ALMANHAL ™

by Kezana

Arabic eClusters

Arabic Printed Books

Arabic eTheses

Arabic eJournals

Arabic eBooks

Searchable Videos

English · Login

ALMANHAL · ABOUT US · FOR LIBRARIES · FOR PUBLISHERS · FOR INDIVIDUALS · SAAS · PARTNERS

Authoritative Arabic Scholarly Content

Books. Journals. Reports. Dissertations. Videos.

...and more...

All Electronic. All Arabic. All Searchable.
For academic, government, corporate, school, public and private libraries

keywords · Search Library

Compliant with copyright license agreements and protected by DRM technology.
See our Terms and Conditions.

Trial Request for Institutions

V. 8.1

User Manual

https://platform.almanhal.com

Table of Contents

Conduct a Search

USING SIMPLE SEARCH (SEMI-ADVANCED)

Using the simple search option, researchers may search across multiple document types simultaneously. They simply need to insert a keyword, and with that, they can filter their search query using the dropdown list options provided which include: 'Title', 'Author name', 'Subject' or 'Full Text'.
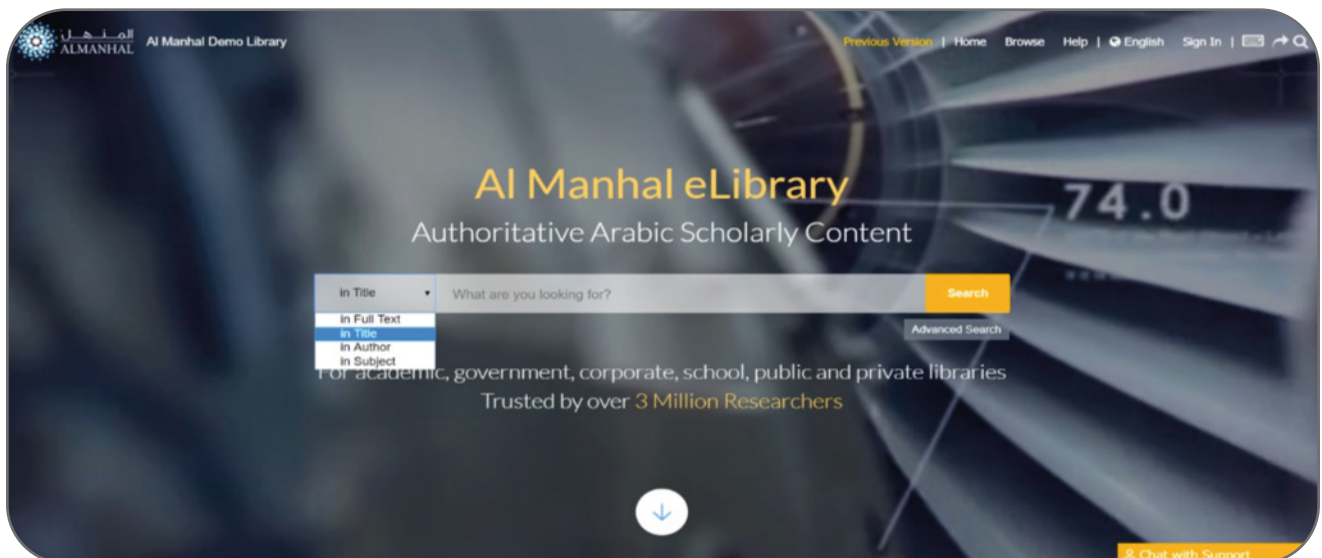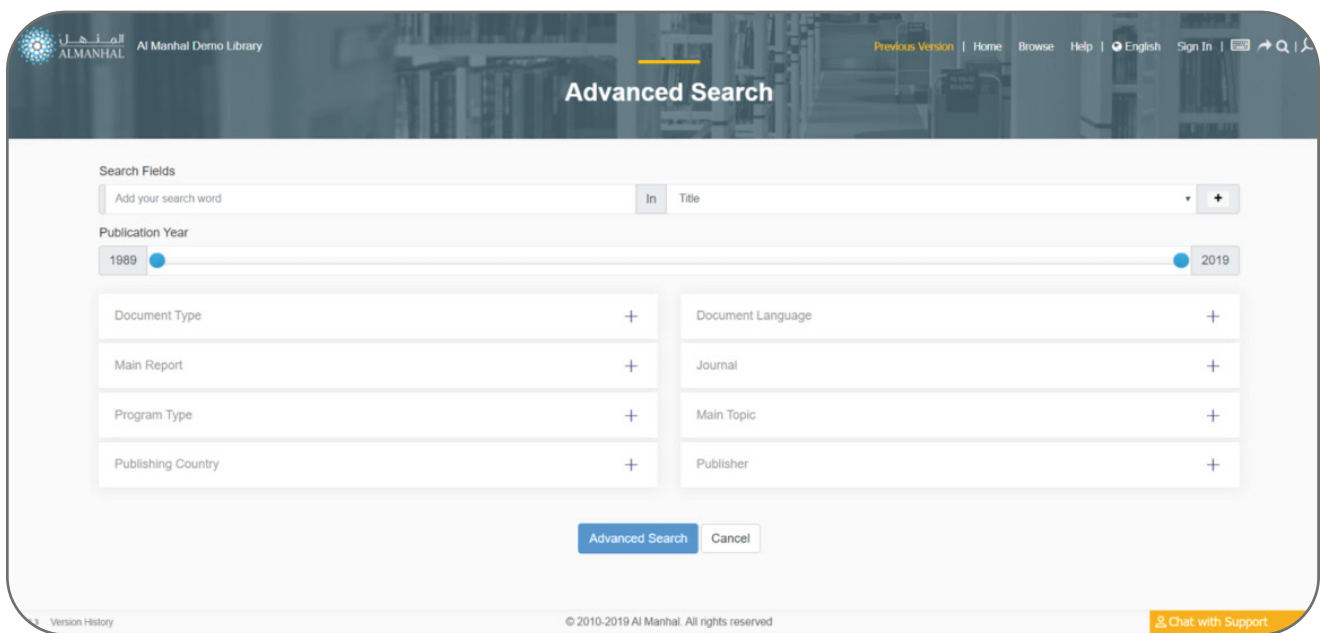

