Finis.

Finis Help

for Mac and iPad

FINIS 1.2 · NOVEMBER 2026



getfinis.com

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IPAD

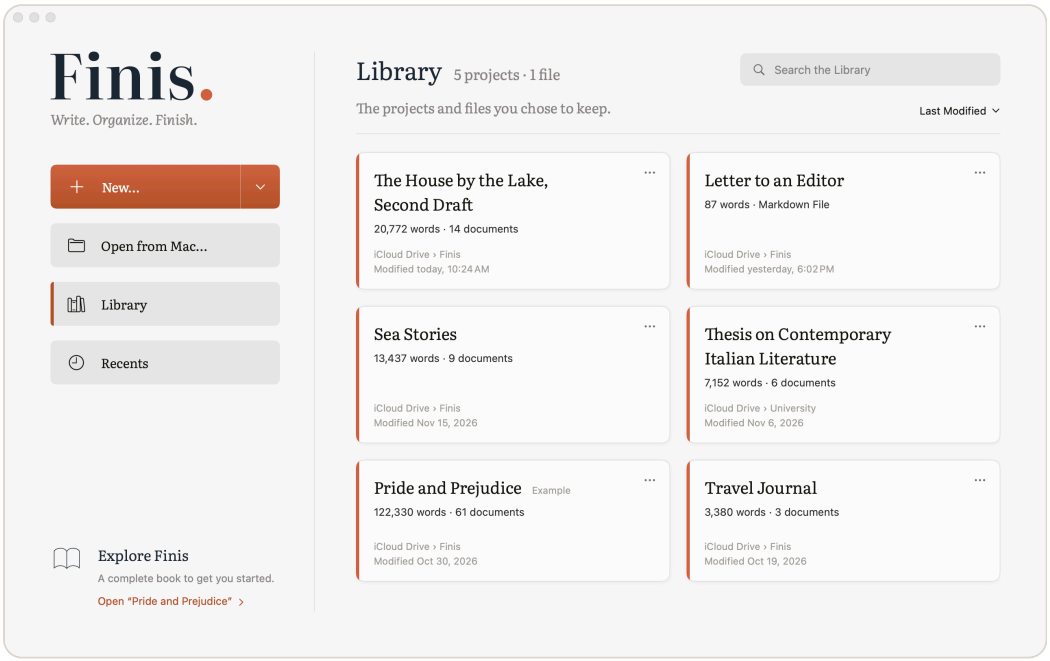
The same features on iPad, with touch, the keyboard and Apple Pencil.

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Getting Started

Finis is made for long texts: novels, essays, theses. A project is a folder of Markdown files; Finis adds order, working information and a page made for writing at length.



A file without a project

To write a single text, choose **File › New Markdown File**, or **New... › Markdown File** in the Library. A blank page opens at once, ready to write in: it is an `.md` file in the Finis folder, called “Untitled” until you write its first line, which then gives it its name, and it saves itself. If you close it without writing anything, the file doesn’t stay. To rename it, click its name in the sidebar and type, as for the title of a book; **Rename...** in the menu of the title at the top does the same, and the menu also has **Move...**. With no project active, ⌘N also opens a blank page; inside a project, ⌘N adds a document to the project and **New Markdown File** remains available in the File menu. In **Settings › Interface › When Finis Opens**, choose whether Finis opens on the Library or on a blank page.

Your first project

1. Choose **File › New Project...** (⇧⌘N), or **New...** in the Library.

2. Pick a template. **Novel** and **Essay or Thesis** set up the folders and a first document; **Empty** starts from an empty folder. You can rename the folders whenever you like.
3. Name the project. It is created in the projects folder, the one in **Settings › Projects**; **Change…** picks another just for this one.
4. Write. Finis saves on its own a second after your last keystroke: there is no Save command.

To see Finis at work before you start, open *Pride and Prejudice* under **Explore Finis**, at the bottom of the Library, or choose **Help › Open the Example**: a copy of *Pride and Prejudice*, with its three volumes, notes and plates, goes into the projects folder and opens. With the trial or the unlock you can also write in it, but changes aren't saved: the example stays as it is.

The window

On the left, the **sidebar** with the project's folders and documents; in the middle, the **page**; on the right, the **inspector** with the document's information. Open or close it with the first icon in the top-right group, **Inspector**, or with ⌥⌘I. The button follows the panel's edge and stays to the left of its divider. The same toolbar lets you choose how to look at the project and export the book.

Opening a project

The **Library** is where everything starts: it's what a Finis window shows when no project or file is open in it. On the left, **New…**, **Open from Mac…** and the two views: **Library**, the projects and files you chose to keep, and **Recents**, those you opened lately, each with its own search and order. In the Library every project is a card with its words, where it is and its last change, and every row of Recents says where it is; its **…** menu has **Open in New Window**, **Show in Finder** and **Remove from Library**. The Library isn't a folder: projects and files stay where they are. A new project goes in by itself; what you open from elsewhere appears in Recents, and the **+** on its row adds it (grey books mean it's already there). The Library is the same on the Mac and the iPad: what is only on this Mac appears in grey on the iPad, and **Move to iCloud Drive**, in its **…** menu, puts it where both can see it. A click opens a project or a file in place of the Library, in the same window. To go back to the Library, use its icon above the sidebar, or **Window › Library** (⇧⌘L): whatever is open is saved and closed. **File › Open from Mac…** (⌘O) opens the Finder's panel: a Finis project, any folder of Markdown files, including one started in Obsidian or iA Writer, or a single file will do; the last ten are also in **File › Open Recent** and in the menu of Finis's icon in the Dock. What you open from the menus, the Finder or the

Dock goes in place of the Library if the window in front shows it, otherwise in a window of its own. Closing a window just closes it; when they're all closed, a click on the Dock icon opens the Library again.

A Markdown or text file on its own opens like a project, with what a file alone can have: **File › Open from Mac...**, **Open With › Finis** in the Finder, or by dragging it onto the Dock icon. The sidebar has its name, where it is and **In the Document**, with its headings; the inspector has **Review**, with comments and suggestions; the page has **Aa**, the writing modes and Find. **Export...** (⇧⌘E), also from the icon at the top, turns it into a manuscript or book PDF, Word, ePub, HTML or Markdown, with a preview; **Print...** (⌘P) opens the same sheet with the two page layouts. Info, Notes and Versions belong to projects, which keep them in their folder. The file saves itself, keeping its encoding and line ends; if another app changes it, Finis reads it again when you come back.

When the file becomes a book, **Add to a Project...**, under its name in the sidebar and in the **File** menu, puts a copy at the end of the book of a project in the Library or in Recents, or of a new one with **New Project...**: whole, or with **Split at Headings** one document for each heading. The project opens with the text that came in; the file stays where it is, as it was.

