Create a version

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Create versions in articles and in custom content categories to stage new content, get review before those changes go live, or keep a detailed history of changes made to your content.

Authors with the default Editor or Writer role can create both article versions and custom content category versions. If you're using a custom role:

- To create article versions, you'll need the **Articles** custom author role permission to **Create new versions of articles.**
- To create custom content category versions, you'll need the **Categories** custom author role permission to **Edit categories.**

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/Custom content category editor

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