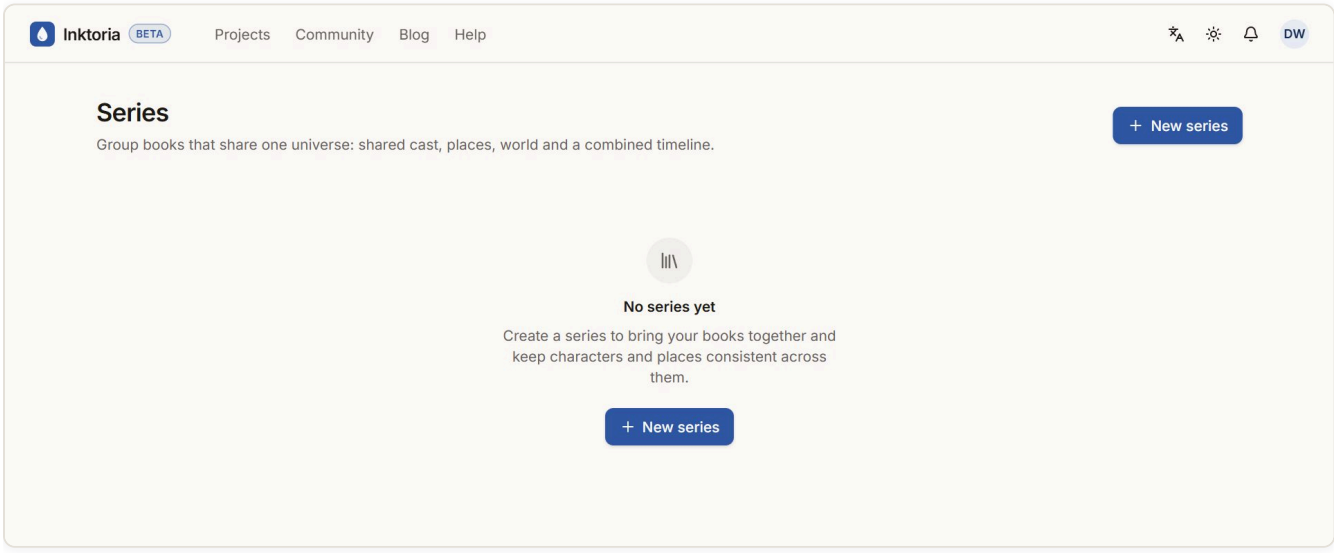
CHAPTER 11

Series & collaboration Pro

Series and multi-book management

Group your books into a **series** that shares one universe. Open **Series** from the Projects page to:

- Add books, set their reading order and labels (“Book 1”, “Book 2”…).
- Link the same character, place or story bible entry across books. Inktoria suggests matches by name and you confirm them.
- See the **shared cast** (who appears in which book), shared places, a **combined timeline** across the series and the series bible.



Series.

Collaboration

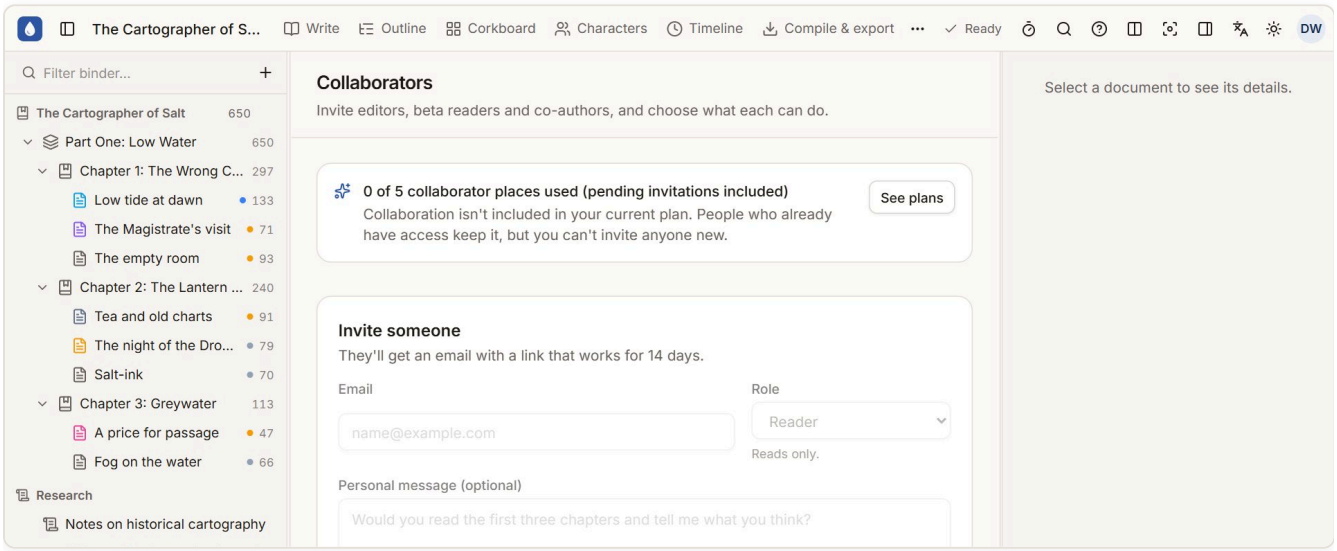
Invite editors, beta readers and co-authors from **Collaborators** in the ··· views menu (or Project settings). Invitations are sent by email and expire after 14 days. Each person gets a role:

Role	Can do
Owner	Everything, including project settings, sharing and deleting the project.
Editor	Write and edit the manuscript and planning; no settings, sharing or deleting.
Commenter	Read everything and leave comments.
Reader	Read only.

