





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RefShare: A Special Feature of RefWorks

How to Share Citations from your Personal RefWorks Account with other RefWorks Users:

1. Log in to your RefWorks account.
2. If you have not done so already, gather the citations that you want to share into a RefWorks folder.
3. Select the Organize and Share Folders Tab.

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The screenshot shows the RefWorks web interface. At the top, there is a navigation menu with options: References, View, Search, Bibliography, Tools, Help. A search bar is present with the text "Search your RefWorks database". Below the navigation menu, there are buttons for "New Folder", "Create Bibliography", and "New Reference". The main content area is titled "References > All References". There are two tabs: "References" and "Organize & Share Folders". The "Organize & Share Folders" tab is active. It shows a list of folders: "Share Entire Database (52)", "Last Imported (1)", "Diabetes (8)", "Library Science (0)", and "Public Health (7)". The "Share Entire Database (52)" folder is circled in red. On the right side, there is a "Folders" panel with a "Close" button and a list of folders: "Last Imported (1)", "Diabetes (8)", "Library Science (0)", and "Public Health (7)". Below the folders panel, there is a "Quick Access" section with links: "My List", "Advanced Search", "Import", "Export", "Customize", "Preview Output Style", and "Output Style Manager". At the bottom, there is a "Resources" section.

4. From the Sharing page, you have several options. You may select **Share Entire Database** to share all of the references in your RefWorks account or select one folder to share.
5. To share the folder or references, click  and Yes.
6. Next, select the ways in which you want to share your database or folder. You have several options including a unique URL, an RSS feed, or via email. You may also set **limitations** for other users you are sharing with (**Allow Print**, **Post Comments**, etc.) and **Output Style Options**
7. The icon should change from  to . You may then send an e-mail message or provide recipients with a link to the shared folder by clicking on the  icon.