The semi-advanced search is automatically filtered by 'Title', and it can be modified by other options:
- **IN FULL TEXT:** to search across all 'Al Manhal' content.
- **IN TITLE:** to search in titles that match the entered keyword.
- **IN AUTHOR:** to search within Authors' names.
- **IN SUBJECT:** to search within the topics that match with the inserted keyword.

Conduct a Search

USING ADVANCED SEARCH

The advanced search option allows a researcher to build structured queries to search for a resource by specifying criteria that cannot be defined in ambit of a the simple search.

An Advanced Search includes the following fields:

a. SEARCH FIELDS:

The search field helps the researcher to narrow down the search range by entering a relevant keyword in the 'search field', and then selecting the search criteria from the dropdown list: (Title, Full Text, Abstract etc....).

b. PUBLICATION YEAR:

This option allows selecting a specific year for the search term. By default, the search covers the entire-range of years available in the database.

c. SEARCH FILTERS:

The Search Filters allow a researcher to target a search, along with the inserted keyword, such as: the document type (Book, Article, Report, Thesis), Document Language (English, Arabic French, Urdu, etc....), Publishing Country, Journal, Publisher, Main Topic, Main Report and Program Type (Phd, Master and BA).

Search Results Page

The Search Results page displays all the titles related to the keywords entered. From this list, a researcher may access multiple features according their intent, from the available content.
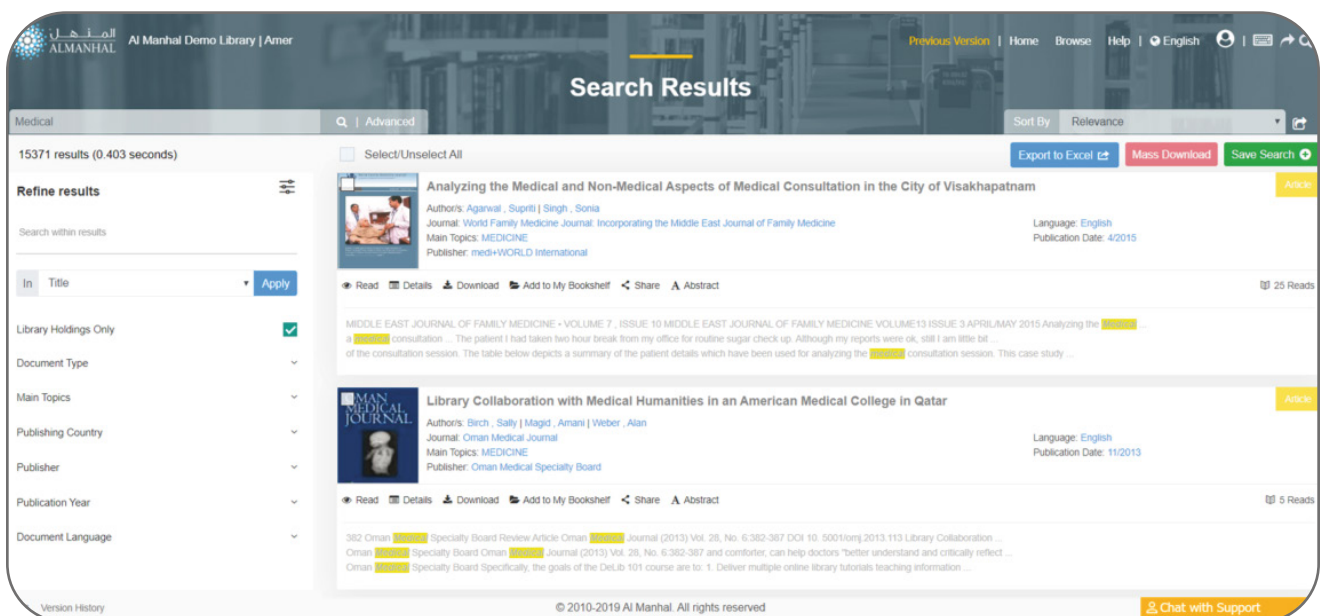
REFINE RESULTS: Researchers may refine and narrow down the results obtained by applying additional search filters. They can choose any of the options listed such as Ddocument type (Book, Article, Thesis, Report), Publishing Country, Publication Year, etc.…

● **LIBRARY HOLDINGS ONLY:** Researchers can filter the search results based on the subscribed holdings of their institution or view All 'Al Manhal' content.

