User Manual

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1. **Using Simple Search**

By inserting a keyword, Publisher name, Author name or any metadata field.
2. **Using Advanced Search**

- **SEARCH FIELDS**: Choose from the main details field in the dropdown list. Apply multiple filters by adding ‘AND’ between each item.

- **PUBLICATION YEAR**: Specify the desired search range between publication years. By default, the years cover the full-range.

- **SEARCH FILTERS**: Indicate one or more value(s) from the listed filters.

**FREE SEARCH TERM**: Shows the Simple Search query user applied before visiting the Advanced Search.

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1. **DID YOU MEAN**: Find and search correct words in place of misspelled ones from our built-in dictionary.

2. **NARROWING RESULTS**: Narrow results further by applying additional search options, or by choosing any of the options listed in the “Refine Results” box.

3. **RESULT PERMALINK**: Get the URL for current search results so users can share their search results with friends and colleagues.

4. **SAVE SEARCH**: Save search results for later on.

5. **SEARCH RESULTS COUNT**: See total matches of applied search.

6. **EXPORT TO EXCEL**: Save main information from search results into an automatically formatted excel sheet.

7. **SORT BY**: Change the sorting criteria of results, in ascending or descending order, by Relevancy (default), or Author, Title, Publishing Date or Document Type.
8. **VIEW CONTENT**: Open an item by clicking on the title, book cover or ‘read’ icon

9. **TITLE INFORMATION**: Read all key pieces of information about the title, and perform a search by clicking on any piece of information provided

10. **DETAILS**: Get all the details relating to the title and abstract

11. **SHARE** using social media networks or a personal email

12. **MORE LIKE THIS**: Enjoy specially tailored recommendations based on initial searches

13. **ADD TO MY BOOKSHELF**: Save titles into a personal bookshelf upon signing into the Al Manhal portal

14. **DOWNLOAD CONTENT** as a PDF format

15. **ABSTRACT**: View the title’s full-text abstract (if available)

16. **VIEWS NUMBER**: Observe the total count of views by one customer and all customers worldwide
1. Browse by Subject
All titles on the Al Manhal Platform can be listed by document type (Books, Articles, Reports and Theses) in alphabetical order, subject order and by sub-subjects
2. **BROWSE BY TITLE**  
List titles of Journals or Reports Alphabetically

3. **BROWSE BY PUBLISHER**  
Browse books, Journals, theses and reports by their publisher name in alphabetical order, or document type
Browse Features

By using the Browse method, user will be able to:

1. **BROWSE BY DOCUMENT TYPE:** Use separate tabs to browse documents in their different forms

2. **SUBJECTS BREAD CRUMBS:** Navigate back to the main subjects by pressing the ‘home’ icon

3. **VOLUMES & ISSUES:** Search through journal articles by volume and issue

4. **TOTAL ITEMS:** Find the total items of the chosen criteria

5. **FILTER/SORT BY:** Search by article, title and sort results according to the Title, Author, Publisher and Publication Date, in ascending or descending order

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Get detailed information about the selected title

1. View title’s full text content by clicking on the title name, cover or ‘read’ icon

2. Share using social media networks or personal email

3. Download PDF of full text content based on the account type with all rights reserved to Al Manhal

4. Add to books shelf: within the personal library upon sign-in to the Al Manhal platform

5. Content availability: Find out about how much text is available for printing and downloading

6. Total reads: Observe the total count of views by one customer and all customers worldwide

7. Titles details: Read all key pieces of information about the title

8. Journal volume tree: Find all available volumes containing a list of articles per volume
Read Full-Text Content

FULL TEXT CONTENT will appear on Al Manhal platform for authenticated users, with the following features:

1. **Title Content**

   CONTENTS: Show Table of Content which each section and chapter can be linked to an exact location in the text. Clicking on selected content will automatically redirect to the text.

   DETAILS: Show basic metadata of the selected title

   *MORE DETAILS*: Navigate details page of the selected title

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2. **READ TOOLBAR**

   ![Toolbar Image]

   **a-** EXPAND/COLLAPSE PDF

   **b-** SEARCH: for the title and use the following properties:

   1. Enter, edit and search for new phrases in the search toolbar
   2. Navigate to previous/next search results, if found
   3. Highlight the default value within all results
   4. Match the case in search results for English letters (A or a)
   5. Match full phrase exactly as it is written in the search field

   **c-** LAST SEARCH lead to the last search results page

   **d-** EXPLORE: features such as copy, print, definitions and search from the selected text on other websites

   **e-** PAGE NUMBER: Shows the current page number out of total pages, easily navigated by using arrows

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SHARE using social media networks or personal email

ADD ANNOTATION by highlighting a paragraph and clicking the ‘annotation’ icon; comments can be added or edited

HIGHLIGHT Text from the content page, with use of multiple colors

CITATION STANDARDS: Al Manhal provides citations in APA, Chicago, Harvard, MLA and Turabian format

ADD TO BOOKSHELF within the personal library upon sign-in to the Al Manhal platform

BOOKMARK the current page and remove it when necessary

NAVIGATE BOOKMARKS: Go to bookmarked pages, where available

TEXT-TO-SPEECH: Automatically read the text based on content language
**My Bookshelf**

All registered users own a bookshelf

1. **MY TITLES**

   a- **CREATE NEW FOLDER** to organize the titles in self-selected sections

   b- **ADD TITLES**: Click on the symbol to add titles to the personal folders

   c- **TITLES DETAILS**: Read all key pieces of information about the title, with a special delete title feature

   d- **FILTER BOOKSHELF ITEMS** by document type (Books, Articles, Reports and Theses)
2. **SAVED SEARCH**
Shows the saved searches done by the user from the search results page

![Saved Search Table]

- **SAVED SEARCH TITLE**: View the saved search results and perform the search again by clicking on the title.
- **SAVED SEARCH DETAILS** note the date of the saved search.
- **DELETE** saved searches

3. **LAST SEARCH HISTORY**
View last five searches and search again by clicking on the heading. Every search is saved with the date it was performed.

![Last Search History Table]

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Sign-In

Librarians, Authenticated users and Distributor admins can log in with a valid username/password

1. **FORGOT PASSWORD**: The password for your account will be sent via email upon request

2. **LOGIN WITH** one of your social media network accounts to connect to Al Manhal platform

3. **CREATE NEW ACCOUNT** by filling in a specific form and activating the account following a confirmation email
Settings
Appears only for signed-in users

1. Profile
See the basic information of signed-in users

RESET PASSWORD: Change password by entering the old one, then creating and confirming the new password
2. **PREFERENCES**

Gives the option for users to add more criteria to simple search options
Other Features

1. HELP
Provides platform users with the User Manual as a PDF format in both AR & EN languages also they can print and save it

2. GO TO LAST SEARCH Restore last search results

3. VIRTUAL KEYBOARD
For AR or EN virtual keyboard, enable or disable the virtual keyboard from the header by clicking on the ‘keyboard’ icon

4. PLATFORM LANGUAGE
Al Manhal Platform available in two languages English and Arabic, you can change it by clicking on the language

5. PLATFORM VERSION HISTORY
Covers all changes on Al Manhal Platform for each Release