Finis opens only the folders you choose, in the Finder or here, and remembers them for next time. If a project was never chosen, say a recent one from an earlier version, Finis asks you once: **Choose the Project...**

> **Your writing stays yours.** Every document is a plain `.md` file and every folder in the sidebar is a real folder: any app can open them, with or without Finis. **File › Show in Finder** shows you where they are.

Shortcuts

In the Mac's **Shortcuts** app, Finis offers five actions, which work in the project in front, or in the last one opened. **Add a Note** puts a text, with a title if you like, in the project's notes. **Words Written Today** gives the words written today in the book; **Total Words in the Book** those of the whole book, notes left out, as on its card in the Library.

New Document creates a document at the end of the book, with the **Title** you give it and, if you like, a **Text**; if the title is taken, it gets a number. The new document can go on to the next action, for example **Add to a Document**, which adds a **Text** at the end of the document chosen in **Document**, after a blank line; the list of documents also gives each one's folder. If that document is open, ⌘Z takes the added text away.

Trial and unlock

Finis from the Mac App Store is free to try for 14 days, with every feature: the trial starts from **Finis › Unlock Finis…** or from **Start the Trial**, in the terracotta box on the left of the Library; the first time you open Finis, the welcome offers it. Then you unlock it with a single purchase, no subscription; on another Mac with the same Apple Account, use **Restore Purchases** in the same panel. If you don't unlock it, you can still open, read and export your projects, and they remain in the backups, but you can't edit them or create new ones.

SEE ALSO The Project p. 7 · Writing p. 14 · Seeing the Whole p. 18

MAC

The Project

The sidebar is the project: every row is a file or a folder on disk, in the order you decide.

Documents, folders, notes

A **document** is a piece of the book: a scene, a chapter, a section of a thesis. **Folders** hold documents, like parts and chapters. A **note** is working material (characters, places, sources, ideas) and stays out of the book.

New document, next to the selected one	⌘N
New folder	⌥⌘N
New note	^⌘N

The **+** at the top of the sidebar and the folder icon beside it do the same. In the Novel template, whatever you create inside **Notes** starts out as a note.

Reordering and renaming

Drag documents and folders to change their order or move them to another folder; drag files from the Finder to copy them into the project. Return, or a double-click, renames. Everything else, like Duplicate and Open Beside, is in the right-click menu, or under **…** when you hover over a row.

A new document asks for its name at once, selected in the sidebar: type it and press Return to go on to the page. A document's name is its file name. As long as it is called "New Document", its first line shows in gray under the name. When you move or rename a document, the links and images in other documents follow it.

In the text, a right-click offers **Split Here**: from the caret's line down, the text goes into a new document right below, named after its first heading, and the footnotes go where they are called. With several documents chosen in the sidebar, **Merge Documents** puts them one after the other into the first and sends the others to the Trash, where you can restore them.

A long document, say a novel written in a single file, splits in one step: in the sidebar a right-click offers **Split at Headings**, then how far, **At Titles (#)**, **At Titles and Headings (##)**, **Down to Subheadings (###)** or **Down to Level 4**

(####). Each heading becomes a document with its name; the first stays in the document you started from, which takes the name of its heading. The exported book does not change, and **Merge Documents** puts it all back together.

The book folder

One folder makes the book: **Manuscript** in the Novel template, **Text** in Essay or Thesis, the whole project in Empty. Its documents follow one another in sidebar order, and notes stay out. To choose another, select a folder and turn on **It's the book folder** in the inspector; to leave a document out, turn off **In the book**.

Below the tree, **In the Document** lists the headings of the open document and **Book Contents** the parts, documents and headings of the whole book: a click takes you there. Both follow your writing; **Book** and **Document**, in their header, switch from one to the other. The line with a grip between the tree and the titles drags to give more room to one or the other, and stays where you leave it.

From a Word document

File › Import from Word… adds the chapters of a `.docx` document at the end of the book: one document for each chapter, with its title, and a folder for each part when the book has them. Italics, bold, quotes, lists, footnotes and images come along; Word's comments become comments and its tracked changes suggestions, to decide in **Review**. To start a project from a document, in the Library: **New… › Project from Word…**. One ⌘Z in the sidebar removes everything that came in.

From Scrivener

File › Import from Scrivener… brings a `.scriv` project into Finis: its Draft (Manuscript, in recent templates) goes at the end of the book, with folders as parts and chapters and texts as documents; the rest, such as characters, places and research with its PDFs and pictures, goes into **Notes**. Synopses stay synopses, labels and keywords become tags, statuses find Finis's own, and the notes of a document become a note about it. In the text, italics, bold, headings and lists stay; footnotes stay footnotes, and comments and annotations become comments, to resolve in **Review**. To start from Scrivener, in the Library: **New… › Project from Scrivener…**. One ⌘Z in the sidebar removes everything that came in.

Markdown and text files

File › Import Texts… brings one or more `.md` or `.txt` files into the project, from Obsidian, Bear or iA Writer for example: each one becomes a document, with its name, where a new one would go: after the document chosen in the sidebar, at the end of the folder chosen, otherwise at the end of the book. A text file becomes Markdown, with its text as it was. Dragged into the sidebar, they go where you leave them. One ⌘Z takes away everything that came in.

From Ulysses, Bear or iA Writer

Export the text as **TextBundle** or **TextPack**, then in Finis choose **File › Import from TextBundle…**: each bundle becomes a document at the end of the book, with its name, and the pictures go into **Media**, with the links following them. You can choose more than one; dragged into the sidebar, they go where you drop them. The text comes in as the other app wrote it; a whole book in a single bundle splits into chapters with **Split at Headings**, from the document's menu. To start from a TextBundle, in the Library: **New… › Project from TextBundle…**. One ⌘Z in the sidebar removes everything that came in.

In the Finder

In the Finder, the space bar on a project shows its cover, title, words, statuses, contents and the opening of the book, without opening it.

The Trash

Move to Trash (⌫ in the sidebar) puts documents and folders in Finis's Trash, at the bottom of the sidebar, where you can restore them. Emptying it moves the files to the Mac's Trash: Finis never deletes anything for good.

> In the sidebar, ⌘Z undoes the last change to the project: a move, a name, a document sent to the Trash.

SEE ALSO Status, Tags and Notes p. 20 · Seeing the Whole p. 18 · Keeping Your Work Safe p. 31

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Inbox

Ideas turn up when they like. Send them to Finis from your iPhone or from the Share menu, even while Finis is closed: they wait in the **Inbox** until you choose the book they belong to.

One place

The **Inbox** gathers what comes in from outside and waits for a book: notes from the Share menu and from your iPhone. It appears only when there's something in it, in the Library and in every open book, and with iCloud Drive it's the same on all your Macs and iPads. Each note says when it came and where from, "from iPhone" or the page's site, and shows its first words.

In the Library

Below **Library** and **Recents** a third view appears, **Inbox**, with the number of notes: the list takes the place of the shelves, so you can sort them all at once without opening a book. **Into a Book…** opens a menu of the Library's books, and the note goes into the **Notes** of the book you pick, even if it's closed. **Open**, or a click on the note, shows it whole; **Delete** moves it to the Mac's Trash, where you can get it back.

