

VERBAVIVA

Handbook

Your own audiobooks on iPhone, from the first book to the last setting.

Edition of November 2026

verbaviva.app

VerbaViva plays the audiobooks you already own on your iPhone. Your books live in your own iCloud Drive, and your place in each book follows you from iPhone to iPhone.

This handbook walks through everything the app does, from adding your first book to the last setting.

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1 Before you start

WHAT YOU NEED

- An iPhone with iOS 17 or later.
- iCloud Drive switched on for VerbaViva. VerbaViva also works without it, but then your books stay on one iPhone (see Without iCloud Drive).

WHAT VERBAVIVA PLAYS

- **m4b files.** An m4b is a single audiobook file with its chapters and cover built in. It is the common format for an audiobook you own outside a store.
- **Audiobooks in the Music app**, and audiobooks synced to your iPhone from a computer (see Books from Music and from your computer).
- **Free classics** from VerbaViva's own collection (see Free classics).

VerbaViva cannot play copy-protected (DRM) files, such as audiobooks bought in Apple Books or Audible. Only the app they were bought in can play them.

VerbaViva needs no account and no sign-in.

2 Add your audiobooks

Copy them into iCloud Drive

VerbaViva has its own folder in your iCloud Drive: **VerbaViva › Audiobooks**. Every m4b file you put there appears in your library on every iPhone signed in to the same Apple Account.

- **On your iPhone:** open the **Files** app, go to **iCloud Drive › VerbaViva › Audiobooks** and copy your m4b files in.
- **On a Mac:** open iCloud Drive in the Finder and drag your m4b files into **VerbaViva › Audiobooks**.
- **On a Windows PC:** install iCloud for Windows, open **iCloud Drive › VerbaViva › Audiobooks** and copy your m4b files in.

Open VerbaViva and the books appear. New books download to your iPhone by themselves as soon as they arrive (you can turn this off: see Automatic Downloads).

Folders. Inside **Audiobooks** you can make one level of folders, for example *Audiobooks/Crime* or *Audiobooks/Kids*. VerbaViva uses them to sort your library by folder and to filter it (see Sort your library). Keep each book either directly in **Audiobooks** or in one folder inside it:

WHERE THE FILE IS	DOES IT APPEAR?
`VerbaViva/Audiobooks/Book.m4b`	Yes
`VerbaViva/Audiobooks/Crime/Book.m4b`	Yes, in the folder *Crime*
`VerbaViva/Book.m4b`	No — it is outside Audiobooks
`VerbaViva/Audiobooks/Crime/Old/Book.m4b`	No — it is two folders deep

File names. VerbaViva tells books apart by their file name. Two files with the same name in different folders count as the same book, and only one of them appears.

Share a file to VerbaViva

For a single file, for example one you downloaded in Safari, got by email or received over AirDrop:

1. Open the file in the **Files** app (AirDrop files wait in **Files › Downloads**).
2. Tap the Share button and choose **VerbaViva**.
3. VerbaViva shows the book's name and asks where to put it. Under **Add to**, choose **Unfiled**, one of your folders, or **New Folder…** to make one.

VerbaViva checks the file before it adds it. If it is already in your library, or it can't be played, VerbaViva tells you and adds nothing.

The note under **Add to** says what happens to the original:

- A file from your **Downloads** folder is deleted from Downloads afterwards, so it doesn't take up space twice.
- A file from anywhere else stays where it is.

After your first book from Downloads, VerbaViva offers to skip the Share step next time: choose **Choose Folder** to watch your Downloads folder (see the next section), or **Not Now**.

Watch a folder

A watched folder is a folder VerbaViva checks for new audiobooks and imports on its own. Watch **Files › Downloads**, and every book you AirDrop to your iPhone lands in your library without another tap.

1. Tap the gear at the top right of the library to open Settings.
2. Under **Library**, tap **Watched Folders**.
3. Tap **Add Folder…** and pick the folder.

On an empty library, the **Watch a Folder…** button does the same.

Each watched folder has two switches:

SWITCH	WHAT IT DOES
Look in Subfolders	Also reads the folders inside it. Each subfolder becomes a folder in your library; books deeper down go into the folder of the subfolder they are in.
Move into Library	Deletes the original once VerbaViva has safely copied it into your library.

