Sharing References in RefWorks

You have the ability to share selected folders within your database. When you share a RefWorks database or folder, **people viewing your references do not have the ability to change, delete or add references**, but you may give them the ability to make comments on your references, use the references in bibliographies, or export/print references.

**Directions for RefWorks 2.0 interface**

1. To share, go to the **Organize & Share Folders tab**.
2. Next to the Folder of your choice, click on the **Share Folder** icon.
3. Email or cut/paste the **URL** to share the folder with other people.
4. Make choices about how you want to share your database or folder by checking the boxes next to the items on the screen.

**Directions for “Classic” RefWorks interface**

1. To share, go to the **Folders menu** and select **Share Folders**.
2. Click on a **Share folder** button to share a specific folder.
3. Make choices about how you want to share your database or folder by checking the boxes next to the items on the screen.

Email or cut/paste the **URL** to share folder with other people.