



Delete a version

Last Modified on 04/03/2024 1:14 pm EDT

Have versions you don't need anymore? You can delete them in two ways.

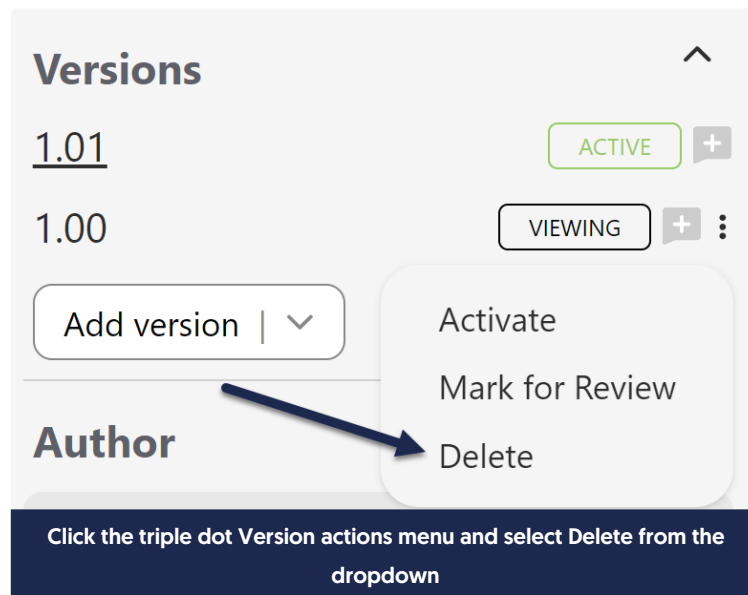
As with the rest of the version interface, the instructions here differ based on whether you're deleting an article version or a custom content category version, so select the editor below so you get appropriate directions.

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

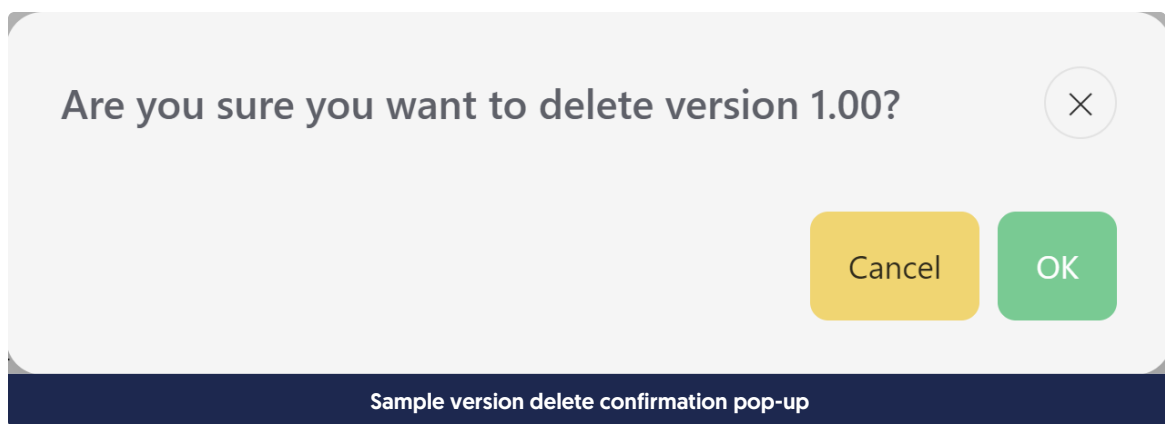
Article

You can delete a version in two ways from within the article editor. If you're currently viewing the version you'd like to delete:

1. Click the triple dot **Version actions** menu to the right of the version in the **Versions** section.
2. Select **Delete** from the Version actions dropdown.



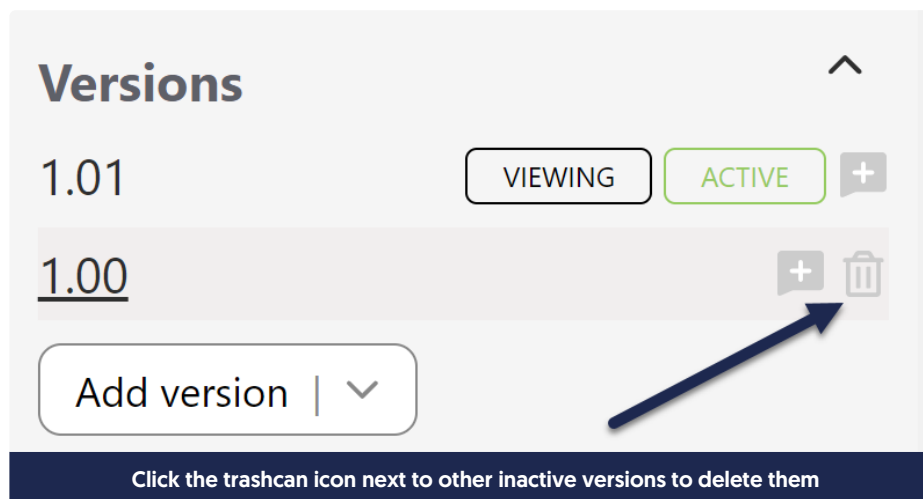
3. This will open a pop-up to confirm you meant to delete this version. Click **OK** to complete the deletion.



