

Managing Screenshot Operations Across Projects and Releases

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Planning Which Screenshots to Capture for a Project

Before you open the screenshot library or start capturing images, decide exactly which pages need visuals for the project and release you are documenting. In Atloria, this works best when you map each screenshot to a specific project workspace, a specific documentation version or release, and the exact document page where the image will appear. That keeps your screenshot work tied to the same release decisions you are already managing in your version workflow. If you need the broader release process, use [Managing Screenshot Workflows Across Documentation](#) for the cross-team view.

Start with a simple capture list that includes:

- the project name
- the release or version label
- the document page title
- the workflow step the screenshot supports
- the screen state you need to show

For each planned image, decide whether readers should see:

- a draft workspace view
- a published documentation view
- a release-specific variation that changed between versions

This matters when the same page looks different across releases. If your document explains a new setting, updated navigation label, or revised workflow, capture the version that matches the release being reviewed.

It also helps to standardize names before capture. Use titles that combine the project, release, and page context so the screenshot library stays searchable later. For example, a title should clearly point to a settings screen, analytics page, or project workflow rather than a vague label like “image 1.”

Before capture day, confirm that you can open the correct project workspace and the correct release-related views. If you cannot reach the right project or version context, you risk saving screenshots that belong to another release or another team's documentation set.

[SCREENSHOT: planning worksheet or screenshot list showing project, release, page, and screen state columns]

Capturing and Uploading Screenshots to the Library

When your capture list is ready, open the screenshot library from the relevant project workspace and begin a new upload or capture action. The most important step at this stage is choosing the correct project context before you save anything. In Atloria, screenshots belong to project-specific documentation work, so an image saved under the wrong project can be difficult for reviewers to find and easy for another team to misuse.

1. Open the project workspace where the documentation belongs.
2. Go to the screenshot library for that project.
3. Start a new upload or capture action.
4. Assign the screenshot to the correct project.
5. Select or tag the related release or version if that option is available in the upload form.
6. Enter a clear title and description before saving.
7. Review the preview image and then save it to the library.

Your title and description should match the document task the screenshot supports. Good examples are task-based labels such as a project settings screen, a version review step, or a screenshot showing a publishing option. This makes the image easier to find later from search and easier to confirm during release review.

Always check the preview before saving. Look for:

- cropped menus or cut-off buttons
- outdated labels from an older release
- the wrong project or workspace content
- missing details needed for the document step

If the preview does not match the page you are documenting, replace it before it enters the shared library. That avoids cleanup later when writers are inserting

screenshots into documents under deadline pressure.

[SCREENSHOT: screenshot library upload form with project, release, title, description, and preview visible]

Organizing the Screenshot Library by Project and Release

As the screenshot library grows, organization becomes just as important as capture quality. In Atloria, keep screenshots separated by project first, then narrow your view by release when you are reviewing assets for a specific documentation version. This prevents one project's screenshots from being reused in another project's pages just because the screen looks similar.

Use project-level organization to keep each documentation set clean. When you open a project's screenshot library, review only the assets tied to that project before you insert anything into a document. If you are preparing a release update, apply release or version filters so you only see screenshots relevant to that release cycle.

Consistent naming is what makes library search useful. Standardize the same details across titles, tags, and descriptions so related screenshots appear together in search results.

Library detail	What to include	Why it helps
Title	Project name, page or workflow name, release label	Makes the screenshot identifiable at a glance
Tags	Feature area, document topic, release	Helps narrow search results quickly
Description	What the screenshot shows and which step it supports	Helps reviewers confirm the correct image

Set aside time to review duplicate or older images. When you find multiple screenshots for the same page, decide whether to:

- replace the older image with the current approved one
- archive the old image for historical release coverage
- keep both because each one supports a different release

That decision should be based on release needs, not convenience. If an older screenshot still supports a published version, keep it clearly labeled rather than deleting it and breaking release history.

For broader screenshot organization practices across teams, see [Organizing Screenshots for Documentation and Releases](#).

[SCREENSHOT: screenshot library filtered by project and release, with search and tags visible]

Adding Library Screenshots to Documents

When you are editing a document in Atloria, add screenshots from the screenshot library instead of uploading a one-off image directly into the page. Using the library keeps screenshots connected to the right project and release, and it makes later updates much easier when a screen changes.

1. Open the document page you want to edit.
2. Place your cursor where the screenshot should appear.
3. Use the image insert option and choose the screenshot library.
4. Search or filter for the screenshot by project, release, title, or tag.
5. Select the image that matches the document step you are describing.
6. Insert the screenshot and review how it appears in the page.
7. Save the document after confirming the image placement and text around it.

Choose the screenshot that matches both the project and the release of the document version you are editing. A screenshot can look correct at first glance but still be wrong if it shows an older navigation label, a draft-only screen state, or a setting that changed in the current release.

After inserting the image, review the surrounding content carefully:

- Does the screenshot match the step-by-step instruction beside it?
- Do visible labels in the image match the labels named in the text?
- Does the image appear in the right place in the workflow?
- Does the caption, if used, explain what the reader should notice?

If a newer screenshot replaces an older library asset, return to the document and update the image reference so readers do not continue seeing outdated UI. This is especially important for release pages that are already under review, because the text may have been updated while the screenshot stayed behind.

