



Help and User Guide

Otzar HaHochma 13.0

Getting Started

Otzar HaHochma is an innovative, powerful, feature-filled program that allows you to search, access, and work with an extraordinarily large digital Judaic library using many helpful tools that make working with the library comfortable and efficient. This Guide can be used as a comprehensive introduction to using the program, and read from beginning to end, or it can be used as a quick reference for specific questions by browsing to the relevant topic using the Quick Help Topic Links below.

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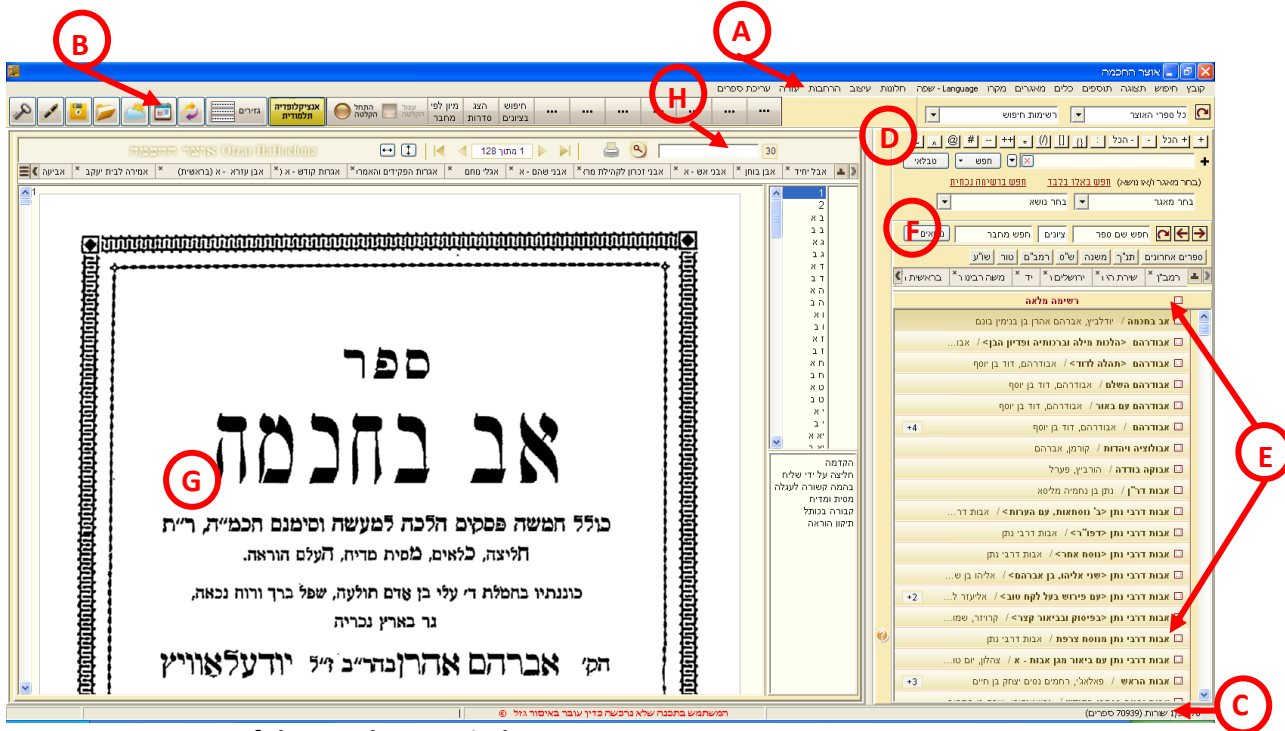
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Installing Otzar HaHochma

1. Connect the hard disk to the computer via the USB cable.
2. Once the computer identifies the hard disk, click on and open My Computer on your desktop.
3. Open the Otzar HaHochma drive and click on *התקנה/Setup*.
4. Click on *"First Installation of Otzar HaHochma"* and follow the directions on the screen.
5. Once the installation is complete, you will be prompted to call our office for your user access code to the program.
6. You will find an Otzar HaHochma shortcut on your desktop for easy access to the program.

The Main Catalogue Window

Otzar HaHochma opens to the main Catalogue window.



Components of the Catalogue Window:

A	Menu bar
B	Tool bar
C	Status bar
D	Content Search pane
E	Catalogue listing
F	BookTitle/Author Search
G	Quick View
H	Content Search within current book

Quick View Pane

The program opens with the Quick View preview pane on the left of the screen. Any book shown in Quick View is open and you can browse its pages from beginning to end.

Using the Search box above the Quick View pane, you can perform a content search through the current book's text. (H)

Click the printer symbol to print the current page displayed.



Quick View Navigation

When the mouse pointer is hovering over the **book display**, the mouse wheel will scroll the book pages up and down.

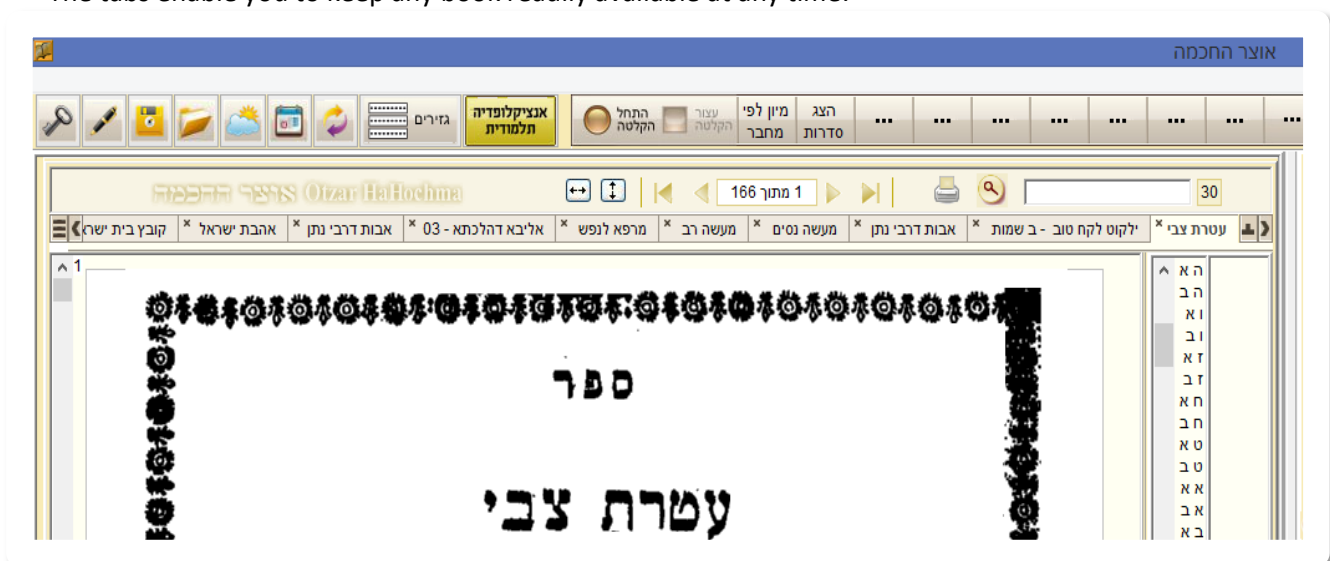
When the mouse pointer is hovering over the **catalogue listing**, the mouse wheel will scroll the listing up and down.

Keyboard Shortcuts:

<TAB>	Switch focus from the Quick View pane to the catalogue listing.
Up and Down arrow keys	Scroll the page up or down.
<Page Up>	Move forward to the next page.
<Page Down>	Move backward to the previous page.
CTRL + <Page Up>	Move forward 10 pages.
CTRL + <Page Down>	Move backward 10 pages.

Tab options for books in Quick View

The tabs enable you to keep any book readily available at any time.



Click the (+) button that appears on the right side of the tab strip. The book that is currently open will now appear as a tab. Any time that you want to glance at or study this book, hover the mouse pointer on the tab. The book will “float” and appear in a new, separate window. If you want to see the book in the main window, click a single click on the tab. Close the “floating book” window by moving the mouse away from the book area as well as the tab area and the book will disappear.


There are a number of ways to organize your tabs. Right-click on one of the tabs for the popup menu:

1. **קבע עמוד נוכחי** – If the tab has been set to a specific page in the book, and you wish to change it to a different page, navigate to the page that you want and then select this option from the menu. The tab will now show the newly set page.
2. **הצמד** – This option allows you to give priority to certain tabs, so that they can appear in an easily accessed, fixed position. Any tab that you choose to apply this option to will appear on the far right of the tab strip, with its title in bold. Even when all tabs are closed at once and removed from the tab strip, these tabs will remain.
3. **ערוך שם** – You can change the name of the tab as necessary. This is particularly useful when the titles are long and take up useful room on the tab strip.

You can enlarge or shrink the width of the tab card by hovering the mouse pointer on the left edge of the tab card. Click and drag left or right.

You can change the tab's position by clicking the tab and dragging it to the desired location.

When the number of tabs is wider than the screen width, two arrows will appear at either side of the tab strip. Click them to move the list of tabs right or left.

The button on the left of the tabs  allows you to hide or reveal the row of buttons above the tab strip.

TIP: Press F11 while using the Quick View pane for Full Screen mode. Press F11 again to return to normal mode.

Finding a Book in the Library

Search by Title

Type a word from the name of the book to show a list of **all of the books in the library that contain the word entered**.



For Example

To find **ריטב"א קידושין** ספר חידושי הריטב"א על מסכת קידושין, simply type **ריטב"א קידושין**.

In addition to the books whose titles match the search terms, at the end of the list you will find מסכת קידושין דפוס סביונטה and ספר עיני העדה, which include **חידושי הריטב"א** on **מסכת קידושין**. Even though the titles of these books do not have the search words **ריטב"א קידושין** in them, they are catalogued in the library with **חידושי הריטב"א** as a secondary title, so they appear in the search results as such.

Results List Ordering

The order of the books listed as results from a title search are as follows:

1. The first entries in the list are the books whose titles match **exactly** the text entered in the search box.
2. Next appear books with titles that have the same words, in **different order**, or **spelled differently** (such as ktiv malei or ktiv chaser) than the search term.
3. Last are listed the books that have been catalogued with **secondary titles** that match the search term.

Search by Author

Type the author's name in the left search box. The search results are listed in the same order as when searching by book title (listed above).

Other Book Search Methods

Additionally, you can type a space before the title or author's name. This will leave the full catalogue listing in place. The listing will move to follow the letters you type in the title or author search box. This will find only exact matches, and will not account for differences in spelling, or additional titles.

Combine title and author searches by adding the <+> symbol between the title and author's name entered in the search box.

For Example

Type **מנחת כהן+שבתי** to find the ספר 'מנחת כהן' של הר"ר שבתי כהן from among the 35 books that are titled כהן מנחת.

Exact match: You can search for an exact match without spelling variations by adding the (=) symbol before the book title or author name.

For Example

Entering **קצות החשן=** will list only the books that match **קצות החשן** in *ktiv chaser*.

There is another option to further narrow the search by typing (==) (two equal signs) at the beginning of the search text. Typing these symbols will result in search results that contain the search term as a whole word, and not part of word.

For Example

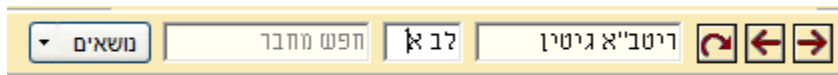
If our search query requests a book titled **מוריה=**, we will receive results that include the book **הר המוריה** as well. This should not serve as a real inconvenience to the user, since the most exact matches are listed first in the results listing (i.e. **מוריה**), and they are easily found and accessed first. However, if you want only the titles with the exact word **מוריה**, enter the query as: **מוריה==**.

Search for both book titles and authors' names at the same time: Perform a full search through the book titles AND the authors' names, by adding the (+) symbol before the search query.

For Example

If we enter **רמב"ם+**, we will receive results that will include both books that include the word **רמב"ם** in their title, as well as books whose author is the **רמב"ם**.

Book Search with Notations (ציונים): There is a field next to the book title search box, where you can enter the exact notation location (ציון).



