

Tridion Docs – Collective Spaces Draft Space training

This eLearning course provides an overview of Draft Space which is part of Collective Spaces & Tridion Docs.

TARGET AUDIENCE

This eLearning course is aimed at subject matter experts who need to author content or handle review comments that were added in Review Space. These users may also be professional authors who use Draft Space in combination with advanced Tridion Docs Authoring tools.

LEARNING OBJECTIVES

This eLearning course enables users to get up to speed and start using Draft Space quickly and efficiently.

DELIVERY

This eLearning course is hosted on the RWS University learning portal. Each user will be given individual access to the course and will be able to take it at their own pace.

COURSE DURATION

The course is 3 hours in duration and can be viewed and then used as a post-course reference tool. This course is broken into 12 modules covering all areas of Draft Space. Once you complete one module, the next one will become available.

COURSE DETAIL

The course will cover the following topics:

- Introducing Collective Spaces
- Getting Started
- Drafting Basics
- Regular Drafting
- Advanced Drafting
- Changing the Outline
- Quality Check
- Document History
- Working with Search and Replace
- Working with Properties
- Power Users
- Working with Comments

FURTHER INFORMATION

A separate eLearning course exists for Review Space. That course is aimed at users who need to comment on content or approve it.

For more information on any of our courses, training delivery option or course fees please contact us at Learn@rws.com.