



Sharing References

There are two ways you can share the data from your RefWorks account:

- Create a Read-Only Password
- Share your log-in information

Create A Read-Only Password

If you want your assistant to have the ability to view and export your references, but not to be able to make changes to them, choose this option. Read-only access allows you to share your database with others on a limited basis; they can search, view and print references in your account, but not add, edit or delete, or create/change folders. To create a read-only password:

1. Log-in to your RefWorks account.
2. From the **Tools** menu select **Update User Information**.
3. Type a read-only password and click **Update**. Be sure that the read-only password is not the same as your original password.
4. With your login name and read-only password users will be allowed to access your database in read-only mode.

They will be allowed to search your database, export data and create bibliographies. They will not be able to edit references, import references or change folders.

The user can tell if they are in read-only mode by looking in the top right corner of the screen; it reads "Read-only".

Share your Log-In Information

If you want your assistant to have the ability to manage and edit your references, choose this option. By sharing your login information, you grant others full access (add, edit, delete, etc.) to your account.