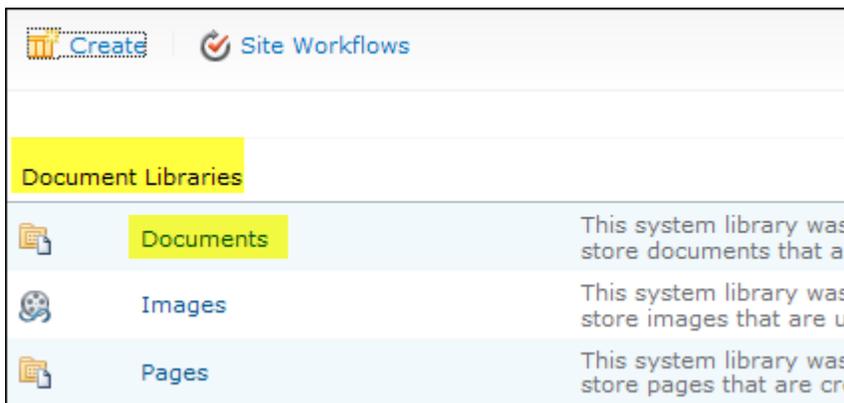**HOW TO CREATE DOCUMENT PERMISSIONS**

Follow these step-by-step directions if you have a document on your website that you want to apply permissions; that is, allow only certain users to view it.
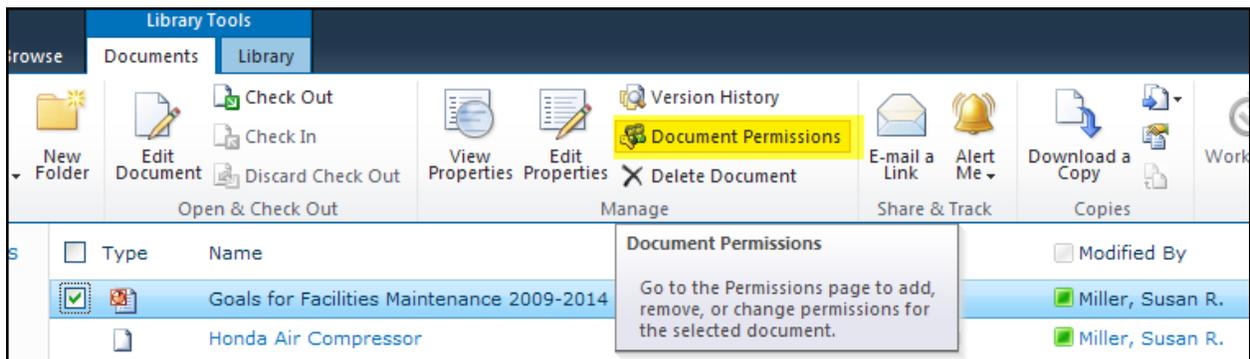
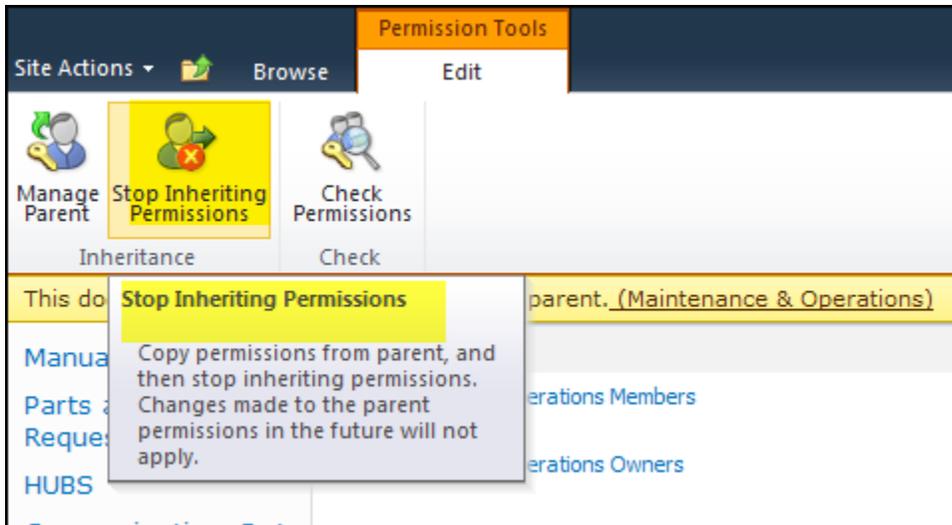Go to Site Actions → View all Site Content;

