MOVE REFERENCES TO FOLDERS

The Last Imported folder is a temporary stopover in your RefWorks account. When you import references, they will go to Last Imported until you import additional references. The newest set of references will be available in Last Imported. The previous set of references – unless you’ve moved them to one of your named folders – will then go to a folder entitled Not in Folder.

1. Click View Last Imported Folder to see the last set of references you’ve imported.

2. Select all of the references and move them to a folder that you created. To select references, check off each of the boxes to the left of the citation, or use the ‘All in List’ button in the menu bar. Click the drop down folder menu and select the folder for your references to go.

3. Activate the Organize & Share Folders tab by clicking on it and see that [#] of references have been added to [your folder].
FIND REFERENCES

As your personal RefWorks database grows, it will become more difficult to find an individual reference if you forget which folder you put it in.

4. View your entire list of references, regardless of folder, by clicking References.

Your screen will then look like the one below. Scroll through the list to find a reference.

If you cannot locate a reference by browsing folders or the All References list, use the Search box at the top of the screen.