

Reviewing Screenshots in Document and Version Context

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Opening screenshots from a document or version review

In Atloria, screenshot review usually starts from one of two places: a document page you are editing, or a version you are preparing for release. If you are checking images for one page only, open the document details page from your project workspace and go to the area where that page's screenshots are listed. If you are reviewing a release candidate, open the version details page first, then move into the screenshot review area for that version. This helps you stay clear about whether you are checking one document or the full release set.

Look for the screenshot-related areas that help you review images quickly:

- A screenshots panel or screenshot section on the page
- A thumbnail list showing each attached image
- Status labels that show whether an image is ready, approved, missing, or still needs work
- Release-readiness indicators or warning markers that show whether screenshots are blocking publication

[SCREENSHOT: document details page with screenshot panel and thumbnail list]

Document context and version context are similar, but they answer different questions. In document context, you are checking whether screenshots support the content on one page. In version context, you are checking whether the screenshots included in the release are complete and current across the version you plan to publish. A screenshot that looks fine on one page may still need review at version level if the release includes broader changes.

Before you begin, confirm three things on screen:

- You opened the correct document details page or version details page
- The expected screenshots appear in the thumbnail list

- The current review state is visible through status labels, warnings, or readiness markers

If you need a refresher on earlier screenshot checks before this stage, see [Checking Screenshot Readiness Before Version Release](#) and [Reviewing Version Screenshots Before Release](#).

Checking whether screenshots are ready for release

Once you are in the screenshot review area, work through each thumbnail one by one. Start with the thumbnail list, then open the full image preview for any screenshot that needs a closer look. In Atloria, the thumbnail helps you spot obvious issues quickly, but the full preview is where you confirm the details: the screen shown in the image, the visible text, and whether the screenshot still matches the current document content or release scope.

1. Open a screenshot from the thumbnail list.
2. Review the full image preview carefully.
3. Compare the image against the current document draft or the version you are preparing.
4. Check the screenshot status shown beside or under the image.
5. Use the available review control to mark the screenshot as ready, approved, or still needing updates.

[SCREENSHOT: full screenshot preview with status label and review controls]

As you review, focus on release accuracy rather than image quality alone. A screenshot is only ready if it belongs to the exact page or version being prepared. For example, if the document text describes a newer screen layout, but the screenshot still shows an older layout, the image should stay in a needs-update state until it is replaced. The same applies if a screenshot belongs to a different release than the one currently under review.

Also confirm that every required screenshot is present. Watch for signs that an image should not move forward:

- Empty spaces in the screenshot list
- Draft or placeholder images still attached
- Outdated screenshots that no longer match the page
- Status labels showing incomplete review or pending updates
- Release-readiness markers showing unresolved screenshot issues

If any screenshot remains missing or outdated, do not treat the page or version as ready for publication. The goal is to make sure the screenshot set supports the exact content readers will see when the release goes live.

Reviewing screenshots across document and version workflows

Screenshot review in Atloria works best when you use both document-level and version-level checks together. At the document level, screenshot review is part of normal page editing and approval. When you update a single documentation page, you should review the screenshots attached to that page before the content moves forward. This is the best place to catch page-specific issues, such as a missing image, a screenshot with the wrong screen, or an outdated image that no longer matches the text.

1. Open the document details page for the page you are updating.
2. Review the screenshot thumbnails attached to that page.
3. Open any image that needs closer inspection.
4. Update the screenshot status so the page reflects its current readiness.

Version-level review happens later, when you are preparing a release candidate. Here, the goal is wider: confirm that all screenshots included in the version are complete, current, and consistent across the release. This is where teams catch gaps that are easy to miss when reviewing pages one at a time, such as one updated page using new screenshots while another still shows older screens.

1. Open the version details page for the release candidate.
2. Review the screenshots grouped under that version.
3. Check for missing, outdated, or inconsistent images across the release.
4. Confirm that screenshot-related warnings no longer block publication.

Use document context first when a writer is actively editing a page. Switch to version context when the release is being finalized and you need to confirm release-wide completeness. The two workflows support each other: if a writer replaces an image while working on a document, that change affects what reviewers see later in version review. In the same way, a problem found during version review may send the team back to a specific document page to correct the screenshot there.

For release preparation, this document builds on the checks described in [Reviewing Version Screenshots Before Release](#), but focuses on how those checks connect back

to individual document pages.

Updating missing or outdated screenshots before publishing

When Atloria shows screenshot warnings during document review or version review, fix them before you move toward publishing. Missing screenshots usually appear as empty thumbnail spaces, incomplete review states, or warning markers on the document details page or version details page. Outdated screenshots often still appear in the thumbnail list, but the preview no longer matches the latest page content or release scope.

1. Open the document details page or version details page where the warning appears.
2. Select the screenshot entry that is missing an image or showing an outdated one.
3. Use the available upload or replace action to add the correct image.
4. Confirm the updated screenshot is attached in the correct document or version context.
5. Save the change and return to the screenshot list.
6. Open the preview again to make sure the new image is the one now displayed.
7. Update the screenshot status so it reflects the new review result.

[SCREENSHOT: screenshot entry showing replace action and updated preview]

Be careful about context when replacing images. If you are working from a document page, make sure the screenshot belongs to that page. If you are working from a version review, make sure the replacement is visible in the release you are preparing. A common mistake is updating an image in one place, then checking another context and assuming the release is fixed without confirming it there.

