ATLORIA

# Capturing Screenshots from Web Pages

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## Preparing a Web Page for a Clean Screenshot

Before you capture anything, make sure the page you want to document is actually showing the final content you want readers to see. In Atloria, screenshot work is most useful when the image matches the exact state of the page a user would recognize in a guide, release note, or support article.

Start by opening the target page URL in your browser and watching for redirects. A page may open one address and then forward you to another version of the page, or it may send you to a sign-in screen first. If that happens, stop and decide whether your screenshot should show the public page, the signed-in view, or the login experience. If the page lands on a sign-in form instead of the content, complete sign-in before capturing if your goal is to document the actual page content.

Next, clear anything that blocks the page itself. Cookie notices, welcome pop-ups, announcement banners, and modal windows can cover buttons, page titles, or navigation. Dismiss those items so the screenshot shows the real working screen rather than a temporary overlay.

Window size matters too. Set your browser to the width you want to use across the whole documentation set. This helps keep side navigation, top bars, tabs, and content panels in the same position from one image to the next. If you change browser width between captures, the layout may shift and make your screenshots look inconsistent.

Finally, decide what kind of image you need:

- **Visible area capture** works best when the important content is already on screen.
- **Full-page capture** is better for long pages, settings screens, or documentation pages that continue below the fold.

If the page has sticky headers, floating buttons, or long scrolling sections, check how those elements appear before you capture.

[SCREENSHOT: Browser showing a fully loaded page with overlays dismissed and the layout ready for capture]

## Capturing a Screenshot from a URL

1. Open the screenshot capture tool you use for Atloria documentation and locate the **URL** field or address input for page capture.
2. Paste or type the full web page address into that field. Double-check the address before starting so you capture the correct page version, especially if you work across multiple projects, public documentation pages, or signed-in workspaces.
3. Start the capture and wait for the page to finish loading. Do not save the image as soon as the page first appears. Give the page time to render web fonts, charts, tab content, and any sections that load after the main layout appears. If images or panels are still appearing, wait a little longer.
4. Choose the capture type that fits the page:
    - Use **Visible area** when you only need what is currently on screen.
    - Use **Full page** when the page continues below the fold and the lower sections matter to the documentation.
5. As soon as the preview appears, inspect it before saving. Look for the page title, main content area, navigation, and any buttons or tabs that readers need to recognize. Make sure nothing important is cut off at the top, bottom, or right edge.
6. If the preview is not right, adjust the page and capture again. It is usually faster to recapture immediately than to discover later that the wrong tab, wrong scroll position, or wrong page state was saved.

This review step is especially important when documenting Atloria project pages, admin screens, or public documentation views where labels and layout help users orient themselves quickly.

[SCREENSHOT: Screenshot capture tool with a URL entered and a preview of the captured page]

## Saving and Organizing the Screenshot File

Once the preview looks correct, save the screenshot right away instead of leaving it in a temporary preview state. If your capture tool offers **Save** or **Download**, use that action after you confirm the image is complete and readable.

A clear naming pattern saves time later when you add images to Atloria documentation. Name the file based on what the screenshot actually shows, not when you took it. Good names usually include the page or feature and, if helpful, the

workflow step. For example, a name based on a project settings page is easier to find later than a generic file name created by your browser.

Use a consistent pattern such as:

| What to include | Example style |
| --- | --- |
| Feature or page name | project-settings |
| Workflow step | step-2 |
| View type | public-view or admin-view |

Save the image in the project's intended screenshots or assets folder rather than leaving it in a general downloads folder. This matters when several people work on the same documentation set or when you need to update screenshots during a release cycle. A screenshot stored in the right folder is much easier to reuse, review, and replace.

Before you move on, check the saved file itself:

- Confirm the file opens correctly.
- Check that the image format matches your team's documentation standard.
- Make sure the dimensions are large enough for readers to see labels and controls clearly.
- Verify you saved the final version, not an earlier test capture.

If you are building a larger screenshot library, this is also a good point to align your file storage approach with Managing Screenshots for Documentation.

[SCREENSHOT: Saved screenshot files organized in a project assets folder with descriptive file names]

## Checking the Screenshot Before Adding It to Documentation

Before placing a screenshot into a documentation page, inspect it as if you were the reader seeing that screen for the first time. A screenshot can look acceptable at a glance but still contain small problems that make instructions harder to follow.

Start with the edges of the image. Make sure navigation is not cropped, tab labels are complete, and no dropdown or side panel is cut off halfway. If the screenshot shows a menu, modal, or settings panel, confirm the entire item is visible. Partial interface elements often confuse readers because they cannot tell whether the image is incomplete or the page itself is broken.

Next, look for information that should not appear in published documentation. Check the page content and the browser area for account names, email addresses, internal links, or other identifying details. If the screenshot includes signed-in areas of Atloria, review the image carefully before reuse across public or shared documentation.

Then compare the screenshot to the current Atloria screen you are documenting. Labels, tabs, and button text can change over time. If the screenshot shows an older layout or outdated wording, replace it before publishing. This is especially important for admin pages, project navigation, and settings screens where readers rely on exact labels.

Finally, view the image at the size it will appear in the document. Text that is readable in a full-size image preview may become too small once inserted into a page. Pay close attention to:

- Tables
- Tabs
- Dense settings panels
- Side navigation labels
- Small action buttons

If readers need to zoom in just to recognize the screen, recapture at a better size or crop more tightly around the important area.

