## Sharing a RefWorks folder for collaborative work

Choose one person in the group to create a folder in their RefWorks account for the collaboration. Instructions for creating folders are at

<https://blog.yorksj.ac.uk/newrefworks/2017/04/26/day-6-creating-folders/>

Once the folder has been created, click the ‘Share’ icon.

Choose the settings that work for your collaboration, and invite the other members of the group via email. Ensure the correct folder is chosen in the top menu. If you all need to add and annotate items, choose ‘Can Modify’ in the drop-down menu next to the email address box.

