

Page groups can help you organize and view your pages.

You can create page groups and subgroups within page groups. For example, if you have a job for a book that has 500 pages, you can create a page group for the table of contents, a page group for each chapter, and a subgroup under each chapter for appendixes. You can then choose to view pages in a particular page group or subgroup.

You can:

- Add the same page to more than one group or subgroup.
- Edit page groups to change their names or change their positions in the group hierarchy.
- Delete page groups when you do not need them any more.

Pages belonging to a deleted page group remain in the **Jobs** area and are moved to the **Unfiled** page group.