Working with shared collections

When a folder is shared with you, you receive an email indicating this.

You can view the folder in the Sharing tab in RefWorks (In the left-hand pane). All folders shared with you from a single institution are grouped together.

To view the references in a shared folder, you must accept the invitation: click on the tick to accept the shared folder.

The folder now appears in your left sidebar in the Sharing area. All tags for references in this folder are added to your list of current tags.

- You can view the references and citations of shared folders. When enabled by the person who shared the folder, you can also add comments and notes to the citations or even remove or add citations to the references.

- To export these references or to synchronize shared citations you have to copy the references to your own list of references: drag and drop the references to a folder or select either Assign to Folder or Share → Copy Shared References.

- You can remove your own access to a shared folder using the action menu in the folder’s row (3 vertical dots). If you remove your own access to a shared folder, any tags that are associated only with references in that folder are removed from your list of tags.