Accessing SOWELA Library’s digital periodicals

A how-to guide in images
SOWELA Library, Spring 2018
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Title: Compliance Officer  Address: 3820 Sen J Bennett Johnston Ave / Lake Charles, LA 70615;
Telephone No: 337-421-6565 or 800-256-0483 / Email: complianceofficer@sowela.edu
First things first

1. Open the web browser of your choice.
2. Go to www.sowela.edu.
3. In the Quicklinks menu, choose Library.
Click on Periodicals Listed by Discipline.
From this screen, you can browse periodicals by Discipline OR you can search periodicals by title.

Enter your periodical title into the search box, and click Search.
A search for National Geographic returns multiple options. To access content, click on the title in blue.
You are looking at the detailed record for National Geographic, including all of the databases that contain it and the publisher’s embargo period of 3 months (see arrow & brackets).

Click on the database that offers the most access (greatest span of time).
You can search within the publication ONLY for something specific, i.e. article title, author, etc., by clicking this blue link.

The arrow points to all of the years of National Geographic to which we have access.
Due to the publisher’s 3-month embargo, our 2018 content for National Geographic is not yet available to read. You can look at the article titles, but the articles themselves are not loaded into the database yet.

However, all of 2017 is available for access. Click on the year 2017 and it expands to reveal each issue by Volume/Issue # and Date.

To choose the issue you want to read/browse, click on its link in blue.
You now have access to the contents of an issue of National Geographic.

This issue contains 36 articles (see # circled in red).

To open an article, click on its title in blue (see arrow).
This is the article’s detailed record, and contains the article’s title and other pertinent information about the article, ex. author, length, page #s, etc.

To open the article, Choose PDF Full Text from the left-side menu.
This is the PDF of the article selected. To download or print it, choose an option from the choices circled in red.

You can also select options from the right-side menu (see arrow) to share articles with others (or yourself) via email, Google Drive, etc.

From the left-side menu, you can now BROWSE the entire periodical using the Full Text Contents menu options (in brackets).