

Everything you need to write a book in Folio

Plan it, draft it, revise it and export it, chapter by chapter, with a link to each screen.

START HERE

Your Folio dashboard gixo.ai/dashboard/folio	Your books gixo.ai/studio
Plan a new book gixo.ai/studio/new-book	Plans and your trial gixo.ai/products/books#plans

What Folio is

Folio is a studio where a whole book lives in one place: the plan and outline, the chapters, your research sources, a Story Bible of names and facts that must stay consistent, the version history and the finished files. You can plan a book with AI or import a manuscript you already have, then draft, revise and finalise it chapter by chapter, read it back, and export it as a print-ready PDF, EPUB, Word file and more.

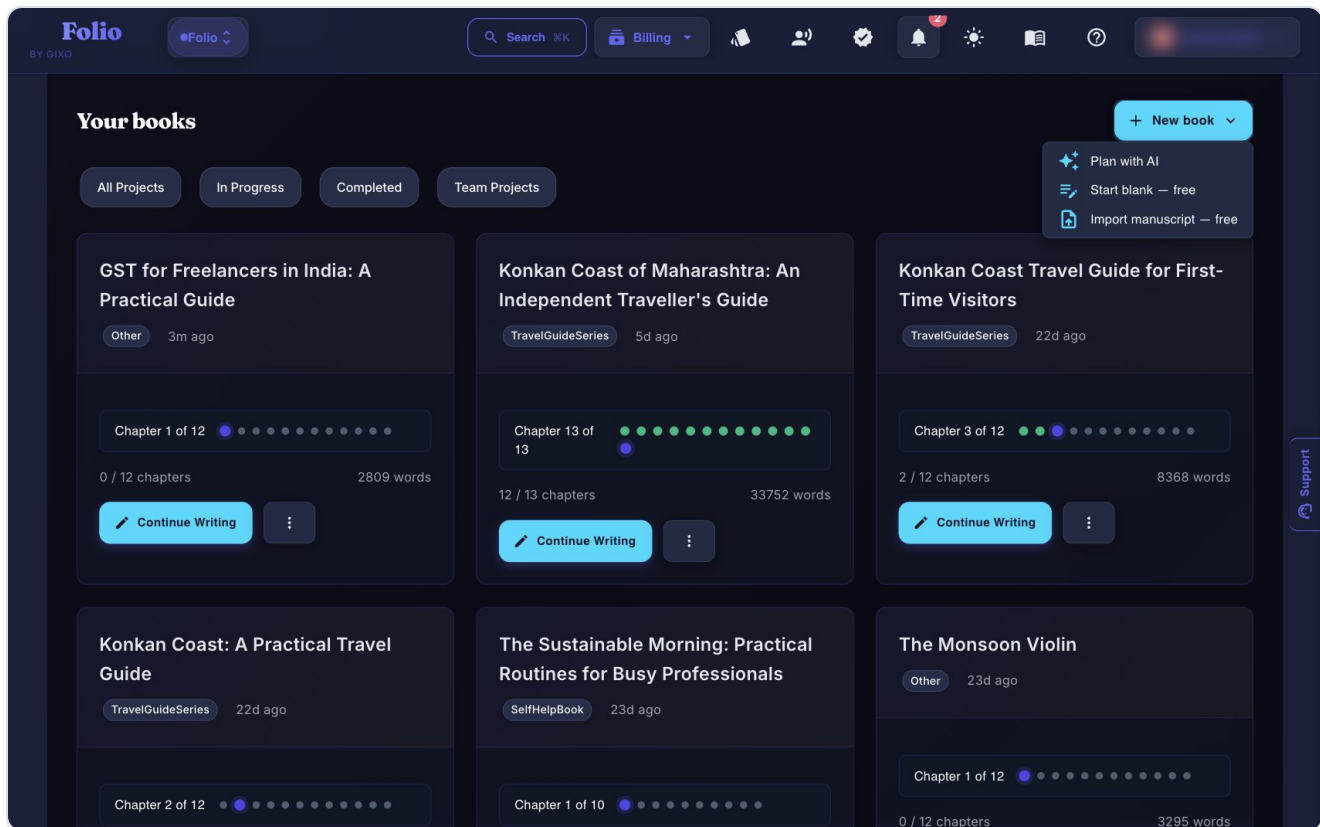
AI is there when you want it. It can draft a chapter from your own source files, write every remaining chapter in order, continue a passage or rework a selection. Importing and editing your own words costs nothing, and a book you brought in yourself exports without a plan.