Pro includes up to 10 collaborators per project. The owner can change roles, revoke or resend invitations and remove people; anyone can leave a project they were invited to.

- **Storage:** files your collaborators upload count against the *owner's* storage, because the project is theirs.
- **Recent activity:** the owner sees who was invited, who joined, role changes, removals and departures — never the text itself.

> **Coming soon**
> A feature marked *Coming soon* on the Pricing page or in the app is announced but not available yet on any plan. It switches on for the plans that list it as soon as it's ready.



Collaborators and pending invitations.

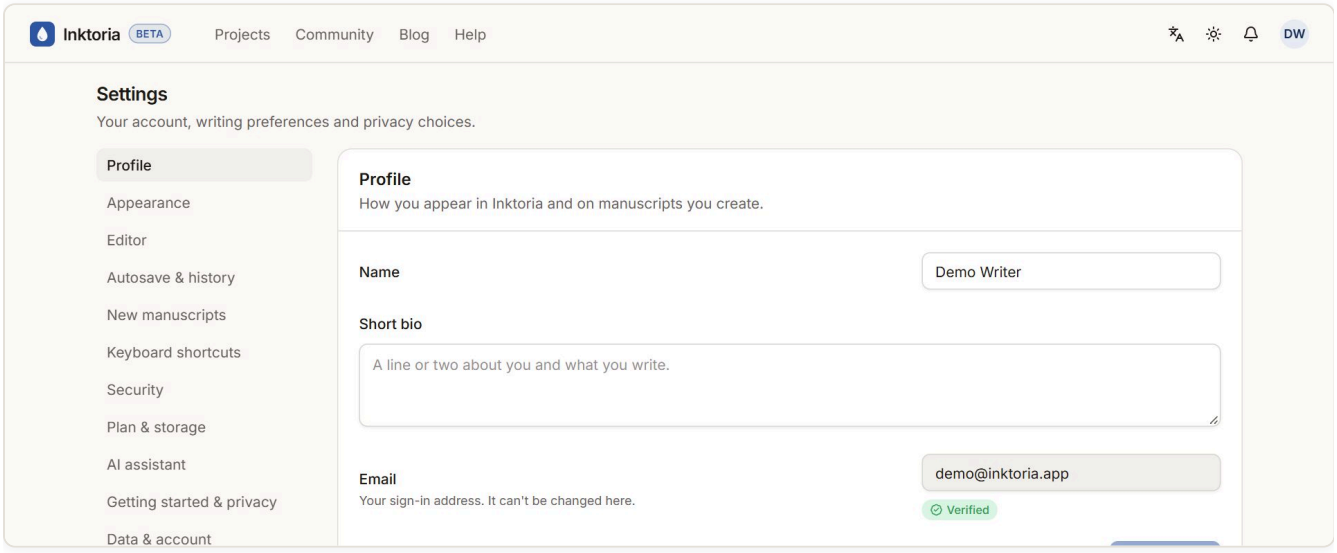
CHAPTER 12

Account, plans & storage

Settings

Open **Settings** from your account menu (your initials, top right) to change your name, password, interface language, theme, editor preferences, autosave timing, default manuscript language and target, the getting-started guide and usage statistics, and your community profile. You can also delete your account there.

> **Privacy-conscious statistics**
> Inktoria counts which features are used and when people start writing — never your writing, and nothing is shared with advertisers. Switch it off in **Settings → Getting started & privacy**; billing and security records are kept either way.



Settings.

Plans

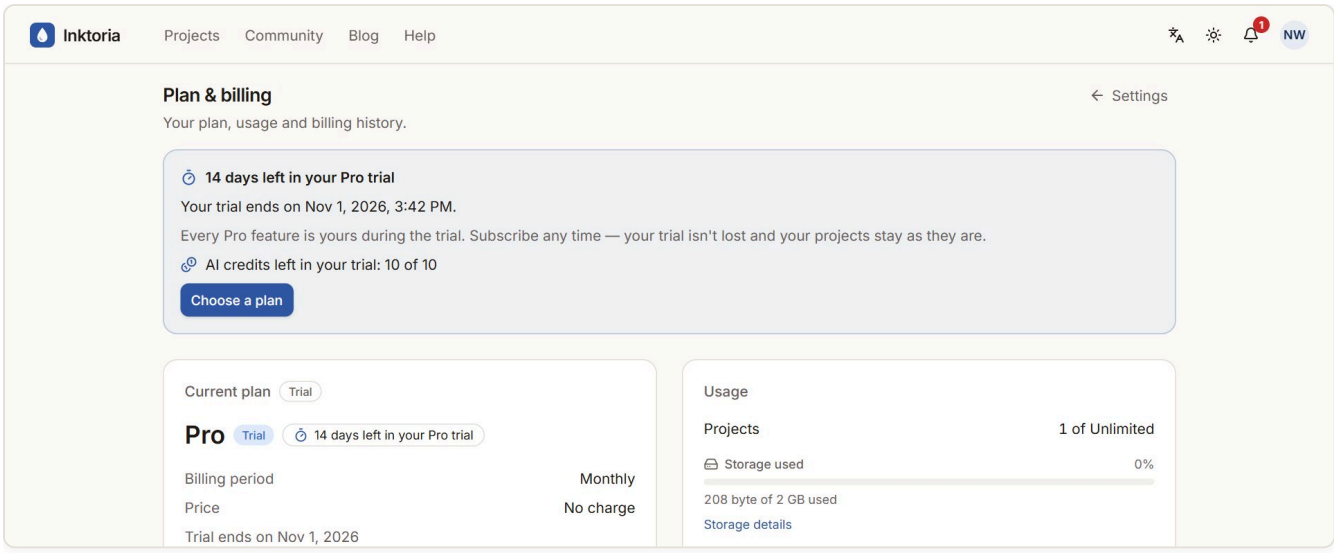
There are three plans: **Essential**, **Plus** and **Pro**. Each includes everything in the plans before it.

