

Searching for Arabic Materials in LIBCAT

“Guidelines on How to Use LIBCAT” can be followed for searching materials in Arabic language

- To switch keyboard to Arabic, click on ALT + Shift
- To move the cursor to the right side Click on Ctrl + Shift
- To search in Arabic, go to “View”> “Encoding”> “Arabic Windows” or right click mouse, go to Encoding then to “Arabic Windows”
- To display the search results in Arabic (from right to left), go to “View”> “Encoding”> “Right to left document” or right click mouse, go to Encoding then to Right-to-Left Document
- To display the bibliographic details (ISBD list), select the desired number of records by checking the box next to the record. Click on “Show selected”

If you could not succeed to have Arabic Character after the above these steps, that means that your computer is not set to display Arabic, please follow the steps:

- go to Control Panel, then
- go to Regional and Languages Options, then
- click on Advanced settings
- choose the Arabic (Lebanon) language from the combo box
- for the Default user account settings, tick the "Apply all setting to the current user account and to the default user profile”
- click OK
- then set your search

TIPS

Search by title

- Use exact title of a work regardless of the article (ال التعريف).

Search by Author (personal, corporate, conference)

- Type the last name of a personal author, a corporate, or conference name as is in the Author Surname or Corporate Name search field. To view titles under a specific author, click on the number appearing next to the author name under the Titles column. Zero hits in Titles denote a name cross-reference. Click on the author name to find the used form,

e.g. (ادونيس -- use- سعيد، علي احمد) Click on أدونيس then on Titles to display all his titles

- Some old Arabic names are entered under their first names in the surname field:

e.g. زهير بن ابي سلمى
عمر بن الخطاب

Search by Subject

- Type your subject term, e.g. الاشتراكية. A list of subject headings starting with الاشتراكية with its different subdivisions will be retrieved. Click on a Subject heading to view its related headings (i.e. Language Variant, See Also, Use/Used for, Narrower/Broader Terms),
e.g. التوتاليتارية
NT الشيوعية
RT Totalitarianism
الدكتاتوريون
النازية
الفاشية
UF النزعة الشمولية
الدولة التوتاليتارية
- Searching by a subject cross-reference retrieves directly the used form of the subject heading, e.g. الشرق الاوسط **Retrieves** الشرق الادنى.

Search by Keyword

- Boolean operators (AND, OR, NOT) should be used in English, e.g. (لبنان and تجارة)
- Phrases can be searched by selecting the **Exact phrase** option listed below the search field, e.g. المرأة في الأدب.

Special remarks

- The Truncation character % can be used anywhere in any search option (i.e. Title, Name, Subject, Keyword, and Series) **except at the beginning of a word in a Keyword search.**
- “ال التعريف” could be ignored except in Keyword search, e.g. التجارة = 344 hits, While تجارة = 64 hits.
- The Alif, Alif with Hamza (أ) and the Alif with Mada (آ) should be typed as is in Keyword Search, e. g.: القرآن vs. القرآن , ادب vs. أدب
- Compound names can be searched with or without space between the two words, e.g. عيد عبد الكريم = عيدالكريم. However, compound names with the word (الله) should be typed as two words with a space between them (e.g. جادالله not جاد الله, عبدالله not عبد الله)
- (واو العطف) is entered as a part of the word (i.e. with no space) except with ال التعريف, where a space should be added between واو العطف and ال التعريف, e.g:
لبنان الوطن و الدولة
لبنان وحرب التسوية

In keyword search, the " و " should be typed as a part of the word, e.g.

"لبنان وسوريا", (i.e. سوريا is one word, and notice that it is different from لبنان and سوريا). The و is not translatable as the Boolean AND in this case.

For all your questions or inquiries, please contact:

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