



Otzar HaChochma

USER GUIDE



כל הזכויות שמורות © אוצר החכמה 2022

» HOME

Introduction

Getting Started

- » Installation and System Startup
- » Importing Data from Previous Versions
- » User Interface Overview

Search for Book

- » Basic Search
- » Search by Subject
- » Book List Buttons
- » Book List Search History

Search for Content

- » Basic Search
- » Search Criteria
- » Search Results Display
- » Advanced Search
- » Search History

Learning Tools

- » Toolbar
- » Pages and Index Bar
- » Creating a Book List
- » Marking and Saving a Section
- » Creating Bookmarks
- » Opening Recently Opened Books
- » Opening a Book in a New Window
- » Hyperlinks
- » Book Display Menu
- » Creating a Link to a Book

Advanced Options

- » Book Lists
- » Advanced Book Details Search
- » Hiding Books
- » Exporting Search Results
- » Talmudic Encyclopedia
- » Creating Your Own Book
- » Quick Access Buttons
- » Personal Add-Ons
- » Customized Sorting
- » Desktops
- » Backup Options
- » Main Menu

Meforshei HaOtzar

- » Opening Meforshei HaOtzar
- » Work Environment
- » Sort and Filter
- » Meforshim List Buttons

1. INTRODUCTION

We are pleased to present to our users, with Hashem's help, the new version of the "Otzar HaChochma", version 19.0.

Eighteen years have passed since we began to offer Otzar HaChochma in its initial version, which included a mere 15,000 seforim. In those early days, the use of digital seforim was virtually unknown. The ability to perform a word search within the images of the seforim was non-existent. The capability that has now been made available to Lomdei Torah and to scholars to easily study from and perform searches for any sefer – from the earliest printings through current publications – on wide a range of subjects has been greeted with shock and amazement and. As new vistas, and providing all-encompassing access to all of the Torah literature became available, there was great joy among a very wide audience of students of Torah. Some said that the access to seforim afforded by Otzar HaChochma represented the greatest revolution in Torah study since the invention of the printing press!

Since that time, we have published a new version that included many new software features and improvements. Furthermore, we have added over 5,000 (!!!) seforim annually; the software now includes approximately 107,000 seforim.

Otzar HaChochma includes rare and vintage seforim that are being made available to the community at large for the first time in hundreds of years, older and new versions of classic seforim, facsimiles of manuscripts and antique printings, Torah journals, and collections, along with thousands of seforim by contemporary authors. The seforim appear in their original format, page by page. The software affords immediate access to every page and every word.

We have been very mindful of respecting copyrights. We contacted every publisher and author for permission to include their work in our database. May it be Hashem's will that we not be guilty of any impropriety in our handiwork.

Over the years we have reached agreements with leading publishers of Sifrei Kodesh who have acceded to our offer to market their full catalogs throughout Otzar HaChochma. We refer to these seforim as "Sifrei HaMechonim" (Books of the institutions). These seforim are priced separately, and available to those who purchase a subscription to view them. Included in this category are the seforim published by Mossad Harav Kook, Machon Yerushalayim, Oz Vehadar, Ahavat Shalom, Encyclopedia Talmudit, Chochmas Shlomo, Machon Afek, Machon Zichron Aharon, and an extensive selection of the publications of Lubavitch/Chabad.

In the year 5780 (2019-20) we launched a major new improvement, "Meforshei HaOtzar". This entirely new and amazing product is intended for those who learn Gemara and constitutes a significant upgrade that truly uses the capabilities of access to the vast collection of commentaries on the Talmud that are contained within Otzar HaChochma. The user can learn in their normal manner from a virtual page of the Vilna Shas. When there is any item that sparks their interest, at a click of the mouse, they will immediately find displayed before them all of the relevant commentaries on any line in the Gemara, Rashi, or the Tosafot. It all appears in an orderly format to the right of the page, with no need for any further searching to find all the comments made on this issue, from the most well-known to the most obscure, from early through contemporary sources. The user can then easily scroll through these sources and click to go to the original book if they so wish.

At this time, Meforshei HaOtzar is marketed exclusively to users of Otzar HaChochma. From version 19.0 and on, we will include the interface of Meforshei HaOtzar and the first page of every masechta for free at no charge. We invite the subscribers and users of Otzar HaChochma to experience the pleasure of studying with Meforshei HaOtzar and to consider adding this wonderful resource to their subscription. As the software is included in the Otzar HaChochma package, it is necessary only to contact us and arrange to purchase a license to use this additional material.

In the year 5781 (2020-21), we will be publishing version 19.0 of Otzar HaChochma and inaugurating a completely overhauled version of the software interface. This version I more user-friendly, and searching within it is easier and faster than ever. The software includes interactive instructions that explain all of the possibilities of the software clearly and concisely.

We are hopeful that you will enjoy all of these improvements and upgrades of Otzar HaChochma. We pray that you will use our software in good health and with joy and that you will derive maximum benefit from it as you conveniently explore its full power. We are here to offer full support for all users – to offer help and advice – by email otzar@otzar.biz or by phone at 02-5866078



Erez Selah – Management

And the entire team of Otzar HaChochma, Jerusalem

2. GETTING STARTED

This chapter describes how to install and start the program, and includes:

- [Installation and System Startup](#)
- [Importing Data from Previous Versions](#)
- [User Interface Overview](#)

2.1 INSTALLATION AND SYSTEM STARTUP

Perform the following steps to install and open Otzar HaChochma:

- 1. Connect the hard drive to the computer using a USB cable.
- 2. After the drive is recognized, click the **My Computer** icon located on the desktop.
- 3. Open the Otzar HaChochma drive by double-clicking on the Otzar HaChochma icon:



Otzar HaChochma opens and a shortcut icon appears on the desktop.



NOTE: If you are using a Windows operating system, you will receive a security warning or confirmation request. Click the confirmation button to continue with the installation. If your firewall is active, you must click **Allow access**.



2.2 IMPORTING DATA FROM PREVIOUS VERSIONS

Perform the following steps to export search history, personal books, and personal data (i.e., comments, indexes, etc.)

1. Navigate to **Main Menu > Tools** and choose **Import Data from Previous Versions**

2. Click the **Start** button

3. The location of the previous version is displayed

4. Click the **Advanced settings** button to choose what to import

5. Click the **Start importing** button

TIP: If the location of a previous version is not displayed, click the **Select a different location** button and locate the folder **otzar_user_data**.

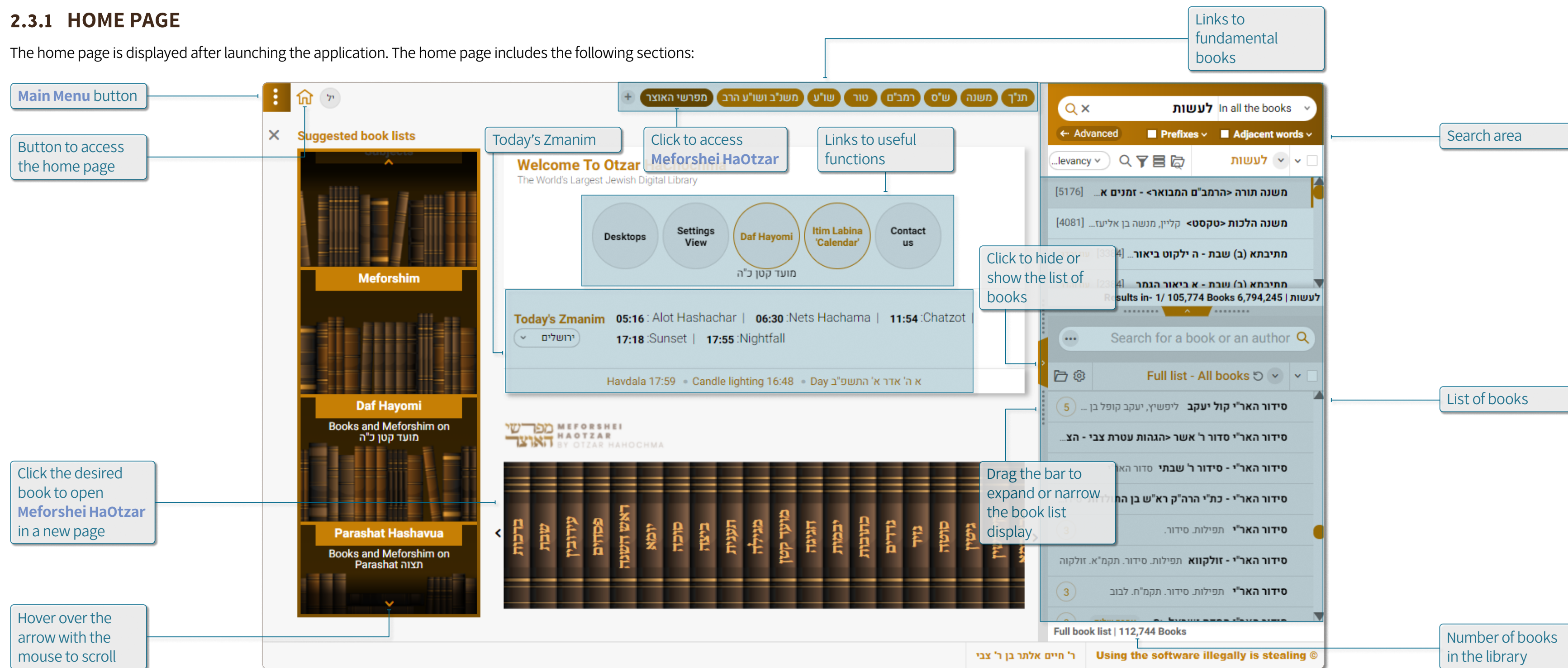
TIP: If personal books or desktops were stored in a location other than the default, collect them into one folder and locate that folder by clicking the **Select location** button.

