

Sabrina's Pause — User Manual (Plain English)

For non-developers. How to manage your site from Kyoto, Europe, or anywhere.

Part 1: Notion Workflow — Filling In the Database

Your site pulls content from a Notion database. Each row is one piece of content (article, comic, or podcast). Here's how to fill it in so it appears correctly.

Required Fields (Must Fill)

Field	What to enter	Example
Title	The main title of your post	"A Morning at Lake
Slug	URL-friendly version	"morning-lake-
Content Type	Choose: article, comic, or	article
Web Category	e.g. Journal, Episodes,	Journal
Status	Set to "Ready for	Ready for Web
Hero Image	Cover image (drag &)	Upload a photo
Date	When it was published	2026-02-15
Location	Where it happened	Lake Tanuki, Shizuoka

Optional Fields (Sensor / PTV Index)

These help AI understand the “feel” of the moment. Fill them when you can, especially for winery visits.

Field	What it is	Example
Lux	Light level (number)	150 (dim room), 2000 (bright)
Texture	Material feel (select one)	Moss, Snow, Silk, Concrete

Tip: Lux under 100 = candlelight (quieter feel). Lux over 2000 = harsh light. Texture "Snow" or "Moss" adds depth. "Traffic" or "Construction" in Noise lowers the contemplative score.

SD-Index™ (Silence Index)

- If your database has an **SD-Index™** formula, it will auto-calculate from Lux, Texture, and Noise.
- If not, the site uses a default of 5.0.
- Range: 0 (noisy, harsh) to 10 (deep, quiet).

Part 2: The "Ready to Post" Trigger

When a post is ready to go live:

Step 1: Finish the page in Notion

- Fill in required fields.
- Add your content (text, images, etc.).
- Add optional sensor fields if you like.

Step 2: Set Status to "Ready for Web"

- Open the page in Notion.
- Find the **Status** property.
- Change it from "Draft" (or anything else) to **"Ready for

Web***.

Step 3: Trigger the rebuild

Option A — Automatic (if GitHub Actions is set up)

- Save the page in Notion.
- The site rebuilds automatically (about once per hour).
- No extra steps.

Option B — Manual rebuild

- Ask your developer to run: `npm run build`
- Or, if you use Vercel/Netlify: trigger a deploy from the dashboard.

Step 4: After a successful build

- The Status in Notion will change from ***"Ready for Web"*** to ***"Published"***.
- Your post will appear on the site.

Part 3: Troubleshooting

**"My post
doesn't appear on
the site"**

1. **Check Status**

It must be "Ready for Web" or "Published". If it's "Draft" or "In Progress", it won't show.

2. **Check Slug**

Slug must be filled and unique (e.g. `my-winery-visit`). No spaces or special characters.

3. **Check Content Type**

Must be exactly: `article`, `comic`, or `podcast`.

4. **Wait for rebuild**

If using automatic sync, wait up to an hour. For manual builds, wait until the build finishes.

"Images are broken or missing"

- Hero images from Notion can expire. The build process caches them locally.

- Run a fresh build: `npm run build`.

- If images still fail, re-upload the Hero Image in Notion and rebuild.

"Wrong content type (e.g. article vs comic)"

- In Notion, change the **Content Type** field.

- Trigger a new build.

- The URL will follow the type: `/article/slug`, `/comic/slug`, `/podcast/slug`.

"Sensor fields (Lux, Texture, etc.) not showing"

- Confirm the property exists in your Notion database.

- Add options to **Texture** and **Noise** if they are select/multi-select.

- Rebuild the site.

"I need to

unpublish something"

- In Notion, change Status to ***"Archived"*** or ***"Draft"***.
- Trigger a rebuild. The post will no longer appear on the site.

Part 4: Consistency for AI Crawlers

To keep the site easy for AI agents to understand:

1. **Use consistent slugs** — lowercase, hyphens, no special characters.
2. **Fill Location when possible** — helps with place-based content.
3. **Use Intent Vector and Concepts** — helps AI understand the purpose of each piece.
4. **Keep Status accurate** — only "Ready for Web" and "Published" appear on the site.

Quick Reference

I want to...	Do this...
Publish a new post	Set Status = "Ready for Web";
Unpublish a post	Set Status = "Archived" or
Fix a typo	Edit in Notion, then rebuild
Add sensor data	Fill Lux, Texture, Noise, etc. in Notion, then
Get help	Contact your developer with: page title, slug,

Protocol Panthera — Built for consistency and AI readiness.