



Open and edit versions

Last Modified on 04/03/2024 1:08 pm EDT

All versions for an article are stored in the **Versions** section of the righthand panel of the article editor:

Versions

<u>4.01</u>	READY TO REVIEW	+	⌵
<u>4.00</u>		=	⌵
2023.12.21	VIEWING	=	⋮
<u>3.00</u>	ACTIVE	=	
<u>2.01</u>		=	⌵
<u>1.00</u>		=	⌵

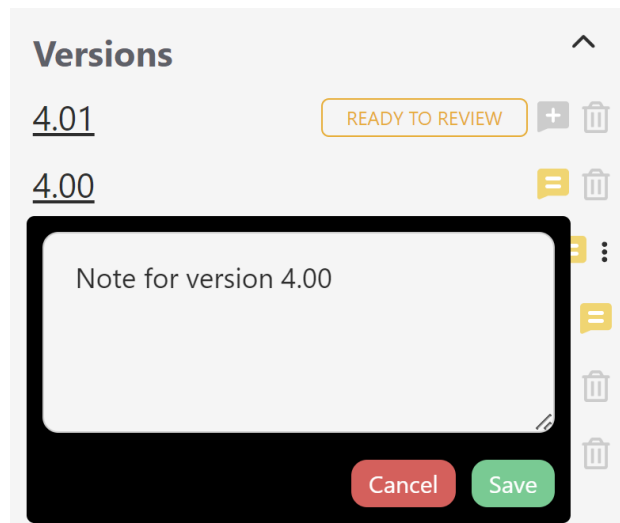
Add version | ⌵

Sample Versions section with the 2023.12.21 version open

This section displays a list of all versions for a given article.

- The current active version is marked with a green Active badge to the right. (In the screenshot above, version 3.00 is the current active version visible in the knowledge base.)
- The version you're currently viewing has a black Viewing badge to the right, and the version's number won't be underlined. (In the screenshot above, version 2023.12.21 is currently open.)
- Any versions marked ready to review have an orange Ready To Review badge to the right.
- Click the hyperlink of another version to view that version.
- When viewing an inactive version, the triple dot Version actions menu allows you to mark/unmark the version as ready for review, activate it, or delete it.

View the version notes for any version by clicking the notes icon to the right of the version's number:



Once you've opened a version, make all your changes and save them just as you would a regular article or custom content category. No changes in non-active versions will be visible to your readers unless you activate that version.