NOTE: If you have version 19, the data will import automatically and thus there is no need to perform any operation. If you have version 13 or below, please contact technical support.

2.3 USER INTERFACE OVERVIEW

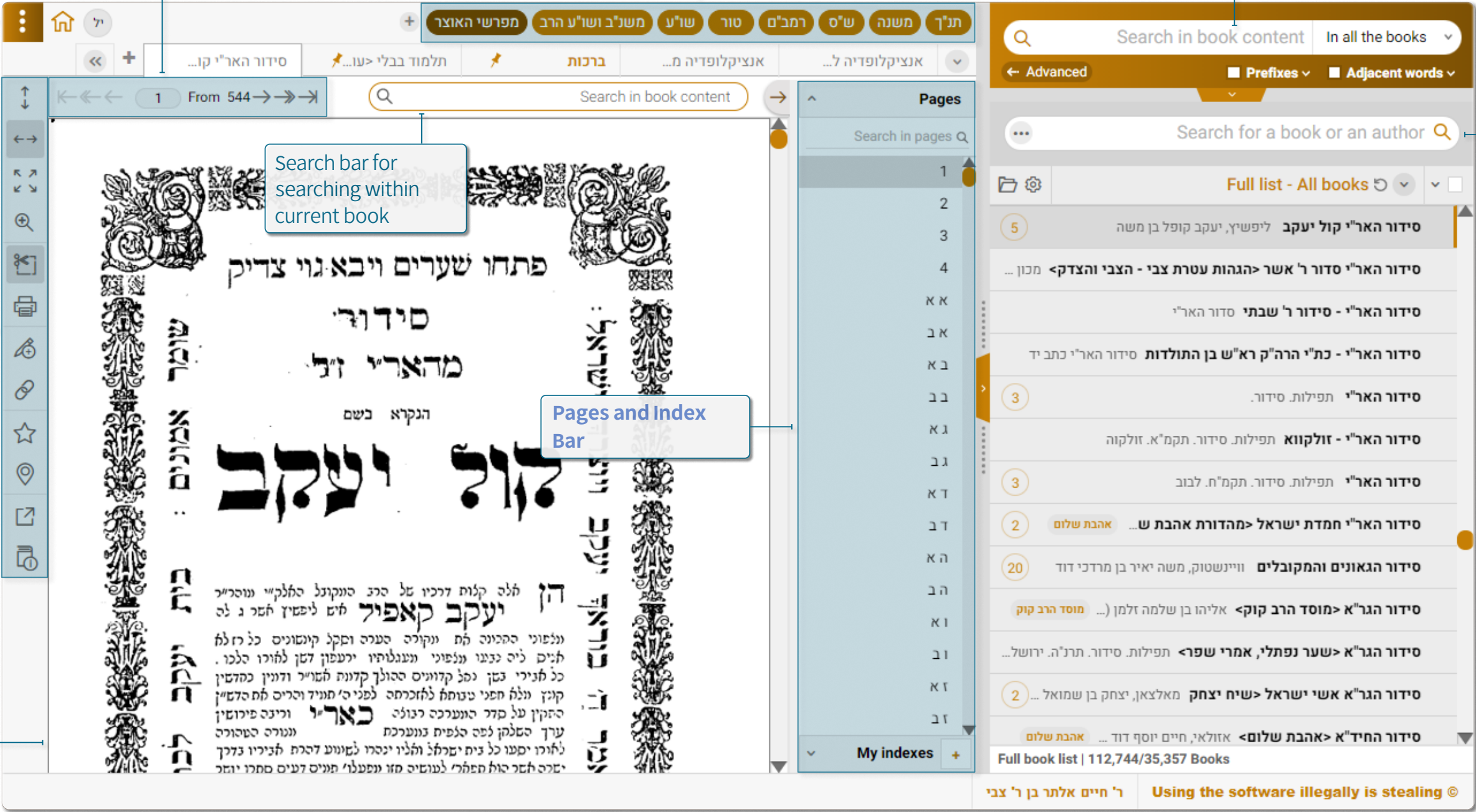
2.3.1 HOME PAGE

The home page is displayed after launching the application. The home page includes the following sections:



2.3.2 WORK ENVIRONMENT

The work environment is displayed after performing a search or selecting a book to display. The work environment includes the following sections:



The screenshot shows the work environment interface with the following components labeled:

- Main Menu button**: Located at the top left, represented by a three-dot icon.
- Navigation buttons**: A row of icons for navigation, including a home icon and a magnifying glass.
- Links to fundamental books**: A horizontal bar at the top containing links to various books like "מפרשי האוצר", "משנ"ב ושו"ע הרב", "שו"ע", "טור", "רמב"ם", "ש"ס", "משנה", and "תנ"ך".
- Search bar for Content search box**: A search bar on the right side of the interface, labeled "Search in book content".
- Search for Book search box**: A search bar on the right side of the interface, labeled "Search for a book or an author".
- Search bar for searching within current book**: A search bar located within the book display area, labeled "Search in book content".
- Pages and Index Bar**: A vertical bar on the right side of the book display area, showing page numbers and index links.
- Toolbar**: A vertical bar on the left side of the book display area, containing various icons for editing and navigation.
- Book display area**: The central area showing the text of the book, including the title "סידור האר"י" and the chapter "פתחו שערים ויבאנו צדיק".

3. SEARCH FOR BOOK

This chapter describes how to perform a search for books by book title or author, and includes:

- [Basic Search](#)
- [Search by Subject](#)
- [Book List Buttons](#)
- [Book List Search History](#)

3.1 BASIC SEARCH

Perform the following steps to search for a book by its title or author:

Browse through the book using the navigation buttons

TIP: Search for books by index using double space. For example: To open Mishna Berurah at index 17, type in the search bar "משנה ברורה 17" (double space between "משנה ברורה" and "17").

