What are version notes?

Last Modified on 10/10/2024 1:55 pm EDT

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

Version Notes give you a free-form text field you can use to communicate author-only notes about the versions.

Use them for things like:

- Summarize the changes you made in this version from the current active version.
- Add notes about the content owner or subject matter expert you consulted.
- Provide editorial feedback to other authors.

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 the screenshot below, version 1.00 doesn't have version notes, but all the other versions do: