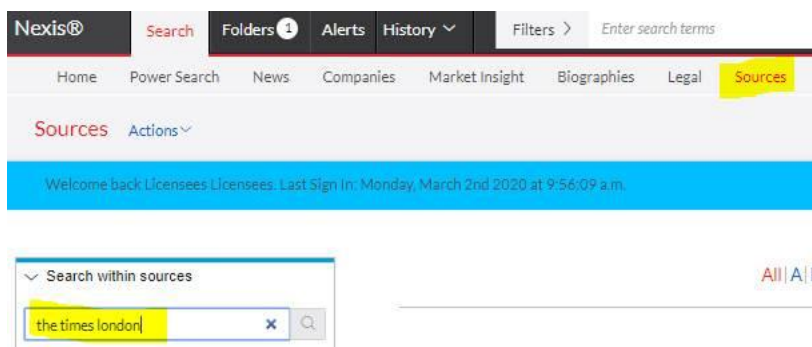# The Library

NEXIS: How to find The Daily Telegraph, The Guardian, The Independent, The Sunday Times and The Times

These newspapers are part of our *Nexis* subscription. You can find *Nexis* on the Library Catalogue.
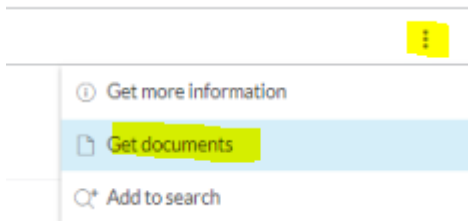
Open *Nexis,* select 'source' from the menu and use the 'search within sources' option to find the newspaper you want e.g. "The Times (London)". Note that for some of the newspapers it is necessary to add the word 'London' after the title:
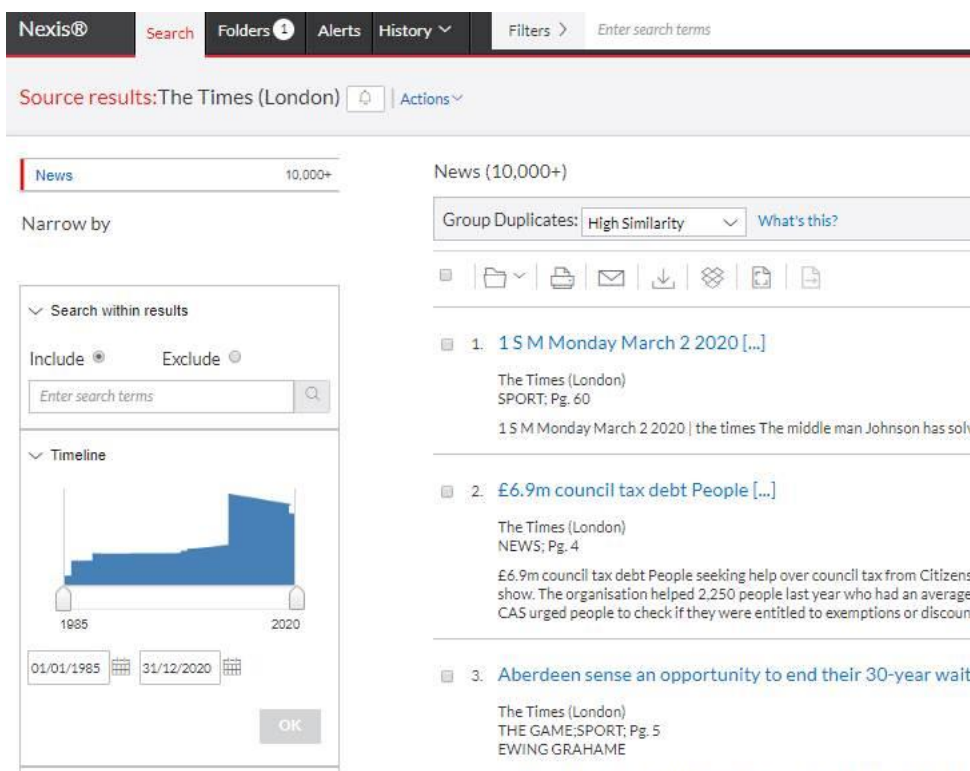
Click on it to select this as the source and then on the magnifying glass to search for it. It should now appear in the main part of the page:

Click on "The Times (London)" and use the three dots to find the option to select 'get documents'

Now the following page will open:

By default today's Times articles will be shown first in the list, but you can search for an article by keyword using the 'search within results' option on the left. You can also adjust the timeline to limit it to your chosen date range.