

Collective Spaces for unified collaboration

Data Sheet



Tridion® redefines editorial collaboration in global organizations

Content, be it rules, policies, procedures, corporate and regulatory compliance, regulatory industry content, R&D information and product documentation, often involves authoring and reviews from company-wide subject matter experts (SMEs).

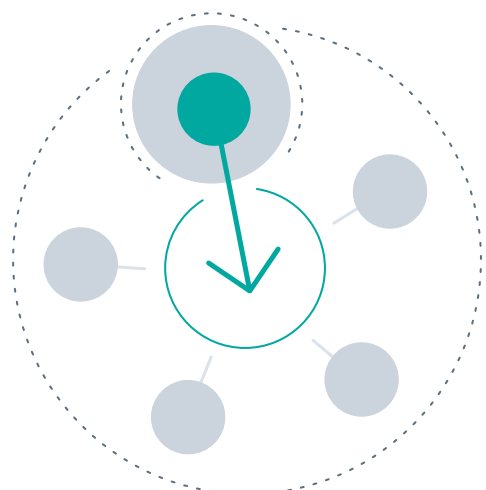
However, collaborative authoring is usually cumbersome and inefficient. Reviews are often error prone – typically involving many emails, multiple versions of marked-up files, and labor-intensive copy-paste actions.

Tridion streamlines structured content authoring, reviews and centralized collaboration in an intuitive interface – Collective Spaces. It provides authors and reviewers with a simplified approach to collaborate in an easy to use, MS Word-style user interface. Tracking changes, marking up comments and providing feedback to the author becomes a well-managed, traceable process.

Collective Spaces for Tridion brings together contributions from authors and subject matter experts (SMEs) across your organization.

Key benefits:

- Centralize company-wide knowledge creation and reviews
- Simplify and streamline collaborative processes
- Increase information quality and consistency



Features and benefits

RWS Collective Spaces provides an easy-to-use interface to create, edit and review corporate content.

It offers:



An easy-to-use browser-based editor



Advanced tracking of changes for information governance



Synchronized commenting and threaded conversations for unified collaboration



Sophisticated Document History capabilities



A simplified view for reviewers to access all assigned projects from a single interface



Workflow and review status tracking

Collective Spaces ensures you get all of the benefits of a structured content approach to authoring and managing content, while eliminating the need for your contributors to understand and use the underlying XML directly.

Key benefits of Collective Spaces

Intuitive and powerful

Give your SMEs and content contributors a simple approach to structured collaboration. Authors can edit text and upload media, and reviewers can comment and provide feedback – all within an intuitive and easy-to-use browser-based interface.

Because comments are stored in the context with the content, you can track the entire process – including any deletions or additions.

Strong governance

Since Collective Spaces stores feedback in context, authors no longer need to collate feedback into a source document, transfer comments from marked-up PDFs, copy-paste or manage feedback via email.

Instead, in Collective Spaces, authors view and add comments in context, track approval status, and even participate with multiple reviewers from a single view of the content within one interface.

Moreover, Document History provides a detailed view of changes in a topic – who changed what and when.

Quality assurance (QA)

You can also integrate with other enterprise tools to automate tagging, style, tone and word choice using corporate style guides, terminology and taxonomies. By integrating with QA-enabling technology, you can reinforce quality standards and check content quality while it is being authored.

Draft Space and Review Space

To make it easy for drafting text and reviewing text, Collective Spaces comes with two task-focused user interfaces: Draft Space and Review Space. These interfaces, based on user credentials, make it easy for different professionals with different roles to access the features and functionality they need most.

