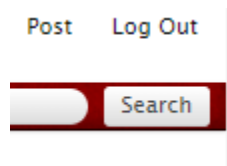
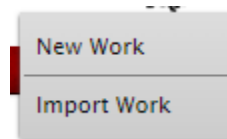


To create a new AO3 fic, go to your AO3 account, log in, and click on “Post” in the upper, right hand side.



Click on “New Work”



There are several mandatory fields:

Under “Tags”: Rating, Archive Warnings (don’t pick “Choose not to use Archive Warnings” or your work will be flagged; instead pick “No Archive Warnings Apply” if that’s accurate), Fandoms

Under “Preface”: Work Title (we suggest you also add a summary)

Under “Associations”: Choose a language (because this is a collection, you will also need to fill in the name of the collection at “Post to Collections / Challenges”)

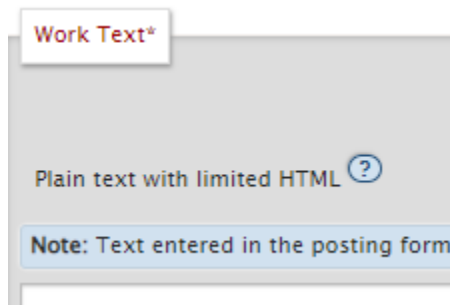
If your work has multiple chapters, you need to click the small box here to denote that.

A screenshot of two checkboxes. The first checkbox is labeled 'This work is part of a series' with a question mark icon. The second checkbox is labeled 'This work has multiple chapters'.

This will allow you to say how many chapters it will have (or leave that as a question) and add chapter titles.

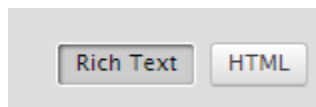
A screenshot of a form titled 'This work has multiple chapters'. It contains two input fields: 'Chapter 1 of' with a question mark icon, and 'Chapter Title:'.

Under “Work Text” you post your work.



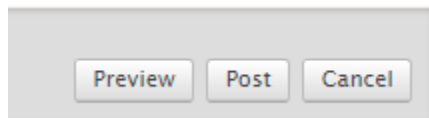
A screenshot of a web form section titled "Work Text*". Below the title is a large text area with the placeholder text "Plain text with limited HTML" and a small question mark icon. At the bottom of the text area is a blue-bordered note that reads "Note: Text entered in the posting form".

You can type here directly or copy and paste another document’s text in here. We advise you to write elsewhere and transfer the words to AO3. If you are copying directly from a Word Doc or a Google Doc without doing any html programming in the document, make sure you pick “Rich Text” on the upper, right hand side.



A screenshot of two buttons side-by-side: "Rich Text" and "HTML". The "Rich Text" button is highlighted with a darker background.

When you’re done, click “Post” on the bottom, right hand side:



A screenshot of three buttons side-by-side: "Preview", "Post", and "Cancel". The "Post" button is highlighted with a darker background.