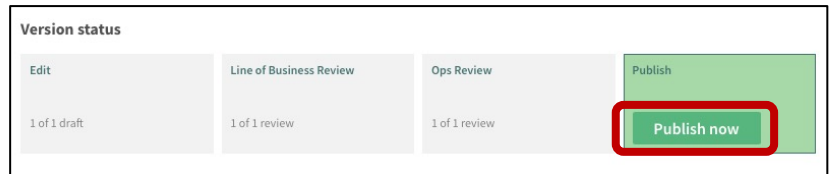




Publish a Document

When the last approver is ready to publish the version, on the Version status overview screen, click [Publish now](#).

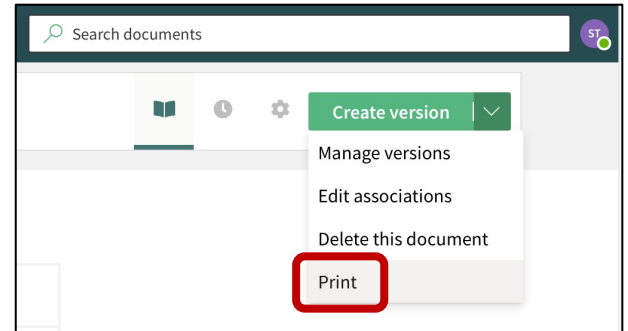


The new version of the document is published and will now appear in the Documents library.

Version history	
NAME	PUBLISHED DATE
Initial Version	Jan 4, 2022
V2	View changes Jan 5, 2022
v3	View changes Jan 6, 2022
v5	View changes Feb 3, 2022

The new version will also show as the latest entry in the document's [Version history](#), with changes redlined from the prior published version.

The final document can be converted to pdf for posting to shared network sites like SharePoint, or simply accessed through the Documents page for anyone with read-only permissions.



To print a document, open the document to view it and select Print from the main tool bar drop-down menu.

