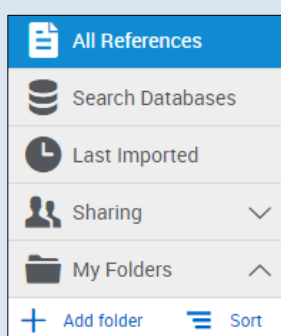


Using folders

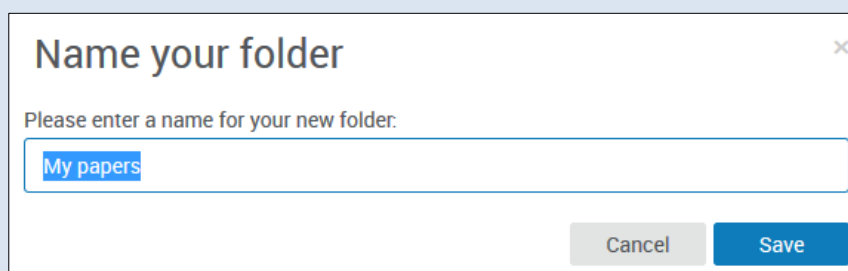
You can organise references within your RefWorks account by using the Folder function.

Creating folders

- Click on My Folders from the menu on the left-hand side of your screen.
- Click on +Add folder.

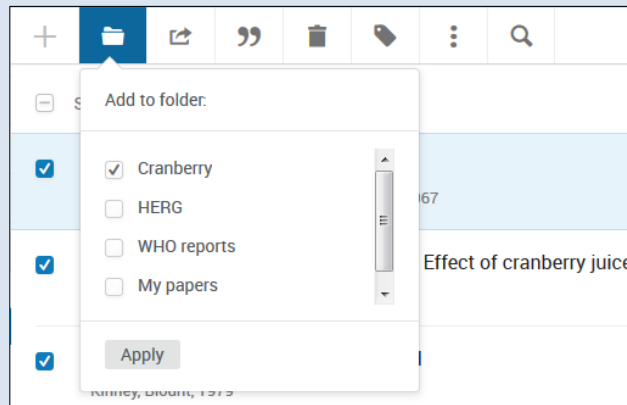


- Give your folder a name and click on Save

A dialog box titled 'Name your folder' with a close button (x) in the top right. Below the title is the instruction 'Please enter a name for your new folder:'. A text input field contains the text 'My papers'. At the bottom right are two buttons: 'Cancel' and 'Save'.

Adding references to folders

- Click on My Folders from the menu on the left-hand side of your screen.
- Click on the Not in Folder option. This will display all references that haven't yet been filed.
- Select the references you want to file by clicking the check box next to the relevant references. Click on Select All if you want to transfer all references.
- Click on the Folder icon 'Assign to Folder' at the top of the screen
- Click the check box next to the appropriate folder and click on Apply.



- You will get confirmation at the top of the screen that references have been transferred to the selected folder



Alternatively, you can drag and drop references into a folder.

- Click on My Folders from the menu on the left-hand side of your screen.
- Your list of folders will be displayed.
- Click on one or more references and drag across to the appropriate folder

