GROUPS:

References can be sorted into Groups. **Group Sets** act like a subject heading to place your groups under.

To Create a Group Set or Group:

- click on Groups in the top menu bar
- select **Create Group Set** from the drop-down menu.
- This will open a box in the **Groups Pane** on the left-hand side of the library window,
- type in a name for the group set.
- Use the **Create Group** option to create groups with in a Group Set OR in the group pane right click on the Group Set and then choose the option to Create Group.

![Creating a New Group](image)
Adding a Reference to a Group

To add a reference to a group:
- highlight/select the reference/s in the library window
- Drag and Drop selected references into the group,

OR

- click on Add References To from the Groups drop-down menu
- select the name of the group from the list available

OR

- right-click on the reference and
- select the group

Smart Groups/Create from Groups

Smart Groups are groups that have an inbuilt search query. When a new reference is added to your library, it is checked against the search query. If it matches, it is automatically added to the smart group.

It is now also possible to combine groups through the Create From Groups option.

Use the same technique to create a Smart Group/Create from Groups as you would a Group Set or Group – just choose the Smart Group or Create From Groups Option

Groups can be added, deleted and changed without affecting the All References area of your library. If you delete a reference from the All References area then it will no longer appear in a group.