



New Attachment Feature in RefWorks

RefWorks users are now able to attach documents to their references. Attachments can be any type of computer file (eg. .pdf, .doc, .xls, etc.). The documents are stored on RefWorks servers.

- The total storage limit per person is 100MB but there is no limit to the number of files you can attach to your reference. The maximum size of any individual attachment is 20 MB. You will receive a message alerting you if you exceed either the file size limit or the limit set for your individual account.
- A paper clip icon   `emodules;` is displayed indicating a file attachment.
- Attachment file names are searchable from the **Search RefWorks** box or by searching the Attachment field in **Advanced Search**.

Attaching files

- There is an attachment field in each reference you create. Once you have saved the reference, scroll back to the **Attachments** area.
- Click the **Browse** button to locate the file you wish to add (only 1 file can be attached at a time).
- Click **Add Attachment** to upload your file.
- You can attach more than one file to a reference. Just repeat steps 5 and 6 for EACH file you wish to attach.
- You do not need to Save Reference again, unless you have made changes to any of the reference information.
- You can delete attachments by going in to **edit** the reference and clicking **delete** beside the attachment

Viewing Attachments

- You will need to have the appropriate software for that particular attachment on the computer you are accessing RefWorks from (e.g., if you want to view a PowerPoint presentation attachment, you will need PowerPoint on your computer).
- When you are looking at a list of references (from any view), 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.