Below the folders, **Downloads at Once** sets how many books from watched folders download at the same time: **1 Book** (the default) up to **5 Books**. A download stops when your iPhone goes to sleep, so with more than one at a time, they can all be cut off together.

VerbaViva checks your watched folders every time you open it or come back to it. It imports only m4b files, and skips books already in your library. To stop watching a folder, swipe it to the left and tap **Remove**.

While books come in. An **Importing** section appears at the top of your library. Each book shows its name and what it is waiting for: **Waiting**, or **Downloading from iCloud** with its size. A spinner marks the book that is downloading now. If a book is still in iCloud, VerbaViva downloads it first, then copies

it into your library. Each book joins your library as soon as it is ready. A book that can't be downloaded this time is tried again the next time you open VerbaViva.

Books from Music and from your computer

VerbaViva can also list audiobooks that are already on your iPhone in Apple's media library. They have their own views: open the filter menu and, under **Show**, choose:

- **Music** — albums in the Music app whose genre is exactly *Audiobook*. Each album is one book, and its tracks are its chapters. The album has to be downloaded on this iPhone, all of it; an album with a missing track does not appear. To give an album that genre, select it in the Music app on a Mac, choose **Get Info** and set Genre to *Audiobook*.
- **Books** — audiobooks synced to this iPhone from a computer. Connect your iPhone to a Mac, select it in the Finder sidebar, open the **Audiobooks** tab, turn on syncing, choose the books and click **Sync**.

The first time, VerbaViva asks for access to your media library. If you said no, the empty screen has a link to allow it in Settings.

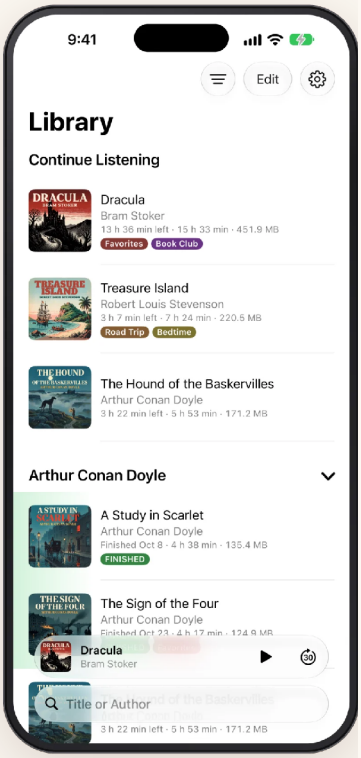
Every empty **Library**, **Music** or **Books** screen also has **Read the Guides**. It opens the step-by-step guides on verbaviva.app in Safari.

These books play like any other, with some differences:

- They are not in iCloud Drive, so they have no download button, no **Remove Download** and no **Share...**.
- **Music** albums sync your place and tags to your other iPhones, as long as the same album is on them too.
- **Books** synced from a computer keep your place and their tags on this iPhone only.

3 Your library

The library lists your books, grouped into shelves. Tap a book to listen. While a book is loaded, a small player floats at the bottom of the list (see The mini player).



THE LIBRARY

What a row tells you

Each row shows the cover, the title, the author and a caption, for example:

- *12 h 4 min · 234 MB* — a book you haven't started.
- *3 h 2 min left · 12 h 4 min · 234 MB* — a book you are listening to.
- *Finished 5 Oct · 12 h 4 min · 234 MB* — a book you have finished.
- *In iCloud — tap to download* — a book that is in iCloud Drive but not on this iPhone.

Under the caption are the book's tags, as coloured chips. A **blue** wash on the left of the row means the book is **New**; a **green** wash means it is **Finished**.

On the right, a **cloud** button means the book is in iCloud only. Tap it, or the row, to download the book. While it downloads, the button becomes a ring and the caption counts up (*2.3 MB of 32.8 MB*); tap the ring to cancel.

Continue Listening

The **Continue Listening** section at the top holds the books you are in the middle of, most recent first. A book joins it after three minutes of listening without a break. When you finish a book, its place goes to the next unfinished book after it on the author's shelf — usually the next in the series — if there is one.

It shows three books; choose between one and five in **Settings › Library › Continue Listening**.

