


# ORGANIZE REFERENCES INTO A FOLDER

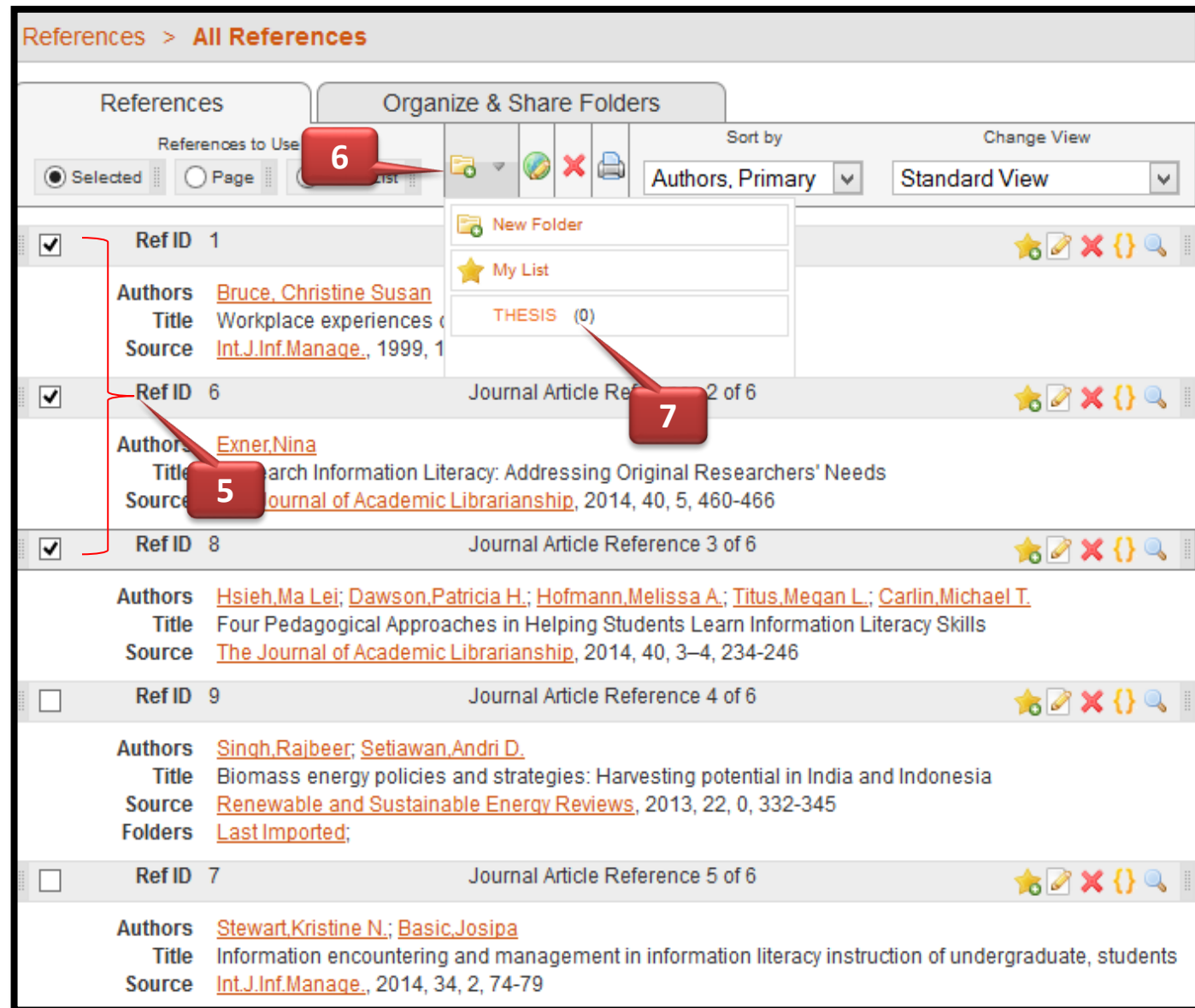
1. Click on **New Folder** to create a folder
2. Type the folder name in the **New Folder Name** box  
e.g. **THESIS**
3. Click on **Create**
4. The new folder will appear in the **Folders** list

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and user information 'Universiti Putra Malaysia Welcome, Najwani Amir Sariffudin.' are visible. The main navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is present on the right. Below the navigation bar, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The 'New Folder' button is highlighted with a red box and a red callout '1'. A 'Create New Folder' dialog box is open in the center, with a red callout '2' pointing to the 'New Folder Name (Create Subfolder):' text input field containing the word 'THESIS'. A red callout '3' points to the 'Create' button in the dialog. On the right side, a 'Folders' panel is visible, containing a list of folders: 'My List', 'Not In Folder (5)', 'Last Imported (1)', and 'THESIS (0)'. The 'THESIS (0)' folder is highlighted with a red box and a red callout '4'. The background shows a list of references with columns for 'Ref ID', 'Authors', 'Title', and 'Source'.

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5. Select the relevant reference(s)
6. Click on  icon
7. Select a folder name e.g. THESIS

Note: You can also drag references to a folder on the **Quick Access** bar.



