

## Tridion Docs – Collective Spaces Draft Space training

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

### TARGET AUDIENCE

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

### DELIVERY

This e-learning 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 2 hours in duration and can be viewed and then used as a post course reference tool.

### COURSE DETAIL

**The course will cover the following topics:**

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

### FURTHER INFORMATION

A separate e-learning 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](mailto:Learn@rws.com).

#### About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our clients to connect with and bring new ideas to people globally by communicating business critical content at scale and enabling the protection and realization of their innovations.

Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise, and smart technology.

Clients include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents.

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

For further information, please visit: [www.rws.com](http://www.rws.com)

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