You can drag it too: pick up a note and hold it for a moment over **Library**, in the column on the left. The shelves come back, and you drop it on the book's card, as with **Into a Book…**; the example doesn't take it, because it saves nothing.

In an open book

In the sidebar, below the search field, there's the **Inbox** row with the number of notes. A click puts the list in place of the tree; **‹ Inbox**, at the top, brings the project back. **Into This Book's Notes** moves the note into the project's **Notes**, and ⌘Z puts it back in the Inbox; **Open** and **Delete** work as in the Library.

To put it somewhere else, drag it and hold it for a moment over **‹ Inbox**: the tree comes back, and you drop it where it belongs. The note is moved, not copied, and becomes what the folder that receives it makes: a note in Notes, a text in the book. This too is undone with ⌘Z.

From the Share menu

In Safari, Notes, Mail and other apps, choose **Share › Note in Finis**. A small panel opens, on the paper you use in Finis: the text, to correct before you save it, and below it the page's title and the site it came from. From Safari it brings the selected sentence, with the page's link and title. **Save** sends it to the Inbox; **Cancel**, Esc or ⌘. lets it go. Text and links only: no images or PDFs.

> **The first time on the Mac**, Note in Finis is off, like every new extension: in the Share menu choose **Edit Extensions…** and turn it on.

From your iPhone

Finis for iPhone will come later. Until then there's a shortcut, "Note for Finis": type or dictate, and it's done, with no questions and no folders.

1. On your iPhone, open getfinis.com/downloads/Note-for-Finis.shortcut and add the shortcut to Shortcuts: it will save every note in iCloud Drive › Shortcuts › Finis.
2. Once on each Mac, choose **File › Link Notes from iPhone…**, and on each iPad **Settings › Inbox › Link…**; then pick that folder.
3. Jot things down whenever you like: say "Note for Finis" to Siri, run it from the Shortcuts app, or from **Share** in Safari with a sentence selected, which brings the page's address and title along.

The notes show up in the Inbox by themselves, even if Finis was closed: iCloud takes a minute or two.

SEE ALSO The Project p. 7 · Writing p. 14

MAC

Virgil

Ask your book, reread, draft a synopsis or a variant in the inspector's Virgil tab (⌥⌘A).

Getting started

In **Settings › Virgil**, connect DeepSeek, OpenAI, Anthropic, Google Gemini or Grok (xAI) with **Verify and Save**: it reads the catalog and stores your API key in Keychain, without generating responses. Choose a model for Ask, Reread, Synopsis and Variant; Continuity and Typos use Reread. **Model…** in the Virgil tab changes the choice for subsequent requests. Catalogs refresh on demand and when opening the selector if older than 24 hours. Unknown models remain visible as **Needs verification**: an explicit test with synthetic text may use credit. Drag the inspector's edge to make it wider or narrower, just like the left sidebar; the project remembers your chosen width. The tab appears only when enabled, with a key and permission from the project.

Choose the task first

Ask answers your question (Return sends it); **Reread** looks for Repetition, Pace, Dialogue, Clarity or Continuity, with optional instructions. **Synopsis** uses the open document. **Variant** needs a selected passage. In the Ask, Reread and Variant fields, **Return** sends and **Shift-Return** adds a new line. If you have just typed the question, Return waits for the local search for relevant chapters; changing the question or action cancels that submission. Shortcuts in Info, Review, search and the text menu all open this tab.

Typos, among the choices of Reread, goes alone and looks for typos, agreement and punctuation: the text is sent in pieces of about 2,000 words and the corrections arrive together, each with the words it changes. **Propose in Text** or **Propose All in Text** write them as suggestions, to decide in **Review**; a passage with italics or links is corrected by hand. Virgil leaves quotation marks, apostrophes and dashes alone, and respects period spelling and the author's choices.

Even without Virgil, a Mac with Apple Intelligence has Apple's **Writing Tools**: select a passage and choose them from the right-click menu. They answer in plain text and leave code, links, images, footnotes, suggestions and comments as they were. With **Track Changes While Writing** on they don't appear: they would change the text without marking it.

Choose what to send

Before the first request to each service, Finis asks for specific consent to share texts. Saving your key or verifying the connection does not grant consent. You can withdraw it in **Settings › Virgil**: that service's ongoing requests stop, but data it has already received is not deleted. **Help › Privacy and Data** explains what is sent. Service requests are billed separately from the Finis trial and unlock.

The line above **Send** shows the texts, word count and recipient. **Ask** proposes relevant chapters using local search. **Change** lets you choose a document, its folder or the whole book, turn documents on or off and read their text. Notes and references are never added automatically. Narrow the scope if it exceeds 60,000 words. Finis also checks the model's context with a conservative estimate when its limit is known; it never silently cuts texts or switches services. Nothing is sent until you press **Send**.

Responses and your text

Responses remain when you switch tabs or documents, and requests continue. A dot on the tab shows work in progress. Each response retains its service, model, time and a close button; **Save as Note** keeps it after the window closes, with a title describing the response's topic. A laurel in the sidebar and "Generated with Virgil" in Info and Notes show its origin; you can rename it like any other note.

Add as Comment places the observation on the quoted passage, with its ✳ in the text and an entry in Review. **Add All as Comments** takes one Undo per document. Unverified or ambiguous quotations, passages already marked and changed texts cannot be applied.

For a variant, **Propose in Text** inserts a marked substitution to accept or reject in Review. **Replace** changes the passage directly. Both require the passage to be unchanged. Edit a synopsis before choosing **Use as Synopsis**. Undo changes with ⌘Z in the document.

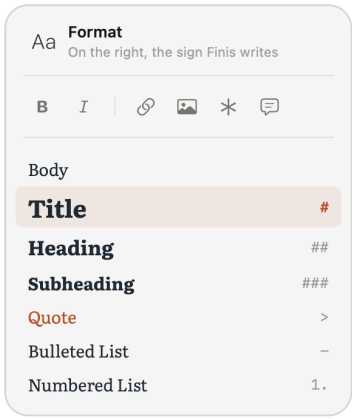
SEE ALSO Status, Tags and Notes p. 20 · Writing p. 14

MAC

Writing

The page is Markdown, but quiet: you write, Finis shows the shape of the text and hides almost every symbol.

The shape of the text



A title starts with `#`, a heading with `##`; italics are written `*like this*`, bold `**like this**`. You don't need to remember: **Aa**, at the top right, opens Format, with bold, italic, titles, quotes and lists, each with the sign Finis writes beside it. The **Markup** menu has the same commands. Return continues a list or a quote; on an empty item it ends it. Finis closes quotes and brackets for you and surrounds selected text; you can turn this off in **Settings › Writing**. Tables work as in any Markdown app.