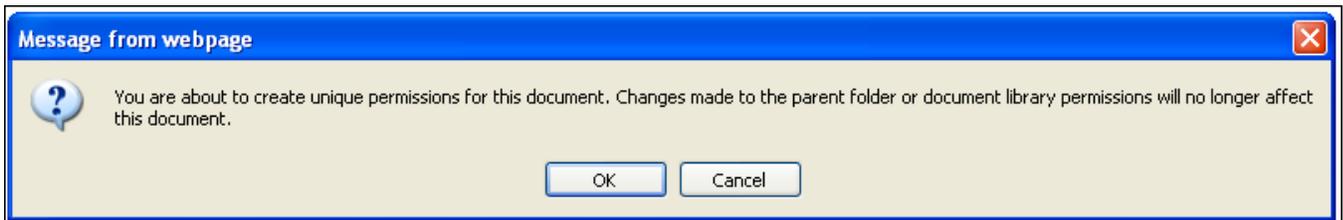Open the Documents folder within the Documents Libraries;

Upload the document;

When the document is uploaded, click in the check box to the left of the name of the document; Click Document Permissions. This action will take you to the Permissions page to add, remove or change permissions for the selected document.

Click on Stop Inheriting Permissions.

You will get this message stating that you are about to create unique permissions for this document. Click OK.

Each site will have three specific folders: Members, Owners and Visitors. Click on each folder to view the participants for each level. Know that Members can "contribute"; Owners have "full control" and Visitors have "read" permissions. Know also that the Visitors folder will show VCS\domain users, which is the entire VCS staff.
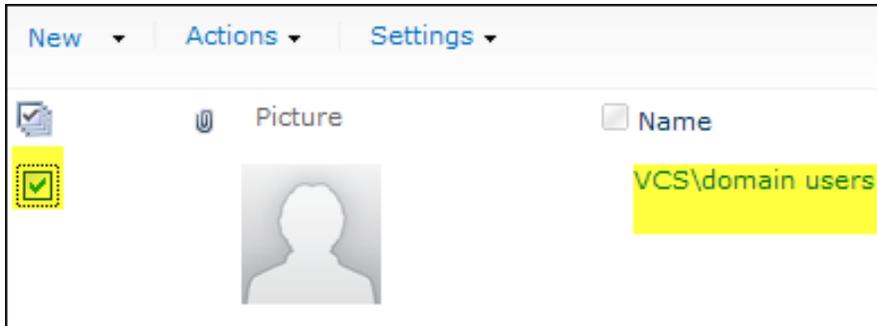
Open the VCS Intranet Visitors folder by clicking on it. Next, place a check in the check box to the left of VCS\domain users.
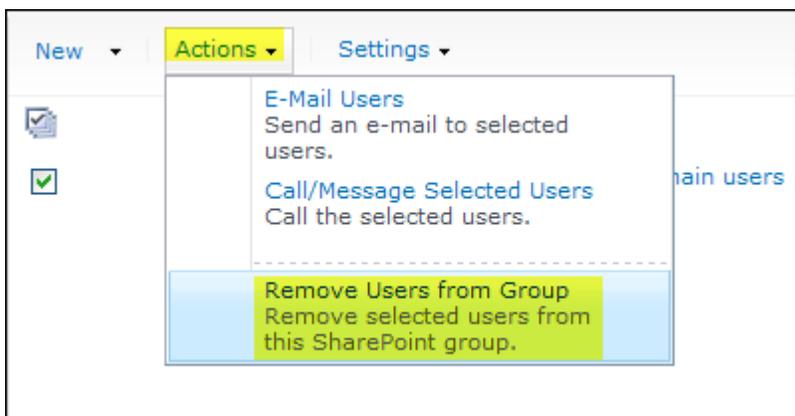

