VERBARIA / YOUR ROOM, EXPLAINED

The Solo user guide

A clear path from an idea to writing you are ready to share.

For a writer using their own account and workspace. Updated October 6, 2026.

Solo is your own writing account. You choose the brand, organize the work, decide when to use help, and review what you share. You can write a single piece without setting up a project, or give a larger body of work a home. Solo does not include team invitations or a shared approval roster.

Your first steps

1. Check your active brand and confirm its audience, voice, and direction in Your foundation.

2. Start from Home or Plan a piece. A rough idea or working title is enough.

3. Write in the editor, choose help when needed, and review any proposed changes.

4. Save the piece and find it again in Browse drafts or its Project.

5. Review the saved version, then export it or deliberately publish to a chosen destination.

Find your way

This is the complete offline guide. Use the chapter links below, the PDF bookmarks, or the current online guide when a screen changes.

01 / Get your bearings

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04 / Move from idea to a piece

05 / Write, revise, and save

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Questions and recovery steps

Current online guide: https://verbaria.com/solo/guide

Account actions require sign-in. A guide link does not invite a person, change permissions, purchase a seat, or publish writing. Follow the current labels, permissions, and messages in your account.

01 / Get your bearings

The Solo plan is $49 per month for one personal seat. Your account's current plan and access are shown in Plan & billing. The room also supports Free and other account states; the guide describes the workflow, not a promise that every paid action is unlimited.

1. Use your own sign-in

Sign in with the email attached to your account. Your writing and settings belong to that account. If you arrived through a team invitation, your access may instead be a team seat; check Plan & billing.

2. Check the active brand

The brand selector identifies the context you are writing in. Make sure it is the brand you intend before creating a piece or starting research. Brand availability follows the plan and permissions shown in the app.

3. Start small

Home resumes saved work or helps you begin an idea. Plan a piece gives purpose, reader, and next step a place. You do not need a complete content strategy or project to start writing.

Open: Home

Open: Plan & billing

02 / Set your foundation and voice

The room works better when it has accurate context. Your audience, point of view, brand facts, and writing examples should reflect what you can stand behind.

1. Review Your foundation

Confirm who the work serves, what you stand for, and the subjects you want to cover. You can start with an existing website or build a direction before you have one. Review imported or suggested information rather than treating it as automatically true.

2. Use representative writing

Provide examples that sound like you and the confirmed facts you want the room to use. Update your voice and brand direction as your work develops. A suggestion should never turn a guessed experience into a fact about your life.

3. Keep personal development separate

Where My writing is available, use it for personal voice preferences, examples, and goals. If you later join shared brand work, importing that personal foundation into a brand is a separate choice.

Open: Your foundation

Open: My writing

03 / Organize a piece or a larger project

A Project gives related work a home. It can hold one piece, a series, or a creative idea with drafts, notes, research, outlines, and materials. It is optional.

1. Name a project

Open Projects and choose Name a new project. Enter a working name and purpose. You can rename it as the direction becomes clearer. Open it to collect pieces and supporting material.

2. Keep notes and sources nearby

Add notes, research, and material references for the project. Record source and usage details when they matter. A source note or saved image reference does not itself grant permission to reuse someone else's work.

3. Return or archive

Use the project to resume its pieces, or find an individual piece through Browse drafts. Archive a project when it should leave the active list; its drafts and connections remain together. Restore it from Archived projects to organize it again.

Open: Projects

Open: Browse drafts

04 / Move from idea to a piece

Choose a starting point that matches the material you have. A sentence, rough paste, or spoken thought can be enough.

1. Plan a piece

Use Plan a piece to clarify the idea, reader, intention, and next step. A plan can belong to a project or stand alone. Review what the work should do before drafting a long answer.

2. Choose the right entry

Continue writing resumes existing work. Speak it helps turn spoken material into prose. Rewrite explores alternatives to wording you already have. The whole story is the separate route for longer story material and manuscripts.

3. Carry context into the editor

Choose the format and open the writing room from the flow you are using. Check the piece's title, brand, and project context. A working title can change later; the writing does not have to arrive finished.

Open: Plan a piece

Open: Continue writing

Open: The whole story

05 / Write, revise, and save

Use the editor for your own words and the help you choose. Review the result of assistance before keeping it.

1. Write first

Work in the canvas and check the context above it. Your intended meaning and reader matter more than polishing every sentence on the first pass. Save before switching to another task or exporting.

2. Choose a focused revision

Use the available sentence tools, in-voice revisions, or Refine guidance for a specific purpose. Read the proposal for accuracy, meaning, and voice. Accept only what serves the piece; a generated change is still yours to judge.

