



Legacy RefWorks – attaching a file to a reference

Some instructions reproduced courtesy of RefWorks - Eleni Borompoka and Ewan Grant, August 2021


QG RFW003 [www.abdn.ac.uk/library/documents/guides/qgrfw003.pdf]

IMPORTANT NOTE:

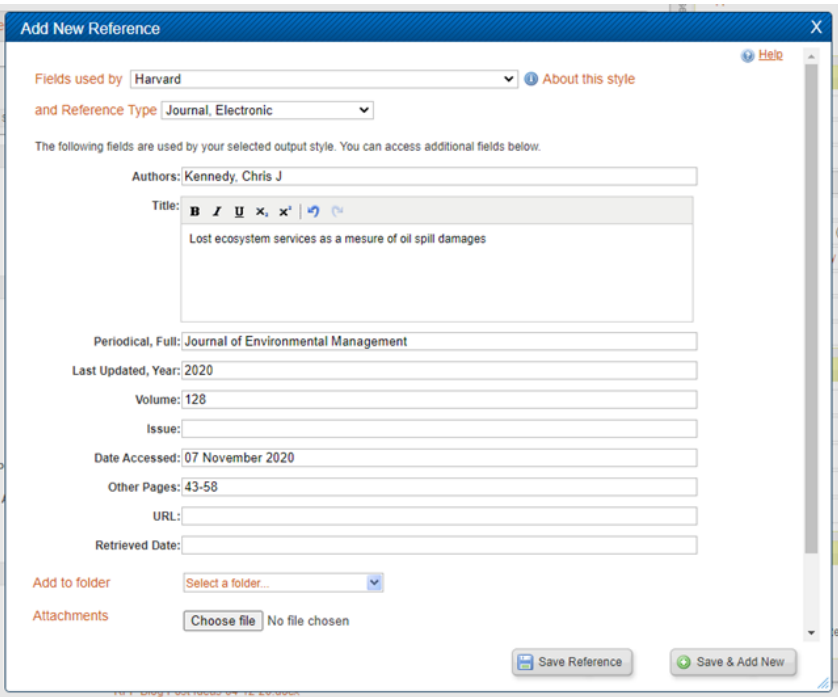
There are two versions of RefWorks - Legacy and New. Mac users and/or new taught students will find New RefWorks easier to use. Academic staff and research postgraduate students may find Legacy more powerful. Please use the version that best suits your requirements. More information available at <https://bit.ly/3siAGYU>



You can attach any type of file to a specific reference stored in your Legacy RefWorks database. This can be done when adding a new reference manually, or when editing an existing reference. The attachment feature is available for organisation-wide subscriptions only.

- There is no limit to the number of files you can attach to a reference, but there is a document size limit of 20MB, and the total capacity for an account is 100MB.
- 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 is displayed for any reference with an attachment. 
- 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.
- The computer you use to open the file attachment(s) must have the appropriate software for that file type.

1. How to create a new record and attach a file:

1. Log in to your Legacy RefWorks account	
2. Click on the References menu and select Add New .	
3. Select a reference style, e.g. Harvard from the Fields used by menu.	
4. Select the Reference type (e.g. Journal, Electronic), and complete the appropriate fields.	
5. Scroll to the Attachments box	
6. Click the Choose file button to locate the file stored on your computer that you wish to add (only 1 file can be attached at a time) and Open . You may be asked to save the reference first and then add the attachment.	
7. Click Save Reference to upload your file and save the record.	

