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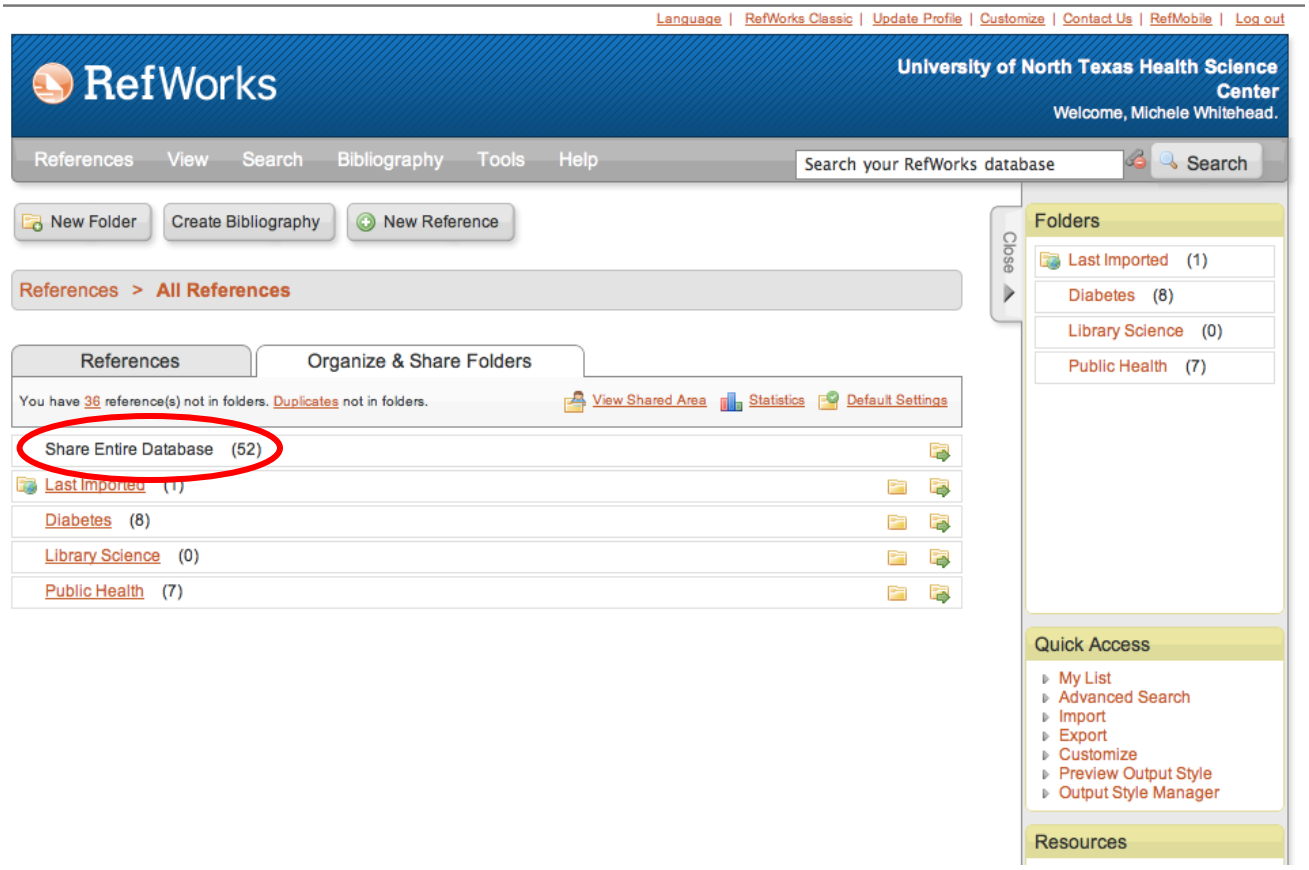
Group Code: RWUNTHSC
RefShare: A Special Feature of RefWorks

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.



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.