

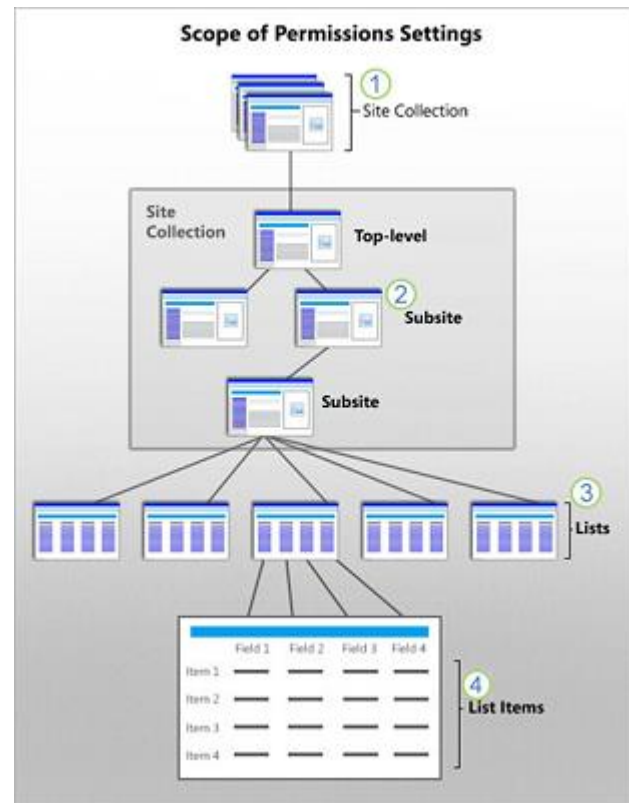


If you work on a site, you are working inside a site collection. Every site exists in a site collection, which is a group of sites under a single top-level site. The top-level site is called the root site of the site collection.

The right-hand illustration of a site collection shows a simple hierarchy of sites, lists and list items. The permissions scopes are numbered, starting at the broadest level at which permissions can be set, and ending at the narrowest level (a single item in a list).

Default permission levels allow you to quickly and easily provide common levels of permissions for one user or groups of users.

You can make changes to any of the default permissions levels, except Full Control and Limited Access, both of which are described more fully in the table below.



Permission Level	Description
Full Control	Contains all available SharePoint permissions. By default, this permission level is assigned to the Owners group. It can't be customized or deleted.
Design	Create lists and document libraries, edit pages and apply themes, borders, and style sheets on the site. There is no SharePoint group that is assigned this permission level automatically.
Edit	Add, edit, and delete lists; view, add, update, and delete list items and documents. By default, this permission level is assigned to the Members group.
Contribute	View, add, update, and delete list items and documents.



Permission Level	Description
Read	View pages and items in existing lists and document libraries and download documents.
Limited Access	Enables a user or group to browse to a site page or library to access a specific content item when they do not have permissions to open or edit any other items in the site or library. This level is automatically assigned by SharePoint when you provide access to one specific item. You cannot assign Limited Access permissions directly to a user or group yourself. Instead, when you assign edit or open permissions to the single item, SharePoint automatically assigns Limited Access to other required locations, such as the site or library in which the single item is located.
Approve	Edit and approve pages, list items, and documents. By default, the <i>Approvers</i> group has this permission.
Manage Hierarchy	Create sites and edit pages, list items, and documents. By default, this permission level is assigned to the <i>Hierarchy Managers</i> group.
Restricted Read	View pages and documents, but not historical versions or user permissions.
View Only	View pages, items, and documents. Any document that has a server-side file handler can be viewed in the browser but not downloaded. File types that do not have a server-side file handler (cannot be opened in the browser), such as video files, .pdf files, and .png files, can still be downloaded.