Sort your library

Open the filter menu, then **Sort**:

SORT	SHELVES
Author (the default)	One shelf per author, *Unknown Author* last
Recently Added	One shelf per month in which books arrived
Last Played	One list, the book you played last on top
Folder	One shelf per folder in **Audiobooks**, *Unfiled* last

On a shelf, the books of a series stand in series order when the file says so, otherwise in title order.

Tap a shelf's header to fold it away; tap it again to open it. Folded shelves stay folded on your other iPhones too.

The filter menu

The filter menu is the button with three lines at the top right, to the left of **Edit** and the gear. Its icon fills in while a filter is on, so you can tell at a glance that some books are hidden. From top to bottom:

ITEM	WHAT IT DOES
Show	Which books the list shows: **Library** (your own m4b files), **Music**, **Books** or **Classics**.
Sort	How the library is shelved (above).
Category	Shows one folder only, or **All**. Appears once you have at least two folders.
Language	Shows one language only, or **All**. Appears once your books are in at least two languages (see Filter by language).
Tags	Shows only books with the tags you tick (see Filter by tags).
Hide Finished / **Show Finished**	Hides the books you have finished, or shows them again.
Downloaded Only	Hides books that are only in iCloud, so you see what you can play offline.
Guides	Opens the step-by-step guides on verbaviva.app in Safari.

If a filter leaves nothing to show, the empty screen offers a button to undo it: **Show All Books**, **Show All Languages**, **Show Finished** or **Clear**.

Filter by language

Open the filter menu, then **Language**, and choose a language, **All**, or **Unknown** for books whose language VerbaViva doesn't know. Your choice carries over to **Music**, **Books** and **Classics**; a view without that language shows all its books.

Many of your own books may show as **Unknown** at first, because a file often doesn't say what language it is in. To set it yourself:

1. Long-press the book and choose **Language…**.
2. Choose a language from the list, or search for it. The languages in your library come first.

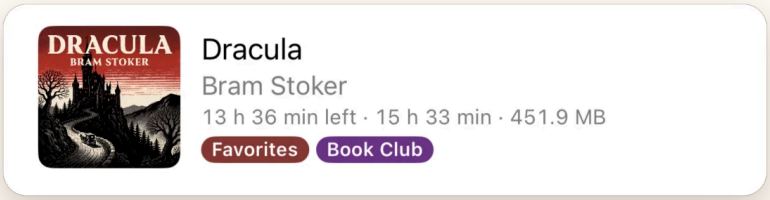
A language you set syncs to your other iPhones. To go back to what the file says, choose **From File** at the top of the list.

Search

Tap the search field (**Title or Author**) and type part of a title or an author. The results are one plain list. Search stays within the books you are showing (Library, Music, Books or Classics) and the folder, language and tags you have chosen, but it also finds finished books and books still in iCloud, even when **Hide Finished** or **Downloaded Only** is on.

4 Tags

Tags let you group books your own way — for the commute, for the kids, for the next listen. Each tag has a colour, and your tags sync through iCloud to your other iPhones.



A BOOK WITH ITS TAGS

Two tags are built in:

- **New** — a book gets it when it arrives in your library. It comes off after you have listened to the book for three minutes without a break, when you swipe it right and choose **Mark as Seen**, or when you mark the book **Finished**.
- **Finished** — set when you reach the end of a book, or when you mark it yourself.

A book is never both: marking a finished book **New** takes away **Finished**. You can't rename or delete these two tags.

Tag a book

1. Long-press the book and choose **Tags…**.
2. Tap a tag to give it to the book; tap it again to take it off.
3. To make a new tag, tap **New Tag…**, give it a name, pick one of seven colours, and tap **Save**.

To tag several books at once, see Work with several books at once.

Filter by tags

Open the filter menu, then **Tags**, and tick one or more tags. The library shows only the books that carry **every** tag you ticked. To see everything again, choose **Clear Tags**.

Rename, recolour, reorder and delete tags

1. Tap **Edit** at the top of the library.
2. In the bar at the bottom, open **Tags** and choose **Edit Tags…**.

3. In the list of tags:
    - Tap a tag, or swipe it left and tap **Edit**, to change its name or colour.
    - Swipe a tag left and tap **Delete** to delete it. VerbaViva tells you how many books carry it before it removes it from them.
    - Tap **Edit** at the top left and drag the tags into the order you want.