Export to Excel: There exists an option to export the search results information for each document to an Excel file such as (Document title, Author(s), Publisher, Main Topic, Language, etc.….)

Sort By: The search results list obtained can also be sorted in ascending or descending order, by Relevancy (default), or Author, Title, Publishing Date or Document Type.

Copy Result Permalink: There is an option available to copy the URL for current search results, in order to share them with friends and colleagues.
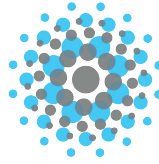
Search Results Page

Read

View Content: By clicking on the title, document cover or 👁 Read icon.

Title Information: Read all key pieces of information about the title, and perform a search by clicking on any piece of information provided.

Save Search ➕

Save Search: To view the results any time later.

Add To My Bookshelf

Add To My Bookshelf: Save titles into a personal bookshelf which requires a researcher to create an account in 'Al Manhal'.

Share

Share The Result Link: using social media networks or a personal email.

Details

Details: Get all the details relating to the title.

Download

Download Content: in a PDF format by subscription type with copyright reserved by 'Al Manhal'.

Reads

Reads: Observe the total count of views by all customers worldwide.

Search Results Count: the total number of related results for applied search.

A Abstract

Abstract: View the title's full-text abstract (if available for Articles).

Mass Download

Mass Download: To download selected Articles and Reports all at once.

ALMANHAL
by Kezana
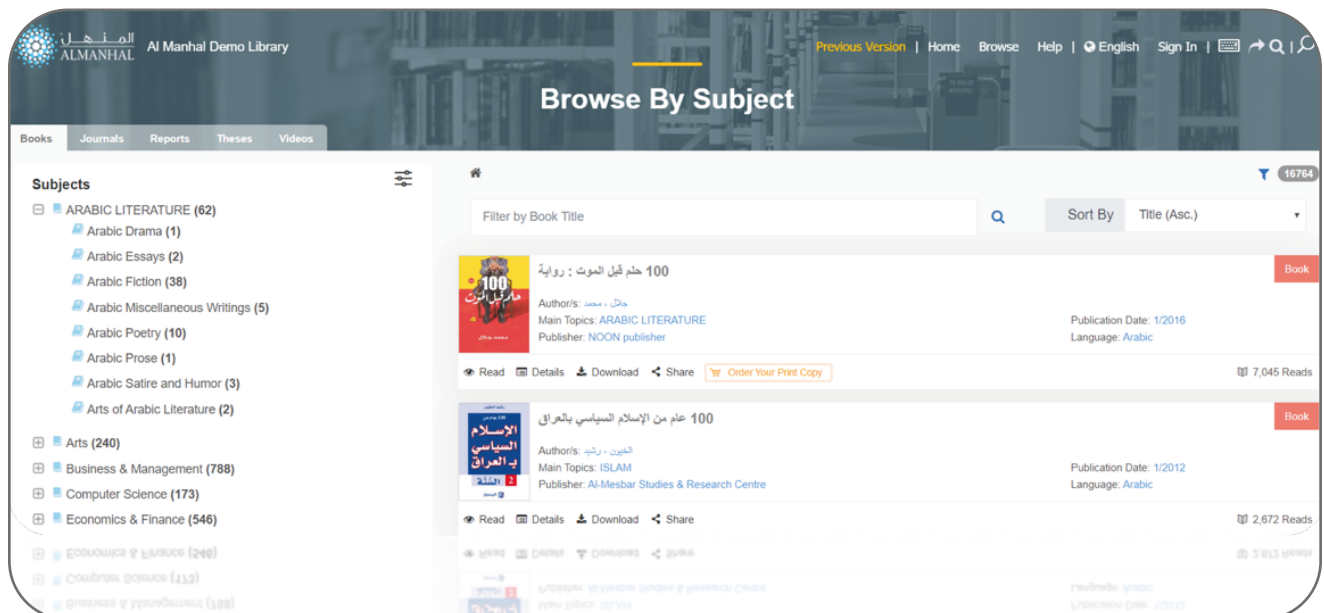
Browse

A researcher can browse all 'Al Manhal' e-content by Subject, Title or Publisher.

Browse by Subject

All titles on the 'Al Manhal' Platform are listed by document type (Books, Articles, Reports, Theses and Videos) and ordered by Subject and Sub-Subjects. A researcher can select a Subject to view its titles and then filter by document title.

