

Capturing and Saving Screenshots for Documentation

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Opening the screenshot capture workspace

In Atloria, start from your project workspace where you manage documentation content and related assets. Open the screenshot capture area from the documentation workflow you are already using for image collection. If you have already worked through [Saving and Organizing Captured Screenshots](#), return to the same screenshot area and begin a fresh capture instead of reusing an older preview.

Look for the main capture screen elements before you begin:

- a **URL** entry field where you paste the page address you want to capture
- a **preview area** where the target page loads
- a **capture** action that creates the screenshot
- **save** controls that store the image for later use

Paste the exact page address into the **URL** field, then start the page load so Atloria can display that page in the preview area. If the page does not open correctly, stop here and confirm you copied the right address. A screenshot is only useful if the preview shows the same page state you want readers to see in your documentation.

If the page you are capturing requires sign-in, permissions, or a specific page state, make sure those conditions are already in place before you capture. For example, if you need a menu open, a dialog visible, or a settings page loaded, confirm that the preview shows that exact state first. Atloria can only capture what is currently visible in the loaded page.

[SCREENSHOT: Screenshot capture workspace showing the URL field, loaded page preview, capture button, and save controls]

Before moving on, scan the screen once so you know where each action lives. That makes the rest of the workflow faster, especially when you need several screenshots for one guide.

Capturing a screenshot from a URL

Once the page is loaded in the preview area, you can create the screenshot. This is the point where Atloria turns the current visible page state into an image attached to your active capture workflow.

1. Paste the page address into the **URL** field.
2. Load the page in the preview area.
3. Wait until the page finishes rendering and all needed interface elements are visible.
4. Use the **Capture** action to create the screenshot.
5. Review the newly generated image in the preview before moving to the next page.

Do not rush the capture step. If the page is still loading, the screenshot may miss navigation items, panels, dialog boxes, or other details you intended to document. Wait until the preview looks stable. If you are documenting a workflow, this is also the time to make sure the page shows the right step, such as a menu expanded or a form section open.

After you capture the image, Atloria keeps that screenshot in the current capture flow so you can review it and decide whether to save it. If you need more than one image, repeat the same process for each page or page state. This is especially useful when you are documenting a sequence, such as opening a page, changing a setting, and confirming the result.

For multi-step documentation, keep your captures focused:

- capture one clear state per screenshot
- avoid mixing several actions into one crowded image
- capture alternate page states separately when they explain the process better

[SCREENSHOT: Loaded page preview with the Capture action highlighted]

If a page needs several screenshots, capture them one at a time in the order readers will follow them. That makes naming and saving much easier later.

Reviewing the captured image before saving

After you capture a screenshot, pause on the preview instead of saving immediately. The preview is where you confirm that the image is accurate, readable, and worth keeping as a reusable documentation asset.

Start by checking whether the screenshot shows the correct page and the exact visible content you meant to capture. Look closely at the main navigation, page title, open panels, buttons, and any dialogs or menus that should appear in the image. If your guide depends on a specific state, such as a settings panel being expanded, verify that the preview clearly shows it.

Use the preview to catch common issues:

- the page had not fully loaded before capture
- a menu or dialog closed before the image was taken
- important content is clipped or cut off
- an overlay, popup, or unexpected banner is covering the page
- the screenshot shows the wrong page or an earlier step

If you spot any of these problems, go back to the loaded page, restore the correct state, and capture again. It is usually faster to recapture immediately than to save a weak image and discover later that it cannot be used in a document.

A good screenshot for reuse should be easy to understand without extra explanation. Readers should be able to identify the page, the action area, and the relevant controls at a glance. If the preview feels confusing, crowded, or incomplete, create a cleaner version before saving.

[SCREENSHOT: Screenshot preview showing a clean captured page ready for review]

This review step matters because saved screenshots often get reused across pages, versions, and projects. A careful check now prevents clutter in your saved asset list and reduces rework later.

Saving screenshots for later use

Capturing a screenshot and saving it are two different steps in Atloria. A captured image can appear in the preview temporarily, but it does not become a reusable documentation asset until you use the **Save** action.

1. Review the screenshot in the preview area.
2. Click **Save** to store the image.
3. Enter a clear name for the screenshot.
4. Confirm the image appears in your saved captures or asset list.

When you name the screenshot, use a label that tells other writers exactly what the image shows. The best names usually include the page, feature area, and visible state. For example, instead of a vague name that only tells you it is an image, choose a name that reflects the screen readers will see and the step it supports.

A useful naming pattern includes:

- the product area or feature area
- the page name
- the page state or action shown
- the step number, if the image belongs to a sequence

This makes saved screenshots easier to search, sort, and reuse later. If your team works across several projects, clear names are even more important because the same type of page may appear in more than one place.

After saving, check the stored captures or asset list to make sure the screenshot is actually available there. If you only captured the image but did not save it, it may not be available when you return later to build or edit documentation.

[SCREENSHOT: Save action and asset name field with a saved screenshot appearing in the stored list]

If you are building a library of screenshots for repeated use, save each approved image as soon as you finish reviewing it. That keeps your documentation workflow moving and avoids losing good captures between sessions.