Your dashboard and library

The Folio dashboard shows the books you're working on and a set of free book tools. **New book** at the top lets you start a book, import a manuscript or open your library. The library at `/studio` is where you manage every book: filter by *In Progress*, *Completed* or *Team Projects*, and use a book's menu to *Export*, *Duplicate* or *Archive* it.

Folio dashboard gixo.ai/dashboard/folio →

Your books gixo.ai/studio →



Your library, with the New book menu open. gixo.ai/studio

Starting a book

Pick a route based on what you already have. In the library, **New book** offers all three.

Import a manuscript

A Word, Markdown or text file of up to 15 MB becomes a chaptered book. Folio splits it into chapters at your headings, with no AI, and keeps the original file with the book.

FREE

Plan with AI

Describe the book, and Folio proposes a format and then outlines to choose between. Its last step creates the book and starts drafting Chapter 1.

USES AI

Plan with AI →

Start blank

Set up a book from a title, author, synopsis and your own chapter titles, one per line.

FREE

GETTING AN IMPORT TO SPLIT INTO CHAPTERS

Use Heading 1 in Word, # headings in Markdown, or lines such as "Chapter 1". Folio shows how many chapters and words it found, and lets you rename each chapter before you click **Create book from manuscript**. If the file has no headings, it becomes a single chapter. A book can hold up to 200 chapters.

If you plan with AI

1

Plan

Describe the book you want to create, with an optional working title, audience and tone. Or start from a book type.

2

Book plan

Folio proposes formats that suit your description.

3

Details

Title, description, audience, tone and *How many chapters?* — up to 60.

4

Outline

Three outlines to choose between. When their lengths differ they're labelled *Tighter*, *Balanced* and *Most detailed*. A detailed editor lets you adjust subheadings and key points. The outlines aim for the number of chapters you asked for, but the count can come back slightly different, so check it before you continue.

5

Review & Create

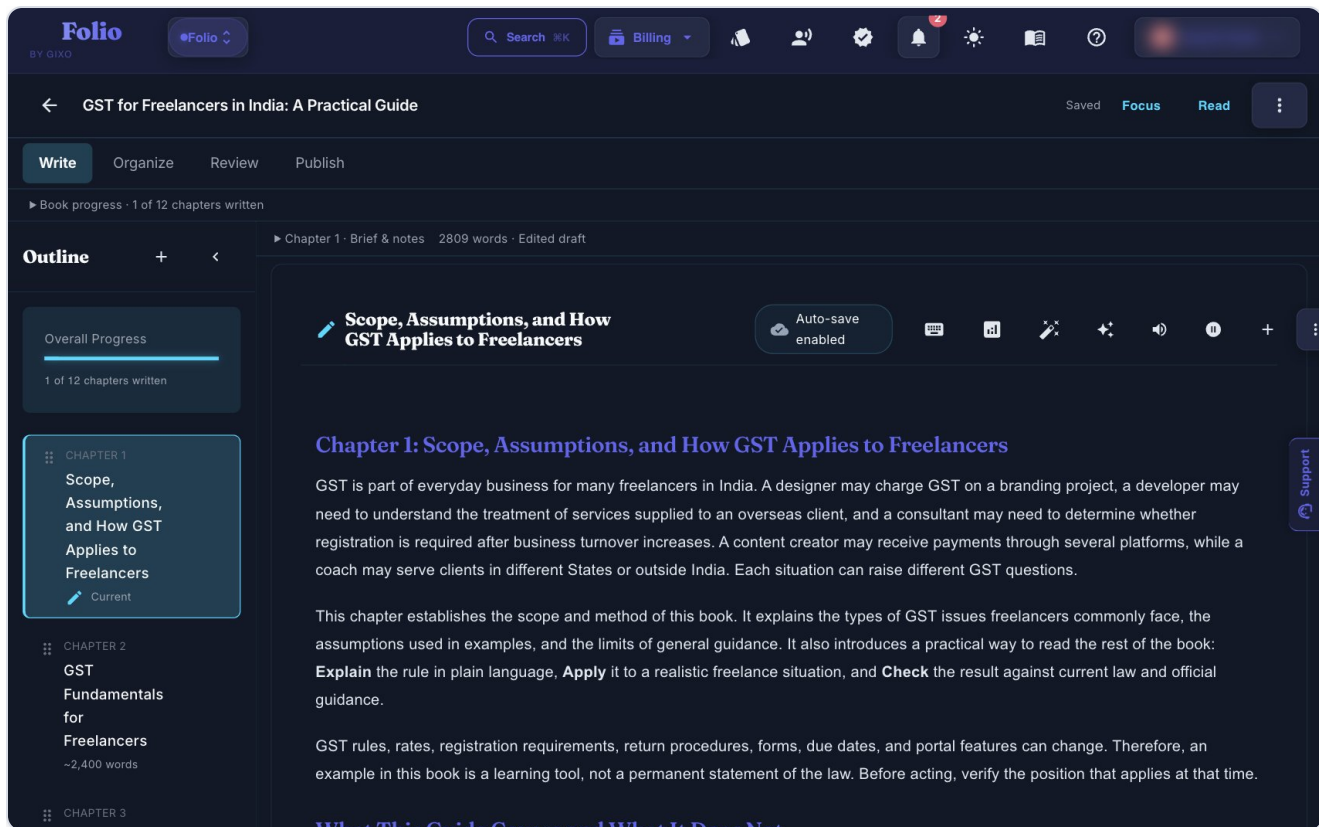
Choose whether chapters should include illustrations and confirm the outline. **Create Workspace & Open Chapter 1** creates the book and starts drafting Chapter 1, which uses one AI chapter.

