

Using Engineering Village (EI Compendex)

Embry-Riddle Worldwide Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Engineering Village (EI Compendex) provides citations and abstracts to journal articles, conference proceedings, government reports, and books in all fields of engineering and technology.

The following instructions will tell you how to:

- A.** Access Engineering Village (EI Compendex)
- B.** Conduct a Search
- C.** Select the Records You Want (Mark Records)
- D.** Request the Records You Want

A. Access Engineering Village (EI Compendex)

- ◆ 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 **Engineering Village (EI Compendex)** from the alphabetical list and click on **Engineering Village (EI Compendex)**.

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. Conduct a Search

- ◆ Type your terms in the box labeled, **ENTER SEARCH TERMS BELOW**.
- ◆ Click on **Search**.
- ◆ You can change or alter your search by clicking on the **refine search** button at the top of the page.

C. Select the Records You Want (Mark Records)

<http://library.erau.edu>

Hunt Library - Reference Department

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



- ◆ Each page of the results list will include up to 25 records.
- ◆ Use the Next Page and Previous Page buttons to move back and forth through your list.
- ◆ As you move through your list, mark the items you need by clicking in the box to the left of the item. This puts a check mark in the box.

D. Request the Records You Want

- ◆ Once you have marked the items you need click on the **View Selections** button.
- ◆ Click on the **Email** button at the top of the page.
- ◆ In the **To line**, type in your **own email address**. By doing so, you will be emailing the records to yourself.
- ◆ Next to **Subject**: type a subject of your own choosing.
- ◆ Click on the **Send Email** button.
- ◆ Click on the **close** button and return to your selected records list.
- ◆ After you receive the email containing your records, forward the email to **Ask a Librarian** at 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 are taking classes at a Worldwide Campus, 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** function. If you do, we are unable to determine who is sending the emails.

Engineering Village (EI Compendex) provides online help for you while searching the database. To access the online **help** click on the **Help** button at any time 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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