# Editing content versions



## Viewing versions

To view all existing versions of Content item, open it and go to the Versions tab.

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Versions are divided into:

- Draft under edit. Currently edited versions that have not been published yet.
- Published version. The version that is published on the website at the

moment.

• Archived versions. Previous versions of the Content item.

### Working on drafts

#### V1.5

You can check any draft in the Draft under edit table and choose of the options:

- Edit selected draft lets you modify an existing (unpublished) draft. When you save your modification without publishing them, a new draft will be created.
- Delete selected draft(s) removes an existing draft.

When deleted, a draft is removed instantly, it is not placed in the Trash like a published Content item, and therefore can't be restored.

If there is one or more unpublished drafts of the current Content item, you can also simply click **Edit** in the Action bar. You will then see a window listing all these drafts.

Click one of them and click the edit icon to modify it, or click the **+ New Draft** button in the top right corner of the window. This will create a new draft based on the latest published version.

#### Working with archived versions

You can check any archived version in the **Archived versions** table and do one of the following operations:

- New draft based on selected version creates a new draft, using the archived version as a staring point.
  - V1.5 Remove selected archived version(s) deletes the version.