

# Enable Screenshot Capture

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Screenshot capture creates visual records of your project's screens so you can review them and include them in visual documentation. Use this process when you first set up a project or when you need to refresh screenshots after interface changes.

### Overview

Screenshot capture is managed from the project you want to document. You start in **Projects**, open the relevant project, and select **Manage Screenshots** → to access the screenshot management area.

From there, you can use **Capture** to begin collecting screenshots for the project. Captured images provide a visual reference for the project's documentation and review activities.

If your project's interface changes later, return to the screenshot management area and use **Recapture** or **Bulk Recapture** as appropriate. This lets you replace or refresh the visual record rather than relying on outdated images.

 *Screenshot pending: The Projects hub showing the project list, search field, and New Project action.*

 *Screenshot pending: A focused project view with the Manage Screenshots action and screenshot capture controls.*

### Prerequisites

Before you enable screenshot capture, confirm that you have the following:

- Access to the **Projects** area.
- A project that already appears in the project list.

- Permission to open the project dashboard and manage its screenshots.
- A project whose screens are available for capture.
- An understanding of whether you need an initial capture, a single refresh, or a bulk refresh of existing screenshots.

## Step-by-Step Instructions

1. Select **Projects** to open the project hub.
2. Use **Search projects...** to find the project if it is not immediately visible.
3. Select the project you want to document.
4. Select **Open Project Dashboard** if you are not already on the project dashboard.
5. Select **Manage Screenshots** → to open screenshot management for the selected project.
6. Review the available screenshot controls before starting a capture.
7. Select **Capture** to begin screenshot capture for the project.
8. Wait for the capture process to complete before navigating away from the screenshot management area.
9. Review the resulting screenshots in the project's screenshot area.
10. Select **Recapture** when you need to refresh screenshots after a change to the project interface.
11. Select **Bulk Recapture** when you need to refresh multiple existing screenshots together.
12. Select ← **Back to Projects** when you have finished managing screenshots.

## Tips and Best Practices

- Use **Capture** for the first visual capture of a project. This establishes the initial set of screenshots used for visual documentation.
- Use **Recapture** after making a focused interface change. For example, if you updated a specific screen or workflow, refresh its visual record so reviewers see the current interface.
- Use **Bulk Recapture** when broad changes affect many screens. This is more appropriate after a major interface update than refreshing screenshots individually.

- Start from the correct project. Screenshot management is tied to the focused project, so confirm that the project dashboard you opened is the one you intend to document.
- Keep project names easy to find. The **Search projects...** field helps you locate the correct project quickly when your organization has many projects.
- Review screenshots after each capture or recapture. A successful capture should result in current visual material that can support documentation and project review.
- Consider screenshot capture part of your documentation maintenance routine. When the user interface changes, refresh screenshots along with the written documentation so both remain aligned.
- Do not confuse project navigation with screenshot management. ← **Back to Projects** returns you to the project list, while **Manage Screenshots** → opens the controls needed to capture or refresh images.

## Related Pages

- [Manage Projects](#) — Find, open, and organize projects from the **Projects** hub.
- [Open the Project Dashboard](#) — Access actions for a focused project.
- [Review Project Versions](#) — Review project versions and associated visual material.
- [Export Documentation](#) — Export project documentation after screenshots and written content are current.
- [Manage Technical Documentation](#) — Create and maintain written documentation for a project.

## Troubleshooting

### You cannot find the project

Use **Search projects...** from **Projects** and enter identifying text for the project. If the project still does not appear, confirm that you have access to it or ask a project administrator to verify your permissions.

### You cannot see screenshot controls

Open the correct project and select **Open Project Dashboard**, then select **Manage Screenshots** → . Screenshot actions such as **Capture**, **Recapture**, and **Bulk**

**Recapture** are available from screenshot management rather than the general project list.

### **Screenshots no longer match the current interface**

Return to **Manage Screenshots** → and select **Recapture** for an updated screenshot. If multiple screens changed, select **Bulk Recapture** to refresh the affected visual documentation together.