

# Understanding RefWorks Folders

("Folders" are an illusion!)

You can organize your references by creating folders and assigning references to one or more folders. You may think that if you put a reference into more than one folder, it exists as a copy in each folder. Unfortunately that isn't really what happens. You never copy a reference simply by putting it into multiple folders. If you remove a reference from a folder, it will still exist somewhere in your RefWorks database; however, if you delete a reference from a folder, it is deleted completely from your database.