[SCREENSHOT: Review view highlighting readable labels, full navigation, and no sensitive information]

## Getting Better Results from Repeated Captures

When you are capturing several screenshots for the same Atloria guide, consistency matters as much as clarity. A set of screenshots looks more professional and is easier to follow when each image uses the same visual setup.

Use the same browser, zoom level, and window width every time. This keeps page headers, side navigation, content panels, and button placement stable across the full documentation set. If one screenshot is captured at a narrow width and the next at a wide width, the layout may shift from stacked sections to side-by-side panels, which makes the guide feel uneven.

Before each recapture, refresh the page. This helps remove stale notifications, outdated loading states, and temporary interface changes that may have appeared

during earlier work. It is especially useful on pages that include dynamic content, status messages, or widgets that change after the page first loads.

You should also clean up the browser environment before capturing:

- Close chat widgets if they overlap the page.
- Dismiss announcement banners that may appear only sometimes.
- Turn off browser extensions that inject icons, pop-ups, or side panels.
- Make sure browser zoom has not changed since the last capture.

If you are documenting a sequence of steps, keep the same approach for each image. For example, if your first screenshot shows the full browser content area with the page title and left navigation visible, keep that framing style for the rest of the guide unless you intentionally switch to a close-up for detail.

For larger documentation efforts, it helps to pair this consistency work with the organization practices in Organizing Screenshots for Documentation and Releases.

## Fixing Common Screenshot Capture Problems

1. If the screenshot shows a blank page, first confirm the URL actually opens in the browser. Then wait longer before capturing again. Some pages display the frame of the page first and load the real content a moment later. Refresh the page and retry once the visible content has fully appeared.
2. If only part of the page is captured, check whether you selected **Visible area** instead of **Full page**. For long pages, the visible option may stop at the current screen height. If the page still captures incorrectly, look for sticky headers, floating buttons, or fixed panels that may interfere with the result.
3. If the screenshot shows a login page, cookie message, or consent banner instead of the content you expected, complete the required action first. Sign in, dismiss the banner, or close the modal, then start the capture again. The final image should show the actual page content, not the step that blocked access to it.
4. If the saved image looks blurry, inspect your browser zoom and display scaling before recapturing. Also check whether the output image is too small for the page you are documenting. A larger, cleaner capture is usually better than trying to reuse a blurry image in a help article.
5. If charts, fonts, or page sections are missing, give the page more time to render and then recapture. This often fixes screenshots taken too early.

6. If repeated captures still vary from one attempt to the next, reset the page state by refreshing the page, closing extra browser overlays, and recapturing with the same window size as your earlier images.

If screenshot problems continue across multiple pages, the troubleshooting patterns in Troubleshooting Screenshot Availability Across Projects and Versions can help you standardize your process.

## Overview

Capturing screenshots from web pages in Atloria is about more than saving an image of what is on screen. The goal is to produce screenshots that clearly support documentation, match the current interface, and stay consistent across a project or release. A useful screenshot should show the right page state, include the labels and controls readers need to recognize, and avoid distractions such as pop-ups, banners, or incomplete loading.

This workflow usually follows four parts:

- Prepare the page so the correct content is visible.
- Capture either the visible area or the full page.
- Save the image with a useful name in the right folder.
- Review the image before adding it to documentation.

These steps are especially important when you are documenting Atloria project screens, public documentation pages, admin areas, or settings views. Readers often rely on screenshots to confirm they are on the correct page, so even small issues such as clipped tabs, outdated labels, or unreadable text can reduce the value of the guide.

If you are new to screenshot work in Atloria, treat each image as part of a larger documentation set rather than a one-off file. Consistent browser width, clean page state, and organized file names make future updates much easier. This becomes even more important when screenshots are reused across versions, reviewed by teammates, or added to public-facing documentation.

For broader screenshot management practices, see Managing Screenshots for Documentation. The next step in this workflow is Capturing Website Screenshots for Documentation, which builds on these basics for more structured documentation capture work.

## Prerequisites

Before you start capturing screenshots from a web page, make sure you have the basics ready so the process goes smoothly.

- Access to the page you want to capture in your browser
- The correct URL for the page, including any signed-in or public view you intend to document
- Permission to view the content if the page requires login
- A screenshot capture tool or browser-based capture option
- A folder location where your Atloria documentation images should be saved
- Enough screen space to set a consistent browser window size

It also helps to confirm a few page conditions before you begin:

- The page loads successfully without errors
- Any required sign-in has already been completed
- Cookie notices, pop-ups, and modal dialogs can be dismissed
- The content you want to show is available on screen
- Your browser zoom is set to the level you plan to use for the full documentation set

If you are capturing screenshots as part of a project documentation workflow in Atloria, you should already know which page or feature the image belongs to. That makes it easier to choose the right file name and save location from the start.

For users who are still getting familiar with Atloria navigation, these related guides may help before you begin:

- Understanding Account Entry Points and Session Navigation
- Working with Project Lists and Dashboards
- Managing Project Workspaces and Recent Activity

From here, continue with Capturing Website Screenshots for Documentation to move from basic page capture into documentation-focused website screenshot workflows.