Now that you've done your research and imported your references, you might want to organize them.

You can organize your files any way you want -- it could be by your class name or by the topic of your paper.

Let's take a look at the Organize Folders area.

The Organize Folders area allows you to:
- create a new folder, delete or rename a folder
- view references in a folder, view unfiled references

Note: You have one folder already created that cannot be renamed or deleted.

The last group of references you import into RefWorks are always placed in the Last Imported folder. Any previously imported references are automatically moved into the unfiled references area (unless you move them into a folder!). You can view your Last Imported or Unfiled references by clicking on the corresponding blue link.

You have two places where you can create a new folder -- here in Organize Folders -- or from the main Folders drop-down in the Create New Folder area.

Let's create a new folder by clicking on the button.
Type the name of your new folder.
You can create as many folders as you wish.
Ok, you've now learned how to create folders.

You're probably wondering... "How do I get my references into my folders?"
That's where Views come in...

First, you must locate your references within your RefWorks database. There are several ways to do this.

You can:
- Search your RefWorks database
- View a folder of references
- View all your references
Let's look at all our references...
View, All References shows you all the references in your database, regardless of which folder they are in.

You select which references you want to put in your folder:
- specific references
- only the references displayed on a page
- or all the references in your database.
Select the references to file.
Let's take these references and put them in a folder by clicking on the Put in Folder drop-down.

Choose the folder you want to move the selected references to.

We'll put them in our brain waves folder.

Note: You can put your references in more than one folder (you do not have to add or import them multiple times).
Confirm your action by clicking OK

You’ll receive a success message...just click OK.

You can view your newly moved references from the Folders area -- selecting the View drop-down and choosing the folder you want.
You can tell you’re in the right place because the folder name is displayed at the top of the listed references.

You are finally ready to create your bibliography (applause). Isn’t that the reason you’ve been watching this tutorial? Click on Building Your Bibliography from the menu to continue the tutorial.