

Viewing Version History as External User

Depending on how the document was shared, you may be allowed to view or restore previous versions of the document.

Version History Access Levels

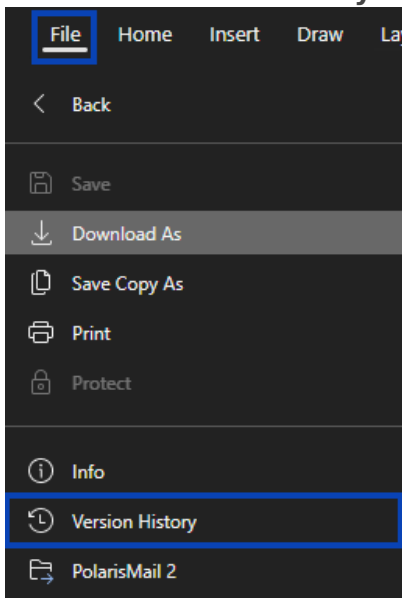
Your access depends on the share link settings:

- **None** — Version history is hidden
- **View Only** — You can see versions but not restore them
- **View & Edit** — You can view and restore versions

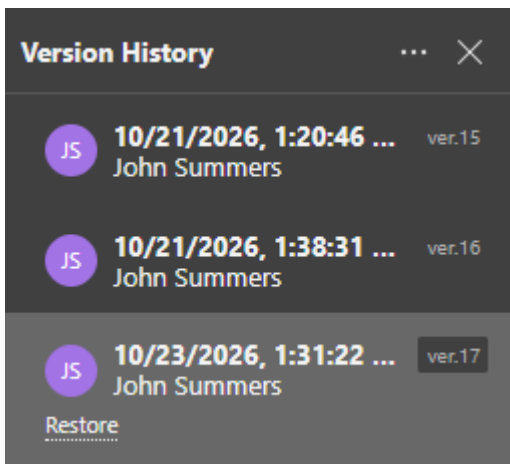
Viewing Version History

If you have access:

1. Look for **Version History** in the **File** menu.



2. Click to open the version history panel.
3. Browse the list of saved versions.



4. Click a version to view it.

What You Can See

- Date and time of each version
- Who made the changes
- Version notes, if they were added

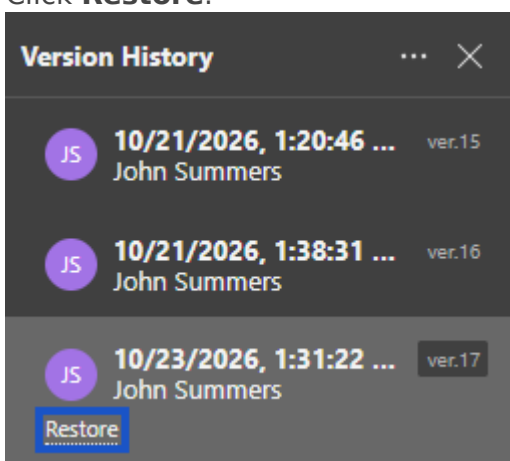
Viewing Past Versions

1. Click a version entry.
2. The document opens in that historical state.
3. Review the content as it was saved at that time.
4. Return to the current version when you are done.

Restoring Versions

If your link includes restore permissions:

1. Select the version you want.
2. Click **Restore**.



3. Confirm the restoration.
4. The document returns to that version.

Note: Restoring a version affects the live document for everyone who has access to it. It is a good idea to communicate with the document owner first.

Your Contributions

When you edit the document:

- Your changes can create new versions
- Your verified email may identify you as the author
- Other collaborators may be able to see your contributions in version history

No Version History Access

If version history is not available:

- The option does not appear in the menus
- You can only work with the current version
- Contact the document owner if you need additional access

Why It Matters

Version history can help you:

- Review how the document has evolved
- Recover content that was changed or removed
- Understand changes made by other collaborators

Revision #1

Created 30 October 2026 16:54:50 by Gabriel

Updated 30 October 2026 17:15:32 by Gabriel