What is a book?

So what is a book? A book is an object that lives in a shelf. The book is made up of pages and can be organised by chapters if you want it to be. It's great for preparing and sharing documention, how-to's, policies, processes and procedures.   The Library is more friendly than a shared drive and less prone to people accidentally moving, editing or deleting your document.   Once created, a book will live in a BookShelf and have a complete audit trail of updates.

Editing a book is just like using a simple word processor. You can type text, format it, add links and even paste in images.   Try it!

What can't Library do?
Our library is not a shared folder. You can't store files or documents in it like a shared drive, just write and read books.
There are three levels of access:

- Public, which means anyone can read a book if it is set to public access.
- Viewer, which means someone ***who is logged in using their steiner account*** can read a book
- Editor, which means someone ***who is logged in using their steiner account*** can create, edit and delete a bookshelf or book.

Revision #4
Created 14 May 2021 19:46:56 by Neil Tancock
Updated 14 May 2021 20:06:31 by Neil Tancock