5 Work with several books at once

Edit mode

Tap **Edit** at the top right of the library, then tap the books you want. **Select All** selects every book you are showing, search results included.

The bar at the bottom has:

- **Tags** — tick a tag to give it to every selected book, or untick it to take it off all of them. **Edit Tags...** is here too.
- **Remove Download** (or **Remove N Downloads** for several) — frees the space of the selected books (see Free up space). It is there only when your books are in iCloud Drive, and on **Classics** (see Remove a classic).

Tap **Done** when you have finished.

Swipe a book

- **Swipe right: Mark as New** or **Mark as Seen**.
- **Swipe left: Remove Download**, or **Cancel Download** while it is downloading.

Long-press a book

ITEM	WHAT IT DOES
Tags...	Gives the book tags.
Language...	Sets the book's language (see Filter by language).
Mark as Finished / **Mark as Unfinished**	Marks the book finished, or not.
Share...	Sends the m4b file to someone, for example by AirDrop. Your place and tags don't travel with it.
Download	Downloads a book that is only in iCloud.
Remove Download / **Cancel Download**	Frees the book's space, or stops its download.

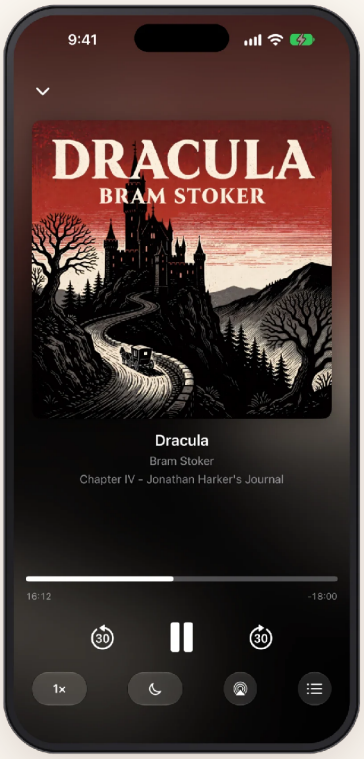
6 Listen

Open a book

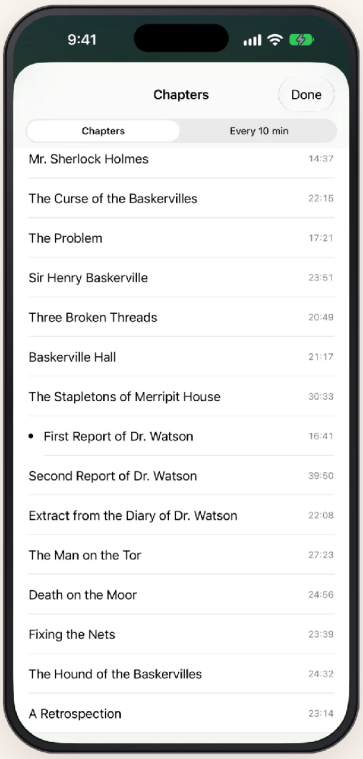
Tap a book: the player opens and the book starts playing where you left off. If the book is still in iCloud, the tap downloads it first; tap it again once it is on your iPhone.

To go back to your library, tap the arrow at the top of the player. The book keeps playing.

The player



THE PLAYER



THE CHAPTER LIST

From top to bottom:

- **The cover.** It shrinks a little while the book is paused.
- **Title, author and the current chapter.** Tap the chapter's name to open the list of chapters.
- **The progress bar.** It shows the **current chapter**, not the whole book: the time on the left is how far you are into the chapter, the time on the right how much of it is left. Touch the bar anywhere, or drag along it, and playback jumps there when you lift your finger. A book without chapters shows the whole book.

- **Skip back, play/pause, skip forward.** The skip buttons jump 30 seconds; choose 15 or 45 in **Settings › Playback › Skip Interval**.
- **At the bottom:** the playback speed, the sleep timer (the moon), AirPlay, and the list of chapters.

Playback speed

Tap the speed at the bottom left and choose **0.75×**, **1×**, **1.25×**, **1.5×**, **1.75×** or **2×**. The speed applies to every book, and stays on this iPhone.

