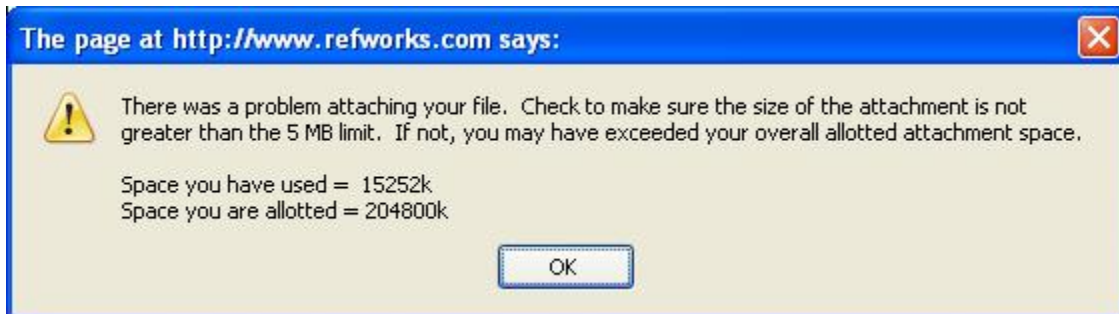


Attaching Files to References



You can attach files (such as full text articles in PDF format) when adding a new reference or when editing an existing reference. Attachments can be any type of computer file that you want to associate with the bibliographic information you store in your RefWorks database.

- Adding attachments to a reference is different from the existing links or URLs because the actual file(s) you attach are stored on RefWorks servers. Attachments can also be shared using the RefShare module.
- In order to view the file attachments, you will need the appropriate software for that object type on the computer you are accessing the file from.
- There is no limit to the number of files you can attach to your reference, but there are file size limits on a per user basis. Each University of Rochester RefWorks user has been allotted 200 mb of storage. This is the maximum amount and cannot be increased. The maximum size of any individual attachment is 5 mb. If you exceed either the file size limit or the limit set for your individual account, you will receive the following error message:



- Attachment file names are searchable from the **Search RefWorks** box or by searching the **Attachment** field in **Advanced Search**.

To attach files to references in your database:

1. Locate the file and save it your computer or shared drive.
Note: You can use the **Find Text** link in RefWorks or in PubMed, CINAHL, etc., to find full text files. For PDF files, open and save the files using the options on the PDF toolbar.
2. Returning to RefWorks, click on the **Edit** link next to the citation for the file you're adding.
3. Click the **Browse** button (in the **Attachments** area) to locate the file you wish to add (only 1 file can be attached at a time).
4. Click **Add Attachment** to upload your file. An icon or image of your document will appear in the record.

5. Repeat steps 3 and 4 for EACH file you wish to attach.
6. When done adding attachments, go back to your reference list. You should see a "paper clip" near the view and edit links for that reference indicating that attachments are stored in that particular reference.
Note: You do not need to save the reference, unless you have made changes to any other information.

Files may also be attached when entering references manually.

To View Attachments:

When you are looking at a list of references, you will see a paper clip near the view and edit links for that reference. The paper clip indicates that attachments are stored in that particular reference.

1. To view the attachments, click on the **View** link.
2. You will see **thumbnail images or icons** for each attachment.
3. **Click on the thumbnail** to launch the attachment.
4. You can save the attachment to your computer by **right mouse-clicking on the thumbnail** and selecting **Save Target As** and selecting your location to save the file.

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(Adapted from RefWorks Online Help, April 2008)