

Personalizing your workspace

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Personalizing your workspace

Use this page to choose how a project's published documentation appears to readers and to invite people to its organization. You can also review the organization member list and continue to the settings area for more specialized administration.

What workspace personalization is

Workspace personalization has two parts: project branding changes the appearance of published documentation, while organization settings provide the team roster and invite form.

Use the route that matches what you need:

If you need to...	Go to
Change the appearance of published documentation	Customize published documentation
Invite a team member or review members	Invite and review organization members
Configure domains, access, segmentation, or developer settings	Continue to the owning settings work
Get help with a settings problem	Getting help

Before you start

You need a signed-in session and a selected project before Branding can load project branding.

Organization needs an access token and an organization identifier before it can load members.

Keep the following information available:

Task	Have ready	Why it matters
Project appearance	The project to personalize	Branding applies to the selected project.
Organization invitation	The invitee's email address and role	The invitation is sent to the address you enter.
Branding changes	The appearance choices you want to apply	You can review the choices in the live preview before saving.

Branding fields do not carry a required marker. The organization invite email is required.

Find the settings surface

Use **Branding** for project appearance and **Organization** for invitations and member review.

Prerequisites

- Sign in to Atloria.
- Select a project before opening **Branding**.

Steps

1. Open the application settings area.
2. Choose one destination:

If you need to...	Select
Personalize published-documentation appearance	Branding
Invite or review organization members	Organization

3. Continue with the destination you selected:

Destination	Choose
Branding	Site info, Media, Colors, Top menu, Typography, White-label, Domain, Access, Segmentation, or Developers
Organization	Single Sign-On, Provisioning (SCIM), or Audit Log

Result: The selected settings surface is open.

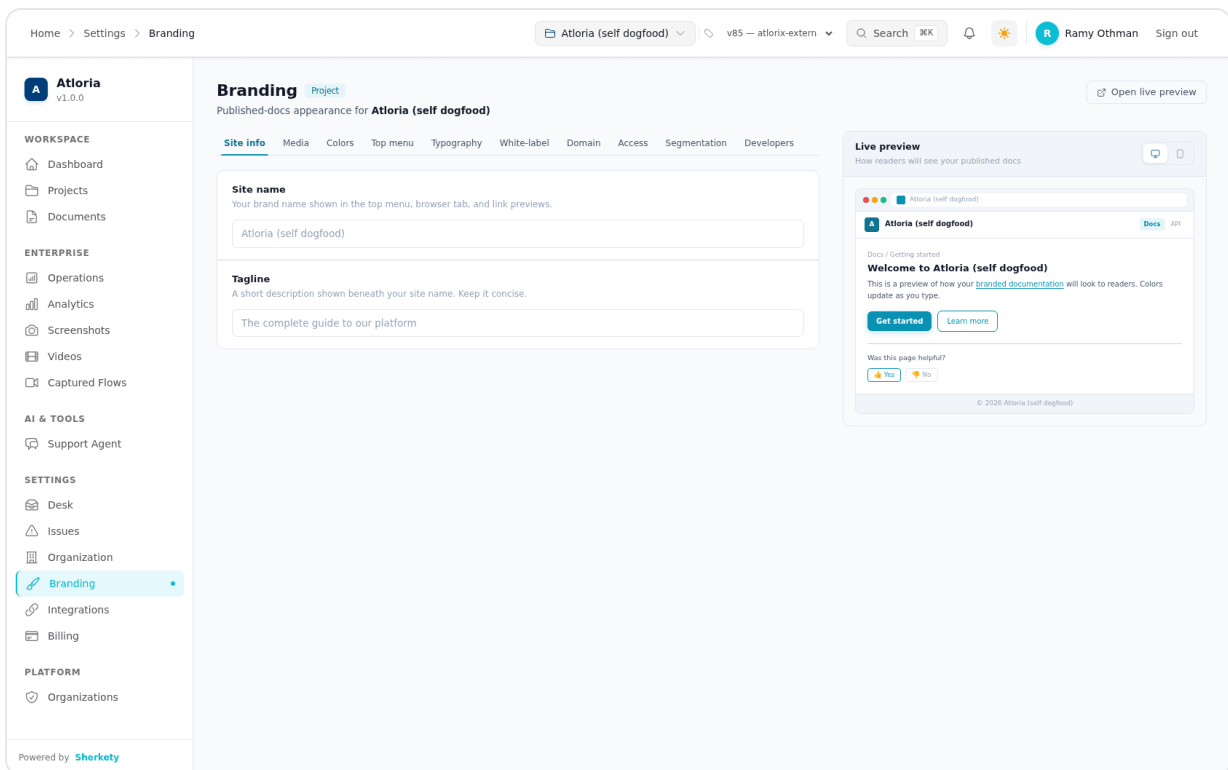
Understand the settings screen

The Branding screen groups project appearance choices behind tabs. The Organization screen combines an invitation area with the member list.

