

- To search all citations in your RefWorks account simultaneously, use *Quick Search*.
- Quick Search can be found inside any folder.
- Open any folder and located *search* box in the top, right side of the main toolbar.
- Type any keyword to search through all citations stored in your RefWorks account.
- Hit “enter” key to begin search.
- List of results returned in standard folder format.

**To save searched results separately from all other folders:**

- Create a new folder prior to beginning search.
- Select all items from search
- Move to new folder