# Getting the best out of RefWorks

# Presented by Claudia Prokopczuk, RefWorks, and Donna Watson, Knowledge Services, NES

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# Transcript

**Donna Watson:** To this session on refworks Claudia. Now you'll have to pronounce your last name for me, I'm afraid.

**Claudia Prokopczuk:** Prokopczuk - Claudia is fine.

**Donna Watson**: and she is the lead product manager for for us. Claudia is based in New York and has been with Refworks for 13 years. And before stepping into product management, she was responsible for analytics, reporting, business insights, quality control and planning. And has experience with many discovery, research and workflow products. So over to you, Claudia.

**Claudia Prokopczuk:** Thank you. I'm very happy to be here today. We have this session scheduled 45 minutes. I'm happy to stay after if you have questions or follow up at a different day and time or via e-mail. So I put together just a very short PowerPoint presentation with my contact information and some other items that that we're going to look at today. But most of our time is going to be spent in the product. So please offer your questions and chat and Donna will monitor this chat. Or feel free to interrupt me if you would like to ask questions so so we can cover the entire topic. Some of the features that RefWorks has are a little bit of a deeper dive, so I'm going to leave them out of an actual demo. But I will mention those and you will have my contact information to contact me afterwards as well. So I will go off camera and share my screen and I will begin our session today. So let me just queue up my screen and share. Could somebody please confirm that you can see my screen please?

**Donna Watson:** We can see your screen. Yeah.

**Claudia Prokopczuk:** Wonderful. So this this PowerPoint part is going to be quite short. We're going to look at product road map and update and and then product demo. I'm going to mention a little bit about what we're doing for user research which you're all very welcome to participate in and provide some additional information. Some helpful links that you may find easy to access in the PowerPoint like knowledge centre and and and other things. Other links that that you may be able to, use to help you out. So let's talk about road map just for a few minutes. I'm not going to go into extreme detail on this, but when we set out at the beginning of this year we had four outcomes, researcher focused, admin focused, site health which is technology related and then what we call user delight. So those are the concept of outcomes and the concept areas underneath that are performance Google Docs which is coming next month, improve deduplication which we started end of last year and and improved this year. Admin tools and analytics we launched earlier this this week. For most of you it won't, it won't mean a different experience. Technology. So we are always having to update our technology behind the scenes, database, search functionality, etc. And enhance the new features which I will mention as well. So where are we with the road map? There's a lot of text here. I'm not going to go through all of this. If you view our quarterly webinars or if you check out the release notes that we have every month for RefWorks, you will, you will have seen all the you these things that we released throughout the year to date. The things on the bottom that the bolded items like sorting and or ordering have references which I'll show you on formatted ISSN fields, removing permalinks, et cetera. Things that are on the bottom are the most recent releases that we have and I encourage you to look at our release notes regularly to see what has changed or updated. Or you can wait for one of our sessions such as the day so I can go over all the features under deduplication. We've introduced ignore spacing in table view, ability to to view duplicates in table and if I may mention we had a few users from, NHS in Scotland who helped us in user research already. So if if more users are wanting to to collaborate or very well or more than welcome to to let me know that you want to do some testing or provide feedback before something launches. So keep that in mind, technology, these are all the things that we've done in technology so far. Some of these things don't mean anything to you or you will not explicitly see on the site, but that's happening all behind the scenes. We introduced Single Sign On for RefWorks Citation Manager RCM in the recent past. So before you, you could use your SSL to access refworks, but when you want it to use RCM, which is one of our writing tools, you had to log in with your username and password. No longer. You can use SSO now as well. And then there's other things that we do throughout the year that that are visible to our users and help with your workflows. So feel free to take a look at this later in the PowerPoint. Uh, ask me any questions via e-mail and contact me and I'll be able you. I'll be happy to to chat with you. So that was a few words about our road map.

