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## Overview

This standard is about using digital document software to create comprehensive text-based documents using collaborative document production and co-authoring approaches.

Producing comprehensive collaborative digital documents requires the use of shared storage areas and software applications and cloudware that supports co-authoring and editing. This includes changing default settings, customising the user interface and inserting comments and tracked changes into documents.

This standard is for those who need to produce comprehensive collaborative and co-authored text-based documents to meet their own needs or as part of their duties.

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## Performance criteria

*You must be able to:*

1.  
Change default settings to tailor digital document software for collaboration and co-authoring
2.  
Setup document properties for co-authoring and version control
3.  
Create, use and adapt templates for different types of documents
4.  
Combine and merge information within a document from a range of sources
5. Bookmark locations in a document for ease of navigation
6. Store and retrieve document files effectively, in line with local guidelines and conventions where available
7. Customise digital document software user interfaces to support organisational collaboration needs
8.  
Review documents using tracked changes to identify and accept alterations
9.  
Insert, respond to and delete comments to manage feedback to co-authors
10.  
Define, update and publish document templates and styles in line with organisational procedures
11.  
Select and use appropriate page and section layouts to present and print multi-page and multi-section documents

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## Knowledge and understanding

*You need to know and understand:*

1.  
How to analyse the requirements of structure and style for the collaborative digital document being produced
2.  
What forms of information are needed for the document and how they should be linked or integrated
3.  
How to combine and merge information from other software or multiple documents
4.  
The responsibilities of each co-author
5.  
The techniques required to create and use templates for standard forms of digital document and how to apply them
6.  
How to manage version control in documents
7. How to implement and review track changes
8. How to compare and merge documents to support document sharing and collaboration
9.  
How to use comments to provide feedback within collaborative documents
10.  
How to use review features to mark-up documents using tracked changes
11.  
The need to edit documents in response to feedback from co-authors
12.  
How to use automation features to improve efficiency
13. How to use proofing features to improve accuracy

TECHDUWP3

Use software for digital document collaboration and co-authoring



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