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)