Let me go to the product demo and that is going to be where we spent most of our time today. So I'm already logged into my account here. I'm going to switch over to my other browser to just take a few moments to talk about for those of you who maybe don't have an account yet or have not logged in in a while. Just to reminder, how do I create an account? So for for you, you can go to create an account, you go to refworks.proquest.com, you go to create an account and we have enabled your e-mail domains for account creation. And for example if you type in one of the emails that we've enabled and nhs.Scot as the domain and you click check, you can go ahead and create an account in refworks. Most of you will be using SSO, have been or will be using SSO and so in order to log in or or create an account you will go to use a login for my institution and I typed in Scot so you can type in knowledge that we're Scotland or Scotland and click on that and then you will go through the SSO information to gain access to your account. However you log in or create your account does not affect what is in your account. So you can go to any, um, Internet enabled browser, type in refworks.proquest.com, put in your username and password, and you will access the same information as if you log in via your SSL of course. So those are a few words about account access and account creation.

So once you log into your account you see the same thing I see except different references folders and projects because those are mine. I am temporarily now a user at Knowledge Network Scotland, so this is exactly what you see. What I see is what you see as far as the site layout and functionality goes. So let's talk about layout just for a moment. Um, the main area here is your references. Uh, very recently we have introduced sorting ascending or descending and umm we had ordering before. But now we we have implemented some enhancements to this and umm you will be able to see for example if you sort by date modified, what date that reference was modified. If you go back to sorting by date added you will see the date added for that reference. So that's a little bit of an enhancement and some other options here under ordering. Also you can look at your references with different number of references per page and we have a few different views that are available to you. Normal view which is I which is the view I'm in now. Table view which shows your references as a table and then we have full view which basically displays the full in content of your metadata references on your screen and last but not least the citation view. Before I click on Citation view, I will click on this gear icon here and I will type in a citation that I want to view my references in, let's say EP 7. And now my citations are are displayed in the citation view that I have just chosen with fields that are missing metadata according to APA 7 highlighted for me. So if I click on that field, I can very easily just type in information to edit that metadata, hit save, and now that field is no longer highlighted for that reference. So if you absolutely need cell accuracy in building, building bibliographies, or sharing references in a specific style of this view is very handy to make sure you have everything that you need in the metadata. Not having everything in the metadata will not stop you from doing anything you need to do in refworks, like creating a bibliography or sharing. This is just a help tool for you to see what may be missing. So I'm going to go back to normal view and keep talking about what What the layout. Continue with the layout. So our main navigation here is obviously reference home page projects right here, which when you first opened an account, you by default have one untitled project. You're welcome to add additional projects. I happen to have three projects set up in my Refworks account. For those of you that use legacy, this is kind of like having multiple accounts only in Refworks. You log in once and then you have different projects. They're completely separate sets of references for you. I'm not going to dive too much into projects, but I will mention that if you share a project with someone, you are giving them complete 100% control over that project. So much so that they can leave kick you out of that project so they're truly Co owners of the project with you. At any time. Any of the owners of the projects may remove another member from the project or share with another member with another colleague to view all the references, all the tags, all the folders, everything in that project. If you have questions about projects please reach out or check out the CKC for project information. So moving towards the right here, we have knowledge that Scot dot NHS UK link my language is set to English, this is my user menu. So you will some of you will see the admin functionality if you have it. But this is your user menu right here where you can adjust your settings and look at tools which we will get to. And if you remember nothing from our training today, Please remember about these two links on the upper right hand side. This one is for our video tutorials and YouTube and these are short videos about how to of different features of RefWorks. Everything from introduction to access to basic functionality, to editing references, editing citation styles, etcetera. We are in the process of updating a lot of these references just to I'm sorry, videos to refresh them for our users.

