

Configure Screenshot Batches

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Configure screenshot batches to capture product interfaces in an organized, repeatable workflow. This helps you keep visual documentation current when product screens change or when you need to recapture multiple interfaces at once.

Overview

Screenshot batches let you organize product-interface captures into a planned sequence rather than capturing screens one at a time. You can use this workflow when preparing visual documentation for a product, updating documentation after a release, or collecting screenshots for several product surfaces.

The screenshot workflow includes a configuration stage and a bulk recapture stage. The interface identifies these stages as **2. Configured** and **3. Bulk Recapture**, helping you confirm that capture settings are ready before you begin a large recapture effort.

After you capture screenshots, you can use them as part of your documentation workflow. The application also provides options such as **Generate Documentation** →, **Export Documentation**, and **View Your Documentation** → for continuing from captured product surfaces to published documentation.



Screenshot pending: Screenshot management area showing configuration, capture, and bulk recapture actions.

Prerequisites

Before you configure a screenshot batch, make sure you have:

- Access to the appropriate product in Atloria.
- A product interface or product surface that is ready to capture.
- The necessary permissions to use **Manage Screenshots** →.

- A clear list of screens or user flows that need to be included in the batch.
- A stable version of the product interface, especially if you plan to use the screenshots in generated or exported documentation.
- Existing documentation ready to import if you intend to use **Or import existing documentation** as part of your broader documentation process.

Step-by-Step Instructions

1. Open the product you want to document.
2. Select **Product [actions]** to open the available product actions.
3. Click **Manage Screenshots** → .
4. Review the screenshot workflow status shown on the page.
5. Select **Configure** → to begin configuring the screenshot batch.
6. Identify the product surfaces that you want the batch to capture.
7. Confirm that the interfaces you selected represent the documentation scope you need.
8. Complete the available configuration choices for the batch.
9. Verify that the workflow shows **2. Configured** after your configuration is complete.
10. Select **Capture** to capture the configured product interfaces.
11. Review the captured results before continuing with a larger recapture operation.
12. Select **3. Bulk Recapture** when you need to update multiple configured screenshots.
13. Choose **Recapture** for an individual screenshot when only one interface needs to be updated.
14. Use the bulk recapture option when several product interfaces have changed and should be refreshed together.
15. Review the updated captures to ensure that the screenshots reflect the current product interface.
16. Select **Generate Documentation** → when you are ready to create documentation from the captured material.
17. Select **View Your Documentation** → to review the resulting documentation.

 *Screenshot pending: Batch configuration view with the **Configure**, **Capture**, **Recapture**, and **Bulk Recapture** actions.*

Tips and Best Practices

- Configure the batch before starting a large capture effort. The **2. Configured** stage is your checkpoint that the batch is ready for capture.
- Use **Capture** for the initial capture of configured product interfaces. Use **Recapture** when one existing screenshot needs to be refreshed.
- Use **3. Bulk Recapture** when a release changes multiple screens. This is more efficient than updating each screenshot individually.
- Keep your batch focused on one product area or documentation goal. For example, capture a related group of product surfaces together rather than mixing unrelated workflows in the same batch.
- Review screenshots after each capture or recapture. Visual documentation is most useful when it reflects what users currently see in the product.
- Capture stable interfaces whenever possible. If a screen is still changing, wait until the expected user experience is finalized before using it in generated documentation.
- Continue into the documentation workflow only after confirming that your captures are correct. You can then select **Generate Documentation** → or use **Export Documentation** when you need to distribute the completed content.

Related Pages

- [Manage Product Screenshots](#)
- [Capture Product Interfaces](#)
- [Bulk Recapture Screenshots](#)
- [Generate Documentation from Captures](#)
- [Export Documentation](#)
- [Configure CI/CD](#)

Troubleshooting

The batch does not show as configured

Return to **Manage Screenshots** → and select **Configure** → again. Complete the available configuration choices, then confirm that the workflow displays **2. Configured** before attempting to capture screenshots.

A screenshot is outdated after a product change

Select **Recapture** if only one screenshot needs updating. If several screens changed as part of the same release, use **3. Bulk Recapture** to refresh the configured group.

The captured screenshots are not ready for documentation

Review the captured product interfaces and recapture any screens that do not represent the intended user experience. When the screenshots are accurate, select **Generate Documentation** → to continue, or select **View Your Documentation** → to review existing documentation.