The workspace

A book opens with its outline, the current chapter and four areas across the top.

AREA	WHAT'S IN IT
Write	The chapter you're working on, with Book progress above it: chapters written, percentage finalised, total words and your chapter allowance.
Organize	Structure, Sources, Workflow & voice, and Cut passages.
Review	Editorial, Review rounds, and Claims & canon.
Publish	Editions & proofs, Publishing handoff, and Connected work.

The header shows whether your work is saved and gives you **Focus** and **Read**. The **:** menu holds *Search book*, *Read book*, *Quick export / layout settings*, *Book activity*, *Manuscript audit*, *Story bible*, *Book settings* and *Archive book*. Use **Ctrl/Cmd+Alt+↓** and **↑** to move between chapters.



The workspace: outline, current chapter, book progress and the four areas.

Drafting chapters

An unwritten chapter shows its brief and a word goal, marked *Ready to write*. Under **Chapter options** you can add a custom focus, extra instructions and up to three source files (PDF, Word, text or Markdown), so the chapter is written from your material rather than invented.

- **Create Chapter N** drafts that chapter. It usually takes a minute or two, and you don't have to wait: choose *Work on another chapter* or close the tab.
- **Write the remaining N chapters** drafts all of them on Gixo's servers, one at a time and in order, so each chapter reads the ones before it. It appears on an unwritten chapter when at least two are left. A banner tracks progress, and *Stop after this chapter* ends the run cleanly. It also stops when your chapter allowance runs out.
- If a chapter has been drafting for more than ten minutes, you can retry it, and you aren't charged for the attempt that didn't finish.

