

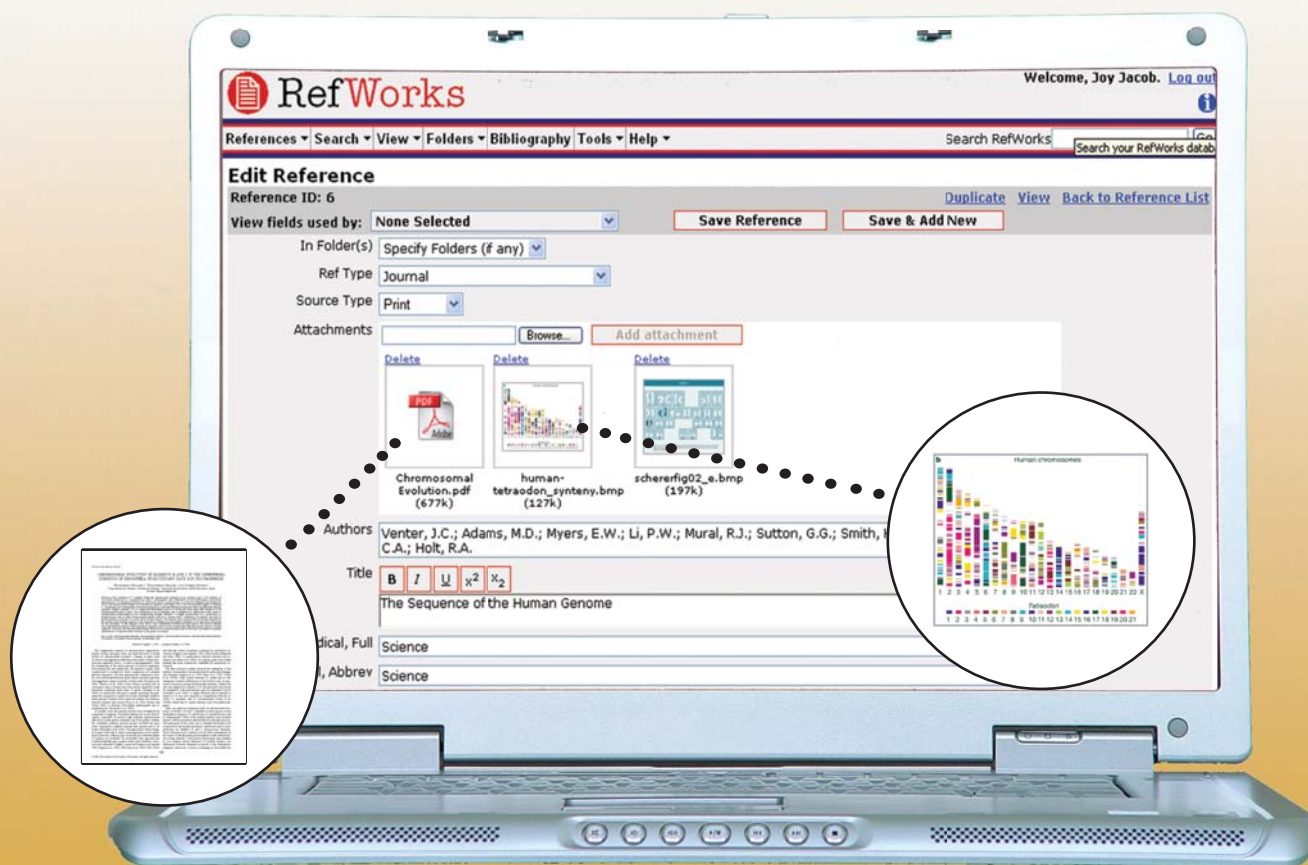
# ATTACHMENT

## Feature

RESEARCH  
MANAGEMENT

WRITING &  
BIBLIOGRAPHY  
TOOL

COLLABORATION



RefWorks users now have the ability to organize and store images and documents within their personal database. This new feature allows users to attach non-bibliographic information to their references, much like attaching files to an email message. The incorporation of this feature allows users to upload files to existing references stored within their RefWorks database.