3. Check save feedback

Read the save status before leaving. If the app reports a conflict or failure, follow its recovery message and review the current saved version. A visible edit that has not saved is not the version used by downstream exports or publication.

Open: Browse your saved drafts

Open: Refine

06 / Use craft feedback and learn from your work

Measurements and feedback can help you choose a next pass. They do not establish whether a piece is good, true, or ready to publish.

1. Choose one thing to improve

Use craft guidance to inspect a sentence, passage, or piece. Decide which finding matters for the reader, make an intentional change, and read it again in context. Keep your own judgment beside any measurement.

2. Keep confirmed learning

My writing can hold personal voice preferences and development goals. What I've learned holds the learning the room offers for you to review. Confirm useful learning rather than accepting everything by default.

3. Practice in Learn

Open Learn for writing lessons, story craft, free tools, and glossary explanations. These guides are available there too. Reading and practice in Learn use no generations.

Open: Learn

Open: What I've learned

07 / Use research when it helps the piece

Authority Map and Pulse support ongoing subject work. They are useful tools rather than prerequisites for writing your first piece.

1. Connect topics in Authority Map

Review pillars, main pages, supporting pieces, terms, and reader questions. Choose the material relevant to your direction and follow a selected idea into its plan. A question's presence in the map is not proof of search demand or a ranking.

2. Review Pulse material

Pulse researches your brand's space and presents sources and possible directions. Check the source, date, evidence, and fit before carrying material into writing. Review scheduling or drafting settings separately; opening the page does not start a new research run.

3. Keep claims grounded

A useful source can inform a piece, but the claim still needs review. Do not publish invented experiences, unsupported figures, or a summary you have not checked. Research actions can have their own usage limits.

Open: Authority Map

Open: Pulse

08 / Export the piece and its writing record

Keep a readable copy of the work when you need it outside Verbaria. The manuscript and the writing record are different exports.

1. Save and choose the export

Open the piece and use its available export controls. Select the file format that suits your next use. Read the downloaded file to check headings, body text, and the version you intend to share.

2. Read the writing record

Where available, the writing record describes saved wording and the assistance recorded for that version, including its limits. It is not an AI detector, proof of authorship for every word, or a quality score.

3. Keep the right version

Writing records offer readable PDF, Word, and copy options where shown. An older record does not describe wording you changed later. Refresh and check the record after editing before sharing it alongside the piece.

09 / Publish deliberately

Export saves a file. Publish sends the work to a chosen destination. Review the actual piece and destination before using publication controls.

1. Open Publish

Use Publish in the editor or follow a piece from Distribution. Select an available destination and review its integration settings. Some destinations require setup before the work can be sent.

2. Review the details

Check the saved body, title, destination, and available metadata or scheduling fields. Ensure the source claims and any included material are appropriate for that destination. Solo has no separate team reviewer; the publication decision is yours.

3. Verify the outcome

Read the result or scheduled status. A saved draft or selected time does not prove an external site received the piece. If delivery fails, read the message and check the destination before retrying.

Open: Distribution

Open: Integration settings

10 / Understand your plan and find help

Plan & billing is the place to check the plan, access, renewal, and subscription options. Use the figures shown for your account, especially if you have changed plans or arrived through a team invitation.

1. Read the current access

Monthly generations and other limits depend on your plan and account state. AI generation, research, and external integrations can have different rules. The app explains when a limit is reached and the available next step.

2. Treat own-key setup as separate

Using your own AI key has its own setup and eligibility requirements. Follow the controls and current terms in Plan & billing. Do not assume it removes every platform or research limit.

3. Return to a guide or ask for help

Open these guides through Resources on the public site or Learn inside the app. If a feature is missing, check the account, active brand, save state, and plan before contacting support with the page and message you see.

Open: Plan & billing

Open: Contact support

When something is unclear

Do I have to create a Project before writing?

No. You can write one piece on its own. Use a Project when drafts, notes, research, or a series should stay together.

Where did my draft go?

Check the active brand, Home, Browse drafts, and the Project where you started it. Check whether the Project is archived. If a save failed, the current on-screen edits may differ from the saved draft.

Why does a screen look different from the guide?

Navigation and available actions depend on your plan, account role, active brand, and the piece's context. Follow the labels currently shown. A shared Team piece has brand permissions and approval controls that a personal Solo piece does not.

Where do I add another writer on Solo?

Solo is one personal seat. Team invitations belong to the owner of a Team subscription. Use the separate Team guide if you are moving to shared work.

Does downloading publish anything?

No. Downloading gives you a file. Publication uses the separate Publish controls and a chosen destination.

Do measurements prove my writing is ready?

No. They describe aspects of the text. You still review meaning, facts, voice, reader needs, and the saved version before sharing.

For help with a specific problem, include the page and the message you see. Contact Verbaria support.