	Essential	Plus	Pro
Projects	2 active projects	Unlimited	Unlimited
Writing	Unlimited words, chapter editor and notes, statistics, goals	Everything in Essential	Everything in Plus
Planning	Outline, manuscript map, collections, tags, corkboard, story arcs, beat sheets, threads, characters, locations	+ Relationship map, timeline, continuity, manuscript analysis	+ Story bible (worldbuilding database), series

AI assistant	—	50 credits a month	300 credits a month, plus advanced analysis and AI on your research files
Export	Plain text, Markdown, basic Word (DOCX)	+ Advanced Word, PDF, EPUB, web page	Same as Plus
History	30 days	365 days	Unlimited
Collaboration	—	—	Up to 10 per project
Storage	100 MB	500 MB	2 GB

- **Pioneer (during the beta):** while Inktoria is in beta, every member is a **Pioneer**: every Pro feature, 2 GB of storage and 25 AI credits a month (unused credits don't roll over), free and without payment details. Credit packs can be bought on paid plans only.
- **Free trial:** after the beta, new members get a **14-day Pro trial** with 10 AI credits for the whole trial, without entering a card, and every Pioneer starts one at launch: that's your 2 weeks to choose a paid plan. You get reminders 3 days and 1 day before it ends.
- **When a trial or plan ends:** your workspace becomes read-only. You can still sign in, read your projects, export them (Markdown, plain text, Word and full backups) and manage your account; choosing Essential, Plus or Pro brings everything back instantly. Nothing you created is deleted.
- **Sale prices:** sometimes a plan is offered at a lower price for a limited time, for example at New Year. The regular price is shown struck through next to it, with the date the offer ends. Subscriptions started during an offer keep that price while they stay active. There are no discount codes.
- **Changing plans:** upgrades apply immediately; downgrades apply at the end of the paid period. Features not in your new plan become read-only. You keep viewing and exporting everything, and can create new items there again when you upgrade.
- **Subscription & Billing** (account menu) shows your plan, renewal date, usage and billing history, and lets you change or cancel your plan. Payments are handled securely by our payment provider; Inktoria never sees your card details.

> **Public beta**
> During the beta every member is a Pioneer and pays nothing; the paid plans are shown on the Pricing page but can't be chosen yet. Inktoria is **free until 1 May 2027**. After that you have **2 weeks**, with a free Pro trial, to choose a paid plan. **You will never be charged unless you choose a paid plan and enter your payment details yourself**; if you don't, your work stays readable and exportable, and nothing is deleted.



Subscription & Billing during the 14-day Pro trial.

