# Sharing Folders in RefWorks

You can share a folder of references in your RefWorks library with another RefWorks user or make the folder available for everybody at the University of Oxford.

Choosing a folder to share

1. Open the list of folders in your RefWorks library by clicking on the 'My Folders' button on the left of the RefWorks screen.
2. Identify the folder you wish to share and then click the further options button to the right of the folder's name
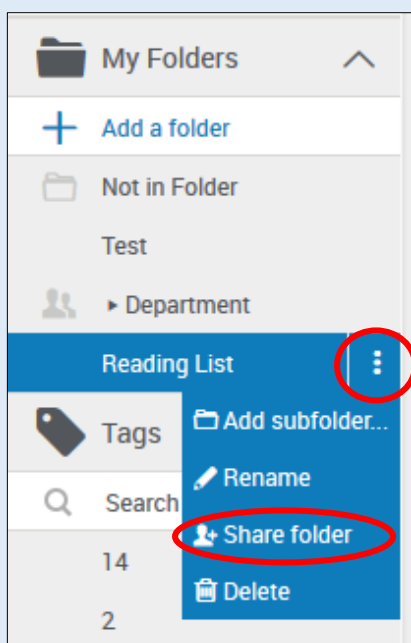

3. From the menu that opens, choose the 'Share folder' option.
4. A new box will appear showing the sharing options selected for the current folder.
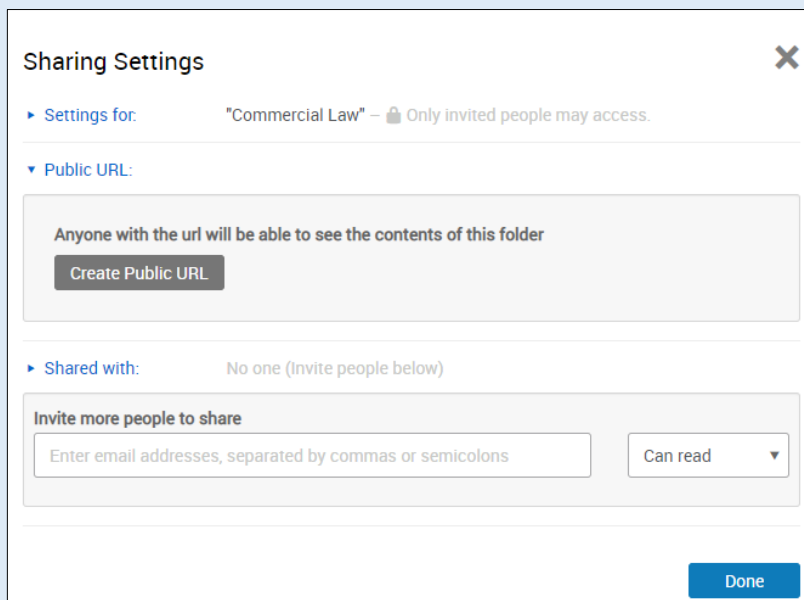
5. Click on the 'Settings for' option. You can then choose to share the folder only with specific people or have it available for anybody at the University of Oxford to find and view.

6. Clicking on 'Public URL' will allow you to create a URL which you can send to people

7. Clicking on the 'Shared with' option allows you to make your folder available only to particular people who are also RefWorks users. You can also specify the level of access each person has to the folder.

   - **Can read** – allows another individual to view but not change references in the shared folder
   - **Can annotate** – allows another individual to add additional notes to references but not modify or delete the references themselves
   - **Can modify** – allows another individual to edit the references in the shared folder

8. To invite somebody to join your shared folder, type in their email address (this must be the email address associated with the other persons RefWorks account) and choose what level of editing access they can have to the shared folder using the drop down menu.