In Branding, the **Site info** tab contains **Site name** and **Tagline**. The other tabs carry the following areas:

Tab	Area
Media	Logo and Favicon upload surfaces
Colors	Page theme, quick presets, and color choices
Top menu	Header layout and header customization
Typography	Font, color mode, reader theme switch, and dark-mode logo
White-label	Powered-by setting, footer, and custom CSS
Domain	Domain settings
Access	Access settings
Segmentation	Segmentation settings
Developers	Developer settings

The Branding screen also has **Live preview** and the **Preview device** control. The preview shows how readers will see the published documentation. The Organization screen has **Invite a team member** above **Members**. Its member table uses **Name**, **Email**, **Role**, **Status**, and **Joined**.



The **Branding** destination is open. The page shows **Site name** and **Tagline** as visible labelled fields. It also shows the settings tabs, **Open live preview**, **Get started**, **Learn more**, **Yes**, **No**, **Discard**, and **Save changes**. The page is ready for use when its loading indicator is no longer visible.

Customize published documentation

Use this procedure when you want to change the appearance of a project's published documentation without changing its content.

Prerequisites

- Open **Branding** for the project you want to personalize.
- Decide which appearance choices you want to change.

Steps

1. In **Site info**, enter the project's reader-facing name in **Site name**.
2. In **Site info**, enter the short description in **Tagline**.
3. Select **Colors** and choose the appearance values you need:

To change...	Use
The page background and chrome	Page theme
Buttons, links, active states, and the scroll bar	Primary color
Hover states, gradients, and secondary highlights	Accent color
A named color combination	Quick presets

4. Select **Top menu** and choose a **Header layout**.
5. Adjust **Background**, **Text color**, **Height**, **Border color**, and **Border style**.
6. Select **Typography** to choose **Font** and **Color mode**. Use **Allow readers to switch theme** when readers should have a light/dark choice, and use **Dark-mode logo** when the dark appearance needs a separate logo.
7. Select **White-label** to set **Hide "Generated by Atloria"**, **Custom footer**, or **Custom CSS**.
8. Review **Live preview**.
9. Choose how to finish:

If you want to...	Select
Keep the appearance choices	Save changes
Remove the unsaved choices	Discard

Use these limits while entering values:

Value	Limit or choice
Site name	Up to 60 characters
Tagline	Up to 120 characters
Height	40 to 72
Custom footer	Up to 2,000 characters
Custom CSS	Up to 50 KB, with server-side sanitization

Result: The selected appearance choices remain in the Branding form after **Save changes**;

after **Discard**, the unsaved choices are removed and the form returns to its earlier values.

When the project has a published slug and URL ID, select **Open live preview** to open the published preview in a new browser tab. Use **Reset to defaults** in **Top menu** when you want to restore that menu configuration before saving.

Invite and review organization members

Use this procedure when you need to add a person to the organization or review who belongs to it.

Prerequisites

- Open **Organization** for an account with an organization identifier.
- Have the invitee's email address.

Warning: Selecting **Send invite** sends an invitation to the address you enter.

Steps

1. In **Invite a team member**, enter the invitee's address in the required email field.
2. Choose **Viewer**, **Contributor**, **Maintainer**, or **Admin** in the role selector.
3. Select **Send invite**.
4. In **Members**, read the column headings **Name**, **Email**, Role, **Status**, and Joined.

The **Status** column can show **Active** or **Suspended** for a member row.

Result: The invitation confirmation appears below the form, and the member list is available under its column headings.

Handle settings branches and errors

Use the message you see to choose the next action.

What you see	What it means	What to do
Pick a project to brand	Branding has no selected project.	Select a project before opening Branding .
Loading branding...	Branding data is still loading.	Wait for the Branding form to appear.
Low contrast against white – buttons with white text may be hard to read	The selected primary color has low contrast against white.	Choose a higher-contrast Primary color .
Branding saved	The Branding update completed.	Continue reviewing the published appearance.
Changes discarded	The unsaved Branding choices were removed.	Continue with the earlier values or make another change.
Custom CSS was rejected – see the White-label tab	The custom CSS was refused by the server.	Open White-label and review Custom CSS .
Save failed: unknown error	The save request failed without a more specific message.	Review the form and try Save changes again.
Upload failed: unknown error	The asset upload failed without a more specific message.	Try the upload again from the relevant media area.
Only admins and maintainers can invite members.	The current organization role cannot invite members.	Ask an administrator or maintainer to send the invitation.
Request failed – please try again.	The invitation request could not be completed.	Review the address and try Send invite again.
Invitation sent to <email> – they'll get an email with a join link.	The invitation was sent to the entered address.	Wait for the invitee to use the join link.
Loading members...	The member list is still loading.	Wait for the member list to appear.

Continue to the owning settings work

After you finish the selected task, continue according to your next task:

Next task	Continue with
Configure detailed Branding settings	Configure Branding
Review organization administration	Organization overview
Configure Single Sign-On or Provisioning (SCIM)	Manage organization access
Resolve a settings problem that remains	Getting help

The Branding tabs **Domain**, **Access**, **Segmentation**, and **Developers** remain available for their respective settings. The Organization links **Single Sign-On**, **Provisioning (SCIM)**, and **Audit Log** lead to their specialized administration surfaces.

Result: You have either kept or discarded the project appearance changes, reviewed the organization member list, or reached the page that owns the next settings task.