



Activating a version

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When you're ready, you can "activate" a new version. The active version:

- Is the default version opened in the editor
- Is the version that readers will see if the article is currently published or when it is published
- Has the "Published" or "Active" callout next to it in the versions list (Published is used for custom content categories; Active is used for articles)

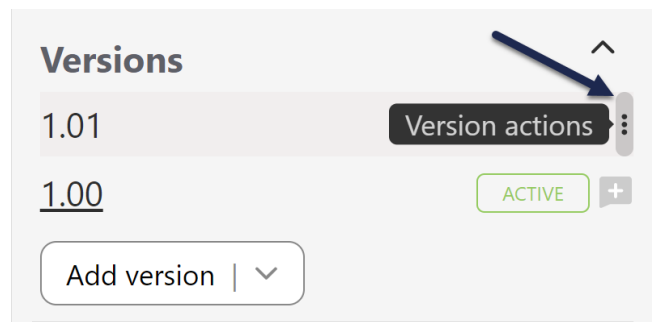
The steps to activate a new version differ based on whether you're activating from the article editor custom content category editor. Select the editor you're working with below to view appropriate instructions:

[Article](#) [Custom content category](#)

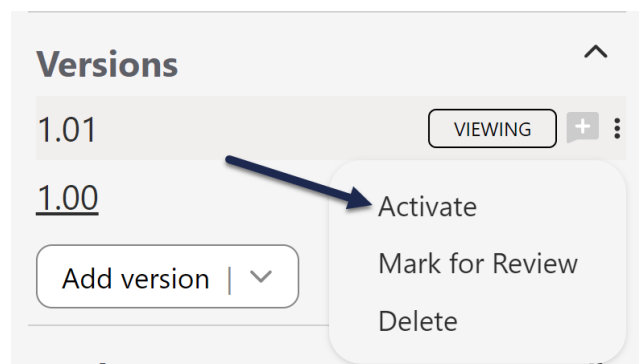
Article

To activate a new version of an article:

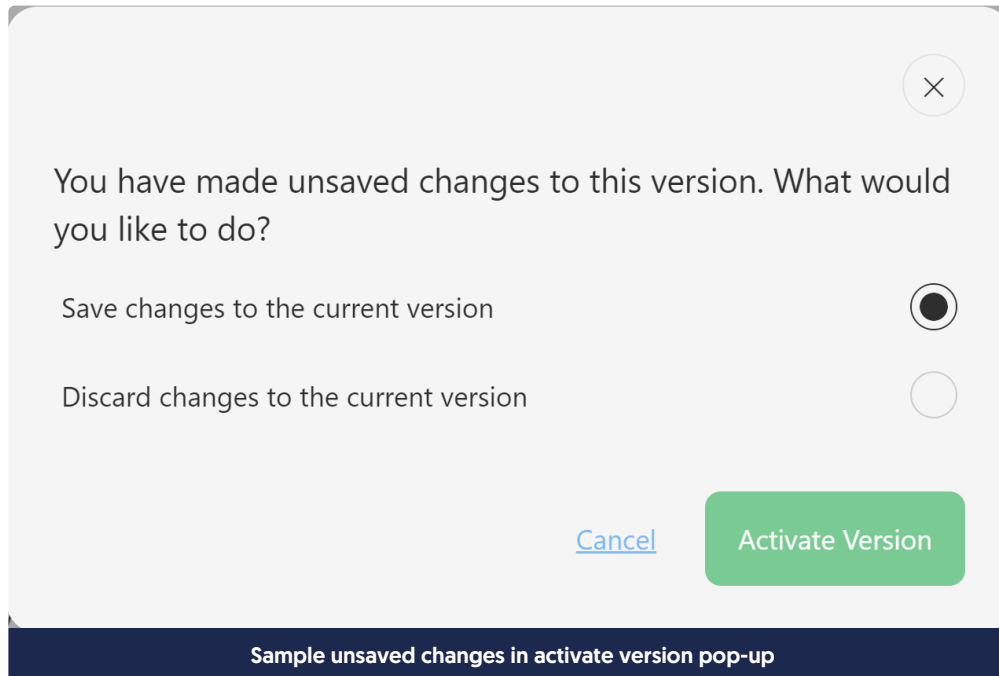
1. Open the version of the article you'd like to activate.
2. In the **Versions** section of the righthand column, click the triple dot **Version actions** menu next to the version:



3. Select **Activate** from the Version actions dropdown.



4. If you had no unsaved changes in the version before you tried to activate, the version will automatically activate and the editor will refresh.
5. If you had unsaved changes in the version before you tried to activate, you may see a pop-up asking what you'd like to do with those changes:



6. You can choose to:
 - a. **Save changes to the current version:** If you select this option and then **Activate Version**, your edits in the current version will be saved before the version is activated. The version will activate and the editor will refresh accordingly.
 - b. **Discard changes to the current version:** If you select this option and then **Activate Version**, your edits in the current version will be discarded before the version is activated. [Generally this is not the option you want, but who knows!] The version will activate and the editor will refresh accordingly.
 - c. **Cancel:** This option will cancel the version activation and return you to your unsaved changes in the editor. This can be a good option if you want to verify your changes before activating.

Congratulations, your version is now active and that content is what people will see in the live knowledge base when they view this article!

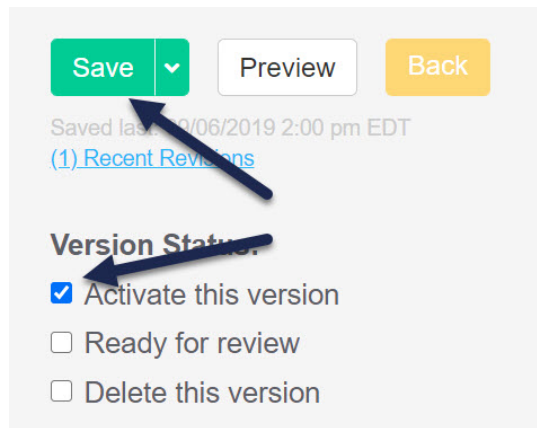


You can activate versions marked ready for review in multiple articles simultaneously using the Manage bulk edit function. See [Bulk activating "ready for review" versions](#) for more information!

Custom content category

To activate a new version of a custom content category:

1. Open the version you'd like to activate.
2. In the upper righthand column, check the **Activate this version** box in the **Version Status** section.



3. Then click **Save**.

That version is now the active version and will be displayed in the live knowledge base when someone views this custom content category.