

# Course Title

## Tridion Docs – An Introduction

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### Learning Objectives:

This 6-hour eLearning course provides an introduction to the key concepts, tools, and features of **Tridion Docs**. It covers all major aspects of the platform using guided demonstrations and interactive simulations.

### Key Benefits

Upon completing this course, you will know how to:

- Deal with publications.
- Handle topics.
- Work with maps.
- Manage images.
- Reuse content.
- Locate components.
- Successfully navigate and use Organize Space.
- Follow the process of how translation works.
- Get familiar with the advanced features in Publication Manager.

### 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:

- 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 **6 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 further information on any of our courses, training delivery options, or course fees, please contact us at [learn@rws.com](mailto:learn@rws.com).

# Topics covered during the course

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## Module 1: Introducing Tridion Docs

- What is Tridion Docs?
- Available Tools
- Who are the Users for Tridion Docs?
- What are the 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
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- Content Reference
- Conditions
- Variables

### **Module 8: Finding components**

- Accessing Search
- Search Results
- Where Used

### **Module 9: Organize Space**

- Purpose
- User Interface Explained
- Publication Hub
- Metrics

### **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



## About us

RWS is a content solutions company, powered by technology and human expertise. We grow the value of ideas, data and content by making sure organizations are understood. Everywhere.

Our proprietary technology, 45+ AI patents and human experts help organizations bring ideas to market faster, build deeper relationships across borders and cultures, and enter new markets with confidence – growing their business and connecting them to a world of opportunities.

It's why over 80 of the world's top 100 brands trust RWS to drive innovation, inform decisions and shape brand experiences.

With 60+ global locations, across five continents, our teams work with businesses across almost all industries. Innovating since 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

More information: [rws.com](https://rws.com)

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