Organizing saved captures so teams can reuse them

Once screenshots are saved, organization becomes just as important as capture quality. In Atloria, saved images are much easier to reuse when they are grouped in a way that matches how your team writes documentation.

You can organize saved captures by:

- page
- feature area
- project
- workflow step
- release or version stage

Choose one approach and use it consistently. For example, if your documentation is usually written by feature area, keep screenshots grouped the same way. If your team works mostly inside project-based workspaces, organize saved images by project first and then by page or workflow.

Consistent naming helps just as much as grouping. A pattern like `product-area_page-state_step-number` makes it easier to scan a list of saved captures and immediately understand what each image contains. The exact wording can vary, but the structure should stay predictable across the team.

If Atloria shows folders, collections, or a saved asset list, use those areas to separate working images from approved images. This helps prevent draft captures from being reused in polished documentation. Keep your best screenshots where writers can find them quickly without opening every image one by one.

It also helps to review saved captures regularly. Remove outdated screenshots when the interface changes, and keep only the images that still match the current Atloria experience or the external page you are documenting. A smaller, cleaner library is easier to maintain than a large list of mixed-quality assets.

For broader screenshot management practices, see [Managing Screenshots for Documentation](#).

[SCREENSHOT: Saved screenshot list grouped by project or feature area]

A well-organized screenshot library saves time during writing, review, and version updates because the right image is already easy to locate.

Fixing common problems with captures and saved images

Most screenshot issues in Atloria come from one of four points in the workflow: the wrong page was loaded, the page was captured too early, the image was never saved, or the saved asset was named poorly.

If the screenshot shows the wrong content, first check the **URL** field. Make sure it contains the exact page address you intended to capture. Then reload the page in the preview and confirm the visible content matches your documentation step before using **Capture** again.

If the preview looks incomplete or clipped, the page may not have finished loading or the required content may not be visible yet. Return to the page state you want, reopen any menus or dialogs that should appear, and recapture only after the preview clearly shows those elements.

If you can see the image right after capture but cannot find it later, the most likely reason is that it was previewed but not saved. Open the stored captures or asset list and check whether the image appears there. If it does not, repeat the capture and use **Save** before leaving the screen.

If saved screenshots are hard to find, improve the organization rather than recapturing everything. Rename images so the page and state are obvious, then move them into the correct project or feature grouping if that option is available in your screenshot area.

A quick troubleshooting approach:

Problem	What to check	What to do
Wrong page captured	URL field and preview content	Reload the correct page and capture again
Incomplete image	Preview not fully loaded or content not visible	Wait, restore the page state, and recapture
Image missing later	Saved asset list does not include the screenshot	Capture again and click Save
Hard to locate saved image	Asset names or grouping are unclear	Rename and regroup the screenshot

For issues that affect screenshot reuse across teams or versions, see [Troubleshooting Screenshot Availability Across Projects and Versions](#).

Overview

This workflow in Atloria focuses on turning a live page into a reusable documentation image. You begin with a page address in the **URL** field, load that page into the preview area, capture the visible state, review the result, and then save the image so it becomes part of your reusable screenshot library.

The key idea is that a screenshot is not finished when it appears in preview. It becomes useful for documentation only after two checks happen:

- the preview shows the exact page state you want readers to see
- the image is saved with a clear name so it can be found later

This guide fits between two related screenshot tasks. If you need help managing saved images after capture, return to [Saving and Organizing Captured Screenshots](#).

That guide covers the broader storage and organization side of the workflow. Here, the focus is the full path from loading a page to saving a reviewed image.

In practical terms, this means you should treat the screenshot capture screen as a working area with four parts:

- **URL** entry for the page you want to document
- **preview** for checking the loaded page and captured image
- **Capture** for generating the screenshot
- **Save** for storing it as a reusable asset

When you follow those steps carefully, your screenshots are easier to reuse in documentation pages, version updates, and review cycles. This is especially helpful when several writers work in the same Atloria project and need a shared set of approved images instead of one-off captures stored only in a temporary session.

Prerequisites

Before you start capturing screenshots in Atloria, make sure a few basics are already in place. This keeps the preview accurate and reduces the chance of saving images you will need to replace later.

You should have:

- access to the Atloria project or documentation workspace where you manage screenshots
- the page address you want to capture
- permission to view the target page
- the target page already prepared in the state you want to document, if it requires sign-in or a specific visible step
- enough context to name the screenshot clearly when you save it

It also helps if you already know where the screenshot will be used. For example, if the image belongs to a step-by-step guide, decide the step order before you start capturing. That makes naming more consistent and helps you avoid duplicate images.

If the target page requires you to be signed in, confirm that the page loads correctly in the preview before capturing. If a menu, modal, or settings panel needs to be visible, open it before you take the screenshot. Atloria captures what is shown in the loaded page state, so preparation matters.

For the best results, have a simple plan for how you will save images:

- by project
- by feature area
- by page
- by workflow step

If you have not yet set up a consistent screenshot storage approach, review [Managing Screenshot Workflows Across Projects and Versions](#). From here, the next step is [Capturing Website Screenshots and Saving Reusable Assets](#), which builds on this workflow for repeatable asset creation.