New Folders for Content Organization

Once a researcher has searched a topic and selected references, it's time to start organizing. ProQuest RefWorks supports the research process and provides a variety of useful folder options to help users better organize their research.

This document covers the following folder types:

1) Last Imported Folder – Organizes the last 30 days of imports into discrete, selectable sets of references.
2) Not In Folder – Displays all the references that have not yet been categorized into a user’s folders.
3) Deleted Folder – Contains all items that have been deleted in the past 30 days.
4) Subfolders – allows the creation of folders within folders

To answer any questions or issues contact RefWorks at the ProQuest support center:
www.proquest.com/go/refworks-help
1) Last Imported Folder:

This folder shows all references imported in the last 30 days grouped into sets according to the time and date of import.

Users can easily select any of the group sets and/or individual references and drag and drop them into a folder in “My Folders” for further review later.
These group sets will remain in the Last Imported folder for 30 days or until the user has clicked on the Clear “Last Imported” option.

2) Not in a Folder

This folder shows reference that have not yet to be organized into one of the users designated folders in “My Folders”

Users can easily select any of the group sets and/or individual references and drag and drop them into a folder in “My Folders” for further review later.
3) Deleted Folder

This folder will capture any references you may have deleted. Again select those reference you would like to restore and push the restore references button.

It is easy to restore
4) **Subfolder**

This feature allows users to create subfolders within selected folders.

Within the “My Folder” section, click on the folder where you want to create a subfolder. Click on the “kabob” menu, to the right of the highlighted folder and select “Add subfolder”.

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