Results can be Sorted by:

Title, Author, Publisher and Publishing Date (Ascending or Descending)

Browse by Title

A list of 'Journals' and 'Reports' titles, ordered alphabetically, where a researcher can filter ▼ results by typing a Journal name or Report title, in addition to sorting the titles by Title and Publisher (Ascending or Descending).

Researchers can view Journals Articles and Reports issues by clicking on a Journal or Report title and selecting which year of volume issue to view.

The option to download all articles or reports for a specific issue is available by clicking on 'Download Full Issue'
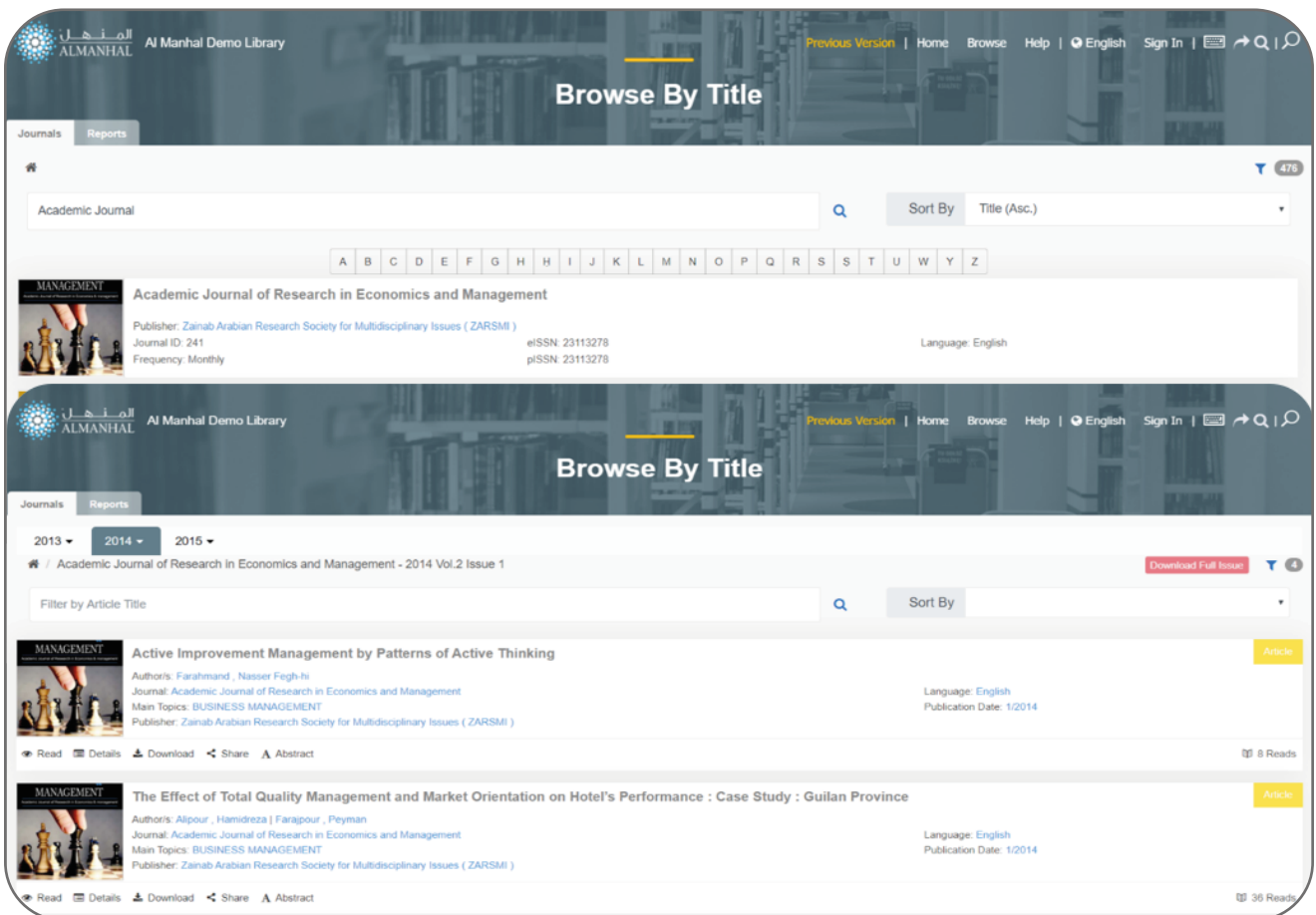
Browse by Publisher