9. When you have completed setting your sharing options, click the blue 'Share Folder' button at the bottom of the window.
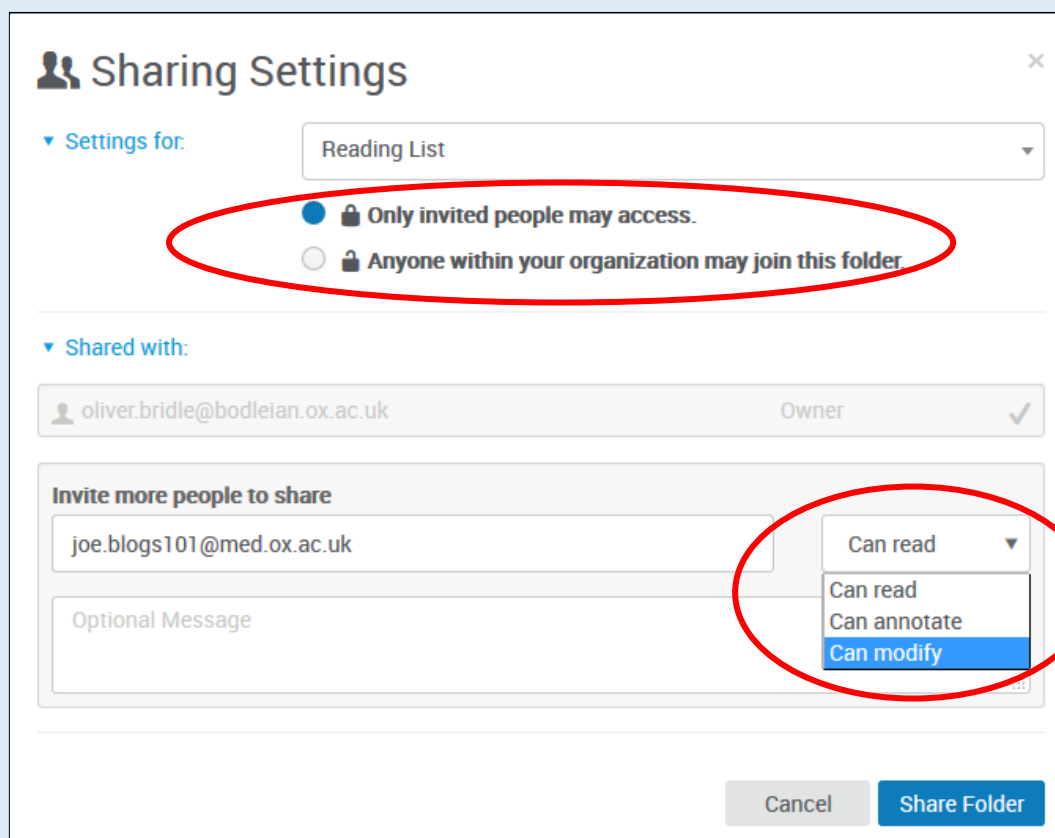
10. If you have an invited a person to share your folder they will receive a notification by email and will be able to see the shared folder in their RefWorks library.

How to turn off folder sharing

If you wish to turn off the sharing for a folder you can either restrict sharing for the whole folder or remove particular individuals.

