Search CLIC (Creighton Libraries Information Catalog) from within RefWorks and import items from CLIC into your RefWorks account

1. log in to your RefWorks account
2. mouse over the Search tab (in gray bar near top of screen) in RefWorks, then select Online Catalog or Database
3. an Online Catalog or Database box will appear
4. if necessary, use the drop-down search box to select Creighton University
5. conduct your search
   a. Advanced Search
      i. Click on the triangle to the right of Advanced Search to access search boxes
      ii. Click on the plus sign in green circle to add search boxes
6. from the Search Results screen that appears, select the items you would like to import into your RefWorks account
7. once you have selected your items, click on the Import tab in the lower right of the Search Results screen
8. from the resulting box, click OK if you want to import the references
9. the RefWorks import screen should appear – your records are in the Last Imported Folder – click on View Last Imported Folder (lower right of screen)