

# Collective Spaces for unified collaboration

## Tridion® Docs redefines complex content collaboration in global organizations

Content, be it product documentation, R&D information, rules, policies, procedures, corporate or regulatory compliance content, involves authoring and reviewing cycles between authors and subject matter experts (SMEs) – both internal and sometimes external.

This collaboration can be challenging with content trapped in static documents that lack proper governance, while reviews are error-prone – typically involving emails, multiple versions of marked-up files and labor-intensive copy-paste actions.

Tridion Docs streamlines these complex processes with a powerful editorial interface: Collective Spaces. The easy-to-use Word-like content editor allows authors and SMEs to create and review intelligent content that is traceable and well-managed.

In the modern, intuitive interface writers can easily leave comments and provide feedback – all within the same centralized digital space, while increasing writer productivity with the help of generative AI.

### Collective Spaces consists of:

- Draft Space
- Draft Companion
- Review Space
- Document History

## Key benefits

Tridion Docs Collective Spaces ensures you get all the benefits of an intelligent content platform, while hiding the complexity of the underlying XML, so you can:

- **Centralize** company-wide technical knowledge management
- **Simplify** co-authoring and concurrent reviewing
- **Update and reuse** content without duplication or error
- **Increase** information quality and consistency
- **Speed up** translations and time-to-market with AI and scalable content

## Key features

Tridion Docs Collective Spaces provides an intuitive way to create and review corporate content. Some of the key features we bring to increase your content team's productivity are:

- An **easy-to-use** browser-based editor
- A **Gen AI-based linguistic tool** that increases productivity yet leaves authors in full control
- **Comments intuitively displayed** close to the insertion point, with threaded conversations
- **Easy workflow and review** status tracking from a single interface, across all projects
- **Advanced granular change-tracking** for information governance

## Use Tridion Docs Collective Spaces to

### Create high quality content

Use built-in capabilities or easily integrate with other enterprise tools as needed to automate tagging, improve style, tone, word choice and grammar, or rephrase and summarize content using generative AI. Embed corporate style guides, terminology and taxonomies to reinforce quality standards and accessibility.

### Make it easy for everyone

Give your SMEs and content contributors a simple approach to structured content collaboration. Reviewers can comment and provide feedback on content – all within an intuitive and easy-to-use browser-based interface – while authors have more sophisticated controls at their disposal, in many cases eliminating the need to use desktop XML authoring tools.

### Achieve strong governance

Authors no longer need to manually collate feedback from various inputs into the source document. Instead, authors can be confident that they process the latest and most up-to-date feedback from everyone involved. With versioning, audit trails and Document History, there is absolute clarity about which content was created and changed when and by whom.

## Collective Spaces - in detail

### Draft Space and Review Space

To make it easy to draft and review text, Tridion Docs Collective Spaces comes with two task-focused user interfaces: Draft Space and Review Space. Based on user credentials, these interfaces make it easy for different professionals with different roles to access the features and functionality they need most.

#### Draft Space provides:

##### Quick access to content

Open and edit documents of any size, even super large publications. Work with and scroll smoothly through them to edit anywhere, providing you with the context of what you're doing with just-in-time loading.

##### Dynamic menus

Access features and functionality based on DITA topic types, so you are not being confused with irrelevant options.

##### Rich interface

Gain power access to the underlying content architecture of Tridion Docs including templates, properties, topics, quick wizards and images.

##### GenAI-based Draft Companion

Quickly rephrase, simplify or summarize any part of the text or perform grammar and spelling checks with our reliable Generative AI tool, while staying in full control of the end result.

##### Easy Condition Management

Draft Space Condition Management helps writers build and apply both simple and complex conditions in a controlled and usable way.

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### Share links for easy collaboration

Share links and directly open any publication and topic for editing at the exact required location.

### Transparent input for East Asian languages

Work with East Asian languages smoothly using your preferred input method.

### Document History

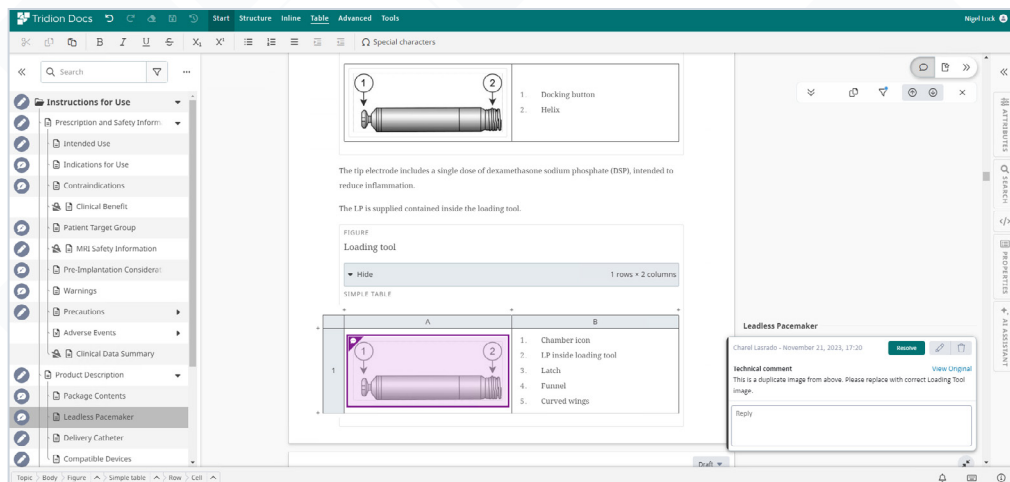
Provide a detailed view of changes in a topic – who changed what and when they changed it – with this add-on.