The link next to this is the help link and this is where our knowledge Centrelink lives. So this is where you would go to find article about anything you want to look up in RefWorks. The user guide for example for most of you will be quite beneficial. How to manage citation styles, references etcetera and we have accessibility help link of course for those users that require accessibility help and we have contact support. So this link opens up a form where you can open a case with one of our tech support agents and we I think the turn around time is it should be no more than 24 hours. If an agent is online and available, this right here on the lower right hand side will show up to say chat with an agent and you will actually chat with a person. We do not use bots for our chat supports so moving on with our information here. We have the left navigation here which I call organisation navigation. This is where your folders. Essentially folders live a couple of things and duplicates which we'll get to. So a couple of things about folders. There is no limit to how many folders I may create in my account for any project. There is a limit of four levels of folders. I have my parent folder, subfolder, sub subfolder and then sub sub subfolder. So 4 levels. But there is no total limit of how many folders you may have including subfolders. It's just the limitation that comes in on the subfolder the the nesting levels. I have my tags to help me organise my references as well. If I click on the tag, references associated with that tag will be displayed in by reference list and the trash folder. So the trash folder is. Whenever you remove a reference from your library, it gets placed into trash. We don't delete it. We don't clean out your trash. Ever. The only way to truly get rid of a reference in your account is to delete and delete it forever. Now I can't get it back, but if you want something back that you may be accidentally deleted or you decided you want it back, you just hit restore and it gets back into your all references or whatever folder it was in when you deleted the reference. And the top navigation is the last part of our layout that I will go over before I jump into functionality. Adding references, assigning references to folder or folders or creating a folder as you are assigning references to folders. Sharing. Creative bibliography. This is where you would create a bibliography, Edit your citation styles or use quick sites. Delete. I already mentioned adding tags or or editing tags right here and we have our tools menu right here. And of course search. This searches your RefWorks library. We do have advanced search if you want to search on a specific field for for multiple multiple search terms. So while we're on this navigation menu here on top I just want to point out tools. So if you go into your tools, this is where you will be able to get the writing tools and the Discovery save to Refworks tool installed on your browser. So let me mention that before I get to how it works. So in order to install the save to Refworks bookmark, which I already have here, I would need to click on this button here and take the Save to Refworks bookmark and drag it into my browser and now it's installed. That's all you need to do. And what it does is it harnesses information from websites that don't have direct export or download the Ris file, public file, etcetera, that you can get into your reference library, which I will show you how to do in a few minutes.

**Donna Watson**: Just to say, Claudia, we had a question about references being added to multiple folders. Um, and I believe that is possible, Yeah?

**Claudia Prokopczuk:** That is possible. So if I select a few reference, a couple of references one or more. I'm so sorry, excuse me. I will go to assign to folder and I can select multiple folders folders and then those references will be in both folders. If I want to, uh, create a folder or assign as I'm creating a folder I can do so as well. Another thing I'll mention since we're talking about this is these two references that I've assigned to folder called New Folder and a new folder called New Folder 2. If I decide I don't want ref ID 1851 in new Folder 2, all I have to do is go to that folder, select the reference I don't want it in there anymore that I don't want in there anymore and remove it from folder. So now the reference still lives in new Folder, it's no longer in New Folder two and of course it's in your library. So yes you can assign to multiple folders if you would like and then remove them one one at a time or or a multiple references at a time great question.

So going back to our tools page, umm, I'm sorry was that did that answer your question? Is there any follow up?

**Donna Watson:** No, I think, I think that that fulfilled it. Thanks.

**Claudia Prokopczuk**: OK, wonderful. So that was in save to RefWorks, Ref works. I will show you how that works in a moment and then we have our writing tools here on the bottom. So our writing tools we have a word add in which is a reference list view of your references in Microsoft Word. When if you're writing a research paper and you want to insert intext citations, you will be able to do so from within Word. You don't have to do it manually, would just click on the citation and it will be inserted into your paper. It will be formatted in the citation style that you have chosen and a bibliography at the end of the document will be created for you as well. I am happy to have another session for writing tools if you if anyone's interested or contact me later and I can give you more information about that. We also have the same functionality type of functionality, functionality for Google Docs if you don't use Microsoft Word and we have it for Hangul Office which is a Korean word processor which I think our audience today is not very interested in. So these are our writing tools and add-ons and that lives under our tools menu here. If you're interested, please check it out.

