

Capturing Website Screenshots for Documentation

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Opening the screenshot tool and preparing a capture session

If you already know how to capture from a live page, use this guide to focus on the documentation workflow around website-based captures. For the earlier browser capture flow, see [Capturing Screenshots from Web Pages](#).

In Atloria, start from the screenshot capture area used for documentation work. On this screen, look for the main working parts before you begin:

- a **URL** input field where you enter the page address
- a capture button such as **Generate Capture**
- a results or preview area where the image appears after processing

[SCREENSHOT: Website screenshot capture screen showing the URL field, capture button, and preview area]

Before you enter anything, decide exactly what page you are documenting. This matters because the screenshot should match the page your readers will actually see. If the page is public, make sure the public version is the one you want to show. If the page depends on being signed in, confirm that your browser session is already on the correct account and that the right screen is open in that session.

It also helps to confirm the page is stable. Avoid capturing pages that still show draft content, temporary notices, or unfinished layout changes. If you are documenting a released feature, open the final page first and check that the text, menus, and visible actions are correct.

Choose the purpose of the capture set before generating images. In most documentation work, you will usually be aiming for one of these:

- a full-page reference image
- a focused image for a feature explanation
- a sequence of screenshots for step-by-step instructions

Making that decision early helps you judge whether the result area shows the right amount of content and whether you need another capture.

Entering the website URL and starting the capture

1. Click inside the **URL** field on the screenshot capture screen.
2. Paste or type the full website address for the page you want to capture. If the address needs the full format, include the protocol, such as `https://` , so Atloria opens the exact page you expect.
3. Read through the address once before you continue. Small mistakes often lead to the wrong screenshot. Pay close attention to:
 - missing page sections after the main domain
 - the wrong environment, such as a staging page instead of the live page
 - extra query details that change what appears on the page
 - copied links that open a filtered or temporary state
4. When the address looks correct, click **Generate Capture**.
5. Watch the screen after you start the capture. Atloria should show an in-progress state while it loads the page and creates the image. Wait for that process to finish before deciding whether anything went wrong.

[SCREENSHOT: URL entered in the field with the Generate Capture button highlighted]

If the page takes a moment to appear, that does not always mean the capture failed. Some pages need extra time to load visible content. What matters is whether the preview area updates and eventually shows the finished result.

This is also the best time to confirm you are capturing the right version of the page. If you notice the address points to a test page, a preview page, or a link with temporary state information, stop and correct it before generating another image. That saves time later when you begin saving and organizing approved screenshots for your documentation set.

Reviewing the generated screenshot results

1. Go to the preview or results area as soon as Atloria finishes the capture.
2. Check that the screenshot shows the correct page. Start with the obvious details:

- page title or heading
 - visible navigation
 - main content area
 - buttons, tabs, or panels you expected to appear
3. Look at what is included in the image. Decide whether the result matches your documentation goal:
 - For a reference image, confirm the full page is visible.
 - For a task image, confirm the important controls are readable.
 - For a feature callout, confirm the relevant section is clearly present and not buried in unrelated content.
 4. Review the page state carefully. Watch for banners, pop-up messages, cookie notices, open menus, or modal windows that may distract readers or make the screenshot outdated quickly.
 5. If Atloria shows more than one result, compare them before saving. You may see repeated attempts or refreshed outputs. Keep the version that best matches the screen you want readers to recognize.

[SCREENSHOT: Generated screenshot preview with the results area visible]

A good preview should feel familiar to anyone who later visits that page. If the image shows the wrong account context, an unexpected navigation state, or content that is still loading, it is better to rerun the capture than to fix the problem later in your guide.

If the result is close but not quite right, return to the source page first. Clean up the page state, close anything temporary, and then generate the capture again. That usually produces a better documentation image than trying to work around a poor source capture.

Saving screenshot files for documentation work

1. In the results area, find the control used to keep the image. Depending on the screen, this may appear as **Save**, **Download**, or another export-style action next to the generated screenshot.
2. Click that control and store the file in a location you can find easily while writing. If you are working on a specific guide or release, save it directly into that folder instead of a general downloads location.

3. Give the file a clear name before you move on. Avoid generic names that make later review difficult. A useful filename usually describes the product area and the page shown, such as a feature name plus the screen name.
4. Open the saved image outside Atloria and compare it with the preview. Make sure the file matches what you saw in the results area and that the image opens normally.
5. Place the file into an organized folder structure that fits your documentation workflow.

A simple folder approach works well for most teams:

- by guide
- by feature area
- by release or version
- by approved versus draft images

[SCREENSHOT: Saved screenshot file being downloaded from the results area]

Clear naming becomes especially important when several people write or review the same documentation set. A filename that reflects the page topic is much easier to reuse than a default image name.

