

Understanding Permissions

Permissions control what users can do with shared documents. Understanding permissions helps you share files appropriately, securely, and with the right level of access for each person.

Permission Levels

Different permission levels control how much access a user has to a document.

View Only

Users with **View Only** access can usually:

- open and read the document
- navigate through the document
- view formatting and images
- see collaborators, depending on the document state
- access version history, if that option is available to them
- download the file, if downloading is allowed

Users with **View Only** access usually cannot:

- make changes to the document
- add comments
- share the document with others

Edit (Can Edit)

Users with **Edit** access can usually do everything available in **View Only**, plus:

- modify document content
- add and respond to comments
- save changes
- participate in real-time collaboration

Users with **Edit** access typically cannot:

- share the document with additional users unless they are also allowed to manage sharing
- change sharing settings
- delete the document

Owner

The **Owner** has the highest level of control over the document.

Owners can usually:

- do everything available in **Edit**
- share the document with other users
- change permission levels
- remove user access
- delete the document
- move the document
- transfer ownership, if that option is available

Choosing the Right Permission

Choose the permission level based on what the person needs to do.

Use View Only When:

- sharing final documents for reference
- distributing reports or policies
- the user only needs to read the file
- you want to prevent changes

Use Edit When:

- collaborating on document creation
- users need to contribute content
- review cycles require markup or updates
- working on shared project files

Permission Inheritance

Permissions can also be affected by where the file is stored.

- files in shared folders can inherit folder permissions
- individual file permissions can override folder-level access in some cases
- both file and folder permissions should be checked when access seems different than expected

Account Type Limitations

Some workspaces may apply limits based on account type.

- **Basic accounts** may have more limited access
- **Enhanced accounts** may have broader editing and collaboration capabilities, depending on the permission granted

Checking Your Permission

If you are not sure what access you have, you can usually check by:

- looking for editing tools or indicators in the editor
- trying to make a change
- reviewing the sharing or access panel, if available

Permission Best Practices

- give users the minimum access they need
 - use **View Only** for final or approved documents
 - use **Edit** only when collaboration is needed
 - review permissions regularly
 - remove access when it is no longer required
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