

Checking Screenshot Readiness Before Version Release

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Confirming what must be reviewed before a release

Before you start checking screenshots, make sure you are looking at the correct version in Atloria. Open the version or release candidate your team plans to approve, then review the pages included in that version's scope. If you already manage versions from the version workspace, keep that screen open while you move through the related documentation pages so you do not accidentally review screenshots from an older draft. [SCREENSHOT: version workspace showing the selected release candidate and included pages]

1. Open the version you are preparing for release and confirm its title or label matches the release under review.
2. Review the list of included documentation pages and identify pages that contain screenshots, image blocks, or step-by-step interface captures.
3. Open those pages one by one and note where screenshots appear inside procedures, walkthroughs, or feature explanations.
4. Confirm your reviewers can access the same Atloria pre-release or staging environment that reflects the current interface being released.
5. Gather the release notes, the list of changed features, and any page ownership details so you can match screenshot checks to actual product changes.

This preparation step matters because screenshot review is not only about image quality. In Atloria, a screenshot can become misleading when a page title changes, a button moves, a form adds new fields, or a navigation label is renamed. If you review screenshots without the release notes or the current version scope, it is easy to miss those mismatches.

If you need help understanding how the version itself is organized before starting screenshot review, use [Managing Documentation Versions Across the Release Cycle](#) or [Preparing a Version for Final Release Review](#) first.

Finding pages with screenshots that may need updates

Once you know which version you are reviewing, focus first on the pages most likely to have outdated images. In Atloria, the highest-risk pages are usually the ones updated during the current review window, especially when the related feature includes renamed navigation, changed buttons, updated forms, or revised page layouts. Start with those pages instead of trying to inspect every screenshot in random order. [SCREENSHOT: documentation page list filtered to recently updated pages]

1. Filter or review the documentation pages included in the current version and prioritize pages changed during this release cycle.
2. Move changed pages to the top of your review list if they describe navigation updates, new fields, revised workflows, or renamed actions.
3. Open each page and inspect every screenshot placement inside procedures, callouts, and feature walkthroughs.
4. Compare each image with the current Atloria interface, paying close attention to page titles, left navigation labels, main action buttons, and table column headers.
5. Mark each screenshot as one of these review outcomes: unchanged, outdated, missing, or no longer relevant.

Do not review the written instructions alone. A page can have accurate text but still show an older interface in the image. For example, a screenshot may still display an old navigation label, a previous page header, or a button that has moved to a different toolbar area. Those differences can confuse readers even when the surrounding paragraph has already been updated.

As you work, keep your review notes tied to the page itself. It helps to record which screenshot appears near which task, such as a setup step, a review step, or a confirmation step. That makes follow-up easier when the page owner or technical writer needs to replace the image.

If you need broader guidance on screenshot organization before release review, see [Managing Screenshot Workflows Across Projects and Versions](#).

Checking whether each screenshot is complete and still relevant

After you identify pages that may need attention, inspect each screenshot closely to decide whether it still supports the task on the page. In Atloria, a screenshot is ready for release only when it shows the exact screen state the instructions describe. That means the image should include the right tab, the correct dialog title, the visible action button, and any confirmation or validation state the reader is expected to recognize.

[SCREENSHOT: documentation page with a screenshot beside step-by-step instructions]

1. Read the instruction directly above and below the screenshot so you know what the image is supposed to show.
2. Check that the screenshot includes the exact interface area being referenced, such as the full dialog, the selected tab, or the visible success state.
3. Confirm that all labels in the image match current Atloria wording, including menu names, field labels, button text, and status names.
4. Look for missing context caused by cropping, overlays, or partial captures, especially where breadcrumbs, modal titles, filters, or messages help explain the step.
5. Decide whether the screenshot still helps the reader complete the task or whether it should be replaced or removed.

A screenshot can be technically current but still not useful. For example, if the image repeats what the text already explains and does not help the reader identify a decision point, it may no longer deserve space on the page. On the other hand, a small interface change can make an image misleading if the screenshot still shows an older button label or a missing field that now matters to the workflow.

Pay special attention to screenshots used in critical tasks, such as sign-in, project setup, version review, approvals, and publishing. Readers rely on those images to confirm they are in the right place. If the screenshot hides the selected tab or cuts off the page title, it may no longer give enough context to be trusted.

Recording review decisions and assigning follow-up work

As you review pages, record the result immediately instead of waiting until the end. Screenshot review moves faster when every page has a clear status and a short note explaining what was found. In Atloria release work, the most useful review notes are specific enough that the page owner can open the page, see the mismatch, and fix it without asking for clarification. [SCREENSHOT: release review tracker with screenshot status notes]

1. Log the review result for each page in your version review tracker or release checklist.
2. Record the page title, the screenshot status, and whether a new capture is required.

3. Add a short note describing the exact mismatch, such as an outdated navigation label, a missing field, or a button moved to a different location.
4. Assign the follow-up to the page owner or technical writer responsible for that content.
5. Link the follow-up work to the related release item, documentation task, or version review item so it stays visible during sign-off.

Use consistent status wording so the team can sort and act on results quickly. A simple structure like the table below keeps reviews easy to scan:

Page	Screenshot status	Issue found	Follow-up needed
Page title	Unchanged / Outdated / Missing / Remove	Short mismatch note	Recapture, replace, or remove
Page title	Unchanged / Outdated / Missing / Remove	Short mismatch note	Recapture, replace, or remove
Page title	Unchanged / Outdated / Missing / Remove	Short mismatch note	Recapture, replace, or remove

Flag any page that could block release readiness. In practice, that usually means the screenshot shows a deprecated workflow, contradicts approved release behavior, or points readers to controls that no longer exist. Those pages should stay open in the release tracker until the replacement image is added and checked again.

