How to Add Resources to Folders in ProQuest RefWorks from “My Folders”

Click on “My Folders” in the left-hand column.
Select “not in folder” and all of the resources that have not been already added to a folder will appear in this screen.
Select resource(s) you wish to add to a folder by clicking on the box to the left of the resource(s).

Click on the Folder icon in the taskbar.

**Note:** you have to have at least one item selected for the folder icon to be clickable.
If you have already created the folder you would like to add your resources to, select it.

If you have not already created the folder you would like to add your resources to, click on the “+ Create” button to create a new folder.
Give the folder a name and click “Create folder.”

The selected resource(s) will be automatically added to the created folder.

**Note:** items can be added to more than one folder.