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Section: Folders

Folders

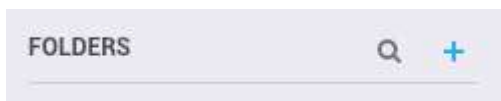
3 years ago · Updated · [Print/PDF](#) 

Translate this article: 

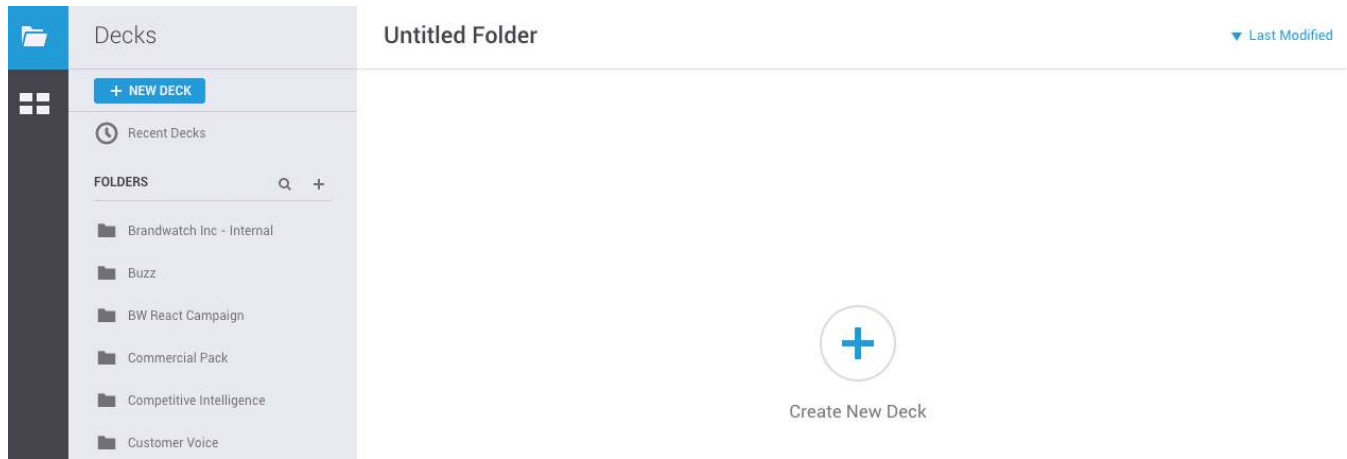
When you first log into Vizia you will need to create a folder. A folder is the means by which you manage your content. Within your folders are live decks and slides which hold content that powers your screens.

Folders allow you to categorize different groups of data. For example, you might have a folder for the different teams around your organization. You also set different permissions on your folders so only certain people can view or edit them.

To create a new folder click on the + button.



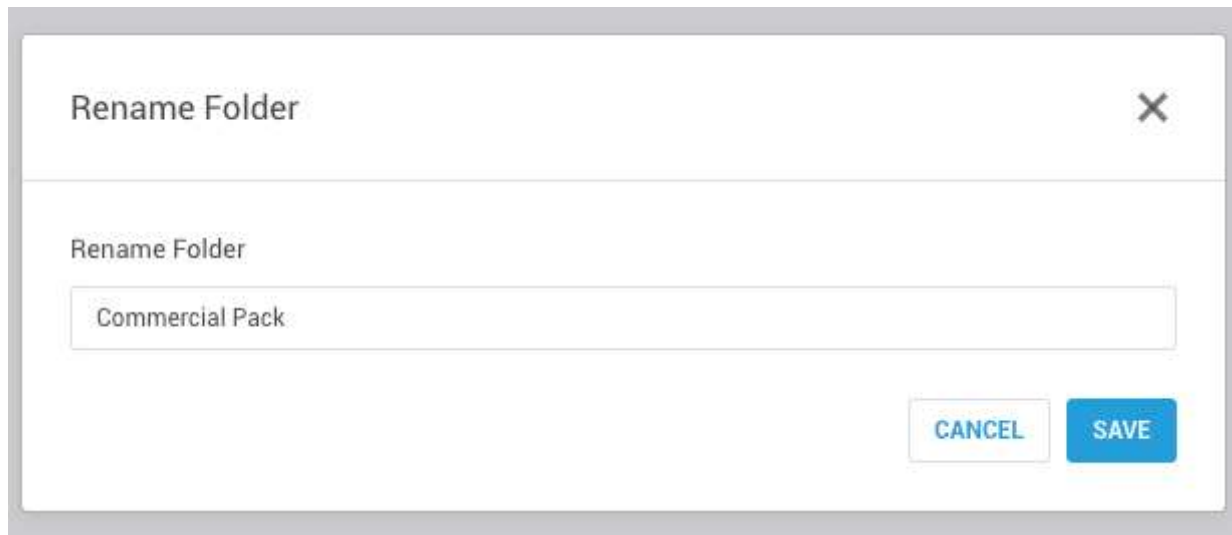
This will automatically open an untitled folder where you will be prompted to create a deck. Find out about decks [here](#).



There is no limit to the number of folders you can create.

Once you have created some folders there are some control functions available through clicking the 3 dots icon that appear when you hover over the folder.

1. Rename



2. Settings

Settings allows you to customize the image filtering across all of the content in that folder. There are three options available.

Folder Settings

×

Locale

English (United Kingdom) ▼


Time Zone

(+00:00) UTC ▼

Theme

Brandwatch Dark ▼

CONTENT MODERATION



Moderate filters **highly inappropriate** images, but some less inappropriate images will get through.
Strict filters **almost all** inappropriate images.

Explicit images Explicit nudity

☐ Off ☒ Moderate ☐ Strict

Gore Disturbing images including disfigurements, open wounds and crime scenes.

☒ Off ☐ Moderate ☐ Strict

Drugs Pills, syringes and similar items

☒ Off ☐ Moderate ☐ Strict

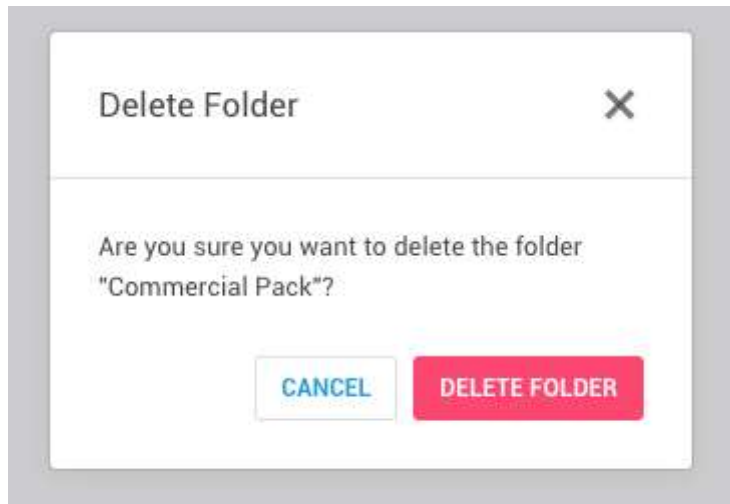
CANCEL

SAVE

3. Permissions

Permission settings allow you to add deck users as either collaborator or viewer.

4. Delete



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