



Using Digital National Security Archive

Embry-Riddle Worldwide Online Instructions

IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Digital National Security Archive provides access to a searchable collection of over 40,000 of the most important primary documents central to US foreign and military policy. Coverage: 1945-current. Updated annually.

The following instructions will tell you how to:

- A. Access Digital National Security Archive (DNSA)
- B. Conduct a Search
- C. Browse Collections
- D. Access Other Features

A. Access Digital National Security Archive

- ◆ 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 **Digital National Security Archive** from the alphabetical list and click on **Digital National Security Archive**.
- ◆ Click on **Documents** on the left.

B. Conduct a Search

- ◆ Type your search terms, using a single word or phrase, in the **Quick Search box**.
Note: To combine search terms, use Boolean operators such as **AND** and **OR**. You may need to experiment with different terms or combinations of terms to find exactly what you are seeking. Phrases should be placed in quotation marks.
- ◆ Click on **Go**.
- ◆ If you wish, you may also use the various selection boxes to narrow your search. These selection boxes include: **classification**, **document type**, and **collection**.

<http://library.erau.edu>

Hunt Library - Reference Department

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



- ◆ **DNSA** shows you a list of your search results. You can move back and forth between your results list by using the **Next** and **Previous** buttons located at the bottom of your search results list.
- ◆ You may select a single record or multiple records from the results list by using the checkboxes to select the records you are interested in. Clicking on the **Marked List** button on the top right will display only the records you marked.
- ◆ Click on the title to access the full record of the document, including an abstract.
- ◆ To view the full-text document, again, click on the title. To make the page image larger, click on **Zoom In** at the top of the image. If you prefer, click on **view a PDF version of this document** to view the document using Adobe Reader.
- ◆ To print the document, open the document in its PDF format and print from Adobe Acrobat Reader.

C. Browse Collections

- ◆ Click on **Collections Guide** to view an alphabetical listing of different collections available to you. These collections range from the Cuban Missile and Berlin Crises to U.S. Espionage and Intelligence and U.S. Nuclear History.
- ◆ Clicking on the title of the collection will give you further information about the collection including a breakdown of the type of documents included, the originating government bodies of the documents in that collection, and the exact number of documents that can be found in the collection.
- ◆ To search a specific collection, click on **Documents** on the left.
- ◆ Scroll down and locate the **Collections:** selection area. Check off the box next to the collection you wish to search. You may check off as many boxes as you would like.
- ◆ You can now scroll back up and type your search terms in the **Keyword** search box and then click **Search**.

D. Access Other Features

- ◆ **Chronology:** This feature offers a concise and sequential listing of documents in the database related to a specific subject and/or collection. To begin this feature, click on **Chronology** on the left.
- ◆ **Bibliography:** Provides a listing of additional resources on a specific topic and/or collections that are not available full text in DNSA. Click on **Bibliography** on the left to begin this feature.
- ◆ **Glossary:** Use to identify special terms, acronyms, and individuals used in DNSA. Click on **Glossary** to begin searching this feature.

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.

Important: Digital National Security Archives provides online help for use while searching the database. To access the online help, click on the help button at the top at any point during your search.

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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