

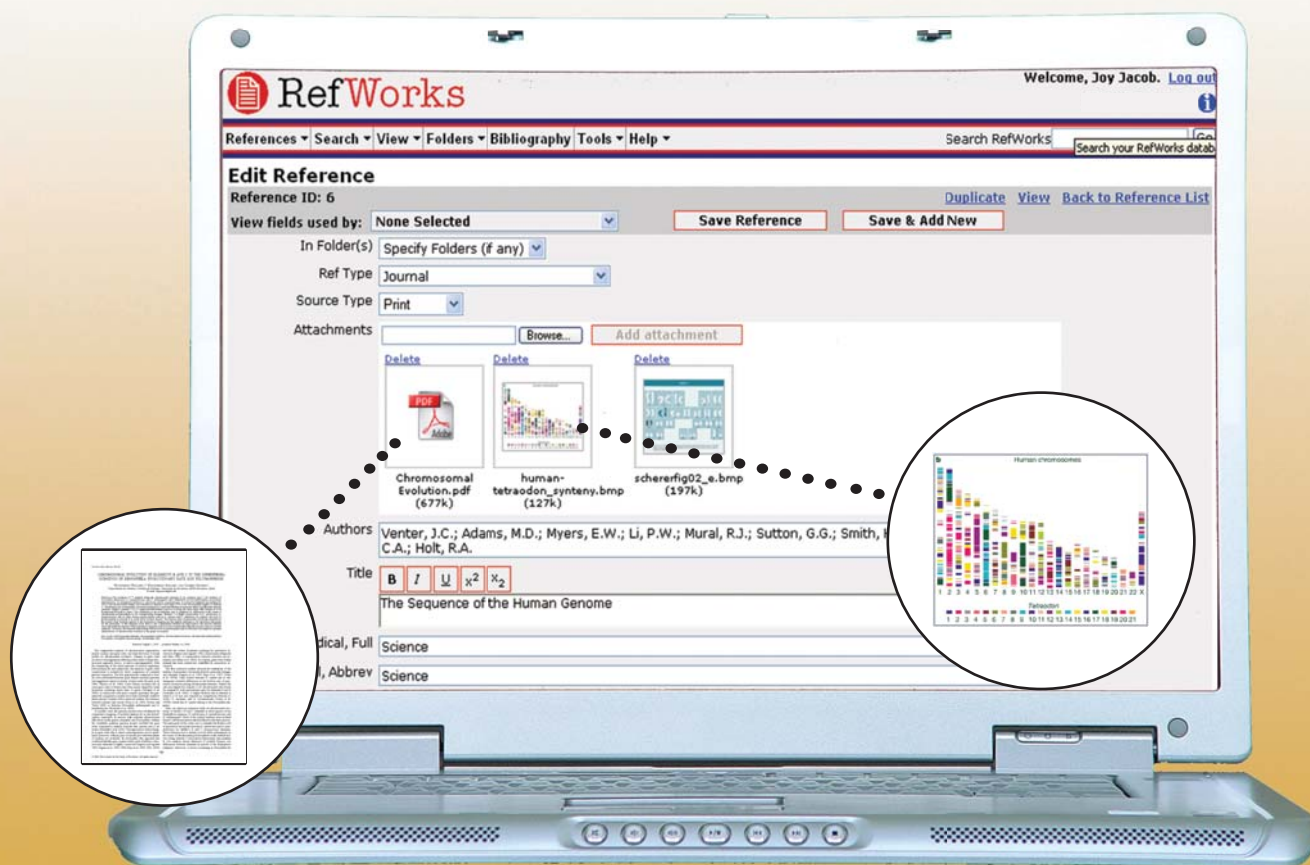
ATTACHMENT

Feature

RESEARCH
MANAGEMENT

WRITING &
BIBLIOGRAPHY
TOOL

COLLABORATION



RefWorks users now have the ability to organize and store images and documents within their personal database. This new feature allows users to attach non-bibliographic information to their references, much like attaching files to an email message. The incorporation of this feature allows users to upload files to existing references stored within their RefWorks database.