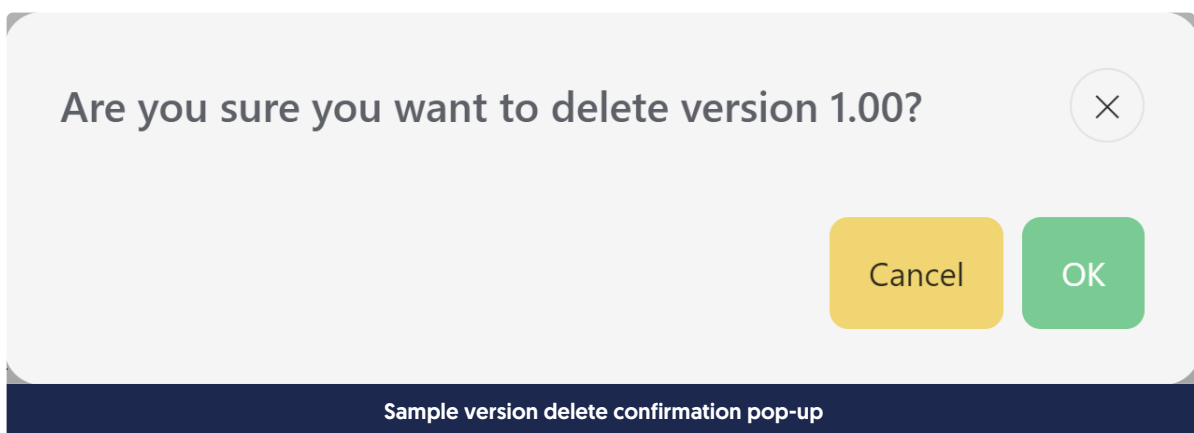
4. Upon deletion, the editor will refresh and open the current active version.

To delete a version when you aren't viewing it:

1. Click the trashcan icon to the right of another inactive version to delete:



2. This will open a pop-up to confirm you meant to delete this version. Click OK to complete the deletion.

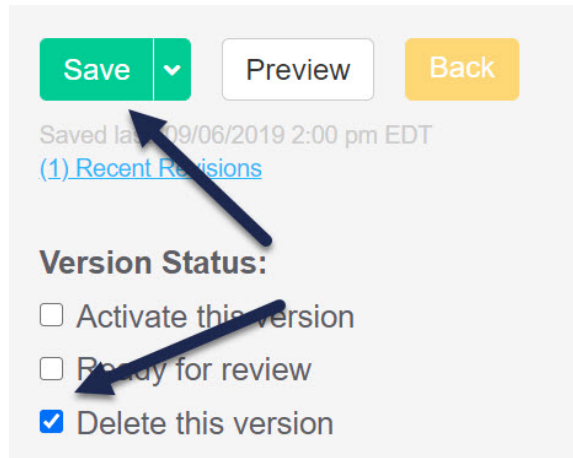


3. The editor won't refresh, but the deleted version will disappear from the list.

Custom content category

You can delete a version in two ways. If you're currently viewing the version you'd like to delete:

1. Check the box next to **Delete this version** in the upper right.



Save ▼ Preview Back

Saved last 09/06/2019 2:00 pm EDT
(1) [Recent Revisions](#)

Version Status:

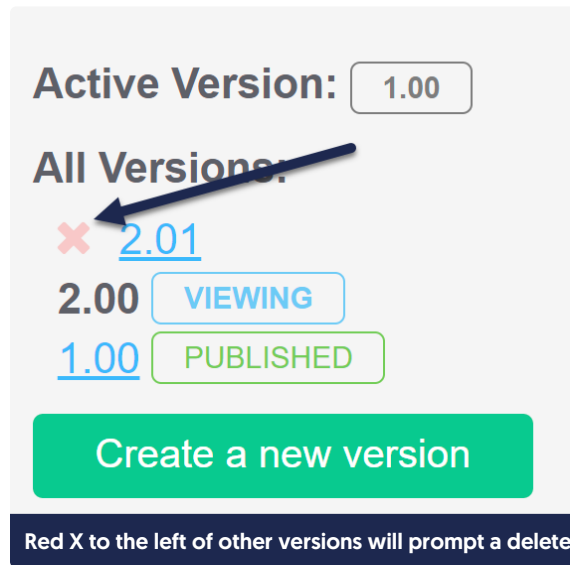
☐ Activate this version

☐ Ready for review

☒ Delete this version

2. Save the article.

From any other version, you can also click the red X to the left of other non-published versions to delete them:



Active Version: 1.00

All Versions:

✕ [2.01](#)

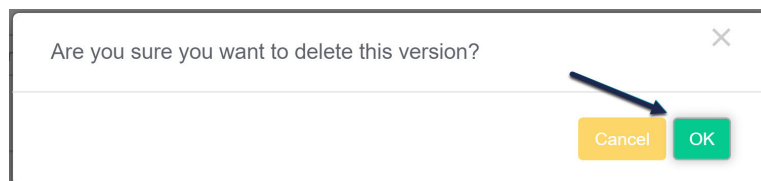
2.00 [VIEWING](#)

[1.00](#) [PUBLISHED](#)

Create a new version

Red X to the left of other versions will prompt a delete

This will open a pop-up to confirm you meant to delete this version. Click **OK** to complete the deletion.



Are you sure you want to delete this version?

Cancel OK