Creating and Sharing a Folder in RefWorks.

The RefWorks bibliographic management software allows you to import references from literature searches of other databases. Create a different folder in which to store references for each specialized section of a larger piece of research. E.g. instead of “Personnel Management” have separate folders on “Equal Opportunities”, “Individual Performance Review.”

1. Login to the RefWorks database from the UU Portal Learning Resources tab.

2. Organizing Folders
   To manage your folders, click Folders. The Folders window appears in the main view area. The Folder window displays the number of references in each folder and the total number of references in the database. From here you can create a new folder, rename a folder, delete a folder, and clear the contents of a folder.

3. Creating a New Folder
   i. Click References or Folders on the RefWorks menu bar.
   ii. From the drop down options choose Organize Folders → Create New Folder.
   iii. Click on [OK]

4. Type the new folder name E.g. Equal Opportunities for Ethnic Minorities
   Click OK.
5. The new folder appears in the list of all your folders. They are listed in alphabetical order. When you import references which are results of literature searches in other databases you must specify which folder or folders they are permanently stored in.

6. You can rename or delete your folders and delete the folder contents from here.

7. The [Share Folder] function allows you to share selected folders, and the references they contain, with other University of Ulster registered users of RefWorks. Choose one or more folders in your database which you wish to make available to others and click on [Share Folder] next to a folder.
8. In Shared Folder [Options]. Type in a **Title** and **Information** about the folder.

9. Select any options. For example remove the tick in the box for **Allow Export** if you do not wish the receiver/s to have the ability to copy the references into a folder in their own RefWorks account.

10. Click on the **E-mail URL** button.
11. Type in the E-Mail addresses of the people (staff or student) who you wish to be able to access the specified Shared Folder. Click on [Send E-mail]

12. You get a message confirming that the E-mail has been sent to the people you specified. Close the confirmation window.
13. The recipients of your E-mail will receive a message with the subject of your Folder.

14. When they open the message there is a hyperlink to click on which will open the folder of references using **RefShare**.

15. The people who receive access to a shared folder via RefShare can print, export or create a bibliography from this folder of references, depending on the options the sender has specified. Under **[Help]** there is an option to E-Mail the database owner.

16. Closing the **RefShare** window will return the person to their E-mail In Box.
17. Click on [Save] then on [OK] then on **Back to Sharing**.

**Shared Folder Options**

18. Clicking on [Statistics] will give you a record of how may people have looked at your Shared Folders in a specified time period e.g. last week; last month.

19. Click on [Back to Sharing] when finished checking.

20. Click on **Close Window** to return to the Shared Folders section.

21. Click on **Back to Reference List**.

22. When you have created at least one folder within RefWorks click on **Log out** of RefWorks.

23. Logout of your **Athens** account.