[SCREENSHOT: document editor with image picker open to the screenshot library]

Reviewing Screenshot Versions Before Publishing

Before you publish a documentation version, run a screenshot review that focuses on release accuracy rather than image collection. In Atloria, this means checking that every screenshot linked in the current document set matches the release being published and not an earlier draft, earlier release, or another project's asset.

1. Open the documents included in the release you are preparing.
2. Review each inserted screenshot against the current release content.
3. Compare screenshots for changed pages against prior-release images.
4. Confirm that each image is the approved version for that page.
5. Check that labels shown in the screenshot match the wording in the document text.
6. Preview the document to make sure each screenshot renders correctly.
7. Resolve any outdated or mismatched images before publishing.

Comparing current screenshots with prior-release images is especially useful when navigation, settings pages, analytics screens, or publishing options have changed. Even small label changes can confuse readers if the screenshot and the written instructions no longer match.

This review is also where ownership matters. Writers, editors, and documentation managers should confirm:

- who owns the screenshot update
- whether the image was captured for the current release
- whether the screenshot is approved for publication
- whether any final UI changes happened after the image was added

If you are coordinating release readiness across multiple pages, align this review with your version approval process so screenshots are checked before final sign-off.

Related release guidance is covered in [Checking Screenshot Readiness Before Version Release](#).

A final preview pass should always include visual checks inside the document itself. An image can be correct in the library but still appear too small, misplaced, or disconnected from the step it is meant to support once the page is rendered.

[SCREENSHOT: document preview showing screenshot placement and release review comparison]

Fixing Missing, Outdated, or Unavailable Screenshots

When a screenshot is missing from the image picker or the wrong image appears in a document, start with project and release checks. In Atloria, most screenshot problems come from saving the image in the wrong project library, filtering the library too narrowly, or using an older release asset in a current document.

If a screenshot does not appear in the picker, check:

- that the screenshot was uploaded to the same project library as the document
- that you are searching with the expected title, tag, or description words
- that release or version filters are not hiding the image
- that the screenshot still exists in the library

If the wrong screenshot appears on the page, review the image's release assignment and compare it with the document version you are editing. A page may still be pointing to an older screenshot even after a newer one has been uploaded.

Use this process to correct the issue:

1. Open the affected document page.
2. Identify the missing, outdated, or incorrect screenshot.
3. Search the project screenshot library using the project name, page context, and release label.
4. Remove restrictive filters if the image does not appear.
5. Select the correct screenshot from the library.
6. Replace the outdated image in the document.
7. Save and preview the page to confirm the fix.

If teammates cannot find a screenshot, naming consistency is usually the next thing to review. Titles and descriptions that do not include the project, release, or page context are much harder to locate during release work.

If a screenshot has been removed or superseded, make sure the document was updated at the same time. Otherwise, the page may still reference an asset that is no longer available in the library. For more issue patterns, see [Troubleshooting Screenshot Availability Across Projects and Versions](#).

[SCREENSHOT: screenshot picker with filters, search, and replacement action visible]

Overview

Managing screenshot operations across projects and releases in Atloria is mainly about keeping every image tied to the right project workspace, the right release, and

the right document page. The screenshot library is most useful when teams treat screenshots as shared documentation assets instead of one-time files added directly into pages.

This workflow usually follows five connected activities:

- planning the screenshot list before writing or review
- capturing or uploading images into the correct project library
- organizing assets with consistent titles, tags, and descriptions
- inserting library images into document pages
- reviewing and replacing screenshots during release preparation

Across multiple projects, the biggest risk is accidental reuse of the wrong image. Across multiple releases, the biggest risk is keeping an older screenshot after the written instructions have already been updated. Atloria helps reduce both problems when you work from the screenshot library and stay consistent about project and release labeling.

This guide focuses on day-to-day screenshot operations for active documentation work. It is especially useful when you are maintaining several project workspaces, preparing release-specific documentation, or coordinating screenshot updates with other writers and reviewers.

Use this guide alongside related screenshot documents when you need more detail on a specific part of the workflow:

- [Managing Screenshots for Documentation](#)
- [Managing Enterprise Screenshot Libraries](#)
- [Managing Screenshot Workflows Across Projects and Versions](#)

Those guides cover the broader structure. This one stays focused on the operational work of making sure the right screenshots are captured, stored, inserted, reviewed, and corrected across release cycles.

Prerequisites

Before you manage screenshots across projects and releases in Atloria, make sure you have the right working context and enough information to choose the correct images.

You should have:

- access to the Atloria account you use for documentation work

- access to the relevant project workspace
- access to the document pages you need to edit or review
- a clear release or version label for the documentation set you are updating
- a screenshot list or page list showing which images are needed

It also helps if you already know:

- whether the page should show a draft workspace view or a published view
- which screenshots are new for the current release
- which existing screenshots may need replacement
- how your team names screenshot titles and descriptions in the library

If you are still getting set up in Atloria, refer to:

- [Accessing and Registering Your Atloria Account](#)
- [Working with Project Lists and Dashboards](#)
- [Creating and Editing Documentation Pages](#)

If your work is tied to release preparation, these documents are also useful:

- [Managing Documentation Versions Across the Release Cycle](#)
- [Reviewing and Approving Documentation Versions](#)

For teams handling screenshots at scale, you may also want the library-focused references:

- [Using Enterprise Screenshot Libraries for Documentation Teams](#)
- [Managing Screenshot Workflows Across Documentation](#)

From here, you can move into your project workspace, open the screenshot library, and start working through the project and release-specific image set you need to maintain.