For Example

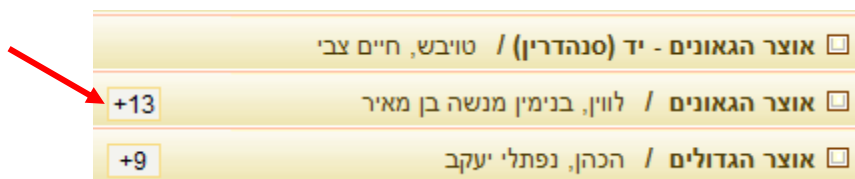
Searching for **רמב"ם | רמב"ם לב א** will present the **חידושי הרמב"ם על גיטין**, immediately opened to **א, לב, א**.

Even when there are a number of books with the same title, and we want one from the list, if we enter the appropriate ציון when entering the search term, as soon as we click on the correct book title in the list, it will automatically open to the selected place that was entered in the ציונים box.

You can use this method to bring up a list of books on Torah, and write in the ציונים box: **כי תשא**. As you move from book to book in the results listing, every single book will automatically open to **כי תשא**.

Book Series or Sets

Series or sets of books appear in the list in compact format, as one book entry. The number of books that are included in the set appear on the side with a + notation. An entry with +13 beside it indicates that there are 13 books in this set.



Clicking the + sign with the mouse, or pressing the <+> on the keyboard will expand the list of all of the books in the set. The + symbol will then turn to a – symbol. Click on the – sign with the mouse, or press the <-> on the keyboard to collapse the list to a single entry.

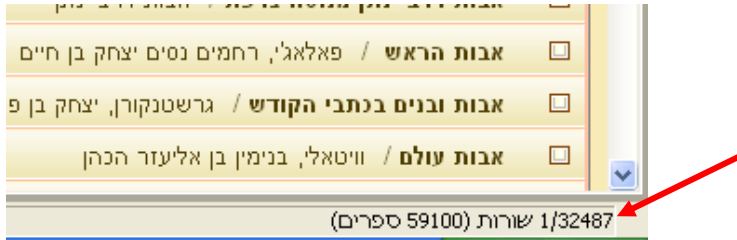
*TIP: If you prefer series and book sets to always be listed in expanded format, select the menu option in **View>Display series (הצג סדרות < תצוגה >**.*

Where Am I? Using the Status Bar

The status bar always indicates the current record position within the listing, as well as the total number of books currently in the listing.

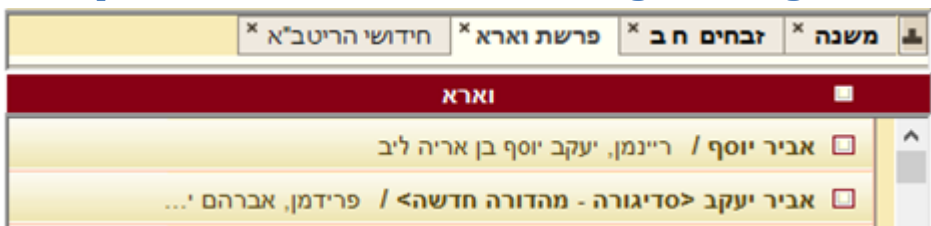
Each set is counted as a record in the list, and each volume is counted separately as a book, so you will see a larger number of books than records.

The position number changes as you move through the listing. The total number of entries will change as you apply filters or searches to the listing to narrow the number of books listed.



NOTE: Use the Status Bar as an indicator for how many results are listed after a Book Title/Author Search or Subject filter. Very large numbers of books are not always practical to work with, and you may want to refine your search to limit the number of results to make your work easier.

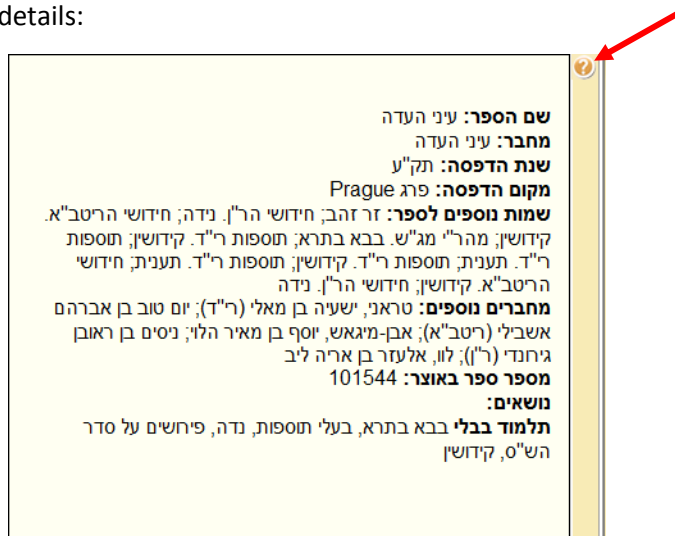
Tab Options for Book Lists in the Catalogue Listing



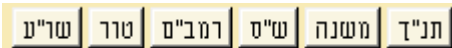
As with the Quick View screen, you can also save tabs of "רשימות ספרים" or book lists to keep them readily available and accessible. Create and use the tabs as described for the Quick View preview tabs. The program remembers the current visible position of the list, as well as the currently selected book on each tab.

Additional Titles and Authors and Bibliographical Information

Click the question mark to the left of the book title in the Catalogue listing when it is in focus to see the book's details:



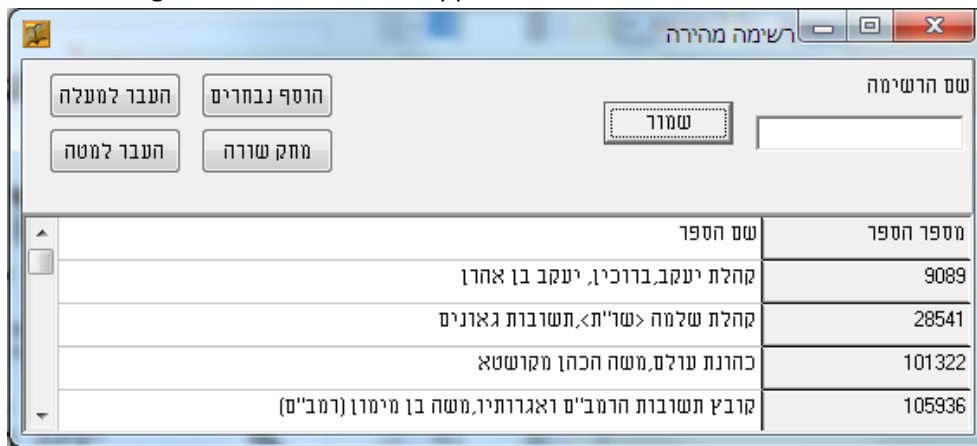
Quick Access to Basic Collections and Commonly Used Books



Access basic collections and commonly used books by clicking one of these buttons. The list in that collection will be listed below, and open the book by clicking on the book title.

You can add buttons for your personal archives to the Quick Access bar. This is helpful for the books that you use on a consistent basis.

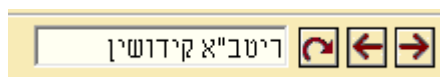
1. Select from the main library listing on the right side of the main window the book(s) that you would like to add to the archive by clicking the checkbox to the right of the book title.
2. Right-click on an empty area (without a button) in the Quick Access bar.
3. Select "הוסף חדש מנבחרים" from the popup menu.
4. The following Quick List screen will appear:



5. Click **הוסף נבחרים**.
6. The list of books you selected will be displayed. Edit (lengthen or shorten) the names of the books listed, delete or move a row within the listing by using the buttons at the top of the screen.
7. Name the list in the text box in the upper right hand of the Quick List screen and click the **שמור** button. This name will appear on the button on the Quick Access bar. Close the screen.
8. Your new button will now appear on the Quick Access bar. Clicking on your button will pop up the list of books that you added to the listing. Select one of them for quick access.
9. You can change or edit the list of books at any time, or delete the button entirely, by right-clicking on the button.

Switching between Book Lists (רשימות)

Any search that you perform in the Title/Author Search pane is saved in a results list, known as a **רשימה**. Click the Previous and Next buttons (left and right arrows shown below) to move between the different book lists (רשימות) that you have created while searching or filtering:

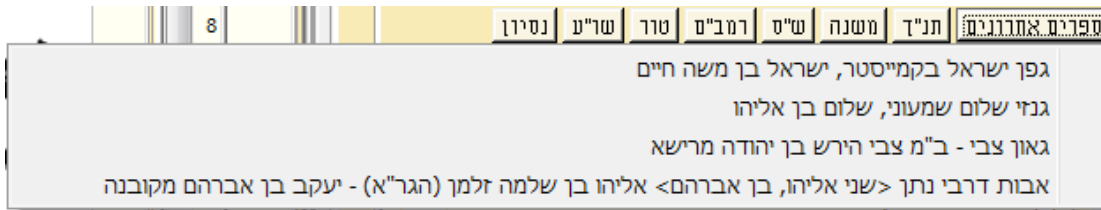


Clicking the Restore button (far left) will bring you back to the full Catalogue listing.

Right click on the "Previous" and "Next" arrow buttons that switch between the book lists for a popup menu that lists all of the most recently selected lists. This history list is also saved after the program is closed and re-opened.

Quick View Book History

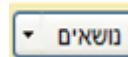
Every book that you browse in the Quick View is saved in the History. View the history by clicking the **ספרים אחרונים** button in the Quick Access bar.



Click on an entry to open the book to the place it was last open to.

Topic Filters (נושאים) Menu

Click the **נושאים** button to open the menu with the list of topics:

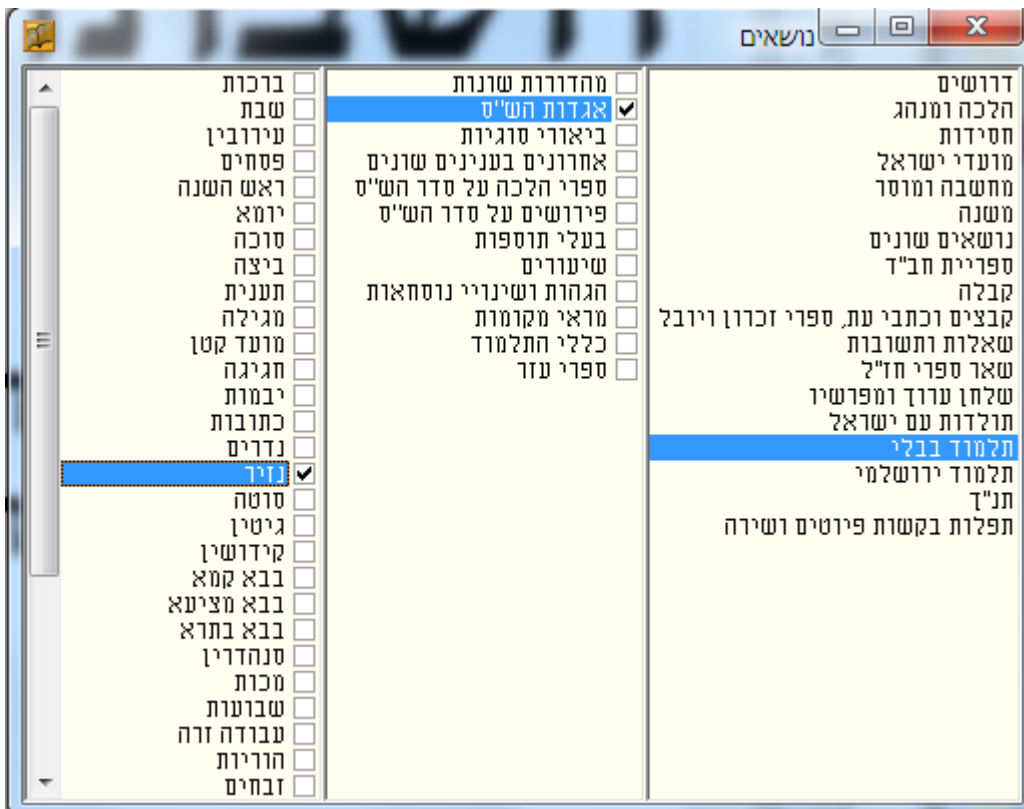


Filter the catalogue listing for a particular topic by selecting one of the topics listed in the menu.

For Example

1. Select תלמוד בבלי.
2. Select אגדות הש"ס.
3. Select מסכת נזיר.

The catalogue listing will be filtered to show only the 38 books that deal with אגדות הש"ס מסכת נזיר.

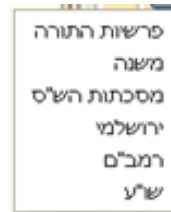


Each topic has sub-topics (and further). You can select one or multiple sub-topics simultaneously.

