


ORGANIZE REFERENCES INTO A FOLDER

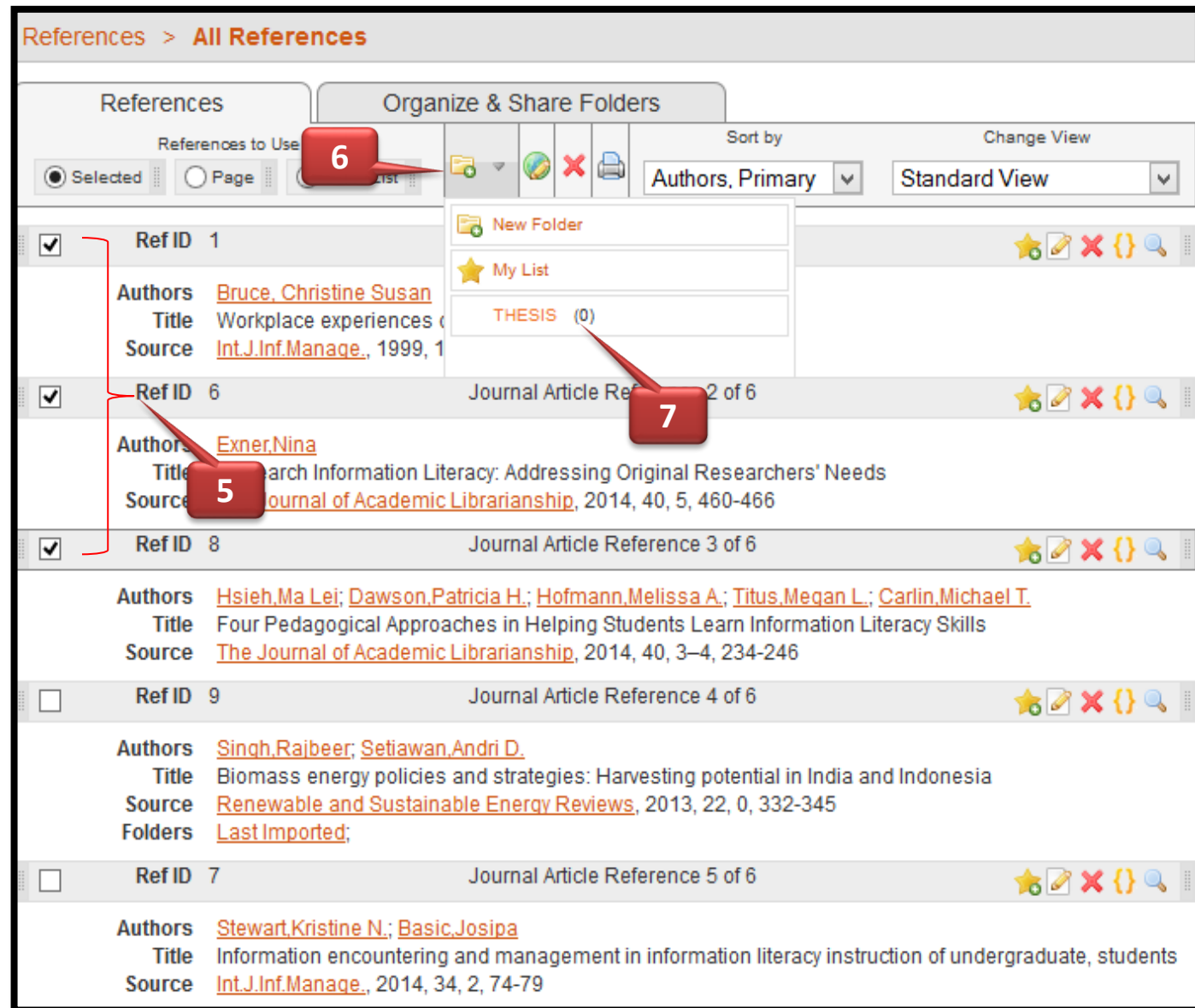
1. Click on **New Folder** to create a folder
2. Type the folder name in the **New Folder Name** box
e.g. **THESIS**
3. Click on **Create**
4. The new folder will appear in the **Folders** list

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', 'Source', and 'Folders'.

ORGANIZE REFERENCES INTO A FOLDER

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 | Page | List

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

New Folder

My List

THESIS (0)

Ref ID	Authors	Title	Source
<input checked="" type="checkbox"/> 1	Bruce, Christine Susan	Workplace experiences	Int.J.Inf.Manage., 1999, 1
<input checked="" type="checkbox"/> 6	Exner, Nina	Search Information Literacy: Addressing Original Researchers' Needs	Journal of Academic Librarianship, 2014, 40, 5, 460-466
<input checked="" type="checkbox"/> 8	Hsieh, Ma Lei; Dawson, Patricia H.; Hofmann, Melissa A.; Titus, Megan L.; Carlin, Michael T.	Four Pedagogical Approaches in Helping Students Learn Information Literacy Skills	The Journal of Academic Librarianship, 2014, 40, 3-4, 234-246
<input type="checkbox"/> 9	Singh, Rajbeer; Setiawan, Andri D.	Biomass energy policies and strategies: Harvesting potential in India and Indonesia	Renewable and Sustainable Energy Reviews, 2013, 22, 0, 332-345
<input type="checkbox"/> 7	Stewart, Kristine N.; Basic, Josipa	Information encountering and management in information literacy instruction of undergraduate, students	Int.J.Inf.Manage., 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 contains options for 'References to Use' (Selected, Page, All in List), 'Sort by' (Authors, Primary), and 'Change View' (Standard View). The reference list includes three entries:

- 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](#).

On the right sidebar, under the 'Folders' section, the folder 'THESIS' (containing 3 items) is highlighted with a red callout bubble containing the number '8'. Other folders include 'My List', 'Not In Folder (2)', and 'Last Imported (1)'. The 'Quick Access' section includes links for 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References'.