

Reviewing Version Screenshots Before Release

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Opening the Screenshot Review Page for a Release Version

Before you start checking images, make sure you know the exact documentation version you are reviewing. In Atloria, screenshot review is tied to a specific version, so you need to open the screenshot page for that release rather than relying on screenshots you saw in another version, project area, or earlier review session. If you already completed the readiness check in [Checking Screenshot Readiness Before Version Release](#), use the same version name or release label here.

1. Open your project in Atloria and go to the version you plan to release.
2. From the version-related navigation, open the screenshot page for that version. Use the release or documentation navigation that belongs to the selected version so you are reviewing version-specific assets only.
3. Check the page header as soon as the page opens. Confirm the version name, release label, or selected version matches the one you intend to approve.
4. If Atloria shows a version selector on the page, verify that the correct version is selected before you review any thumbnails or previews.
5. Wait for the screenshot list, gallery, or page entries to finish loading. Do not start marking items as missing until the full page has appeared.

[SCREENSHOT: Version screenshot review page with the selected release visible in the page header or version selector]

A quick header check prevents one of the most common review mistakes: approving screenshots from the wrong release. This matters most when several versions are active at the same time and the interface looks similar across releases.

As you open the page, look for signs that you are seeing the current version's screenshot set:

- The version name in the header matches your release.
- The screenshot entries belong to the expected documentation areas.

- The page shows the current version's list, not a leftover view from an earlier session.

If anything looks off, switch to the correct version first, then begin the review.

Checking Whether Every Required Screenshot Is Present

Once the correct version page is open, use that page as your source of truth for what is currently available for the release. Your goal here is simple: confirm that every screenshot expected for the version appears as its own entry in the screenshot list, gallery, or grouped section.

1. Start at the top of the version screenshot page and review entries in order instead of jumping around.
2. Compare each visible screenshot name, label, or card title against the documentation pages and workflows that require images for this release.
3. Move section by section if the page is grouped by topic, feature area, or documentation area.
4. Watch for empty image spaces, placeholder thumbnails, or entries that appear without a usable image.
5. Continue until you reach the bottom of the page so no screenshot group is skipped.

[SCREENSHOT: Screenshot list or gallery showing named entries for a release version]

This review works best when you check coverage by documentation area rather than by memory. For example, if a release includes updates to onboarding, project settings, and public documentation pages, make sure each of those areas has matching screenshot entries on the version page. A screenshot is only truly present when the entry exists and shows the expected image for that page or workflow.

Use these visual clues while scanning:

- A complete entry usually has a clear label and a visible thumbnail or preview.
- A missing item may appear as an empty slot, placeholder image, or entry without a real screenshot.
- A partially prepared section may show some screenshots loaded and others still blank.

If the version contains multiple product areas, pause at the end of each section and ask whether every required page in that area has a matching screenshot entry. That section-by-section approach is the easiest way to avoid missing a gap hidden deep in a long release page.

Identifying Missing, Outdated, or Incorrect Assets

After confirming which entries exist, look more closely at what each one contains. A screenshot can appear on the page and still be wrong for the release. In Atloria, the most common problems are missing images, outdated screenshots, incorrectly assigned screenshots, and duplicates that hide missing coverage.

1. Open or inspect each screenshot entry closely enough to tell whether the image is actually present and usable.
2. Separate missing assets from broken or incomplete entries. If the entry exists but shows no image, an error state, or a placeholder, treat that differently from a screenshot that was never added.
3. Compare the visible interface in the screenshot against the release you are reviewing. Check page labels, navigation, buttons, and screen states.
4. Confirm that each screenshot belongs to the page or workflow named in its entry.
5. Watch for repeated images used in multiple places where different screens should appear.

[SCREENSHOT: Screenshot entry showing a thumbnail, title, and a preview state that helps identify missing or incorrect images]

Use this table to classify what you find:

Issue type	What you see on the version page	What it usually means
Missing screenshot	No thumbnail, empty slot, or placeholder image	The screenshot has not been added yet
Broken or incomplete entry	Entry exists but the image does not load properly	The screenshot reference needs attention
Outdated screenshot	Thumbnail shows older labels, older navigation, or an earlier screen layout	The image does not match the current release
Incorrect assignment	The image does not match the screenshot title, feature, or workflow	The wrong screenshot was attached to that entry
Duplicate screenshot	The same image appears in more than one place where different screens are expected	One or more required screenshots may still be

Issue type	What you see on the version page	What it usually means
		missing

A screenshot should match both the version and the entry it appears under. If the title suggests a settings page but the image shows a different workflow, flag it even if the screenshot itself looks clear.

Reviewing Screenshot Readiness Before Sign-Off

Once you have checked for coverage and obvious mismatches, do a final quality review before release sign-off. This is where you confirm that each screenshot is not only present, but also ready to ship as part of the version. The version screenshot page should be your final review surface for this step.

1. Open individual screenshot previews from the version page rather than relying only on small thumbnails.
2. Check that the screenshot is readable at review size. Text, labels, menus, and page headings should be visible enough to confirm the image is usable.
3. Look for cropping problems. Make sure the important part of the screen is visible and not cut off.
4. Confirm the screenshot reflects the final release interface for that version, including the correct labels, navigation, and visible page state.
5. Check for temporary or unwanted content before approving the version.

[SCREENSHOT: Open screenshot preview showing a full-size image for final review]

During this pass, focus on what a reader would actually see in published documentation. A screenshot may technically exist but still fail review if it is too tightly cropped, shows the wrong state, or includes unfinished content.

