

## RefShare

RefShare allows RefWorks users to share a database or folder with others, either within or outside of the St. Kate's community. Instructors may find RefShare useful in order to provide students with links to articles that are available in Library databases. Recipients of RefShare folders may print, export or post comments, but are not allowed to alter or delete the references themselves.

### Off-campus Access:

To use RefWorks from off campus, you will need to enter the CSC Group Code. The Group Code is in the email you received when you registered for an account, and is linked from the Libraries' Web page at the URL above.

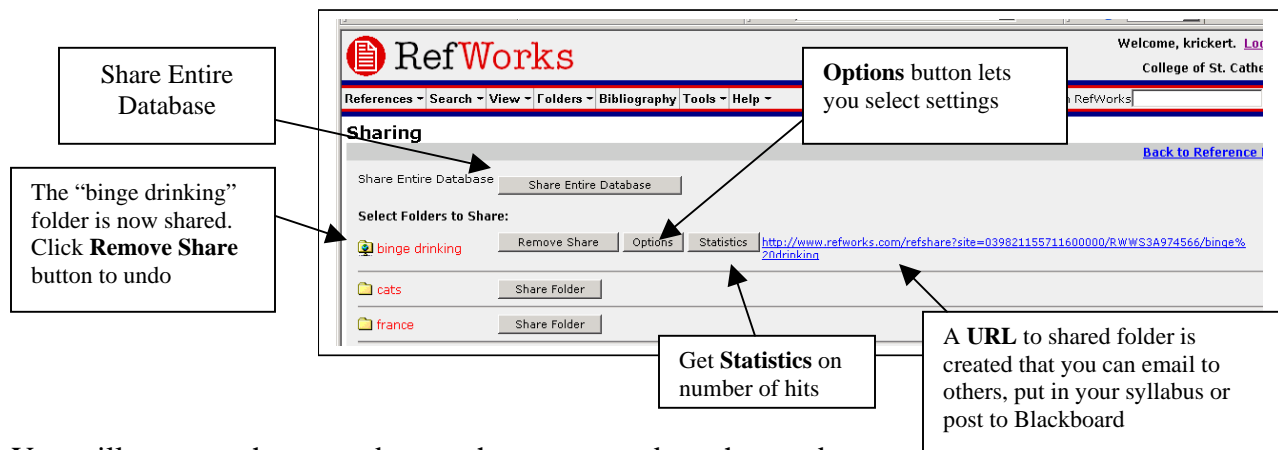
Before using RefShare, it will be necessary to:

- Create a RefWorks account
- Add or import references into the RefWorks account

Note: RefShare has a limit of 30,000 per shared database and a maximum of 1,000 accesses per month.

1. To share your database or a folder:

- Login to your RefWorks account
- Go to either **Folders → Share Folders** =OR= **Tools → Share References** (both go to the same place).
- You will see a list of your folders. Click the button to **Share Folder** or **Share Entire Database**.



The screenshot shows the RefWorks interface with a 'Sharing' section. Callout boxes provide the following information:

- Share Entire Database**: A button to share the entire database.
- The "binge drinking" folder is now shared. Click Remove Share button to undo**: A callout pointing to the 'Remove Share' button for the 'binge drinking' folder.
- Options button lets you select settings**: A callout pointing to the 'Options' button for the 'binge drinking' folder.
- Get Statistics on number of hits**: A callout pointing to the 'Statistics' button for the 'binge drinking' folder.
- A URL to shared folder is created that you can email to others, put in your syllabus or post to Blackboard**: A callout pointing to the URL generated for the 'binge drinking' folder: <http://www.refworks.com/refshare?site=039821155711600000/RWWS3A974566/binge%20drinking>

You will now see that some buttons have appeared, as shown above.

- **Remove Share** – allows you to “unshare” your folder or database, and removes it from the **Shared Area Page** (more on this below).
- **Options** – goes to the **Shared Folder Options** page and allows you to set parameters.
- **Statistics** – shows you the number of “hits” or times the shared folder was accessed.
- **URL** – this is the URL for your shared folder; clicking it will lead directly to RefShare and your shared folder or database. **Blackboard** users can copy and paste this URL into the **External Links** section or into the syllabus.

## 2. Shared Folder Options Page

From this page you can:

- **E-mail** the **URL** for your shared folder or database. To send to a group, you may wish to copy and paste from a list, separating addresses with a semi-colon. There are subject and message areas you can change. If you prefer, you can copy the URL and paste it into your own email.
- Indicate options for your recipients to **print, export** and generate a formatted **bibliography**.
- Allow RefShare recipients to **post comments** to your shared references. A user who wants to post a comment clicks on **View** near the reference and has a place for comments at the bottom of the page. Another option generates an email to you whenever someone posts a comment to one of your references, or you can simply view them in your shared folder.
- Give your shared folder or database a **title or description** (highly recommended).
- Enable recipients to **email you directly** from the shared folder or database.
- Post your folder to a **Shared Area Page** in the category of your choice (more about this below).

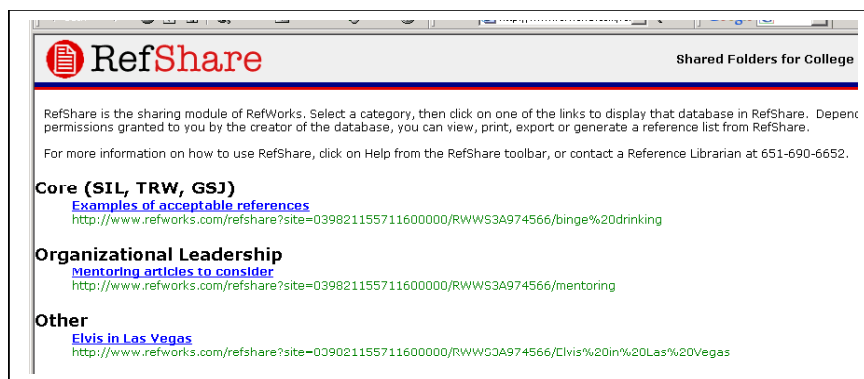
## 3. Shared Area Page

You have the option of posting your shared folder to the **Shared Area Page**. If you choose this option, any other RefWorks user at St. Kate's will see a link to your shared folder. Likewise, you may have access to shared folders that have been posted to the **Shared Area Page**.

You may designate your folder or database to be included on the **Shared Area Page** by checking the **Reference Sharing Options** box at the bottom of the **Shared Folder Options** page. Select a category from the drop-down box. If you do not designate a category, it will be in **Other**. Don't see a category you like? Contact a Librarian to add a category for you.

Each folder on the **Shared Area Page** includes:

- A category
- A title or description
- A URL to the folder



To get to the **Shared Area Page**, begin in your RefWorks account and go to **View → RefWorks Shared Area**.

## 4. Getting Help

- Use the **Help** button from the RefWorks menu bar.
- Contact the Library reference desk. By phone: 651-690-6652, by email ([libweb@stkate.edu](mailto:libweb@stkate.edu)) or via chat (instructions on our Web page).
- For more handouts and info, visit the Libraries' RefWorks Web page:

***<http://library.stkate.edu/refworks>***

KR / September 2007