WORTH KNOWING

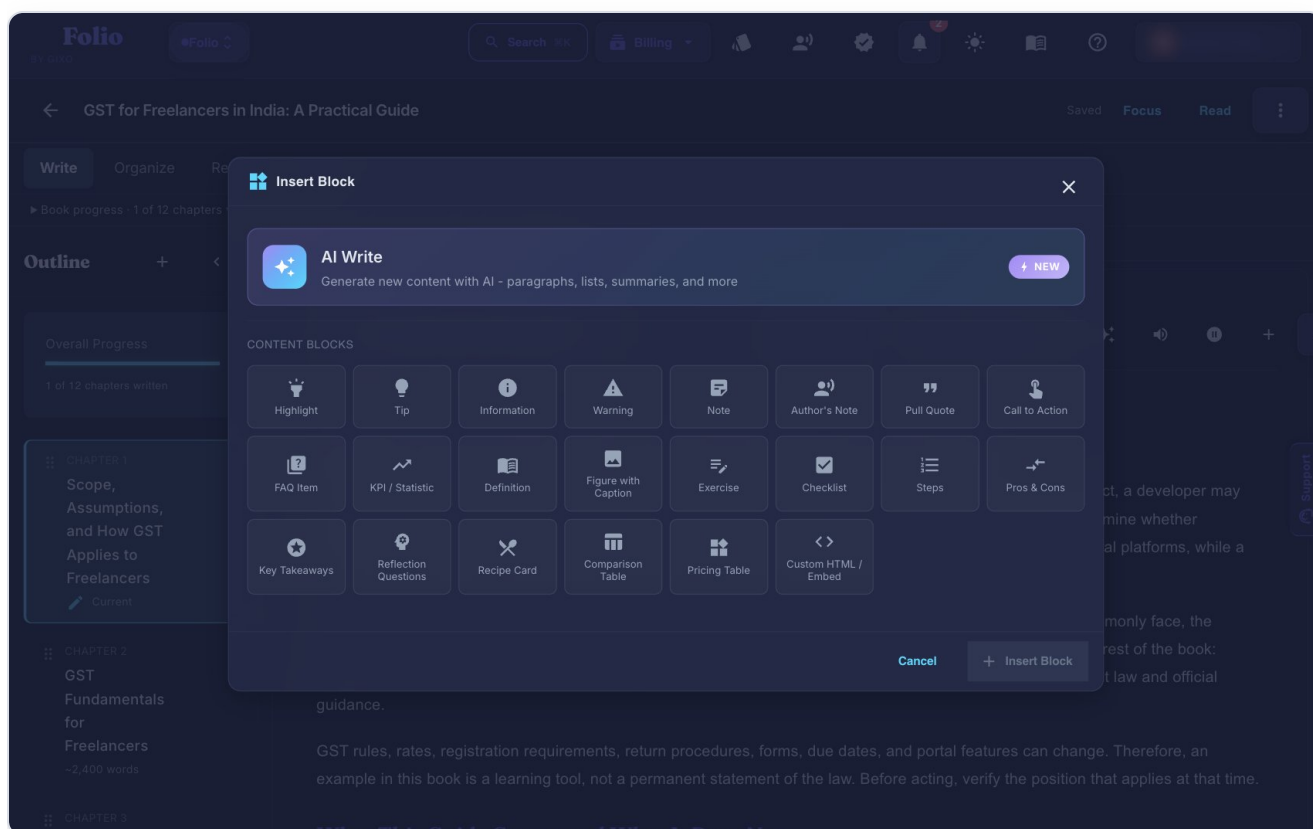
The **Story Bible** keeps characters, frameworks, case studies and facts consistent across a long manuscript. You can add entries yourself or use *Extract from manuscript*, and every chapter Folio drafts draws on them.

The editor, properly

This is where the hours go, and it does more than the toolbar suggests. Select text to see the toolbar: formatting, headings, alignment, right-to-left text for Arabic, Hebrew and Urdu, lists, find and replace, links, tables, comments, AI image generation and Prism visuals.

Twenty-two blocks

Click + or type **/**. **AI Write** sits at the top, with 22 content blocks below it. Six are made for books: **Recipe Card**, **Exercise / Workbook**, **Definition**, **Author's Note**, **Key Takeaways** and **Reflection Questions**. The rest cover highlights, tips, warnings, notes, pull quotes, calls to action, FAQs, KPI stats, figures with captions, checklists, steps, pros and cons, comparison and pricing tables, and custom HTML. If you've selected text and the block can hold it, the block wraps your selection.



The block picker: AI Write at the top, the 22 content blocks below it.

Five ways to bring AI in

They look alike but behave differently, so pick the one that fits the job. Each works with the book you're in — the title, the chapter and what's already written.

WHAT YOU WANT	USE
Keep going from where the chapter stops	Continue writing , <code>Ctrl/Cmd+M</code> . With <i>auto-continue</i> on, it picks up after 45 seconds without typing once the chapter has 100 words.
Write something new at the cursor	AI Write , from the <code>/</code> menu.
Rework a passage you've highlighted	Quick AI : rewrite, simplify, expand and more. It reads the chapter to match your tone.
A bigger rewrite of a selection	Power Edit , <code>Ctrl/Cmd+P</code> .
A reviewed change across the chapter	Ask Folio , from the chapter menu. It plans the edits against the saved chapter for you to review.

