A good way to stay organized is to create your own folders and file your references in them as they are imported.

You can create folders to group references by subject, class, project, or for any other purpose. Let’s create a folder for the references we just imported.

When you import references they are added to the Last Imported folder.

Each reference shows which folder(s) it is in here.
Then click the Create button.

Now that the folder has been created, the next step is to put the references into it.
Under References to Use, select which references you want to add to the new folder. In this case we'll select Page which will include all four references on this page.

Now click the Add to Folder icon.
Select the new folder you just created.
These references now show the new folder name here.

And when you view a reference...

You can also see which folders it is in.
If you import another batch of references, it will displace those that are currently in the Last Imported folder. Note that these references are still in the Last Imported folder. This folder always contains the references from your most recent import. So it is a good idea to organize references into your own folders as you import them. But even if you don’t, the displaced references are not deleted.

Any displaced references you have not organized into your own folders go into an unfiled Not in Folder area. To view the references that are Not in Folders, click the Folders tab...

Here you can see how many references are unfiled, or not in folders. Click the number to view these references.

From here you can organize these references. For example, you can put them into a new folder...
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Or if you don’t need to keep these references you can delete them.
First select the references you want to delete.

Then click the Delete icon.

RefWorks will always ask you to confirm that you are sure you want to delete references.
RefWorks keeps these references in a Deleted References area for 30 days from the date they were deleted. To view your deleted references go to the View menu...

And select Deleted.

Here you can restore references if you change your mind and want to keep them. Just select the ones you want to restore...
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And then click the Restore icon.

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This restores the selected reference(s) back to your RefWorks database. If the deleted references were in any folder(s), it will also restore them to those folders — unless the folder has been deleted.

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When you click the Folders tab...

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You can see all of your folders. You can create as many folders as you like. You can jump to any folder by clicking on its name. Here you can also rename your folders...
Clear the contents of a folder. This does not delete any references. It just removes all the references from that folder.
Or you can delete your folders. This does not delete any references, just the folder.
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You can also access folders from the View menu.

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Under View Folder you can access the Last Imported folder, references Not in Folder, and all of your own folders.
You can also view All References from here.

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Now that you've learned how to organize references into folders, let's take a look at how to search your RefWorks database using Quick Search.