

Viewing document information and history

To view document information or processing history, perform the following actions as required:

If you want to...	Then...
View document information	Select the document, and select View > Inspect . You can also edit some information about a document.
View the processing history of a document or perform troubleshooting	Select the document, and select View > Get History .

Tip: All of these actions can be performed by right-clicking a document and selecting the appropriate action from the context menu.