

# Docs homepage & Sanity process doc

**!! Note: This version was adapted from the original Notion guide. Step-by-step images have been temporarily removed but may be re-added later.**

We currently use Sanity to update and maintain the content on our Docs homepage. This doc shows how we edit the different parts of the page, and includes some guidelines on how (and when) we update certain sections.

If you need to create a brand new section on the homepage that is linked up to Sanity, you'll need to request work from marketing frontend. Open an issue in the docs repo and tag marketing for frontend support.

## What do I need to get started?

In order to get started, you'll need access to Netlify's Sanity account. The docs team should have access, but if you're having trouble logging in you can ask in Slack.

## ? Where do I find the Docs homepage in Sanity?

1. Open Sanity using the Netlify Desk link.
2. Select **Docs** in the sidebar.

## Before you begin...

It's important to know how to preview, publish, and deploy your changes in Sanity before you get started. This will make content updates easier.

A few things to keep in mind before you start:

- When you make a change in Sanity, the update is automatically "saved". This auto-save does not change anything on the live homepage. It just saves your changes in a draft state. So don't panic if you make a change and see at the bottom of the Editor.

- When you are ready to publish to the live site, make sure you select Publish on all of the pages you've edited. For example, if you add a link to the Platform section, make sure to publish the individual link plus the Platform page itself.

## **How do I preview my changes?**

1. After you make a change and the page has been auto-saved (will appear at the bottom of the Editor first, then will be replaced by the amount of time since the last save), navigate to the Dashboard page.
2. On the Dashboard page you can find a list of sites, including [docs.netlify.com](https://docs.netlify.com) and docs.netlify.com [Drafts Enabled]

The docs page with [**Drafts Enabled**] allows you to view your changes before publishing.

1. Next to docs.netlify.com [Drafts Enabled], select **Deploy**. Make sure you are deploying the **Drafts Enabled** site.
2. After the site builds it will show when the changes are ready. Select **view** to open a Preview of the Docs site with your changes.

If you made changes that you aren't happy with, you can select the arrow next to Publish on the Editor screen to Discard your changes.

## **How do I publish my changes?**

Once you make your changes and preview them using the [Drafts Enabled] site, you can publish and deploy.

1. First, you need to publish your changes. After you make your changes, select **Publish** at/near the bottom of your Editor.
2. Once your page is published, navigate to the **Dashboard** at the top of the Sanity window. This time you'll be deploying the [docs.netlify.com](https://docs.netlify.com) site.
3. Select **Deploy** next to the docs site.

Once your site is deployed and the build status shows Success, you should be able to see your changes live on the docs site.

## **Wait! I made a mistake! How do I Ctrl+Z??**

If you published your changes by mistake or want to revert your changes, don't worry. You can select the arrow next to **Publish** and select **Unpublish** to undo, or **Discard changes** to revert any changes you've made to the page so far.

## **How do I update the Title, Introduction, or Get Started content?**

In Sanity, go to **Docs > Home Page** to view the home page content (and related components) at a glance.

As you can see, the content on the homepage can be mapped to the different Sanity sections.

Some of the sections, like Secondary Text, use a WYSIWYG to add and edit content. You can add styled text and links to these sections.

When adding a link, use relative links (/get-started/) for other docs pages, and absolute links (<https://app.netlify.com/drop/>) for pages outside of Netlify.

## **How do I update the homepage video?**

On our Docs site we have a section for sharing a YouTube video and link. We use videos that Netlify hosts on YouTube, normally featuring a video produced by another team Rachael has access if we need a specific video posted.

Under Home Page, find the Video section and select the name of the current video. The video information will open in a new sidebar:

Here you can edit the video **Title**, **URL**, **Thumbnail Image**, and **Alt text**.

## **How do I change the video thumbnail?**

First, you need to create the video thumbnail. We use Sanity's built-in image generator to create video thumbnails that match Netlify's brand.

1. In Sanity's top bar, select **Generator**.
2. Choose a theme on the left.

3. On the right there are different format and content options. For the video thumbnail, change **Alignment** to **Center**. You can disable all of the **Contents** options except for **Heading**.
4. In the middle, select **Heading Text** and insert the title of the video.
5. When you're done, **Download PNG**.
6. Once the PNG is downloaded, **don't forget to make sure the image is optimized for use on the homepage**.  
**Note:** The guidelines for thumbnails are a work in progress, but for reference the current size of the homepage thumbnail is 90kb (533×280).
7. Select **Desk** at the top of the page and navigate to **Docs > Home Page > Video**. Select the Video name to open the Editor.
8. Under **Thumbnail Image**, select the icon with the three dots [:]
9. Upload your optimized image to use as the thumbnail.
10. Update the Alt text with a description.
11. Select **Publish**.

## **How do I update the Platform section?**

There are a few different ways you can access the Platform section links, but the best place to go to see the list of links in the order they appear on the site is to go to **Docs > Pancakes > Links > [Links] Platform**.

## **Edit an existing Platform link**

Select the pencil icon next to the link you want to edit to change the **Label**, **URL**, or **Badge Text** for a Platform link.

## **Add a new Platform link**

1. Scroll to the bottom of the Editor and select **+ Add item**.
2. Sanity will warn you that the link needs to be a reference to an existing document. Because you are creating a new link that doesn't have a reference

yet, select **+ Create new**.

3. This will allow you to create a new link with a Label, URL (relative link), and (if needed) a badge.

## **All about Platform badges**

When we want to indicate that a page has been updated, we use Sanity to add a New badge.

This New badge highlights to our users that there is new content within the indicated section.

Each docs writer is responsible for updating the Platform section with a New badge if they are adding or updating content that fits the criteria.

- Brand new pages. For example, if we added docs for a brand new feature under Functions, we would add the badge to Functions.
- Significant information architecture changes.
- Large feature updates that we want to highlight to our users.

The badge should stay on the homepage for no more than 2 weeks.

When adding a badge, you can set a date in the **Hide Badge On** field. After the set date, the badge will automatically be removed from the homepage. Note that this only removes the badge from the homepage output. The badge will still show in Sanity.