Fube

GUIDE

How to use the Fube Library: docs, files and folders



> What your team knows ends up scattered: a protocol in a text document, the supplier's price list in an email, the data sheet in a folder on someone's computer and the site plan on someone else's phone. When you need it, you lose time hunting for it. Fube's **Library** brings together in one place the **docs** your team writes, the **files** it uploads and what the company **already stores** in other parts of Fube. This guide is for finding your way around it: asking Fube for a doc, finding what you're looking for, organising it, keeping it to hand in each project and using **skills**, Fube's recipes for very specific documents.

Before you start

The Library has its own entry in the side menu. Everyone on the team who has access to it can get in; your accountant can't, because they're outside the team. What happens inside a doc — the editor, writing at the same time, asking Fube to change a paragraph — is covered in **how to write docs with your team and with Fube**. This guide covers everything around it.

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