Open and edit versions

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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.

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



Try out the new editor
We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor | Old editor

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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.

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