



# Using Custom Newspapers

1. From the library homepage at [www.chaffey.edu/library](http://www.chaffey.edu/library), click on the link labeled "AGent".



**My Account Login**

My Student/Staff ID:

My Birthdate (mmddyy) with no slashes, spaces, or dashes:

2. In the login box, type in your seven-digit Chaffey ID number in the first box, and your birth date in the second box using the format: two numbers for the month, two of the day,

and the last two numbers of the year, no spaces or dashes in between the numbers. Then click on the **My Account Login** button.

## Newspapers

3. Click on the **Newspapers** link in the gray area at the top of the page. **Custom Newspapers** is the last database listed in this section. Click to open the database.

- [Los Angeles Times \(1881-1985\)](#)- Full-text a
- [Los Angeles Times \(1985-present\)](#)- Full-te
- [Lexis Nexis](#)- Covers general news, business the titles are available full-text. *Most useful f news coverage, news coverage from othe information on businesses and industries*
- [Custom Newspapers](#)- Full-text articles from

**Basic Search**

Find:

Search for words in:  Subject  Keyword  Entire document

[Hide search options](#)

**Limit results:**

to documents with full text

to document with images

4. Type your topic in the yellow search box. Click on the **More search options** link below the search to view limits that can be placed on a search

such as **to documents with full text**.



6. There is a Narrow Results menu to the left of the search results. This can be a useful tool to help sort the results into smaller categories.

- **Document type**-sorts the results by document into categories such as brief article, editorial, obituaries
- **Publication Title**- sorts by name of Newspaper such as New York Times, Washington Times
- **Newspaper Section**- sorts by section in which article appears such as news, sports, lifestyle
- **Subjects**-sorts results into smaller topics

7. To view the full-text of an article click on the Full-text link below the information about the article.



8. To print, email or download the full-text of an article, used the links in the red box to the right of the article.

***If you need additional help, please call (652-6803), email ([library@chaffey.edu](mailto:library@chaffey.edu)), or come in to the Reference Desk at the Chaffey College Library.***