If you manage screenshots across multiple projects in Atloria, keep your saved files grouped in the same way your documentation is grouped. That makes it easier to match a screenshot to the correct page later, especially when you are preparing version-specific content or reviewing images before publishing.

Preparing captured images for documentation pages

1. Open the saved screenshot in your usual image editing tool.
2. Crop the image so the important part of the screen stands out. Keep enough surrounding area for readers to understand where they are, but remove empty space or unrelated sections that do not support the step.
3. Remove anything that should not appear in published documentation. Common examples include:
 - browser bars and tabs
 - personal account details
 - temporary alerts or notices

- unrelated pop-ups or overlays
- 4. Check the size and shape of the image against other screenshots in the same guide. When screenshots use similar dimensions and framing, the page feels more consistent and easier to follow.
- 5. Rename the final image file so it matches the topic or task in your documentation page.

[SCREENSHOT: Cropped documentation image focused on the relevant page area]

When you prepare screenshots for Atloria documentation, think about what the reader needs to recognize immediately. If the image supports a step about clicking a specific button, that button should be easy to spot. If the image introduces a full screen, keep enough of the page layout visible so readers can orient themselves.

Consistency matters more than perfect precision. If one screenshot is tightly cropped and the next includes the full browser window, the guide can feel uneven. Try to use the same style throughout a page or section so readers can move from one step to the next without reinterpreting each image.

Common issues and how to fix them

If a capture does not look right, start with the simplest explanation: the page address or page state may not match what you intended.

- **The capture shows the wrong page**
 - Recheck the **URL** field for missing page sections or the wrong domain.
 - Make sure you did not paste a link that redirects somewhere else.
 - Confirm you are using the correct live, preview, or project-specific page.
- **The screenshot is blank or incomplete**
 - Open the target page directly in your browser and make sure it loads fully.
 - Check whether important page content appears only after the page finishes rendering.
 - If the page still looks unfinished, wait until the visible content is stable and try **Generate Capture** again.
- **The saved file does not match the preview**
 - Return to the results area and confirm the preview has fully updated.
 - Generate the capture again, then save it one more time.

- Open the new file immediately after saving so you can verify it before continuing.
- **The image is not suitable for documentation**
 - Close overlays, banners, or temporary messages on the source page.
 - Navigate to the exact screen you want readers to see.
 - Rerun the capture after cleaning up the page state.

[SCREENSHOT: Example of a poor capture with an overlay or wrong page state]

If you continue having trouble, compare the source page and the preview side by side. In most cases, the issue becomes obvious once you check the page address, the visible screen state, and whether the capture finished updating before you saved it.

Overview

This workflow in Atloria is for creating documentation-ready screenshots from a website address rather than capturing a page manually as you browse. You enter a page address in the **URL** field, start the process with **Generate Capture**, review the image in the results area, and then save the file for use in your documentation.

This approach is most useful when you want repeatable, page-based screenshots for guides, release notes, feature walkthroughs, or public documentation pages. It works especially well when you need a clean image of a known page and want to confirm the result before downloading it.

The overall flow is straightforward:

- open the screenshot capture screen
- enter the correct website address
- generate the screenshot
- review the preview carefully
- save the image file
- prepare the image for placement in a documentation page

Because documentation images often stay visible for a long time, accuracy matters more than speed. A screenshot should reflect the exact page, the correct navigation state, and the version of the content your readers are expected to use. That is why Atloria's preview area is an important part of the process: it lets you confirm the image before you save and distribute it.

This guide focuses on website-based capture and the immediate steps that follow it. It does not repeat the earlier browser capture basics covered in [Capturing Screenshots from Web Pages](#). After you finish generating and checking your images, continue to [Saving and Organizing Captured Screenshots](#) for the next part of the workflow.

Prerequisites

Before you start capturing website screenshots in Atloria, make sure a few basics are already in place. This will help you avoid redoing captures later.

- You can sign in to Atloria and reach the screenshot capture area.
- You know the exact page you want to document.
- You have the correct website address for that page.
- The page is fully loaded, published, and visually stable.
- If the page depends on being signed in, your browser session is already using the correct account and access level.
- You know the purpose of the screenshot, such as a full-page reference image, a focused feature image, or a step-by-step illustration.

It is also helpful to prepare for file handling before you begin:

- choose the folder where you will save the image
- decide on a naming style for the file
- know which guide, feature, or release the screenshot belongs to

If you are working with a team, align on what should appear in the image before you generate it. For example, decide whether navigation menus, banners, or modal windows should be visible. That avoids situations where one reviewer expects a clean page while another expects the full working context.

A quick final check can save time: open the source page once in your browser and confirm that the visible content matches what you want readers to see in the finished documentation. If anything looks temporary, incomplete, or personal to your account, correct that first and then return to the **URL** field in Atloria to begin the capture.