Before Quick AI or Power Edit replaces your text, Folio saves a *Before AI rewrite* version, so you can always go back.

Reviewing a chapter

Show Review opens four tabs next to the chapter. **Comments** holds notes on the text. **Suggestions** gives advice with its rationale; nothing is changed until you act. **Brand** checks the chapter against your brand voice. **Library** opens your evidence library. **Show Metrics** reports on the chapter separately. Draft placeholders are highlighted in amber so none slip through to publication.

Your work is hard to lose

- Autosave runs about three seconds after you stop typing. If you type steadily, it saves anyway within thirty seconds of your first unsaved change. The header shows *Saving...*, *Unsaved changes* or *Saved*.
- If a save fails, Folio tries up to three times before telling you.
- A save never overwrites a newer copy of the book. If the book has changed somewhere else, Folio keeps your text on screen and asks you to reconcile.
- A copy of each chapter stays in your browser for seven days. If a save was lost, Folio offers it back, and never in place of newer work.
- Closing or refreshing the tab with unsaved changes brings up a browser warning.
- *Save Snapshot*, *Version History* and *Import as New Version* are in the chapter menu.

Marking a chapter done, and shortcuts

Finalize & Continue needs at least 500 words. Finalising is separate from writing, so a chapter counts as written as soon as it has prose. Shortcuts: `Ctrl/Cmd+S` save · `Ctrl/Cmd+B` bold · `Ctrl/Cmd+I` italic · `Ctrl/Cmd+K` link · `Ctrl/Cmd+M` continue writing · `Ctrl/Cmd+P` Power Edit · `/` insert block.

Reading it back and finishing

Read shows the book as a reader will see it: dark, light or sepia, adjustable text size, and the arrow keys to move between chapters.

- **Manuscript audit** checks the whole book for things that trip authors up: duplicate chapter titles, leftover placeholders, passages repeated across chapters, and Story Bible terms written inconsistently. It starts running as soon as you open it, and includes an AI pass over the whole book.
- **Publish** → **Publishing handoff** opens *Publish Book*, which holds what a store will ask for: ISBN, list price and currency, categories, keywords and platform, with a readiness check against them.

