Example: Search for a streaming video on the topic “influenza” using a search of the relevant resources in the WCC Single Search discovery service, then add the video’s static URL, or video Permalink as a viable URL, to a WCCMail (Googlemail) message for later direct access and viewing:

1. Access the Erwin Library website at http://www.waynecc.edu/library/

2. Click the Single Search tab if the homepage has not already defaulted to this search area

3. Into the WCC Single Search box under the Single Search tab enter the search word, or string of words, for the topic search you wish to conduct, using no punctuation or extra words

4. Click the Search button beside the WCC Single Search box
5. A remote user of the Erwin Library online resources (that is, a person using any computer outside of the Erwin Library’s workstations), will, at the Remote Location Database Access prompt page:
   a. Enter his or her complete **Erwin Library patron barcode number** (Using all digits on the barcode sticker with no spaces between any of the numbers) into the **Login box**
   b. Click the **Login button**
6. In the Results List, note the search term (this example is “influenza”) reappears in the Search box with options for refining the initial search.

7. Choose a video from the resulting summary list and click the Select for access via Erwin Library link to access:
   a. A small viewing window which may at any time be expanded to a Full-Screen view on the left side of the screen for viewing.
   b. A group of tabs on the right side of the viewing window to click for links to related videos, summary of video content, and static URLs, including:
      i. Related tab giving links to other Films on Demand video titles related to the video just selected.
      ii. Segments tab providing a list of the different parts of the film, which each have their own video Permalink as well, with the individual run time given in parenthesis beside each Segment title.
      iii. Transcript tab containing the text of the video narrative (as the video runs, the printed narrative is progressively highlighted as the matching spoken narrative progresses).
WCC Single Search Basics: Email Video Permalinks in WCCMail (Googlemail)

c. A Title URL box containing the video Permalink, or static URL, for the full run-time version of the video selected which may be copied and pasted into an email text area:

Note each Segment, or part, of the video is summarized, with the Segment run time given in parenthesis beside the Segment title; click on a Segment title in the list to open a viewing window for that portion only of the full run-time video. A Segment URL box below that new viewing window will provide a video Permalink for that segment of the video only.
WCC Single Search Basics: Email Video Permalinks in WCCMail (Googlemail)

i. Right click with your mouse inside the Title (or Segment) URL box below the video viewing window of the full run-time version of the video selected with the mouse and, when the menu box appears choose Select All

ii. Right click again in the Title (or Segment) URL box on the now highlighted video and choose Copy from the menu box

8. Open your WCCMail account, and select a COMPOSE or begin a Reply email message
WCC Single Search Basics: Email Video Permalinks in WCCMail (Googlemail)

Then, in your WCCMail account, select Compose to send a new email message, and, inside the Email text area, right click for a menu box, select Paste from it, to place the just copied video Permalink into the new email message.

Click inside the gray menu bar to open more formatting choices

a. Inside the email text area right click to open a menu window and choose Paste to enter the video static URL, or Permalink, into the email

b. Highlight the video Permalink just pasted into the email text area

c. Click inside the gray menu bar at the bottom of the email text area to open more formatting choices for an email text
WCC Single Search Basics: Email Video Permalinks in WCCMail (Googlemail)

d. Click on the **link icon** in the new text formatting choices that appear in the **gray menu bar** to create a viable **URL** out of the **video Permalink** pasted into the **email text area**

**Moves and Highlighting Instructions:**
- Move the cursor over the just pasted **video Permalink** to highlight it.
- Click on the **link icon** that appears in the gray menu bar, which will automatically create a viable **URL** out of the **video Permalink** that you have just highlighted.
Click the **Send button** to send the email message containing the **video Permalink**, now a viable **URL**, to the recipient

e. Click the **Send button** to send the email message containing the **video Permalink**, now a viable **URL**, to the recipient

f. When the email is opened by the recipient, the **video Permalink** can be clicked on as a viable **URL** to access the video
g. If the video Permalink is not converted to a URL using the “∞” (infinity sign) function in Googlemail, the original video Permalink will “break” at the “=” (equal sign) in the center of the Permalink, so that it will no longer serve as a complete URL.

For assistance with searching any of the Erwin Library’s WCC Single Search resources, contact the Erwin Library Reference Desk at 919-739-6890 (ext. 6890 on-campus), or the Erwin Library Circulation Desk staff at 919-739-6891 (ext. 6891 on-campus), or send an email: wcc-library@waynecc.edu