Bold, italic	⌘B ⌘I
Body, title, heading, subheading	⌥⌘0 ⌥⌘1 ⌥⌘2 ⌥⌘3
Link	⌘K
Comment	⇧⌘K
Footnote	⌥⌘K
Edit the selected element	⌥⌘E
Expand, shrink the selection	⌥⌘↑ ⌥⌘↓

Links and footnotes take little room: the page shows ↗ and the footnote number, and the text stays clean. Point at the sign to read what it holds; click it to edit it. Add an image with **Markup › Image...**, from **Aa** or by dragging it into the text: Finis copies it into Media, and the page shows its thumbnail with the caption; click it to see it large.

Comments, footnotes and notes

Three words for three things. A **comment** is a remark inside the text, and the book leaves it out. A **footnote** sits at the foot of the page, and the book keeps it. A **note** is a separate working document.

A comment appears as ✳ beside its highlighted passage. Point at the sign to read it; click to open the panel where you write, edit or delete it. After saving, the caret returns to the manuscript outside the comment. Deleting the comment also removes its highlight and keeps the passage. For rereading, turn on **View › Comments in the Text** to show the comment's words after ✳, in italics on a tinted ground. This option is off by default.

With text selected, the right-click menu offers **Create Note from Selection**: a new note holds the passage, quoted, and a link back to the document.

From the web, or from another app: copy a passage and choose **Paste as Note** (^⌘V), in the **File** menu or with a right-click in the sidebar. A note is made with the text quoted, already in Markdown, and below it the site as a link to the page, when the browser gives it, and the date.

Punctuation

As you type, the straight apostrophe becomes ', two hyphens become —, three periods become …. Quotation marks follow the language of the book: “ ” in English, « » in Italian, „ “ in German. Choose the language in **File › Language and Punctuation…**

Teach the book its names of people and places, and its made-up words: right-click a word marked as a mistake, or tap it on the iPad, and choose **Learn for This Book**. This project's pages stop marking it, on the Mac and on the iPad; the Mac's dictionary stays as it is. The words are in **File › Language and Punctuation…**, under **Book words**: add or remove one there, and **Find Names in the Book…** suggests the ones the book repeats and the dictionary doesn't know.

Copying and pasting

Text copied from Word, Pages, Google Docs, a web page or Mail arrives with its italics, bold, headings, lists and links, written in Markdown; **Paste and Match Style** (⌥⇧⌘V) takes the words alone. The other way round, **Copy as Formatted Text** (⌥⇧⌘C), in the Edit menu or the right-click menu, copies a passage as it reads, without signs, to paste into Mail or Word: footnotes go at the end, comments and suggestions stay out.

Two documents at once

Open Beside (⌥⌘\, or Option-click a document) puts a second document next to the first. **Continuous Text** (⌘4) shows a folder's documents one after another, and you can write right there.

Spelling and grammar are macOS's own: turn them on or off in **Settings › Writing**. For one project only, such as a text in old spelling, turn them off in **File › Language and Punctuation…**

SEE ALSO Writing Modes p. 17 · Page and Appearance p. 32 · Reviewing p. 24

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Writing Modes

Two ways to stay with the sentence: the typewriter keeps your line in the middle, focus dims the rest. Use them together or alone.

Choose them from the **Writing Modes** button at the top right, or from the **View** menu. They work on the page; in the board, the outline and continuous text, the button stays gray.

Typewriter

The line you are writing stays halfway down the window and the text moves beneath it, like paper in a typewriter. You can scroll back to reread: the line returns to the middle as soon as you type or move the cursor. ^⌘T turns it on and off.

In the **Writing Modes** panel, choose where the line stays: **Top**, on the third line of the window; **Middle**; **Bottom**, three lines from the edge.

Focus

None
All the text alike.

Sentence
The sentence with the cursor stands out, the rest is dimmed.

Paragraph
The whole paragraph stands out.

Dimming happens only on screen: the text, what you copy and the exported book stay as they are.

> The same choices are in **Settings › Writing**, along with what the line below the page counts.

SEE ALSO Writing p. 14 · Page and Appearance p. 32

MAC

Seeing the Whole

Four ways to look at the project: choose them in the group of icons at the top right, or with ⌘1, ⌘2, ⌘3 and ⌘4.

Page: one document at a time	⌘1
Board: a card for each document	⌘2
Outline: a row for each document	⌘3
Continuous Text: a folder's documents in a row	⌘4

Board

Each document is a card with its status, words, synopsis (or the start of the text) and tags. Drag the cards to change the order, even from one chapter to another: the sidebar follows.

With **By Tag**, at the top, the board becomes a map of the threads: a row for each tag of the documents, plus **Without Tags**, and a column for each document in the order of the book, with its name and the dot of its status at the top and, above, the part it belongs to. Where the document has the tag there is a mark, where it has not the place stays empty: so you see where a character, a place or a point of view comes in and goes out. A click or a tap anywhere in the column chooses the document, and the inspector shows its length and synopsis; a double click, or Return, opens it, and the arrows move to the next document. The rows scroll sideways under their names. Documents are not dragged here: to move them, go back to **By Folder**.

Outline

One row per document: the name, the synopsis on one line, the status, the tags and the words, with a bar that shows the length. In a narrow window the bar goes first, then the synopsis, the tags last; the whole synopsis is in the inspector and on the board. Click **Status** or **Words** to sort the rows; click **Document** to go back to book order, the only one where you can drag to reorder. The arrow keys move from row to row, and Return opens the document.

What they show

The board and the outline show the folder selected in the sidebar, or the open document's folder; the menu at the top climbs up to the whole book. A click selects a document, a double-click opens it on the page.

SEE ALSO The Project p. 7 · Status, Tags and Notes p. 20 · Counts and Goals p. 26

MAC

Status, Tags and Notes

Each document's working information lives in the inspector (⌥⌘I): it helps you write, but stays out of the text and the book.

Status

Where a document stands: **Idea**, **Draft**, **Revision**, **Done**. In the sidebar it colors the document's icon; on the board and in the outline it shows with its colored dot. **Manage Statuses…** renames them, changes their colors and adds new ones.

Tags and synopsis

Tags gather documents that share something: a character, a place, a thread of the plot. **Manage Tags…** renames and colors them. The **synopsis** sums up the document in a few lines and shows under its name on the board and beside it, on one line, in the outline.

Linked notes

The inspector's **Notes** tab holds the notes about the open document, to read and write without leaving it. In a note, **About** says which documents it covers.

In the **Info** tab, **Linked From** lists the documents that link to the open one: a click opens one.

Filters and collections

1. Click the filter icon in the search field at the top of the sidebar.
2. Choose tags, statuses, folders or a number of words: only the matching documents remain, and **Filters**, below the field, says what is on.
3. **Save as Collection** keeps the filter among the **Collections**, in the search field: click in the empty field and they show below it; they are also at the top of the filters menu. Choosing one opens it in place of the tree, where the collection updates by itself; the × beside its name, or Esc, brings the tree back. **Remove All** brings back the whole project.

