HISTORY

The History option allows you to view or print a report of a Document History. The Document History is a record of information about a document. This information consists of the document's Author, billing information, time and keystroke statistics for each activity, and a listing of the activities that have been performed for the document. Overall statistics, such as the date created, last edit date, and time, and keystroke totals are also given.

To view the History of a document

1.   Click once on the desired document whose history you wish to view from any document listing and click to select it.

2.   Choose the History command from the document menu. The Document History is displayed.

3.   Choose Close on the Document History screen to return to the listing.

To print a report of a Document History

1.   Click on the desired document whose history you wish to view from any document listing and click to select it.

2.   Choose the History command from the document menu. The Document History is displayed.

3.   With the History displayed, choose Print Window from the File menu.