

Using CQ Homeland Security

Daytona Beach Campus Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

CQ Homeland Security provides access to news and analysis related to homeland security that includes a comprehensive directory for the Department of Homeland Security, Congressional bills, and federal regulations related to homeland issues.

The following instructions will tell you how to:

- A.** Access CQ Homeland Security
- B.** Perform a Search
- C.** Print Full-Text Items
- D.** Obtain Non-Full-Text Items from the Hunt Library

A. Access CQ Homeland Security

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Daytona Beach Campus**.
- ◆ Click on **Find Articles (Databases)**.
- ◆ Click on **Using the Databases**.
- ◆ After reading the instructions, click on the **ERNIE** (<http://ernie.erau.edu>) link.
- ◆ Login to **ERNIE** with your username and password.
- ◆ Scroll down to find the **Admin Services** module. (If you don't see this module, click on your browser's refresh or reload icon and it will usually appear.)
- ◆ Click on **Library Databases** which will take you to the **Databases** access page. You will remain signed into this page until you close your browser. This feature allows you to search additional web databases without signing in again.
- ◆ Locate **CQ Homeland Security** from the alphabetical list and click on **CQ Homeland Security**.

IMPORTANT: If this database requires another Username and Password for login, you may need to temporarily disable any firewall installed on your computer. Firewalls often interfere with the login process.

B. Perform a Search

- ◆ Scroll down the page to **Quick Search** in the left margin.
- ◆ Select either **CQ news and analysis** or **Entire site**.
- ◆ Enter your search term(s) in the text box under **Words**.

Note: Words entered are **case sensitive** – don't use capital letters unless you only want to find words that have capital letters.

The more terms you enter, the narrower your results will be. You may need to experiment with different terms or combinations of terms to find exactly what you are seeking.

<http://library.erau.edu>
Hunt Library - Reference Department
Daytona Beach Campus: 386-226-6604 – dbref@erau.edu



◆ Search Tips

- **Variant word endings** will always be included in a search including words that are four (4) letters or more. Three (3) letter words must have an **asterisk (*)** at the end of a "root" word to locate alternate endings. This is known as truncation. For example: *girl* will find *girls*, but *boy* won't find *boys*. To search for variations on three (3)-letter words, such as *tax*, use the **asterisk wildcard**: *tax**.
- CQ Homeland Security will search two (2) words typed together as a phrase. For a phrase of more than two (2) words, use quotation marks around all the words. For example, *cockpit automation* will be searched as a phrase automatically, but "*crew resource management*" needs quotation marks.
- If desired, you can refine your results by selecting from the links to individual publications found across the top of your search results.
- For additional search tips, click on the **Format Tip** link next to the Words search box or the **More Options** link at the bottom of the Quick Search box.
- After entering the desired term(s), click the **Go** button. A list of results will appear.

- ◆ Click on the document title to access the citation/abstract or full text (if available).

C. Print Full-Text Items

- ◆ If the complete (full-text) document is available, a link titled **Download fulltext** will be displayed. Click on this link, and the complete citation/abstract will appear.
- ◆ Click on the **PDF** link in the bottom right corner of the abstract. The complete article should then be displayed. Use the **Adobe Reader** print icon, not your browser's print function, to print it.

Note: You can only access full text from a computer on the Daytona Beach campus network.

D. Obtain Non-Full-Text Items from the Hunt Library

- ◆ If any documents you want are **NOT** available full text, you can request them from the Hunt Library in one of the following ways:
- ◆ Print the **complete** citation information (includes article title, author(s), publication title, publication date, page numbers, etc.) and bring it to the **Hunt Library's Reference Desk**. A librarian will assist you in obtaining the documents, either from the Hunt Library's collection or through its free **Interlibrary Loan service** (<http://amelia.db.erau.edu/ec/ecill.html>).
- ◆ Use the **Ask a Librarian** service to have a librarian identify which items on your list are available in the Hunt Library. To do so:
 - Copy and paste the **complete** citation information into a text document or email message. You may copy and paste as many records as you want, but please number each record and place clear spaces between them for easier reference. Email the list to **Ask a Librarian** at dbref@erau.edu.

IMPORTANT: At the top of the email, provide the following information:

- your name
 - your Colleague ID number (may be requested from Information Technology at 386-226-6990)
 - course number
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- After we receive your list of items, we will identify the materials we own and email you with further instructions. Please allow two (2) business days for this process to be completed. Exceptions include weekends and holidays.
 - After you receive the email from us, you can stop by the **Reference Desk** to pick up your list and receive help locating your materials.

Important: In order to view and print **PDF (Adobe Acrobat)** files, you must have the **Adobe Reader** loaded on your computer. Obtain this free program at <http://www.adobe.com>. Click on the **Get Adobe Reader** button for download instructions.

ASCE Publications provides online **Help** for use while searching. To access the online Help, click on the links titled **Document Type**, **Serial Title**, etc., to the left of the search boxes.

If you need any assistance, please stop by the **Reference Desk**, call us at **386-226-6604**, or email **Ask a Librarian** at dbref@erau.edu. We will be happy to help you.