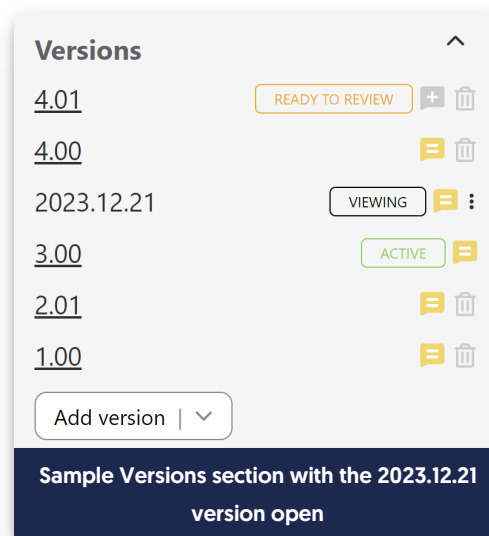# Open and edit versions

Last Modified on 11/25/2025 5:59 pm EST

All authors with permission to view an article can view its versions and notes in the editor. Only authors with appropriate editing permissions can edit a version or update its version notes:

> Authors with the default Editor or Writer role can edit article versions and custom content category versions, including adding **Version notes** and **marking ready for review**. If you're using a **custom role**:
> - To edit article versions, you'll need the **Articles custom author role permission** to **Edit versions of articles**.
> - To edit custom content category versions, you'll need the **Categories custom author role permission** to **Edit categories**.
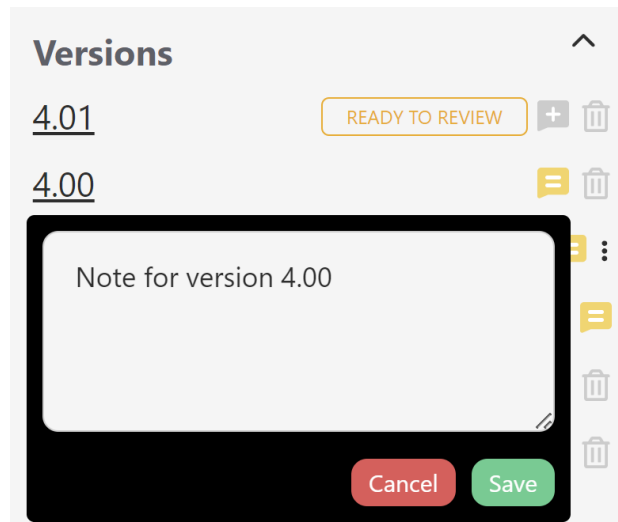
All versions for an article are stored in the **Versions** section of the righthand panel of the article editor:

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.
- Select 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 selecting the notes icon to the right of the version's number:

Once you've opened a version, make your changes to the version's body or title and save them just as you would a regular article or custom content category. No changes in an inactive version will be visible to your readers until you activate that version.

> **Custom role nuances**
> Authors with custom roles without the permission to edit article versions will be able to view version notes, but will not be able to add, edit, or remove them.