1. Find the folder you wish to alter sharing options for, click the further options button to the right of the folder name and choose the 'Sharing settings' option.
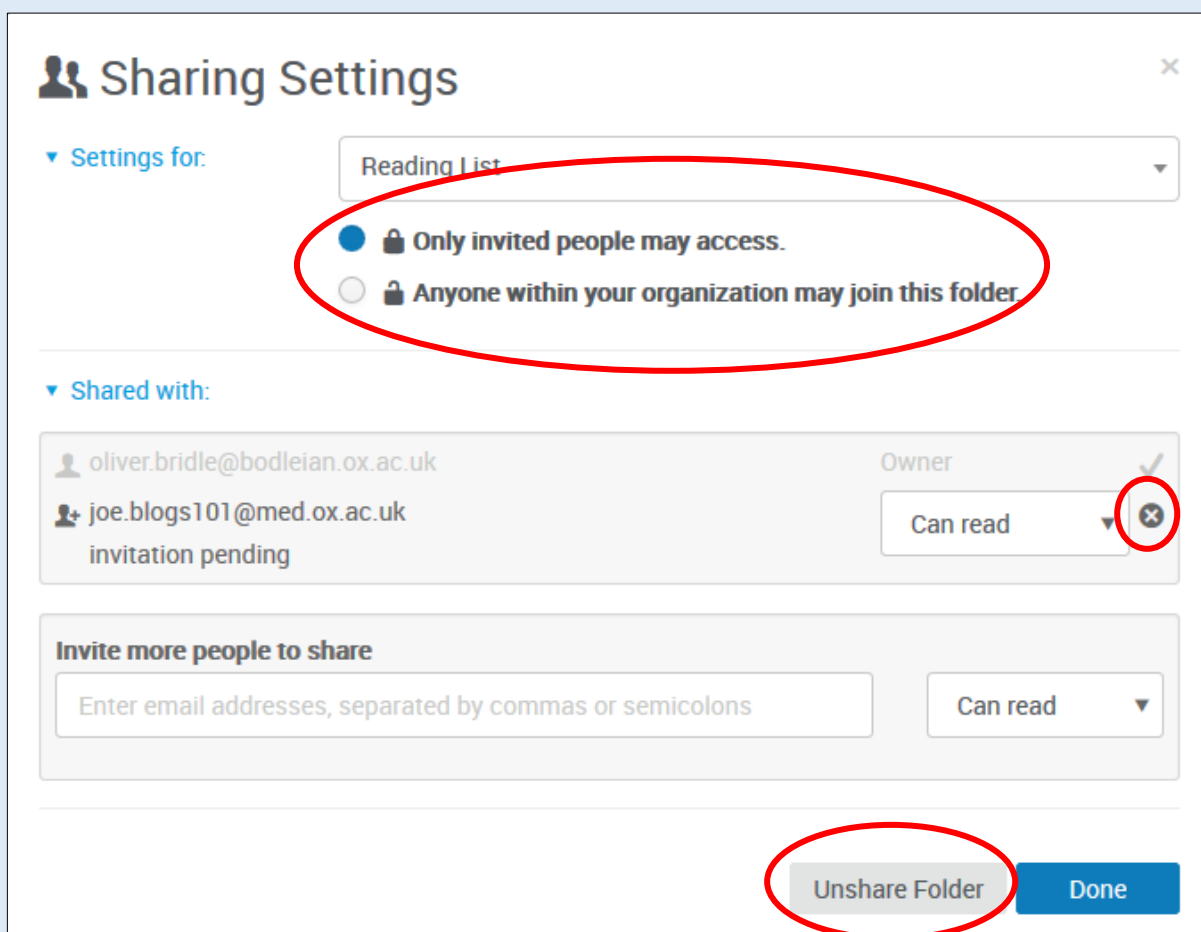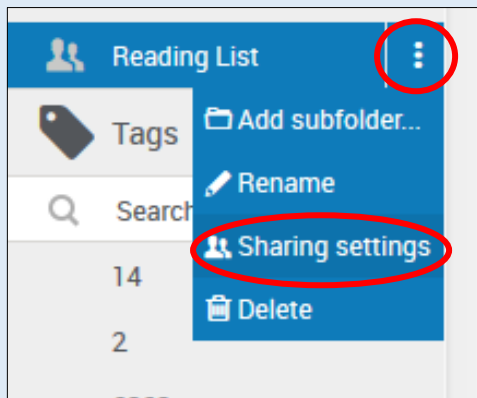
2. If you have previously chosen to share the folder with anyone at Oxford, simply change the sharing option to 'Only invited people may access'. RefWorks will warn you that access to the shared folder will be removed for anybody who has added the shared folder to their RefWorks library. Confirm this warning message if you wish to continue.

3. If you have shared your folder with specific individuals you can remove access for a specific person or for everybody.
   - To remove an individual, open the 'Shared with' options. You will see a list of all the people who share the folder. To the right of each name is a button containing a cross ('X'), click this button next to each of the names you wish to remove.
   - To remove access for everybody, simply click the 'Unshare Folder' button at the bottom of the Sharing Settings window.

Accessing a shared folder

- If another person has shared a folder with you, you will receive an invitation via email. A notification will also appear under the 'Sharing' section on the left hand side of the RefWorks screen.
- Once you have accepted the invitation you will see the shared folder appear under the 'Sharing' section of your RefWorks library.
- You can also browse all folders that have been shared with everybody at the University of Oxford.

1. Click on the 'Sharing' button on the left of the main RefWorks screen. From the options that open, click on 'Folders at University of Oxford'.
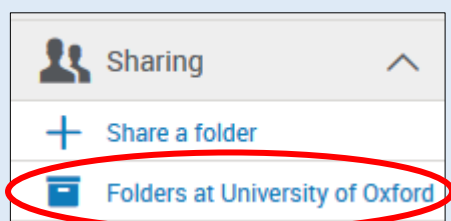
2. A list of available folders will appear along with details of each folder's owner. To join a particular folder, click on the grey 'Join' button to the right of each folder.

3. The folder will appear under the 'Sharing' section of your RefWorks library.

4. To remove a shared folder from your library, find the folder you don't want and click on the further options button.

5. From the options that appear, choose 'Leave shared folder'. RefWorks will ask you to confirm that you no longer want to have access to the shared folder.