

Set Up Your Documentation Workspace

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Set up your Atloria workspace by creating a project, completing the available setup flow, and opening the project documentation area. This sequence gives you a focused place to organize documentation work before you share the project context with collaborators.

Overview

Atloria organizes documentation work around projects. You start from the **Workspace Sidebar** or the **Projects** area, create a project, and then use the project's setup experience to prepare its documentation workspace.

The setup flow helps you move from a newly created project to the documentation experience. Depending on your needs, you can select **Setup** to continue preparation, **Skip setup** to bypass the setup flow, or select **View Your Documentation** → when the documentation is ready to review.

Use this process whenever you are starting documentation for a new product, repository, service, or team initiative. After the project exists, you can return to the central project list through ← **Back to Projects** or use **Open Project Dashboard** to work within the selected project.



Screenshot pending: The workspace project hub showing the Workspace Sidebar, Projects area, search field, and New Project button.

Prerequisites

Before you begin, make sure you have:

- Access to the Atloria **Workspace**.
- Permission to create or manage projects in the workspace.
- The source or project details you want to document.

- A clear project name that your team can recognize in the **Projects** list.
- The names or contact details for collaborators who will review or contribute to the documentation.
- An understanding of whether you want to complete the guided **Setup** flow or use **Skip setup**.

Step-by-Step Instructions

1. Open the **Workspace Sidebar**.
2. Select **Projects** to open the list of projects available in your workspace.
3. Review the project list to confirm that the documentation project does not already exist.
4. Enter a keyword in **Search projects...** if you need to locate an existing project before creating a new one.
5. Select **New Project** to begin creating a documentation project.
6. Enter the project details requested on the **New Project** screen.
7. Select **Create project** to add the project to the workspace.
8. Select the new project from the **Projects** list to make it the active project.
9. Confirm that you are working in the correct project by checking the project-focused area rather than the all-projects hub.
10. Select **Setup** to start the project setup experience.
11. Complete each available setup prompt using the project information you prepared before starting.
12. Select **View Your Documentation** → when the setup experience indicates that documentation is available.

 *Screenshot pending: The project setup experience showing Setup, Skip setup, View Your Documentation, and Open Project Dashboard actions.*

13. Select **Open Project Dashboard** if you need to return to the project's main working area instead of opening documentation immediately.
14. Select ← **Back to Projects** when you need to return to the workspace-wide project list.

15. Open the project's documentation area to verify that the new workspace is ready for documentation work.
16. Use **Export Documentation** when you need to create an exported copy of the project documentation for review or distribution.
17. Share the project name and documentation location with your collaborators so they can open the same project in Atloria.
18. Ask collaborators to confirm that they can find the project from **Projects** or by using **Search across all projects....**

Tips and Best Practices

- **Create one project per documentation scope.** Use a distinct project for each product, application, service, or repository you want to document. This keeps documentation, changes, versions, and analytics tied to the correct work.
- **Use recognizable project names.** A clear name makes the project easier to find through **Search projects...** and **Search across all projects...**, especially when your workspace contains many projects.
- **Complete setup before inviting broad review.** Use **Setup** first so the project has a consistent documentation starting point. When the documentation is ready, use **View Your Documentation** → to review what collaborators will see.
- **Skip setup only when appropriate.** Select **Skip setup** if the project is already prepared or if you need to reach the dashboard quickly. If you skip the guided flow, verify the documentation area before asking collaborators to begin work.
- **Keep collaborators aligned on the active project.** Atloria provides both a workspace-wide view and a project-focused view. Tell collaborators which project to open, rather than only referring to the overall workspace.
- **Use exports for formal review.** Select **Export Documentation** when stakeholders need a portable copy. Continue to use the project documentation area as the working source for updates and ongoing review.
- **Plan review around project changes and versions.** After the workspace is established, use the project's change and version areas to help reviewers understand what has changed over time.

Related Pages

- [Create a New Project](#)
- [Navigate the Workspace and Project Sidebars](#)
- [View Your Documentation](#)
- [Review Project Changes](#)
- [Compare Documentation Versions](#)
- [Export Documentation](#)

Troubleshooting

You cannot find the project you just created

1. Select **Projects** from the **Workspace Sidebar**.
2. Enter the project name in **Search projects....**
3. Use **Search across all projects...** if you may be viewing a different project-focused area.
4. Confirm that you selected **Create project** after entering the requested project details.

You are in the workspace but not in the correct project

1. Select ← **Back to Projects**.
2. Locate the correct project in the **Projects** list.
3. Select the project to make it the active project.
4. Select **Open Project Dashboard** to continue working in that project.

You skipped setup and cannot confirm that documentation is ready

1. Return to the active project.
2. Select **Setup** if it is available.
3. Complete the available setup prompts.
4. Select **View Your Documentation** → to verify the documentation area.
5. Use **Export Documentation** only after you have reviewed the documentation you intend to share.