EndNote Desktop: Create Groups & Group Sets

Create a New Group

References in the EndNote Desktop library can be organized into **Groups** (similar to folders). **Click on the "Groups" menu, then on "Create Group" and enter a name in the “New Group” box.**

**Select references** from the reference list pane and **drag and drop them onto the Group name** in the left pane. To select multiple records at once, hold down the Control Key. The same reference can be included in multiple groups.
Create a New Group Set

Groups can be organized into Group Sets, to create a hierarchy of references in the left pane structure. Click on the "Groups" menu, then on "Create Group Set" and enter a name in the “New Group Set” box.

Drag and drop each desired Group onto the new Group Set name.

Additional new Groups can be created directly within the Group Set by selecting the Group Set name first before creating a new Group, thus eliminating the need to drag and drop the new Group.