

## RefShare - Navigating a Shared Folder or Database

RefShare allows a RefWorks user to give access to their entire database or just a folder of references. RefShare provides a great way for faculty to send course readings to their students or for research groups to share their reading lists.

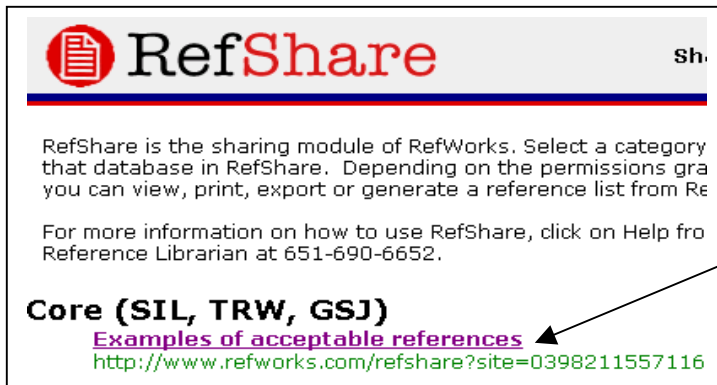
### How to access the shared folder

A **RefShare recipient** will receive an e-mail with a URL and some information on how to access a RefWorks user's folder or database. Clicking on the URL (or copying and pasting it into your browser) will launch RefShare.

**OR** – RefWorks users can access the **RefShare Shared Area Page** as follows:

- Login to your RefWorks account (requires **Group Code** – see inset box at right)
- Go to **View** → **RefWorks Shared Area**.

**Off-campus Access:**  
 No special password is needed to use a RefShare link sent to you by email.  
 To use RefShare from **within** RefWorks while off campus, you will need to enter the **CSC Group Code**. The Group Code is in the email you received when you registered for a RefWorks account, and is linked from the Libraries' Web page at the URL above.



From RefShare's **Shared Area page**, click on the link of the folder that you want to display.

### Navigating in RefShare

Once in the shared folder, you will see a toolbar with several options, including:

**Search** – allows you to find items within the list you are viewing

**View** -- if an entire RefWorks database has been shared, you will see a **Folder** option listed here. You will also see **All References** (which is the default view) and you may also see **RefWorks Shared Area**.

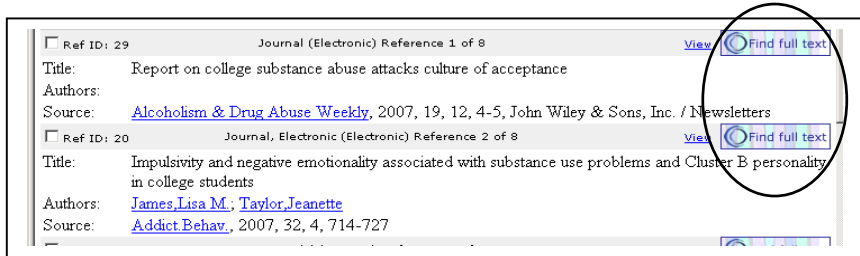
**Help** -- access to online help and **E-mail Database Owner** option, which allows you to send an e-mail to the RefShare user who granted you access.



**Other options:** depending on the permission selections, include:

- **Sort** – sort the references, by author, title, date, journal, etc.
- **Print** -- select references and print the records in the bibliographic output style of your choice.
- **Export** – select or export all references to your own RefWorks account.
- **Create Bibliography** – select or use all references to create a list formatted in the citation style of your choice. Sorting is determined by the output style you choose.
- **Comments** -- allows you to post and view comments to specific references.

## Print a Full Text Article from RefShare references



Click on the **Find full text** button to the right of each reference.

(Not every reference will link to a full text article.)

If there is a full text article available, the Article Linker window will open. Look for the PDF, HTML, or Full-text link to access the article.

## Creating a Bibliography

You can create a formatted bibliography in the citation style of your choice from the references in the shared folder.

- Select the references you want to include (or click **All in List**)
- Click the **Create Bibliography** button
- Select an output (or citation) style
- Select the type of file you want created.
- Click the Create Bibliography button. Once your list is created, you will need to click the “download” link.

### **Notes:**

If you select individual references to print, they must all be on the same page. RefWorks displays 25 records per page, so if you need more than 25 selected references to print, we suggesting printing **All in List** and manually removing the records you **do not need** from the list.

## Posting and Viewing Comments

You may be granted permission to post comments to references. Your comments will be viewed by anyone having access to the shared folder or database. Posted comments can be edited or removed at the RefShare owner's discretion. The comments are posted in date order with the oldest displayed first.

### **To post a comment:**

1. Click on the **View** link found to the far right of each reference.
2. Scroll to the very bottom of the reference to the **Comments** section.
3. Click on the **Post a Comment** link and enter your comment.

### To view a comment posted to a specific reference:

1. Click on the **Comments** link for that reference.
2. Scroll to the bottom of the page.

## Exporting References

To export the shared references into your own RefWorks account:

- Select the specific reference(s) by clicking on the check box to the left of the Ref ID. You can also select **Page** or **All in List**. (If you need to export more than 25 references, we suggest selecting **All in List** and manually removing the records you do not need.)
- Once you have identified the references you want, click on the **Export** button.
- In the **Export** page, select the format you want to create. Your options include:

**Export directly to your RefWorks account** -- This option will allow you to log in to your RefWorks account and will automatically import the selected records.

**Bibliographic Software (EndNote, Reference Manager, ProCite)** -- Saves the database in a tagged format that can import into another bibliographic management program. It is the format sometimes called the RIS Format or Reference Manager Format and can be imported into Reference Manager, ProCite, EndNote, or any other program that supports the RIS Format.

**Citation List** -- Creates a list to use when writing your paper offline. The format includes the RefID, Authors Primary, Title Primary, and Publication Year only.

**RefWorks Tagged Format** -- Saves the data in a format similar to the bibliographic management software format. This is a tagged format. The data layout, however, is patterned after the RefWorks database as opposed to tags that match with other bibliographic programs. Use this format for backup purposes and for sharing data with other RefWorks users.

**RefWorks XML Format** -- Saves the data in an XML version of the RefWorks Tagged Format.

**Tab Delimited** -- Saves all your data in an organized manner with each field separated by a tab. It may then be loaded into other programs that are designed to read this type of format.

- Click the **Export directly to your RefWorks account** or the **Export to Text File** button (depending on your selection choice above). Follow your browser's instructions for viewing the file and be sure to save the file before closing.

**Note:** If the database owner has set a limit to the number of references you are allowed to export you will see a note on this page notifying you of this.

*Gray/November 2007*