Using Folders to Organize Your References

One way of arranging your references is to organize them into folders and sub-folders.

You can have a reference in multiple folders -- no need to duplicate the reference. When you edit a reference in one folder those edits also appear when you view the reference in another folder (since there is only one copy of the reference).

You can have references that are not placed in any folder.

RefWorks comes with two folders set up, Last Imported and Not In Folders.

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Note

You can see which folder(s) a particular reference is in by choosing the Show Folder Information option in the Customize area in RefWorks. The folder names are displayed from all Views with the exception of One Line Cite view. Alternatively, you can open a record by clicking on the View icon and the folder name(s) will be displayed.

To manage your folders, click on the Organize & Share Folders or Organize Folders tab (depending on your permissions set by your local administrator). The Organize & Share Folders area displays a list of folder names, the number of references in each folder and the total number of references in the account. Here you can create a new folder, create a sub-folder, rename a folder, delete a folder, clear the contents of a folder, and perform a duplicate check on a folder or subfolder.

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Creating a New Subfolder

1. Click the New Folder button.
2. Type the folder name.
3. Click Create.

The new folder appears in all of the folder lists.

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Creating a New Subfolder

Create a subfolder in one of the following ways:

Using the Organize Folders tab:

1. Click the Organize & Share Folders tab (or Organize Folders tab).
2. Locate the parent folder in which to create the subfolder under.
3. Click the Folder icon to the right of the parent folder name.
4. Select Create Subfolder.
5. Type the subfolder name.
6. Click Create.

Using the New Folder button:

1. Click the New Folder button.
2. Click the Create Subfolder link.
3. Select a Parent folder from the drop-down list.
4. Enter the name of the subfolder in the New Folder Name box.
5. Click the Create button.

The new folder is displayed in all of the folder lists below the parent folder and is slightly indented. You can expand and collapse subfolders by clicking the triangle to the left of the parent folder name.

Renaming a Folder or Subfolder

1. Click the Organize & Share Folders tab (or Organize Folders tab).
2. Click the folder icon to the right of the folder or subfolder to be renamed.
3. From the list of options, select Rename folder.
4. In the Rename Folder box, type a new name.
5. Click the Rename button.

Deleting a Folder or Subfolder

1. Click on Organize & Share Folders tab (or Organize Folders tab).
2. Click the folder icon to the right of the folder or subfolder you to be deleted.
3. From the list of options, select Delete folder.
4. When the confirmation message box is displayed, click the Delete folder button.

Even though the folder or subfolder is deleted, the references contained in the folder/subfolder remain in the account and still appear in any other folder(s) in which they were placed. If the references are no longer in any folder, they can be accessed from the Organize & Share Folders area.

For more information, see "Viewing References not in a Folder".

Clearing a Folder or Subfolder

To clear a folder or subfolder:

1. Click the Organize & Share Folders (or Organize Folders) tab.
2. Click the folder icon to the right of the folder or subfolder to be cleared.
3. Select Clear Folder from the list of options.
4. When the confirmation message box is displayed, click the Clear Folder button.

The folder is emptied, but the references remain in the account. To access them, see "Viewing References not in a Folder".
**Viewing References Not in A Folder**

To view references that are not in any folder, click the **Organize & Share Folders** (or **Organize Folders**) tab, and then click the **Not in Folders** link. You can also see a link above the list of folders that indicates the number of references not in a folder. Clicking on the link displays them.

**Using the Last Imported Folder**

The **Last Imported** folder contains the references from the most recent import (from a text file, copy and paste, direct export, etc). These references are automatically moved out of the **Last Import Folder** the next time new references are imported.

To organize references after an import, make sure to move them into a folder before doing another import.