Linked Topic Filters

Five of the topic filters have a unique link feature built in:

1. פרשיות התורה
2. משנה.
3. מסכתות הש"ס מתלמוד בבלי.
4. מסכתות הש"ס מתלמוד ירושלמי.
5. משנה תורה להרמב"ם.
6. שלחן ערוך.



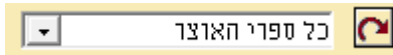
Each one of these topic filters give you direct access **within** a book, so that you can find commentaries and relevant book that deal with the **exact** הלכה or פד that you are researching.

Click the left side-arrow on the **נושאים** button for a drop down list of these linked topic filters (as shown above).

Select דף ועמוד, or the הלכה you want. The catalogue listing will be filtered to show only the books that deal exactly with this section. Click on a book in the listing to open it directly to the page that discusses this section.

Active Archive

Otzar HaHochma includes prepared archives which are collections of books within the library that can be easily accessed from the pull down list on the toolbar in the Catalogue window. This includes archives from various מכונים (foundations) as well.



Select an archive from the list. The catalogue listing will now list only the books in that archive. Any searches you perform will be **only** on the books in the archive.

The status bar indicates the currently active archive.

Predefined Archives

Take some time to scroll through the list of the prepared archives. They include collections of ראשונים, אחרונים וקדמונים, divided by dates; books from Machon Yerushalayim, Ahavat Shalom and Mossad HaRav Kook; the latest additions to the Otzar HaHochma library, and more collections that have been created especially for our users' needs.

My OtzarPersonal Archive

You can define and name any collection of books as a personal archive.

1. Right click any book in the catalogue listing and select **My Otzar> Add to Otzar** from the popup menu. Add multiple books all at once by selecting them in the catalogue listing (with a check in the checkbox on the far right of the book entry in the listing), and then right-click and select **Add to My Otzar**.
2. You will be prompted to either select an existing archive, or to create a new archive.
3. Click **<Add>**.
4. Your archive is now available for your use from the Active Archive drop down list in the Catalogue window.

We recommend that you use this feature to focus your searches on the topics that are of interest to you to maximize your time using Otzar HaHochma.


NOTE: All searches (both Title/Author Search and Content Search) are performed ONLY on the archive that is currently active.

The Desktop

Otzar HaHochma allows you to get up, walk away, and come back hours, days, or weeks later to find your Otzar HaHochma windows exactly as you left it.

Saving your Desktop will save the current state of the books open in Otzar HaHochma.



1. Click the  button on the toolbar, or select **File > Save desktop** from the menu bar.
2. Select a location and name for the desktop file.
3. Click Save.

TIP: You can save as many desktops as you wish, each with a unique name. This can be very helpful for different projects, or for multiple users who use Otzar HaHochma for different purposes.

To retrieve your saved desktop:


1. Select File > Open desktop from the menu bar.
2. Browse to the location and desktop filename that you saved previously.
3. Click <Open>.

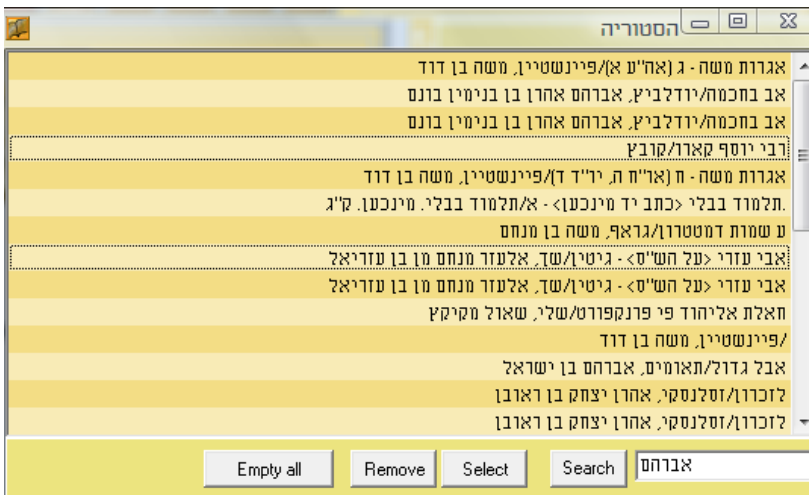
You may want to set the default to always open the last saved desktop when starting up Otzar HaHochma:

1. Select the **Tools > Options** menu to open the Options dialog.
2. Select the <Other> tab.
3. Check the “Open last desktop” option.
4. Click <Close>.

History



Click the  button on the toolbar to open the History window. Otzar HaHochma saves a history of the books you opened.



To open a book from the list in the Book View window, hover the mouse pointer over the book title and click <Select>, or double click on the title or author.

Click <Remove> to remove the selected entry from the History window. Click <Empty All> to empty the history window.

Export Book List to Excel

Select **File > EXCEL** in the menu bar in the Catalogue window to export the titles of the books currently listed in the catalogue listing to a Microsoft Excel spreadsheet.


Managing Your Library

Hiding Books

You can hide any book in the catalogue listing so that it will not appear in the list. A hidden book will not be included in searches or topic filters. This can be helpful, for example, when you prefer not to have the old editions of Shas or Shulchan Aruch appear.

1. Select the book you want to hide in the catalogue listing.
2. Right-click the name of the book in the list and select **Hidden Books > Hide** from the popup menu.

You can view the books you have hidden in a number of ways:

1. Click the  button on the toolbar. This shows the entire library, including the hidden books, in the catalogue listing pane.
2. Select **View > Display hidden** menu option from the menu bar. This shows the entire library, including the hidden books, in the catalogue listing.
3. Select **View > Display hidden only** menu option from the menu bar. This shows only the hidden books in the catalogue listing pane.

To “un-hide” a book, right-click the book in the catalogue listing and select **Hidden Books > Cancel** from the popup menu.

Delete a Book from the Library

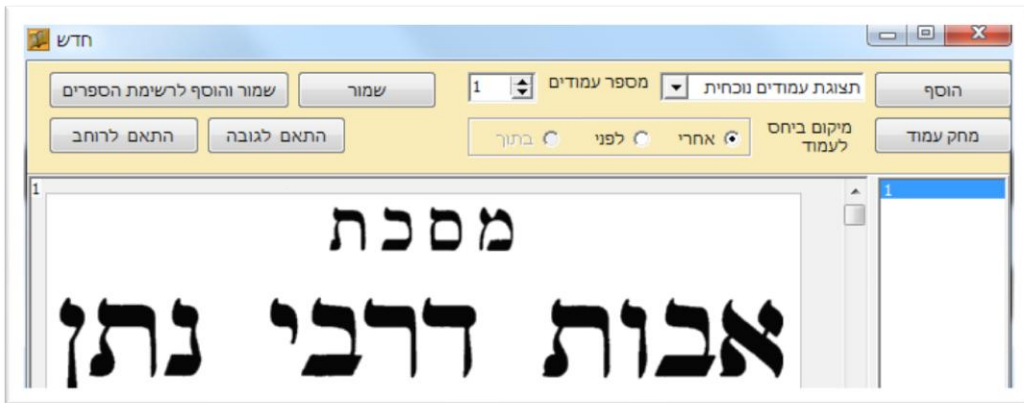
If you want to permanently delete a book from your Otzar HaHochma library, click on the book title in the catalogue listing with the mouse pointer, and select **File > Delete Book from List** from the menu bar.

NOTE: You can delete only one book at a time. There is no way to delete multiple books simultaneously.

Compile a New Book

"עריכת ספר" allows you to compile and arrange a new book from the existing books in the library, as well as including your own text and images.

Click on the menu "עריכת ספר" and select "ספר חדש". This window will appear:



The default is to add the currently visible pages in the Quick View preview pane (תצוגת עמודים נוכחית). Click the button **הוסף** to add the current page in Quick View. If you want to add multiple pages, enter the number in the box next to **מספר עמודים**.

There are a number of options to select from the dropdown box in the dialog to change the type of addition you'd like to make to the new book:

1. **הוסף קטע מסומן** – Add selected text. First select the text on the page visible in the preview pane by clicking and dragging the mouse pointer. Then click the button **הוסף**. The selection will be copied to the newly compiled book. Select the placement of the text in relation to the other pages in the book by clicking one of the options:



2. **טקסט או תמונה מהלוח** – Copy text from a Word document, or an image from any file (**CTRL + C** or select **Copy** from the right-click popup menu) and come back to the Otzar HaHochma screen to click the button **הוסף**. The data on the clipboard will be added to the new book.
3. **תמונה מקובץ** – Click the button **הוסף**, and select the picture file you want to include in the new book from the file selection dialog.

Once you have arranged the book's contents, there are two ways to save the book.

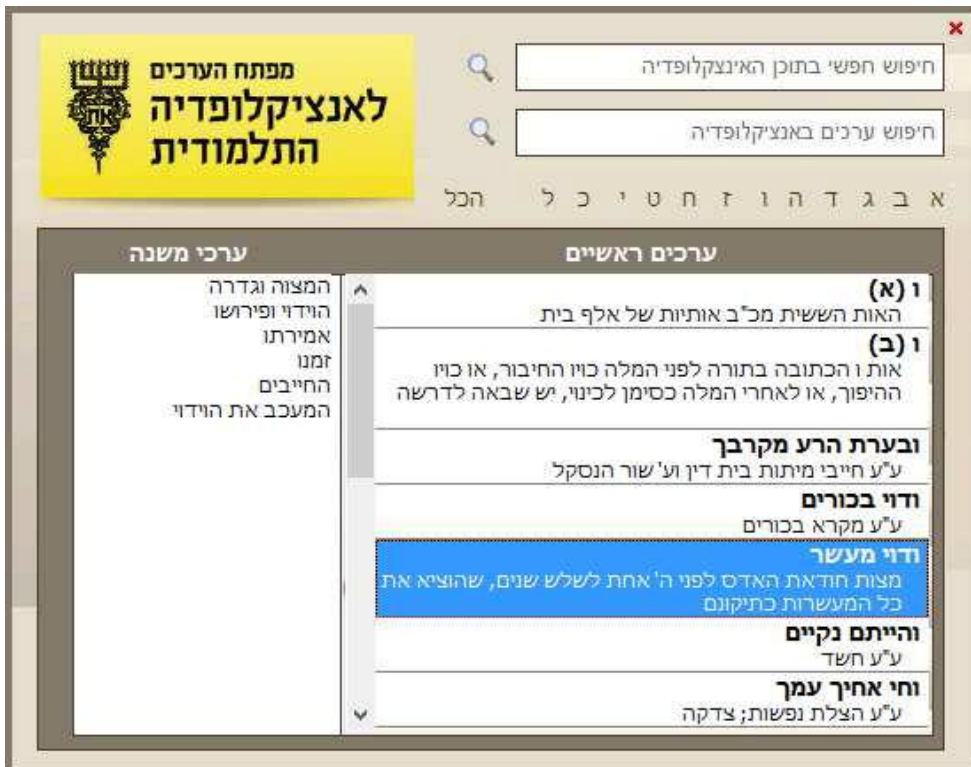
1. **שמור** – The book will be saved to a folder, but will not be added to the book list. The option is used to save the book while it is still being worked on, before it has been completed.
2. **שמור והוסף לרשימת הספרים** – The book will be saved as in the folder, as well as being added to the current book list amongst the other books in the library.

If you want to edit or change a book that has already been compiled, click on the menu **עריכת ספרים** and select the **פתיחה מקובץ** option.

Encyclopedia Talmudis



Click the “Encyclopedia Talmudis” button to open this window:




There are two search options:

1. **Entry search:** Type the desired entry in the “חיפוש ערכים באנציקלופדיה” text box. The search will be carried out only on the main entries. Click on the magnifying glass beside the text box to search the sub entries as well. Double-click the desired entry listed in the index to open the Encyclopedia.
2. **Free text search across the Encyclopedia:** Type the search term in the “חיפוש חופשי בתוכן האנציקלופדיה” text box and click the magnifying glass.

Calendar



Click the  button on the toolbar to open the **לוח עיתים לבינה** to the current week. Set the city for the calendar’s times by selecting **Tools > Select City** from the menu bar.

Technical Tools

Backup

Notations, bookmarks, indices, links and archives are all saved in the C:/OTZAR_user_data directory. We recommend that you back up this information from time to time.

