

Publish Reader Ready Documentation

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This page explains how to prepare, review, and publish documentation for your target audience. Publishing makes your approved content available through the published documentation experience so readers can view the version you intend to share.

Overview

Publishing is the final stage of preparing reader-ready documentation. Before you publish, you review the generated or imported content, choose the appropriate publishing settings, and confirm that the documentation is ready for its intended audience.

The publishing workflow shows clear progress states. Documentation starts in **3. Draft Ready**, moves through **Publishing** while the publish action is being completed, and displays as **Published** after it is available to readers. Use **Review & Publish** when you need to check content before release, and use **View Published Docs** after publishing to verify the reader experience.

You may publish a new release using **Publish Version 4** or **Publish Version**, depending on the versioning option shown in your workspace. If you need to remove a published release from reader access, use **Unpublish**.



Screenshot pending: The documentation publishing workflow showing Draft Ready, Publish Settings, Published Docs, and post-publish actions.

Prerequisites

Before you begin, make sure you have the following:

- Documentation content that is ready for review, whether it was created through **Generate Documentation** → or added through **Or import existing documentation**.

- Access to the documentation project and the target audience's documentation area.
- Content that has been checked for completeness, accuracy, and reader-friendly language.
- A decision about whether you are publishing the current documentation or creating a new version.
- Any required approval from your documentation owner, subject-matter expert, or release manager.

Step-by-Step Instructions

1. Open the documentation project that contains the content you want to publish.
2. Select the target audience whose documentation you want to prepare for release.
3. Confirm that the documentation is in the **3. Draft Ready** stage.
4. Select **Review & Publish** to open the publishing review experience.
5. Review the documentation content for the intended audience.
6. Check that headings, explanations, and examples are understandable without internal project context.
7. Verify that technical sections are presented appropriately for the reader, such as documentation covering frontend, backend, database, API schema, configuration, documentation, or infrastructure topics.
8. Select **2. Publish Settings** to review the settings that control the release.
9. Confirm the version you want readers to receive.
10. Select **Publish Version 4** when that button is available for the release you are preparing.
11. Select **Publish Version** if your workspace displays the general version publishing option instead.
12. Select ✓ **Approve & Publish** when you have completed the review and are ready to approve the release.
13. Select **Publish** to confirm publication if the screen asks for a final publishing action.
14. Wait while the documentation status changes to **Publishing**.

15. Confirm that the status changes to **Published** when publishing is complete.
16. Select **View Published Docs** to open the published reader view.
17. Review the published documentation as a reader would see it.
18. Select  **View Published Docs** when available to open the published documentation in its reader-facing location.
19. Use **4. Published Docs Nav** to move through the published documentation and verify that key pages are available.
20. Complete the actions in **5 Post-Publish** after you have confirmed the release is correct.

 *Screenshot pending: The Review & Publish screen with Publish Settings, Approve & Publish, Publish Version, and publishing status controls.*

Tips and Best Practices

- Review content before selecting ✓ **Approve & Publish**. Approval and publishing are presented together, so treat this action as the final confirmation that the version is suitable for readers.
- Publish documentation for a specific audience. Reader-ready content should use the terminology, depth, and examples that fit the people who will use it. For example, a reader who needs frontend guidance may not need the same level of database or infrastructure detail.
- Use the status labels to track progress. **3. Draft Ready** means the content is ready for your review. **Publishing** means the release is still being processed. **Published** means the release is available for readers.
- Always select **View Published Docs** after publication. This is the best way to catch reader-facing issues such as missing context, unclear navigation, or content that does not make sense outside the editing workflow.
- Publish a version intentionally. When **Publish Version 4** is shown, confirm that version 4 is the release you want readers to access. Do not publish a new version merely to test minor edits unless your documentation process allows it.
- Use **Export Documentation** when you need a copy of the documentation for review, sharing, archival, or use outside the published reader experience.

- Use **Unpublish** carefully. Unpublishing removes the published documentation from reader access. Confirm that readers have an alternative source before you remove a live release.
- If you are starting from existing material, select **Or import existing documentation** before beginning the review and publishing workflow. If you need Atloria to prepare initial content, start with **Generate Documentation** → .

 *Screenshot pending: The published documentation reader view opened from View Published Docs, showing reader navigation and published content.*

Related Pages

- [Generate Documentation](#) — Create documentation before beginning the review process.
- [Import Existing Documentation](#) — Bring existing documentation into your project.
- [Review Documentation Content](#) — Check documentation quality before approval.
- [Manage Documentation Versions](#) — Understand version-based publishing options.
- [Export Documentation](#) — Export documentation for external review or records.
- [Unpublish Documentation](#) — Remove a published release from reader access.

Troubleshooting

The documentation is not ready to publish

Confirm that the documentation has reached **3. Draft Ready**. If content is still incomplete, return to the documentation preparation process and finish the missing sections before selecting **Review & Publish**.

The status remains Publishing

Wait until the status changes from **Publishing** to **Published** before treating the release as available to readers. If the status does not update, refresh the documentation workspace and check the publishing status again before attempting another publish action.

Published documentation does not look correct

Select **View Published Docs** and review the reader-facing pages. If you find missing, inaccurate, or audience-inappropriate content, update the documentation, return to

Review & Publish, and publish the corrected version. If the release must no longer be available, select **Unpublish** while you prepare the replacement.