Pay close attention to:

- Page titles and section names shown in the image
- Navigation items visible in the screenshot
- Buttons, tabs, and labels that changed during the release
- Draft content, test data, or unfinished interface elements
- Any visual mismatch between the screenshot and the final version you are approving

If a screenshot looks acceptable in the thumbnail but unclear in the preview, treat it as not ready. Final sign-off should only happen when the version page shows a complete

and visually accurate set of screenshots for the release.

Recording What Needs to Be Fixed

When you find problems, record them in a way that lets your team return to the exact version page entry and fix the right item quickly. The most useful review notes are specific, version-based, and grouped by issue type. Avoid vague comments like “some screenshots are wrong.” Instead, tie each issue to the exact screenshot entry shown on the version page.

1. For every issue, note the version you reviewed.
2. Record the screenshot name, page label, or entry title exactly as it appears on the version screenshot page.
3. Add the issue type so the next person knows whether the problem is missing, outdated, incorrectly assigned, or duplicated.
4. Include a short description of what is wrong in the thumbnail or preview.
5. Keep all findings together in one release-specific checklist until the review is complete.

A simple tracking format like this works well:

Version	Screenshot entry	Issue type	What needs attention
Release being reviewed	Entry title on the screenshot page	Missing / Outdated / Incorrect / Duplicate	Short note about the problem

[SCREENSHOT: Example of a screenshot review note that references the exact screenshot entry title from the version page]

Grouping issues makes follow-up easier:

- **Missing screenshots:** entries with no usable image
- **Outdated screenshots:** images that show an older interface
- **Incorrect assignments:** screenshots attached to the wrong page or workflow
- **Duplicates:** repeated images hiding missing coverage elsewhere

When you share findings with writers, administrators, or release owners, always reference the exact screenshot page entry or preview item. That keeps everyone reviewing the same asset list for the same version, which is especially important when several releases are being updated at once.

Fixing Common Issues During Screenshot Review

Some screenshot problems are real, and some are caused by reviewing the wrong version page or checking the page before everything has loaded. Before you escalate an issue, use a short cleanup pass to confirm that the problem is truly tied to the release.

1. If screenshots appear to be missing, first confirm that the version name in the page header or version selector is correct.
2. If an image looks wrong for the release, compare the version label on the page with the interface shown inside the screenshot preview.
3. If the screenshot list looks incomplete, refresh the version screenshot page and wait for all entries to load again.
4. Recheck any section that seemed partially loaded before marking screenshots as missing.
5. If reviewers disagree, have everyone open the same version-specific screenshot page and compare the same entries and previews.

[SCREENSHOT: Version screenshot page after refresh, showing the full list of screenshot entries]

These quick checks help resolve common review confusion:

- A cross-version mix-up can make a perfectly good screenshot look outdated.
- A partially loaded page can make existing screenshots appear missing.
- Similar-looking releases can lead reviewers to compare the image against the wrong version.
- Duplicate images can hide the fact that one expected screen is still absent.

If a problem remains after you confirm the correct version page and reload the list, keep the issue on your release checklist and send it back for correction. The key is consistency: everyone should review the same version page, the same screenshot entries, and the same previews before deciding whether the release is ready.

Overview

This guide focuses on one specific review task in Atloria: checking the screenshot page for a single documentation version before that version is released. You are not reviewing screenshots across the whole project or across every release. Instead, you are confirming that the selected version has a complete, accurate, and release-ready set of screenshots attached to it.

Use this guide after you have already confirmed general screenshot readiness in [Checking Screenshot Readiness Before Version Release](#). That earlier step helps you decide whether a version is ready for screenshot review at all. This guide picks up from there and shows you how to inspect the version's actual screenshot entries, thumbnails, and previews.

In Atloria, this review usually includes four checks:

- The correct version screenshot page is open
- Every required screenshot entry is present
- Each image matches the release and the page it belongs to
- Any problems are recorded clearly enough for follow-up

This is especially useful when a release includes interface changes, new documentation pages, or updated workflows. Even when the written content is complete, the version should not move forward if the screenshot page still shows missing images, outdated screens, or incorrect assignments.

Keep your review anchored to what you can see on the version screenshot page:

- The version name in the header or selector
- The screenshot list, gallery, or grouped sections
- Thumbnail images and full previews
- Entry titles that identify each screenshot

After you finish this review and any fixes are applied, the next step is to check screenshots in the broader page and version context in [Reviewing Screenshots in Document and Version Context](#).

Prerequisites

Before you begin this review in Atloria, make sure you have the basics needed to check the correct release without confusion.

- You know the exact version or release label you are reviewing.
- You can open the project and navigate to that version's screenshot page.
- The version already has screenshot entries prepared for review.
- You have already completed the earlier readiness check in [Checking Screenshot Readiness Before Version Release](#).
- You know which documentation pages or workflows in the release are expected to have screenshots.

It also helps to have access to the release materials you are comparing against, such as:

- The version's documentation pages
- The release scope or list of changed areas
- Any internal review notes about pages that require updated screenshots

Before starting, confirm these points on the screen:

- The version page header shows the release you intend to review.
- The screenshot list or gallery finishes loading.
- You can open screenshot previews from the version page.
- You have a place to record findings for that release.

If any of those pieces are missing, pause and correct them first. Screenshot review is much faster when you are certain you are on the right version page and looking at the full set of entries. Once that is in place, you can move through the review confidently and record only the issues that truly affect release readiness.