So now that I've given you overview of some things, let's get into managing references and getting references into refworks, editing them and then sharing them with other people. Let's talk about import first. There's a few ways to import references into your library. First is to upload a document. I'm actually going to go into my. Documents on my computer and I'm going to choose one PDF and I'm going to hit open and now that PDF is being uploaded into my library. Refworks is looking at the metadata in that PDF to see what it can find and populate in our metadata information like author, title, etcetera and create that reference for us. So while this is a processing, I'm going to move on to the next way to get references into Refworks. Also under this add menu item is that can import references, Mendeley Direct Access or ris file or any other file and also including legacy refworks for another two weeks. But you know what? Before I click on that my reference was stop was completed processing the one that I uploaded as a PDF and I click on it to view metadata and I can see that refworks said OK. So this is the title. These are the the authors. This is the information in the PDF that I've brought in, but there's also a icon for the PDF itself and it allows me to read that PDF so I can read it in RefWorks. RefWorks is is reference manager, not a reader. But of course you have a read function on this page. And uh, let me just mention that if you have a full text PDF that you're viewing in the reader, you can highlight, you can annotate, UH, you can make notes, you can edit the metadata in this screen. So you can do multiple things as you are doing your research. If you want to make notes in a PDF, you are more than welcome to do so at any time. Here's a functionality for our PDF note. So just to mention that. So let me go back to importing a file. So for another two weeks. If you still have legacy refworks accounts, I'm sorry, references that you want to bring into RefWorks, you can do so in November. This functionality is no longer going to exist, so if I have a different file, let me just go back to import references. I can click on Mendeley if I want to import from there. But most of you what you will be doing is selecting file from your computer or dragging and dropping files from your computer. So I'm going to go ahead and select the file from my computer, gonna go to my text file, my ris files right here. And I'm going to choose one. Let me choose one that's not very big. And now um, a window pops up offering, OK, this is we think this is an Ris format if it's not or if, if, if we misread it, you can search any other format in here that you would like. There's I think couple of 100 formats that we offer. You just have to find the one that you want if it's not our a ris format. So I cancelled that. If that so let me redo it if I click on it. Oops, I think I might be stuck. Let me just refresh my page. OK, so now I'm at the screen that I I was at originally. I know this is a ris format file and now I get to choose my format. If I don't know what it is, a safe bet is just to go with Ris format or UTF 8, Ris UTF 8 and hit import. So now all the references in that Ris file are are going to be imported into my Refworks account before it's finalised. refworks is gonna ask me where I want to place this reference, in a folder or multiple folders if you would like. Or I want to create a folder as I'm importing because I forgot to do my organisation before I can create as I go. I'm not going to choose a folder, I'm going to, um if it's from a database, I'm going to go ahead and import tags. Those are the keywords, the tags that I that I want in my library. Or I don't have to if I don't want to. And I'm other recent feature that we released a couple of months ago is to ignore duplicates. So duplicate identification at imports is using the exact match for author, title, a year. So if my file has a reference that matches exactly with title, author or year and year in my library already in this project that I'm in in other research project, RefWorks will skip that file and will not import it. I'm gonna go ahead and hit import and wait a couple of moments until that is done and I don't think that file is too big so we should just be done momentarily. So now it tells me OK import process is complete, I'm going to go to last import it to view my imports and as you see a few seconds ago give references were imported from that ris file and I can see that the last import before that I did was September 12th of this year. So these are the references that I brought in in my last import. If I decide now that I want to put them in a specific folder, all I have to do is select those that I just that I just imported and I can put them in a folder in bulk. Any questions about those import features? OK, so the next way to get C

**Donna Watson**: Oh sorry Claudia,

**Claudia Prokopczuk**: Please, please go ahead.

**Donna Watson**: Can you import files from a Word document?

**Claudia Prokopczuk**: So uh, extension dot DOC or DOCX think that's what is are not supported, at least not right now. I don't believe that we're planning to do that in the near future. So if you if you import a Word document into your reference library, we will save it as a reference, but we will not read data out of it. And you cannot create a reference list. If you have a reference list in a Word document, we do not know how to parse that out at that at the moment. So you can add that file, but it's just going to be an attachment in a reference in refworks.

