

Delete a version

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Have versions you don't need anymore? You can delete a version in two ways from within the editor.

Authors with the default Editor or Writer role can delete article and custom content category versions. If you're using a [custom role](#):

- To delete article versions, you'll need the [Article Permission](#) to Delete versions of articles.
- To delete custom content category versions, you'll need the [Category Permission](#) to Edit categories.

If you're currently viewing the version you'd like to delete:

1. Select the triple dot **Version actions** menu to the right of the version in the **Versions** section.



Select the triple dots to open the Version actions menu.

2. Select **Delete** from the Version actions dropdown.



Select Delete from the Version actions dropdown

3. A confirmation modal opens. Review the version number listed and be sure it's the version you want to delete. If it is, select **OK** to complete the deletion.



Sample version delete confirmation pop-up

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

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

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



Select the trashcan icon next to other inactive versions to delete them

2. A confirmation modal opens. Review the version number listed and be sure it's the version you want to delete. If it is, select **OK** to complete the deletion.



Sample version delete confirmation pop-up

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