References > All References

References | Organize & Share Folders

References to Use: Selected (6) | Page | List

Sort by: Authors, Primary | Change View: Standard View

New Folder

My List

THESIS (0)

| Ref ID                                | Journal Article Reference   |
|---------------------------------------|---|
| <input checked="" type="checkbox"/> 1 | Journal Article Reference 1 of 6  |
| Authors                               | <a href="#">Bruce, Christine Susan</a>  |
| Title                                 | Workplace experiences   |
| Source                                | <a href="#">Int.J.Inf.Manage.</a> , 1999, 1   |
| <input checked="" type="checkbox"/> 6 | Journal Article Reference 2 of 6  |
| Authors                               | <a href="#">Exner,Nina</a>  |
| Title                                 | Search Information Literacy: Addressing Original Researchers' Needs   |
| Source                                | <a href="#">Journal of Academic Librarianship</a> , 2014, 40, 5, 460-466  |
| <input checked="" type="checkbox"/> 8 | Journal Article Reference 3 of 6  |
| Authors                               | <a href="#">Hsieh,Ma Lei</a> ; <a href="#">Dawson,Patricia H.</a> ; <a href="#">Hofmann,Melissa A.</a> ; <a href="#">Titus,Megan L.</a> ; <a href="#">Carlin,Michael T.</a> |
| Title                                 | Four Pedagogical Approaches in Helping Students Learn Information Literacy Skills   |
| Source                                | <a href="#">The Journal of Academic Librarianship</a> , 2014, 40, 3-4, 234-246  |
| <input type="checkbox"/> 9            | Journal Article Reference 4 of 6  |
| Authors                               | <a href="#">Singh,Rajbeer</a> ; <a href="#">Setiawan,Andri D.</a>   |
| Title                                 | Biomass energy policies and strategies: Harvesting potential in India and Indonesia   |
| Source                                | <a href="#">Renewable and Sustainable Energy Reviews</a> , 2013, 22, 0, 332-345   |
| Folders                               | <a href="#">Last Imported</a> ;   |
| <input type="checkbox"/> 7            | Journal Article Reference 5 of 6  |
| Authors                               | <a href="#">Stewart,Kristine N.</a> ; <a href="#">Basic,Josipa</a>  |
| Title                                 | Information encountering and management in information literacy instruction of undergraduate, students  |
| Source                                | <a href="#">Int.J.Inf.Manage.</a> , 2014, 34, 2, 74-79  |

# ORGANIZE REFERENCES INTO A FOLDER

- Click on the folder name to view the references

The screenshot displays a reference management interface. At the top, the breadcrumb path is 'References > THESIS'. Below this, there are tabs for 'References' and 'Organize & Share Folders'. The 'References' tab is active, showing a list of references. The 'Organize & Share Folders' tab is also visible, indicating the current action. The interface includes a 'References to Use' section with radio buttons for 'Selected', 'Page', and 'All in List'. There are also icons for folder operations and a 'Sort by' dropdown set to 'Authors, Primary'. The 'Change View' dropdown is set to 'Standard View'. The main area shows three references, each with a checkbox, a Ref ID, and a title. The first reference is 'Ref ID 1' with the title 'Journal Article Reference 1 of 3'. The second is 'Ref ID 6' with the title 'Journal Article Reference 2 of 3'. The third is 'Ref ID 8' with the title 'Journal Article Reference 3 of 3'. Each reference entry includes fields for Authors, Title, Source, and Folders. The 'Folders' field for all three references is 'THESIS:'. On the right side, there is a sidebar with sections: 'Resources' (Support Center, Webinars), 'Folders' (My List, Not In Folder (2), Last Imported (1), THESIS (3)), and 'Quick Access' (Advanced Search, Import, Export, Create Bibliography, Print References). A red callout box with the number '8' points to the 'THESIS' folder in the 'Folders' section.

References > **THESIS**

References Organize & Share Folders

References to Use: Selected Page All in List

Sort by: Authors, Primary Change View: Standard View

Ref ID 1 Journal Article Reference 1 of 3

Authors [Bruce, Christine Susan](#)

Title Workplace experiences of information literacy

Source [Int.J.Inf.Manage.](#), 1999, 19, 1, 33-47, Elsevier

Folders [THESIS](#):

Ref ID 6 Journal Article Reference 2 of 3

Authors [Exner,Nina](#)

Title Research Information Literacy: Addressing Original Researchers' Needs

Source [The Journal of Academic Librarianship](#), 2014, 40, 5, 460-466

Folders [THESIS](#):

Ref ID 8 Journal Article Reference 3 of 3

Authors [Hsieh, Ma Lei](#); [Dawson, Patricia H.](#); [Hofmann, Melissa A.](#); [Titus, Megan L.](#); [Carlin, Michael T.](#)

Title Four Pedagogical Approaches in Helping Students Learn Information Literacy Skills

Source [The Journal of Academic Librarianship](#), 2014, 40, 3-4, 234-246

Folders [THESIS](#):

Resources

Support Center

Webinars

Folders

My List

Not In Folder (2)

Last Imported (1)

**THESIS (3)**

Quick Access

Advanced Search

Import

Export

Create Bibliography

Print References