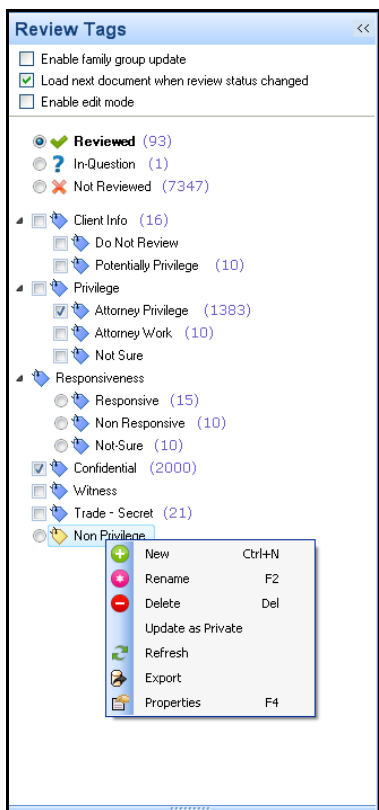


Change Review Tag Scope

- On the **Review Tags** pane, right click on the **review tag** for which you need to change the scope, in this example it is a **public** tag, which is in **Yellow**.



- Click **Update as Private**
- Review tag color is changed to **Green**, which indicates **Private** tag
- Double click on **Tag** to load the documents
- Right click on the **review tag** for which you need to change the scope, in this example it is a **private** tag, which is in **Green**

Note: you cannot make **Public** folder under **Private** folder

Change Review Tag Scope

- Click **Update as Public**
- Review tag color is changed to **Yellow**, which indicates **Public** tag