

# Folder Permissions

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Folder permissions control who can see, create, and manage files and folders.

## Folder Permissions

Permission	Description
Create	Allow the user to upload files
View	Allow the user to see files they have uploaded
Edit	Allow the user to edit the properties (title, description and tags) of files they have uploaded
Delete	Allow the user to delete files they have uploaded
Feature	Allow the user to mark files as featured
Download	Allow the user to download files
View All Directory	Allow the user to view the folder
Check In	Allow the user to upload new versions of files
Check Out	Allow the user to lock files for updating
Purge	Allow the user to permanently delete files
Restore	Allow the user to restore deleted files
Create Directory	Allow the user to create folders in the folder
Delete Directory	Allow the user to delete the folder
Rename Directory	Allow the user to rename the folder
Roll Back	Allow the user to revert files to previous versions
View History	Allow the user to view file version history
View All	Allow the user to see any files, including those uploaded by others
Update All Files	Allow the user to change any files
Delete All Files	Allow the user to delete any files, including those uploaded by others
Manage Permissions	Allow the user to edit permissions for this content type Note: Space administrators and site administrators can edit any permissions, whether they have this permission or not.
Must Read	Require the user to read files marked as required reading and includes the user in the content read report
Mark As Read Required	Allow the user to mark files as required reading
View Report	Allow the user to see who has viewed required files, and confirmed or not yet confirmed
Undo Content Read	Allow the user to undo another user's read confirmation

## How to Set Default Folder Permissions

To set default permissions for folders, set permissions with **Select Directory** selected. This will set default permissions for folders you create in the future. Permissions for existing folders will not be changed.