

## **RefShare Training Training Outline**

The following is a sample outline of a RefShare training session. This session would run approximately 30 minutes if given demonstration style...longer if hands-on.

### **Module 1: Overview**

- What is RefShare?
- Two possible ways of sharing
  - o E-mail direct link
  - o Posting to Shared Area Page (if applicable)

### **Module 2: Sharing Your Database or Folder**

- Managing a Shared Folders or Database
- Sharing Options Page
  - o Posting to the Shared Area Page (if applicable)

### **Module 3: Navigating a Shared Folder or Database**

- Navigation Overview
  - o Toolbar
  - o Searching RefShare
  - o Viewing, printing and sorting references
  - o Help, tutorials and database information
  - o OpenURL resolvers
  - o RSS Feeds
- Detailed Reference Viewing
  - o Posting Comments
  - o Linking back to a single reference
  - o Viewing file attachments (if applicable)

### **Module 4: Conclusion and Review**