In the filters menu, **Modified** shows the documents changed today, in the last 7 or in the last 30 days, unsaved texts included; this filter, too, can be saved as a collection.

SEE ALSO Seeing the Whole p. 18 · Finding p. 22 · Counts and Goals p. 26

MAC

Finding

A word in the document or in the whole project, or a document by its name.

In the document

Find	⌘F
Next, previous	⌘G ⇧⌘G
Find and replace	⌥⌘F
Use selection for find	⌘E

The bar appears above the page. Return goes to the next match; Esc closes it and leaves the match selected. Replace changes one match or all of them, and a single ⌘Z puts them back.

In the whole project

Search in Project (⇧⌘F) shows the results in place of the sidebar: a card for each document, in book order, with names, synopses and comments apart. Below the field, choose where to look: the whole project, the document, a folder or a collection. **Replace…**, at the bottom, shows every change first and lets you leave some out. **Save as Collection…**, below it, keeps the search among the Collections, to reopen with a click.

> Case and formatting don't matter, and accents take care of themselves: "cafe" also finds "café", while "café" finds only "café". Words of one or two letters keep their accents distinct, as in the Italian "e" and "è".

To search with a regular expression, choose **Regular Expression** in the **…** menu of Find or Search in Project: "\bRenz\w+" finds Renzo and Renzino, "^Chapter" the paragraphs that begin that way. Accents count as you write them and a whole word is "\b"; in **Replace**, "$1" puts back what the first group in brackets found. An expression that cannot be read says so; one that takes too long stops, and says so too.

Search skips the formatting symbols, so "####" finds nothing. To find and replace them too, choose **Markdown Source** in the **…** menu of Find or Search in Project: the search reads the text as it is written, symbols included. Chapters

that came from another app as “####”, for instance, go back to “#” with **Regular Expression**: search for “^####” and replace with “#”.

Going to a document

Quick Open... (⇧⌘O): type a few letters of the name and press Return; with no letters, the list shows the documents you opened last. ⌘[and ⌘] go back and forward among the documents you visited, as in a browser. Each document re-opens with the cursor where you left it.

SEE ALSO Status, Tags and Notes p. 20 · Seeing the Whole p. 18

MAC

Reviewing

Suggestions, comments and versions: reread without losing anything, alone or with someone reading for you.

Suggest instead of changing

In **Markup › Review** you suggest adding, removing or replacing words, and **Highlight** (⇧⌘H) marks a passage. The text stays as it is until you accept: right-click a mark to accept or reject it.

With **Track Changes While Writing** (^⌘R), what you type becomes a suggestion and what you delete stays, marked for removal, as with tracked changes in Word. While it is on, the bottom of the page says “Tracked Changes”.

Every suggestion

In the inspector (⌥⌘I), the **Review** tab lists the comments and suggestions of the document or of the whole book, to accept, reject or resolve one at a time or all together.

Versions

1. Open the **Versions** tab in the inspector.
2. **Save a Version…** keeps a named copy of the document, say “Before the edit”. Finis also keeps copies of its own on this Mac, for thirty days.
3. Choose a version to compare it word by word with the text as it is now, and restore it if you need to.

> Suggestions and comments are saved in the text as CriticMarkup, a format other apps read too. They stay out of the book, except comments in Word, if you ask for them.

Emphasize

To reread, **View › Emphasize › Dialogue** keeps the characters’ lines at full contrast and dims the narration: between quotes, “ ”, « » or „ “, and after a dash at the start of a paragraph, where each dash goes from the line to the narration and back. It is not a writing mode: it does not follow the caret, the focus waits while it is on, and the next time Finis opens it is off. Under the page, **Dialogue emphasized** says so; click it to turn it off.

SEE ALSO Writing p. 14 · Keeping Your Work Safe p. 31

MAC

Counts and Goals

How much you've written, how much is left, how much you write each day.

Below the page

On the left, the document's length: a click switches from words to characters, spaces included, and then to standard pages as the language of the book counts them (250 words in English). On the right, the reading time. Finis counts the text as a reader sees it: no Markdown symbols, comments or footnotes.

Statistics

Statistics, at the bottom of the sidebar, or the book's words under its title open the statistics of the **Document**, its **Folder** and the **Book**, and of the **Selection** when text is selected: words, characters, sentences, paragraphs, reading time and the words written over the last seven or thirty days, or with **All** since the first day. **Copy the Statistics** copies them, ready to paste; **Copy the History** copies the words of every day, to paste into Numbers or Excel as two columns.

For the document and the selection, **Most used words** shows the words you repeat most, leaving out articles, prepositions and the other little words of the book's language. They are counted on your Mac, without sending anything; click a word to find it on the page.

Goals

1. Select a document or a folder and open the inspector (⌥⌘I).
2. Under **Goal**, set how many words or characters: at least, about or at most.
3. A ring fills next to the name in the sidebar: green when you get there, red if you go past an "at most".

The book folder can also have a date. Finis divides what is left by the days remaining and, each day, tells you at the top of the sidebar how many words to write today.

Without a date, **Every Day** sets a pace of your own, say 500 words: at the top of the sidebar and in **Today** it is the day's goal. If you then set a date, the date counts; remove it and your pace comes back.

Under **Writing Days**, choose the days of the week you write: the date and **Every Day** count only those, and on the others the day's goal asks nothing.

Call It a Day

At the end of every document sits the F. of Finis, like the “Finis” printed at the end of old books. Click it to open **Today**: the words written today in the book, on the ring of the day’s goal when the book has a date or a daily pace, and the documents you wrote in. **Call It a Day** closes the day: it saves a version of each of those documents named after the day, such as “End of Tuesday, October 6”, which you’ll find tomorrow in **Versions**, ready to compare. You can also close a day without edits: the point lights up without creating new versions. After that, **Reopen the Day** opens the day again, keeping all saved versions and word counts. You can call it a day again whenever you like: only changed documents get a new version. The point of the F turns terracotta once you’ve written the day’s words, or called it a day. If you’d rather have the page without it, turn it off in **Settings › Writing**.

SEE ALSO Status, Tags and Notes p. 20 · Exporting the Book p. 28

MAC

Exporting the Book

From project to book in one step: Word for publishers, PDF to send or print, ePub for readers.

1. Choose **File › Export Book…** (⇧⌘E).
2. Pick a format: beside it you see the title page and the opening of the first chapter as they will look.
3. Decide how to number the chapters, whether to add a title page with title, subtitle and author, and which statuses to leave out, the Ideas for instance.
4. **Preview** shows the whole book before exporting it; **Export…** saves it wherever you like.

The formats

Word (DOCX)
For publishers and anyone who edits in Word, in the format readers expect in the book's language: Times 12 at one and a half spacing in Italian, double-spaced in English, French, Spanish and Portuguese, Courier New on the lines of the Normseite in German. Real footnotes, each chapter on a new page. Comments become Word comments, if you ask.

