

Editing

✓ Crop screenshots to show the relevant information. For example, don't include the full window if you just want to show a single button or menu item. Cropping helps the reader focus on the information that you want to convey in the screenshot, and it can help future-proof the screenshot if other parts of the UI change.

many extra details

what we really needed



Tip:

It is always possible to add some graphics to draw attention to this pop-up window, but you need to think, if the other parts of the screenshot are really needed. Remember also that:

- fullscreen images are usually pretty heavy in terms of the file size, traffic and loading time.
- small elements will hardly be visible as such screenshots need to be resized to fit in the text
- fullscreen image content is more difficult to control - there's a higher possibility of accidentally leaving some PII in the picture

✓ Try to do not scale the image too much afterward. But if you must, avoid the dreaded pixelation. Try resizing your picture or screenshot in an image editing program. Keep the same ratio of width to height, and then add it back into your document or presentation.

✓ If you need a big, full-size screenshot, try to resize the window, before you take it. This is especially important for mobile visitors of your documentation. It is recommend to decide upon the max width for all the images.

small, not visible elements

resized window

✓ Figure out precisely what you are doing the screenshots for, and capture just the details you need. Take some time to make sure that no UI element will be left outside the frame if it is of importance. A user should understand where the element in question is located in the UI to be able to find it.

impossible to understand what tab is opened	tabs are visible
<ul style="list-style-type: none">✓ Do not use effects like shadow, borders, etc. They usually look ugly, cheap, and generally don't fit well with documentation and books. The trouble with shadow effect is they look good only on a particular background.✓ If possible, use a transparent background, because you don't know which background will have your reader. Docs are outputted to various formats - HTML, PDF, EPUB - with various backgrounds.✓ Use a consistent style of screenshots with enhancements (like callouts, text) and drawings - same font, size, colors, design, etc.✓ Use the same screenshot tool, app version, browser, environment, etc. across your docs and team of tech writers.	