RefShare is a module of RefWorks that allows you to easily share a folder of references or your entire RefWorks database. Access to RefShare is determined by your Organization (or if you are an individual subscriber, determined by your subscription). So, you might not have access to RefShare. If you see a Share Folders option under Folders in the RefWorks toolbar -- you have RefShare access!

This tutorial will show you how to share your research using RefShare.

Sharing your research starts in your regular RefWorks account...

In the Folders area, you'll see the Share Folders option.

You can also start sharing from the Tools area...
Let's share a folder of references...

The Sharing page is where you initiate a database or folder share.
The Aging folder is already being shared.
One way to tell is by the globe in the folder icon.
The other way to tell is that you see the Remove Share, Options and Statistics buttons and a URL.
You can share a folder by clicking on the Share Folder button next to the name of the folder you want to share...
You can share your entire database by clicking the Share Entire Database button.
This brings you to the Shared Folder Options page where you have many choices on how you want to share your research:

The first thing you’ll notice on the page is a drop-down of Shared Folders. This drop-down lets you easily switch between the Shared Folder Options pages for all shared folders in your database. You can also access statistics for your shared folders.

Next you’ll see a URL created specifically for your folder (or database). This URL is what you give to others to access your shared research...

Clicking on the link will let you preview your shared folder (it’s also what others will see when they view your folder).

You can easily e-mail this link to your folder by clicking on the E-mail URL button...

In addition to a link to your folder, we provide some information to help your e-mail recipient.

(Which you can choose to modify...)

On the Shared Folder Options page, you can also set permissions for your folder and enable certain features...

You decide if others can export, print or generate a bibliography from your references.

You can even limit the number of references that can be exported, printed or used in a bibliography.

You can Allow Users to Post Comments on References and even opt to Receive E-mails when a comment is posted. This feature allows the people viewing your research to easily provide feedback on a reference-by-reference basis.
You can choose to be notified when anyone posts a comment to your references...

You can also choose to share any file attachments stored with your references. Note: This feature may not be enabled for your account.

Please be sure to first verify that sharing of the information is not prohibited by any licensing and/or copyright restrictions.

RSS Feeds from your account can also be shared...

You can include an option that allows others to E-mail you directly from within your shared folder or database.

You can even turn your folder or database into an RSS Feed for others to access using their RSS feed readers (or their RefWorks feed reader)....
You will need to select at least one (or more) Output Style Options:

- Show Favorites List displays your custom list

- Show Organization Specific List displays the output styles selected by your local RefWorks Administrator

- Show User Customized Output Styles displays any custom styles you have created
Also on the Options page -- you may see a section called Reference Sharing Options. This allows you to post your folder or database to a web page for everyone in your Organization to see and access. This option is determined by your local RefWorks Administrator -- so if you do not see it, it only means you can't post to the Shared Area Page (but you can still share your research with the URL at the top of this page!).

To post your folder or database to the Shared Area Page, simply check the box.

You can also pick a category from the drop-down (if your RefWorks Administrator has set this up). The Category helps organize the Shared Area Page.
Once you've selected all the Shared Folder Options you want to give to people accessing your folder or database, save your choices.

Let's take a look at our Shared Folder and then at the Shared Area Page...
Here you are in RefShare.
In a shared folder or database, you have some of RefWorks’ features...

Advanced Search, Lookups and access to your RSS Feeds (if you selected that option)...
Access to RefWorks’ Online Help and a Tutorial on how to use RefShare and an e-mail the database owner option.

Depending on what permissions you granted, your viewers can print, export and generate a bibliography. You’ll also see an RSS Feed icon when the shared folder option to create a feed is selected...

Detailed information on the features available in a shared folder or database are in the RefShare Tutorial -- Using RefShare (available from the Help menu). Let’s leave RefShare and take a look at a Shared Area Page...
To access the Shared Area Page from your RefWorks account, click on the View option from the menu.

Here you'll not only see folders you share, but folders or databases shared by others in your Organization.

Here's the shared folder. Clicking on the link takes you into RefShare...

Reminder: the RefWorks Administrator determines:
- if there is a shared page
- and who can post to that shared page
You've just seen easy, powerful sharing -- across campus or around the world.

Additional information on using RefShare is available in the RefWorks’ online help. You can also contact RefWorks Technical Services at support@refworks.com.