To perform a backup, select **Tools > Backup** from the menu bar.

You can set Otzar HaHochma to perform an automatic daily update in the **Tools > Options > Daily Backup** menu.

Virtual Keyboard

Some users who do not have Hebrew letters on their keyboard may find the virtual keyboard helpful as they work in Otzar HaHochma and any other program. Select **Tools > Virtual Keyboard** from the menu bar.

Personalized Options

There are many options that you can customize to make the Otzar HaHochma more personalized to your tastes and work style.

Select **View > Options** from the menu bar in the Catalogue window.



<p>Open last desktop פתח שולחן עבודה אחרון</p>	<p>Upon startup, Otzar HaHochma will open the last desktop you had open.</p>
<p>Daily backup גיבוי יומי</p>	<p>The program will perform an automatic daily backup. The backup includes: Comments, Annotations, Index keys, and user Archives. (The backup is saved on the Otzar HaHochma disk in the גיבוי folder.)</p>
<p>Sort search results by relevance מיינן תוצאות חיפוש לפי רלוונטיות</p>	<p>The default is for search results to be listed in alphabetical order. Select this if you prefer your search results to always be listed in order of relevance in (the number of occurrences in that book as well as the proximity of the search terms to each other within the book text).</p>
<p>Tab Save on Close שמ' טאבים ביציאה</p>	<p>Select a default option for Otzar HaHochma to: prompt to save /not save/ save the search tabs (רשימות) when you close the program. If you choose to save them, they will be available when the program is next opened.</p>
<p>Open Book with Quick Access button פתח</p>	<p>Select this to open a book in the Book View window when the Quick Access button is</p>

ספר בפתיחה מהירה	clicked (and not in the Quick View pane).
הסתר סרגל עליון Hide Toolbar	Hides the upper toolbar in the Main Catalogue window.
שמור רוחב Save Quick View pane width תצוגה	You can change the width of the Quick View pane by dragging the separator. Selecting this option will save the change you made to the width of the pane.

Change Fonts in the Catalogue Window

You can set the font and font size preferences for various parts of the Catalogue window display to suit your tastes and needs. You can change the fonts of the book names, author names in the catalogue listing, as well as the font of the Search results listings.

To change the fonts, choose **View > Results Font/Book Font/Author Font** from the menu bar. To save your changes as the program default, select **שמור גופנים לעיצוב נוכחי > Design**.

Keyboard Shortcuts

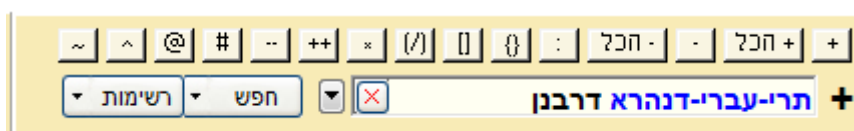
The Catalogue window has helpful keyboard short cuts :

<F1>	Help
<F2>	Activates the Book Title/Author Search box
<F3>	Activates the Content Search box
<spacebar>	Marks check indicator next to book in the catalogue listing that is currently highlighted

TIP: To select a contiguous block of books in the catalogue listing, select the first book, and then select the last book while pressing the <SHIFT> key. This will automatically select all of the books between them.

Content Search: How to Find What You are Looking For

The Content Search pane has many tools to allow for broad, multi-dimensional searching across the Otzar HaHochma library.



1. Type the search term in the text box.
2. Click the **חפש** button, or press <ENTER>. This screen will appear:

121 ברכת יצחק - ד ברכה. יצחק בן ציון

להפרישו מן התורה וכל הדין של הש"ך זה רק היכא שאם יפרישו עדיין יוכל לעבור ממקום אחר וכ"ז משמע דלא כהדג"מ דס"ל דבמזיד אין חיוב להפרישו.

הרב משמע דגם מצד לפני"ע ליכא רק איסור דרבנן ואכתי י"ל דמרתן נקט לשון זו ללמדנו דאיסור דרבנן יש בכל גוונא אפילו בליכא **הנה עשה** **הנה עשה** ואפילו באיסור

71 ברכת ראובן שלמה >שו"ת< - ט שלזינגר. ראובן שלמה בן שמעון הלל

שחין החש פוענ צו נהכשיר כנ כן דנחכנ חי ג"כ הבישול הוא החימוס ע"ש. ובמילא גם אם יסגור מיד הצרו לא יחול איסור בישול על המים שכבר נכנסו, דלכו"ע אין

ז' חס זה נקרה **מש עשה** **לעשה** ומסורה, ג' אם שייך בזה **לעשה** **לעשה** של מסייע, ד' אי אזלי צמר רוב גויס או שזה קצוע. והנה צענין לפני דלפני זה שייך רק היכ

72 ברכת ראובן שלמה >שו"ת< - ט שלזינגר. ראובן שלמה בן שמעון הלל

בשבת, וזה נח נקרה **מש עשה** **לעשה** ועתה צריך לדון אם שייך בנידון דידן **לעשה** **לעשה** מסייע לעובר עבירה. והנה אי' צע"ז דף ו' ז' מנין שלא יושיט

והש"ך סק"ו כתב דכנ זה נדעת רמ"ת, אבל לפעד"נ לא פליגי דכו"ע מודים להמרדכי ותוס' צפ"ק דע"ז דצגוי או מומר שרי, והגמ"ר ותוס' ור"א ש פ"ק

- The content search results are displayed in snippets of 2-3 rows (or more, as defined by the user) from the page of the book where the search terms are found. The Snippet view allows for quick movement between the search results with the mouse wheel or scrollbar, and to scan a large number of entries at a glance.

If you would like to view a specific result as a full page, click on that snippet. The full page will open and replace the snippets. To return to the snippets view to continue to scroll through the search results listing, click on the **גזירים** button on the top part of the screen:



- To move between search results in full page view, click on the books titles in the search results list on the right of the screen. Clicking on a result in the list will open that book to the page with the search term.

If you do not want the snippet view as the default view for search results, or to change the snippet size, change the setting in the **כלים >אפשרויות** menu. You can switch to the snippet view at any time by clicking the **גזירים** button.

Advanced Content Search Options

Hover the mouse over the search option buttons for tips and help. We suggest that you check the new options we have added to make your work even more efficient.

The Help button is located in the **חפש** drop down menu, for your use at any time.

+ Adding Prefixes

Add common prefixes (אותיות שימוש--בכלמשהו) to the search terms to allow for broader variations of the search terms within the context of the text.

Click the + button before performing your search. This adds a "+" in front of any word(s) in the search query. Click the הכל + button to insert the "+" in front of every word in the search query.

For Example:

Searching for **הדחה+מליחה** will include variations for **למליחה והדחה** and **מליחה והדחה** within the search results.

-Exact Phrase Search

Search for phrases without words separating between the search terms, and in the exact order entered in the Search text box. Type the search terms with hyphens between the word or words that you do not want juxtaposed or changed in the search query.

For Example:

Searching for **שלמה-המלך** will return results with the exact phrase **שלמה המלך**, and not **שלמה בן דוד המלך**.

: Predefined Word Spacing

By default, the program allows for spacing of up to 30 words between each word in the search query. To change the word spacing setting, note in the beginning of the search term the maximum number of words to separate between search terms within the query .

For Example:

The search term **שבת טלטול פרחים** will include results that have the words within a space of 30 words from each other.

If we search for **שבת פרחים טלטול:5** our search results will contain the words no more than 5 words apart from each other.

{ } Variable Word Spacing

To change the word spacing between search terms, use the following notation:

פרחים{5}טלטול{20}שבת

This search query will include search results that have the words **פרחים** and **טלטול** separated by a maximum of 5 words, and the word **שבת** separated from the word before it with a maximum of 20 words.

[] Spelling Variations

For ktiv male and ktiv chaser and other spelling variations, insert the extra letter in square brackets.

For Example:

Enter **קידוש[נ]החודש**. The result set includes the following variations:
 a. קידוש החודש

- b. קידוש החדש
- c. קדוש החדש
- d. קדוש החודש

(/) Letter or Phrase Variations

When certain letters within a search term may be interchangeable, such as א or ה, you can define both possibilities with / inside of a set of parentheses ().

For Example:

Search for **עקיב(א/ה)**. The result set includes the following variations:

- a. עקיבה
- b. עקיבא

Similarly, you can search for alternate words within the search phrase:

For Example:

Search for **ידיים(נטילת/רחיצת/טבילת)**. The result set includes the following possibilities:

- a. נטילת ידיים
- b. רחיצת ידיים
- c. טבילת ידיים

** Word Completion (or Wildcard)*

It is sometimes difficult to predict ahead of time the correct spelling of the search terms. Using the wildcard * symbol will allow for any number of any characters in that position in that word.

For Example:

There are different early sources that use different variations of the word אפטרופוס: as "אפטרופה", or "אפטרופין", as well as other versions. So in this case we will use a combination of the * and [] symbols to search for all of the different possible variations of the word: **אפ[נ]טרו***

The asterisk can be placed at the beginning, middle, or end of the word.

Please note that searches such as these take a long time. The wider the options covered by the use of the asterisk, the longer the search will run.

++ Multiple Simultaneous Searches

Conduct 2 or more searches simultaneously with a single search query by using two ++ symbols between the two search queries.

For Example:

יוסף בן מתתיהו ++ יוסיפון ++ יוספוס פלא(ו/ב)יוס will result in search results that will include all three possibilities.

-- NOT or Negative Searches

Set a word as a negative search term when you do not want the search results to include texts that have that word.

For Example:

We would like to research the מנהג המצוי not to eat the end of a loaf of bread, a custom of unknown origin.

If we search for **קצה +לחם** we will receive thousands of results referring to the פסוק of נפשנו "נפשנו פסוק קצה בלחם הקלוקל". In order to filter out these unwanted results, we can negate the words **קצה +לחם -- נפש[ינו] -- קל[וקל]**: "קלוקל" and "נפשנו".

The -- symbol before a word excludes the results with the word after the symbol.

Interchangeable Letters

Since Otzar HaHochma's search engine is based on automatic letter recognition from scanned images, it is sometimes common (especially with old books) that the decoding is inaccurate and interchanges letters for others that are similar, such as ד for ך or ן for ך, among others. When this happens, the search engine cannot find the word that was searched for. For this reason we have added the option to search for interchangeable letters.

For Example:

If we search for the word ירושלים and add the # before it, we will get results of text that was mistakenly decoded as ידושלים.

@ Chaser and Yeter Spelling Variations

Add the @ symbol before the search term to automatically search for variations of the words that either include additional vav or yud letters, or omit the vav and yud letters. (ktiv malei and ktiv chaser)

^ Abbreviation/Expansion and Interchangeable Words

Add the ^ symbol before the search term to search for the common abbreviations (or expansions) of the search term within the text.

For Example:

When searching for the word **אע"פ** the program will search for both the abbreviation entered as well as its expansion **אף על פי**. When the term **אף על פי** is entered as a search term, the program will search for the term as well as its abbreviation **אע"פ**.

Similarly, the program searches for pre-defined interchangeable words.

For Example:

Searching for the term **חשמל** will search for **עלעקטרי** as well, and searching for the term **יהודה** will search for **יהודא** as well.

We have created a basic list of abbreviations, and some common interchangeable words. Users can add to or change the list as per their needs. (see [How to Define Abbreviations and Interchangeable Words](#) below for instructions)

NOTE: When searching with the abbreviations search feature, if your search term has two words and you want to include BOTH the search term AND its abbreviation, enter the words with a _ (underscore) between them:
א"א ראשי תיבות for **אשת_איש** so that the search results will include **אשת_איש**.

~ Synonyms

Search for synonyms of the search term by adding the ~symbol before the search term. This option is very similar to the Interchangeable Words option, but is used for words that are further removed in meaning, such as: **רש, דל, מסכן, עני, אביון,** etc. This option is NOT automatically included in the Broad Search. These words can also be added and edited as per the user's needs. (see below for instructions)

: Search within Specific Book(s)

To search within a specific book, or a specific group of books, type the name of the book, followed by a colon (:), followed by the search term. For example: **פני יהושע:אין אדם משים עצמו רשע**.

It is not necessary to type the name of the book in its entirety, part of the name is usually sufficient. For example, if you enter **תלמוד בבלי קידושין:קנין משיכה**, the program will search only through **תלמוד בבלי מסכת קידושין** for the search term.

