

Create a Documentation Page

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This page explains how to start and save a new documentation page in Atloria. Creating a draft lets you capture a user guide, technical article, or internal documentation topic before it is ready to share.

Overview

Atloria organizes documentation from the **Documents** area. You can use a new document to create content for different audiences, including end users, internal teams, and technical readers. Depending on your workspace, documentation may also be grouped under **User Guides** or **Technical Docs**.

When you begin a page, save it as a draft so that you can continue editing without publishing incomplete information. A saved draft is shown with the **Draft** status and can be reopened through **View Draft**.

Use this process when you need to document a new procedure, explain a feature, record internal guidance, or prepare content for a documentation collection.

 *Screenshot pending: The Documents area showing the Search documents... field and options for creating or managing documentation.*

Prerequisites

Before you start, make sure that you have:

- Access to the Atloria workspace that contains your documentation.
- Permission to open **Documents** and create or edit draft content.
- The topic, title, and main instructions you want to include.
- Any supporting information needed for the page, such as process details, user-facing labels, or links to related documentation.

- A clear idea of whether the page belongs with **User Guides** or **Technical Docs**.

Step-by-Step Instructions

1. Open **Documents** from the main application navigation.
2. Review the document list to confirm that a page for the same topic does not already exist.
3. Use the **Search documents...** field to look for an existing document with a similar title.
4. Select **Quick Create** to start creating a new item.
5. Enter a clear title for the documentation page when the new-document screen opens.
6. Write a short introduction that tells readers what the page teaches and why they should use it.
7. Add the main instructions in the page editor.
8. Put each task action in its own numbered instruction so readers can follow the procedure in order.
9. Use the exact labels that readers see in Atloria, such as **Documents**, **User Guides**, or **Technical Docs**, when your instructions tell them where to go.
10. Add supporting details that explain what the reader should expect after completing an important action.
11. Include links or references to related documentation topics when readers may need additional guidance.
12. Select **Save as Draft** to save the unfinished page.
13. Confirm that the page is marked **Draft** after it is saved.
14. Select **View Draft** to reopen the saved page and review it as a reader would see it.



Screenshot pending: A documentation page in the editor with the Save as Draft button and Draft status visible.

15. Return to the editor and revise the content if the draft needs corrections.

16. Save the page again with **Save as Draft** after making changes.
17. Use the **3. Draft Ready** indicator, when available in your workspace, to confirm that the draft has reached the ready-for-review stage.

Tips and Best Practices

- Give each page one focused purpose. For example, create one page for creating a maintenance request and a separate page for creating a payment rather than combining unrelated procedures.
- Start with the reader's goal. A title such as "Create a Maintenance Request" is easier to find and understand than a broad title such as "Maintenance."
- Use the same wording that appears on screen. If readers need to select **View Draft**, write **View Draft** rather than "open the preview."
- Save early and often with **Save as Draft**. This protects your work while you are still researching, writing, or waiting for review.
- Keep draft content accurate before moving it forward. The **Draft** state is useful for incomplete content, but readers should still be able to understand the page's purpose and next steps.
- Add practical context around actions. Tell readers what changes after they select a button, what information they need to enter, or when they should stop and ask for help.
- Use **User Guides** for reader-oriented procedures and **Technical Docs** for content intended for technical audiences. Choose the location that best matches the people who will use the page.
- Use **Search documents...** before creating a page. This helps prevent duplicate articles and makes it easier to update an existing guide instead of creating a competing version.

Related Pages

- [Browse Documents](#)
- [Search for a Document](#)
- [Edit a Draft Document](#)
- [Organize Content in User Guides](#)
- [Work with Technical Docs](#)
- [View and Review a Draft](#)

Troubleshooting

You cannot find the option to create a page

Open **Documents** first, then look for **Quick Create**. If **Quick Create** is not available, you may not have permission to create documentation in the current workspace.

Contact your workspace administrator for access.

Your new page does not appear in the document list

Use **Search documents...** and search for the title you entered. If you saved the page with **Save as Draft**, look for it as a **Draft** and select **View Draft** to reopen it.

You are unsure whether to create a new page or update an existing one

Search the current documentation before selecting **Quick Create**. If a related page already exists, update that page when the new information belongs to the same task. Create a separate page when the reader has a distinct goal or must follow a different procedure.