Fube

GUIDE

How to write docs with your team and ask Fube for them



> How a technical visit is carried out, what each warranty covers, what gets sent to the customer when they sign: in almost every team, that lives in one person's head, in notes on their phone or in a messaging group. It works until that person isn't around, or until someone new joins. This guide is about getting it written down inside Fube, in **docs** the whole team reads, and about asking Fube to write with you: to improve a paragraph, to put together a report from your invoices or to draw the steps of a process.

Before you start: what a doc is

A **doc** is a text your team writes: a protocol, meeting minutes, a price list, a welcome for new joiners. It isn't a sales document: invoices, quotes and delivery notes stay in Sales. Docs live in the **Library**, which has its own entry in the side menu, alongside the files the team uploads; how they're organised into folders and projects is explained in **the Library guide**.

- **Who has access**: everyone on the team with access to the Library. Your accountant doesn't, because they're outside the team: you send them the doc as a PDF.
- **Fube writes in docs** with the **AI Agent**, and whatever you ask it counts towards its monthly budget, just like what you ask it in the chat. This is explained in **the AI Agent budget**.

Step 1 — Create the doc

In the Library, click **Create** and choose **Blank doc**, or press the N key. The empty doc opens: type the title at the top and the text below it. There's no save button: the doc **saves automatically** as you type, and at the top right you'll see **Saving…** and then **Saved**.

You can also ask Fube for one from the Library box, 'Ask Fube for a doc or search the whole library…': type what you want — 'a summary of the quarter for the accountant' — and press Enter. Fube writes it in the background using your company's data and the doc appears in the Library when it's finished. If you click **Create** inside a project, the doc is created in that project.

Step 2 — Write with the toolbar or with '/'

The toolbar at the top has what any editor has: undo and redo, the **text style** (text, headings 1 to 3, quote or code), bold, italics, underline, strikethrough, the three lists — bulleted, numbered and task lists, with a box to tick —, alignment, links and **Insert**.

On an empty line, type `/` and choose what to add: **Text**, **Heading 1**, **Heading 2**, **Heading 3**, **List**, **Numbered list**, **Task list**, **Table**, **Quote**, **Code block** or **Divider**. The usual shortcuts also work: `Ctrl+B` for bold, `Ctrl+Z` to undo or `Ctrl+A` to select all.

- **Tables** are handled with their handles: each row and each column has its own, with a menu to insert and delete, and there are buttons to add a row or a column. Dragging the edge of a column changes its width, and the width is saved.
- **On this page**: from the headings you add, the doc builds its table of contents in the left margin, when the screen has room, and highlights where you are as you scroll down.

Step 3 — Decide who sees it and who edits it

Next to **Saved**, the **who sees it** button has three options:

Option	What it means
Team	The whole team can see and edit it
Team · read-only	The whole team can read and comment on it; only you can edit it
Only me	Only you can see it

Only the doc's author can change who sees it and who edits it. Everyone else sees the current setting, without the drop-down. In a read-only doc, anyone who isn't its author sees **Read-only** at the top: they can read it, comment on it, download it and ask Fube to suggest changes, but they can't write in it, change its title or move it to another folder. A team doc can be edited by anyone on the team; only its author, the account owner or an administrator can delete it, from **More** → **Delete doc**.

This also decides what Fube knows: it uses team docs to answer in the chat — if the team has written down what a warranty covers, Fube answers with what the doc says —, and it doesn't use **Only me** docs for anyone.

Step 4 — Write together

Several people can have the same doc open and write at the same time, even in the same paragraph: each person sees the others' cursors with their names, and who's in the doc at the top. What each person writes is merged automatically, without overwriting anything, and `Ctrl+Z` only undoes your own changes.

If you lose your connection, you can keep writing: at the top you'll see **Offline: saves when you're back**, and when you're back it's merged with everyone else's changes. If you try to close the tab with something unsaved, the browser asks you first. And if the author switches the doc to **Only me** while you have it open, you'll see **You no longer have access to this doc**.

Step 5 — Comment on a passage

Select the text you want to comment on and click **Comment** in the bar that appears above it (in a read-only doc, the **Comment** button appears on its own above the selection). The **Comments** column opens on the right: type and click **Comment**. The commented text is underlined in yellow, and clicking it opens its thread.

- **Mention someone** by typing @ and the first letters of their name: the people who can see the doc appear. Whoever you mention gets a notification in the bell, which opens the doc at the thread, and an email. In an **Only me** doc there's nobody else to mention.
- **Reply** in the same thread, and **Resolve it** when it's done: it's no longer highlighted in the text and moves to **Resolved**, from where it can be **Reopened**. Replying to a resolved thread reopens it.
- **The comment follows its text** even if others write before it or inside it. If someone deletes the whole text, the thread stays in the column with the quote: ‘The commented text is no longer there’.
- The **Comments** button at the top opens and closes the column, and shows the number of open threads. Others see your comments instantly if they have the doc open.

Everyone can edit and delete their own messages, from the three dots on each one; the whole thread can be deleted by whoever started it.

