Article version notes

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For each version of an article, you can also add Version Notes.

> Authors with the default Editor or Writer role can add, edit, and delete version notes. If you're using a custom role, you'll need to have the **Article** Permission to Edit versions of articles (or the **Category** Permission to Edit categories, for custom content category versions.) Authors with custom roles without that permission will be able to view version notes only.

This field is a free-form text field. You can use it to add notes about the content, what's changed between versions, or provide editorial feedback to other content authors in the Version Notes field. Version Notes are only visible in the editor, and you can view them for all versions, even those you don't currently have open in the article editor.

In the Versions list, versions without any notes will have a yellow icon with a plus sign to the right of them.

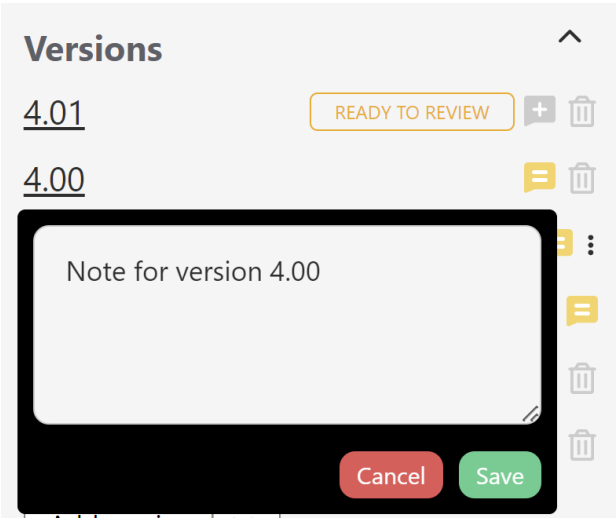
Versions that have notes will have a similar icon with two lines in it.

For example, in this screenshot, version 4.01 does not have notes, but all the other versions do:

Sample version list. Version 1.00 does not have version notes. Version 1.01 does.

To view or edit a version note:

1. Select that notes icon:



You can make edits in the text box itself.

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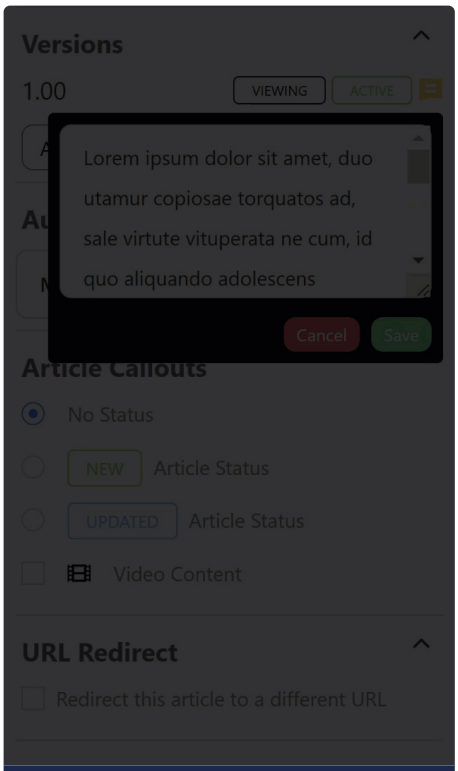
2. Select **Save** to save your changes.
3. Select **Cancel** to close the note without saving your changes.
4. You can also select anywhere outside of the note to close the note box if you haven't made any edits

The text field can hold a large amount of text. If more text is available, a scrollbar will appear. You can use the scrollbar or drag the lower right corner to view additional text:



Version Note scrolling and window resize

Authors with custom roles that don't have permission to edit article versions can view version notes, but they cannot add, edit, or remove them:

Sample Version notes when author doesn't have permission to edit versions. Note they can only Close the note.

The icons for these authors will show dark grey instead of yellow:

Sample Versions section for author who doesn't have permission to edit versions

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