# 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**.<br>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.