Creating a manual group
You can drag references into any manual group you have created. The same reference can be in multiple groups, and deleting them from a manual group will not remove them from All References.

1. From the menu bar select Groups -> Create Group.
2. A new group will be created in the Groups panel on the left side of the screen.
3. The default name of the group is New Group. Give your new group a meaningful name.
4. References can now be clicked and dragged in and out of this group. Deleting a reference out of a manual group will not delete it from your All References library.

Creating a smart group
A Smart Group allows you to set criteria for your group. All references that match those criteria will be automatically added to the group. You cannot click and drag references from a smart group – the only way you can add them is to make sure they meet the criteria for the group, to remove them from the group remove the criteria. Manually deleting a reference from a smart group using the Delete key will remove the reference from your All References library.

To create a Smart Group:

1. From the menu bar select Groups -> Create Smart Group.
2. Give your group a meaningful name and set criteria for it (e.g. author's name, keyword).
3. Click Create.
4. The group will be created, and all references that match the criteria for the group will be moved into the group.

Creating a group set
A group set collects related groups into one place. Groups are always displayed alphabetically, but group sets can be placed in any order you want. Similarly to dragging references into groups, you can drag groups into a set – however, that group will then be moved from its old location into the new set.

1. From the menu bar select Groups -> Create Group Set.
2. Give your new group set a meaningful name.
3. Drag groups into this group set, or create a new group within it by highlighting the group set in the Groups panel and then selecting Groups -> Create Group from the menu.