Mack Library subscribes and links to several databases that index and/or contain newspaper articles. The major ones include: Academic Search Premier (EBSCO), Custom Newspapers (Info-Trac), and Lexis-Nexis (Academic Universe). For in-depth instructions on Academic Search Premier and Lexis-Nexis, please see the brochures on these databases. This brochure will cover Custom Newspapers.

**Finding the Databases:**

1. Go to library.bju.edu and click on Online Resources above the search box. Click on the tab for Databases, Alphabetical
2. Select “C” under “Jump to Letter.”

- Scroll down to the title you want (such as Custom Newspapers) and click on the title.
Full-text articles from over 100 U.S. and international newspapers, including New York Times (latest 365 days); Christian Science Monitor; Post & Courier (Charleston, SC), Atlanta Journal-Constitution and 40+ other domestic papers.

To see a list of newspapers found in this database, go to: http://www.gale.cengage.com/tlist/sb5100.html

**SEARCHING THE DATABASE:**

Once you have entered the database (see Finding the Databases on page 2), you will see the Keyword Search screen.

Follow these directions to perform a search:

- Type a word(s) or phrase describing your research interest into the search box.
- Choose whether to search for your terms in the “Keyword, Subject, Publication title, or “Entire document” by checking one of the circles below the search box.
- Click on “Search” or limit your search using some of the features described on the following page.
ADVANCED SEARCH:
You may choose to limit your search in one or more of the following ways:

- Type a date into the box labeled **Publication date** to limit your search to a certain date or range.
- Type a journal name into the box labeled **Publication title or Publication subject** to limit to a certain type of journal.
- Type a keyword in one or more boxes to limit your search to articles with certain words.
- Limit your search to a certain section of the newspapers by checking a box next to a section such as “Arts and Entertainment” or “Sports.”
- Click on “Search.”

SEARCH RESULTS:
A list of results looks like this:

Click on either the blue links with the titles of the articles or the blue links that say Full-text to see the text of the articles.
PRINTING AND E-MAILING ARTICLES:

When you are at the screen with the entire text of the article, you may print or email the article by clicking on the appropriate link in the toolbox on the right. Follow the directions.

You may print or email an entire list of articles from the search results page with these steps.

- Put a check in the box next to every article you want.
- The checked items appear in a box in the right corner.
- Share gives numerous ways of saving or sending the files.