Researchers can browse through Books, Journals, Theses and Reports filtered by the publisher name. They can also refine their results by typing the document name, in addition to sorting the titles by Title, Author, Publisher and Publication date (Ascending and Descending).
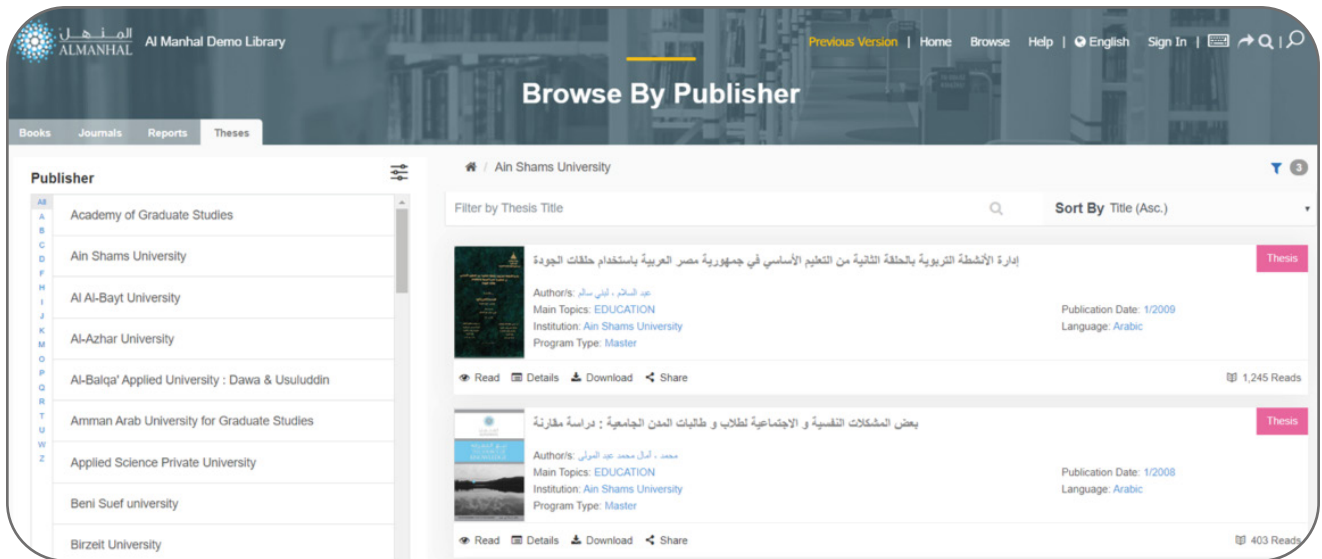
Details Page

Get detailed information about the selected title.
(Author, Publisher, Main Topics, Document Type, Language, Document ID, Keywords, etc.)

Read — **View Title's Full Text Content** by clicking on the 'Title name', 'Cover' or 👁 'Read' icon.

Share — **Share** the title using social media networks or personal email.

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

Download Full Issue — **Download Full Issue:** To download all Journals Articles related to the Title (Available for Articles and Repots Only)

Details Page

Add To Bookshelf: within one's personal library by signing-in to their accounts on the 'Al Manhal' platform.

Content Availability: Find out about how much text is available for reading, printing and downloading.

Total Reads: Observe the total count of views by all researchers worldwide.

Abstract And Issues: Find all available volumes containing a list of articles per volume (Articles Only).

Related Titles: Researchers can also view titles that are related to their current title. The criteria of relevance scientfically calculated through 11-weighted matching metadata between the titles, including Subject Headings, Dewey Decimal, BISAC, Author, Publisher, etc.

Download on Device: This option is available only for books. It describes the steps to download the title to your device.

**Amazon Link:** This option allows you to purchase the book through Amazon site.

Order your print copy: This option allows you to purchase the book through Al Manhal Store.

Read Full-Text Content

If the researcher institution has licensed a title, the full text of the title and the ability to page through the title will be available from start to finish . Alternately, a few snippets can be viewed – Preview Mode -.
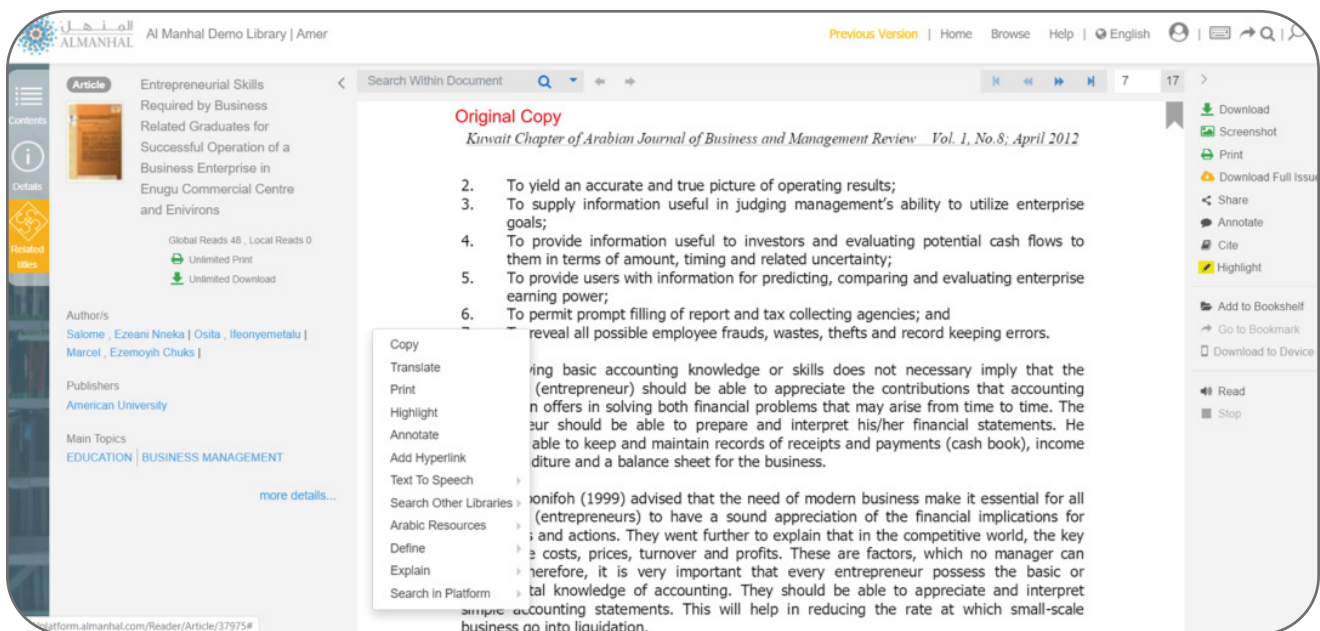
Contents: By clicking on any of 'Table of Content', the researchers get automatically redirected to the linked text.

