

Manage Screenshot Versions

September 10, 2026

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You can review and manage screenshots associated with different documentation versions and product changes. Keeping screenshots aligned with the correct version helps ensure that your user documentation shows the current product experience.

Overview

Screenshot versions let you review visual documentation as your product changes. When a new version is available, you can open its screenshot area to see the images associated with that version and determine whether they are appropriate for the documentation you plan to publish.

Use this feature when you are reviewing a documentation version, comparing versions, or preparing a version for publication. For example, after product changes have been captured, you can review the screenshots for the affected version and return to the review workflow to save your decisions.

The screenshot management area is connected to the broader version review process. You can move between the version manager, version comparison, review screens, and screenshot management without leaving the project's documentation workflow.



Screenshot pending: The version management area showing available documentation versions and actions for reviewing or comparing them.

Prerequisites

Before you manage screenshot versions, make sure you have:

- Access to the project whose documentation versions you need to review.
- A documentation version available in the version manager.
- Screenshots or product changes available for the version you want to inspect.

- Permission to review and save documentation changes.
- A clear understanding of which product version should be reflected in the published documentation.

Step-by-Step Instructions

1. Open the project that contains the documentation version you want to review.
2. Select **Versions** to open the project's version management area.
3. Select **Manage all versions** → if you are viewing a summary and need to open the full list of available versions.
4. Identify the version you want to review by checking the available version information in the version manager.
5. Select **Compare Versions** when you need to evaluate differences between documentation versions before reviewing their screenshots.
6. Select the version you want to inspect in the comparison or version management view.
7. Open the screenshot management option for the selected version.
8. Review the screenshots associated with the version and confirm that they represent the expected product state.



Screenshot pending: The screenshot management view for a selected documentation version, showing the screenshots available for review.

9. Select **Use All V4 AI Versions** when you want to apply the available V4 AI-generated screenshot versions across the current review context.
10. Select  **User Manuals** if you need to return to the documentation manual area while reviewing how screenshots will support end-user content.
11. Select **1 Review Summary** to return to the review summary and check the overall status of the documentation review.
12. Select **Back to Review** after you finish examining the screenshots and want to continue the version review workflow.
13. Select **Save Changes** to preserve the changes or selections you made during review.

14. Select **Review & Publish** when the screenshots and documentation are ready for final review and publication.
15. Select **View Your Documentation** → to verify how the documentation appears to readers after completing the review process.

Tips and Best Practices

- Review screenshots in the context of a specific documentation version. A screenshot can be accurate for one product version but misleading for another version after a product change.
- Use **Compare Versions** before making decisions when you need to understand what changed between versions. This helps you focus your screenshot review on areas affected by product updates.
- Review product changes alongside screenshots. If a product change affects a screen, button, field, or workflow, confirm that the related screenshot still reflects the updated user experience.
- Use **Back to Review** instead of leaving the workflow abruptly. Returning through the review action keeps you oriented in the version review process and makes it easier to complete the remaining review tasks.
- Save your work frequently with **Save Changes**. This is especially important when you review several screenshots or move between version comparison and review screens.
- Use **Use All V4 AI Versions** only when you want the V4 AI-generated versions applied broadly. Review the resulting screenshots before publication to make sure they are appropriate for your documentation audience.
- Complete screenshot review before selecting **Review & Publish**. Published documentation should show screenshots that match the product version your readers will use.

Related Pages

- [Review Documentation Versions](#)
- [Compare Documentation Versions](#)
- [Review Product Changes](#)
- [Review and Publish Documentation](#)

- [Create User Manuals](#)

Troubleshooting

You cannot find the version you need

Select **Versions** and then select **Manage all versions** → to view the complete set of available versions. If the version is still unavailable, confirm that you are in the correct project and that the version has been created or made available for review.

The screenshots do not appear to match the product changes

Select **Compare Versions** to review version differences, then return to the screenshot management view for the affected version. Check whether the related product change requires an updated screenshot before you continue to **Review & Publish**.

Your review changes are not visible after you leave the screen

Select **Save Changes** before selecting **Back to Review**, opening another version, or leaving the workflow. After saving, use **1 Review Summary** to confirm that your review work is reflected in the documentation review process.