Activate a version

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When you're ready, 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 **Active** badge next to it in the versions list

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

- To activate article versions, you'll need the **Articles** custom author role permission to Activate versions of articles.
- To activate 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.

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New editor | Old editor



Activating versions for several articles at once

You can activate versions marked ready for review in multiple articles simultaneously using the **Manage** bulk edit function. Refer to Bulk activating "ready for review" versions for more information.

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