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.

1. When a citation is imported, it is flagged with the "last imported" tag.

2a. Once imported, it can be put into another folder, which does not remove it from the "last imported" folder. Putting it into another folder doesn’t copy or move the record; it just tags it with another flag.

2b. If the record is not moved to another folder, when more citations are imported, the "last imported" tag is removed and replaced by the "records not in a folder" tag.

3. When new citations are imported, the "last imported" flag is removed from the record.

4. When a record is "put into" other folders, all that really happens is that an additional tag is added to that record.

5. If a record is removed from all folders but not deleted, it is simply tagged with "records not in a folder" flag.