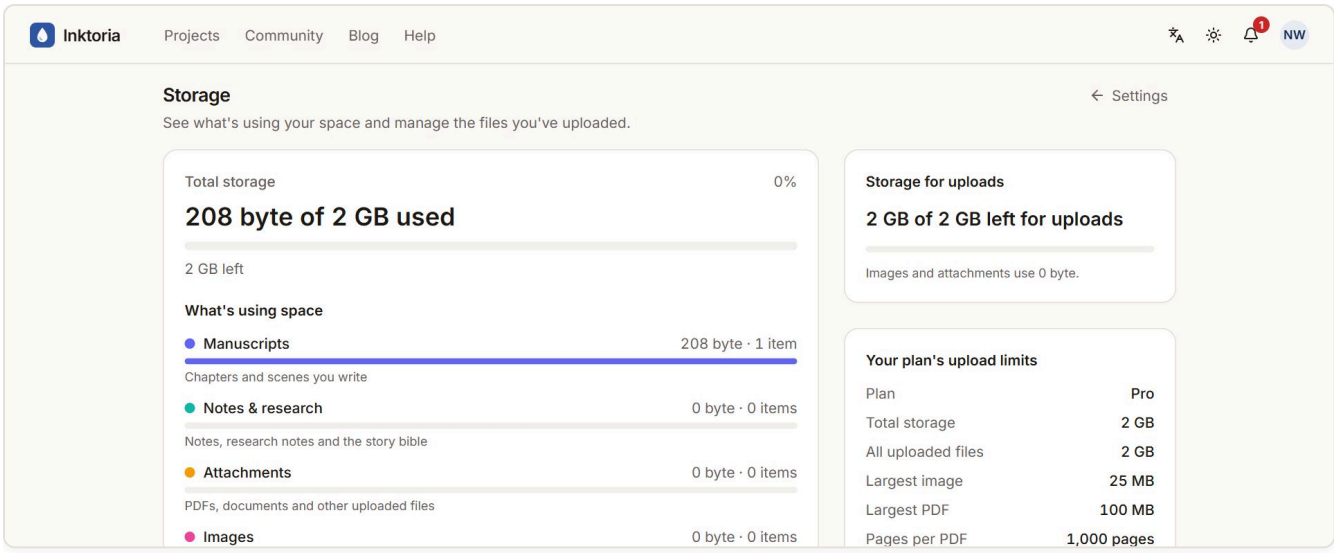
Storage and uploads

Storage counts your manuscripts, notes, uploaded files and images, revision history, and saved exports and backups. The **Projects** page shows how much you use, for example “76 MB used of 500 MB (15.2%)”, broken down into manuscripts & notes, attachments & images, revision history, and saved exports & backups. **Manage storage** opens **Settings** → **Storage**, with your usage by category, your largest files and how much space is left for uploads. You're notified at 80%, 95% and 100%.

Limit	Essential	Plus	Pro
Storage	100 MB	500 MB	2 GB
All uploaded files	50 MB	500 MB	2 GB
Image size	5 MB	15 MB	25 MB
PDF size	10 MB	50 MB	100 MB
PDF pages	100	500	1,000

Pioneers have the Pro limits during the beta: 2 GB of storage, all of it usable for uploads. Uploaded images are optimised automatically and their location metadata is removed.

If you go over your storage, nothing is deleted: writing, saving, reading and exports keep working, and only new uploads pause until you free up space or upgrade. After moving to a smaller plan, your previous allowance still applies to uploads for 30 days.

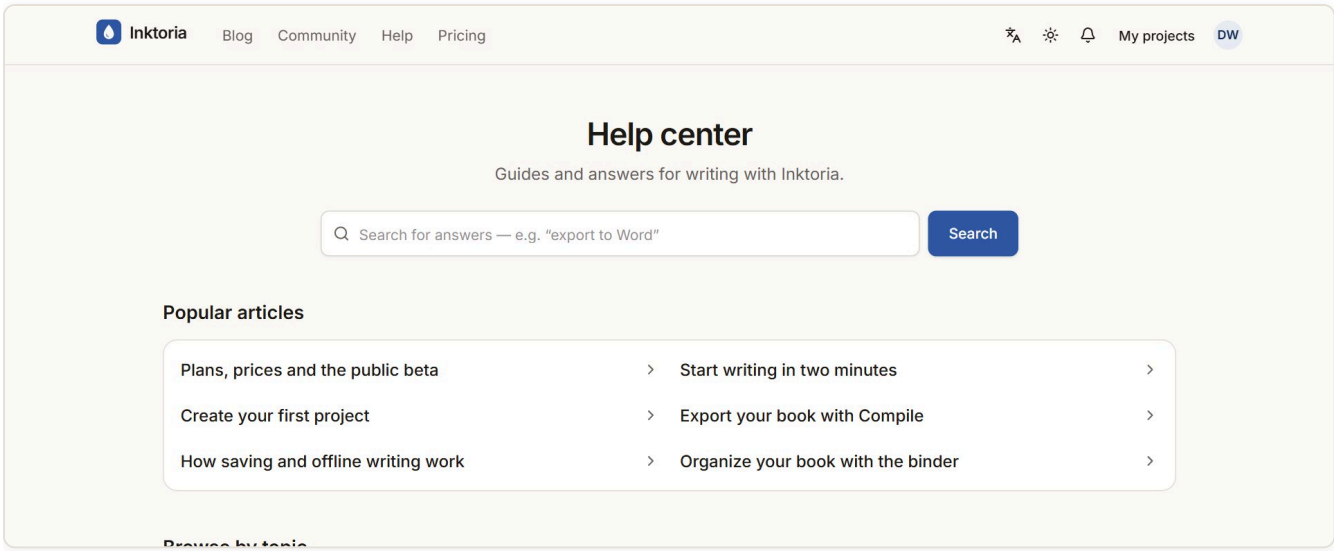


Storage.

