



Setting a Group Wide Default Wordlist

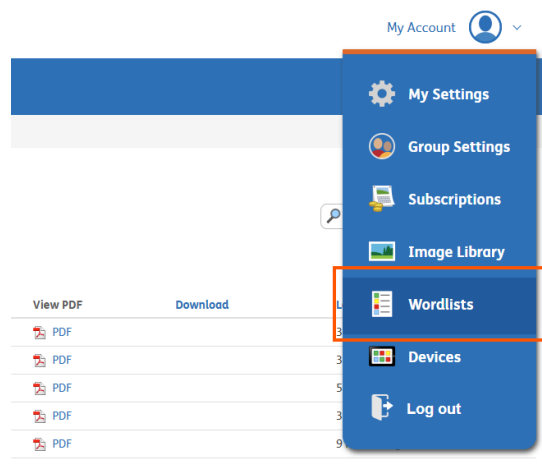
About

In many circumstances groups require a set of default symbols to be available for every user.

This is possible by enabling a default Wordlist for all users within your group. Doing this will mean that users will not have to enable a Wordlist themselves each time they start a new document.

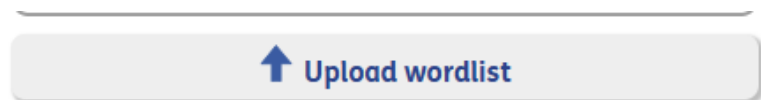
How to set the Wordlist

1. On the **Admin** account of the group, login and go to **My Account > Wordlists**



2. Within the Wordlist page, all wordlists will be visible that have been uploaded to your account.

If you need to upload another users Wordlist, this can be done using the **Upload Wordlist** button.



Wordlists with less than 500 entries should be uploaded as Topic Wordlists.

3. To set a Wordlist as default for the entire group, click the Star icon under the Make default for group column.

Multiple Wordlists can be selected at the same time.

<input type="checkbox"/>	Name	Type	Entries	Clear	Download	Make default for me	Make default for group
<input type="checkbox"/>	User Wordlist	User	0	✗	CFWL		
<input type="checkbox"/>	Woodland	Topic	473	✗	CFWL	★	★
<input type="checkbox"/>	Marie Curie	Topic	79	✗	CFWL	★	★
<input type="checkbox"/>	India	Topic	1014	✗	CFWL	★	★
<input type="checkbox"/>	Nelson Mandela	Topic	71	✗	CFWL	★	★
<input type="checkbox"/>	Fairtrade	Topic	350	✗	CFWL	★	★