RefWorks Help Guide No.3
Creating folders and sharing references

You can organise and store your references in folders. You may find it useful to create folders for your different assignments or modules. If you wish, it is also possible to share your references with others.

Creating a new folder
To do this:
1. Click on the New Folder button.

Adding references into folders
When adding or importing references into your RefWorks account, you can store them in a folder. You can also keep a single reference in multiple folders.

1. Click on the box next to the Ref ID to select a reference.
2. Click on the Add to folder icon and select the appropriate folder from the drop-down menu.
Sharing your references

You can share your references with others, using RefShare.

1. Click on the Organize and Share Folders tab.

![Organize & Share Folders tab](image)

2. Select the folder you wish to share by clicking on its share icon: 💌

   (It is possible to share all of the references in your RefWorks account by selecting the share icon for Share Entire Database. Please note that folders which have already been shared will have a different icon: 💌.)

3. Click on Share.

4. The Share Folder Options box will appear which will allow you to define any restrictions you want to set for your RefShare recipient(s). Click on Save.

5. To share, click on the Shared Folder icon 💌 and select Email this share. A generic email with a unique URL that has been created for your RefShare folder will open. Enter the email address(es) of your chosen recipients and click on Send Email.