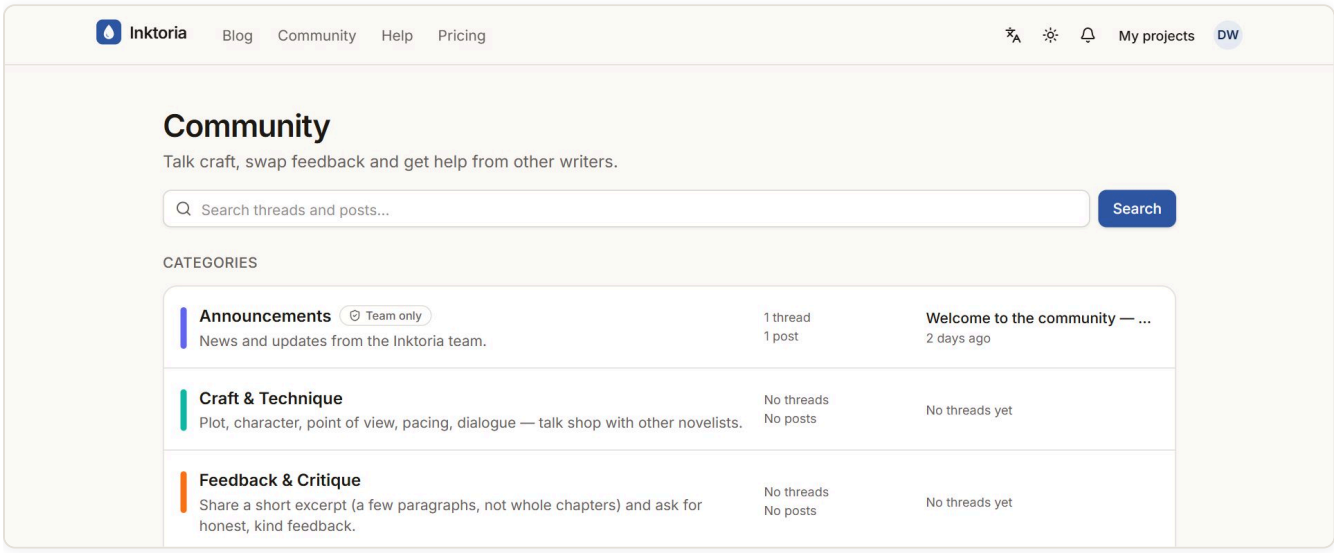
CHAPTER 13

Help, support & community

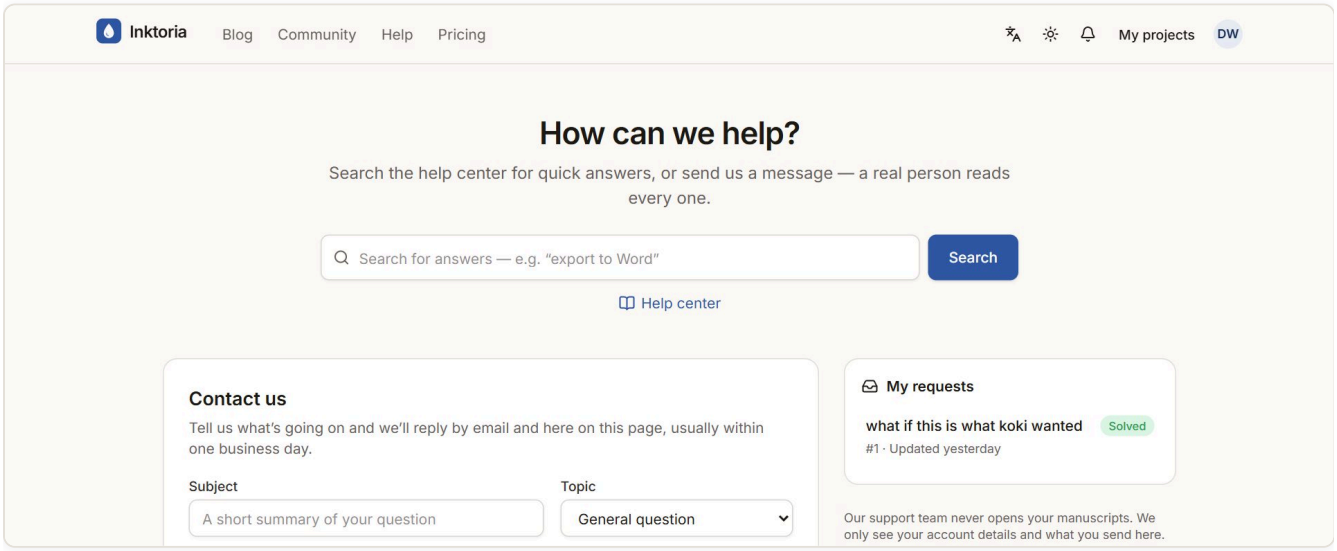
- **Help center** (*Help* in the site menu): searchable articles on every part of Inktoria.
- **Beta feedback:** choose *Send beta feedback* in the beta notice or your account menu. Rate how Inktoria is working for you, pick what it's about and describe what happened (please don't paste manuscript passages). The team reads every message and replies like a support request.
- **Support:** open a ticket from *Support* in your account menu. You'll be notified when the team replies, and can follow the conversation and attach screenshots.
- **Community forum:** discuss craft, share tips and ask other writers. Anyone can read; members can post, reply, react and follow threads. Report any post that breaks the rules.
- **Blog:** news, writing advice and product updates, with comments for members.
- **Community profile:** choose your public name, @handle and bio in Settings → Community profile.



