samegoal

Printing Historical Versions

If you need to print or download a historical version of a document (e.g. the document at the time of completion, before an amendment), you can do so through the Document History panel.

Print a historical version

Steps *To print a historical version:*

1. Click on the **Document History** icon [] in the toolbar.
2. Select **Only document events**.
3. Locate the historical version of the document you wish to print/download. When you click on the document event, the entire document will appear as it was at that time.
4. Click on the printer icon [] in the toolbar.
5. Choose which view you would like to print/download.
6. From the print preview page, you can either print the historical document or download it as a PDF.