



(Creating in-text citations, bibliographies, and paper-formatting)

Quick Reference Card 4: Folder Management

You now know how to create references in RefWorks. As you accumulate references, it will be important for you to be able to organize those references so they are easier to retrieve. To help you to manage your references, you can create folders in RefWorks. For example, you may be conducting research on a particular topic for a BSAD 320 paper. When you are ready to start work on a paper for another course, such as BSAD 495, you will want to keep your references separate so that they are organized and more easily retrieved. In the following steps, you will learn how to create folders for different projects, and then how to move your references into the appropriate folder.

<p>Step 1</p>	<p>Login to RefWorks (see QRC 1).</p>
<p>Step 2</p>	<p>Choose Folders -> Create New Folder.</p>
<p>Step 3</p>	<p>In the resulting screen, type the name of your new folder. You may use mixed case and spaces in the folder name. There is no restriction on the length of the entry.</p>

RefWorks

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾

Create New Folder

New Folder Name:

OK Cancel

Type the name of the folder.

Click the OK button.

Step 4

To view the new folder, choose **Folders --> View**, and then the name of the newly-created folder from the list.

RefWorks

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾

Advanced Search in

BUILD YOUR SEARCH STRAT

Fields and Values to Search for:

Descriptors ▾

and ▾

All Authors ▾

Create New Folder

View

Organize Folders

Last Imported

References Not in a Folder

All MLA articles JF July 2005

BSAD320 paper

Fowles

Global Cultures Paper

Items to get

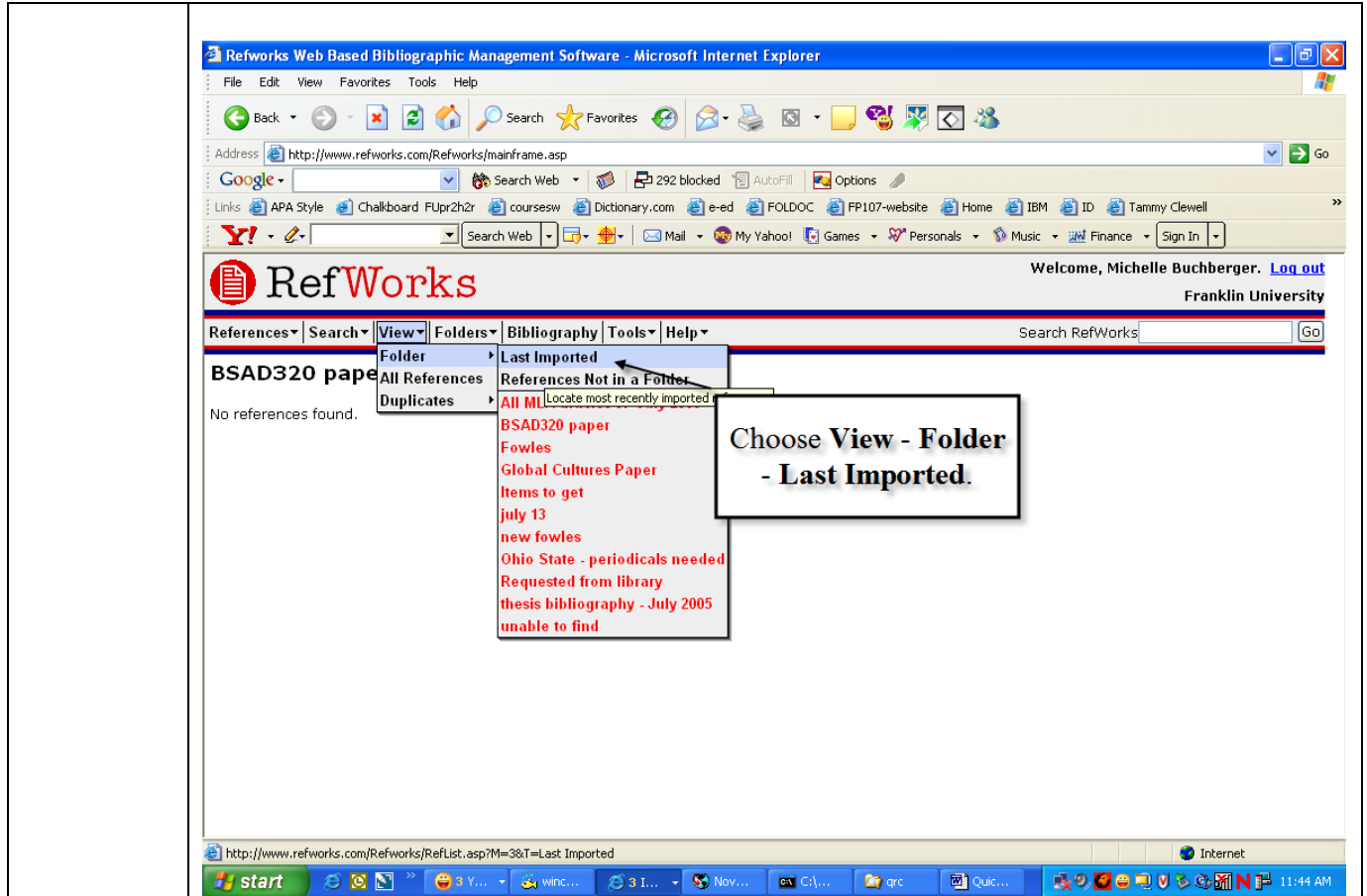
july 13

View all the re

Folders are automatically alphabetized. Click on the new folder name to view its contents.

Step 5

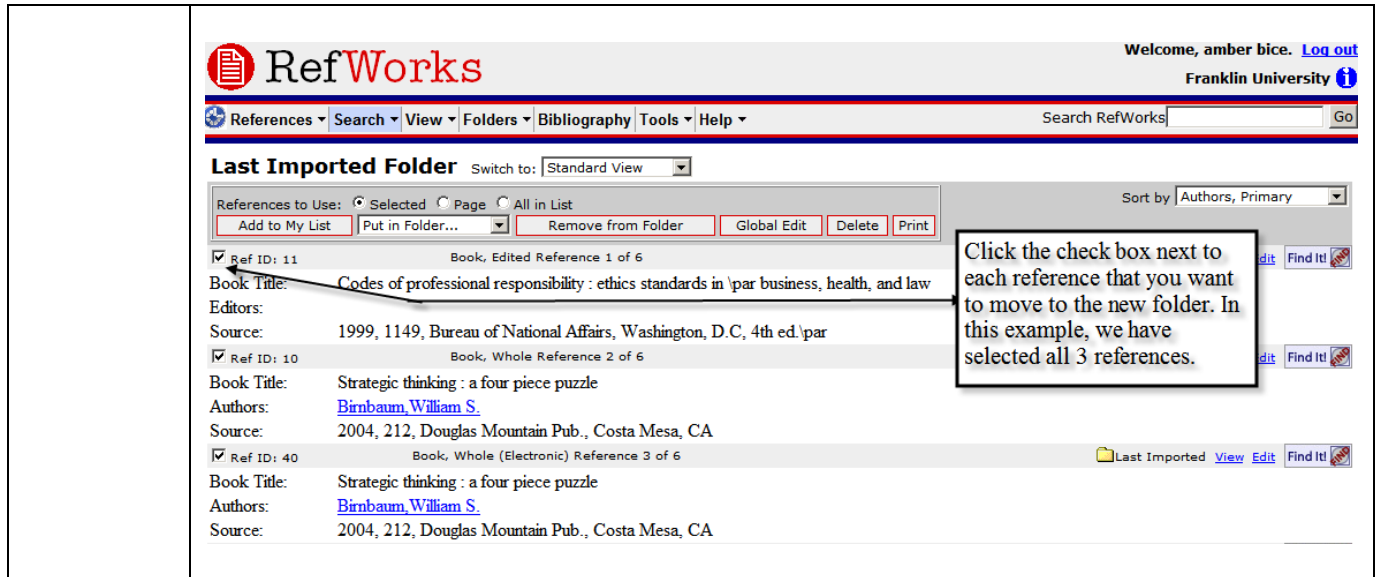
Now you are ready to move your references into the new folder. In this case, we will move the references *into the* BSAD 320 folder. First, you must be in the folder where your references are **currently** stored. In this example, we will move references from the **Last Imported** folder. You can choose to move references from **References Not in a Folder**, from **All References**, or from any other folder in your list.



Remember: References only stay in the **Last Imported** folder until you complete another import or leave the system. Items are then automatically moved to **References not in a Folder**. To make best use of the system, it is a good idea to put your references into a relevant folder promptly.

Step 6

When you select **View → Folder → Last Imported**, a list of references contained in this folder will be displayed.



