

# Configure Publishing Audiences

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Configure publishing audiences to control who receives your project documentation and where published documentation is made available. This helps you prepare documentation for the appropriate readers before you export or share it.

### Overview

Publishing audiences let you organize documentation for different groups, such as internal teams, customers, partners, or other intended readers. Use audience configuration when one project needs different documentation destinations or presentation choices for different groups.

You manage publishing from the active project rather than from the all-projects view. Start by selecting the correct project, then open its project-level publishing area. From there, review the available audience and destination options before making documentation available.

Publishing configuration is especially useful before using **Export Documentation** or selecting **View Your Documentation** → . Confirm that the project and intended audience are correct so that readers see the documentation intended for them.



*Screenshot pending: The Publishing area for an active project, showing audience and publication destination options.*

### Prerequisites

Before you begin, make sure that you have:

- Access to the **Projects** area.
- An existing project that is listed in the project hub.
- The correct project selected as the active project.

- Documentation available or ready to export from the selected project.
- Permission to manage project publishing and branding settings, if your organization restricts these actions.
- A clear understanding of the intended audience and the destination where the documentation should be published.

## Step-by-Step Instructions

1. Select **Projects** to open the project hub.
2. Use **Search projects...** to find the project whose documentation you want to publish.
3. Select the project to open the focused project view.
4. Confirm that you are working in the correct project by reviewing the active project context in the project sidebar.
5. Select **Publishing** in the project sidebar.
6. Create or select the audience that represents the people who should receive this documentation.
7. Choose the publication destination available for the selected audience.
8. Review the audience and destination combination before continuing.
9. Select **Export Documentation** when you are ready to generate documentation for the configured publishing setup.
10. Select **View Your Documentation** → to open the published documentation experience and verify what readers will see.



*Screenshot pending: The project documentation area with the Export Documentation action and the View Your Documentation link.*

## Tips and Best Practices

- Configure audiences from the focused project, not from the **1. Hub: All Projects** view. This helps prevent changes from being applied to the wrong project.
- Use a clear audience purpose before configuring a destination. For example, decide whether the documentation is intended for internal users or external

readers before you publish it.

- Review your documentation before exporting. If the project does not yet have the content you need, return to the project documentation area and prepare the content first.
- Use **View Your Documentation** → after publishing or exporting to validate the reader-facing result. Check that the correct project documentation is displayed for the intended audience.
- Keep audience names and destinations consistent across projects. Consistent naming makes it easier for administrators to identify where each set of documentation is intended to appear.
- If you are configuring publishing as part of a new project setup, complete the project creation process first. Use **New Project** and **Create project** before attempting to configure project-specific publishing options.
- When switching between projects, use ← **Back to Projects** or ← **Back to Projects** to return to the project list, then select the next project deliberately. Avoid assuming that a publishing change applies across all projects.

## Related Pages

- [Manage Projects](#) — Find, open, and organize projects from **Projects**.
- [Create a New Project](#) — Use **New Project** and **Create project** to add a project before configuring publishing.
- [Export Documentation](#) — Generate documentation after confirming the publishing audience and destination.
- [View Published Documentation](#) — Use **View Your Documentation** → to review the reader-facing documentation.
- [Project Documentation](#) — Select and prepare project documentation before publishing.

## Troubleshooting

### You cannot find the project you want to configure

Select **Projects**, then enter the project name in **Search projects....** If you are in a focused project view, select ← **Back to Projects** or ← **Back to Projects** before searching again.

## **You do not see publishing options for the correct project**

Confirm that you selected the intended project from the project list and that it is shown as the active project. Then select **Publishing** from that project's sidebar. If access is restricted, contact your project administrator for publishing permissions.

## **Documentation is not ready to publish or export**

Open the project documentation area and verify that documentation is available for the selected project. If the screen indicates **Select a project to view documents** or **Or import existing documentation**, select a project or import existing documentation before returning to **Publishing** and **Export Documentation**.