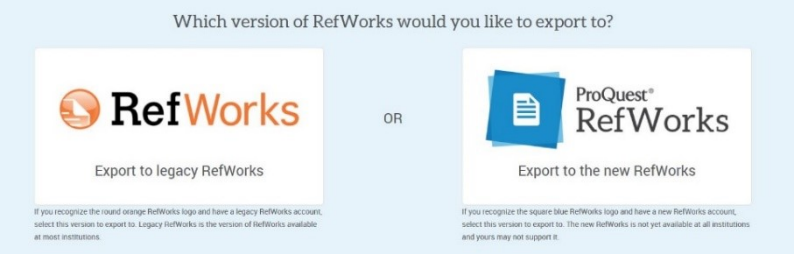
Legacy RefWorks – organise your references with folders

Instructions reproduced courtesy of RefWorks, August 2021

QG RFW004 [www.abdn.ac.uk/library/documents/guides/qgrfw004.pdf]

IMPORTANT NOTE:
There are two versions of RefWorks - Legacy and New. Mac users and/or new taught students will find New RefWorks easier to use. Academic staff and research postgraduate students may find Legacy more powerful. Please use the version that best suits your requirements. More information available at https://bit.ly/3siAGYU



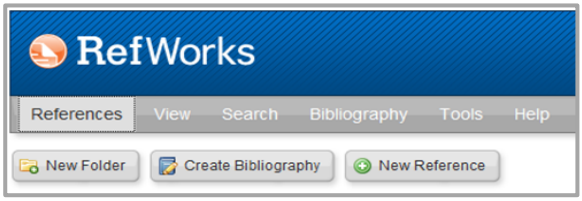
Legacy RefWorks comes with two storage areas set up for you, **Last Imported Folder** and **Not In Folder**. We recommend that you create a collection of your own folders and sub-folders to organise your references. Folders help to save you time by making it easy to find them. You can store a single reference in multiple folders – so there is no need to keep duplicate references.

1. Using the Last Imported Folder

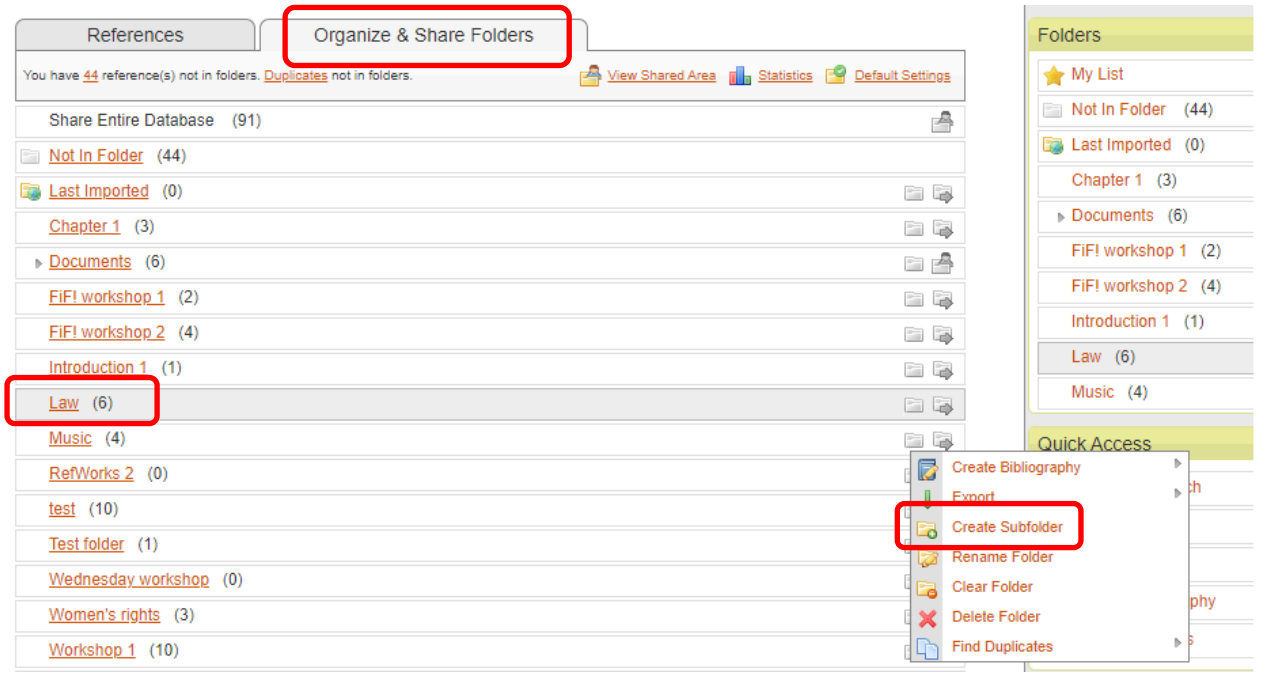
The **Last Imported Folder** contains the references from your most recent import, e.g. from a direct export from a database or a text file (2-step import process). These references are automatically moved out of the **Last Imported Folder** and replaced the next time you import new references. The best way of organising references after an import is to move them into a folder before doing another import, otherwise the references will be unfiled in **Not In Folder**.

2. How to create a new folder

1. Click the **New Folder** button located near the top left-hand side of the page.
2. **Name** the folder.
3. Click **Create**.
4. Your folders can be accessed from the **Folders** section on the right-hand side of the page.

