Standard Document Management with Pro/INTRALINK 10.1

Overview

Course Code: WBT-3734-0  
Course Length: 1 hour

In this course, you will learn the basic skills necessary to perform typical document management tasks using Pro/INTRALINK 10.1. You will learn document management skills, such as creating and modifying documents. This course constitutes a comprehensive review of Standard Document Management functionality. In addition, the content is built to support topic-based course configurations.

At the end of each module, you will complete a skills assessment. The questions are used to help reinforce your understanding of the module topics and form the basis for review of any topics, if necessary.

Course Objectives

- Identify the capabilities of a standard document.
- Set document preferences.
- Create documents.
- Modify documents.
- Revise documents.
- Create document relationships.
Prerequisites

- WBT-3731-0 Locate and View Information with Pro/INTRALINK 10.1

Audience

- This course is intended for any user that will manage documents within Pro/INTRALINK.
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