
Course Title:	Tridion Docs – An Introduction
Learning Objectives:	This eLearning course provides an introduction to Tridion Docs key concepts, tools and features.
Key Benefits:	By the end of this course, users will be able to work with publications, topics, maps and images. They will also be able to reuse content, find components, navigate the Web Client, and understand more advanced features in Publication Manager and how translation takes place.
Target Audience:	This eLearning course is mandatory for all members of the Core Team who will participate in the Tridion Docs implementation. It helps in preparing them for the consultant-led Tridion Docs Fundamentals training, discussion and discovery which happens at the start of a project. The course will also be helpful for regular users before they get internal training from the Core Team or any user who wants to get familiar with Tridion Docs key concepts and tools.
Prerequisites:	The eLearning course assumes that the trainees: <ul style="list-style-type: none">• are familiar with DITA XML. You don't have to be an expert, but the assumption is that you heard about "topics" and "maps" before.• are familiar with XML editing (in case of professional authors).• have seen a demonstration of Tridion Docs.• have access to a Tridion Docs environment with a personal user account and have the necessary tools installed.
Course Delivery Mode:	This course is available in an eLearning delivery mode and is accessed via the RWS University online learning portal. Each user will be given individual access to the course and will be able to take it at their own pace. The course will take an estimated 3.5 hours to complete. The eLearning format enables the learner to bookmark their place in the course and restart when ready. Once the course has been taken the learner can go back to any of the modules.
Further Information:	For more information on any of our courses, training delivery option or course fees, please contact us at Learn@rws.com .

Course Outline

Module 1: Introducing Tridion Docs

- What is Tridion Docs
- Available tools
- Who are the users of Tridion Docs
- Benefits

Module 2: Key concepts

- Object types
- Folders
- Versioning
- Workflow
- Properties
- Publications
- Baseline

Module 3: Working with publications

- Introduction to Publication Manager
- Creating a publication
- Publishing a publication

Module 4: Working with topics

- Creating a new topic
- Checking out an existing topic
- Checking in
- Making edits to a topic
- Local Storage

Module 5: Working with maps

- Editing a map
- Duplicating a component

Module 6: Working with images

- Creating a new image
- Image resolutions
- Images and translations
- Inserting an image in a topic

Module 7: Reusing content

- Purpose
- Reusing components
- Content Reference
- Conditions
- Variables

Module 8: Finding components

- Accessing Search
- Search results
- Where used

Module 9: Web Client

- Purpose
- UI explained

Module 10: Translating

- Creating a translation job
- Reviewing translations

Module 11: Advanced features in Publication Manager

- More on baselines
- Releasing a publication
- Creating new variables
- Batch metadata changes

Module 12: Other advanced features

- Using branches
- Metadata hierarchy
- Workflow
- Condition Manager
- Collective Spaces