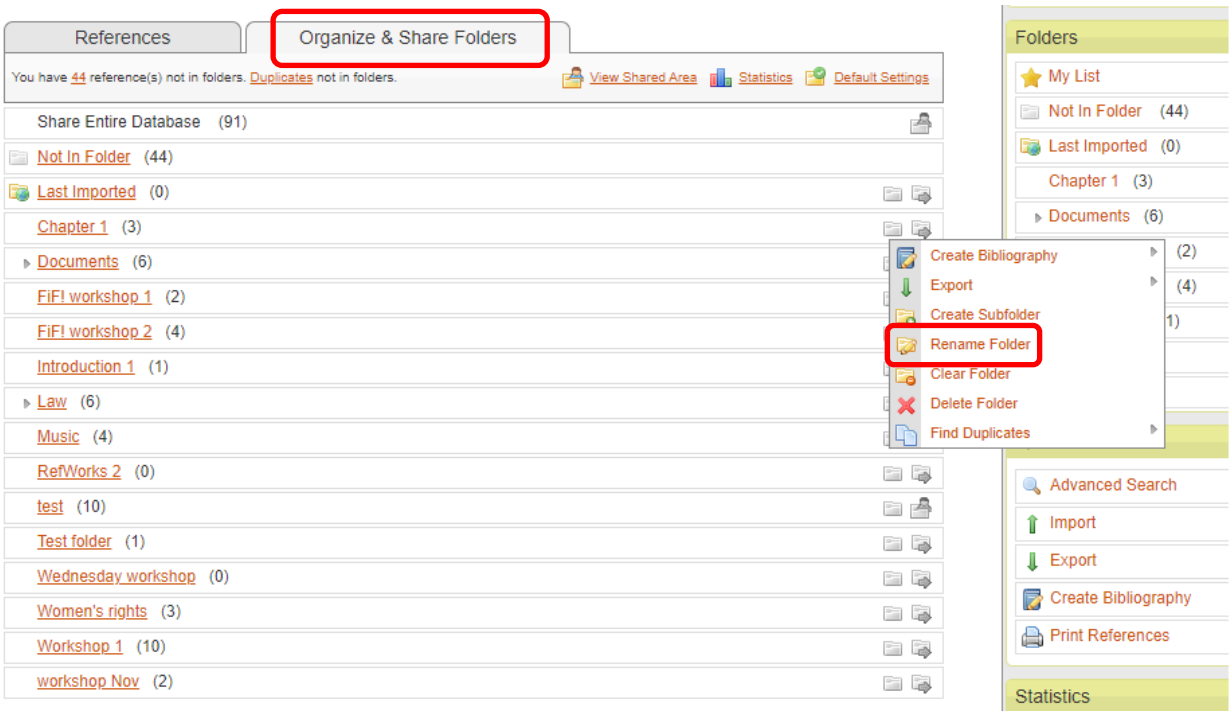


3. How to create a new subfolder



1. Click on the **Organize & Share Folders** tab from the main viewing area of Legacy RefWorks.
2. Locate the parent folder you wish to create the subfolder under (see above).
3. Click the **Folder icon** to the right of the parent folder name.
4. Select **Create Subfolder** from the list of options.
5. **Name** the subfolder and click **Create**.
6. Expand (and collapse) subfolders by clicking on the triangle to the left of the parent folder name.
7. Your subfolder is displayed below the parent folder and is slightly indented.

4. How to rename a folder or subfolder



1. Click on the **Organize & Share Folders** tab from the main viewing area of Legacy RefWorks.
2. Click the **Folder** icon to the right of the folder or subfolder you wish to rename.
3. Select **Rename Folder** from the list of options.
4. In the **Rename Folder** box, type the new name.
5. Click the **Rename button**.

5. How to delete a folder or subfolder

1. Click on the **Organize & Share Folders** tab from the main viewing area of Legacy RefWorks.
2. Click the **Folder** icon to the right of the folder or subfolder you wish to delete.
3. Select **Delete folder** from the list of options.
4. When the confirmation message box appears, click the **Delete Folder** button.
5. The folder or subfolder is deleted, but the references contained in the folder/subfolder remain in the database, in other folders, or unfiled. You can search for references by using the **Search Your Database** option at the top of the screen.

6. How to empty a folder or subfolder

You can clear (or empty) a folder/subfolder keeping the folder intact, but removing the contents. To clear a folder or subfolder:
1. Click on the **Organize & Share Folders** tab from the main viewing area of Legacy RefWorks.
2. Click the **Folder** icon to the right of the folder or subfolder you wish to clear the references from.
3. Select **Clear Folder** from the list of options.
4. When the confirmation message box appears, click the **Clear Folder** button.
5. The folder is emptied, and the references remain in the database either unfiled or in other folders.

7. How to view references not in a folder (unfiled)

1. Click on the **Organize & Share Folders** tab from the main viewing area of Legacy RefWorks.
2. Click the numerical link in the statement "**You have # reference(s) not in folders**" at the top of the folder list.
3. You can also view **Duplicates not in folders** from this area.

Help and Advice

For IT advice, or problems on setting up access to electronic resources: Visit **MyIT Portal** – the self-service facility: https://myit.abdn.ac.uk/ For further information, see the IT Services' Help and Support page: www.abdn.ac.uk/it/student/help/index.php Tel: 0044 (0)1224 273636
For help with databases and importing records into Legacy RefWorks contact the **Information Consultant** for your subject area. Information Consultant contact details can be found online.