Getting the files out

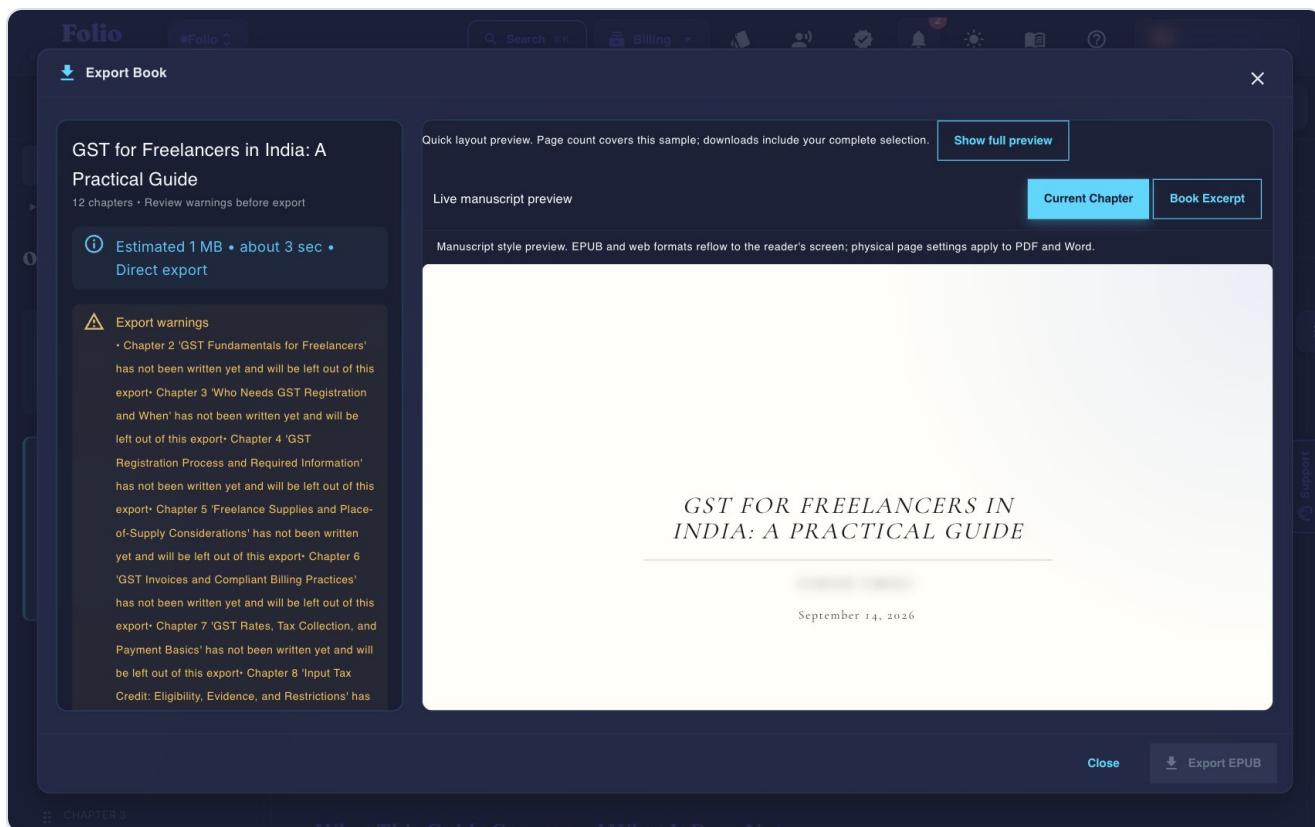
Open : → **Quick export / layout settings** in the workspace, or *Export* from a book's menu in your library.

DECISION	WHAT TO PICK
Format	Print PDF, EPUB, DOCX, SCORM (for training material), HTML or Markdown. A PDF can cover the full book, the current chapter or selected chapters. To get several formats in one download, pick any main format other than Print PDF, then add the others, PDF included.
Template	Three are made for books: Classic Novel (the default), Cookbook and Self-Help . The other fourteen are document templates.
Trim size	Defaults to 6 × 9 in, the standard trade paperback. Nine sizes in all, including 5 × 8, 5.5 × 8.5, 7 × 10, A5 and B5.
Front and back matter	Cover page, table of contents, copyright page, foreword, preface, introduction, dedication, acknowledgements, About the Author and Also By.
AI disclosure	Say how AI was used (AI-assisted, AI-generated text or images, fully AI-generated, AI-translated) and where the disclosure should appear.
Language	Export in the original language or another one. Your manuscript itself stays unchanged.

Folio remembers each book's export settings. You can also export a single chapter from the chapter menu at any time.

THE GOOD BIT

A manuscript you brought in yourself exports free. Folio needs a plan only to export a book it helped draft. A chapter counts as AI-drafted once Folio has written it, even if you rewrite it afterwards; editing with Quick AI, Power Edit or Continue writing doesn't count. Anyone who has held a paid Folio plan can keep exporting their books.



The export workbench: format, template, layout and book matter in one place.

Audiobooks and translations

A finished book can become a narrated audiobook or an edition in another language. Both are one-time purchases priced by the length of the book, and both are in the **Publish** area under *Audio, translation and adaptation*.

BOOK LENGTH	PRICE
Up to 50,000 words	\$99
50,001–120,000 words	\$179
Over 120,000 words	\$299

For an audiobook you choose from six voices — Alloy, Echo, Fable, Onyx, Nova and Shimmer — and can **press play to hear each one reading your own opening lines** before you buy. You get one MP3 per chapter, sequentially named, at 48 kHz / 192 kbps, with a metadata file of the title, chapters, duration and voice. An audiobook of a translated edition is narrated by a voice native to that language. Editions need a Folio plan, and Folio Pro includes one edition each billing period.