Chapters

Tap the list button at the bottom right, or the chapter's name under the author. The list shows each chapter with its length; a filled dot marks where you are, and a ring marks the chapter you last tapped. Tap a chapter to play it from the start.

A book with no chapters, or with very long ones? At the top of the list, switch from **Chapters** to **Every 10 min**: the book is split into ten-minute pieces you can jump between. VerbaViva remembers your choice for each book. Choose the length — 5, 10, 15, 20 or 30 minutes — in **Settings › Chapters › Timed Chapters**.

Smart Rewind

When you come back to a book after a break, VerbaViva goes back a few seconds so you can pick up the thread. The longer the break, the further back it goes:

BREAK	GOES BACK
Under a minute	Not at all
1 to 10 minutes	A quarter of the maximum
10 to 60 minutes	Half of the maximum
Over an hour	The maximum

The maximum is 20 seconds; choose **Off**, 10, 20 or 30 seconds in **Settings › Playback › Smart Rewind**. Smart Rewind never goes back past the start of the chapter, and never after you have moved to a new spot yourself.

Finished books

When you reach the end of a book, VerbaViva marks it **Finished**, with the date, and sets it back to the beginning. Press play on a finished book to listen again; it loses the **Finished** mark.

You can also mark a book yourself: long-press it in the library and choose **Mark as Finished** or **Mark as Unfinished**.

The mini player

While a book is loaded, a small player floats at the bottom of your library, with the cover, the title, play/pause and skip forward. Tap it to open the full player; a paused book starts playing again.

Lock Screen, Control Center and headphones

VerbaViva keeps playing when you lock your iPhone or switch to another app. On the Lock Screen and in Control Center you see the cover, the title and the time, and you can play, pause, skip by your skip interval, and move along the progress bar — which there covers the whole book, not just the chapter. The play/pause button on your headphones works too.

To play on a speaker or an Apple TV, tap the AirPlay button in the player.

Interruptions

- **A call, an alarm or Siri** pauses the book. VerbaViva carries on afterwards when iOS says it should, going back a little with Smart Rewind.
- **Unplugging headphones or a Bluetooth device going away** pauses the book, and it stays paused until you press play.

Moving Cover (beta)

Switch on **Settings › Appearance › Moving Cover**, and the cover in the player tilts and catches the light as you move your iPhone. It is off by default, and stays off while **Reduce Motion** is on in your iPhone's Accessibility settings. This feature is in beta and may change.

7 The sleep timer

Tap the moon at the bottom of the player and choose **5**, **10**, **15**, **30**, **45** or **60 Minutes**, or **End of Chapter**.

- While the timer runs, the moon shows the minutes left.
- In the last 20 seconds the sound fades out, with a soft tap to let you know.
- When the timer ends, the book pauses and goes back by your skip interval, so you can find the place where you dozed off.
- The timer counts only while the book is playing. Pause, and it waits.

While a timer runs, tap the moon again to **Add 5 Minutes** or to **Turn Off** the timer.

End of Chapter stops at the end of the current chapter — or of the current timed piece, if you have switched the chapter list to **Every 10 min**. In a book without chapters, switch to timed pieces first. **Add 5 Minutes** turns it into a timer that ends five minutes from now.

If you open another book, an **End of Chapter** timer is turned off; a timer set in minutes keeps running.



THE SLEEP TIMER

8 Siri and the widget

Siri

Say *"Resume my audiobook in VerbaViva"*, *"Continue my audiobook in VerbaViva"* or *"Resume VerbaViva"*, and the book you listened to last plays from where you left off — the most recent one you are in the middle of that is on this iPhone, whichever view the library shows. That can be a downloaded classic, although classics don't appear in your Library's **Continue Listening** section. The same action is in the Shortcuts app, so you can also put it on the Action button.

