Zotero: Creating, Renaming, and Deleting Collections

Creating New Collection

To create a collection click the New Collection button at the top of left-hand column in the Zotero pane/window. Type the name of the collection and click “OK”. Alternatively, right-click My Library in the left-hand column (control-click on OS X) and select ‘New Collection…” To create subcollection, right-click an existing collection, and select “New Subcollection…”.

Renaming Collection

To rename a collection, right-click the collection and select “Rename Collection...”. Type the new name and press “OK”.

Deleting Collection

To delete a collection, but keep the items in that collection in your library, right-click the collection and select “Delete Collection...”. Confirm by clicking the “Delete Collection” button. To delete a collection and delete all of its items from your entire library, right-click the collection and select “Delete Collection and Items...”. Confirm by clicking the “Delete Collection and Items” button.