

Publish Documentation for an Audience by Slug

September 10, 2026

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This page explains how an audience slug identifies an audience-specific public documentation experience. Using the correct audience slug helps you share documentation that opens in the intended public context for a particular audience.

Overview

When you publish documentation, Atloria provides a public documentation experience that can be viewed outside the workspace. An **audience slug** is the identifying part of that public experience that distinguishes one audience's documentation view from another.

You typically need an audience-specific public link when your organization publishes different documentation experiences for separate groups, such as customers, partners, administrators, or internal teams. The audience slug helps ensure that readers enter the correct public documentation context before they open a specific document.

Publishing is separate from sharing. First, you use the publishing controls to make the documentation available publicly. Then, you use **View Published Docs** to confirm the public experience and obtain the appropriate audience-specific location to share. A document must show a published state before external readers can access it.



Screenshot pending: Public documentation view showing an audience-specific documentation experience.

Prerequisites

Before you begin, make sure you have the following:

- Access to the documentation workspace that contains the content you want to publish.
- Documentation that is ready for external readers.
- Permission to publish or approve documentation.
- The intended audience slug or the approved audience-specific public location supplied by your documentation administrator.
- At least one document or guide organized under the appropriate public documentation category, such as **User Guides** or **Publishing**.
- A reviewer's approval, if your organization requires a review process before publishing.

Step-by-Step Instructions

1. Open **User Docs** from your documentation workspace.
2. Select  **User Manuals** to view the manuals and guides available for publishing.
3. Open the documentation collection that contains the content you want the audience to see.
4. Select **User Guides** if the documentation is organized as a user-facing guide.
5. Select **Publishing** to work with publishing-related documentation content.
6. Review the document titles and content that will be visible to the audience.
7. Select **Review & Publish** when the documentation is ready for final review.
8. Confirm that the documentation status is ready to be published.
9. Select  **Approve & Publish** if your workspace uses an approval step.
10. Select **Publish** to make the approved documentation publicly available.
11. Select  **Publish Version 4** when you are publishing the version identified by that button.
12. Check for the **Published** status after the publishing action completes.
13. Select  **View Published Docs** to open the public documentation experience.

 *Screenshot pending: The publishing area with the Published status and the View Published Docs button.*

14. Verify that the public page displays the documentation intended for the audience.
15. Confirm that the audience identifier in the public documentation location matches the audience slug you were given.
16. Open a document from the public documentation view to confirm that audience-specific readers can access the expected content.
17. Copy the audience-specific public documentation location only after you have verified the correct audience experience.
18. Share the verified public location with the intended audience.
19. Select **Unpublish** if you need to remove the published documentation from public access.

Tips and Best Practices

- Treat the audience slug as an audience identifier, not as a document title. It identifies the public documentation experience for a group of readers, while individual document names identify the content within that experience.
- Verify the public view after every publish. Selecting **View Published Docs** is the most reliable way to confirm what external readers will see.
- Use the **Published** status as your confirmation that the current version is available publicly. Do not distribute a public location before this status appears.
- Follow your organization's review process. If **Review & Publish** and ✓ **Approve & Publish** are available, complete those actions before using **Publish**. This helps prevent unreviewed content from being exposed to an audience.
- Keep audience links separate when communicating with different reader groups. Sending the wrong audience-specific public location may lead readers into a documentation experience that does not match their needs.
- Test more than the landing page. After opening **View Published Docs**, open at least one guide or document and confirm that navigation, content, and branding appear as expected for that audience.
- Publish the correct version. When the workspace shows **Publish Version 4**, make sure Version 4 is the version you intend to make public. Published content should reflect the latest approved material for that audience.

- Use **Unpublish** promptly if content was published for the wrong audience or includes information that should not be public. Review and republish only after correcting the issue.

Related Pages

- [Review Documentation Before Publishing](#)
- [Approve and Publish Documentation](#)
- [View Published Documentation](#)
- [Unpublish Public Documentation](#)
- [Organize User Guides for Public Readers](#)
- [Manage Documentation Branding](#)

Troubleshooting

The public documentation does not show the expected audience content

Select  **View Published Docs** again and confirm that you opened the audience-specific public documentation location. Verify the audience slug with your documentation administrator before sharing the link.

The documentation is not available publicly

Return to the publishing area and check whether the content shows **Published**. If it is not published, complete **Review & Publish**, use ✓ **Approve & Publish** when required, and then select **Publish**.

You published the wrong content or version

Select **Unpublish** to remove the public version. Update or select the correct documentation, complete the required review steps, and publish again. Before sharing the replacement location, use **View Published Docs** to verify the audience experience.