Organize and manage a variety of objects including:

- BMP, TIF, JPG, PNG, GIF, PDF
- Microsoft® Word
- Microsoft® Excel
- Microsoft® Powerpoint
- Equations
- Chemical Structures
- Technical Drawings
- AND MORE!

## BENEFITS

- No need to maximize space on your hard-drive.
- Instantly retrieve all forms of data - links to the images never break.
- Automated back-up of all your research data - security of knowing this is being done.
- Easily share a wide variety of data - no need to zip up files and send.



# RefWorks

Your online research management, writing, and collaboration tool

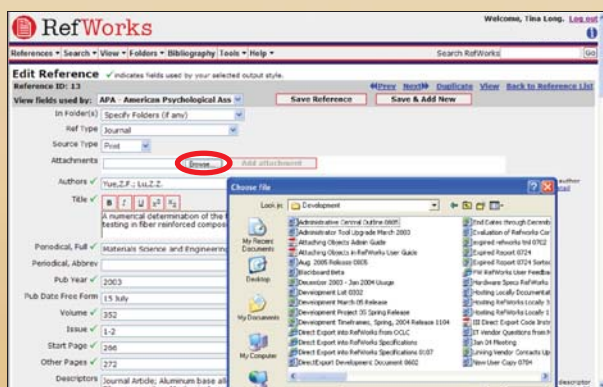
www.refworks.com

## Attaching objects to your references with your RefWorks database is as easy as 1, 2, 3...

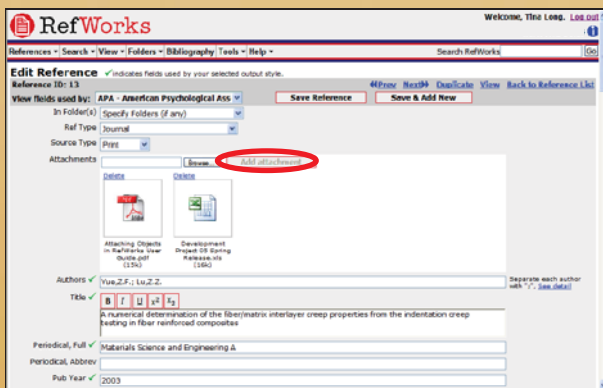
**1.**  
Select "Edit" reference within an existing record.



**2.**  
Click on "Browse" and find the image to upload.



**3.**  
Select "Add Attachment" button.



Multiple images can be attached to the same bibliographic reference. There is a 5MB limit per attachment.

## WHO HAS ACCESS?

This feature, with pre-defined, limited amount of storage capability, is only available for institutional level subscribers. Any RefWorks user within a subscribing institution has the ability to utilize this feature. However, as with other advanced-user features introduced into the service, RefWorks provides the local administrator with the ability to enable or disable this feature for any of their users. In addition, the administrator has the ability to assign specific amounts of storage to specific users or groups of users. This assignment can be done within Administrator Tool.

## HOW DO I ACTIVATE MY ACCOUNT?

Activation of this feature for all subscribing institutions will take place in stages over the next several months. Institutions interested in activating this feature should send an email to [attachments@refworks.com](mailto:attachments@refworks.com) or go to [http://info.csa.com/refworks/attachment\\_feature](http://info.csa.com/refworks/attachment_feature).

## HOW MUCH STORAGE IS PROVIDED?

As a subscribing institution, a limited amount of storage space is provided annually at no cost. The complimentary space will vary depending on the size of your institution and ranges from 1GB to 6GB per institution.

Additional space can be purchased for a nominal fee. The purchase of additional space is an annual charge. A demonstration of the attachment feature is available at [http://info.csa.com/refworks/attachment\\_feature/demo.shtml](http://info.csa.com/refworks/attachment_feature/demo.shtml).

Technical Support  
[support@refworks.com](mailto:support@refworks.com)

