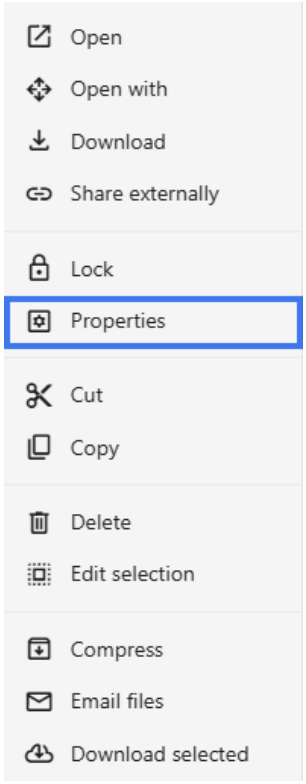
Viewing File Properties

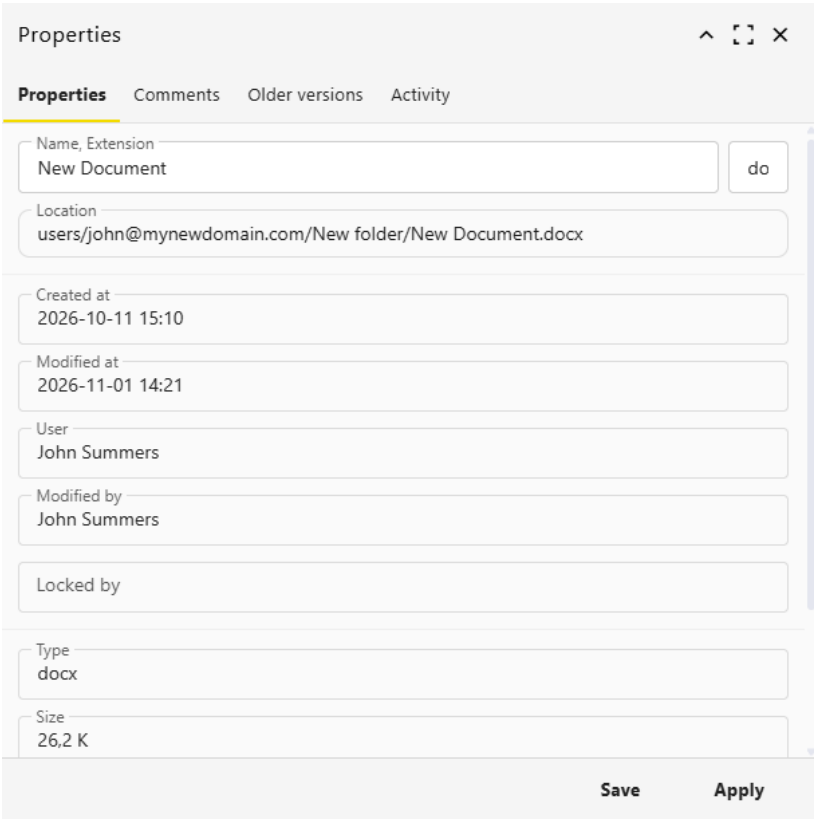
View detailed information about a file, including its size, type, dates, owner, sharing status, and version details.

Opening File Properties

1. Right-click the file.



2. Select **Properties**.
3. The properties panel opens.



Basic Information

- **Name** — The file name
- **Type** — The file type, such as document, spreadsheet, or presentation
- **Size** — The file size shown in KB or MB
- **Location** — The folder path where the file is stored

Date Information

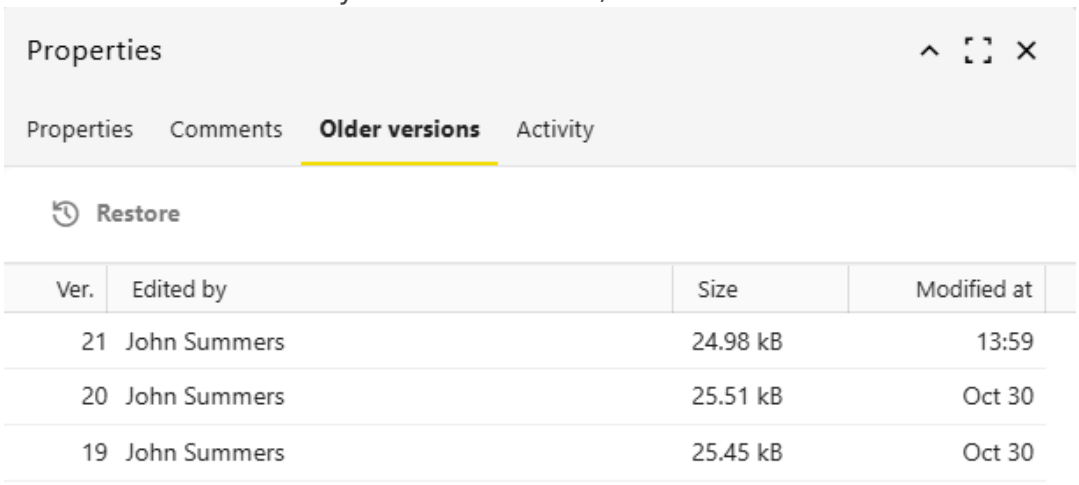
- **Created** — When the file was first created
- **Modified** — The last time the file was changed
- **Accessed** — The last time the file was opened