= Search within Books of Specific Author

To search for a search term within the books of a specific author, type =, the name of the author, followed by a colon and then the search term. For example: **=משה פיינשטיין: אמירה לעכו"ם**. The search engine will search only within the books authored by **זצ"ל HaRav Moshe Feinstein**.

Search within Specific Subject

To search within a specific subject (from the list of subjects defined by Otzar HaHochma), enter **=נושא**, followed by the name of the subject, or a word from the name of the subject. For example: **נושא=הלכה:נרות** will search for the term **נרות חנוכה** only in the books that are listed within the subject "הלכה ומנהג".

Search within Specific Archive

To search within a specific active archive, type **=מאגר** before the search term. For example, **מאגר=ראשונים:שמן זית חנוכה** will search for the search term **שמן זית חנוכה** only within the books included in the archive "ראשונים וקדמונים".

Exact Phrase

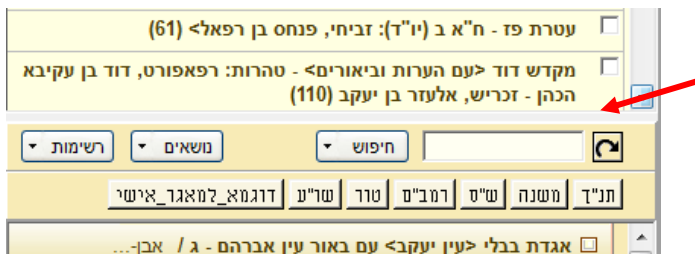
To search for an exact sequence of words, use the " (double quote) before the search term. This is similar to using the hyphen (-) between search words to search for an exact phrase within the text, without intervening words. To stop the sequence, type another ". Any words in the search term thereafter do not necessarily have to be proximate to one another within the search results text.

For Example

"שנאת חינוך" will search for the term **שנאת חינוך** without any words between **שנאת** or **חינוך**, and the word **אהבה** will be within the general proximity of the first term, but not necessarily adjoining it.

How to Enlarge the Search Results Listing Pane

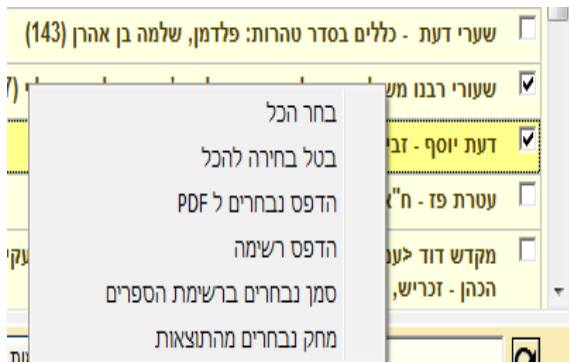
Enlarge the Search Results listing pane to be able to see more of the search results listed by dragging the gray separator bar between the Search Results pane and the main library listing pane:



Hover your mouse on the gray separator bar between the two listing panes until the pointer changes shape. Click and drag the mouse downwards.

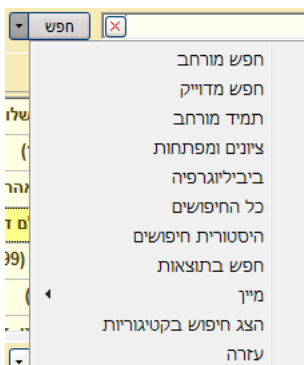
Options in the Search Results Listing

Select books from the search results listing by clicking the checkbox to the right of the book title. Once books are selected, right-click for the following options in the popup menu:



1. Select all
2. De-select all
3. Print selection to PDF
4. Select the selected books in the main library listing. This allows you to then add them to an archive, or quick access listing, hide them, or any other action allowed in the main library listing.
5. Delete selection from search results. This is helpful to clean the search results listing from irrelevant entries.

Content Search Options



חפוש מורחב -- Broad Search: Includes the search options of כתיב חסר/מלא and abbreviations/expansions—ראשי תיבות (the ^ and @ symbols explained above).

חיפוש מדויק – Exact Match Search: Search for the search term entered only.

תמיד מורחב – Always Broad Search: Every search that is performed will include the broad search variations.

ציונים ומפתחות – Annotations and Indexes: Search through the Annotations and indexes created by Otzar HaHochma that include ש"ע ונושאי כליו, מסכתות הש"ס, מפרשי התורה and others.

For example:

- If you enter **א קידושין ל א** you will get **א ע"א על קידושין בדף ל**.
- If you search for **א קידושין ל א**, you will get all of **א ע"א** on this topic.
- Likewise, if you type **א יורה דעה קיא ל א**, you will get all of **א ע"א** on this topic.
- And if you enter **א עוז והדר חולין ל א**, you will get **א ע"א עוז והדר** opened to the place you requested.

ביבליוגרפיה – Bibliography

: Searches the bibliographical information in Otzar HaHochma: authors and additional authors, titles and secondary titles, place of publication, year of publication, and additional details that were printed on the title pages of the books.

For example:

If you search for **ליוורנו** you will get a list of all the books printed in Livorno.

היסטוריית חיפוש – Search History: Shows previous searches for you to be able to go back to search results that you have previously received.

חפש בתוצאות – Search in Results: Search only within the search results listing to further narrow your search.

מיון – Sort: Sort by: title, author, or relevance (number of results).

הצג חיפוש בקטגוריה – Show Category Search: Select a category to run a search across only that category.

Targeted Search by Parshiyot, MesechtothaShas, Mishna, Rambam, and ShulchanAruch

You can perform targeted searches in these areas by going into **מסכתות הש"ס**, and selecting the *daf* and *amud* desired. Click the "**חפש ברשימה נוכחית**" option to search in the current list of books on the selected *amud* only.

This new option is a tremendous enhancement, since you can now search for more common words or terms in a very focused area.

For example:

In **סכנת זוגות** in the *sugya* of **פסחים קי ע"א**: Until now, if we would search for the word "זוגות" in Otzar HaHochma, we would get over 32,000 results, most of which have no relevance to our *sugya*. However, using the targeted search feature, we can search for the word "זוגות" within the commentaries on **פסחים דף קי ע"א**, with 377 search results, all of which are focused and relevant to our topic.

You can do the same targeted searching within a *parsha* from **פרשיות השבוע**, among the Mishnaic commentaries on a particular *Mishna*, in *Yerushalmi* on a specific *halacha*, and so on in *Rambam* and *ShulchanAruch*.

Tabular Search

PLEASE NOTE! Use of this feature is different from other programs. When entering a phrase of more than one word, do **not** enter each word individually into separate text fields; rather, enter the whole phrase, **together**, in the **first** field. The other fields are intended for defining searches with distances between search words or search phrases. Double-press the spacebar or press <TAB> to move from field to field in the table.

There are four buttons on the upper section of the table:

- 1) Click the **(+)** button to add prefix letters (ש,ה,ו) to the **first** word in the search field.
- 2) Click the second **(+)** button to add prefix letters to **every** word in the search field.
- 3) Click the **(*)** button to search for the first word in the search field, spelled with both *ktivmalehandktiv chaser*.
- 4) Click the **(#)** button to search for interchangeable letter spelling variations.

These buttons are toggle buttons. Click a button once to enable, click again to disable.

Click the **<חפש>** button to initiate the search. The search terms with the accompanying commands will appear in the program's regular search text box in the main window.

User-Defined Sort Order of Search Results

Search results need to be sorted by relevance to be useful, rather than purely by alphabetic order. Since relevance is subjective, and changes from person to person, and even from use to use, we have added to this version the option to define the sort of the search results by a user-built profile based on מאגרים ונושאים (archives and topics).

For example:

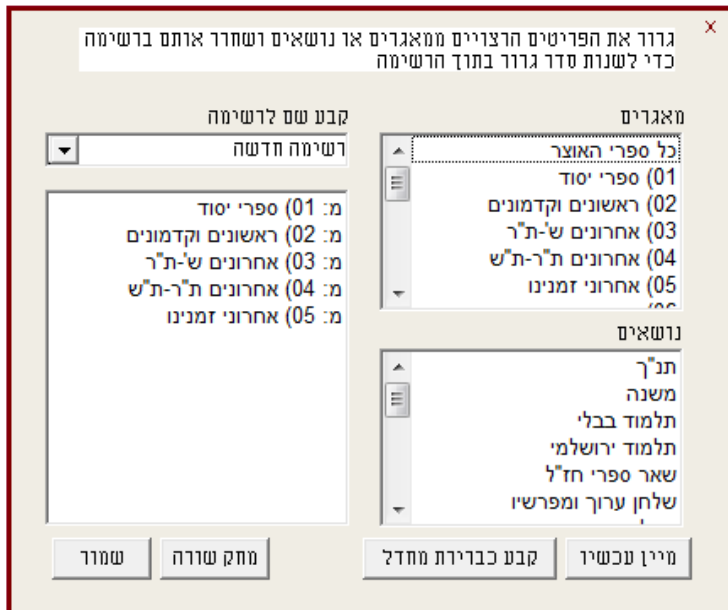
You can define a list as such:

- 1) נושא: תלמוד בבלי
- 2) מאגר: ראשונים
- 3) מאגר: אחרונים
- 4) נושא: הלכה למעשה

In this listing of search results, the results that are in books associated with the נושא of תלמוד בבלי will appear first. Next will appear books that are in the ראשונים archive. After those in the list will be the books in the אחרונים archive, and after those will be the books that are included in the topic of הלכה ומנהג. Only after this ordering will the rest of the books appear.

These lists can be saved, and you can set which list is your default sort order for all of your searches.

Instructions: Select the **Search>Define Search Profiles (חיפוש/הגדרת פרופילי חיפוש)** menu option to open this window:



1. Drag and drop the order of the archives and topics to the order that you want.
2. Name the profile that you have created.
3. Click the **<שמור/Save>** button.
4. If you want to set this profile as your default, click the **<קבע כברירת מחדל>** button.

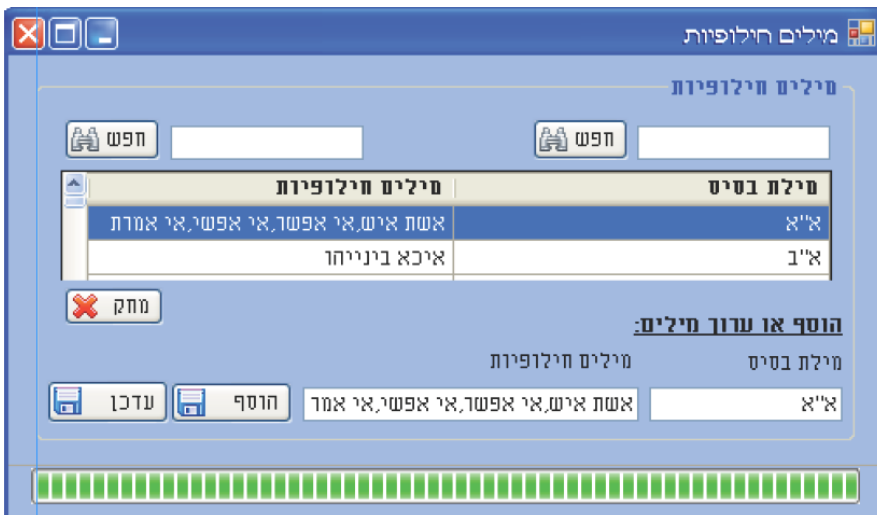
Your search results listings will now appear in the order that you have defined in this profile.

You can change the sort at any time, even after performing a search, by changing the list and clicking the **<מיין עכשיו>** button.

Customizing Search Options

How to Define Abbreviations and Interchangeable Words

To add to or edit the list of abbreviations/expansions and interchangeable words used by the search engine for a Broad Search, click on תוספים on the menu bar at the top of the program window, and select the הגדרת ראשית/בנות מילימזחות menu option. The following dialog box will open:



In the lower part of the dialog, under the heading **הוסף או ערוך מילים:**, type the root word (מילת בסיס) with its corresponding expansion or interchangeable phrase (מילים חילופיות). If there is more than one word or phrase, separate each term with a comma (,) without spaces. For example: א"א has the following exchanges entered: אשת איש, אי אפשר, אי אפשר, אי אפשר, אי אמרת. Click the **הוסף** button to save your changes.