**Donna Watson**: Thanks Claudia.

**Claudia Prokopczuk**: So the next way to get references into your library is to create a new reference. And that's quite manually creating a new reference. You type in the information that you want in your reference here, starting with title, authors, et cetera. You will notice these lightning bolt icons here if you type in ISSN, ISBN if it's a book. So if we choose a book will have the ISBN umm highlighted or or available. What you can do is you can look up that information in our We scour our Zero Solutions database for matches. So I'm going to type in a book title called World Peace and I'm going to hit this and I have some results here on the bottom. If I find one that I wanted to type in in the list, I can just click on it. I'm just going to click on one and all the metadata that we have for it will be populated. Not all the metadata is going to be there because it might not. We may not have it or it may not be the one that you were looking for. So what you can do is you can do another search and you can see, OK, that's not really the one I wanted. Let me pick another one. Ohh OK this is the one I wanted and you can save it. Um, you don't have to do this. It's available for creating a new reference or editing an existing reference as well. So it's so the best item. The best fields that to do this on is obviously DOI, ISSN, ISBN because those are those are not ambiguous. So this is how I would get in references into my library if I'm doing a manual citation. I'm sorry, reference creation. A couple of things I'll mention while I'm on this screen. This is also where you can go ahead and duplicate a reference. So we will talk about deduplicating, but of course you can also duplicate a reference. We do not take attachments into duplications. You will have to move those subsequently. But what happens here is that you can create a duplicate of something that you've already have in your in your library. You can edit it as you go if you would like and hit save. So now I have that reference in my library twice. Um, I edited one, but you don't have to copy and paste anything. Export, import. You can just duplicate references as you go if you wish.

So another thing I'll mention while we're here is importing and creating references. You may want to add attachments like I I uploaded the PDF and you've seen that that became an attachment in my reference. What you can do is you can edit a reference that already exists and you can add files to it. So you can add a PDF file. You can add a word file. You can at this one and it will not replace the metadata in your reference, it will just add the attachment to your reference. It looks like I'm clicking on things and things are not happening for me today. OK umm so now I have that reference attached here or that that attachment here I can add a Word document if I want, but again, it's just going to be an attachment in my library. Why is this not rendering? Ohh here. It wasn't rendering but I do have it. OK, so that's how I can add attachment to existing references. If if I want multiple I can add multiple attachments. Only PDF's can be read in RefWorks. The other ones are stored and if you share with someone they can they can see it and download it when they look at the folder.

So that's how to add references when I'm in refworks when I'm outside of RefWorks like databases which you probably use a lot. Some will have direct export functionality available to you, some of them will not, and I'll show you how to use their save to RefWorks bookmarklet But first let's look at direct export. So I'm using Google Scholar. I'm not using Ovid or Medline or Proquest platform databases because it works the same. So if I go searching in Google Scholar for Clinical health and I find a reference that I like, I will hit cites and I will choose Refworks from options offered to me. So now I'm exporting that reference into refworks directly from Google Scholar or any database that has direct export enabled. And my screen differs a little bit in import here. So now it's asking me which project I want to import my reference into. Before we were importing from within a project, so we didn't have a project to choose. Now we're coming from outside into Refworks. Now it's asking me where which project I want to save it in. At the moment only one project at a time. We are we are going to be development to do multiple projects at a time next year and then I can choose or create a folder just like I have before and I have my import options here including the brand new economy duplicates or two months old ignore duplicates. So I'm going to hit imports and it was pretty quick because it was just one reference and now that reference that I clicked on in Google Scholar or any other database with direct export has all the information that refworks was able to find in your library. And of course you can edit this as well. So that's what it looks like from databases.