After you replace a screenshot, run the review again. Check:

- The thumbnail now shows the correct image
- The full preview matches the current page or release
- The screenshot status no longer shows a warning or needs-update state
- Release-readiness markers no longer list screenshot issues as blockers

Do not rely on the upload alone. The image is only truly ready when the preview, status, and publish-readiness indicators all show that the screenshot issue has been cleared.

Coordinating screenshot approval between writers and managers

In Atloria, screenshot approval is easiest when writers and documentation managers review the same signals but focus on different decisions. Writers usually work closest to the page content, so they handle image accuracy at the document level.

Documentation managers usually review the release as a whole, so they confirm that screenshot readiness is complete across the version before publication.

A practical split of responsibilities looks like this:

Role	Main focus	What to check in Atloria
Technical Writer	Page-level image accuracy	Screenshot thumbnails, full preview, page content match, needs-update status
Documentation Manager	Release-wide completeness	Version screenshot list, missing-image warnings, outdated-image indicators, publish-readiness checks

Writers should review screenshots while editing or approving a page. That includes confirming the image matches the current text, replacing outdated screenshots, and setting the screenshot status so the page clearly shows whether it is ready. Managers should then use the version details page to confirm that all screenshots required for the release are present and that no screenshot-related blockers remain.

Both roles should pay attention to the same visible review signals:

- Screenshot status labels such as ready, approved, or needs update
- Missing-image warnings in the document or version view
- Outdated-image indicators when a screenshot no longer fits the current release
- Publish-readiness checks that show whether screenshots are blocking release

To keep approval clear, record decisions directly through the status and review controls available on the screenshot entry, document page, or version review screen. That way, anyone opening the document details page or version details page can immediately see whether the screenshot is still under review or already cleared for release. If your team reviews screenshots first at page level and then at version level, this visible status trail helps prevent duplicate review and last-minute publishing delays.

Fixing common screenshot review problems

Most screenshot review problems in Atloria come down to context, status, or an incomplete update. When a screenshot is missing from a document or version, first open the document details page or version details page where the problem appears. Check whether the screenshot was attached to the correct page or release. If the thumbnail list is empty or incomplete, the image may not have been fully added to that record. Reopen the screenshot entry and confirm the image appears in the list after saving.

If a screenshot still looks outdated after you replaced it, open the full preview instead of relying on the thumbnail alone. The thumbnail may not be enough to confirm that the latest image is showing. Make sure the replacement was saved, then verify that you are reviewing the correct version context. An updated screenshot on a document page does not automatically prove that the release review is clear unless the version view also shows the expected image.

When publication is blocked because screenshots are not ready, inspect every screenshot-related warning shown on the version details page. Look for:

- Status labels still showing needs update or incomplete review
- Missing-image warnings
- Outdated-image indicators
- Publish-readiness checks that still list screenshot issues

[SCREENSHOT: version details page showing screenshot warning and publish blocker]

Another common issue is seeing a screenshot in document review but not in version review. In that case, confirm that the image is included in the target version you are preparing. Then reopen the version review and check whether the screenshot list reflects the latest document changes. If the page-level screenshot is correct but the version still does not show it, keep your review focused on the version details page until the release view reflects the expected image set.

For broader screenshot organization and maintenance, see [Managing Screenshots for Documentation](#) and [Troubleshooting Screenshot Availability Across Projects and Versions](#).

Overview

This stage of screenshot review in Atloria connects page editing with release preparation. Earlier checks help you confirm that screenshots exist and are generally

ready for review. Here, the focus is narrower and more practical: make sure each screenshot is visible in the right context, matches the current content, and does not block publication when the version moves toward release.

The key idea is that Atloria gives you two review lenses:

- **Document context** for checking screenshots attached to one documentation page
- **Version context** for checking screenshots grouped under a release candidate

Use the document details page when you want to verify that a single page has the right images. Use the version details page when you need to confirm that the release as a whole is complete. These two views should support each other. A screenshot corrected during page editing should hold up later during version review, and a problem found during version review should lead you back to the page that needs attention.

As you work through screenshot review, keep your attention on visible review signals inside Atloria:

- Thumbnail lists that show what is attached
- Full image previews for detailed checking
- Screenshot status labels
- Missing or outdated warnings
- Release-readiness markers that affect publishing

This document is meant to sit after [Reviewing Version Screenshots Before Release](#). If you still need to confirm basic screenshot readiness before comparing document and version context, return to [Checking Screenshot Readiness Before Version Release](#). If you are moving on to broader screenshot maintenance across teams and releases, the next useful reference is [Managing Screenshot Workflows Across Projects and Versions](#).

Prerequisites

Before you review screenshots in document and version context, make sure you already have the right working setup in Atloria. This task assumes you are not starting from scratch. You should already be inside the correct project workspace and able to open the document details page or version details page that contains the screenshots you need to review.

You should have these items in place:

- Access to the relevant project workspace in Atloria
- A document page or release version that is already created
- Screenshots already attached, or a visible warning showing that screenshots are missing
- Permission to review page content and release readiness
- A clear understanding of which document or version is currently being prepared

It also helps if you have already completed the earlier screenshot review steps covered in:

- [Checking Screenshot Readiness Before Version Release](#)
- [Reviewing Version Screenshots Before Release](#)

Before opening the screenshot panel, confirm the following on screen:

- The document title or version name matches the item you intend to review
- The screenshot section is visible from that page
- Any current status labels, warnings, or readiness markers are visible
- You know whether you are reviewing one page or a full release

If you expect to replace screenshots during review, be ready to reopen the screenshot entry, confirm the updated preview, and save the review result afterward. If your role is release approval rather than page editing, make sure you are working from the version details page so you can see screenshot blockers that affect publishing.