# Viewing a Document

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1. | Begin by navigating to the **Documents** page (top folder) for a collaborative workspace.  

Click the **Workspaces** link. |
| 2. | Click the **Search** button. |
| 3. | Click an entry in the **Name** column.  

**Training Workspace** |
| 4. | You can also view documents stored in the Documents module by clicking a content link in the **Recent Documents** pagelet.  

In this example, you will view a document by clicking the content link in the Documents module. |
| 5. | Click the **Documents** link. |
| 6. | Use the **Documents** page to manage the contents of the current folder. You can add folders, add documents, view documents, browse the subfolder hierarchy, and view the properties associated with subfolders and documents.  

This view of the Documents page is at the top of the Documents module hierarchy. In this example, you will browse to a subfolder and view an HTML document stored there. |
| 7. | Click an entry in the **Title** column.  

**Transportation (3)** |
| 8. | Click an entry in the **Title** column.  

**Facilities Service Desk** |
| 9. | The HTML content appears within the target area of the workspace. |
| 10. | You have completed viewing a document from the Documents module of a collaborative workspace.  

**End of Procedure.** |