Manuscript PDF
The typescript to send out, as readers want it in the book's language: thirty lines of sixty characters in Italian and German, twenty-five in English, French, Spanish and Portuguese; in English also "Surname / TITLE / page" at the top and the word count on the first page. On A4 paper, or Letter if your Mac prints on Letter.

Book PDF
Laid out like a printed book: A5, Finis Serif, justified and hyphenated, parts on right-hand pages, the contents at the end.

ePub
For Apple Books and other e-readers, with a table of contents and footnotes at the end of each chapter.

HTML
A single page with the images inside, to read in a browser or print.

Markdown
A single file; if the book has images, a folder with the file and a `media` folder.

For the **Book PDF**, under **Page** choose the typeface, the size (A5, 15 × 21 cm or 6 × 9 inches), the margins and what goes at the top of the pages. For the **ePub**, under **Cover** one of the project's images and under **Description** a few lines about the book, which bookstores show. They are the project's choices, like the numbering of chapters.

What goes in

The documents in the book folder, in sidebar order. Notes, comments and suggestions not yet accepted stay out. If there is something to check, like a document that can't be found, the panel says so before exporting.

The folders at the top of the book are parts or chapters, and you decide once for the whole book, in the sheet, with **The Book's Folders Are**. With **Parts** each folder is a part and its documents are chapters, each on a new page; with **Chapters** each folder is a chapter and its documents are its scenes. Until you choose, a folder is a part only if it holds other folders.

Document names can become titles too, once for the whole book: in the sheet, turn on **Document names become titles**. Each document then begins with its name, a level under its folder's title, and the headings written in its text move down beneath it: the tree in the sidebar becomes the outline of the book. If a text already begins with its name, the title isn't repeated; a document on a page of its own stays untitled. The first document of a folder with the same title, such as "Introduction" inside "Introduction", doesn't repeat it, even without this choice: the title appears once, the folder's.

A dedication, an epigraph or a colophon wants a page alone: in the document's inspector, under **Book**, turn on **On a page of its own, untitled**. The document's title isn't printed, the page has no number or running head and stays out of the contents; what follows starts on a new page. Below it, **Alignment** sets its lines to the left, in the middle or to the right: a dedication usually sits in the middle, an epigraph to the right. The text begins a third of the way down the page; for a colophon, turn on **At the foot of the page** and it ends at the bottom. In the Manuscript PDF, which is meant to be sent out, it is numbered like the others.

For one part alone, like a chapter for a beta reader, choose it in the sidebar and choose **Export…** from the right-click menu: in **What** the sheet offers **The Whole Book** or the part you chose. Chapters and parts keep the numbers they have in the book.

Printing

File › Print… (⌘P) opens the same sheet with the two layouts, **Manuscript PDF** and **Book PDF**, and starts from the open document: **The Whole Book** is one click away. **Print…** hands the pages to the Mac's print panel. A note prints on its own, like a file open on its own: the same sheet, without what only a book has. **Print…** and **Export…** are also in the right-click menu of a document in the sidebar.

Other exports

File › Export Metadata… writes each document's status, tags, synopsis and notes to a folder with two files, one to read and one for other programs. **File › Full Export…** puts the whole project in a zip archive.

With Marked 3.2.31 or later on this Mac, **File › Preview in Marked** saves the book and opens it whole in Marked, the app that shows Markdown laid out. A file on its own opens the same way.

SEE ALSO The Project p. 7 · Counts and Goals p. 26

MAC

Keeping Your Work Safe

Finis saves on its own, never overwrites what changes elsewhere, and keeps copies of everything.

Saving

Every document saves itself a second after your last keystroke, when you switch documents and when you close. There is no Save command, and no need for one.

Undo

⌘Z undoes where you acted: on the page, the last change to that document, which has an undo of its own; in the sidebar, the last change to the project.

When a document changes elsewhere

If a document changes in another app, on another Mac or through Git, Finis updates it by itself. If you changed it here too, Finis overwrites nothing and asks what to do: **Merge**, **Keep Your Version**, **Use the Other** or **Compare**. Files renamed or moved in the Finder are found again, with their information.

Backups

Every day, and every time you close, Finis copies the project to a separate folder, keeping the last 14 daily and 8 weekly backups, the last of every month, and always the last five, even after months. **File › Back Up Now** makes one right away; **File › Restore from Backup…** reopens a copy wherever you choose, next to the project to begin with, without touching it.

To get back a single document, the inspector's **Versions** tab also lists its copies in the backups, one for each different text, to compare and restore.

> Without Finis, the project is still a folder of Markdown files. Order, statuses, tags, synopses and collections live in the hidden `.finis` folder: if it gets lost, the texts remain, but Finis reopens the documents in alphabetical order. One more reason for backups.

SEE ALSO Reviewing p. 24 · The Project p. 7

MAC

Page and Appearance

Typeface, line width, spacing and the color of the paper: all in **Settings** (⌘,).

Settings › Page

It starts with the paper: under **Paper**, choose Light, Sepia or Dark, or let the system decide. **Dim the lights**, for sensitive eyes or for writing in the evening, gives the paper and the text about a quarter less light and keeps the paper you chose: in Light and Sepia the contrast stays the same, in Dark the page turns almost black and the text a warm gray.

Two typefaces come with the app: **Finis Serif**, a serif made for long reading, and **Finis Sans**, a sans with the rhythm of a typewriter. They are made from Literata and Recursive, two open-licence typefaces. Text starts at 17 points; the line is measured in characters and can be narrow, medium or wide. Line spacing, the space between paragraphs and the first-line indent change the page, not the file.

Bigger, smaller text	⌘+ ⌘–
Actual size	⌘0

Settings › Writing

Writing has the writing modes: typewriter, line position and focus. Under **Below the Page**, choose what the line below the page counts and whether to show the F. at the end of the text; under **While you write**, turn closing quotes and brackets, spelling and grammar on or off.

Settings › Interface and Projects

In **Interface**, choose whether Finis opens on the Library or on a blank page, and how the window behaves: you can hide the header while you write, keep the sidebar closed when a project opens, and show it with two fingers on the trackpad. **Projects** has the folder where new projects are created, and the backup folder.

SEE ALSO Writing p. 14 · Writing Modes p. 17

MAC

Keyboard Shortcuts

Every command is in the menus; these are the ones with a key.