Details: The details reflect the basic metadata of the selected title such as: Author, Publisher, Main Topic, etc…..
*More Details: To navigate through the details page of the selected title (see page 10)

**Related Titles:** Prompt relevant supplementary reading titles trelated o the currently opened title.

Search Within Document: Allows the researcher to search inside the full text of the currently opened title and navigate between the results using 'Next' / 'Previous' buttons.

A- Highlight All: to include all search results.

B- Match Case: to include only those search results that match with the written text inside a search field.

C- Match Full Phrase: include those search results that match exactly with the query entered inside the parentheses as a single term in the search process.
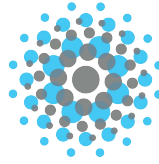
Read Full-Text Content

Page Number: Shows the current page number out of total pages. One can easily navigate across the pages by using arrows, scrolling or by entering the desired page number.

Download PDF Download PDF as a full-text or part-text file, with all rights reserved to the 'Al Manhal' platform.

Screenshot Screenshot: Take a screenshot with the ability to crop the image.

Print Print: either a part or the whole content. (Availability based on the researchers' subscription with the copyright reserved by the 'Al Manhal' platform.)

Download Full Issue Download Full Issue: Available only to download all journals articles or reports.

Share Share using social media networks or personal email.

Add Annotation Add Annotation: By highlighting a paragraph and clicking the 💬 , the researcher may add or edit existing comments.

Cite Cite: Al Manhal provides citations standards in APA, Chicago, Harvard, MLA and Turabian format.

Highlight Highlight text from the content page, with use of multiple colors.

Add To Bookshelf Add To Bookshelf within one's own personal library by signing-in into the Al Manhal platform.

Read Full-Text Content

Bookmark: A researcher is allowed to bookmark any page of the opened title.

Go to Bookmark: A researcher can go to the available bookmarked pages.

Download on Device: This option is available only for books. It describes the steps to download the title to your device.

Text to Speech: Automatically read the text, based on content language, by highlighting the text.

Copy: A researcher can copy selected text from the title with a reference citation.

By Highlighting or Selecting a text, a researcher may explore other features such as:

● Translating the text using 'Google' translate
● Inserting an external link for a given text by clicking on the insert hyperlink option
● Search for a word or term within the 'Al Manhal' documents using 'Search in Platform' feature or 'Other Libraries' such as Google Books
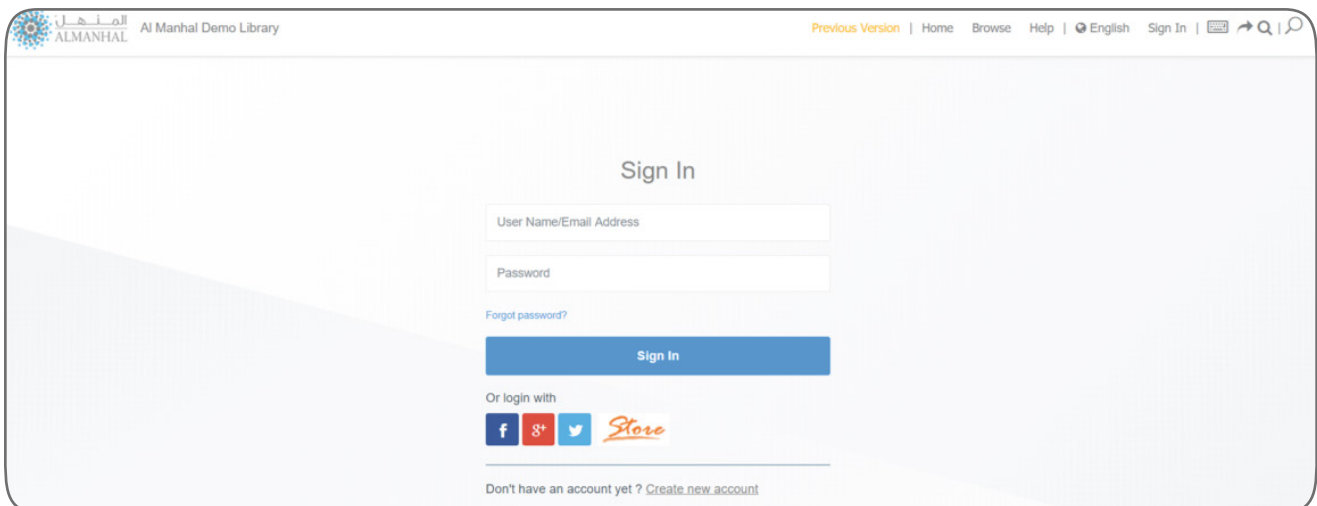● Define and explain a word or term using online resources