4. The selected book is displayed in the book display area

The screenshot shows the Otzar HaChochma search interface. At the top, there are navigation buttons for different categories: תנ"ך, משנה, ש"ס, רמב"ם, טור, שו"ע, משנ"ב ושו"ע הרב. A search bar at the top right contains the text "חידושי הריטב"א". Below the search bar, there are filters for "Advanced", "Keep words in order", "Prefixes", and "Exact words". The search results are displayed in a list on the right, sorted by relevancy. The first result is "חידושי הריטב"א" by יום טוב בן אברהם אשכנזי (ריטב"א)". The second result is "חידושי הריטב"א >אור החכמה<" by יום טוב בן אברהם אשכנזי (ריטב"א)". The third result is "חידושי הריטב"א >דברי חיבה<" by יום טוב בן אברהם אשכנזי (ריטב"א)". The fourth result is "חידושי הריטב"א על מסכת עבודה זרה" by יום טוב בן אברהם אשכנזי (ריטב"א)". The fifth result is "חידושי חולין להריטב"א >דפו"ר<" by יום טוב בן אברהם אשכנזי (ריטב"א)". The sixth result is "חידושי הרשב"א על שבע שיטות" by בן אדרת, שלמה בן אברהם (רשב"א)". The seventh result is "חידושי גלאנטי" by גאלאנטי, ידידיה בן משה. The eighth result is "פירוש הריטב"א ותוספות רי"ד - קידושין" by יום טוב בן אברהם אשכנזי (ריטב"א)". The ninth result is "אור יקרות" by יצחקי, מאיר בן עמנואל. The tenth result is "אוריין תליתאי" by מודיליאנו, יוסף בן שמואל. The eleventh result is "אשי ה'" by אלפאסי, יצחק בן יעקב (רי"ף). The twelfth result is "אשי ה'" by משה בן נחמן רמב"ן - יום טוב בן אברהם אשכנזי ריטב"א, חביבא, יוסף נמוק"י. The thirteenth result is "ברכה משלשת על מסכת ברכות" by ברכה משולשת. The fourteenth result is "ברכה משלשת על מסכת ברכות >סדר חדש<" by ברכה משולשת. On the left, the main text area displays the content of the selected book, "חידושי הריטב"א", showing the beginning of the first chapter, "הלכות נדרים פרק ששי הרמב"ן". The text is in Hebrew and discusses the laws of vows. At the bottom of the main text area, there is a "Pages" bar showing the current page (179) and the total number of pages (251). There is also an "Indexes" bar showing the current index (17) and the total number of indexes (251). At the bottom right, there is a "My indexes" button.

1. Type the name of a book title or author in the search box

2. The search results appear while typing, and are sorted by relevancy

TIP: Hover with the mouse over the name of a book in the list to display its full name.

3. Click the desired result to display the content in the book display area

The number of books found in this search

Use the Pages and Index Bar to display different pages

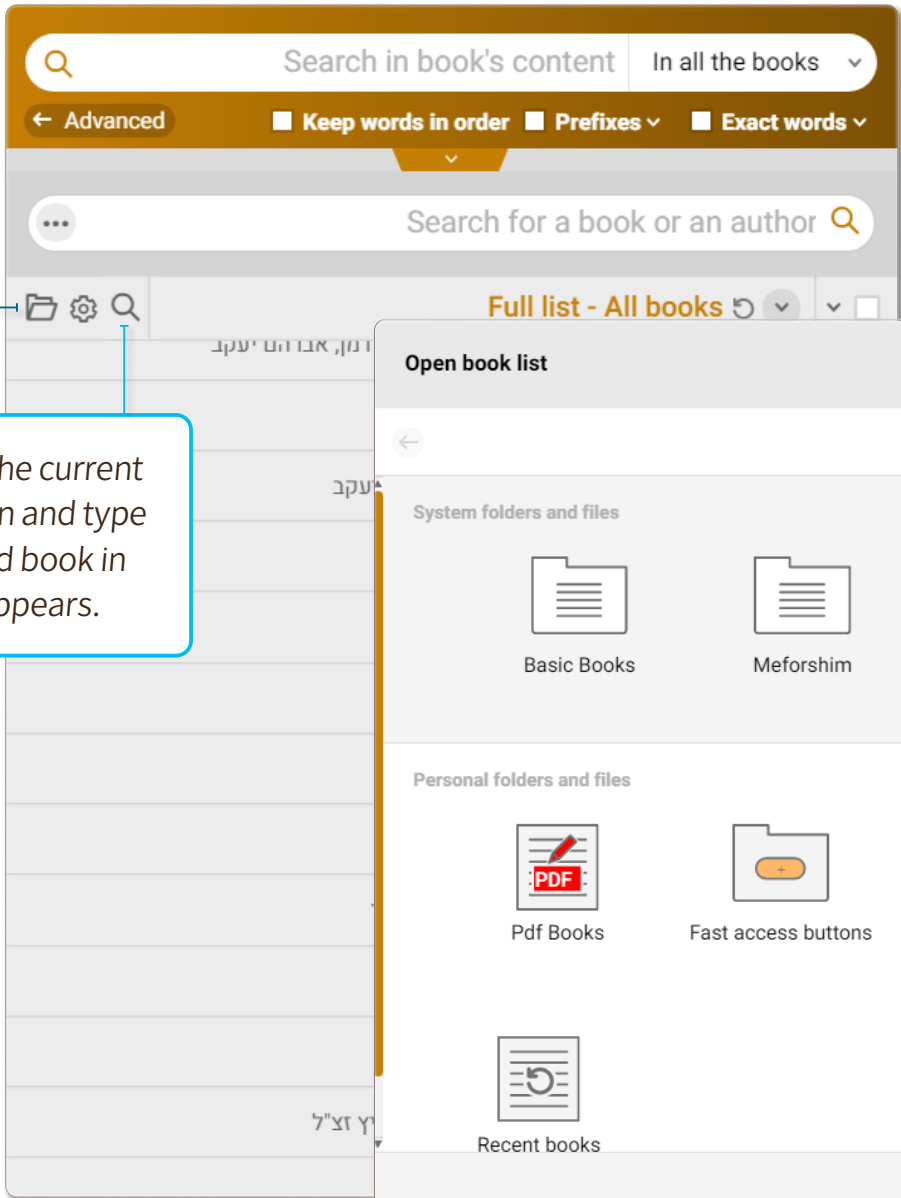
3.2 SEARCH BY SUBJECT

Searching by subject allows displaying a list of books relating to specific subjects.

Perform the following steps to search by a subject:

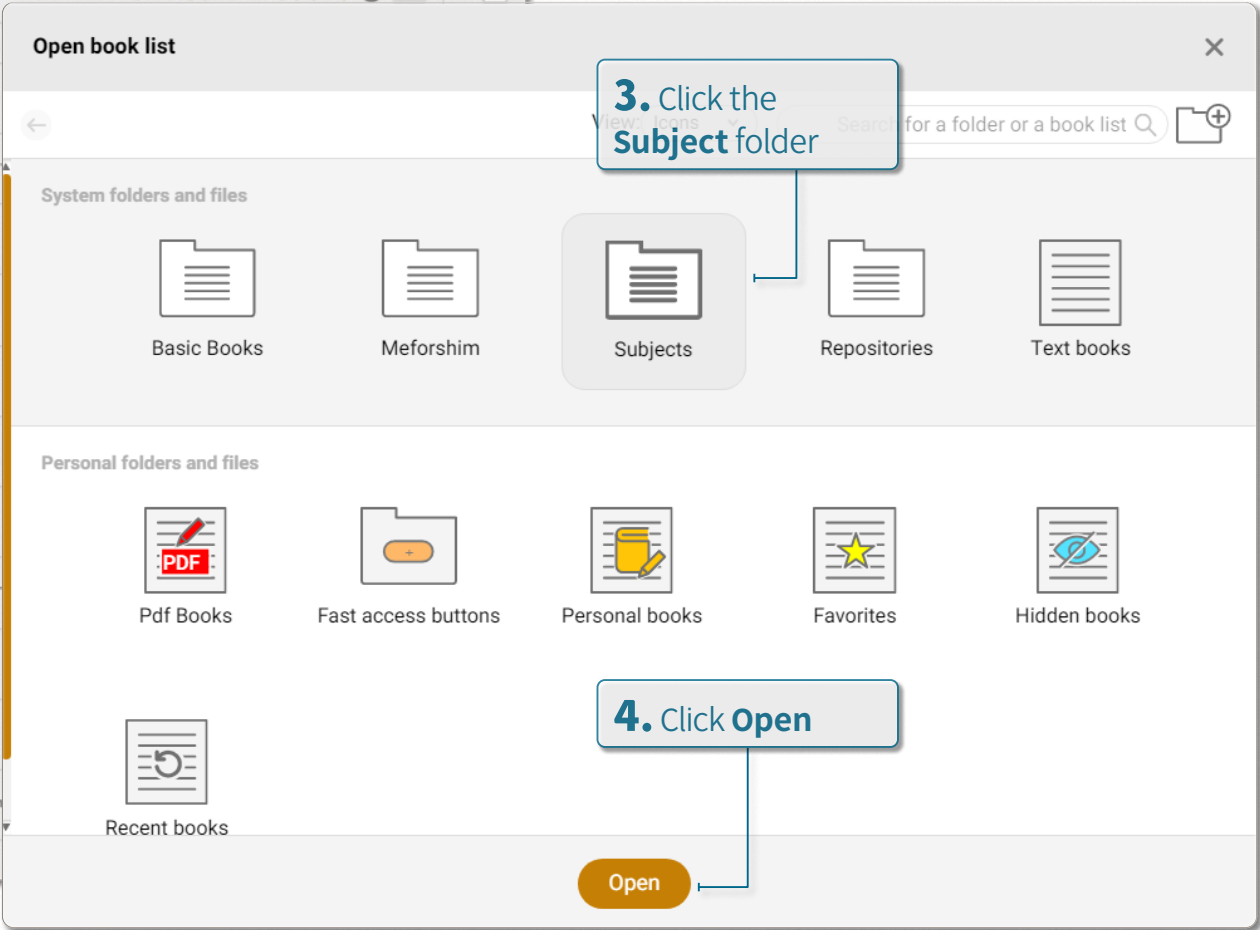
1. Click the **Folder** button

! **TIP:** To search within the current list, click the search icon and type the name of the desired book in the search bar which appears.



2. The Book List window opens

! **TIP:** The book list can also be opened from the **Main Menu**.



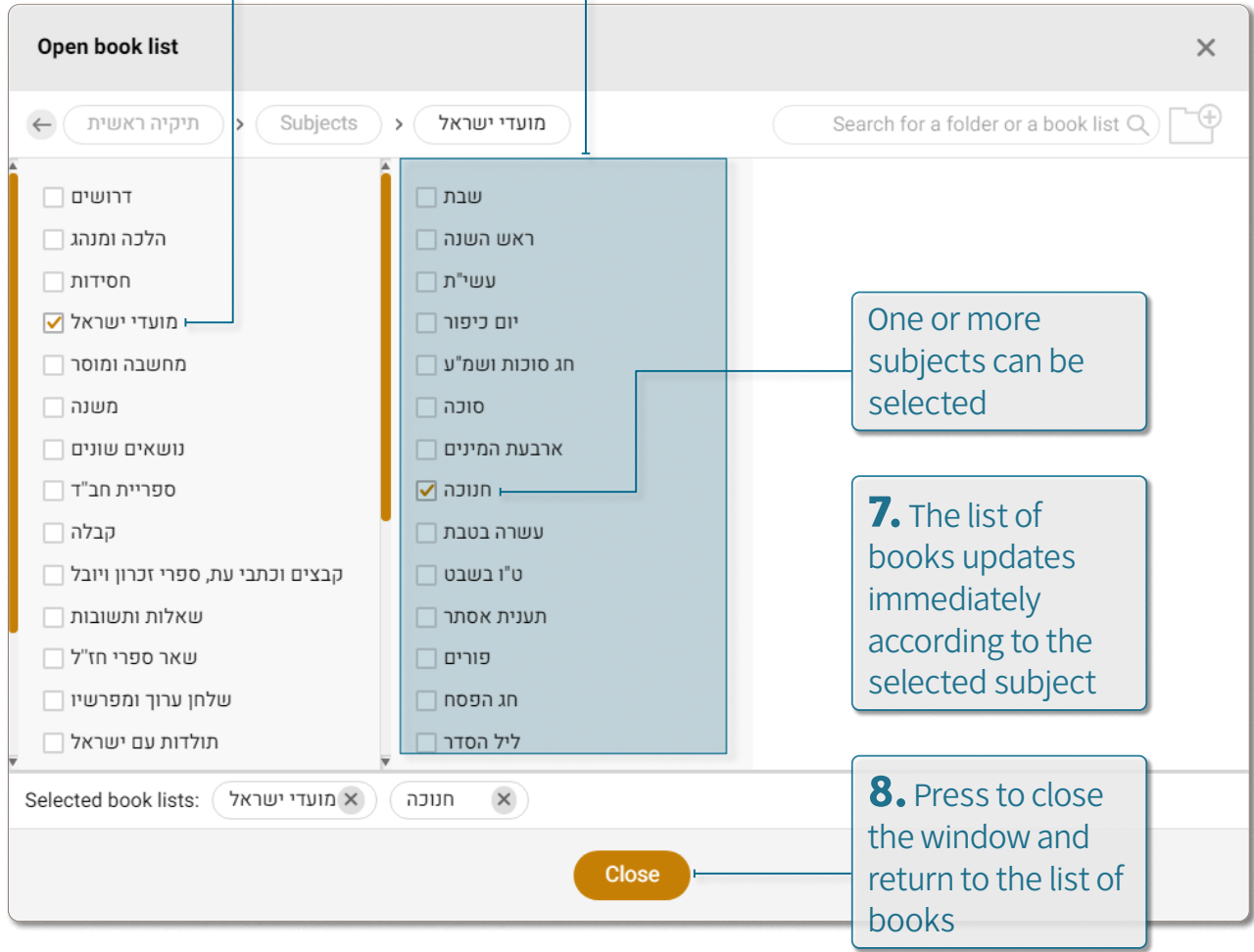
3. Click the **Subject** folder

4. Click **Open**

5. Select one or more subjects

6. A list of sub-topics relating to the selected subject opens

! **TIP:** Selecting a subject restricts the book list to the chosen subject. To search within the selected books, see [section 4.3.2: Sort and Filter](#).



One or more subjects can be selected

7. The list of books updates immediately according to the selected subject

8. Press to close the window and return to the list of books

3.3 BOOK LIST BUTTONS

Perform the following steps to display and use the book list buttons:

Information about the book – when hovering with the mouse a summary of the information is displayed. When clicking, more detailed information is displayed

1. Hover with the mouse over the desired book

Add to the **Favorites Folder**

Link to all of the author's books

2. The book list buttons appear

When the listing includes a series of books, a button will be displayed showing the number of books in the series. Click this button to display all the books in the series

3.3.1 BOOK LIST SETTINGS


Click to display the book list settings menu

Book list settings includes the following options:

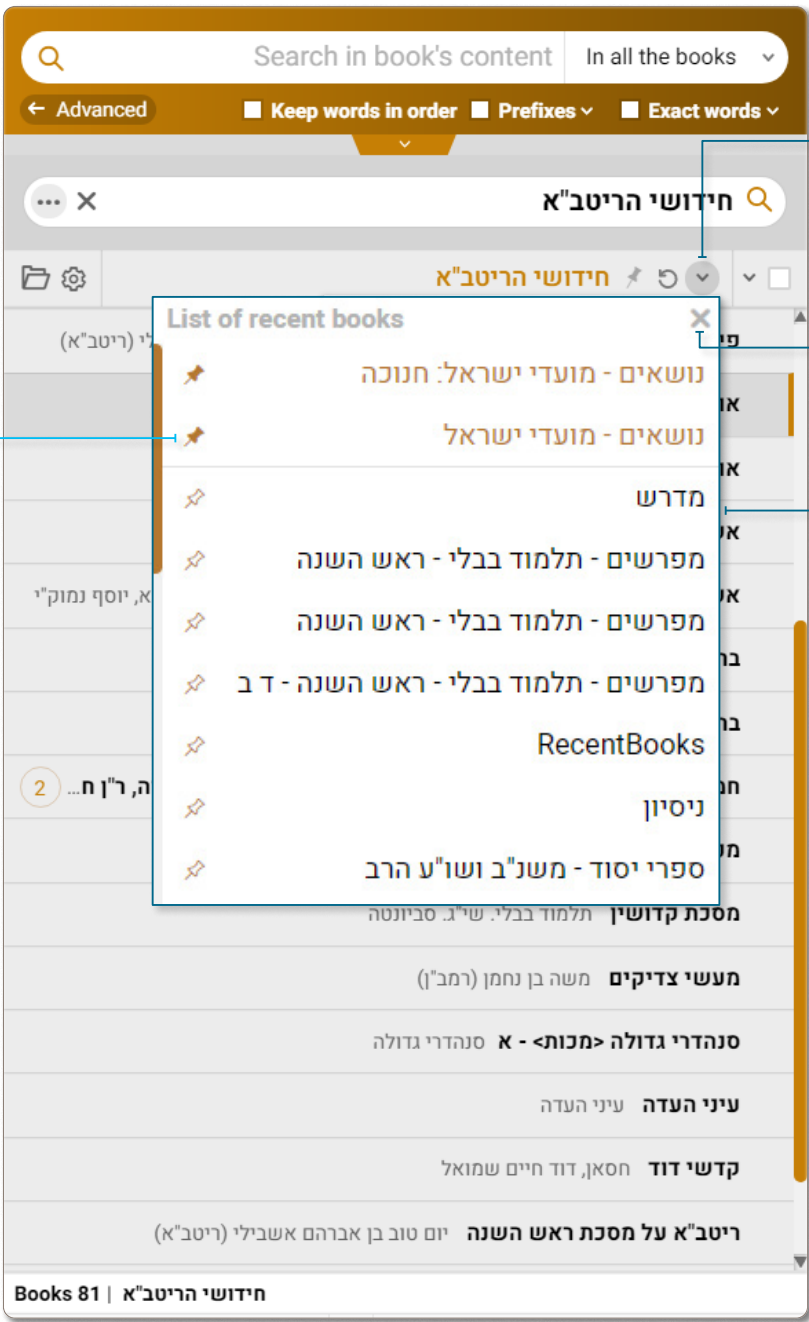
- **Book series view** – Choose whether to display book series open or closed
 - Open book series
 - ✓ Close book series
- **Sort book list by** – Choose whether to sort the books in the list by book title or by name of author
 - ✓ Book name
 - Book author
- **Use the mouse wheel** – Choose between the following two options:
 - **Switching between books** – With every scroll of the mouse, a book opens and is displayed in the book display area
 - **Fast scroll** – When scrolling among the books in the list, books don't open until they are clicked
- **Open volumes** – Choose between the following two options:
 - **Open first book when showing volumes** – Clicking on the button showing the number of books in the series will display the names of the books in the series and will open the first book in the series
 - **Show volumes only** – Clicking on the button showing the number of books in the series will only display the names of the books in the series

3.4 BOOK LIST SEARCH HISTORY

The search history allows direct access to books which were used previously.
 Perform the following steps to display the book list search history:



TIP: Search history results can be pinned by clicking the pin icon next to the item. A second click on the icon will cancel the pin. Pinned items appear at the top of the list.



1. Click the **Recent Book Lists** button

Click to close the window

2. The **Recent Book Lists** window opens

3. Select the desired history item to display relevant search results

13. Search for Book | Book List Search History

Otzar HaChochma | User guide | Rev A

4. SEARCH FOR CONTENT

This chapter describes how to perform a text search within the content of the books, and includes:

- [Basic Search](#)
- [Search Criteria](#)
- [Search Results Display](#)
- [Advanced Search](#)
- [Search History](#)

4.1 BASIC SEARCH

Perform the following steps to search for text within the content of the books:

1. Type the keyword or keywords in the search box

2. Click the Search button

3. Search results are displayed

4. Click the desired result to display it in the book display area

5. The selected book is displayed in the book display area

Number of results

Use the Pages and Index Bar to display other pages

Browse through the book using the navigation buttons

The keywords are highlighted

All the pages containing the search query appear here. Click a page number to display the page in the book display area.

! TIP: For other word-based search options see [section 4.3: Search Results Display](#)

The screenshot shows the search interface with the following elements:

- Search Bar:** Contains the search query "חזקה דרבא דאורייתא".
- Search Results:** A list of results showing the number of pages found for each result. The first result is "מעדני יום טוב - ח (חינוך הבנים, דיני קטן ובר מצוה) זנגר, יום טוב בן יעקב... [21]".
- Book Display Area:** Shows the selected book "חזקה דרבא דאורייתא" by אברהם אהרן בן בנימין בונם. The text is displayed in Hebrew, with the search query highlighted in yellow.
- Navigation Buttons:** Located at the top of the book display area, including "תנ"ך", "משנה", "ש"ס", "רמב"ם", "טור", "שו"ע", and "משנ"ב וש"ע הרב".
- Pages and Index Bar:** A vertical bar on the left side of the book display area, showing the current page (569) and the total number of pages (762).

4.2 SEARCH CRITERIA

Searches within book content can be limited by specific search criteria. The default is searching within all books of Otzar.

Perform the following steps to limit the search to specific criteria:

The screenshot shows the 'In all the books' dropdown menu open. The menu options are: 'In all the books', 'In the current list', 'In checked only', 'In indexes and keys', 'Browse...', and 'Add a list'. Numbered callouts explain each option:

1. Click the filter button
2. Select the desired search criteria from the dropdown options
- Click to search within the currently displayed list
- Click to search within the selected books
- Click to search only within indexes
- Click to add a list from the Book List
- Click to set in this menu a specific list of books from the Book List

TIP: To limit the search to two different criteria (for example, only books on Baba MeTziya and only Acharonim until year 1700), do the following: Select one of the criteria as the active one (see [section 6.12.2: Tools](#)), select the second criteria in the book list, and limit the search to the current list.

4.3 SEARCH RESULTS DISPLAY

The search result display area shows all the search results found that match the search criteria.

This chapter describes the various options available in the search results area, and includes:

- **Display Options**
- **Sort and Filter**

4.3.1 DISPLAY OPTIONS

There are two options for displaying a book from the search result list:

- To display search results in the book display area, click the desired result in the search result list.
- To display search results in the search results list, perform the following steps:

1. Hover with the mouse over the desired book

2. Click the Itemized View button

3. Images of all the results found in the selected book appear in the search result list

Click to navigate to full screen display

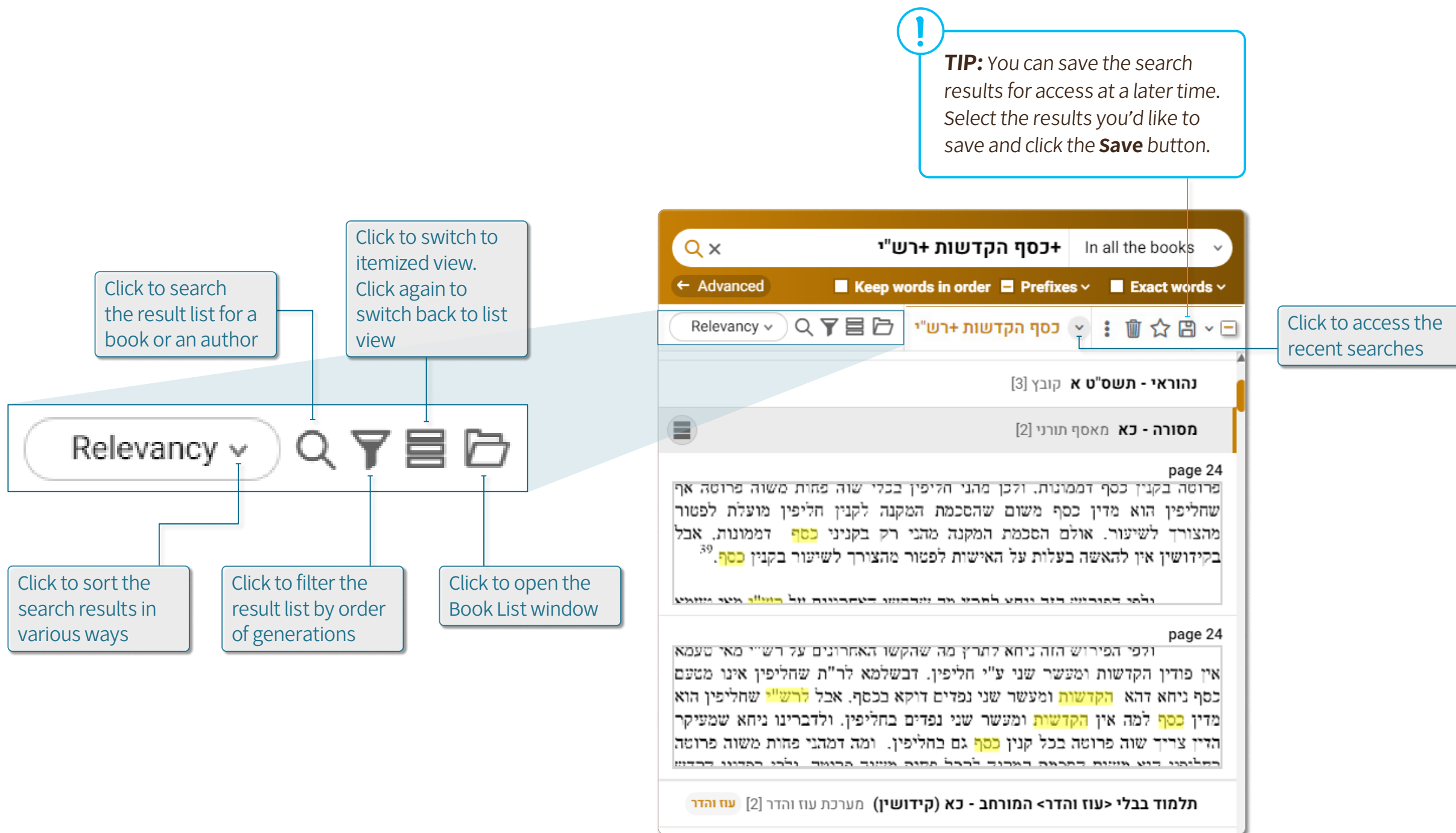
4.3.2 SORT AND FILTER

The buttons in the search result area can be used to sort and filter search results in the following ways:

TIP: You can export search results to Excel or PDF format. See [section 6.4: Exporting Search Results](#).

TIP: You can edit the sorting options, add new sorting categories, and set one sorting option as default. See [section 6.9: Customized Sorting](#).

TIP: The itemized view allows reviewing multiple results at once. To display one search result, click the item in the list and the selected result will appear in the book display area.



The Advanced Search option allows performing more accurate searches within the content of the books.

19. Search for Content | Advanced Search

The advanced search options described in this chapter are:

- [Exact Words](#)
- [Prefixes](#)
- [Keep Words in Order](#)
- [Distance between Words](#)
- [Similar Words](#)
- [Exclude Words](#)
- [Word Completion](#)
- [OCR Corrections](#)
- [Ktiv Male V'Chaser](#)
- [Search First Pages In Every Book](#)

4.4.1 EXACT WORDS

Select this option to display only results in which the keywords appear without any additional letters between them. The search symbol of this option is " - " between the words.

4.4.2 PREFIXES

Select this option to display results in which the keywords also appear with a prefix (ב, ד, ה, ו, כ, ל, מ, ש). The search symbol for this option is + before the keyword.

Example - when searching for the phrase "מודה בקנס פטור", it is advisable to use the **Exact Words** option to refine the search and remove results with additional words. It is also advisable to apply the **Prefixes** option only before the first word to include results in which there is a prefix before the word מודה (for example: "דמודה בקנס פטור").

Advanced search

Q

x

מודה-בקנס-פטור

In all the books

Optimize your search by:

Exact words

Mark the words that you want to search adjacent by checking the box between them

פטור

בקנס

מודה

Prefixes

In what words you want the search to include

פטור

בקנס

מודה

Keyboard shortcuts:

Learn more

-

+

Select the keywords to which you want to apply the advanced search option

20. Search for Content | Advanced Search

Otzar HaChochma | User guide | Rev A

4.4.3 KEEP WORDS IN ORDER

Select this option to display only results where the keywords appear in the order in which they were typed in the search box. The search symbol for this option is **&** before the first keyword.

4.4.4 DISTANCE BETWEEN WORDS

This search option sets the maximum number of words between the keywords. The default is 30 words. The search symbols for this option are **{ }** between the keywords.

Example - typing the number 10 between the word דרבא and the word דאורייתא will add the symbol {10} in the search box as follows:
חזקה דרבא{10}דאורייתא

Advanced search

Q

X

+

חזקה דרבא{10}דאורייתא

In all the books

▼

☐

Keep words in order

Search the words by input order

▼

&

30

Distance between words

Insert the maximum distance between the words

▼

חזקה

30

דרבא

10

דאורייתא

{30}

4.4.5 SIMILAR WORDS

Select this option to also search for alternative words to the keywords. This option is relevant if you want to search for a quote and do not remember it exactly, or if you want to expand the search to several options and define specific alternatives to the keywords.

To add alternative words to the search, click the + (1) button below the desired word, type the alternative word in the textbox, and click **Add** (2).

Example - if we search לא זכה נעשית לו סם המוות we will not find the Midrash - "לא זכה... סם המות", nor the Gemara "סם מיתה". It is therefore advisable to expand the search to the proposed word המות, as well as to add the word מיתה to the search.

Q

X

+

לא זכה נעשית לו סם המוות

In all the books

▼

☐

Alternative words

Include results with alternate words. (Choose from list or :insert)

▼

המוות

סם

לו

נעשית

זכה

לא

המות

תרופה

+

+

ירש

+

המיתותא

סמא

+

1

+

נחל

+

מיתה

✓

+

2

+

an additional synonym

Add

✓

X

⌂ (/)

Click the ✓ to the left of the word which was added in order to add it to the list of similar words that will be suggested in future searches. To remove a word from the list of similar words, click the X.

21. Search for Content | Advanced Search

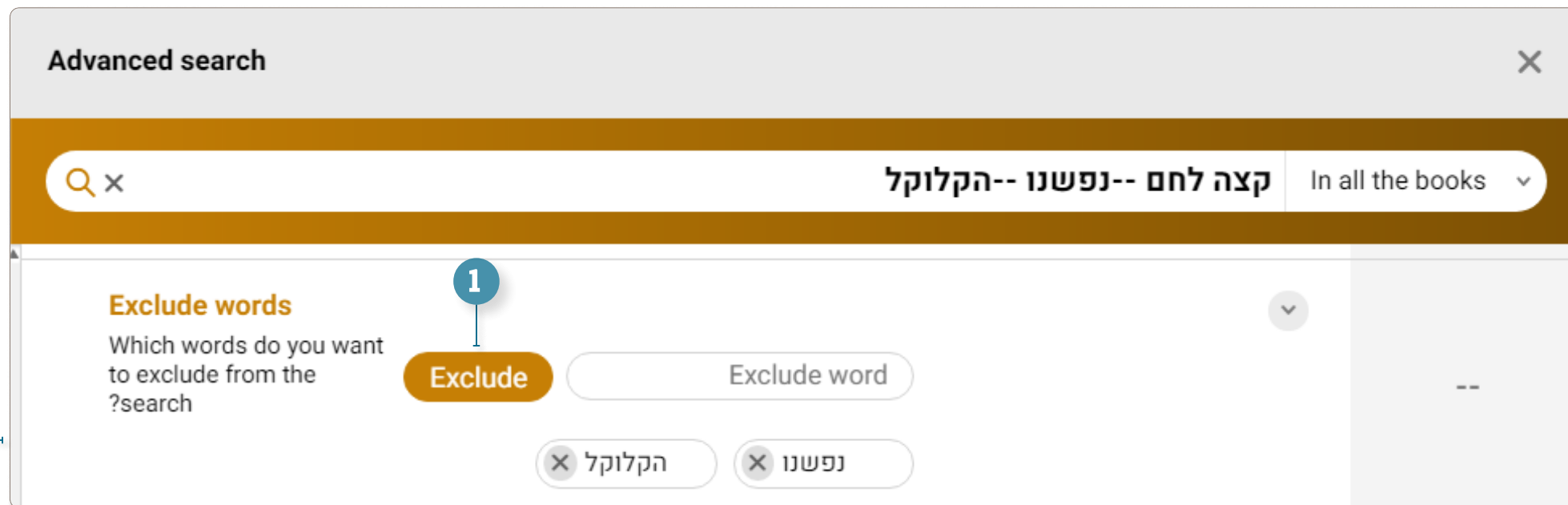
Otzar HaChochma | User guide | Rev A

4.4.6 EXCLUDE WORDS

Select this option if there are words you do not want to appear in the search results. This option helps filtering particular results that relate to the keywords but do not relate to what the user intended. The search symbols for this option are -- before the excluded word.