Version Information

- Number of saved versions

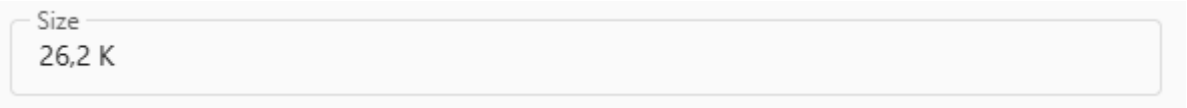
- Access to version history or older versions, if available



Using Properties

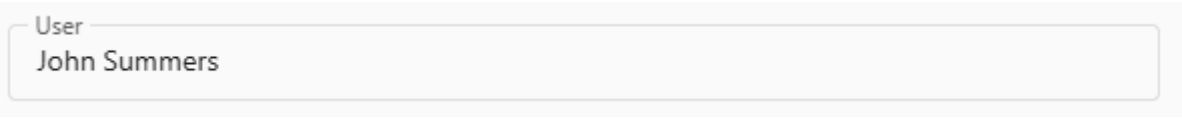
Check File Size

Useful before downloading, emailing, or sharing a file.



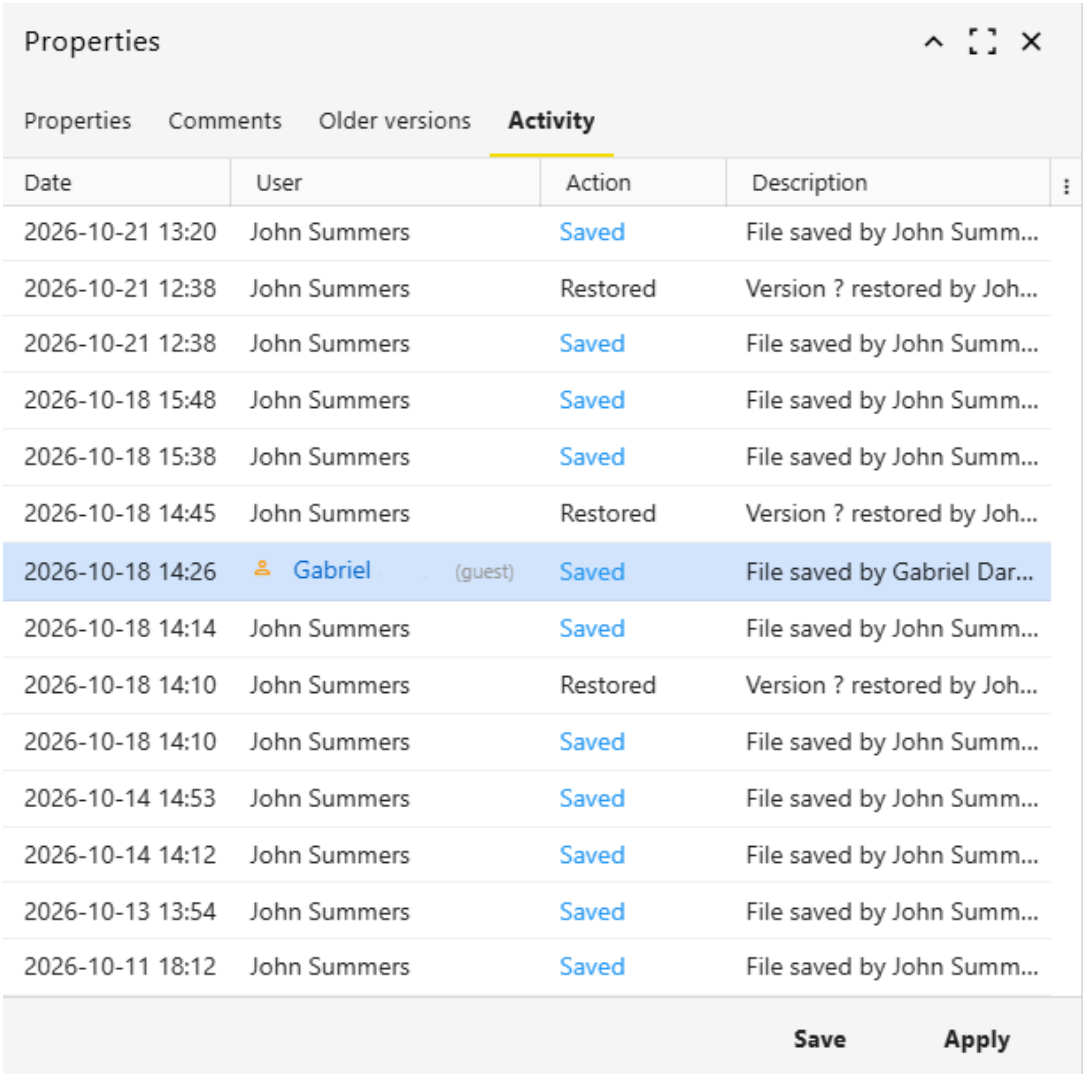
Verify Ownership

Confirm who controls the file and who originally created it.



Check Dates

Review when the file was created, last modified, or last opened.



Editing Properties

Some properties may be editable, depending on your workspace:

- File name
- Content expiring date

Other properties, such as file size and system dates, are managed automatically.

Why File Properties Are Useful

- Help identify the correct file quickly
- Show whether a file is current or outdated
- Make it easier to confirm ownership before editing or sharing
- Let you review sharing and version details in one place

Tips

- Check properties before sharing a file externally
- Review the **Modified** date to make sure you are using the latest file
- Use properties to confirm the file location if you need to move or organize it
- Look at version details before restoring or comparing older content

Revision #1
Created 1 November 2026 20:03:48 by Gabriel
Updated 1 November 2026 20:16:05 by Gabriel