NOTE: The program automatically builds opposite definitions between the root words and their exchanges. Where the list includes the entry in the above example, the program will automatically add the following definitions to the list:

- אשת איש – א"א
- אי אפשר – א"א
- אי אפשר – א"א
- אי אמרת – א"א

Keep in mind that the interchangeable words for a certain root word do not automatically exchange for one another, such as אי אפשר – אשת איש to prevent errors such as אי אפשר – אשת איש from occurring in the definitions list. You can select and define exchanges as per your preference. To add some of these exchanges to your list, click the **עדכן** button to select the definitions that you would like to have added to the list.

How to Define Synonyms

To define the list of synonyms that is used by the search engine, click on **תוספים** on the menu bar at the top of the program window, and select the **הגדר מילים נרדפות** menu option. A dialog box similar to the dialog described above will open. Enter root words and their synonyms as described above.

Search Tip

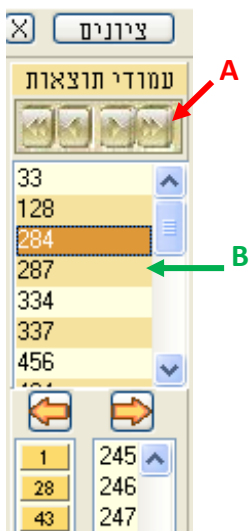
The search feature in Otzar HaHochma is performed by a search engine that decodes text from images using OCR technology, without proofreading or any human intervention, and therefore may be imprecise.

For optimal results, minimize the number of search words. For example, instead of searching “ צער בעלי חיים”, search “צער בעלי” (without the word “חיים”). Searching for synonyms and spelling variations as well can help achieve better search results.

Working with Your Search Results within a Book

Double-click on a search result entry in the listing to open the book in the Book View window. It will open to the first occurrence of the search terms in that book. The search terms are **bolded and highlighted in yellow**.

The Annotations/Outline toolbars will appear with the search results panel above them:

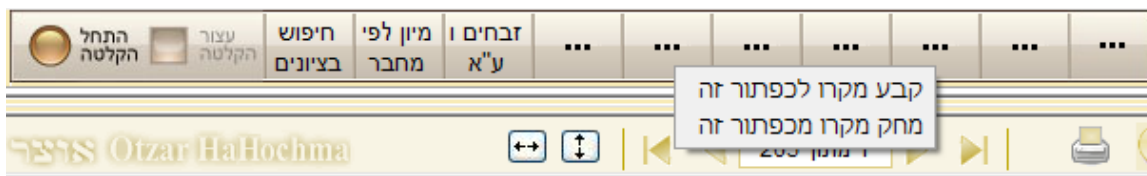


The search results navigational buttons (A) allow you to move through search results within this book and other books from the search result set:

1. Previous Book
2. Previous Result
3. Next Result
4. Next Book

Click a page number in the results listing (B) to go straight to that page. An animated arrow will appear in the Book View pane and show you the first instance of the search term on that page.

Macro Recorder



This tool has been designed to facilitate the user’s use of various functions quickly and easily. The macro recording system allows you to record an action, or a series of actions, within Otzar HaHochma, and to assign a specific key to those actions.

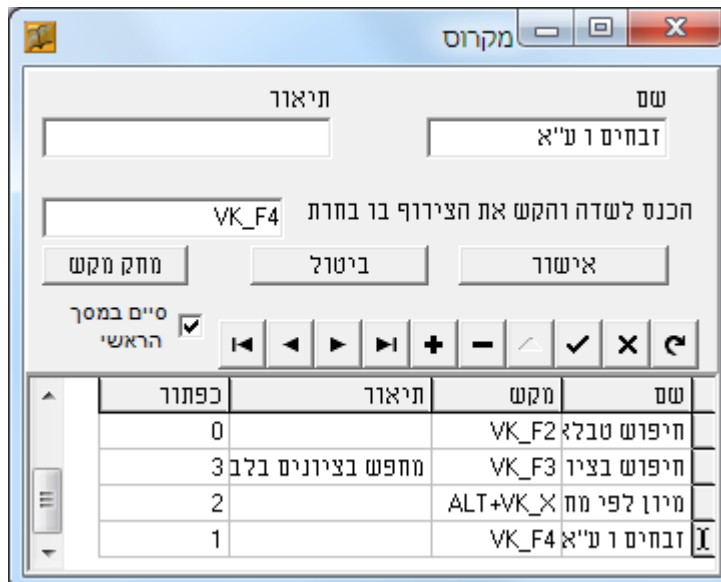
For example:

If you need to access זבחים ו ע"א in מסכתות הש"ס on a consistent basis, you need to perform the following steps repeatedly as you work:

1. Click the נושאים button
2. Select מסכתות הש"ס
3. Select מסכת זבחים
4. Scroll and select דף ו' ע"א
5. Close the נושאים window.

Using macro commands you can perform all of these actions with a single key!

1. Click the "Begin Recording/התחל הקלטה" button.
2. Carry out the steps it takes to select from מסכתות הש"ס---select זבחים ו ע"א דף ו' ע"א as described above.
3. Click the "End Recording/עצור הקלטה" button.
4. This window will open:



Enter a name for the macro in the “Name/שם” field. It is best to use a short and concise name, so that it can comfortably display in the buttons at the top of the window. Use the “Description/תיאור” field to describe the function of the macro at greater length to help you remember what exactly it does. Enter a key (such as F4) and click סיום.

Now every time you press the key F4, you will be presented with the book listings on זבחים ו ע"א.

Macros can be used perform many menu functions, such as to add books to specific active archives, search in ציונים, sort by author, and any other function that appears in the menus.

There are an unlimited number of macros, and you can select combinations of keys to increase the number of options available to you, such as ALT + X, or ALT + F5, or any other combination.

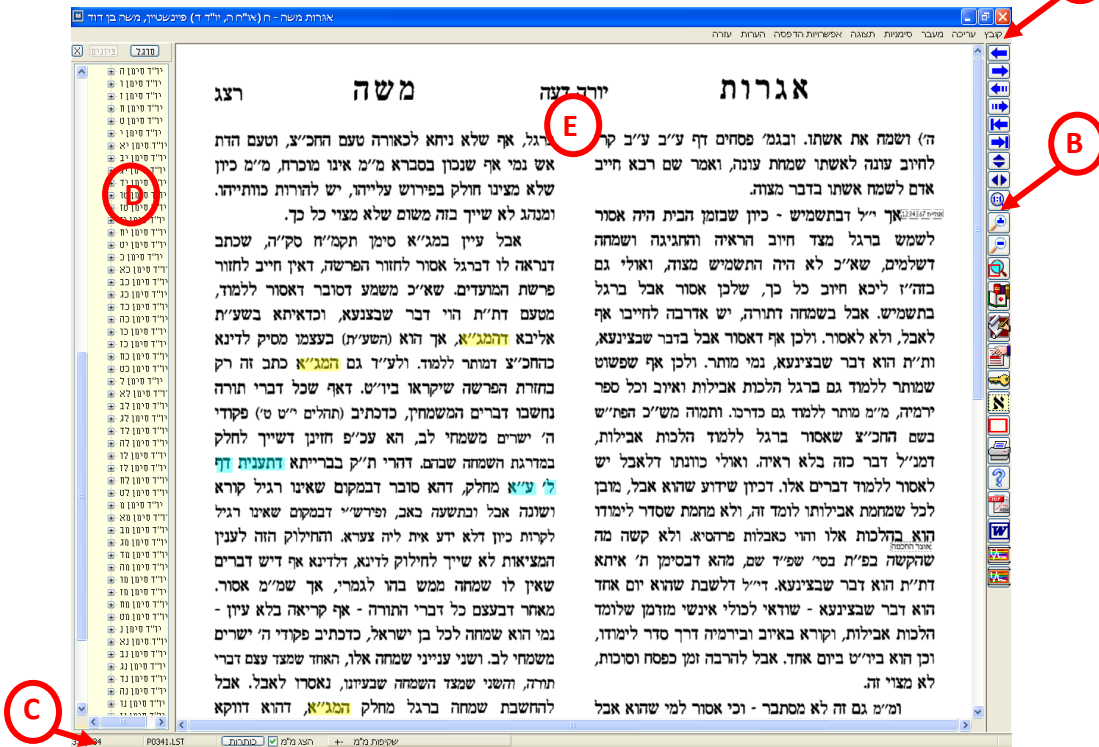
You can assign macro commands to the empty buttons on the macro bar as shown in the screenshot above by clicking on the empty button and selecting "קבע מאקרו לכפתור זה". Clicking this button will activate the

macro. If you want to disassociate a macro from a particular button and reassign a different macro to the button, right-click the button and select “מחק מקרו מכפתור זה”.

Book View Window

Double-click a book title in the Catalogue or search results listing to open the Book View window that includes many useful tools for working with the book content, as described below.

Each book opens in its own Book View window that is independent of the main catalogue window, and of any other Book View windows. You can have multiple books open simultaneously.







Components of the Book View Window:

A	Menu bar
B	Tool bar
C	Status bar
D	Annotations/outline toolbar
E	Book view pane

The Book View window has been designed to make studying on-screen as close as possible to having the physical book in your hands. Many of the navigational commands have both an icon on the toolbar as well as keyboard shortcuts to make your work comfortable and intuitive.

Toolbar Icon	Keyboard shortcut	Movement/Navigation
	<Left arrow>	Move to next page
	<Right arrow>	Move to previous page

	<PgDn>	Move 10 pages forward
	<PgUp>	Move 10 pages back
	<End>	Go to end of book
	<Home>	Go to beginning of book
	<Up arrow>	Scrolls page upward, will move to the previous page when it reaches the top of the page
	<Down arrow>	Scrolls page downward, will move to the next page when it reaches the bottom of the page
	<Spacebar>	Moves back and forth between the top and the bottom of the page.

Clicking and holding down the left mouse button will turn the pointer into a hand symbol, which you can use to drag the page around in the screen.

Use the scrollbars of the Book view pane to move the page around.

TIP: The Status bar indicates the current page location out of the total number of pages in the book.

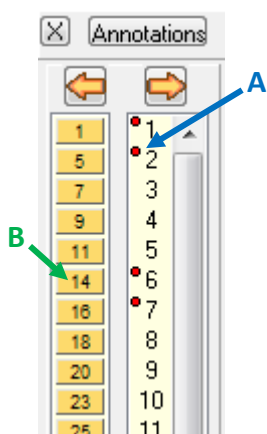
Getting There Quicker: Advanced Browsing Tools

The Annotations/Page Outline panel on the left side of the Book View window gives you instant access to any page in the book, simply by clicking on the entry in the list.

Annotations and Outline Toolbar

Switch between the Annotations Outline and the Pages Outline toolbar by clicking the button at the top of the panel. The Page Outline Toolbar lists all the pages in the book by number. This number does not usually correlate to the page numbers printed on the book pages, rather to the number of physical pages in the printed book. Click on the page number to open that page.

A small red dot page marker (below:A) will appear on any page in the outline list that you spend more than a few seconds reading so that you can easily return to that page.



Hovering over a page number in the outline will bring up an image of the page header to help you orient yourself in the book's pages, especially helpful for when you know the printed page number or section you are looking for. Run the mouse pointer over the outline ruler to see the page headings in succession.

The left-most column of buttons (B) allow you to skip through calculated increments of pages based on the total number of pages in the book. Meaning that in every book, whether it is 100 or 700 pages long, the first page will always appear in the top of the pane, and the last page will appear in the bottom of the pane, and the rest of the pages will appear in between, with the number of pages between buttons is calculated by total number of pages in the book. (If there are 40 buttons, then a book with 400 pages will have a difference of 10 pages from button to button, whereas a book with 200 pages will have a difference of 5 pages from button to button.) So if you'd like to get to the general area of the middle of the book, click on the middle buttons. If you want to look into the pages toward the end of the book, click on the buttons at the bottom of the pane.

To close the panel, click the X in the left corner of the panel. The panel will close, leaving a small arrow button that can be used to re-open the panel.

Page Headings

Nothing can compare to flipping through a book and glancing at the page headers to find the correct section, topic, or page.

Page Headings panel is accessible in one of the following ways:







1. Click the **Headings** button on the status bar.
2. Double-click anywhere in the book view panel.

Scroll through the page headings and click one to open that page.



TIP: You can set the page headings panel to contain more or fewer page headings, and to always appear floating above the text of the book page by clicking the **תמיד למעלה** checkbox on the top right of the panel.