Let's look at our references in places that don't have direct export like Wikipedia, like and use websites. This is where I would go to save to refworks and note I have two now. It doesn't matter, both of them are identical. I can use either one or delete one. So let me go and click on an article that I want to save in my Refworks library. I'm going to click on save to Refworks and I'm going to see a panel open up. This is what Refworks Sees in here to gather the information to save into your library. It's not seeing authors. I might want to type those in. It's saying it's generic. Once Wikipedia is a web page is a journal. I can change my ref type as I go, so I'm just going to put this as a web page. And a quick note, if you're not logged into refworks in this browser, this panel will ask you to log in. SSO is not enabled for save to RefWorks at the moment. That's coming in the future, but you will just if you're already logged into Refworks in this browser you won't be able to have to reauthenticate. So I'm going to hit save to refworks. Very similar questions come up. Which project would you like to save this in and which folder would you like to save this in? I'm just going to say not in folder and I'm going to go ahead and say one reference, save to refworks and view that reference in my library.

Any questions about importing references? I know I'm going quick, but yeah, any questions?

**Donna Watson:** I was just going to let folks know that the library search does have an export to refworks. And yeah, you're right, all of our databases like Medline and things like that, they they all actually allow that as well. So is useful to do.

**Claudia Prokopczuk**: If they don't, uh, Pub Med does not. Pub Med only you can export in bit file. That's. That's all they offer. What you do is you download a file as you very well know. I will not spend time teaching you that. And then you just import into your refworks library for import references and you will select a file and choose the. The we will see the right extension, but if we miss misidentify it, you will choose that it's a public file and import references that way. OK, so we've collected a bunch of references in our library, and now what do we do with them? So let me go back to my original tab. And yes, each, uh, each way of importing references from outside of refworks will open up a new tab. This is something that our users asked us to change. We cannot. I cannot control how, umm. Google Scholar opens a new tab in a browser unfortunately, nor Wikipedia or or any other site. So unfortunately or unfortunately for however you like to work, a new tab will be opened with each method that you use to import references from outside of Refworks. So keep that in mind. What's nice though is that every one of them will have the same references. Sometimes you will have to hit refresh, but they will always have the same references listed. So no syncing, you might just have to refresh your view.

OK, so now that we have all these references, what are we gonna do with them? I mentioned folders, uh, folder organisation. You can drag and drop. You can assign to folder the way I showed you before we know how to edit a reference. We kind of went through that when we were importing. Um. Another way to edit references is in bulk. So let's say I made a big import and I know that there's one field that I want to change and I don't want to go reference by reference by reference to change those fields. What I do is I go into tools and I go to Bulk edit and I have some options here. So right now I'm applying this to all references. Be careful what you apply it to because I'm changing information for all references. What I can do is I can add a field to all the references, I can delete a field from all of these references. I can replace a specific field in all of these references. So if I find Author that is named Smith, I'm not going to execute this and I need to match Case and whole word and name it, rename it Jones and replace the data. Refworks will do a bulk edit on all those references. If it finds Smith, it will replace it with Jones in the author field. We talked about how to read references that we've, uh, put put into our reference account as a PDF.