Author Dashboard

Every registered researcher will be able to view Author Dashboard. An overview of the Author profile (Name, Social media profiles, their current Affiliation, followers). Also how many Publications the Author published in Al Manhal; in addition to the Impact of Publications over the years on Al Manhal Platform based on Usage Statistics.
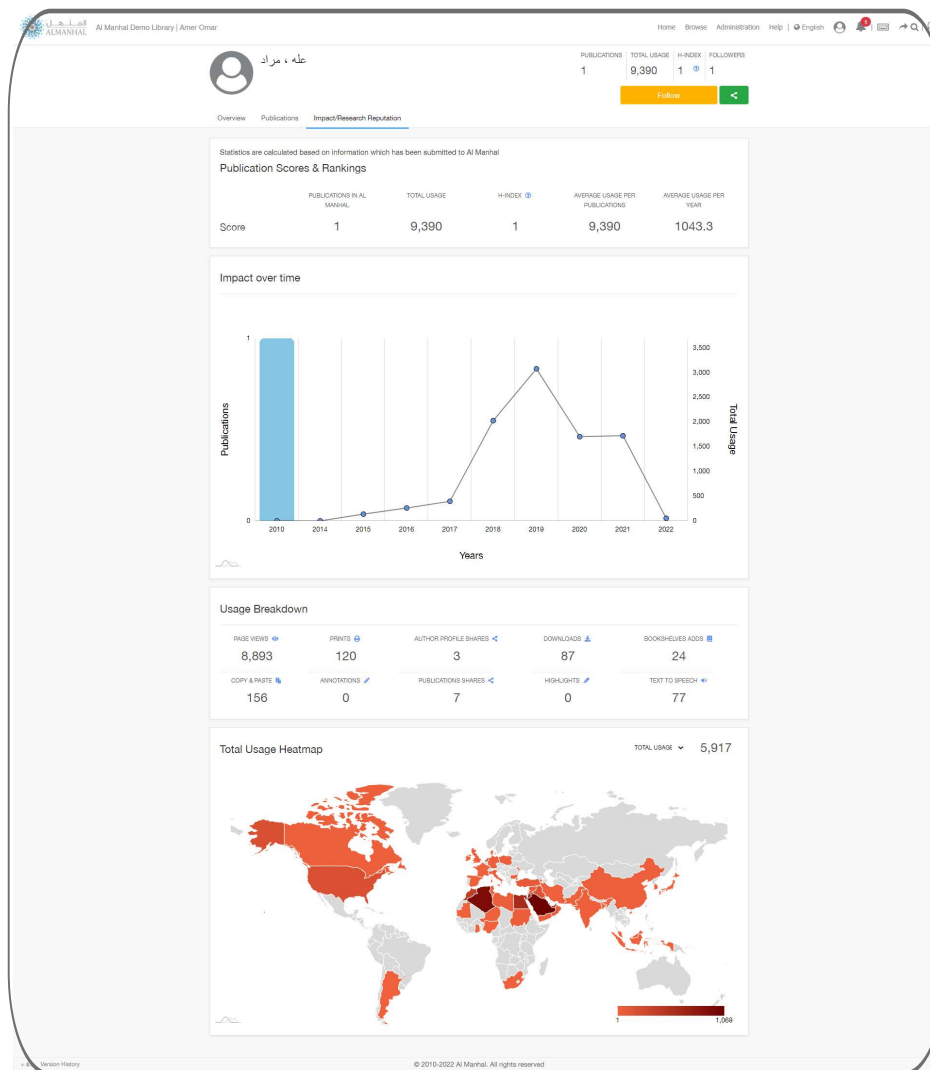
Sign-In / Sign Up

Every researcher, belongings to a university or institution that has licensed the 'Al Manhal' platform, will be able to:

- Create their own personal Al Manhal account
- Login with one of the Social media networks supported
- Reset the account password by sending an email with the Reset Link.