Your Perspective: Adjusting the View Options

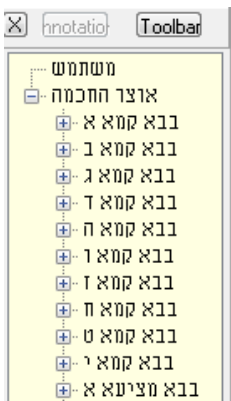
Toolbar Icon	Keyboard shortcut	Movement/Navigation
	<F2 >	Fits page to height of screen. Shows entire page.
	<F3 >	Fits page to width of screen.
	< F4>	Adjusts the page to the original size of the scanned image, which has the highest viewing quality.
	<+ >	Zoom in.
	< ->	Zoom out.
	<CTRL + N >	Click the icon on the toolbar and drag your mouse over the area you wish to magnify. Once the marked area is to your liking, release the left mouse button. The selected area will be magnified and moved to the top of the screen.

Multiple Page View

Multiple page view allows you to view more than one page at a time when viewing a book. You can choose from a pair of pages, as with an open book, or more, as you wish. This also allows you to move from page to page in order (as with Adobe Acrobat Reader for PDF files). Select **View>Multiple Pages (תצוגה/מרובה עמודים)** from the menu to turn this feature on. To change how many pages are visible and page layout, select the **תצוגה/הגדרת מרובה עמודים** menu option.

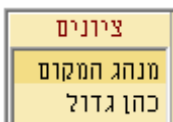
Annotations Outline

The Annotations Outline allows for direct, “at-a-glance” access to every section or page as relevant to the context of the book without having to scroll through pages and pages, hoping to find the right place. Otzar HaHochma has prepared Annotations Outlines for many fundamental books in the library, and continues to add more with every update.



It is also possible to add your own annotations by right-clicking on the text you wish to annotate within the book view pane, and select **הוסף סימן** from the popup menu, or with the <F6> keyboard shortcut. The text you type will be added to the top of the Annotations ruler, under the heading **משתמש**.

All book annotations can be viewed in the main Catalogue window. Click a book title in the catalogue listing to see its annotations to the right of the Preview Pane, including user annotations that you added to that book.



Click on an annotation outline entry in the list to open the book to that page in the Book View window.


Links

You can create links between two books.

For Example:

You found the answer to a **קושיא** from the **ריטב"א** in a certain book. Create one link indicator on the **ריטב"א**'s question, and the link target on the words of the answer in the second book. This way clicking on the link indicator in the **ריטב"א** will open the **תירוץ** in the link target in the second book.



1. Click the  button on the toolbar in the Book View window.
2. Click the mouse at the place in the text in the book view pane where you would like to create the link. A red dot will appear in the text as a link indicator.

יז אדם שמוצא חפצים שניכר שאינם אבודים מבעליהם כגון פרה
או חמור רועים בדרך או בעשבים בשעות יום וכו' שדרך בני

3. Choose the second book (the link target) that you would like to link to, and do steps 1 and 2 above in that book.
4. Click the red link indicator in each of the books to open the Link window.

Use the Link window to:

- a. open the link target by clicking the <Go> button


- b. write a comment about the link, which will be visible when the mouse hovers over the red link indicator in the text
- c. remove the link by clicking the **<Remove>** button

Comments

You can write comments (notations) anywhere in a book. Since comments are so essential to any serious student, Otzar HaHochma has included powerful Comment search and print features for your use.

How to Write a Comment



1. Click the  button on the toolbar in the Book View window.
2. Click the place in the text in the book view pane where you would like to place the comment. The comment edit window will open.
3. Type your comment, and click **<OK>**.
4. You will now see a square yellow comment marker in the text. The comment text will popup when you roll your mouse over the comment marker. Clicking on the comment marker will open the comment edit window, so you can make and save changes to the comment.

כתלמידים... אב"ד של מדינות ויניויה, ו
 עם סהר"ר מאיר דפדווא י"ץ" וכן (שם)
 מפדוואה. וכדאי הוא לסמן עליי, וכן (שם)

Alternatively, you can create a comment by right-clicking the place in the text where you would like to place the comment and selecting **<Comment>** from the popup menu. The comment edit window will open. Follow steps 3 and 4, as above.

How to Delete a Comment

1. Click on the yellow comment marker of the comment you wish to delete. The comment edit window will open.
2. Click the **<Erase Comment>** button.

How to Print Comments

Print a book page (or pages) with your comments by selecting **Comments > Print with Comments** from the menu bar in the Book View window.


The comment markers will be converted to footnote numbers and the comments will be printed at the bottom of the page, formatted as numbered footnotes.

The text of the book page will be reduced by 20%, by default, to allow for the footnotes on the same printed page. If there is insufficient room, the rest of the footnotes will be printed on a separate page. You can change the page reduction percentage to increase the space left for footnotes by selecting **Options and printing > Margins and printing** and setting the **% Page reduction for printing comments** to the value that works best for the amount of comments you have and the clarity of the book text.

How to Access Your Comments

You can access your comments without having to look for and open the book that they are in.



Click the  button on the toolbar in the Catalogue window. The Comments listing window will open.


All of your comments are listed in the left hand column, and the name of the book and author in the corresponding right column. Double click on either side to open the book to the page with the comment.

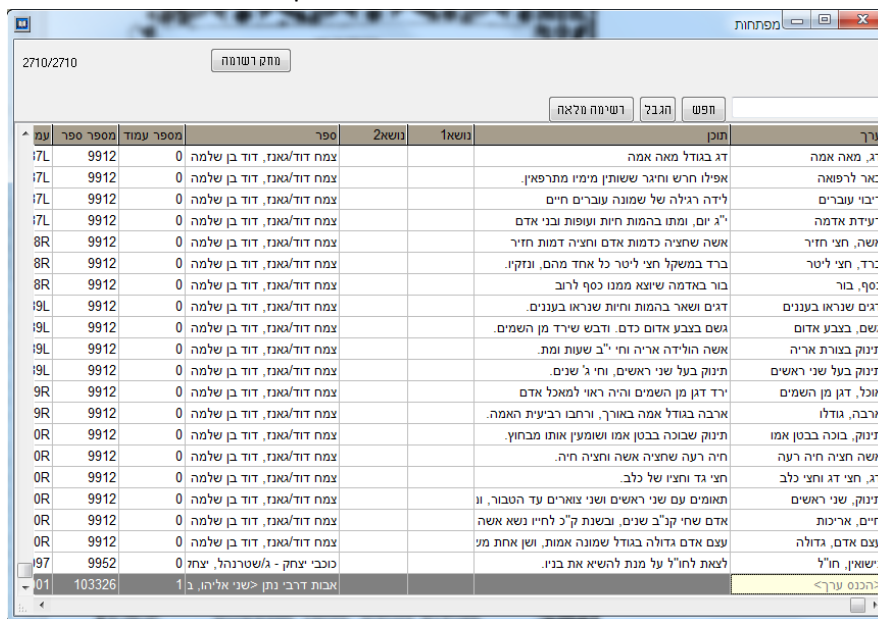
You can search through the text of your comments using the text box on the top of the screen. Click <Search> or press <ENTER> to search for the first instance of the search term in the comments listing. Click <Additional search> to move through the list for multiple instances.

Index

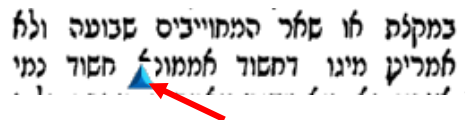
You can create index keys within your Otzar HaHochma library.

How to Create an Index Key

1. Click on the  button on the toolbar in the Book View window.
2. Click the place in the text in the book view pane where you would like to place the index key. The index edit window will open.




3. Type your index key: subject and contents, and click <OK>.
4. You will now see a blue index key marker in the text. The index subject and contents text will popup when you roll your mouse over the index key marker. Clicking on the index key marker will open the index edit window, so you can make and save changes to the index key.




Alternatively, you can create an index key by right-clicking the place in the text where you would like to place the index key and selecting <Index> from the popup menu. The index edit window will open. Follow steps 3 and 4, as above.

How to Delete an Index Key

1. Click on the blue index key marker of the index key you wish to delete.
2. The index edit window will open with the index key selected in the list!
3. Click <Remove index>. 

How to Access Your Index



You can access the index directly from the Catalogue window by clicking the  button on the toolbar. The index window will open.

Double click on any of the index keys to open the book to the correct page.

The index is stored on your computer and should be backed up from time to time. Please see [Backup](#) for further information.

Reference Hyperlinks – מראי מקומות

All books in the Otzar HaHochma library that can be searched have reference hyperlinks in their text. Any time a reference appears in the text of one of these books, a name of a book is quoted, or a reference for further study is given, the names of the references are highlighted and act as links when clicked. When the link is followed, the named book will appear in a reference window within the Book View window:



You can use the reference window to scroll through the pages of the book (A), and use the Annotations outline (B) the same as you do in the Book View window.

Exact Reference Hyperlinks

When a book refers to a specific place in the reference book's annotations, the link is marked in **light blue**. Click on the link to open the book to the exact place in the reference window.

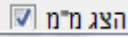
If there is more than one edition of the reference book, the link will open one of them (usually the most up-to-date and easy-to-use), and the rest will appear in the drop-down list at the top of the reference window (C).

General Reference Hyperlinks

There are general references that refer to a name of a book (without citing the exact page or chapter), or to an unspecified place within the book. These links are marked in **yellow**, and when clicked, will open the reference book's title page in the reference window. If there are multiple volumes within a set of books by

the same name, the first volume of the set or series will open, and you can access the rest of the books from the drop-down list at the top of the reference window (C).

Adjusting the Reference Hyperlink Highlighting

You can turn off the reference hyperlink highlighting by un-checking the check box in the status bar of the Book View window , or with the **View > Display highlighting** menu option in the menu bar.


You can also adjust the opacity of the highlighting with the slider in the status bar of the Book View window.



Bookmark Highlighting

Otzar HaHochma allows you to highlight the text of your books, as if you had a highlighting marker in hand.



1. Click the  button on the toolbar in the Book View window.
2. Drag a selection area with your mouse (while holding the left mouse button) around the text you wish to highlight.

לָהֶם בְּסֵעוֹדָת שְׁלֹמָה בְּשַׁעֲתוֹי, לֹא הָיוּ
 שָׁהוּן בְּנֵי אֲבֹתָם יִצְחָק וַיַּעֲקֹב. וְ
 הָיוּ בְּמִלְאָכָה יָצָא וַאֲמַר לָהֶם, עַל מִן
 לֹא פֶת וְקִטְנִית בְּלִבְךָ. רַבֵּן שְׁמַעוֹן בֶּן

Copy and Print

Otzar HaHochma has many features that allow you to capture, copy, print and save the text of the books in your library to other formats.

Working with Microsoft Word

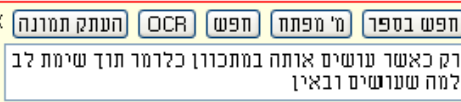


The  button on the toolbar in the Book View window opens the Microsoft Word program.

You can copy a passage from a book either as an image, or by using OCR to transform the image to typed text that can be manipulated in a document.

Copying text as an image or as text (OCR Conversion)

Drag the mouse pointer while holding the left mouse button over the text you would like to copy or decode. A red outline will show the area selected. The text in the outlined box will be automatically decoded, and a popup box will offer the following options:

ל. (ח) "מתעסק" – כאמור לעיל, מן הכתוב במלאכת המשכן "לעשות בכל מלאכת מחשבת" (קכח) למדים חז"ל (קכט) שהיבים על עשיית מלאכה בשבת רק כאשר עושים אותה במתכוון, כלומר תוך שימת לב למה שעושים, ובאין  חפש בספר מ' מפתח חפש OCR העתק תמונה

רק כאשר עושים אותה במתכוון כלומר תוך שימת לב למה שעושים ובאין ונדלק האור, הרי זה "מתעסק" ופטור.

1. **חפש בספר**: Searches for the decoded text within the current book


2. **מ' (מילות) מפתח**: Saves the selected words in the Index keywords table, so that from now on any search that includes Annotations or Index keys will include this text in this book. You can change the text of the selection that is saved as an index key.

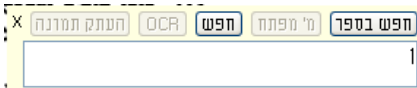
(For example: in the text pictured above one may want to enter the words מתעסקבשבת and save them as keywords.)