Click on the drop-down arrow to the right of Actions and select "Remove User from Group Remove selected users from this SharePoint group."
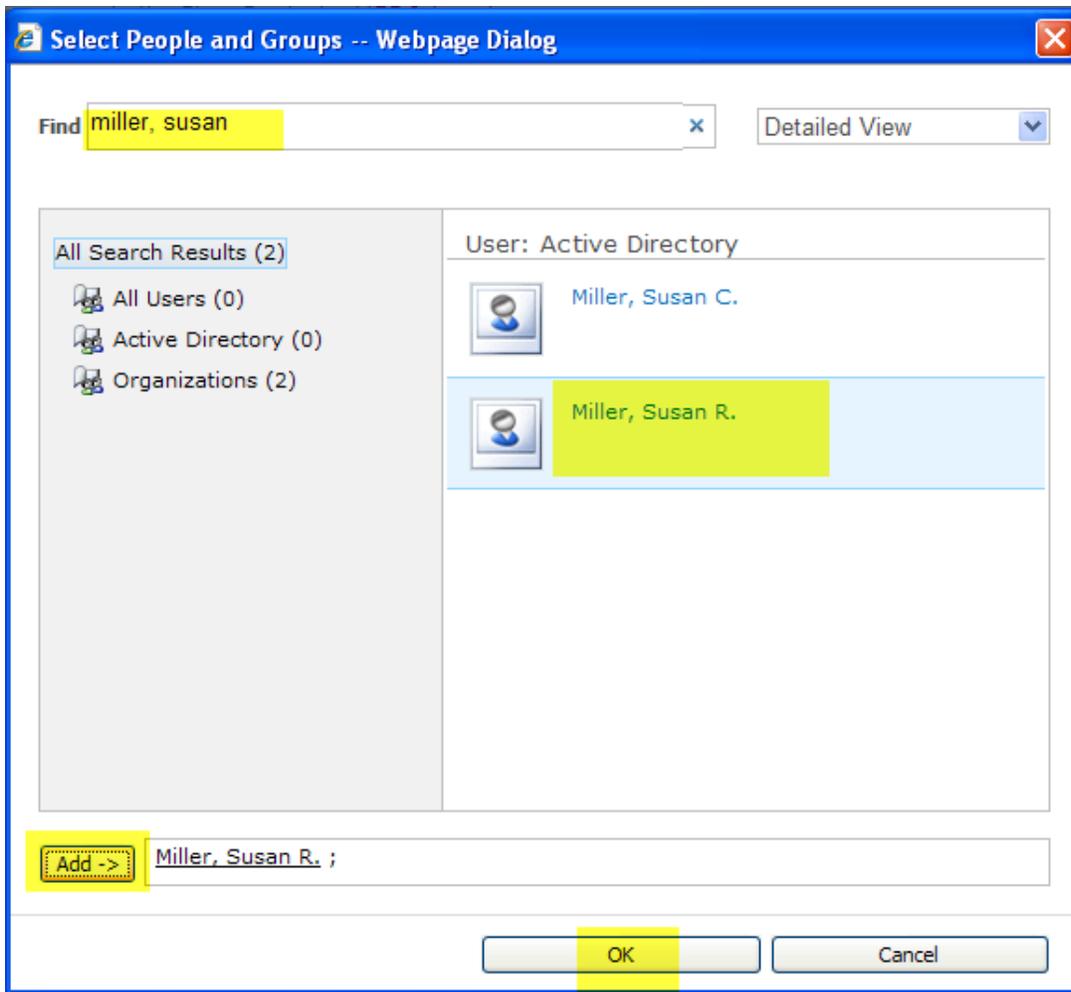