Organize and manage a variety of objects including:

- BMP, TIF, JPG, PNG, GIF, PDF
- Microsoft® Word
- Microsoft® Excel
- Microsoft® Powerpoint
- Equations
- Chemical Structures
- Technical Drawings
- AND MORE!

BENEFITS

- No need to maximize space on your hard-drive.
- Instantly retrieve all forms of data - links to the images never break.
- Automated back-up of all your research data - security of knowing this is being done.
- Easily share a wide variety of data - no need to zip up files and send.



RefWorks

Your online research management, writing, and collaboration tool

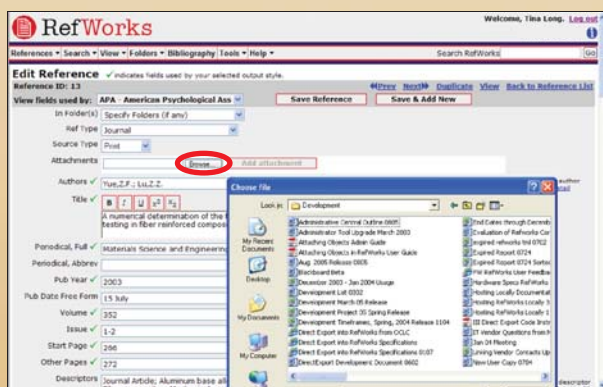
www.refworks.com

Attaching objects to your references with your RefWorks database is as easy as 1, 2, 3...

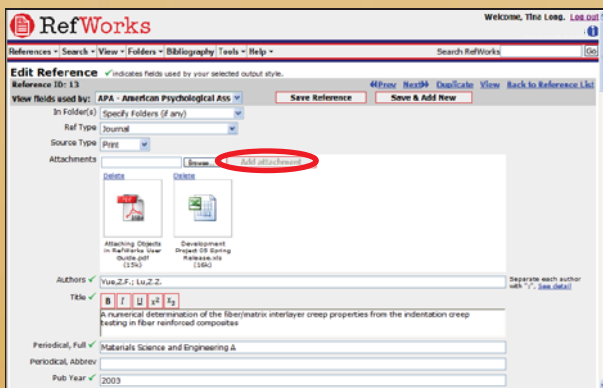
1.
Select "Edit" reference within an existing record.



2.
Click on "Browse" and find the image to upload.



3.
Select "Add Attachment" button.



Multiple images can be attached to the same bibliographic reference. There is a 20MB limit per attachment.

FREQUENTLY ASKED QUESTIONS

Who has access?

All users affiliated with an organization license. The attachment feature is NOT available for individual licenses.

How does it work?

Users can "attach" a file to any existing reference stored within their RefWorks database, much like attaching files to an email.

What type of information can be stored?

A variety of non-bibliographic information can be uploaded to an existing record including: images, compounds, formulas, and spreadsheets to name a few.

Is there a preview of the feature available?

Yes, a preview is available at www.refworks.com/contents/products, under Optional Modules.

How do I activate this feature?

Registration is not required. Activation is automatic for all subscribing organizations.

Is there a fee associated with the activation of the feature?

No. The feature is automatically enabled at no additional fee for any subscribing organization.

How much storage space is provided with the annual license?

Unlimited—for organization licenses only.

Can any RefWorks user have access to the feature?

Yes. Any RefWorks user within a subscribing organization has access to this feature. The local RefWorks Administrator has the ability to disable this feature for any account. This can be done within the Administrator Tool.

Is there a default amount of space assigned per account?

Yes, the default setting assigned per account is 100MB.

Can an account be allocated additional storage space?

Yes. The local Administrator can assign additional space to user(s). This can be done through the Administrative Tool.

Is there a limit on the size of an attachment?

Yes. There is a 20MB limit per attachment. There is no limit on the number of attachments per record.

Is there a limit on the number of attachments allowed per account?

No. The limit is set by storage space allocation at the account level.