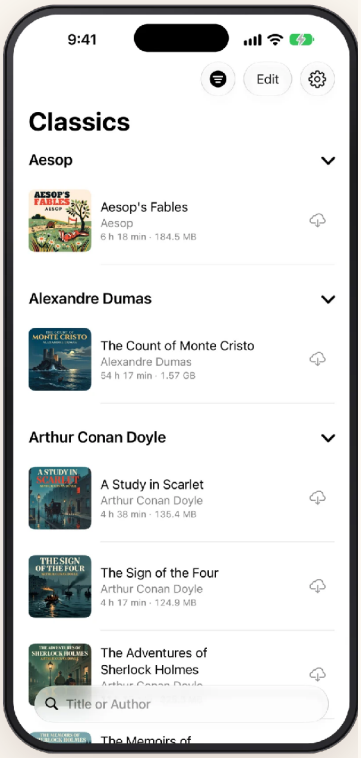
The Continue Listening widget

Add the **Continue Listening** widget to your Home Screen, in the small or the medium size. It shows the book you are in the middle of and listened to last, a classic included, with its cover and the time left; tap it and the book plays.

The widget updates when you pause, switch books or finish one.

9 Free classics

VerbaViva comes with a collection of classic audiobooks in several languages, which you can download for free. They are recordings by LibriVox volunteers, in the public domain, with covers by VerbaViva.



THE CLASSICS LIST

Where the classics live

The classics are not in your iCloud Drive. The collection lives on VerbaViva's own server, and your iPhone downloads the books you choose from there:

- **The list** of classics, with their covers, comes from VerbaViva's server and is kept on your iPhone, so you can browse it without a connection.
- **A downloaded classic** is kept inside VerbaViva on this iPhone. It is not copied into iCloud Drive, and it is not part of your iPhone's backup.
- **Each iPhone keeps its own copy.** To listen on another iPhone, download the book there too. On a new or restored iPhone, the classics show their cloud button again; download the ones you want.
- **What follows you anyway:** your place in a classic, its tags and its finished mark sync between your iPhones like those of any book. A classic you download on a second iPhone starts where you stopped on the first.

VerbaViva sends no account, name or other identifier with these requests.

Browse the classics

Open the filter menu and, under **Show**, choose **Classics**. On an empty library, the **Browse Classics** button takes you there. VerbaViva opens on the view you chose last; if that view has no books, it opens on **Classics**.

Each title shows its cover, author, length and size. Long-press a title to see who reads it. Titles that joined the collection since you last looked at **Classics** are marked **New**; they lose the mark when you leave **Classics**, on your other iPhones too.

You can sort the classics like your library: by **Author**, **Language**, **Recently Added** (when the title joined the collection) or **Last Played**. The sort is shared with your library: choosing one here changes it there too. Search finds titles and authors in the collection.

On **Classics** the filter menu has **Show**, **Sort**, **Language**, **Tags** (once you have tags), **Hide Finished**, **Downloaded Only** and **Guides**. There is no **Category**. **Edit** and the gear work here as they do in your library.

At the end of the list, a link takes you to librivox.org, home of the recordings.

Download a classic

Tap the cloud button, or the title itself. The button becomes a ring while the book downloads; tap the ring to cancel. The download carries on when you leave VerbaViva or lock your iPhone, but stops if you close VerbaViva in the app switcher; then tap the title again. At the very end the ring is full while VerbaViva checks the file, and can't be cancelled.

A download needs free space of about the book's size. If there isn't enough, VerbaViva says so before it starts: *Not enough space on this iPhone for …*

When it is done, tap the title to listen. A classic stays under **Classics**: it doesn't appear in your Library list or its **Continue Listening** section. Siri and the widget still resume it like any book (see Siri and the widget). A downloaded classic has the same swipes as any book. Its long-press menu has no **Share…** or **Language…**, and it says who reads the book.

Tags before downloading. Long-press a title and choose **Tags…** to tag it before you download it — for example with a *To Listen* tag. The tags are on the book when it arrives.

Remove a classic

To free the space again, swipe the downloaded title to the left, or long-press it, and choose **Remove Download**. The file is deleted from this iPhone. This works with or without iCloud Drive, but not for the book that is playing: pause it first. The title stays in the list with its cloud button and keeps your place, your tags and its finished mark, so a new download picks up where you left off.

To remove several, tap **Edit**, select the titles and tap **Remove N Downloads**. With more than one classic, VerbaViva asks first, because a title no longer offered in **Classics** can't be downloaded again.

If a title is later taken out of the collection, the copy on your iPhone stays in the list and keeps playing. Once you remove its download, it leaves the list.

New titles

VerbaViva checks for new titles when you open **Classics**, at most every few hours. Pull down on the list to check right away. If the check fails, you keep the list you have.

