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## Change Folder Scope

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- ☛ On the **Folders** pane, right click on the **folder** for which you need to change the scope, in this example it is a **public** folder which is in **Yellow**
- ☛ Click **Update as Private**
- ☛ Folder color changed to **Green**, which indicates **Private** folder
- ☛ Let's learn how to create a Private folder and then how to change the scope as Public
- ☛ Right click on the white space to Create Folder
- ☛ Click **New**
- ☛ Type the **Folder Name**
- ☛ Select **Public** or **Private** to set the Folder Scope
- ☛ Select **Standard** or **Checkbox** or **Option** from drop-down to set the Folder Style
- ☛ Click **Ok** to create a new folder or **Cancel** to exit
- ☛ Root folder is created with **Private** scope
- ☛ Right click on the **Private Folder** which is in **Green**
- ☛ Click **Update as Public**
- ☛ Folder color is changed to **Yellow**, which indicates **Public** folder