Organizing Your References into Folders in Refworks

Step #1
To organize your references, create folders by clicking on the “New Folder” button.

Step #2
Name your folder, then click the “Create” button.

Step #3
Select the references you wish to add to a folder, click the “Add To” icon, and select the folder.
Working with Folders in Refworks

- Right-clicking on the Folder title gives you many options.

Deleting or Renaming Folders

- A reference can be organized into multiple folders at the same time.
  Currently, these 2 folders have the same 3 references.
Use the Delete Icon with CAUTION!

Only use the Delete Icon if you want to delete the reference from RefWorks entirely!

Use the Remove from Folder Icon if you want to delete the reference from a folder.