10 iCloud: your files, your place, your space

Where your books live

Your audiobook files live in your own iCloud Drive, in **VerbaViva › Audiobooks**. VerbaViva keeps no copy of them on any server of its own.

Free classics are the exception: they come from VerbaViva's server, and each iPhone keeps its own downloaded copy inside VerbaViva, outside iCloud Drive (see Where the classics live). The rest of this section is about your own books.

Your place, on every iPhone

VerbaViva saves your place in each book in your private iCloud, and every iPhone signed in to the same Apple Account picks it up. Listen on one iPhone, pick up the other, and the book continues where you stopped.

When another iPhone is more than two minutes further along in the book you have open, VerbaViva asks first: **Jump ahead?**, with the position the other iPhone has reached.

- **Jump** moves to that position.
- **Stay Here** keeps your place, and VerbaViva doesn't ask again for it.

Everything else is taken over without asking: a smaller step forward, or a place further back if you listened to that part more recently on the other iPhone.

Your playback speed, skip interval and chapter-list choice stay on each iPhone. Books synced from a computer (under **Show › Books**) keep their place on this iPhone only.

Automatic Downloads

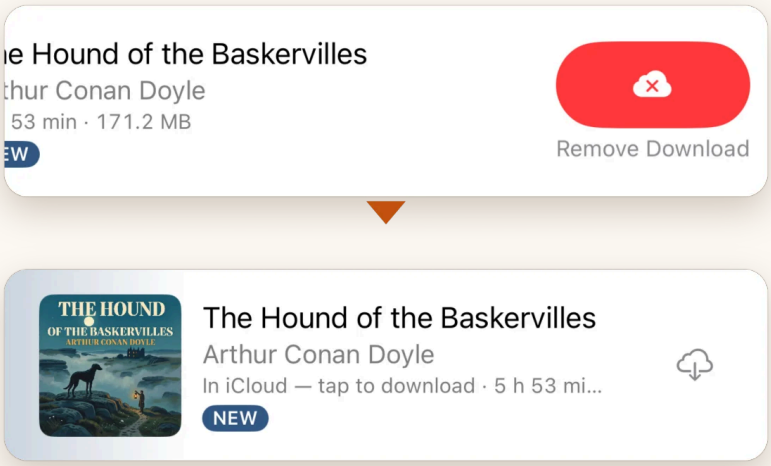
New books that appear in **VerbaViva › Audiobooks** download to your iPhone by themselves. To download them only when you tap them, switch off **Settings › Library › Automatic Downloads**.

Books that were already in iCloud Drive when you installed VerbaViva are not all downloaded at once: they show the cloud button, and you download the ones you want.

If a download is interrupted, VerbaViva starts it again by itself.

Free up space

Audiobooks are large. You can remove a book's download from your iPhone while the file stays safe in iCloud Drive:



REMOVE DOWNLOAD: THE BOOK STAYS IN ICLOUD

1. Swipe the book to the left, or long-press it.
2. Choose **Remove Download**.

To free several books at once, tap **Edit**, select the books and tap **Remove N Downloads**.

The book stays in your library with the cloud button, and with your place in it. Tap it to bring it back. A removed book is not downloaded again by itself.

You can't remove the download of the book that is playing: the swipe says *Playing audiobooks can't be removed. Pause it first.* You also can't remove books from the Music app or from your computer.

Without iCloud Drive

If iCloud Drive is off for VerbaViva, your books stay on this iPhone, in **Files › On My iPhone › VerbaViva › Audiobooks**. Everything works, except that nothing syncs and there is no **Remove Download** for your own books. Free classics download and remove the same with or without iCloud Drive. To turn iCloud Drive on for VerbaViva, open the iPhone's Settings, tap your name, then **iCloud › iCloud Drive**, and switch on VerbaViva.

11 Settings

Tap the gear at the top right of the library.

