

# Creating and Editing Documentation Pages

August 25, 2026

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## Opening the document editor and understanding the page workspace

In Atloria, you usually begin from your project's documentation workspace, where pages are listed by title. To open a page for editing, select the page title or use the **Edit** action if it appears beside the page. When you are creating a brand-new page, Atloria opens the same editing workspace used for existing pages, so you do not need to learn two different screens.

Once the editor opens, focus on the main areas of the page:

- A **Title** field at the top for the page name
- The main **body editor** where you write and format content
- A **formatting toolbar** for headings, lists, and links
- **Save** controls near the top of the page
- A **status** or publishing area that shows whether the page is still a draft or already published

[SCREENSHOT: Documentation page editor showing the title field, body editor, toolbar, and save controls]

If you opened an existing page, the editor loads the current title and page content so you can revise it directly. If you started a new page, those areas begin empty and are ready for you to fill in. In both cases, the editing flow is the same: update the title, add or revise content, review any page details, and then save.

Atloria may also show page details in a side panel or page settings area. This is where you review information such as:

| Field  | What it controls                         |
|--------|------------------------------------------|
| Title  | The page name readers see                |
| Slug   | The page's URL ending or page identifier |
| Status | Whether the page is draft or published   |

If a settings panel is available, use it to confirm the page name and URL before you save. This is especially helpful when you are creating a page that must fit into an existing documentation structure.

## Creating a new documentation page

To add a page in Atloria, go to the documentation area for your project and click **New Document** or **Create Page**, depending on the label shown in your workspace. Atloria opens a blank editor so you can start writing immediately.

1. Enter the page title in the **Title** field at the top.
2. Check the page identifier or **Slug** if Atloria shows it.
3. Click into the body editor and add your first content.
4. Review any page settings before saving.

The page title is important because Atloria may use it to create the page slug automatically. For example, if you enter a clear title, the slug usually follows that wording in a shorter URL-friendly format. If the slug is editable, review it before saving so it matches the page topic and fits your team's naming style.

In the body editor, add the starting content with the toolbar. Common actions include:

- Apply **Heading** styles for section titles
- Type normal paragraph text for explanations
- Use **Bulleted List** or **Numbered List** for steps
- Add **Link** formatting for related pages or references

[SCREENSHOT: New page editor with a title entered and the formatting toolbar open]

If Atloria shows additional page details, complete them before saving. Depending on your workspace, this can include where the page sits in the documentation tree, whether it belongs under a parent page, or whether it should be visible right away. If those controls are present, set them before your first save so the page appears in the correct place.

A good first draft includes a clear title, at least one heading, a short opening paragraph, and any key links readers need. That gives you a usable page structure from the start and makes later review easier.

## Editing page content and structure

When you return to an existing page in Atloria, the fastest way to update it is to click directly into the body editor and change the text in place. You can revise paragraphs, replace outdated wording, or expand short sections without leaving the page. Keep your heading levels consistent so the page stays easy to scan. For example, use the same heading style for sections at the same level instead of mixing large and small headings randomly.

1. Open the page from the documentation list.
2. Click into the section you want to change.
3. Update the text or formatting.
4. Save your changes and review the result.

The formatting toolbar helps you keep the page structured. Use it to create:

- **Bulleted lists** for feature summaries
- **Numbered lists** for step-by-step instructions
- **Links** for related pages and references
- **Paragraph text** for explanations between sections

If Atloria supports richer content in the editor, you may also be able to insert media or attached items from the same editing area. When those options are available, add them only where they improve the page, such as showing a workflow or supporting a setup step.

To reorganize content, move sections carefully. If your editor includes block controls or drag handles, use them to reposition content. If not, cut and paste sections into the correct order. After moving content, scan the headings again to make sure the page still reads in a logical sequence.

You may also be able to update page details separately from the main body. In the page settings area, review fields such as **Title**, **Slug**, and **Status**. This is useful when the page needs a better name or a cleaner URL but the main content does not need much rewriting.

[SCREENSHOT: Existing page in edit mode with updated headings, lists, and page settings visible]

## Saving changes and managing page states

After editing a page in Atloria, use the save controls at the top of the editor to decide whether you are storing work in progress or making it available to readers. The exact

buttons may vary, but the workflow centers on **Save**, **Save Draft**, and **Publish** when those actions are available in your workspace.

1. Make your content or metadata changes.
2. Click **Save** or **Save Draft** to keep your work.
3. Use **Publish** when the page is ready for readers.
4. Confirm the page status after the action completes.

A draft save keeps your latest edits without necessarily making them visible in the published documentation. This is helpful when you are still writing, waiting for review, or collecting screenshots and links. A published save updates the live version readers can access. If Atloria shows a page **Status**, check it after saving so you know whether the page is still in draft form or already live.

After a successful save, Atloria may update the page's modified time or last-edited information. Use that timestamp to confirm that your latest work was stored. If you are collaborating with other writers, this is also a quick way to see whether the page has changed recently.

Watch for signs that your work is not yet saved. Atloria may show unsaved changes through a changed button state, a warning when you try to leave the page, or a publish action that stays unavailable until required fields are complete. If you try to navigate away while edits are still pending, stop and save first.

If your workspace includes additional page states such as hidden or archived, treat them as visibility controls rather than editing tools. Draft means still in progress, published means visible to readers, and hidden or archived means the page is not meant to appear in normal navigation.

