



Generate a version PDF

Last Modified on 06/12/2024 2:29 pm EDT

PDFs for the current live article are generated and updated automatically when you publish an article or save changes to a published article.

But what about versions?

If you [make a version visible to groups](#), the PDF icon isn't visible when a member of that group views the version.

Instead, you can generate a PDF of a version from within the article editor.

This PDF is available for 24 hours from the moment you activate it, or until you save changes to the version. You are welcome to download and save it, share that download with anyone else who might not have access to KnowledgeOwl, or just use it as a record of what a version looked like at a given time.

To generate a PDF of an inactive version:

1. Open the article for editing.
2. Open the inactive version you'd like to generate a PDF of.
3. When viewing an inactive version, there's a warning across the top letting you know it's a version. Within that warning, you may see several different links depending on whether this version has been [made visible to groups](#) or not.
4. Click the **Generate version PDF** link to generate the PDF. You can navigate away while it generates, if you'd like.

The image shows two screenshots of the KnowledgeOwl interface. Both screenshots show a top navigation bar with 'KnowledgeOwl Support', 'Knowledge Base', 'Tools', 'Library', 'Settings', '158 Reporting', and 'View KB'. Below the navigation bar is a sidebar with 'Articles' and 'Manage'. The main content area shows a warning message: 'Until published, changes you make to this version will only alter this version and will not appear publicly. Visibility, call outs, etc. are locked to the current article version and cannot be changed from this version.' In the first screenshot, the warning message includes three links: 'Copy Version Link', 'View Version', and 'Generate version PDF'. An arrow points to the 'Generate version PDF' link. Below the warning message is a dark blue banner that reads 'Generate version PDF link when the version has been made visible to groups'. In the second screenshot, the warning message is the same, but it only includes the 'Generate version PDF' link. An arrow points to this link. Below the warning message is a dark blue banner that reads 'Generate version PDF link when the version has not been made visible to groups'.

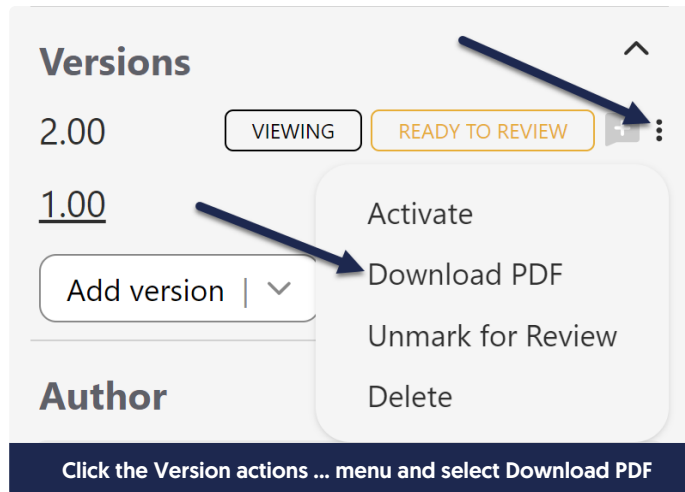
5. Once the PDF is generated, the link in the warning will update to read **Download version PDF**. You can click

that link to download the version PDF that was just generated.

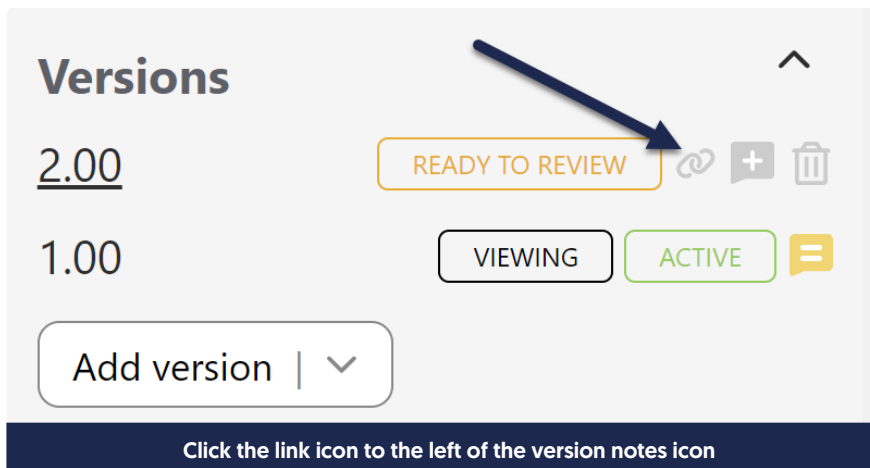


6. Once PDFs are generated, they can also be accessed through the article editor's righthand column. (Note: these options won't exist if you've kept this page open through the entire PDF generation; you may need to refresh the page to see them!)

7. To download a PDF of the version you're currently viewing, click the Version actions triple dot menu to the right and select Download PDF:



8. To download the version PDF for a version you aren't currently viewing, click the link icon to the right of the version in the Versions list:





Once a version PDF has been generated, it is available until any changes to the version are saved. Once you make any edits and save, the link will switch back to "Generate version PDF". If no changes are made, the PDF will remain available for download for 24 hours from when you first generated it. You can regenerate a new version PDF after that window has passed if you need it again!

You can also generate a version PDF of the current active version of any published article from the editor by clicking the **Generate version PDF** link near the upper right of the main editor pane:

The screenshot shows the top navigation bar with 'Knowledge Base', 'Tools', 'Library', 'Settings', '157 Reporting', and 'View KB'. Below the navigation, there are breadcrumb links: 'Write the docs', 'Articles', 'Versioning and history', and 'Versions'. On the right side, there are links for 'Old Links', 'Copy Link', and 'View Article'. A blue arrow points to a 'Generate version PDF' link. Below the links, there is a permalink field containing 'https://support.knowledgeowl.com/help/editing-versions'. At the bottom of the screenshot, a dark blue banner contains the text 'Generate version PDF link for active version'.

As with the inactive version PDF, the link will update to **Download version PDF** once the PDF has been generated. Active versions don't get the triple dot Version actions menu, so you can only download the version PDF from the main pane if you have this version open.

Alternatively, you can open any other version to see the version PDF link in the Versions list and download by clicking that:

The screenshot shows a 'Versions' list with two entries: '2.00' (status: VIEWING, READY TO REVIEW) and '1.00' (status: ACTIVE). A blue arrow points to a PDF link icon next to the 'ACTIVE' status of version 1.00. Below the list, there is an 'Add version' dropdown menu. At the bottom of the screenshot, a dark blue banner contains the text 'Sample Version PDF link for active version when viewing another version'.



Active version PDFs generated this way will use the Article Version layout, not the Article layout.