And uh, next let's talk about, um, searching. So I mentioned there's the search button here or or area here. What this does is, um, searches your library, your attachments, the text and the attachments metadata to look for a specific word. And I mentioned there's advanced search can limit it to a specific folder within a project or anywhere in that project and I can specify. Let's say I have a specific DOI I'm looking for. I can type in that DOI and hit search to get my search results. What about? OK, so we've we've duplicated references. We've edited metadata, book, edit. We we we all our references are great. Now we're like ohh. Well I used several different databases. What happens if I want to deduplicate my references? So there's a couple of ways to get to this. So I can go to tools to find duplicates or I can look here in the left hand menu here or duplicates and it opens the same panel. So find duplicates will open upon panel or a model for you. And we got feedback specifically from UMM NHS in Scotland users when we were developing this. So thank you for those that participated if you are on our call today. So what this does is it sets how look for duplicates we have based on completeness. The reference that has the most information available is going to be the primary one, the one that's listed as as the one that has duplicates. Maybe the newest one is 1 I want to base it on? Or maybe the one that I imported the the oldest one that I imported. I'm going to keep it as completeness. There's two different versions or or ways to match references to each other in in deduplication is exact match and when you click on that of course it has a little explanation here how we do this and a similar match explaining how we do a similar match and then we have a few fields that we can choose. At least one field needs to be chosen to execute a deduplication search. So I'm actually going to just leave title for an exact search and I'm going to click find duplicates. Panel opens up and says um, just informational. We've started deduplication. You can go and have a cup of coffee. You can shut your computer down for the day. We will continue searching for duplicates until they're found. So I'm going to say OK, I understand this and this search was quite quick. I only have 2000 references. I had a pretty strict criteria to find duplicates, so now I can see my results. So these are the results of my deduplication efforts and it looks like I have pretty bad data in here so I have a lot of duplicates. As I mentioned earlier, a new thing that we released recently is to view duplicates and table views, so let me show you that. So it's a little bit of an easier way to look at your references if this which is what you prefer um and I and your duplicates are pre selected by default and uh you can do whatever you like with them. You can deselect, you can edit metadata. You can select and deselect anything you like. You can delete, um those that are visible on your screen and actually put them into trash. Or if you trust the deduplication results, you can just say I want all of these duplicates in trash. Of course they will live in trash until you delete them so you can get them back, but those are the options or actions that you can do with finding duplicates. And of course the other views are available as well, if that's how you choose to want to look at your duplication results. Another thing to mention, about deduplication? Only the last deduplication search is available in this view here. See last results. It will stay there forever. If you never want another deduplication. If you run another one, it will replace the search results on here and those results will be displayed and saved in here until you run another deduplication effort.

I know we only have a few minutes left. I try to go over everything in detail as much as I could. So let's talk about exporting and sharing please. So we allow sharing as I mentioned on a project level and a folder level. We do not allow sharing by one reference on its own. So if I want to share references with someone else, I will go to share a folder. Or I could do so from here. And choose a folder that I want to share and I have some options. I can invite people to view this folder, I put in their e-mail addresses and I give them access that I prefer. Read, Annotate or Modify. I could share with anybody at their organisation. If I do so, my the folders at my organisation will be displayed here. Nobody's done that, which is OK and the last option is create a public URL. So I will create this view and I'll just open it in a new tab or I'm sorry, a new browser and my recipient sees this information in a public view. They don't need a Refworks account. We we recently added a search functionality to this view and of course you have sorting this. This folder is quite small, so it's probably not necessary to to search or order, but that functionality has been added very recently as well. Another way to get references out of refworks after you've completed your research is creating a bibliography and doing an export.

So quickly I'll show you how to do an export. So right now there's four file formats that you can use, Bibtex, Ris, tab delimited and XML and that exports all your metadata for all your references or the selected references into those formats. And last but not least, we have created a bibliography, so I have 2000 references selected. This is going to take a moment to generate and the bibliography should generate on this page or will generate on this page based on their citation style that I have chosen. Or I can change the citation style if I like and generate the bibliography in this format. Once this is generated, I will click on copy to clipboard and that's saved on my clipboard and I can open a Word document, e-mail, chat, whatever. However you share with other people, paste this in and that information will be shared. Or or you can send that information in that manner to other people. So um, writing tool demo if you would like one. If you want more information about it, please let me know about it and I'll be more than happy to to explore that with you. But that's basically all of refworks. Most of the time is going to be spent obviously importing and cleaning data and deduplicating and those are the features that in refworks that hopefully will will make your lives easier when you have to do so.

**Donna Watson**: There is thank you very much for that Claudia and there is definitely uh interest in a follow up session. So we will arrange that with you and we will e-mail everybody who's been on the call and make sure that they know that it's happening as well as promote elsewhere. So no, that was good. We had a nice comment saying this is so much better than the old legacy version that we used to have access to. So that was good. And there was also a comment though that sometimes pages like Google Scholar and that have a bit of incomplete. So sometimes the data, well, most times the databases are far more robust at giving you fuller records. So it is always useful to use those. Um, but yes. And we're getting a comment that some folks can't do their jobs without refworks. But are there any other questions? I know I will stop the recording.

# End of document