Project

New document, folder, note	⌘N ⌥⌘N ^⌘N
New project	⇧⌘N
Open, quick open	⌘O ⇧⌘O
Back, forward	⌘[⌘]
Rename, move to Trash (sidebar)	Return ⌫
Export the book	⇧⌘E
Print	⌘P

Writing

Bold, italic	⌘B ⌘I
Body, title, heading, subheading	⌥⌘0 ⌥⌘1 ⌥⌘2 ⌥⌘3
Link, comment, footnote	⌘K ⇧⌘K ⌥⌘K
Edit the selected element	⌥⌘E
Expand, shrink the selection	⌥⌘↑ ⌥⌘↓
Highlight	⇧⌘H
Track changes while writing	^⌘R
Undo, redo	⌘Z ⇧⌘Z
Copy as formatted text	⌥⇧⌘C
Paste and match style	⌥⇧⌘V

Viewing

Page, board, outline, continuous text	⌘1 ⌘2 ⌘3 ⌘4

Open beside	⌥⌘\
Sidebar, inspector	^⌘S ⌥⌘I
Bigger, smaller, actual size	⌘+ ⌘– ⌘0
Library	⇧⌘L
Virgil, in the inspector	⌥⌘A

Finding

Find in the document, and replace	⌘F ⌥⌘F
Next, previous	⌘G ⇧⌘G
Use selection for find	⌘E
Search in project	⇧⌘F
Finis Help	⌘?

SEE ALSO Writing p. 14 · Finding p. 22

IPAD

Getting Started

Finis is made for long texts: novels, essays, theses. A project is a folder of Markdown files; Finis adds the order, the working information and a page made for writing at length.

Tap **New…** and choose **Novel**, **Essay or Thesis** or **Empty**, then name the project. Finis saves by itself a second after the last keystroke: there is no Save command.

With iCloud Drive on, projects are created in the **Finis** folder of iCloud Drive: the same as on your Mac, so a chapter begun at the desk goes on on the sofa. A project still in the cloud downloads when you open it.

Open from Files… chooses a project or a folder of texts from anywhere in the Files app, even one made with Obsidian or iA Writer. To see Finis at work, open the example under **Explore Finis**: with the trial or the unlock you can also write in it, but changes aren't saved.

Already have a book? **New…** › **Project from Word…** or **Project from Scrivener…** brings it into a new project: from Word the chapters, notes, pictures, comments and tracked changes; from Scrivener the manuscript in the book and the rest in Notes. In an open project, **Import from Word…** and **Import from Scrivener…** are in the **File** menu and put everything at the end of the book: ⌘Z takes it away. **Import Texts…**, in the same menu, brings `.md` or `.txt` files where a new document would go.

The **Library** has two views: **Library**, the projects and files you chose to keep, and **Recents**, those you opened lately. A new project goes in by itself; what you open from elsewhere appears in Recents, and the **+** on its row adds it. It isn't a folder: everything stays where it is, and it's the same Library as on the Mac. A Markdown or text file on its own opens like a project, with what a file alone can have: the sidebar has its name, where it is and **In the Document**; the inspector has **Review**. The Library icon, above the sidebar, takes the window back to the Library.

In the **Shortcuts** app, Finis offers the Mac's five actions, in the open project or the last one opened: **Add a Note** puts a text in the notes; **New Document** creates a document at the end of the book, with a **Title** and, if you like, a **Text**; **Add to a Document** adds a text at the end of the document chosen in **Document**; **Words Written Today** and **Total Words in the Book** give the words written today and those of the whole book.

SEE ALSO Writing p. 37 · Organizing p. 39

IPAD

Writing

Tap the page and write. The text is Markdown, but it doesn't show: the marks fade back, headings and italics look as in a book. The column keeps a comfortable reading width, with the iPad upright, sideways or beside another app.

To format the text there is **Aa**, at the top right, as on the Mac; with the screen's keyboard also above the keys, next to **Bold** and **Italic**. The same commands, with **Review**, are in the menu that appears when you select text and in the menu bar, under **Markup**, with the Mac's shortcuts.

Links, footnotes and comments sit in the text as small signs: ↗, [1], ✳. Tap a sign to read or change it.

With Apple Pencil, Scribble turns handwriting into text where you touch. Find and Replace in the document is in the selection menu, or ⌘F; **Search in Project**, at the top of the sidebar (⇧⌘F), searches every document and replaces. In its **…** menu, **Markdown Source** finds and replaces the symbols too, such as the "####" of a heading.

Review is the Mac's. With **Track Changes While Writing** (^⌘R) what you write becomes a suggestion and what you delete stays in the text, marked to be removed; **Tracked Changes** at the bottom of the page says so. Touch a suggestion: **Accept** and **Reject** are the first commands of the menu. **Accept All in Document** and **Reject All in Document** are in Review; in the inspector, the **Review** tab lists them all.

Image, in **Aa** or in the **Markup** menu, takes a picture from the **Photo Library…** or from **Files…**; you can also drag it onto the page from another app. Finis copies it into Media and shows its thumbnail on the page: a tap enlarges it. Another file dragged onto the page becomes a link; dragged into the sidebar, it joins the project.

Quotes and brackets close themselves: type the opening mark and Finis adds the closing one; with text selected, it surrounds it. You can turn this off in **Settings** › **Writing**.

Teach the book its names of people and places, and its made-up words: tap a word marked as a mistake and choose **Learn for This Book**. This project's pages stop marking it as you type, on the iPad and on the Mac. The words are in **File** › **Language and Punctuation…**, under **Book words**: add or remove one there, and **Find Names in the Book…** suggests the ones the book repeats and the dictionary doesn't know.

SEE ALSO Organizing p. 39 · Inbox p. 40

IPAD

Organizing

On the left, the **sidebar**: the project's folders and documents, in their order. A tap opens a document on the page. The button at the top left opens and closes it; as on the Mac, a project opens with the page alone, unless you turn off **Sidebar hidden when opening** in **Settings**. Upright, the sidebar closes by itself when you choose.

+ creates a document after the open one; touch and hold it for a folder or a note too. Touch and hold a document for its menu, the same as on the Mac: **Rename**, **Duplicate**, **Move To**, **Export...**, **Status**, **Tag**, **Turn into Note**, **Delete**. Drag a document to change its place among its neighbours.

Delete puts things in the project's **Trash**, at the bottom of the sidebar: you can restore them from there. Folders and files are real: in the Files app you see them as Finis does.

The **inspector**, the last icon at the top right, is the Mac's: **Info** with status, tags, synopsis, goal and place in the book; the document's **Notes**; **Review** with comments and suggested changes; **Versions** with the copies to compare and restore.

Statistics, at the bottom of the sidebar, or the book's words under its title open the statistics of the **Document**, its **Folder** and the **Book**, and of the **Selection** when text is selected: words, characters, sentences, paragraphs, reading time and the words written over the last seven or thirty days. **Copy the Statistics** copies them, ready to paste.

At the top, next to **Aa**, the Mac's four views: **Page**; **Board**, a card for each document of the folder, with its status, synopsis and tags; **Outline**, the same folder as a table, to sort by status or by words; **Continuous Text**, the documents one after another, to read and write straight through. Drag cards and rows to change the order.

Open Beside, in a document's menu or with ⌥⌘\, puts a second document next to the open one, to read or to write; the × at its top closes it. **Show in Files** opens the Files app where the document is: there Finis projects have their own icon and a preview of the text.