### New content type support

Use the Outline View to see DITA bookmaps, an important content type for many organizations.

### Technical view

Reveal the underlying XML for authors who want to see the actual markup of their content.

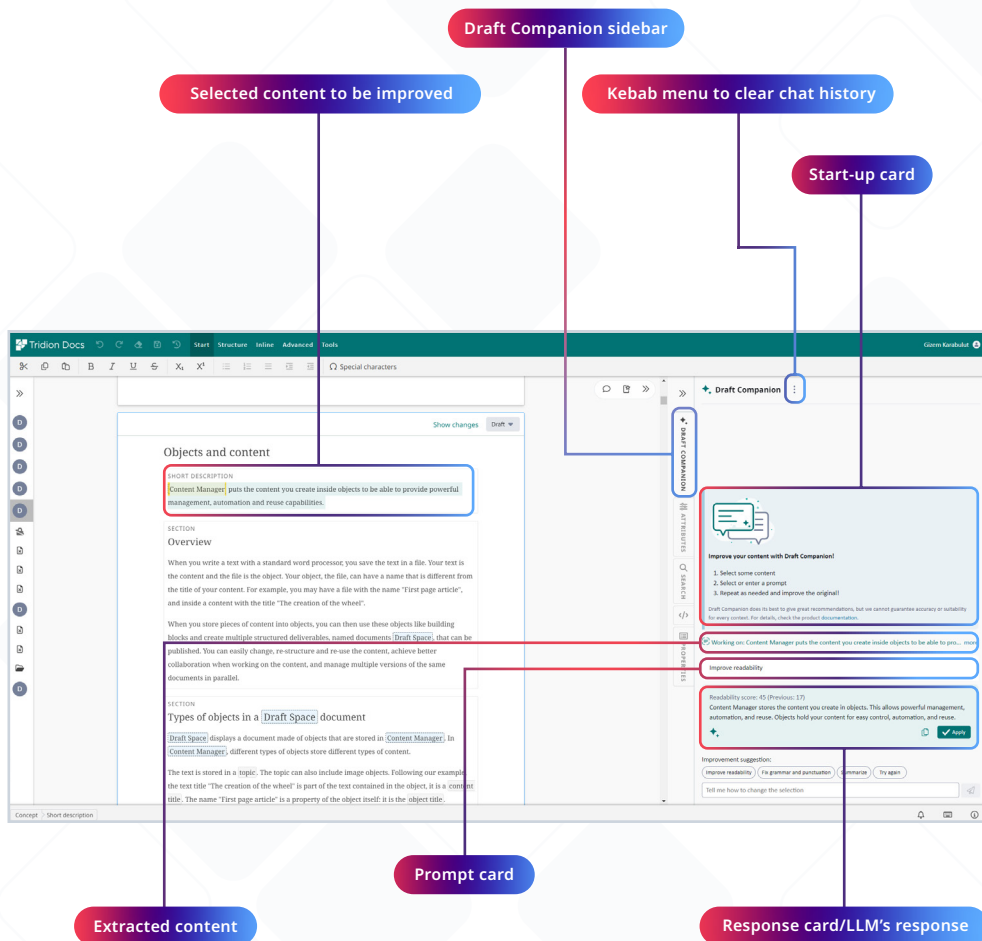


## Draft Companion – the Gen AI second pair of eyes

Draft Companion acts as an extra pair of eyes and hands for authors to create clearer and more concise content.

It helps with a wide variety of tasks, such as simplifying a complex passage to an accessible reading level by quickly spotting and fixing grammar and spelling issues or rephrasing or summarizing the content you selected.

### Draft Companion UI



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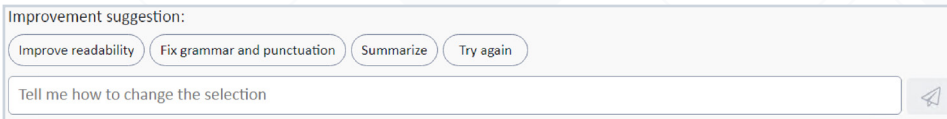
### How to use Draft Companion

Authors can begin a dialogue with Draft Companion by selecting the text to optimize and then viewing the status, which is indicated by the message 'Working on:' followed by the text.



