

Manage Screenshot Retention

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This page explains how to maintain screenshot assets used in your visual documentation. Consistent retention and replacement practices help ensure that published documentation reflects the current application experience.

Overview

Screenshots are visual documentation assets that show users what they can expect to see when completing a task. As your application changes, older screenshots can become inaccurate—for example, when a button label changes, a workflow moves to a different screen, or a new version introduces a redesigned interface.

You can use **Manage Screenshots** → to review screenshot-related work for your documentation. When you need to review documentation by release or compare visual assets across releases, use 🕒 **Go to Version Manager** or **Manage all versions** → .

A practical retention process is to keep screenshots that still match the current user interface, replace screenshots that no longer match, and retain version-specific screenshots when they document a supported historical version. For example, a screen identified as **Version 4 — Screenshots** should be kept only while Version 4 documentation remains relevant to your users.



Screenshot pending: The documentation area showing the Manage Screenshots action.

Prerequisites

Before you begin, make sure you have:

- Access to the project's documentation area.
- Permission to manage documentation versions and screenshot assets.

- A current version of the application available for comparison.
- A clear understanding of which documentation version you are updating.
- Replacement screenshots prepared when existing images no longer match the interface.
- A plan for supported and archived documentation versions.

Step-by-Step Instructions

1. Open your project's documentation area.
2. Select **Manage Screenshots** → .
3. Review the screenshots associated with the documentation you are maintaining.
4. Compare each screenshot with the current application screen it represents.
5. Identify screenshots that show outdated labels, layouts, navigation, data, or workflows.
6. Keep screenshots that accurately represent the current user experience.
7. Mark outdated screenshots for replacement according to your organization's documentation review process.
8. Create a replacement image that shows the same task in the current application interface.
9. Ensure the replacement image clearly displays the screen, action, or result that the related documentation describes.
10. Update the relevant screenshot asset in the screenshot management area.
11. Review the updated documentation to confirm that the replacement image appears with the correct procedure or topic.
12. Select  **Go to Version Manager** when you need to review screenshots for a specific documentation version.
13. Select **Manage all versions** → when you need to review retention across multiple versions.
14. Open the version that contains the screenshots you want to assess.
15. Review version-specific screenshot groups, such as **Version 4 — Screenshots**.

16. Retain screenshots for a version while that version's documentation is still available to users.
17. Replace version-specific screenshots only when the documented version's interface has changed or the image is inaccurate.
18. Remove or archive obsolete screenshots only after confirming that they are not required by an active documentation version.
19. Select **View Your Documentation** → to verify the reader-facing result after completing your updates.

 *Screenshot pending: A documentation version screen showing a version-specific screenshot area, such as Version 4 — Screenshots.*

Tips and Best Practices

- **Review screenshots whenever documentation changes.** If you update a procedure because a user-facing action changed, review the associated visual asset at the same time.
- **Use screenshots to confirm visible labels.** A screenshot should match the labels users see, including actions such as **Manage Screenshots** → , **Manage all versions** → , and **Export Documentation** where applicable.
- **Keep screenshots focused.** Capture only the area needed to support the instruction. Avoid images that include unrelated windows, personal data, temporary notifications, or test content.
- **Use version-aware retention.** Do not assume that one screenshot applies to every documentation version. A screenshot that is correct for one version may be misleading for another.
- **Replace rather than silently reuse outdated images.** If an image shows an earlier layout or workflow, create a current replacement instead of using it as a general illustration.
- **Validate in the published documentation view.** After updating images, use **View Your Documentation** → to check placement, readability, and relevance in the final documentation.
- **Coordinate screenshot updates with documentation generation.** If your organization generates documentation, confirm that screenshot updates are

included before using **Generate Documentation** → or reviewing the **Documentation Ready!** state.

- **Maintain an archive policy outside the screen when necessary.** The available actions support managing screenshots and documentation versions, but your organization should define how long superseded images and retired-version assets are retained.

Related Pages

- [Manage Documentation Versions](#)
- [Generate Documentation](#)
- [View Your Documentation](#)
- [Export Documentation](#)
- [Documentation Templates](#)
- [Documentation Automation](#)

Troubleshooting

A screenshot does not match the current application

Return to **Manage Screenshots** → and compare the image with the current screen. Replace the screenshot if visible labels, page layout, or the documented workflow have changed.

You are updating the wrong documentation version

Select  **Go to Version Manager** or **Manage all versions** → . Confirm that you are reviewing the intended version before retaining, replacing, or archiving screenshot assets.

You cannot confirm how the screenshot appears to readers

Select **View Your Documentation** → after making your changes. Review the published documentation presentation and verify that the image supports the surrounding instructions.