SEE ALSO Inbox p. 40 · Virgil p. 41

IPAD

Inbox

Ideas turn up when they like. Send them to Finis from your iPhone or from the Share menu, even while Finis is closed: they wait in the **Inbox** until you choose the book they belong to. The Inbox appears only when there's something in it, and with iCloud Drive it's the same on the iPad and on the Mac.

In the **Library**, **Inbox** is the third view, below **Library** and **Recents**, with the number of notes. Each one says when it came and where from, "from iPhone" or the page's site. **Into a Book…** moves it into the **Notes** of the book you pick, even if it's closed; **Open** shows it whole; **Delete** sends it to Recently Deleted, in the Files app.

In an open book, the **Inbox** row is in the sidebar, below the search field. A tap puts the list in place of the tree, and **‹ Inbox** brings the project back. **Into This Book's Notes** moves the note into the project's **Notes**, and ⌘Z puts it back in the Inbox; **Open** and **Delete** work as in the Library.

Notes can be dragged with a finger too: touch and hold a note and move it. In the Library, pause for a moment over **Library**: the shelves come back, and you drop it on a book's card. In an open book, pause over **‹ Inbox**: the tree comes back, and you drop it where it belongs. The note is moved, not copied, and becomes what the folder that receives it makes: a note in Notes, a text in the book.

From Safari, Notes, Mail and other apps: **Share › Note in Finis**. A small panel, on the paper you use in Finis, shows the text to correct, with the page's title and site below it; from Safari it brings the selected sentence with its link. **Save** sends it to the Inbox. Text and links only, no images or PDFs. The first time, scroll the apps in the share sheet to **More** and add **Note in Finis**.

From your iPhone, until Finis is there too, there's the "Note for Finis" shortcut: open getfinis.com/downloads/Note-for-Finis.shortcut on your iPhone and add it to Shortcuts. It saves every note, with no questions, in iCloud Drive › Shortcuts › Finis: on this iPad, choose that folder once in **Settings › Inbox › Link…** Then say "Note for Finis" to Siri, or run it from Shortcuts or from Share in Safari: the note arrives by itself, even while Finis is closed, and iCloud takes a minute or two.

SEE ALSO Virgil p. 41 · The Page p. 42

IPAD

Virgil

Virgil, in the inspector (⌥⌘A), asks the book, rereads, drafts synopses and variants with an artificial intelligence service of your choice. In **Settings** › **Virgil**, connect DeepSeek, OpenAI, Anthropic, Google Gemini or Grok (xAI) with **Verify and Save**: the API key stays in this iPad's Keychain. There you also choose a model for each task.

Ask answers about the book or the selected passage; **Ask the book**, the first row as you type in the search field, starts from there. **Reread** looks for repetition, pace, clarity, continuity and **Typos**: **Propose in Text** writes the corrections as suggestions, to decide in **Review**. With a passage selected, **Propose a variant**, in the selection's menu, has it rewritten.

Before the first request to each service, Finis asks for your consent to share the texts; you revoke it in **Settings** › **Virgil**. Nothing leaves without **Send**, and the line above it says which texts, how many words and to whom. **Privacy and Data**, in **About Finis**, explains what is sent.

SEE ALSO The Page p. 42 · With a Keyboard p. 43

IPAD

The Page

Aa shapes the text: bold and italic, headings, quotes, lists, links, footnotes and comments. The paper (light, sepia or dark), the typeface, size, line spacing and line width are in **Settings** › **Page**, with **Dim the lights**, which takes some light from every paper.

In the **writing modes**, **Typewriter** (^⌘T) keeps the line you write on in the middle of the screen; **Focus** keeps the sentence or paragraph bright and dims the rest.

While you write, the header steps aside and leaves the page alone; it comes back as soon as you touch the screen or move the pointer. In **Settings** › **Interface** you can keep it in view; in **Settings** › **Writing** you can remove the F. at the end of the text and read comments in full in the text, instead of their sign alone.

SEE ALSO With a Keyboard p. 43 · Exporting p. 45

IPAD

With a Keyboard

With a keyboard attached, Finis has the Mac's shortcuts. Hold ⌘ to see them all, or open the menu bar.

New Document	⌘N
New Folder	⌥⌘N
New Note	^⌘N
New Project…	⇧⌘N
Open…	⌘O
Bold	⌘B
Italic	⌘I
Link…	⌘K
Comment…	⇧⌘K
Footnote…	⌥⌘K
Edit Selected Element…	⌥⌘E
Copy as Formatted Text	⌥⇧⌘C
Track Changes While Writing	^⌘R
Highlight	⇧⌘H
Expand, shrink the selection	⌥⌘↑ ⌥⌘↓
Body, title, heading, subheading	⌥⌘0 ⌥⌘1 ⌥⌘2 ⌥⌘3
Find in Document	⌘F
Search in Project	⇧⌘F
Quick Open…	⇧⌘O
Page, Board, Outline, Continuous Text	⌘1 ⌘2 ⌘3 ⌘4
Back, Forward	⌘[⌘]
Virgil	⌥⌘A

Show or Hide Inspector	⌥⌘I
Open Beside	⌥⌘\
Export Book…	⇧⌘E
Print…	⌘P
Larger, smaller, normal text	⌘+ ⌘– ⌘0
Library	⇧⌘L

SEE ALSO Exporting p. 45 · Keeping Your Work Safe p. 46

IPAD

Exporting

Export Book… (the share icon at the top, or ⇧⌘E) puts the book's documents together, in the order of the sidebar, as **Word**, a **manuscript PDF** for publishers, a **book PDF**, **ePub**, **HTML** or **Markdown**.

Preview shows the book as it will be; **Export…** writes it and opens **Share: Save to Files**, Books, Mail, AirDrop. **Print…** (⌘P) sends the pages to the printer.

SEE ALSO Keeping Your Work Safe p. 46 · Trial and Unlock p. 47

IPAD

Keeping Your Work Safe

Every day and at every close, Finis copies the project into a backup on this iPad, kept apart, and keeps the last 14 daily ones, 8 weekly ones and the last of each month. **File** › **Back Up Now** makes one right away; **Restore from Backup…** reopens a copy as a new project, next to the open one, without touching it.

To get back a single document, the inspector's **Versions** tab also lists its copies in the backups. **Export Metadata…** writes each document's status, tags, synopsis and notes in a folder with two files; **Full Export…** puts the whole project in a zip archive. Both can be saved to Files or sent elsewhere.

SEE ALSO Trial and Unlock p. 47 · Getting Started p. 35

IPAD

Trial and Unlock

You can try Finis free for 14 days, with every feature. Then you unlock it with a single purchase, no subscription, valid on Mac and iPad with the same Apple Account: **Restore Purchases** finds it on another device.

If you don’t unlock it, projects open, read and export, but can’t be changed.

SEE ALSO Getting Started p. 35 · Writing p. 37

The latest version of this Help is always at getfinis.com/help*. Set in Finis Serif and Finis Sans, the typefaces of Finis, made from Literata and Recursive.*