2. How to attach a file to an existing record



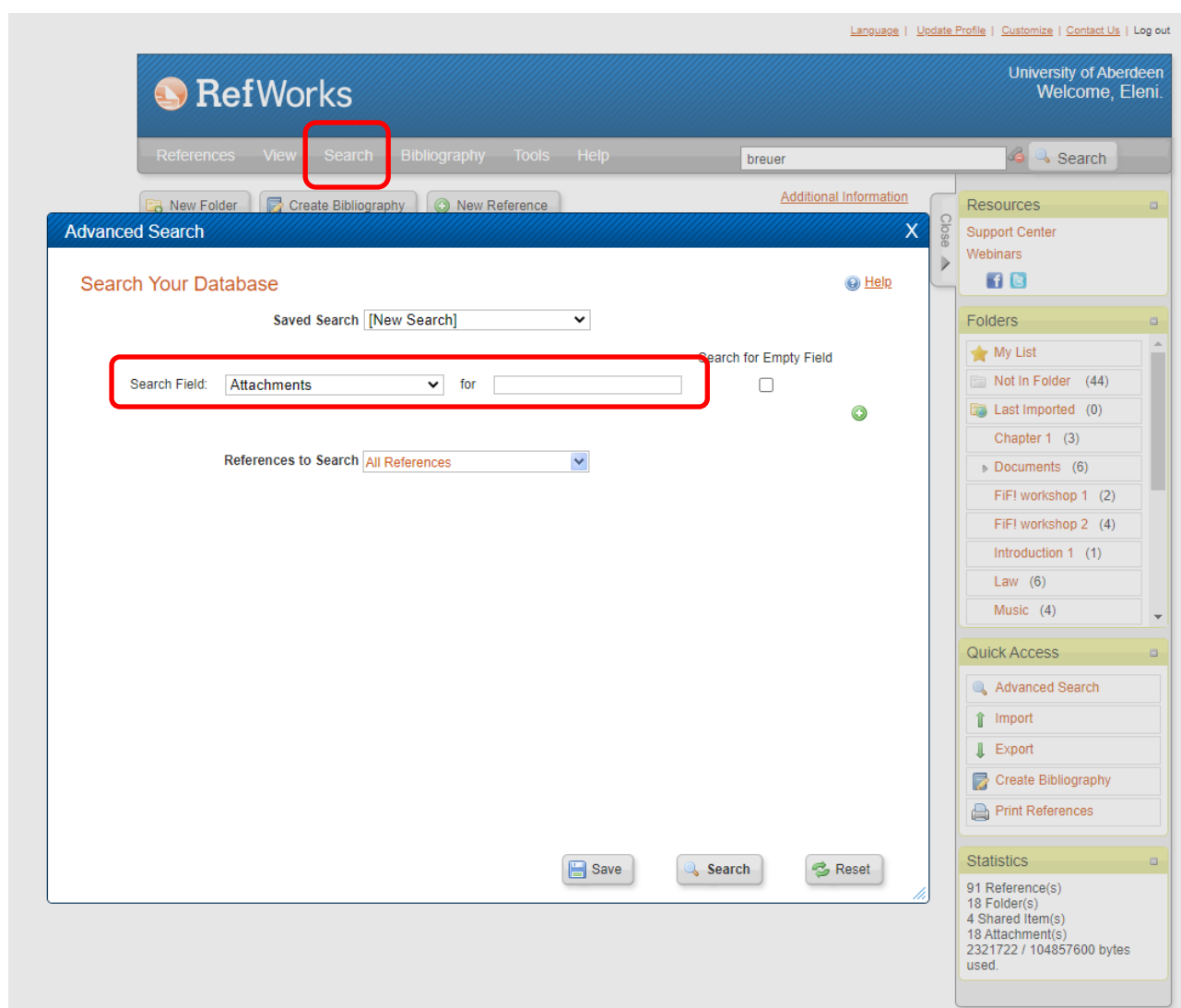
Open the **Edit** button for the required record and follow steps 5-7 as in section 1 above.

3. How to remove a file attachment from a reference

1. Locate the reference and click the **Edit** button.
2. Click the Delete link directly above the file attachment you wish to remove. There is no need to save the reference unless you make changes to the reference information.

4. How to find attachments

Attachment file names are searchable from the **Search menu > Advanced Search** and selecting the **Attachments** field. (Type into the search box the name of the file you wish to find.)



Help and Advice

For IT advice, or problems on setting up access to electronic resources:

Visit **MyIT Portal** – the self-service facility: <https://myit.abdn.ac.uk/>

For further information, see the IT Services' Help and Support page: www.abdn.ac.uk/it/student/help/index.php

Tel: 0044 (0)1224 273636

For help with databases and importing records into Legacy RefWorks contact the **Information Consultant** for your subject area. [Information Consultant contact details can be found online.](#)