## Working efficiently while authoring and reviewing pages

Good writing in Atloria is not only about the words on the page. It also depends on how quickly you can move between editing, checking structure, and reviewing the final result. The easiest way to work faster is to combine the formatting toolbar with keyboard habits instead of stopping after every sentence to hunt for controls.

Use the toolbar for the actions that shape the page most often:

- Apply heading styles as soon as you create a new section
- Turn loose notes into bulleted or numbered lists
- Add links while the related page name is still fresh

- Save regularly while you work through larger edits

[SCREENSHOT: Editor toolbar with heading, list, and link actions highlighted]

A reliable editing pattern helps, especially when several people work on the same documentation set. In Atloria, a simple order works well:

1. Review the page **Title**, **Slug**, and **Status**
2. Update the main body content
3. Save the page
4. Open the rendered or preview view to check spacing, headings, and links

Previewing matters because content can look acceptable in the editor but feel uneven once rendered. Check whether headings appear in the right order, lists are spaced correctly, and links open the expected destination. This is one of the easiest ways to catch navigation problems before publishing.

If Atloria shows page history, revision details, or a last-edited indicator, use those details before making major changes. They help you see whether someone else updated the page recently and reduce the chance of overlapping edits. When multiple writers share responsibility for a page, review the latest saved state first, then make your changes in one focused pass instead of many small unsaved edits.

For broader team review and page organization after writing, continue with [Organizing and Reviewing Document Content](#).

## Fixing common problems when creating or editing pages

Most page editing problems in Atloria come from missing page details, formatting that was applied inconsistently, or confusion between draft and published changes. When something does not look right, start with the visible fields and status indicators in the editor before assuming the content is lost.

If a page will not save, check the top of the editor and any page settings panel for missing required information. Common places to review include:

- **Title**
- **Slug**
- Parent page or location, if Atloria asks for it
- Any field marked with a validation message

Atloria may show an inline warning near the field that needs attention. Correct that field first, then try **Save** again.

If formatting looks wrong after publishing, compare the editor content with the rendered page. A section that was meant to be a heading may still be plain paragraph text, or a list may have been typed manually instead of using the list controls. Reapply the correct formatting from the toolbar, save again, and recheck the page.

When changes seem to be missing, confirm whether you clicked **Save Draft** instead of **Publish**. A draft save stores your work but may not update the reader-facing page. Check the page **Status** and any modified timestamp to see what was actually saved. If Atloria includes revision history, review the latest saved version there as well.

If another writer's updates are not visible, refresh the page and look again at the last-edited details or revision information. You may be viewing an older saved state, or the other person's work may still be in draft form rather than published.

[SCREENSHOT: Validation message near a required field and page status shown in the editor header]

When a page still does not behave as expected, reopen it from the documentation list and verify the title, slug, status, and latest saved content before making further edits.

## Overview

Use Atloria's document editor when you need to create a new documentation page or revise an existing one. The same workspace supports both tasks, so once you know where the **Title** field, body editor, toolbar, and save controls are located, you can move between drafting and updating pages without changing screens.

This workflow is centered on a few core actions:

- Open a page from the documentation list using its title or **Edit**
- Create a new page with **New Document** or **Create Page**
- Add and format content with headings, paragraphs, lists, and links
- Review page details such as **Title**, **Slug**, and **Status**
- Save as draft or publish when the page is ready

Atloria separates writing from visibility through page state. That means you can keep unfinished work as a draft, continue refining it, and publish only when the content is ready for readers. This is especially useful when your team is still reviewing wording, checking links, or confirming where the page belongs in the documentation structure.

The most effective way to work is to treat each page as both content and navigation. The body editor controls what readers see on the page itself, while fields like **Title** and

**Slug** affect how the page is identified and found. Small changes in those fields can make a page much easier to browse later.

As you write, save regularly and check the rendered result before publishing. That extra review step helps you catch heading problems, broken list structure, and link issues while the page is still easy to fix. Once you are comfortable creating and editing individual pages, the next skill is arranging them clearly and reviewing how they fit together across the documentation set.

## Prerequisites

Before you start creating or editing pages in Atloria, make sure you can already reach the right workspace and open your project's documentation area. You do not need advanced setup knowledge, but you do need access to the project where the page will live.

You should have:

- An Atloria account that can sign in successfully
- Access to the relevant project workspace
- Permission to open documentation pages and use **Edit**, **New Document**, or **Create Page**
- A basic understanding of your team's page naming and structure

If you are still getting into Atloria or need help with account access, start with [Accessing and Registering Your Atloria Account](#) and [Signing In to Atloria and Solving Access Problems](#).

It also helps to know where your project pages are managed. If you need help finding the project workspace first, use [Working with Project Lists and Dashboards](#) and [Understanding Project Navigation and Linked Workspaces](#).

Before opening the editor, prepare the content you plan to add:

- The page title you want readers to see
- The main sections you expect to include
- Any links you want to add to related documentation
- Any decisions about whether the page should remain a draft or be published

If your team already has a documentation structure in place, confirm where the new page belongs before you create it. That will make the title, slug, and placement decisions easier once you are in the editor. The next document in this sequence is

[Organizing and Reviewing Document Content](#), which covers how to arrange pages and review them as part of the larger documentation set.