For related review and approval guidance, see [Managing Version Review Requests and Decisions](#).

Approving screenshot readiness for version release

Approval should happen only after all required screenshot updates have been completed and checked again in the version draft. Return to every page marked for follow-up and confirm that the replacement image appears in the correct location on the page. In Atloria, it is not enough for a new screenshot to exist somewhere in the project; it must be attached to the right page and support the exact step being documented. [SCREENSHOT: updated draft page with replacement screenshot in place]

1. Re-open each page that was marked for screenshot updates.
2. Confirm the replacement screenshot appears in the correct section of the documentation page.

3. Compare the updated page side by side with the current Atloria release candidate or staging view.
4. Verify that critical workflows still include the screenshots readers need and that any removed images were intentionally dropped.
5. Mark the page, documentation set, or release checklist item as screenshot-ready only after all blocking issues are resolved.

This final check is where you catch last-minute mistakes such as the wrong image being uploaded, an older image being re-used, or a screenshot being removed without updating the surrounding instructions. Look especially at pages that describe high-traffic workflows or release-sensitive changes. If a screenshot was replaced, make sure the image matches the final interface, not an earlier draft from the same release cycle.

When the last blocking mismatch is cleared, update the release checklist so the version's screenshot review is visibly complete. That gives approvers confidence that the draft reflects the real Atloria experience readers will see after release.

Fixing common problems found during screenshot review

Most screenshot issues fall into a few repeat patterns. When you recognize them early, you can fix them quickly and avoid repeated review rounds. In Atloria, the goal is not to keep every screenshot at all costs. The goal is to keep only the screenshots that accurately support the current workflow and help the reader make progress.

[SCREENSHOT: examples of outdated, cropped, and corrected screenshots]

- **A screenshot shows an older Atloria layout**

Check where the image came from before replacing it. If it was captured from an older version or the wrong review environment, recapture it from the current release candidate so the page header, navigation, and action buttons match the latest interface.

- **The page instructions mention controls that are not visible in the image**

Open the correct tab, panel, or dialog state before taking the new screenshot. If the step refers to a confirmation message, validation warning, or expanded section, make sure that state is visible in the image.

- **Several screenshots on one page use inconsistent wording**

Align all captures to the approved release vocabulary. If Atloria now uses a new page title, button label, or status name, replace older images so the page reads consistently from start to finish.

- **A screenshot is accurate but no longer useful**

Remove it when it duplicates the text or no longer helps the reader identify the right action. This is common on pages where the workflow has become simpler or where the image adds clutter without improving understanding.

- **A screenshot is cropped too tightly**

Retake it with enough surrounding context to show the page title, selected section, or dialog heading. Readers often need that extra context to confirm they are on the correct screen.

If screenshot issues keep appearing across multiple pages, review your team's capture approach using [Managing Screenshots for Documentation](#) and [Capturing Screenshots from Web Pages](#).

Overview

Screenshot readiness review in Atloria is the release-stage check that confirms every image in the version draft still matches the interface readers will see. This review focuses on completeness, accuracy, and usefulness. You are not only checking whether an image exists. You are checking whether it shows the correct screen, the right labels, and enough context to support the task on the page.

Use this review when a version includes interface changes, updated workflows, renamed navigation, or revised forms. It is especially important for pages that guide readers through setup, approvals, project management, publishing, and other high-impact actions. A screenshot that shows an outdated button label or an older page layout can create confusion even when the written instructions are correct.

During this process, you typically work across three things at once:

- The version or release candidate being prepared for sign-off
- The documentation pages included in that version
- The current Atloria interface in the release candidate or staging environment

Your main outcomes are straightforward:

- Identify which screenshots are still correct
- Find screenshots that need recapturing or removal
- Record follow-up work clearly
- Confirm the version is ready for release from a screenshot perspective

This document focuses on the first screenshot review pass before release approval. It helps you decide what needs attention and how to track it. For broader screenshot management across projects, use [Managing Screenshot Workflows Across Projects and Versions](#). For the next step in this release workflow, continue with [Reviewing Version Screenshots Before Release](#).

Prerequisites

Before starting screenshot readiness review in Atloria, make sure you have access to the materials and screens needed to compare the version draft against the current interface. This work goes much faster when you prepare those items first instead of searching for them during review.

You should have:

- Access to the Atloria version or release candidate that is being prepared for approval
- Access to the documentation pages included in that version
- Access to the current Atloria release candidate, staging environment, or other approved pre-release view used for validation
- The release notes or changed-features list for the version under review
- Page ownership details, or a clear way to identify who should update screenshots when issues are found
- A release checklist, review tracker, or version review log where you can record screenshot status and follow-up actions

It also helps if you are already familiar with:

- How to open and review documentation pages in a project
- How your team tracks version readiness and release blockers
- Which workflows in Atloria are considered critical for release review
- Where your team stores or updates screenshots for documentation pages

If you are still getting oriented, review [Managing Project Version Workspaces](#) and [Managing Version Lists Statuses and Comparisons](#) before starting. If your team needs to replace screenshots during review, keep [Capturing Screenshots from Web Pages](#) available as a companion reference.

The next step in this sequence is [Reviewing Version Screenshots Before Release](#), where you move from readiness checking into a more focused page-by-page review pass.

