AI Authors Studio (AAS) – Frequently Asked Questions (Updated 3-18-2026)

Cleaned up and updated for current AAS writing, organizing, collaboration, publishing, licensing, and AI workflow features.

Overview

1. What is AI Authors Studio?

AI Authors Studio (AAS) is a WordPress-based writing environment built for books, long-form writing, and structured publishing workflows. It combines Projects, Outlines, Write, Organize, Publish, Collaborate, Leonardo AI assistance, Editor Tools, versioning, and storage-aware project management inside your own WordPress site.

2. What are the differences between FREE, PRO, and Studio plans?

Plan	Best For	Key Features
FREE	Trying AAS and basic book/project setup	One active project, core Projects/Outlines/Write/Organize/Publish workflow, basic editing tools, limited AI access, starter import capability.
PRO	Serious individual authors with multiple books	Multiple projects, fuller Leonardo access, Editor Tools panel, chapter version history, broader publishing/export controls, stronger workflow tools.
Studio	Advanced authors, series builders, and collaborative workflows	All PRO features plus stronger AI depth, fuller version controls, advanced organizing/series tools, collaboration workflow, remote review, and expanded book-production features.

Your plan level is determined by either a hosted subscription or a self-hosted license key activation, depending on which AAS model you purchased.

Installation & License Setup

3. How do I install the AAS plugin?

1. Log into WordPress Admin.
2. Go to **Plugins → Add New →Upload Plugin**.
3. Select the AAS ZIP file, then click **Install Now**.
4. Click **Activate**.
5. Open the **AI Authors Studio** admin area and visit the setup page.
6. Use **Create/Repair Master Portal Page**.
7. Click **Launch Studio** to enter the AAS portal.
8.

Many site owners also create a regular non-admin user for daily writing work. yourdomain.com/ai-authors-studio/?aibb_view=projects

4. How do I install and activate my PRO or Studio license?

If you purchased the self-hosted licensed version rather than a hosted subscription:

1. Go to the AAS license/settings area in WordPress Admin.
2. Enter your license key exactly as provided.
3. Make sure the license server URL is set to **https://aiauthorsstudio.com**.
4. Use the license validation section to validate the key.
5. After success, confirm the plan pill in the upper-right area of the portal shows **PRO** or **Studio**.
6.

If the portal still shows FREE: clear cache, log out/in, and validate again.

5. How do I verify my license is working correctly?

Where to Check	What You Should See
License / validation area	Validated status, plan level, and expiration details if applicable.
Portal plan pill	The upper-right pill should show the correct plan, such as PRO or Studio.
Feature access	Previously greyed-out or gated features should now be available for your plan.

If validation fails, verify domain binding, seat availability, and that the key was entered without extra spaces.

AI Setup & API Configuration

6. How do I enable AI features in AAS?

AAS requires an AI provider API key for Leonardo and related AI actions.

1. Create an account with a supported AI provider.
2. Generate an API key.
3. Enter the key in the AAS AI settings area.
4. Save settings and test with a Leonardo quick action.

7. Which AI provider should I sign up with?

AAS supports OpenAI-compatible APIs. Many users start with OpenAI, but other compatible providers may also work if they support standard chat-completion style endpoints and compatible request formats.

8. How do I generate my OpenAI API key?

1. Log into your OpenAI account.
2. Open the API keys area.
3. Create a new secret key.
4. Copy it immediately and store it safely.

sk-xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Keep your API key private.

9. Where do I enter the AI API key in AAS?

1. Go to the AAS AI settings area.
2. Paste your API key into the API key field.
3. Select the model or compatible endpoint settings as needed.
4. Save settings.
5. Test from Leonardo or another AI action in the portal.

When configured correctly, Leonardo actions should activate and AI-gated tools should stop appearing unavailable for supported plans. 10. Leonardo is greyed out or not responding. Why?

Possible Cause	What to Check
Plan gating	Confirm the portal plan pill shows the correct plan for Leonardo access.
License / subscription status	Validate the license again or confirm the hosted subscription mapped correctly.
API key issue	Check that the API key is saved and valid.
Provider billing or quota	Confirm your AI provider account has active billing and usable quota.

Using AAS

11. What main pages does AAS include?

Page / Panel	What It Does
Projects	Create/import books, manage saved and archived projects, use series tools, and access search/sort/bulk actions.
Outlines	Create chapter plans, use project outline templates, add/reorder chapters, and work from structured planning notes.
Write	Draft chapters, edit book text, and use quick AI assistance while writing.
Organize	Arrange chapters and components such as front matter, back matter, and covers.
Publish	Set formatting/layout rules, choose included sections, and export into supported output formats.
Collaborate	Share projects for read-only/comment review, manage invites, open shared manuscripts, and continue feedback threads.
Leonardo	AI side panel for brainstorming, revision support, analysis, and guided next-step suggestions.
Editor Tools	Versioning, compare/diff-related tools, editing support, and stronger author-control workflow features.