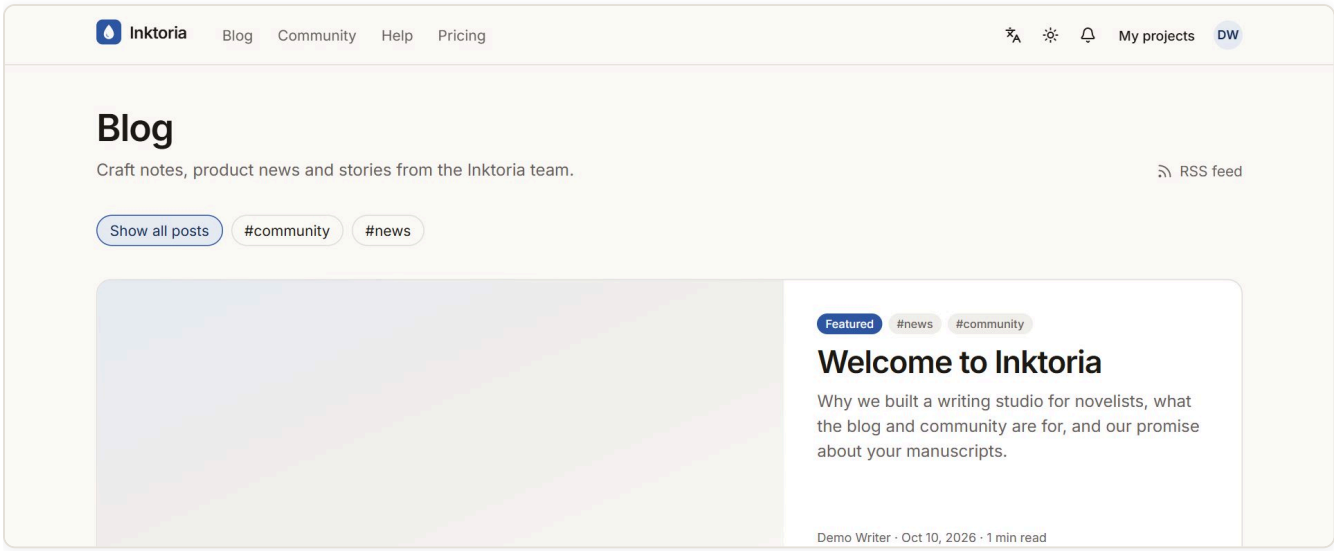
Help center.



Community forum.



Support tickets.



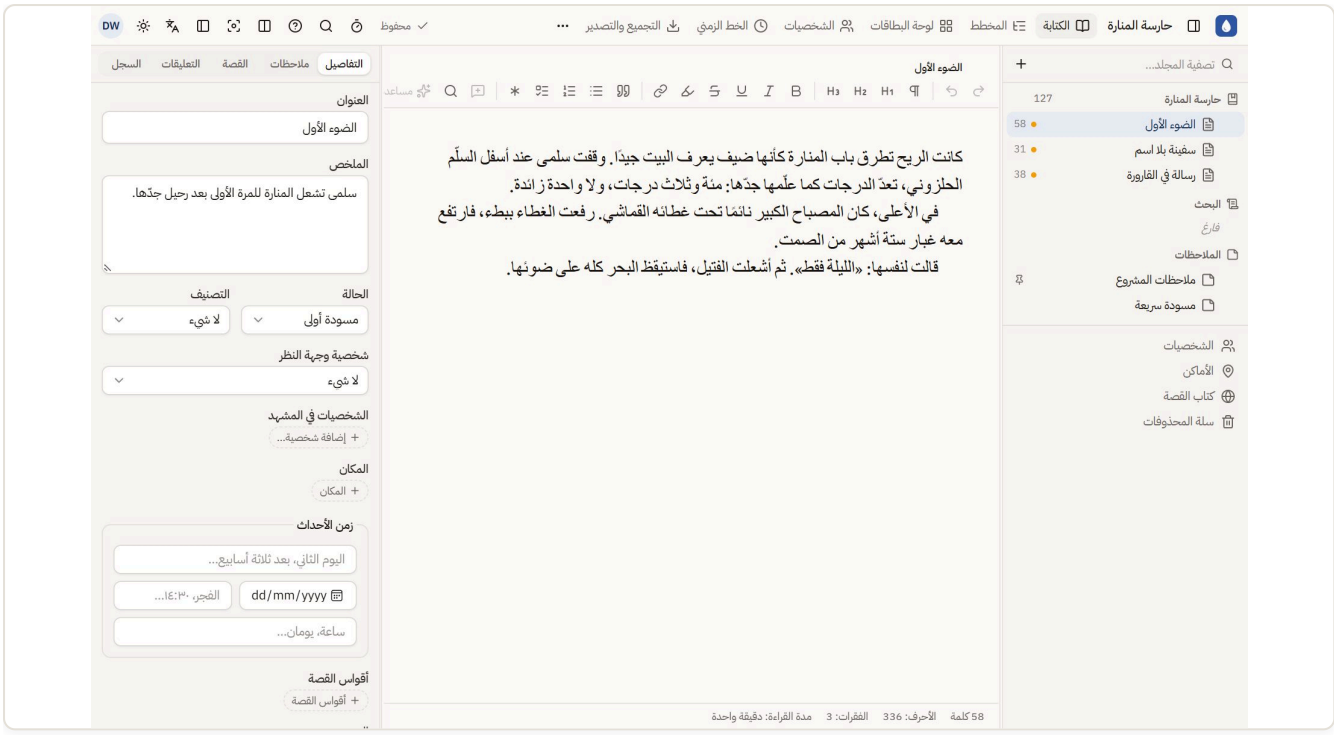
Blog.

