

# Screenshots best practices

A decorative graphic in the bottom right corner of the slide. It consists of a series of overlapping triangles in two shades of blue (a medium blue and a lighter blue). The triangles are arranged in a way that creates a larger, abstract triangular shape pointing towards the bottom right.

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# Chapter 1. Welcome

A picture is worth a thousand words. We all take pictures of our screen from time to time because it is often the fastest way to show and explain something.

But, when making screenshots is part of your working process - this is a totally different thing. Taking pictures for documentation that really worth it is not always easy. You have to think about many things when making screenshots - image size, image quality, information privacy, text readability...

The main idea behind this project is to show you how to create great informative screenshots that will save you and your readers a lot of time and learning efforts.

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## **Related information**

[Terminology \(on page 4\)](#)

## Chapter 2. Terminology

In documentation, we recognize **screenshots** which are pictures of a computer screen, or schematic **drawings** as various diagrams and charts (UML, ERD, flowcharts, ...). Both types have some quality requirements in common.

It is better to say **screenshot** because **printscreen** is the name of a key on the computer keyboard.

Other names for picture are **image** and **figure**. They are usually no difference, and all three can be used interchangeably. However, for example, in reStructuredText, image is a simple picture, while figure has a caption, can be numbered and is generally suitable for more formal books (e.g., “Figure 2.5: Anatomy of the system service”).

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### Related information

[Welcome \(on page 3\)](#)

## Chapter 3. How to create a perfect screenshot

Let's go through some fundamental steps to make sure your shots look the best way possible.

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### Related information

[#unique\\_4](#) (*on page* )

[#unique\\_5](#) (*on page* )

## Size

- Don't make your image too small. It's fine for an image to take up the full width of a page.
- Screenshots at full resolution often take up too much space on the page, so you may have to resize them.
- In general, don't use an image that's wider than the column it appears in.
- Consider how the image will look when printed out.

## Format

- When saving your screenshots, choose the PNG format over JPEG. The latter is a compressed file format, while PNG allows lossless compression hence more legible text and crisp lines.
- For diagrams (architectural drawings, flow diagrams, and so on, as distinct from screenshots), use SVG files if possible because SVGs stay sharp when you zoom in on the image. If you don't have an SVG file, then save your image as a PNG file unless you have a good reason to use a different format.
- If you are adding some graphic elements to your screenshots it is a good practice to keep the original pictures to edit them easily.

## Chapter 4. **Simplified User Interface**