Step 6 — Ask Fube to write inside the doc

Fube writes inside the doc in two ways:

- **On text you select.** When you select it, **Ask Fube** appears, with six one-click requests — **Improve the writing**, **Make it shorter**, **Make it clearer**, **Summarise it**, **Fix the spelling** and **Translate it into English** — or whatever you type yourself.
- **Where the cursor is.** On an empty line, **Ask Fube** is the first item in the / menu and in **Insert** on the toolbar. You can ask it for something using your data: 'a table with this month's invoicing by customer'.

What it suggests doesn't stay unless you want it to: what it removes appears **struck through** and what's new, **highlighted in blue**, in place. Below it you choose **Accept**, **Discard** or **Another version**. While you decide, the doc doesn't change, and others can see from your cursor that you're asking Fube for something. When you accept it, it goes in as a change made by you.

Step 7 — Charts and diagrams

Fube also draws inside docs when you ask it to:

- Bar or line **charts** with your figures — 'what was invoiced and what was spent each month' —, drawn to scale: each bar is as long as its figure says.
- **Diagrams** for steps, stages or paths — 'the path of an installation, from the visit to legalisation' —.

They can't be edited by hand. Clicking one selects the whole thing, and **Ask Fube to change it** appears above it, with requests such as **Switch it to lines**, **Update the figures** or **Simplify it**. When you download the doc they come out as images.

Step 8 — Use it from the chat

The **Ask** button at the top passes the doc to Fube's chat so you can ask questions about it or request a change; from the Library, **Add to chat** does the same.

- **Ask for a report.** If you ask it for a report in the chat, or ask it to save what it has told you, Fube writes it up as a doc and gives you the link. That doc **starts out in Only me**, because it is the answer to what you asked for; if you want the team to see it, change it to **Team** or ask for it that way from the start.
- **Change a doc.** Before touching a doc that already exists, Fube asks you to confirm. It changes only the part that needs changing, even if someone is typing: anyone who has the doc open sees the change highlighted, signed as 'Fube, for' and the name of whoever asked for it. The **Doc changed** card in the chat has the **Undo Fube's change** button, which removes only Fube's changes even if others have written since.
- **Suggest changes instead of making them.** Ask it to 'review the doc and suggest improvements' or 'correct the Expenses section, but I want to see it first': Fube leaves each change as a **suggestion**. In the doc, what it would remove appears struck through and what it proposes, in blue; in the **Comments** column, each suggestion comes with the reason and the **Accept** and **Reject** buttons. They are decided one by one, and accepting one changes only its own part. If someone has changed that text since the suggestion, Fube tells you and does not touch anything. Anyone who can see the doc can ask for them, including in a read-only one; accepting or rejecting them is for whoever can edit it.
- **Change a whole section.** If you ask it to 'rewrite the Income section', Fube changes what is under that heading, up to the next one, and leaves the rest of the doc as it was.
- **Rewriting a whole doc** that someone has open is not done on top of it: Fube puts it in a new doc and tells you.

Step 9 — Go back to a previous version

In **More** → **Version history** you can see how the doc was before: Fube saves a version automatically when someone writes in it again, at most one every ten minutes, with who left it like that and when. Click one to read it in full and, if you can edit the doc, **Restore** puts it back.

Before restoring, Fube saves the current version in the history, marked as **before restoring**: if you make a mistake, restore that one. Anyone who has the doc open sees it change instantly, without losing what they are typing at that moment. The title does not change: the text is restored.

Step 10 — Download it

In **More** you have **Download as PDF**, **Download as Word** and **Download as Markdown**. The PDF comes out in A4, with selectable text and the title and page number in the footer. It is the way to send a doc to your accountant or to someone outside the company.

What it does not do yet

So you don't go looking for it:

- **Images inside the doc**: they cannot be added. A photo or a PDF goes separately, as a file in the Library.
- **Templates**: there are none.
- **Sharing with individual people**: a doc belongs to the team, is read-only for the team or is only yours; it cannot be given to a specific person.
- **Pie or area charts**: for now, bars and lines.
- **Drawing a chart or diagram yourself**: Fube draws them; if you want to change something, ask it.

Frequently asked questions

What is the difference between a doc and a document? In Fube, a document is what you issue or receive in invoicing: an invoice, a quote, a delivery note. A doc is a text written by your team. That is why they have different names, and Fube does not mix them up when you ask it for 'document FAC0142'.

Does Fube read my private docs? It does not use those in **Only me** to answer anyone. It does read them if you pass them to it, with **Ask** or **Add to chat**.

Can my accountant see a doc? They do not have access to the Library. Download it as PDF or Word and send it to them.

Who can accept a suggestion from Fube? Whoever can edit the doc: in a team doc, anyone on the team; in a read-only one, only its author. Asking for them, on the other hand, is something anyone who can see the doc can do.

Does restoring a version delete what was there? No. What was there before restoring is saved in the history, and by restoring it you go back to where you were.

Is anything lost if two people write in the same sentence? No. What each person writes is merged automatically, and each person can undo their own changes without touching the other's.

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