



- **To move citations into a folder:**

- Go to Folders → **Create New Folder** (Name and save)
- Go to Folders → **Organize Folders** (Automatic go-to when creating folder)
- Click → **“references”** (Next to folder name)
- Click → **‘All in List’** button
- “Put in Folder” → **(Select folder)** (*Use drop-down box*)

- RefWorks will acknowledge successful copy of citations into new folder (red print).
- RefWorks *does not* automatically remove items from “Last Imported” folder.

- **To remove items from folders:**

1. *Inside an open folder.*

- Folders → View → **(Select folder)** (example: “Last Imported”)
- Click → **‘All in List’** button
- Click → **‘Remove from Folder’** button

NOTE: Do NOT click “Delete” button. It deletes item from ALL folders, simultaneously.

2. *Outside folders, viewing all folders.*

- Folders → **Organize Folders**
- Click → **CLEAR FOLDER** button right side of folder name.

NOTE: This method does NOT remove items from “Last Imported” folder.

- **To remove or rename folders:** (*use: “Organize Folders” as above*)

- Delete *folder* → **“DELETE”** button, left side of folder name.
- Rename *folder* → **“RENAME”** button, far left side of folder name.