

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.

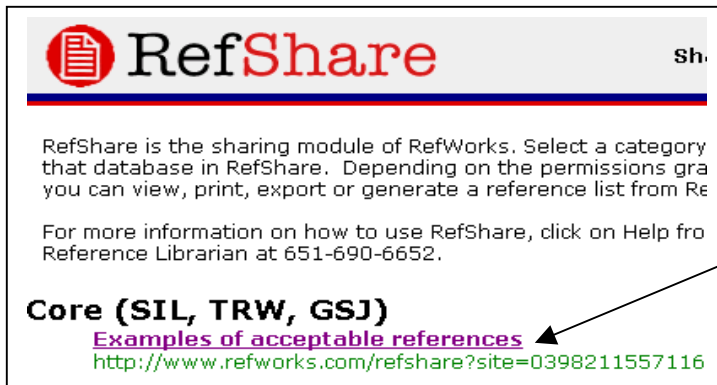
1. How to access the shared folder

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.

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.

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**.



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

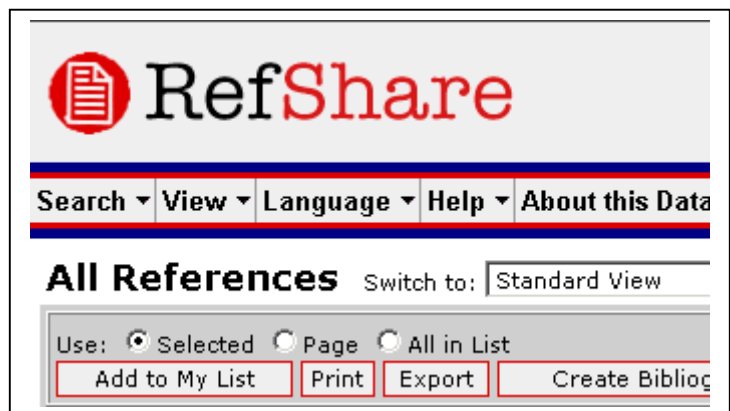
2. Navigation within RefShare

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

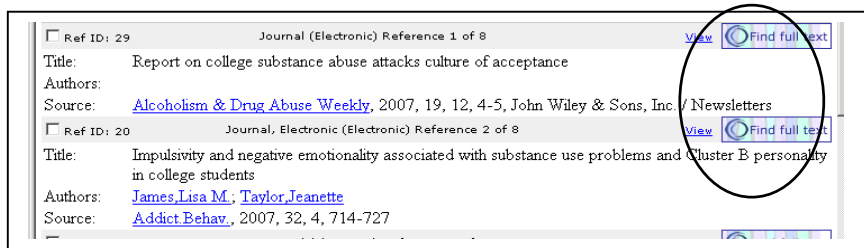
Search – allows you to find items within the list you are viewing

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.



3. 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.

4. Creating a Bibliography

You can create a formatted bibliography in the citation style of your choice from the reference list.

- 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, click “download” to view the list.

Note: 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 suggest printing **All in List** and then manually removing the records you **do not need** from the list.

5. Printing the shared list

You may be granted permission to print the reference list. Use the same steps as in **Creating a Bibliography** above.

6. Posting and Viewing Comments

You may be granted permission to post comments to references. Multiple comments are posted in date order with the oldest displayed first.

To post a comment:

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

To view a comment posted to a specific reference:

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

For other RefShare options, please refer to the longer guide available at:
<http://library.stkate.edu/refworks> OR speak to a Reference Librarian