Welcome, amber bice. [Log out](#)
Franklin University [f](#)

References Search View Folders Bibliography Tools Help Search RefWorks

Last Imported Folder Switch to: Standard View

References to Use: Selected Page All in List
 Sort by: Authors, Primary

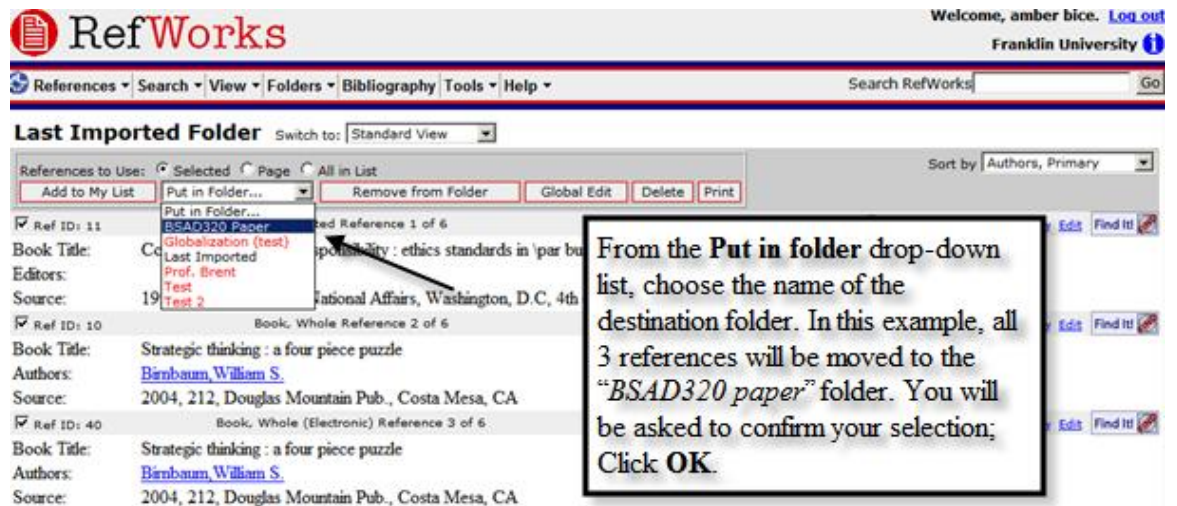
Ref ID: 11 Book, Edited Reference 1 of 6
 Book Title: Codes of professional responsibility : ethics standards in 'par business, health, and law
 Editors:
 Source: 1999, 1149, Bureau of National Affairs, Washington, D.C, 4th ed.'par [Find It!](#)

Ref ID: 10 Book, Whole Reference 2 of 6
 Book Title: Strategic thinking : a four piece puzzle
 Authors: [Birnbaum, William S.](#)
 Source: 2004, 212, Douglas Mountain Pub., Costa Mesa, CA [Find It!](#)

Ref ID: 40 Book, Whole (Electronic) Reference 3 of 6

Book Title: Strategic thinking : a four piece puzzle
 Authors: [Birnbaum, William S.](#)
 Source: 2004, 212, Douglas Mountain Pub., Costa Mesa, CA

Step 7



Welcome, amber bice. [Log out](#)
Franklin University [f](#)

References Search View Folders Bibliography Tools Help Search RefWorks

Last Imported Folder Switch to: Standard View

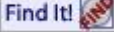
References to Use: Selected Page All in List
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Hint: You may click on the “Find it” icon  at any time to retrieve an electronic article in your RefWorks database.

Step 8

You may now view the contents of your new folder by using **Folders** → **View** → “*folder name*.”

FYI:

To *delete* a folder: **Choose Folders** → **Organize Folders**, then click the delete link to the left of the appropriate folder. **There is no “undo” for this action and references within these folders will also be deleted.**

The screenshot displays the RefWorks 'Organize Folders' page. At the top, there is a navigation bar with 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. A search bar is on the right. Below the navigation, the 'Organize Folders' section includes a 'Create New Folder' button and a note '(23 references are not in a folder)'. A list of folders is shown, each with 'Rename' and 'Delete' links, a folder name, a reference count, and a 'Clear Folder' button. Annotations include a box pointing to the 'Delete' button for 'BSAD320 Paper' with the text 'Click Delete.', and another box pointing to the 'Clear Folder' button for 'Prof. Brent' with the text 'To empty the contents of a folder without deleting the folder itself, click Clear Folder.' At the bottom, it states 'You have 42 references in your database (23 references are not in a folder)'.

Now you know how to create, move, and delete folders to better organize and retrieve citations for your research. Maintaining folders in RefWorks is just like maintaining a physical filing cabinet in your office: it's a little tedious at the time, but in the long-term it is a very wise investment of your time.