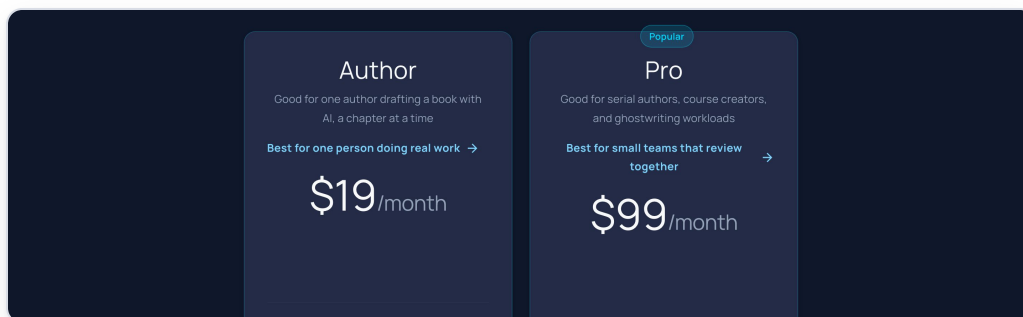
Plans and your trial

	WITHOUT A PLAN	FOLIO AUTHOR	FOLIO PRO
Price	—	\$19/month	\$99/month
AI-drafted chapters	2 to try, in total	10 per billing period	50 per billing period
AI planning	20 planning runs a month, about five books	Included	Included
Editor AI (Continue, Quick AI, Power Edit)	—	Included	Included
Importing, editing, reading	Free	Included	Included
Exporting books you brought in	Free	Included	Included
Exporting books Folio helped draft	—	Included, and kept after you cancel	Included, and kept after you cancel
Included edition	—	—	One per billing period

Plans are monthly only, by design: book writing comes in bursts, so subscribe while you're drafting and cancel when the book ships. Each plan is for one author, and books in a team still use your personal chapter allowance. The **14-day trial** needs no card, gives you drafting, editor AI and export while it runs, and each email address gets one.

[Start a Folio trial](https://gixo.ai/start-trial) gixo.ai/start-trial →

[Folio plans](https://gixo.ai/products/books#plans) gixo.ai/products/books#plans →



Folio Author and Folio Pro on the public pricing page.

Free book tools, no account needed

These run in the browser on a file or text you already have — no sign-in, no chapters, no allowance.

TOOL	WHAT IT DOES
DOCX to EPUB Converter gixo.ai/tools/docx-to-epub	Turns a heading-structured Word manuscript (up to 5 MB) into a reflowable EPUB.
EPUB Preflight Checker gixo.ai/tools/epub-check	Checks an EPUB's structure, reading order, metadata and resources before you upload it.
Book Publishing Preflight gixo.ai/tools/book-publish-readiness	Checks publishing readiness, metadata, rights and front and back matter order in one pass.
Chapter Balance Checker gixo.ai/tools/chapter-balance-check	Compares chapter word counts and flags severe imbalance.
Repetition & Filler Audit gixo.ai/tools/manuscript-repetition-check	Finds repeated phrases and filler words in up to 150,000 characters of text.
Editorial Style Sheet Builder gixo.ai/tools/style-sheet-builder	Records your spelling, capitalisation and hyphenation decisions.
Free Ebook Creator gixo.ai/tools/lead-magnet-ebook-builder	Turns a cover, contents and three to eight sections into a printable ebook.

Each free tool states its terms up front: no account, no AI call, nothing stored. gixo.ai/tools/docx-to-epub

Tips

- Turn auto-continue off before you step away — otherwise it keeps writing once you've been idle for 45 seconds.

- For a **whole-book draft**, open an empty chapter to find *Write the remaining N chapters*.
- **Voice previews need a written chapter**, because they read your own opening lines.
- **Resolve the amber placeholders** before you publish; the export dialog lists anything still outstanding.

Quick links

Folio dashboard	gixo.ai/dashboard/folio
Your books	gixo.ai/studio
Plan a new book	gixo.ai/studio/new-book
All free tools	gixo.ai/tools
Folio plans	gixo.ai/products/books#plans
Start a Folio trial	gixo.ai/start-trial?product=folio
Help and support	gixo.ai/support

Current as of 14 September 2026 and checked against the Folio code. If a screen doesn't match what you see, the product has moved on — tell us at gixo.ai/support and we'll update this guide.