To define a word to exclude from the search, type the word in the textbox, and click **Exclude** (1).

Example – a search for the custom of not eating the heel of a loaf of bread by searching for the words קצה לחם and קלוקל will yield many irrelevant results that refer to the verse "קצה נפשינו בלחם הקלוקל". To filter out unwanted results, the words נפשינו and הקלוקל must be excluded.



4.4.7 WORD COMPLETION

Select this option if part of the keyword may be spelled differently or you do not know how to spell the word.

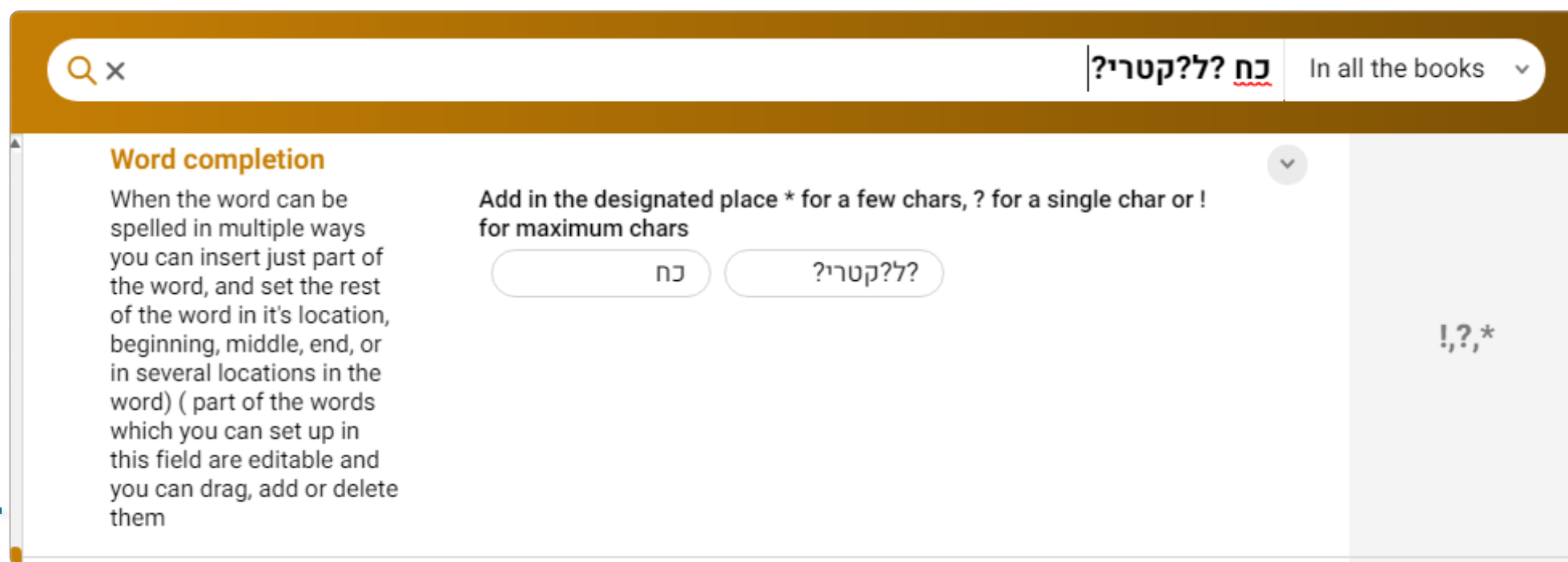
To use this option, type in the search box the part of the keyword that you know how to write, and instead of the missing parts of the word, add one of the following symbols:

* If there are several unknown letters

? If you want to enter only one possible letter (or ?? for two letters and so on)

! If you want to get results of the keyword both with another letter and without another letter

Example – to find references to electrical matters (often referred to in books as אלקטריק or עלקטריק and the like) you can type **ל?קטרי?** in the search box and get the results: עלקטריא, עלקטריי, עלקטריק, etc.



4.4.8 OCR CORRECTIONS

Select this option to also search for words in which the Optical Character Recognition software accidentally converted the original letters into similar letters. For example: in the search for the word **דרבא**, the word **דרבא** will also appear in the search results. The search symbol for this option is **#** before the first keyword.

4.4.9 KTIV MALE V'CHASER

Select this option to also display results where the keywords appear in full or missing spelling (with and without vowelization). The search symbol for this option is @ before the keyword.

4.4.10 SEARCH FIRST PAGES IN EVERY BOOK

Choose this option to focus your search only on the first pages of the books which are part of the search. (This is useful mainly for bibliographical searches or those which deal with history of books and their authors).

Advanced search

Q

×

@חזקה דרבא דאורייתא

In all the books

☐

OCR corrections

Include OCR automatic corrections in the results
An option to add results to the list, by getting results also from a possible OCR conversion
מ=ט ד=ר ט=מ mistakes, (for example

#

☐

Ktiv Male V'Chaser

Include Ktiv Male V'Chaser in results

☐ דאורייתא

☐ דרבא

☐ חזקה

☒

▼

@

☐

Search in first pages of each book

|


Clear

Search

4.5 SEARCH HISTORY

The search history provides quick access to previous searches.

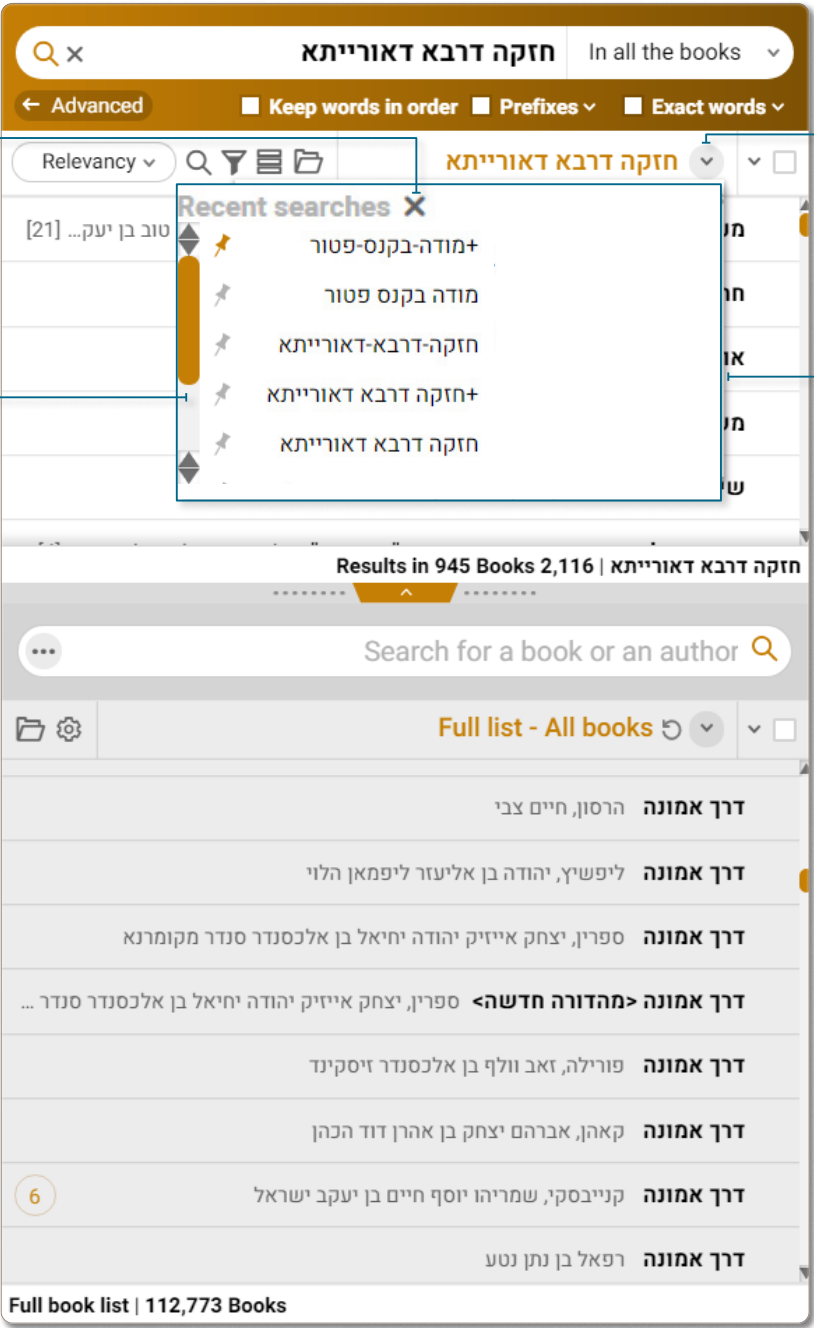
Perform the following steps to display the search history:



TIP: Search history results can be pinned by clicking the pin icon next to the item. A second click on the icon will cancel the pin. Pinned items appear at the top of the list.