CHAPTER 14

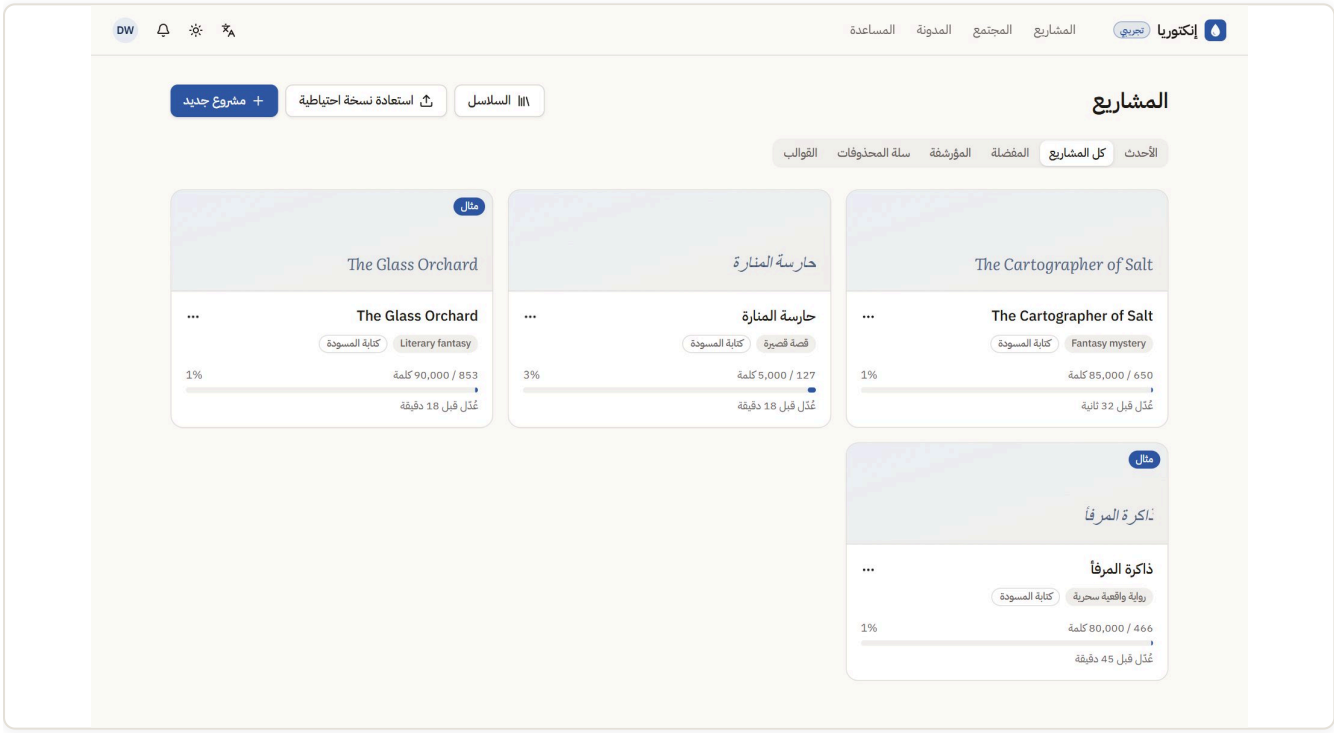
Writing in Arabic الكتابة بالعربية ·

Inktoria is fully bilingual. In Arabic, the whole interface reads right to left: the binder moves to the right, menus and icons are mirrored, and numbers and dates follow Arabic conventions.

- Switch the interface language with the language button in the top bar or in Settings. This doesn't change your manuscripts.
- Each **project has its own manuscript language**, set when you create it or in Project settings. An Arabic manuscript uses right-to-left text, Arabic fonts (Amiri, Noto Naskh Arabic, Scheherazade New, Noto Kufi Arabic).
- Word counts, search, statistics, analysis and exports all handle Arabic text, including mixed Arabic and English.



An Arabic short story (حارسة المنارة) in the Arabic interface.



