

Folder Actions

The image shows two screenshots from the Annotate application. The left screenshot displays a workspace named 'Marketing Collateral' with a list of folders: 'Animation', 'Quick Reference Guide' (locked), and 'White Paper'. A context menu is open over the 'Quick Reference Guide' folder, showing options like 'Properties', 'Folder Access', 'Folder Actions', and 'Advanced'. A callout box explains that the padlock icon indicates the folder is private to a group. Another callout points to a 'show/hide' button in the folder list, noting it is currently toggled off. The right screenshot shows the 'Folder Access' dialog box, which allows users to grant access to specific groups (Marketing, Sales, Product Management) and includes an 'Apply' button. Below this, the 'Groups' management page is shown, listing groups like 'Marketing', 'Product Management', and 'Sales' with their members and 'Edit Members' buttons. Callouts indicate where to 'Create a Group to access a Folder', 'Add/Edit members of a Group', and 'Rename/Delete' a group. A central callout points to the 'Folder Actions' menu, highlighting options for 'Folder Tags', 'Export ZIP (Pdfs)', 'Export ZIP (Pdfs+Notes)', and 'Notifications', with corresponding text labels like 'Set-up Folder Tags' and 'Batch Export of Documents'.

Removes ACL

The show/hide button is toggled on/off – here shown as off

Padlock indicates that the Folder is private to a Group

Folder Access

All Users

Grant access only to specific user groups Grant access

Marketing

Sales

Product Management

Add/Edit groups in Workspace Admin: [Groups](#) Cancel [Apply](#)

Folder Actions

Rename

Move To

Delete

Folder Tags **Set-up Folder Tags**

Export ZIP (Pdfs) **Batch Export of Documents**

Export ZIP (Pdfs+Notes)

Notifications

Select Email Notification for Users

Create a Group to access a Folder

Add/Edit members of a Group

Rename/Delete

Note: ACLs are applied at the folder level, not at the document level – so when you move a document from a folder which has an ACL restriction on it to a new destination folder that does not all users with access to that destination folder will be able to see the document.