Click OK. This action prevents any VCS user from viewing this document until you give them permission. Now let's add the users you want to be able to view this document.
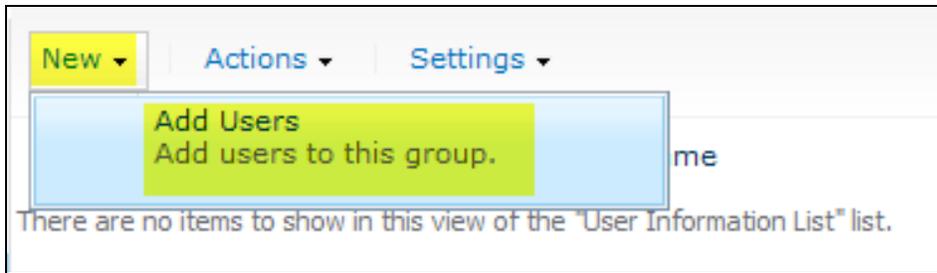
To do that, click on the down-arrow to the right of New and select Add Users Add users to this group.
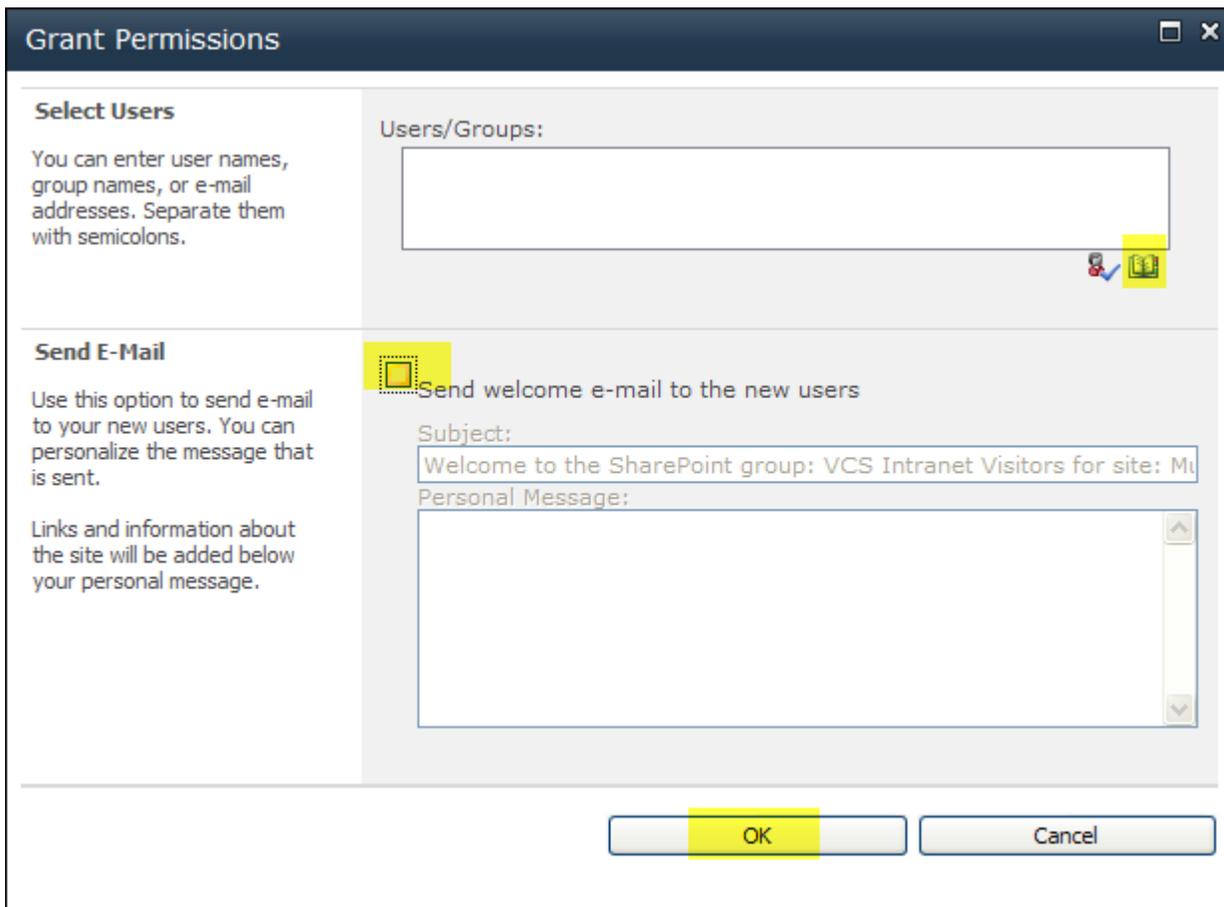
Click on the Browse icon, top left, to begin the selection of users from active directory.

Type the user's name in the Find text box, hit your Enter key. Click on the correct user displayed beneath User: Active Directory. Click the Add button, repeat for all users that you want to have permission to view this document. Then click OK, which brings you back to the Grant Permissions dialog box.

Uncheck "Send welcome e-mail to the new users" and click OK. You have set unique permissions for users to read this document. (It is read-only permissions.)