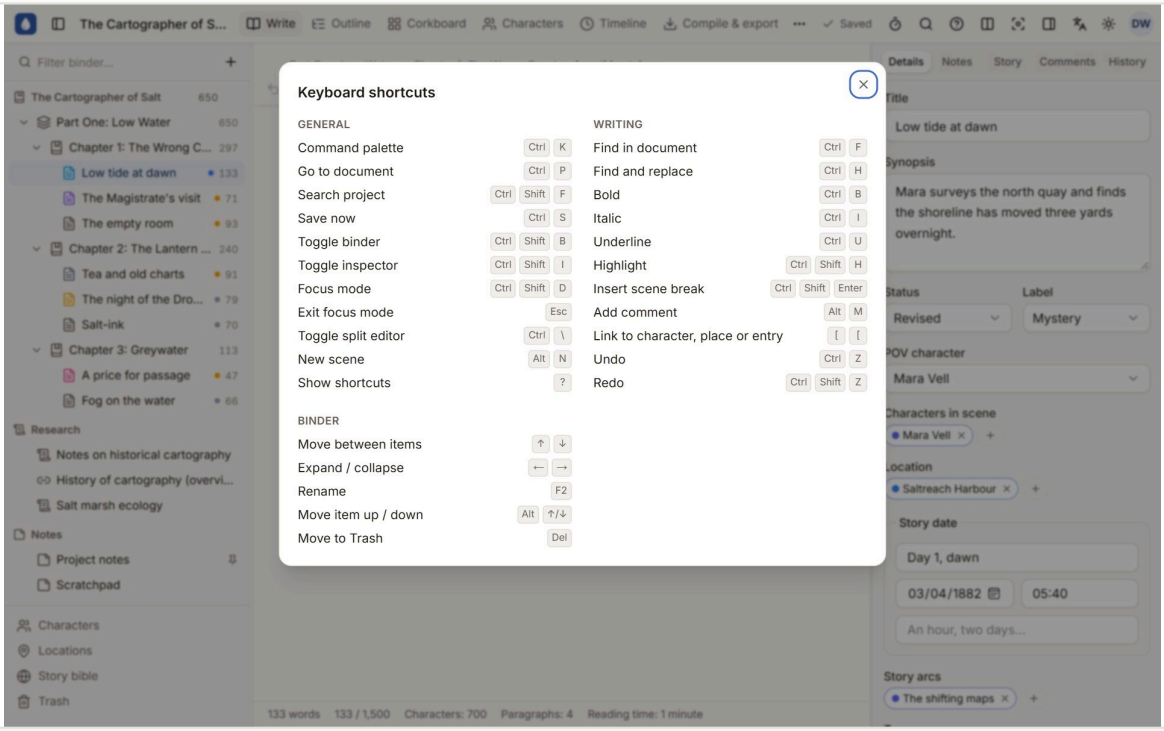
The Projects page in Arabic.

CHAPTER 15

Keyboard shortcuts

On a Mac, use ⌘ instead of Ctrl. Press ? (Shift+/) at any time, or click the **?** in the top bar, to see this list inside the app.

Action	Windows / Linux	Mac
Command palette	Ctrl + K	⌘ + K
Go to a document (quick open)	Ctrl + P	⌘ + P
Search the whole project	Ctrl + Shift + F	⌘ + ⇧ + F
Find / replace in document	Ctrl + F / Ctrl + H	⌘ + F / ⌘ + H
Save now	Ctrl + S	⌘ + S
Show / hide binder	Ctrl + Shift + B	⌘ + ⇧ + B
Show / hide inspector	Ctrl + Shift + I	⌘ + ⇧ + I
Focus mode	Ctrl + Shift + D	⌘ + ⇧ + D
Split editor	Ctrl + \	⌘ + \
New scene	Alt + N	⌘ + ⌥ + N
Add a comment	Alt + M	⌘ + ⌥ + M
Highlight	Ctrl + Shift + H	⌘ + ⇧ + H
Scene break	Ctrl + Shift + Enter	⌘ + ⇧ + Enter
Bold / italic / underline	Ctrl + B / I / U	⌘ + B / I / U
Keyboard shortcuts list	?	?



The shortcuts window inside the app.

CHAPTER 16

Questions & troubleshooting

Is my writing private?

Yes. Only you and the people you invite can open your projects. Inktoria's staff tools show account information only, never manuscript content.

Does the AI read my book?

Only if you turn AI on for that book, and then only the parts you choose for each request, after you've seen the cost (Chapter 9). AI is off for every book until you turn it on.

Can I delete the example projects?

Yes. Move them to the Trash like any project. They don't count toward your plan while you keep them, and you can add them back from Projects → Templates.

The save status says “Offline”. Have I lost anything?

No. Your changes are kept on this device and sent automatically when your connection returns. Avoid clearing your browser data until the status shows “Saved” again.

Inktoria asked me to choose between two versions of a scene.

The scene was changed in two places, for example on two devices. Compare the two versions side by side and choose *Keep this version*, *Keep the other version* or *Keep both*. Whatever you choose, the version you don't keep is saved in History, so nothing is lost (Chapter 4).

How do I get my book out of Inktoria?

Use **Compile & export** for a finished file, or **Backup** for a complete copy of the project. Word (standard layout), Markdown and plain-text export are available on every plan.

A feature shows a lock. What does that mean?

It isn't included in your current plan. You can still view and export anything you created there earlier. Choose *See plans* to compare plans. During the public beta, Pioneers have every feature. A feature marked *Coming soon* isn't available on any plan yet.

I deleted something by mistake.

Deleted documents and projects go to the **Trash**, where you can restore them. For earlier text in a document, open the inspector's History tab or the Snapshots view.

An upload was refused.

Check the file type (PNG, JPEG, GIF and WebP images, PDF, Word, plain text, Markdown, JSON and ZIP are supported) and your plan's upload limits under **Settings** → **Storage**.

I can't create a third project on Essential.

Essential includes 2 active projects. Archive a project you're not working on (··· → Archive) or choose Plus or Pro for unlimited projects. Archived projects stay readable and exportable.

Still stuck?

Search the **Help center**, ask the **Community**, or open a **Support** ticket from your account menu. We're happy to help.

> **Happy writing!**
> Every great story begins somewhere. We hope Inktoria helps yours take shape.