Groups Sets

1. Create Group sets to organise your groups into sets.
2. From the toolbar select **Groups > Group Sets**

3. Enter the name of the **Group Sets**
4. You can add sub groups under Group Sets using the instructions for **Create Group**.
   The left pane of the Library window lists all of the Groups in the current Library

Create Group

1. From the toolbar select **Groups** and click on **Create Group**

2. Enter a name for the **Group**
   
   **OR**

1. Click on your group set and right click on the mouse, select **Create group** then enter a name of the **Group**.
**Adding a Reference to a Group**

2. Click on **All References** at the top of the Groups pane to view all references in your Library.
3. Highlight references you wish to add to the Group in the main window.
4. From the **Groups** menu at the top of the page, select **Add References to**... and choose your Group name from the list.

**OR**

Highlight references you wish to add to the Group in the main window.

**Drag and Drop** to the right group.

**Smart Groups**

1. Use Smart Groups to automatically add references to a Group if they match a specific criteria (all articles by a particular author or articles containing a certain keyword etc)
2. From the toolbar select **Groups** and select **Create Smart Group**

3. A search box appears. Give the Group a name in the Smart Group name box.
4. Enter criteria for your search (e.g. Year is greater than 2006).
5. Click **Save**

6. A new Group will appear under Smart Groups at the left of the page

7. As you add more references to your Library, references meeting the search criteria will be automatically added to your Smart Group.