12. Can AAS import existing writing?

Yes. AAS supports importing structured writing into projects. Import success depends on file format and source structure. Some formats and features may vary by plan level and by the quality of the source file.

Tip: DOCX imports are often the safest starting point for structured manuscripts.

13. What are Full Book Series features?

The Projects area includes a collapsed help section for Full Book Series features. These tools are intended for authors managing multi-book workflows rather than a single standalone manuscript.

Series Tool Area	Purpose
Books	Manage individual books within a broader series workflow.
Shared Assets	Reuse items such as recurring front matter, reference material, or shared series-related assets.
Apply & Sync	Push selected settings or shared content across the relevant books in the series workflow.
Publishing	Coordinate book-production settings while keeping multi-book work more consistent.

14. What can I do on the Outlines page?

The Outlines page lets you build chapter plans, add chapters, reorder them, and use Project Outline Templates. AAS also includes help guidance explaining how to use those template features for faster project planning.

15. What publishing tools does AAS include?

The Publish page includes formatting and layout controls such as page size, body font, font size, line spacing, margins, chapter title style, page numbering, and running header text. It also lets you choose which organized sections to include in exports.

16. Does AAS support collaboration now, or is that only planned?

AAS already includes current collaboration workflow features, especially at Studio level. This is no longer just a future concept.

Current Collaboration Capability	What It Means
Invite/share workflow	Users can send broker-routed project shares using registered collaboration email addresses.
Roles	Current workflows support read-only/comment-style review roles.
Shared project access	Accepted shares can appear in the recipient's collaboration area and can be opened for review.
Remote review	Comment/review workflows exist for shared manuscripts rather than only local planning.
Invite tracking	Pending, sent, accepted, and open review items are surfaced through the collaboration workflow and broker logs.
Refresh controls	The collaboration page includes refresh frequency controls, with a default interval of 300 seconds.

AAS collaboration is centered on structured share-and-review workflow, not on Google-Docs-style simultaneous live typing by multiple people in the same document.

Troubleshooting

17. The plugin will not activate. What should I do?

Check PHP version first. AAS should run on modern supported PHP versions, and stronger hosting setups are preferred.

Enable WordPress debug logging:

```
define('WP_DEBUG', true);
define('WP_DEBUG_LOG', true);
```

Then review:

/wp-content/debug.log

Common causes include incompatible PHP, corrupted upload ZIPs, or conflicts with other plugins/themes.

18. The portal page is blank or missing sections.

Likely Cause	What to Try
Caching	Clear all caches, including page cache, object cache, and browser cache.
Theme container restrictions	Temporarily switch to a default theme such as Twenty Twenty-Four for comparison.
JavaScript or plugin conflict	Disable conflicting plugins temporarily and re-test key AAS pages.

19. Why does my plan show FREE after purchase?

This can happen because of license validation issues, hosted subscription mapping problems, sync delay, or caching.

1. Recalculate or refresh the plan if your build includes that option.
2. Revalidate the license if you are using the self-hosted licensed version.
3. Log out and back in.
4. Clear all caches.

If a paid user temporarily flips to FREE only during certain actions, inspect subscription/license lookup behavior and caching together, not just the page UI.

20. Storage usage looks incorrect. What should I do?

Use the storage recalculation option in settings if available for your build. If recalculation is failing, make sure your WordPress memory limit is not too low.

```
define('WP_MEMORY_LIMIT', '256M');
```

21. How many projects can FREE users create?

FREE users are limited to one active project at a time. To start another project, the current project must be deleted or the account must be upgraded to PRO or Studio.

22. Does AAS store my writing externally?

No, your manuscript content is primarily stored in your own WordPress environment, including the database and uploads/storage paths you control. External AI providers are only involved when you choose to send prompts to them for AI-assisted features.

23. Can I move AAS to another server?

Yes. Typical steps are:

1. Deactivate or unbind the old install if your license model requires it.
2. Install AAS on the new server.
3. Enter the license key or reconnect the subscription environment.
4. Validate again.

If a seat limit is exceeded, release or unbind the previous site first.

24. What hosting specs are recommended?

Level	Suggested Specs
Minimum	Modern PHP, 256MB memory, SSL enabled.
Recommended	PHP 8.1+, 512MB memory or better, quality managed WordPress hosting, reliable caching controls, and strong backup support.

25. How do updates work?

Version Type	Typical Update Path
FREE / trial-style distribution	Updates follow the distribution channel used for that build.
PRO / Studio licensed builds	Updates are typically tied to the license/subscription delivery workflow used by your AAS setup.

Always back up your site before updating.

26. Who is AAS designed for?

AAS is built for:

- Book authors
- Long-form writers
- Course creators
- Technical writers
- Multi-book series authors
- Structured thinkers who want a WordPress-based authoring environment