You can view the Index keywords table by selecting the **Tools > Show Index Keys** menu option.


3. **חפש**: Searches for the words selected across the entire Otzar HaHochma library.
4. **OCR**: Opens the text edit window, which includes options to edit and copy the text to a Word document.
5. **העתק תמונה**: Copies an **image** of the text selected as a Word document, or any other program.

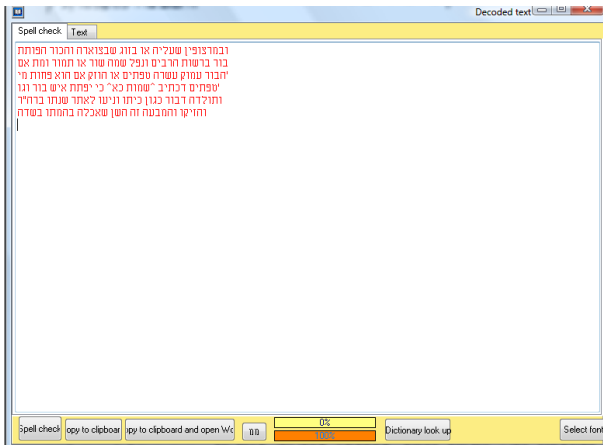
Search and Decode within a Book

Click the  button, or press <CTRL + F> on the keyboard. This screen will pop up:

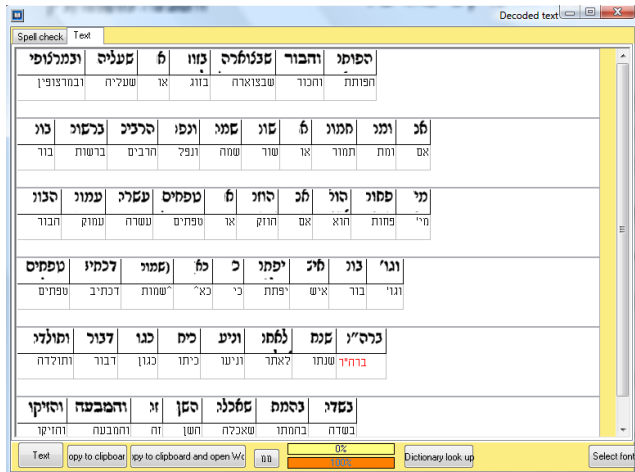


Enter the search terms and click <חפש בספר> or press <ENTER>. The search engine will search through the content of the current book only. If you would like to search through the entire Otzar HaHochma library, click the <חפש> button.

To proof, copy, or view the selected text together with the original text, click the  button. The selected text will appear in a new window.



1. The Decoding window has two views: Spell check (proof), and Text to allow you to make corrections to the text output by the decoder. The quality of OCR is not always perfect, depending on the quality of the scan and of the original book page. Words identified by the program as probable mistakes are colored in red.




2. Use the Text view to move from word to word by pressing <TAB> on the keyboard. The <Dictionary Look Up> feature will check the text for errors. In certain places the program will suggest alternative words (with a + next to them). Choose one of these words by clicking on it, and the word in the decoded text will be replaced.
3. Some users may find it more convenient to work directly in the Spell Check view. Changes that you make in either view are automatically applied to the other view.
4. Once you have made the necessary corrections to the text, use the buttons on the bottom of the Decoding window to copy the text to the clipboard.

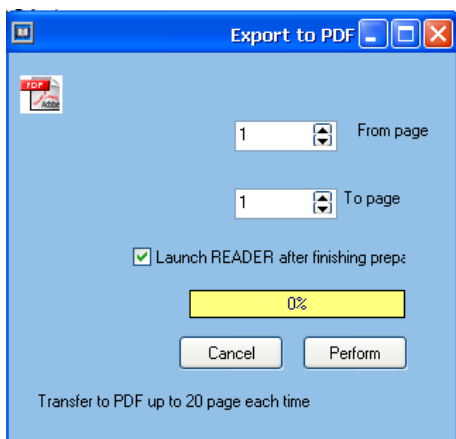
The <Select Font> button allows you to choose a font face and font size for the decoded text to make your work more comfortable, if you prefer a larger font.

NOTE: The OCR decoding feature is intended to help you in typing individual sections for the purpose of quotation, and not for copying entire works or large sections of text. Otzar HaHochma therefore limited the number of words that can be decoded to 250 words per text selection. The program will decode twenty sections consecutively. After decoding 20 text selections you will need to close and re-open the book to be able to continue to use the OCR decoding feature.

Saving to PDF Documents



Click the  button in the toolbar in the Book View window. The Export to PDF window will open.




You can save up to 20 pages of a book at a time.

1. Set the page number range that you would like to save to a PDF file.
2. Click <**Perform**>.
3. You will be prompted to choose a location and filename for the file.
4. Click <**Save**>.
5. If you checked the “Launch Reader” option, the PDF file will open in Acrobat Reader.

Print




Click the  button on the toolbar in the Book View window. The Print dialog will appear.

Set the page number or range of pages you would like to print, and click <Print>.

Printing a Range of Pages

1. Scroll to the first page you would like to print in the Book view panel.
2. Select **Bookmarks > Print from this Page** on the Menu bar.
3. Navigate to the last page of the range you would like to print.
4. Select **Bookmarks > Print up to this Page** on the Menu bar.



5. Click the  button on the toolbar to begin printing.


Setting Print Options

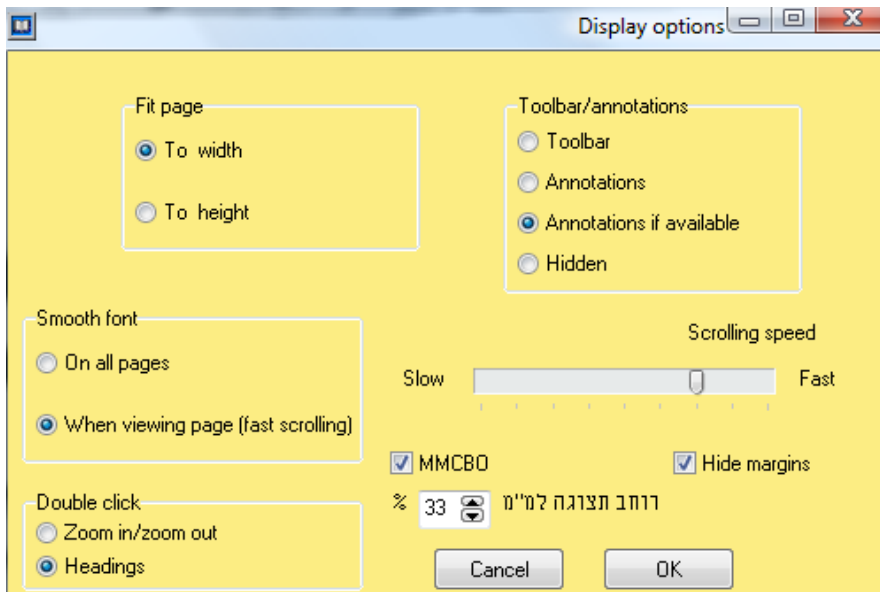
The **Options and Printing > Margins and Printing** menu option on the menu bar in the Book View window opens the Print Options dialog:

Set the page margins in centimeters or inches, and the page heading for the printed pages.

When you print pages of a book that have notations/comments, the text of the book is decreased by 20% to make room for the notations on the side of the page. Adjust the percentage in the bottom text box. Click <**OK**> to save your settings. If there is not enough room on the page to print all of the comments, the remaining comments will be printed on a separate page.

Change Your Book View Default Settings

Click the  on the toolbar in the Book View window to open the Display options window. Use these options to set up the Book View window to suit your preferences.



Toolbar/annotations	Set what you prefer to be in the Toolbar/annotations outline panel by default. You can always change to the other outline by clicking on the button at the top of the outline.
Scrolling speed	Set the scrolling speed through the pages of the book when rolling your mouse wheel.
מראי מקומות MMCBO	Display reference highlighting and linking automatically. If this option is not selected, you can change the מראי מקומות to links by clicking the checkbox on the status bar at the bottom of the Book view window.
רוחב תצוגה למ"מ	Select how much room the reference panel should occupy (the window that pops up when clicking on a מראה מקומות link).
Fit page	Set how you prefer to view your book pages by default: fit to the width of the screen, or fit to the height of the screen (this allows you to see the entire page without scrolling). Recommended for users with large screens.
Smooth font	The program smooths the fonts to improve the presentation of the book page image. Choose the other option for faster browsing on a slow computer.
Double click	Set the default action when you double click on the book view pane.

Tool for PDF File Integration into Otzar HaHochma

Key Tool Functions

1. To import PDF files to the Otzar HaHochma program. The file will be added as a book to the catalogue listing in the Otzar HaHochma program like the rest of the books in the Otzar, with or without the ability to be searched (as per the user's option).
2. To import OBOOK files to the catalogue listing in Otzar HaHochma. If the file contains text, the new book will also be included in the search engine.

An OBOOK file is a file that has been created by the program by advanced users. This file contains a PDF file that is ready for import into Otzar HaHochma.

Instructions

To check if the PDF file that you want to integrate into Otzar HaHochma contains text content that will be searchable; you will need to perform the following test before the conversion process:

1. Open the PDF file in *ACROBAT READER* and press CTRL + A (Select All). If sections become shaded, this shows that these sections are text.
2. Check that they are complete by pressing CTRL + C (Copy), and paste (CTRL + V) into a Microsoft Word document. The content that appears in this document is the text that will be decoded by the program and used for searches.

If there is no text, or if the text is garbled, the file can be included in the catalogue listing of the Otzar, but its content will not be found in any searches.

PDF File Import

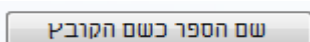
1. Click **הוסף קובץ** and browse to select the PDF file for import. You can select a folder to import all PDF files in that folder.



2. Check the checkbox next to the files you want to import.
3. Click **יבא קבצי PDF**.



4. A screen with the list of files to be imported will appear. You can uncheck any files that you do not want to import.
5. Enter details about the files that you are importing. These details will appear as the bibliographical information for the book in Otzar HaHochma. Required fields are **שם ספר** and **שם מחבר**. All other fields are optional, and you can leave them empty if you prefer.

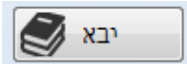


If you want book title to match the name of the PDF file, click the **שם הספר כשם הקובץ** button. If you leave the author field blank, it will default to the name of the book.

You now have two options:

1. Add the files **without** search integration. 

2. Import the files **with** search integration; if the files have passed the text test (see instructions above).

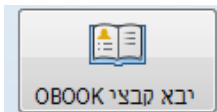


Once the process is complete, click on **רשימת ספרים** for the list of files that will be added to Otzar HaHochma.

OBOOK File Import

If you have an OBOOK file that contains a decoded and processed PDF file, use this function of the tool to import the file to Otzar HaHochma as a book. The display and search quality are dependent on the quality of the OBOOK file and cannot be changed.

1. Click **יבא קבצי OBOOK** to import the file into Otzar HaHochma.



2. Select the file(s) to import. The import process will begin automatically.
3. Once the process is complete, you will see the new book in the **רשימת ספרים**.



Other Options

Search for files: Click **סריקת קבצים** and select the drive to search for PDF files within that drive.



Advanced Options

1. **Create an OBOOK File without adding the book to Otzar HaHochma:**
Select the menu option **מתקדם < צור קובץ OBOOK**. The rest of the process is identical to the file import process. This will create an OBOOK file named the same name as the PDF file in the folder that has been defined as the user's book directory.
2. **Change Save location for User's Books:**
The user book files are saved by default in OTZARUSERBOOKS in the Otzar HaHochma directory. Change the directory path by selecting the menu option **מתקדם < שנה נתיב ספרי משתמש**.
3. **Delete Index:**
Delete the index for all user books if you want to remove the books from the search engine, or if there is a problem by selecting the menu option **מתקדם < מחק אינדקס**. You will then be able to re-create the index.

Need Help? Suggestions?

Many of the improvements made to the Otzar HaHochma program have been suggested by our users. We would love to hear from you and any ideas that you may have.

Contact our Customer Service and Technical Support departments on Sunday – Thursday, 8:30 AM to 5:00 PM, IST by phone: +972-2-586-6078, or email: otzar@otzar.biz