



New file label functionality & permissions

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After all the work we did to add more functionality for tags, we felt like [file labels](#) were feeling a bit left out. We're pleased to announce a number of changes around file labels, including:

- File Labels now have their own **Library** so that you can see all your labels in one place and administer them directly! Check it out under **Library > File Labels**.
- You can now quickly [create file labels](#) in the File Label Library without having to add them directly to a file-- great if you want to pre-populate with a set of labels
- You can now [delete file labels](#) from your knowledge base using the File Label Library
- You can now [edit existing file label names](#) using the File Label Library
- Find a partial duplicate? You can now [merge existing labels](#) into each other!

We've also updated our permissions structure a bit.

Previously, the ability to create file labels was tied to the ability to edit files. Now that file labels have their own library, we've refined the permissions structure:

- Edit files permissions still determine whether you can add labels to files
- There are now separate permissions for being able to create, edit, and delete file labels themselves (think of this like File Label Library permissions)

Our default **Editor** and **Writer** roles include permissions for all file label actions. If you're using custom roles, you'll want to review the **File Library [permissions](#)** to determine what kind of access you'd like these roles to have. The new options are:

- **Edit files:** Edit files themselves; add and remove existing labels from files
- **Delete files:** Still the same; whether you can delete files from the File Library
- **Create file labels:** create new file labels while editing files or create them directly in the File Label Library
- **Edit file labels:** in the File Label Library
- **Delete file labels:** from the File Label Library

We hope that these changes make it easier for you to keep your file labels tidy so that they're more useful for [filtering your files](#).

Let us know what you think!