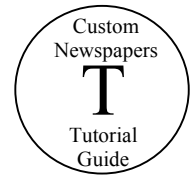


SOUTH RIVER PUBLIC LIBRARY
Online Database Tutorial Guide
www.SouthRiverLibrary.org



Custom Newspapers

Custom Newspapers offers access to full text newspaper articles from a variety of sources, including USA and world newspapers.

1. Get Started:

- Go to: www.SouthRiverLibrary.org.
Scroll to: Scroll to the DATABASES list on the left side of the screen.
Click on: Click on CUSTOM NEWSPAPERS.
Enter card #: Enter the bar code number from the back of your library card and click PROCEED.

2. Begin your search:

- Enter topic: Pick a topic you want to search and type it in the search bar.
Select option: Choose SUBJECT, KEYWORD, or ENTIRE DOCUMENT option and click SEARCH.

If not satisfied with the number of resulting records

- Return to the search page by clicking [Basic Search](#) and choosing [More search options](#).
- or Click [Publication Search](#) to with publication options such as publication subject, country, or language.
- or click [Advanced Search](#) for even more options.

3. Review your record results:

- Narrow results: Narrow your results by selecting NEWSPAPER SECTION, PUBLICATION TITLE, SUBJECTS, or DOCUMENT TYPE from the drop down menu.
Limit results: Limit your results by checking the FULL TEXT option at the top. Your list will now include only the articles that will show the full text and eliminate the articles that only show a summary or abstract.
Sort results: Select the option to sort the results by PUBLICATION DATE or RELEVANCE.

4. Review specific records:

- Select title: Click on the title of the article or click on [Full-text](#) to see the full article.
Manage articles: Select the appropriate icons to PRINT, EMAIL, DOWNLOAD, or CITE.
Translate article: Click on the TRANSLATE button (if available) to translate the article into one of the languages on the drop down menu
Select source: Click on the publication name to search further within that specific publication
SEARCH: Enter topic or keyword to search within the publication.
DATE: Select the YEAR from the drop down menu and DATE to search a particular issue.

If you want to receive email alerts of a regular basis

- Click on [Create a Search Alert](#) and provide your email address. Choose the frequency of the alerts as [Daily](#), [Weekly](#) or [Monthly](#) and then SAVE the alert.
- You will receive an email confirmation which includes a link to the [unsubscribe](#) page should you wish to cancel the alert.