Creating, Sharing, and Adding to Groups

To create a new group
You have an opportunity to create groups, when uploading an RIS file. But you can also create and manage your groups my hovering over “Organize” and then clicking “Manage my groups”.

Click “New Group” and then name your group (there will be a pop-up). Once created, your groups will appear on the sidebar in “My References”.

To share your group with others
Creating, Sharing, and Adding to Groups

If you are working with others and would like everyone to have access to the group, go to “Manage my groups” under the “Organize” tab. Then click the “Manage Sharing” button.

Next click, “Start Sharing this Group”

In the popup, you’ll be able to add the emails of your group members. Be sure to click to give them “Read & Write Access” (This means that they can add references to the group.) Once you’re done, click “Apply”
Creating, Sharing, and Adding to Groups

If a group has been shared with you, you’ll see it on the sidebar of the “My References” page under “Groups Shared by Others”
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**To add references to a group**

If you have been added to another person’s group, or if you are directly importing the reference from a database, you’ll have to add the reference to the group.

From the homepage, select the checkboxes for the referenced you’d like to add to the group, and then select the group from the drop down list.

To use group references for “Cite While You Write”
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Cite While You Write is the helpful word plugin tool that does just that. Talk to a librarian for more info about using CWYW. If you are using it, make sure to go to “Organize”>“Others’ Groups” and click “Use for Cite While You Write”

<table>
<thead>
<tr>
<th>Access</th>
<th>Show</th>
<th>Use for Cite While You Write</th>
<th>Groups Others Share with Me</th>
<th>Number of References</th>
<th>Owner</th>
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