Profile Management 👤

Every registered researcher can manage their profile, access their bookshelf, monitor their performance and control their search criteria, in addition to Add n new research to Al Manhal database.

PROFILE

Allows a user to view, update personal information and change the account password, in addition to link other social accounts profiles to his own account in Al Manhal.

View his own list of publications and publishers network (Following & Followers)

The ability of 'View As' option to check his own profile looks to others

Link his own publications with his account in Al Manhal

PREFERENCES

Gives the researcher the advantage of adding more criteria to the search option in addition to select the default citation style while copying a text.

USAGE REPORT

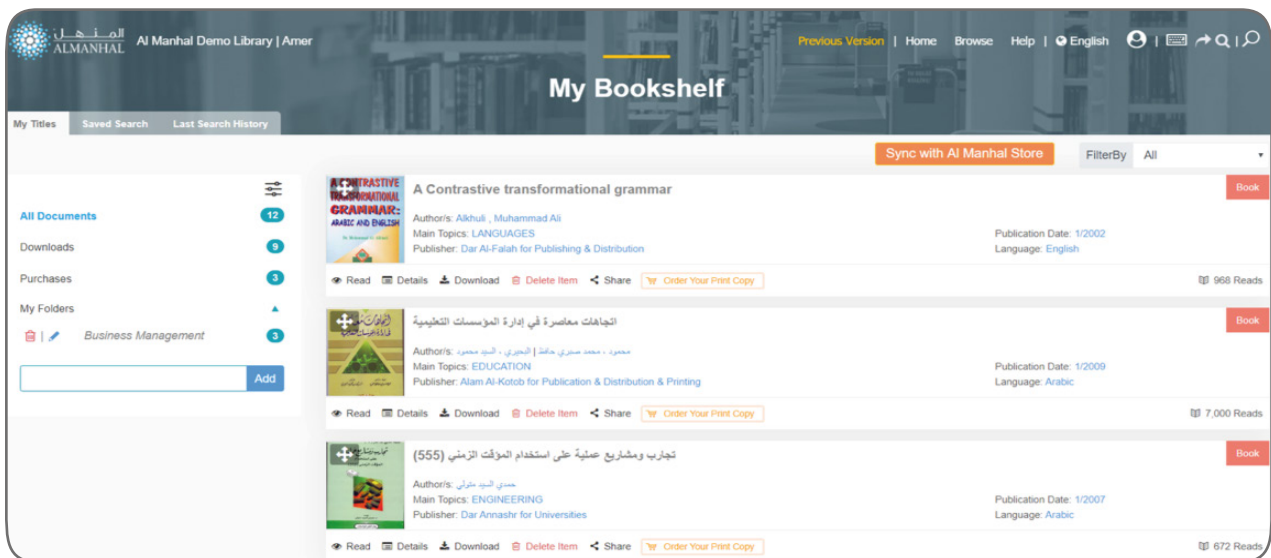Every researcher can monitor their own usage in the platform, where they can see:

- Total Reading Hours
- Total Opened Documents
- Total Viewed Pages

for each title:

- Number of viewed pages.
- Time spent in reading.

Profile Management 👤

MY BOOKSHELF

Every registered researcher in the 'Al Manhal' platform or e-book shop owns a personal bookshelf.

My Titles

MY TITLES

Includes a list of added and downloaded documents, in addition to the list of books purchased through the App. A researcher may create his or her own folders to organize the titles in self-selected sections using 'Drag and Drop'. He or she may also filter the bookshelf titles by document type (Books, Articles, Reports, Theses and Videos).

Saved Search

SAVED SEARCH

This shows the saved searches from the 'Search Results' page by displaying the title, name and date of performing the action with the ability to view and delete the search.

Last Search History

LAST SEARCH HISTORY

One can view the last five searches and quickly search again by simply clicking on the heading. Every search is saved with the date it was performed.

Sync With Al Manhal Store

SYNC WITH AL MANHAL STORE

Allows to bring the Purchased titles from Web Bookstore to the Al Manhal Platform.

Other Features

PLATFORM LANGUAGE
The Al Manhal Platform is available in English, Turkish, French and Arabic. Researchers may choose the preferred language to use.

Previous Version

PREVIOUS VERSION
Researchers may Browse, Search and also use the old version of the Al Manhal Platform.

VIRTUAL KEYBOARD
A virtual keyboard is available in four languages; AR, EN, TR, FR, and you can enable or disable the virtual keyboard by clicking on the ' ⌨ ' icon in the header.

GO TO THE LAST SEARCH
Restore the last search results.

Help

HELP
The Help Menu feature an interactive guide through a series of well-defined steps, within a product feature scope.

Version History

VERSION HISTORY
Covers all changes on the 'Al Manhal' Platform for each release.

Live Chat Support

LIVE CHAT SUPPORT
Live Chat Support feature is available for inquiries or support as and when needed.

NOTIFICATIONS
Receives a notification each time a researcher follows/unfollows you. Claim your own Publications and link them with your profile.