



Using CCH Internet including Aviation Laws/Cases (CCH/AV Law)

Embry-Riddle Worldwide Online Instructions

IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

CCH/AV Law provides complete (full-text) access to business and financial information in the following categories: Securities, Exchanges and SROs, Corporate Governance, International Markets, Banking, Capital Changes, Trade Regulation, Products Liability and Safety, Government Contracts, IP/IT, Federal Energy Guidelines, and Transportation Law. The Transportation Law tab contains aviation-related resources such as the Aviation Law Reporter, Aviation Law Cases Archive, and a comparative study of airline deregulation in the United States and European Union. **Note:** These instructions cover only the **Transportation Law** section of this database. However, the same search guidelines apply to all sections.

The following instructions will tell you how to:

- A. Access CCH/AV Law
- B. Change Preferences
- C. Browse a Publication or Finding Aid
- D. Search by Topic
- E. Find Aviation Cases by Legal Citation
- F. Export (Save), Print, or Email a Document

A. Access CCH/AV Law

- ◆ 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.
- ◆ 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 CCH Internet including Aviation Laws/Cases from the alphabetical list and click on CCH Internet including Aviation Laws/Cases.
- ◆ In the **Log In** box in the upper left corner, click on **Enter**. (You will be prompted to provide your email address in order to retain search preferences.)
- ◆ Click on the button labeled **Transportation Law** in the menu tabs at the top of the screen.

<http://library.erau.edu>

Hunt Library - Reference Department

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



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. Change Preferences

- ◆ It is recommended that you change the email preferences so that if you email a document from the database, the complete text of the document is sent rather than just a link. To do so:
 - Click on the **Preferences** link located above the **Search** box.
 - Locate the **Email Document Preference** section in the lower right corner.
 - From the drop-down menu, choose **Entire Document**.
 - Click the **Apply Changes** button near the top or bottom of the screen.
 - Change other options as desired, or return to the Main Menu to begin searching.

C. Browse a Publication or Finding Aid

- ◆ To browse issues of a publication or index (finding aid), click on the link to the desired publication's name.

D. Search by Topic

- ◆ To search for information on a specific topic in all the **Transportation Law** publications and cases, enter the desired term(s) in the text box at the top of the screen. To search for terms as an exact phrase, enclose the terms in quotation marks (e.g., "*deep vein thrombosis*"). You can also limit searches to specific publications such as **Aviation Law Reporter** or **Aviation Cases Archive** by checking the box to the left of the publication's name.
- ◆ Click on the **Search** button.
- ◆ From the list of search results, click on the title to view the full text of a publication, case, etc.
Note: You may need to experiment with different terms or combinations of terms to find exactly what you are seeking.

E. Find Aviation Cases by Legal Citation

- ◆ Click on the **Find by Citation** link at the top of the page.
- ◆ Locate the citation fields appropriate to your citation. Example: A typical aviation case citation is written **30 AVI 16,110**.
- ◆ Enter each component of the citation in the appropriate fields, including any punctuation such as commas.
- ◆ Click the **Search** button to the left of the Citation field.
- ◆ Alternatively, type the complete citation into the **Search** box at the top of the page and click the **Search** button.

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F. Export (Save), Print, or Email a Document

- ◆ Once a complete document is displayed, you will then be able to save, print, or email a copy by using the **Store Document** options that appear at the top of the document, as follows:
 - To save a document to your hard drive, diskette, or other storage device, click the **save** icon; a browser window will open, displaying the complete document. Save the file using **File-Save As** from the browser menu.
 - To print the full text of a document, click the **print** icon.
 - To email a document, click the **email** icon. An email popup window should open. (If it doesn't, you may need to change your pop-up blocker settings.)
 - Enter the desired destination email address, and make sure **Entire Document** is displayed in the drop-down menu. (If you changed your preferences as described in Section B, it should be the default setting.) Then, click the **Submit** button.

Important: CCH provides online **Help** for use while searching. To access it, click on the **Help** link located above the **Search** box.

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.

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