

# LINKING TO FULL TEXT DOCUMENTS STORED IN NETFILES



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## INTRODUCTION


In order to link from RefWorks to a PDF (or other format full text article) stored in your University's filesharing account available via NetFiles, the first step is to populate your RefWorks account with the citation information for the stored article(s). You can complete these two steps (populating RefWorks citation information and storing articles in NetFiles) simultaneously but be sure to begin by adding citations to RefWorks.


For more information about searching databases and automatically uploading citation information into RefWorks see the instructions for the index of interest to you at the Importing Citations into RefWorks: Guides page at <http://www.lib.umn.edu/site/refimport.phtml>.

## INSTRUCTIONS

1. Open your RefWorks account that contains the citations for the articles you will store in Netfiles. (If your account does not contain the needed citations see the Introduction above.)
2. Log in to your Netfiles account at <http://netfiles.umn.edu>. (If this is your first time using NetFiles, first see the instructions for activating your account at <http://www1.umn.edu/netfiles/about.html#Activate>.)
3. Upload a copy of the PDF (or other digital format) of the article you want to store in an appropriate folder.

4. Open the folder where your articles are stored and click on the Share icon  next to the article you want to link to from RefWorks.

5. Click on the Tickets icon  at the top of the page.

6. Click on the Create Ticket icon  at the top of the page.

7. In the drop down box in the upper left corner, select Advanced. Click on the radial button next to Unlimited in the Lifetime section. Click the OK button.

8. Copy the URL that appears on the next page under the text "Use the following link to access the resource using this ticket:"

9. Navigate to your RefWorks account and identify the citation/entry for this particular article.

10. Click on the Edit link (to the far right when viewing a list of citations).

11. Scroll down the page and paste the URL from Netfiles in the URL field. Click the Save Reference Button at the top or bottom of the page.

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12. Navigate to the folder that contains the citation(s) you would like to view by using the Folders menu at the top of the page (or select View and then All References from the top menu options).
13. In order to view the URL's for the full text of the article, change your display choice in RefWorks to Full View. In the upper right hand corner click on the drop down box next to the text "Switch To:" and select the Full View option.
14. Click on the link provided in the URL field and the article will open.

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