Draft Space provides:

Whole publication editing	Scroll smoothly through an entire publication and edit anywhere – providing you with the context of what you're doing.
Easy SME collaboration	SME authors can now directly open a link to any publication and topic for editing at the exact location they are required to.
Dynamic menus	Access feature and functionality options based on DITA topic types.
Transparent input for East Asian languages	Work with East Asian languages smoothly using your preferred input method.
Intelligent interface	Gain power access to the underlying content architecture of Tridon Docs including templates, properties, new topics, quick wizards and new images.
Quick access to content	Work with even large publications through just-in-time loading.
Document History	Optional add-on provides a detailed view of changes in a topic – who changed what and when they changed it.
New content type support	Outline view supports DITA bookmaps, an important content type for many organizations.
Technical view	For authors who want to see the underlying DITA XML, a tab reveals the XML view.

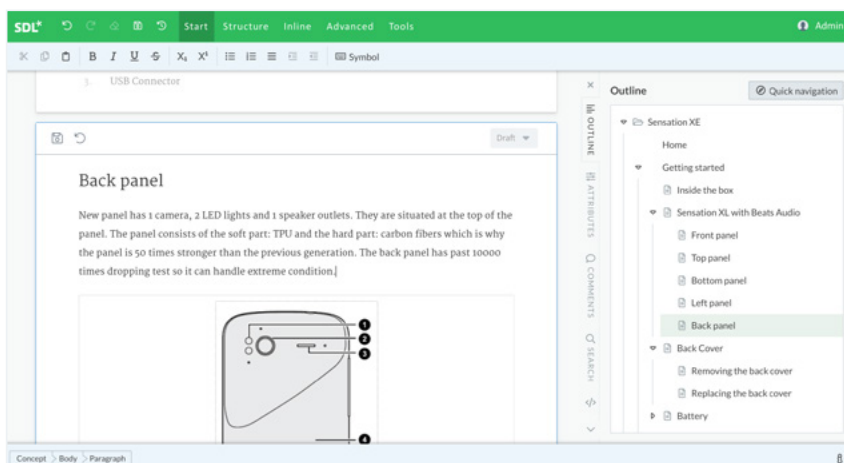


Figure 1. Draft Space – Intuitive Authoring

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Review Space provides:

Review overlays	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.
Scalability	Collaborate with distributed global teams, both in-house and inter-organization.
Ease of use	Jumpstart enterprise-wide structured authoring and reviewing workflows with minimal training.
Unified collaboration	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.
Navigation	Next/Previous buttons allow users to quickly jump between topics to review.
In-country review	In-country reviewers can also review target language translations and feedback in the same intuitive environment.

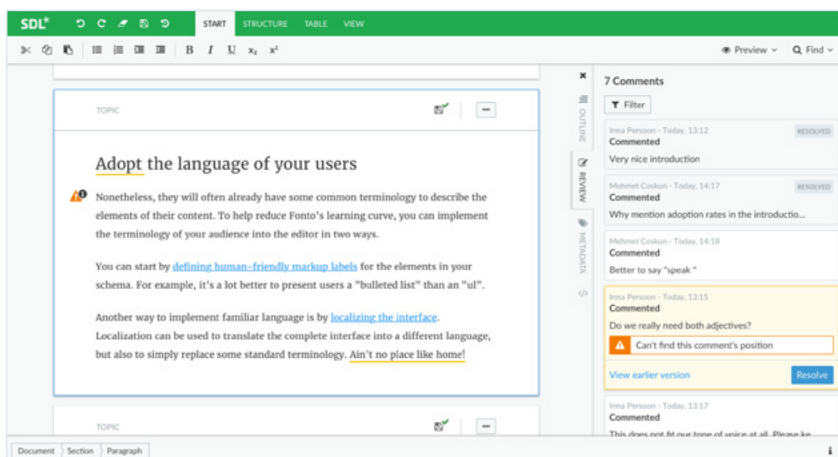



Figure 2. Review Space – Integrated Feedback Processes

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Get the expert guidance you need

Work with RWS professional services and our partners for expert guidance on data modeling, information architecture, terminology management and legacy data conversion.



To learn more, visit
rws.com/tridion

About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our customers 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.

Customers 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

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