

RefShare your RefWorks Citations

Connection: Internet Access Required

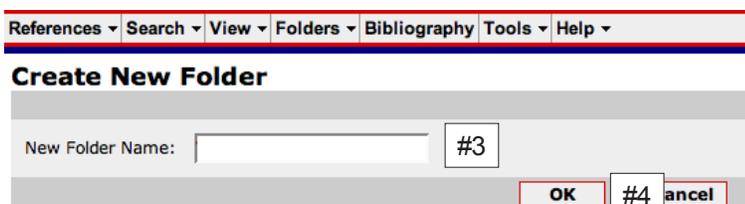
Platform: Mac/PC

RefShare is a special feature of RefWorks that allows you to share information in your RefWorks account with others. This helpsheet assumes you already have a RefWorks account. If you need to create an account, see the Getting Started with RefWorks Helpsheet or follow the prompts on the RefWorks website at <http://www.refworks.com>.

Create a Folder for Shared Citations

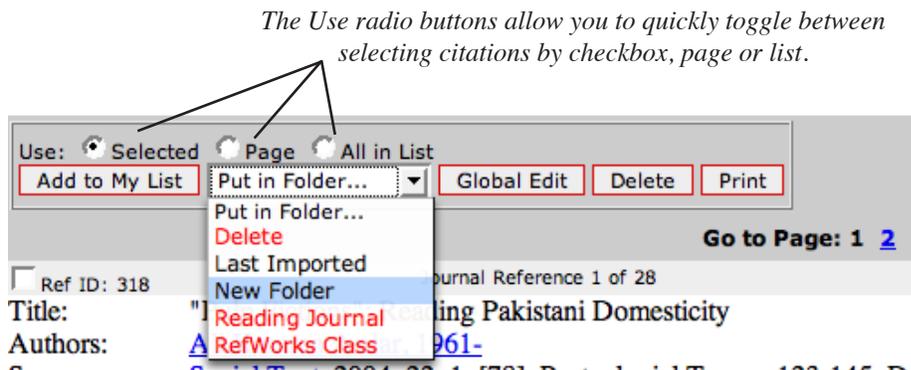
If you have already created a folder or you wish to share all citations in your RefWorks account, skip to Share Folders on page 2 of this handout.

1. Log in to your RefWorks account.
2. From the Folders drop-down menu, select Create New Folder.
3. Type a name for your folder in the **New Folder Name** dialog box on the Create New Folder page.
4. Click **OK** to create the folder.



Move Citations into Folders

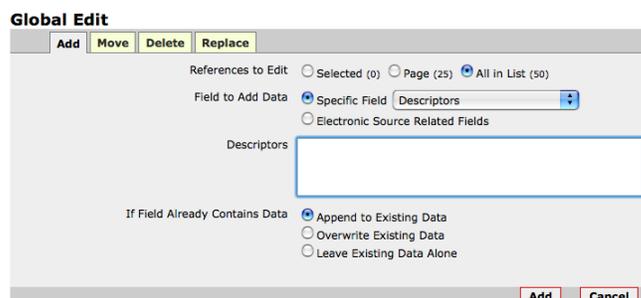
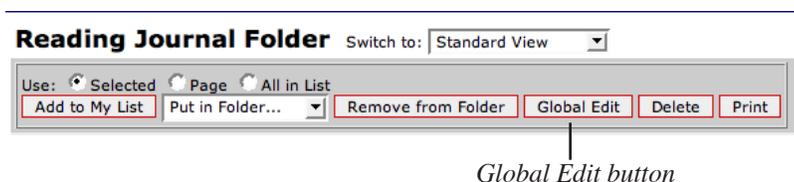
1. Select the citations you wish to move.
2. From the **Put in Folder** drop-down menu, select your folder. RefWorks will automatically link the selected references to the folder. Remember, you can link each reference to multiple folders!



Add/Verify Descriptors

Easily add descriptors or key words to the references you plan to share with the Global Edit command.

1. Select the citations you want to update with your descriptors. If you want to add the same descriptors to every reference in a particular folder, select that folder from the View menu.
2. Click the Global Edit button at the top of the folder's reference list.
3. In the Global Edit dialog box on the default **Add** Tab, select **All in List** (entire Folder) or **Selected** (checked only) to add your descriptors to multiple records.
4. In the **Field to Add Data Specific Field** pull down menu, select **Descriptors**.
5. In **Descriptors**, type your descriptors, key words, tags, etc. Separate terms with a semicolon.
6. Select the desired option for **If Field Already Contains Data** and click **Add**.



Share Folders

1. From the Folders drop-down menu, select **Share Folders**.
2. From the Sharing page, click the **Share Folder** button beside the folder you want to share. You can also choose to share your entire account. This will open the shared options page.

Click to share your entire RefWorks account

Sharing

Share Entire Database

Select Folders to Share:

#2

Click to set up Sharing for individual folder

3. In Shared Folder Options, you will see the URL you can send others so they can access your shared folder. There are several other options and permissions you can customize as desired.
4. The easiest way to let others know how to access your shared citations is to send an E-mail from RefWorks. Click the **E-mail URL** button to have RefWorks send your shared folder URL to others.

Shared Folder Options

Shared Folder

URL of Shared Folder <http://refworks.com/refshare?site=02726113592960000/RWWS5A964598/New%20Folder> #4

Allow Export Set Max. References to Exp

Allow Print Set Max. References to Print, if any

Allow Bibliographies Set Max. References for Bibliographies, if any

Allow Users to Post Comments on References

Receive E-mails when Comments are added

Show Custom Output Styles

Show RSS Feeds

Enable Option to E-mail me

Create RSS Feed No Feed E-mail

Title This is a Shared Folder Title Title as it will appear in RefShare

Information Here is where you type information about the shared folder. Information will be included in the organization's sh

Reference Sharing Options Include in Lewis & Clark College's shared area

Category

5. On the Send E-Mail Page, type in the e-mail address of your recipients. Note that multiple e-mail addresses must be separated with a semicolon (;). Click the **Send Email** button at the bottom of the window to send your RefShare URL.

Send E-mail

To

From

Subject

Message

The sender of this email has granted you access to all or part of their RefWorks database of bibliographic references.

Clicking on the link will take you to this database which is displayed in RefShare - the sharing module of RefWorks. The database owner has the option to allow you to print, export or generate a reference list from within RefShare. These options, if available, will appear at the top left of the View area when you click on the link.

Additional information on this database, which is provided by the database owner, can be found by clicking on the About This Database menu item. For more information on how

Further Information

RefWorks Online Help - access through Help Menu

RefShare Tutorial - <http://www.refworks.com/tutorial/RefShare%20User%20Tutorial.htm>

Need Help? Contact Miranda at mccm@lclark.edu or 503-768-7225. If Miranda's not available, stop by the IT Help Desk (x7225) or the Reference Desk (x7285)