Working on: Content Manager puts the content you create inside objects to be able to provide powerful management, automa... more

Predefined prompts, which can be customized, offer ways to improve the text or authors can create a new prompt by typing their own instructions, such as 'summarize this in two sentences'.

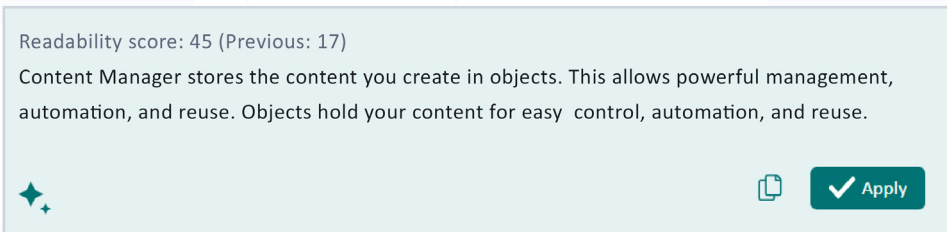


Improvement suggestion:

Improve readability Fix grammar and punctuation Summarize Try again

Tell me how to change the selection

Once the optimized text is provided, authors can review it in the response card and decide whether to copy and paste it into the draft, use it as a replacement by clicking the 'Apply' button or start a new dialogue with Draft Companion by clicking the kebab menu and selecting 'Clear chat history'.

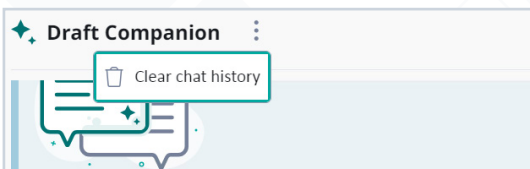


Readability score: 45 (Previous: 17)

Content Manager stores the content you create in objects. This allows powerful management, automation, and reuse. Objects hold your content for easy control, automation, and reuse.

✦ ✦

📄  Apply



✦ Draft Companion

🗑️ Clear chat history

Another great feature of Draft Companion is that you can freely interact with the Large Language Model (LLM) and ask it to perform any other kind of linguistic task.

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### Review Space provides:

#### Concurrent reviewing

Allow multiple reviewers to provide feedback on the same content simultaneously. The author maintains control over the final content and can integrate review comments at their discretion.

#### Vast scalability

Collaborate with distributed global teams, both in-house and inter-organization.

#### Ease of use

Centralize enterprise-wide structured collaboration workflows through views on comment/resolution types and integrated status transitions.

#### Tight integration with Draft Space

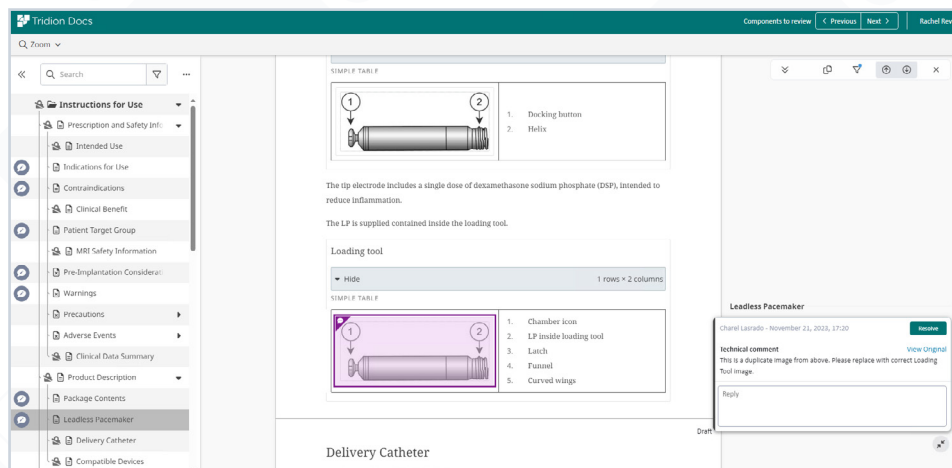
Review Space works in sync with Draft Space, providing a unified experience for authors and reviewers alike. All the comments, changes and requests are synchronized across the two modules.

#### Smooth navigation

Next and Previous buttons allow users to quickly jump between topics to review.

#### In-country review

In-country reviewers can view both source and target language translations and provide feedback in the same intuitive environment, simplifying what are traditionally very complex review processes.



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For more information visit:  
[rws.com/tridion-docs](https://rws.com/tridion-docs)

#### About RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our combination of AI-enabled technology and human expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

Over the past 20 years we've been evolving our own AI solutions as well as helping clients to explore, build and use multilingual AI applications. With 45+ AI-related patents and more than 100 peer-reviewed papers, we have the experience and expertise to support clients on their AI journey.

We work with over 80% of the world's top 100 brands, more than three-quarters of Fortune's 20 'Most Admired Companies' and almost all of the top pharmaceutical companies, investment banks, law firms and patent filers. Our client base spans Europe, Asia Pacific, Africa and North and South America. Our 65+ global locations across five continents service clients in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

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