

Using Applied Science Full Text (WilsonWeb), OmniFile Full Text Mega (WilsonWeb), or Readers' Guide Retro (WilsonWeb)

Embry-Riddle Worldwide Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Applied Science Full Text (WilsonWeb) provides citations and abstracts and some complete (full-text) access to articles in trade and industrial publications, technical and professional journals, specialized subject periodicals, and conference proceedings. Coverage: 1983-current (abstracts provided from 1983-current).

OmniFile Full Text Mega (WilsonWeb) provides citations and abstracts and some complete (full-text) items from magazines, journals, and newspapers covering subject areas that include education, general science, humanities, social sciences, and business. Full-text articles from five additional periodical databases are also included when available: Applied Science Full Text (WilsonWeb) Full Text, Art Full Text, Biological & Agricultural Index, Index to Legal Periodicals & Books, and Library Literature & Information Science Full Text. Coverage: 1982-current (updated four times a week).

Readers' Guide Retro (WilsonWeb) provides citations to general interest periodicals. Subjects covered include aeronautics, aging, archeology, astronomy, automobiles, biographies, business, children, education, environment, fashion, film, fine arts, food, foreign affairs, gardening, health, history, hobbies, home, journalism, leisure activities, literature, medicine, music, news, nutrition, photography, politics, popular culture, radio, religion, science, sports, technology, television, and travel.

IMPORTANT: These databases can be searched concurrently. However, the records for the databases will appear together in one combined list.

The following instructions will tell you how to:

- A. Access Applied Science Full Text (WilsonWeb), OmniFile Full Text Mega (WilsonWeb) or Readers' Guide Retro (WilsonWeb)
- B. Conduct a Search
- C. Interpret Your Results
- D. Select the Records You Need (Mark Records)
- E. Print or Email the Complete Articles
- F. Request the Full Text of Citation/Abstract Articles from the Hunt Library

A. Access Applied Science Full Text (WilsonWeb), OmniFile Full Text Mega (WilsonWeb) or Readers' Guide Retro (WilsonWeb)

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Embry-Riddle Worldwide**.
- ◆ 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.

<http://library.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – library@erau.edu



- ◆ 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 **Applied Science Full Text (WilsonWeb)**, **OmniFile Full Text Mega (WilsonWeb)**, or **Readers' Guide Retro (WilsonWeb)** from the alphabetical list and click on **Applied Science Full Text (WilsonWeb)**, **OmniFile Full Text Mega (WilsonWeb)**, or **Readers' Guide Retro (WilsonWeb)**.

IMPORTANT: If **Applied Science Full Text (WilsonWeb)** or **OmniFile Full Text Mega (WilsonWeb)**, or **Readers' Guide Retro (WilsonWeb)** 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. Conduct a Search

- ◆ Enter the terms you would like to search in the dialog box under **Find**. This is a **BASIC** search. You can select **Advanced Search** from the buttons at the top of the screen to do a complex search with multiple terms. You may need to try additional terms or phrases to find exactly what you are seeking.
- ◆ Click on **Start** to execute your search.
- ◆ **Search Tips:**
 - Using **AND** will allow you to include additional terms in your search.
 - Enclose search terms in quotation marks to search for an exact phrase.
 - Use the **Revise Search** button located at the upper left hand side of the screen to return to your search screen.
 - Clicking on the **Peer Reviewed** tab at the top of the page will revise your results list to show only **Peer Reviewed** articles.

Note: You may need to experiment with different search terms or combinations of terms to find exactly what you are seeking. If you need any assistance in searching, please contact **Worldwide Reference Services** at **1-800-678-9428** or **386-226-7656**. (Mon-Fri, 8:00 am to 5:00 pm ET).

C. Interpret Your Results

- ◆ **Applied Science Full Text (WilsonWeb)** and **OmniFile Full Text Mega (WilsonWeb)** provide two (2) types of full-text results:
 - **Full Text HTML**
 - **Full Text PDF**

Note: One or more of these icons will appear below each full-text article on the results screen.
- ◆ Clicking on the **Full Text HTML** or **Full Text PDF** icons will display complete articles that have been loaded into the database.

<http://library.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – library@erau.edu



Note: In order to read **Full Text PDF** articles, 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.

- ◆ **Readers' Guide Retro (WilsonWeb)** does not provide the full-text version of articles listed in the database. To access these articles, follow the instructions to **Mark, Email, and Request** your records and finally, locate your articles in the Hunt Library.

D. Select the Records You Need (Mark Records)

- ◆ Ten (10) records will be displayed on each page of your results list. Use the arrows located at the bottom of the screen to move between pages.
- ◆ Click on the title to view additional information about the article.
- ◆ As you search through the results list and identify the articles you want, click in the box on the left hand side of the article title. This will **Mark** your articles. Mark all of the articles you need.
- ◆ When you have marked all of the items you need, click on **Get Marked** at the bottom of the screen. This will bring you to a list of all of the items you have marked. You can now **Print, Email, or Save** your list of citations by clicking on the **Print Email Save** button on the left hand side of the screen.

E. Print or Email the Complete Articles

- ◆ Click either the **Full Text HTML** or **Full Text PDF** icons next to the article title to view the complete article.
- ◆ Use your browser's print button to print a copy of your article.
- ◆ **Print**
 - Click on the **Print Email Save** tab at the top of the screen.
 - The number of articles you marked will be selected.
 - Click on **Print**.
- ◆ **Email**
 - Click on the **Print Email Save** tab at the top of the screen.
 - Click on Email in the tabs over **Emailing and Citing Options**.
 - Next to the heading **To**, type in your own email address.
 - The number of articles you marked will already be selected.
 - Next to the heading **Fields**, click on **FULL TEXT (HTML) & images included, if available** or **Include PDF Full Text as a separate attachment, if available**.
 - Click on **Yes** after **clear the marked set after the email**.
 - Click on **Email**.

F. Request the Full Text of Citation/Abstract Articles from the Hunt Library

- ◆ When you have finished marking the articles you need that are **NOT** available in full-text format, click on the **Print Save Email** tab at the top of the page.
- ◆ Click on Email in the tabs over **Emailing and Citing Options**.

<http://library.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – library@erau.edu



- ◆ Next to the heading **To**, type in your own email address.
- ◆ The number of articles you marked will already be selected.
- ◆ Next to the heading **Fields**, click on **All Citation Fields**.
- ◆ Click on **Yes** after **clear the marked set after the email**.
- ◆ By doing so, you are emailing your list of marked records to yourself.
- ◆ After you receive the email containing your records, forward the email to library@erau.edu.

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

- Full name
 - Colleague ID number (may be requested from Information Technology at 866-227-8325)
 - Mailing address
 - Daytime telephone number
 - Course number
 - Whether you're at a Campus taking classes, and if so, which Campus? (OR)
 - Are you a Worldwide Online student
- After we receive the list of the items you want, we will scan the materials we own, post them on the web as PDF files, and email you instructions on how to access them. Please allow two (2) business days for this process to be completed. Exceptions include weekends and holidays.

Important: Please do not send us emails directly from the databases using the **Email Articles** function. If you do, we are unable to determine who is sending us the emails.

Applied Science Full Text (WilsonWeb), OmniFile Full Text Mega (WilsonWeb) and Readers' Guide Retro (WilsonWeb) provide online help for use at any point while you are searching the databases. To access the online help, click on the **Help** link on the left hand side of the screen.

If you require any assistance, please contact **Worldwide Reference Services** at **800-678-9428** or **386-226-7656**. Or, email us at library@erau.edu. We will be happy to help you.

<http://library.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – library@erau.edu