SECTION	SETTING	CHOICES	DEFAULT
Playback	Skip Interval	15, 30 or 45 seconds — for the player, the Lock Screen, headphones, and the rewind when the sleep timer stops	30 seconds
	Smart Rewind	Off, up to 10, 20 or 30 seconds	Up to 20 seconds
Chapters	Timed Chapters	Every 5, 10, 15, 20 or 30 minutes	Every 10 minutes
Library	Continue Listening	1 to 5 books	3 books
	Automatic Downloads	On or off	On
	Watched Folders	The folders VerbaViva imports from	None
	Downloads at Once (on the Watched Folders page)	1 to 5 books	1 book
Appearance	Moving Cover (beta)	On or off	Off
About	Version	The version of VerbaViva you have	—
	Privacy Policy	Opens the privacy policy on verbaviva.app in Safari	—
	Guides	Opens the step-by-step guides on verbaviva.app in Safari	—

Playback speed and the sleep timer are in the player, not in Settings.

12 When something goes wrong

"Can't Be Played"

VerbaViva checks every m4b before it adds it. A file it refuses appears at the bottom of your library under **Can't Be Played**, with a warning sign. Tap it to read why:

SHOWN AS	WHY
Can't be read	The file is damaged or isn't an audiobook.
No playable audio	The file contains no audio this iPhone can play.
Copy-protected	The file is protected by DRM, which only the app it was bought in can play.
Length unknown	The file does not say how long it is, so it can't be played safely.
Wrong length	The length the file states doesn't match the audio in it. Either only part of the book could be played, or its chapters and progress would be wrong. Re-download or re-create the file.

The file stays where it is. Replace it with a good copy and VerbaViva picks it up.

"Can't Play This Book"

If a book stops with this message, tap **Try Again** first. The message says what else to do:

- If the book is no longer on your iPhone, download it again from your library — or, for a classic, from **Classics**.
- If part of the file may be damaged, and it keeps happening, replace the file in **VerbaViva › Audiobooks** in iCloud Drive.

A book doesn't appear

- Is it an **m4b** file? VerbaViva doesn't list other formats, such as mp3, in your library.
- Is it in **VerbaViva › Audiobooks**, or in one folder inside it? Files elsewhere, or two folders deep, are not listed.
- Is there already a book with the **same file name**? Rename one of them.
- Is a filter on? If the filter button's icon is filled in, open the filter menu and check **Show**, **Category**, **Language**, **Tags**, **Hide Finished** and **Downloaded Only**.
- A Music album must have the genre *Audiobook* and be fully downloaded on this iPhone.

A download fails

The caption tells you what happened:

CAPTION	WHAT TO DO
Download failed — tap to try again	Tap the book.
Not in iCloud — iCloud storage is full	Free up iCloud storage, or buy more.
Not in iCloud yet — will retry	Nothing; VerbaViva tries again by itself.

For a classic, only **Download failed — tap to try again** appears: the file couldn't be fetched from VerbaViva's server, or didn't check out. VerbaViva has already tried once more with the newest list. Tap the title to try again.

Your place doesn't sync

Check that:

- every iPhone is signed in with the same Apple Account;
- iCloud Drive is switched on;
- you have a network connection.

The classics don't load

Couldn't Load Classics means VerbaViva couldn't reach its server, and has no list from an earlier visit to show. Check your connection and tap **Try Again**, or tap **Add Your Own Books** to go back to your library. If the message stays although your connection works, update VerbaViva.

13 Quick reference

TO…	DO THIS
Add a book	Copy the m4b into **iCloud Drive › VerbaViva › Audiobooks**, or share it to VerbaViva
Import new books automatically	Gear › **Watched Folders** › **Add Folder…**
Sort the library	Filter menu › **Sort**
Show only some books	Filter menu › **Category**, **Language**, **Tags**, **Hide Finished** or **Downloaded Only**
Set a book's language	Long-press › **Language…**
Tag a book	Long-press › **Tags…**
Rename or delete a tag	**Edit** › **Tags** › **Edit Tags…**
Jump to a chapter	Player › chapter list › tap the chapter
Split a book into timed pieces	Chapter list › **Every 10 min**
Change the speed	Player › speed, bottom left
Fall asleep listening	Player › moon › a time, or **End of Chapter**
Mark a book finished	Long-press › **Mark as Finished**
Free up space	Swipe left › **Remove Download**
Get a book back	Tap it
Find free audiobooks	Filter menu › **Show** › **Classics**
Download a classic	**Classics** › tap the title
Remove a classic	Swipe left on the downloaded title › **Remove Download**
Resume without looking	*"Resume my audiobook in VerbaViva"*, or the widget