RefWorks: Creating and Populating Folders

Creating folders and subfolders in RefWorks is an essential way of organizing your references. Once you have imported the references you would like to use into your RefWorks account, it is a good idea to organize them. To create a new folder, click on the "New Folder" button in the upper left corner.

When I click the "New Folder" button, I'm prompted to name the folder. I'm going to call it Findings. The new folder appears on the right-hand side under Folders. An easy way to insert references into this folder is to drag and drop them. For instance, I can go to my "Last Imported" folder (the area where all of your imported references land unless you specify an already existing folder), and from there I can left-click and drag the gray bar of the individual record and drop it into my new folder.

Other than the drag-and-drop method of populating folders, you can also populate folders by checking off one or multiple references and use the folder icon under the "References" tab.

For instance, I can check off an item that I would like to place in a folder and select the "New Folder" option in the folder icon under the "References" tab. RefWorks prompts me to give this new folder a name. I will call it Findings 2 and click "Create." On the right-hand side you can always check your work. We can see that the newly populated Findings 2 appears in the list of folders.

Moving references between folders is also very easy. For moving multiple items into folders simultaneously, select the "All in List" option within the "References" tab. Let's say I would like to move all references in my Faculty Showcase folder into my newly created folder called Findings. I can select my items, go to the folder icon under the "References" tab, and then I'm going to find the name of the new folder I created and select it. You can see that the new folder has six items whereas initially it only had one.

The same dynamic applies to subfolders. Let's say I would like to move one of the items from the Faculty Showcase folder into a subfolder. I will select one item, click the folder icon, select New Folder, but here select "Create Subfolder." You will be prompted to choose a "Parent Folder." I will stick to Faculty Showcase, and then I will name my subfolder Data Sets and click "Create." The new subfolder will appear under its parent Faculty Showcase folder.