Click to close the window


Scroll through the list to display older searches



1. Click the Recent Searches button

2. The Recent Searches window is displayed

3. Select the desired search history item to display relevant search results



TIP: You can view the entire search history from the [Main Menu](#).

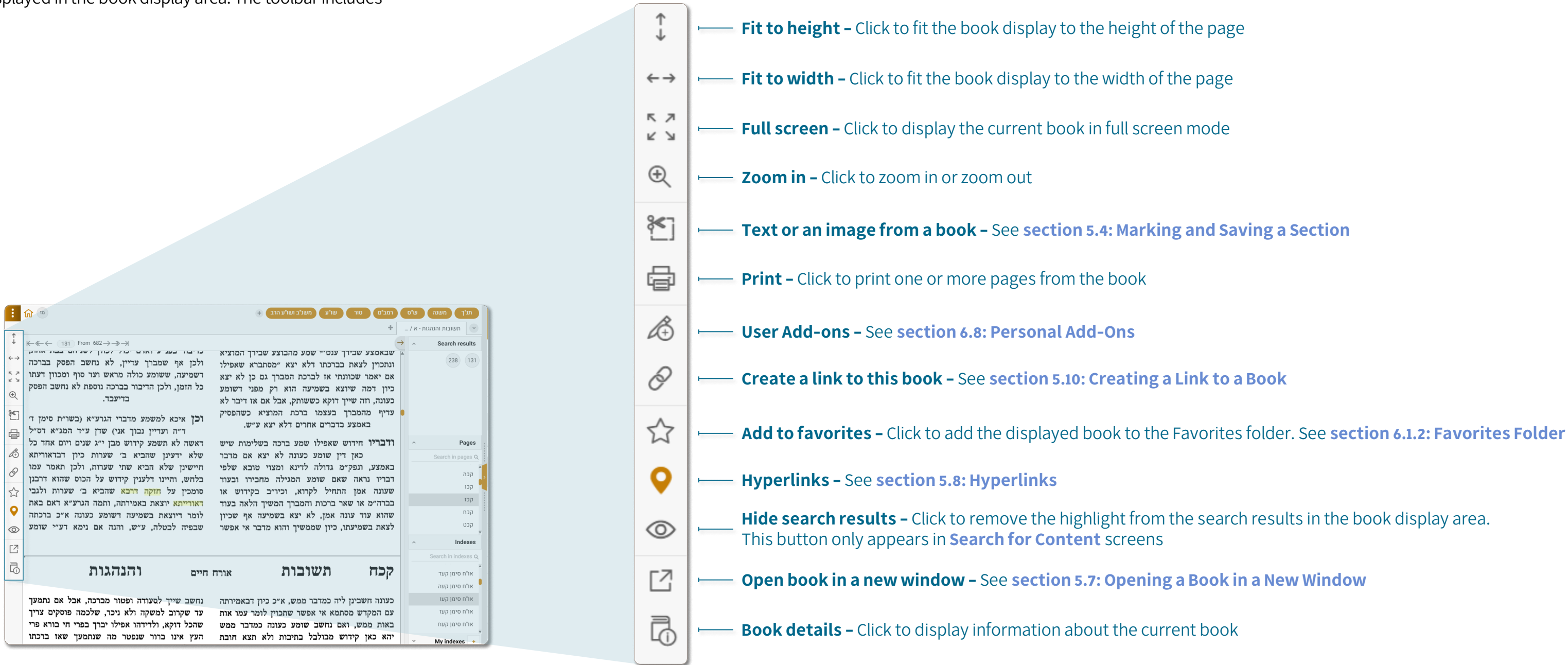
5. LEARNING TOOLS

This chapter describes the actions and procedures associated with the various learning tools available in the software.
This chapter includes the following sections:

- [Toolbar](#)
- [Pages and Index Bar](#)
- [Creating a Book List](#)
- [Marking and Saving a Section](#)
- [Creating Bookmarks](#)
- [Opening Recently Opened Books](#)
- [Opening a Book in a New Window](#)
- [Hyperlinks](#)
- [Book Display Menu](#)
- [Creating a Link to a Book](#)

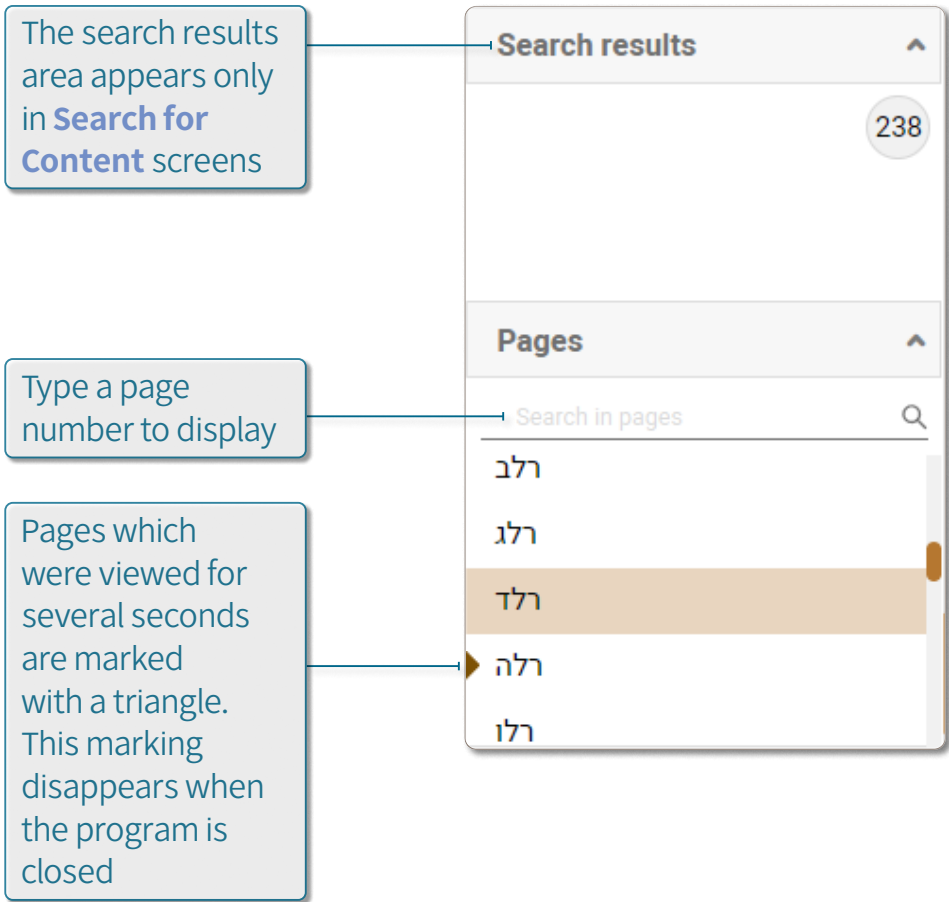
5.1 TOOLBAR

The toolbar can be used to perform various actions on the current display and the current book that is displayed in the book display area. The toolbar includes the following buttons:

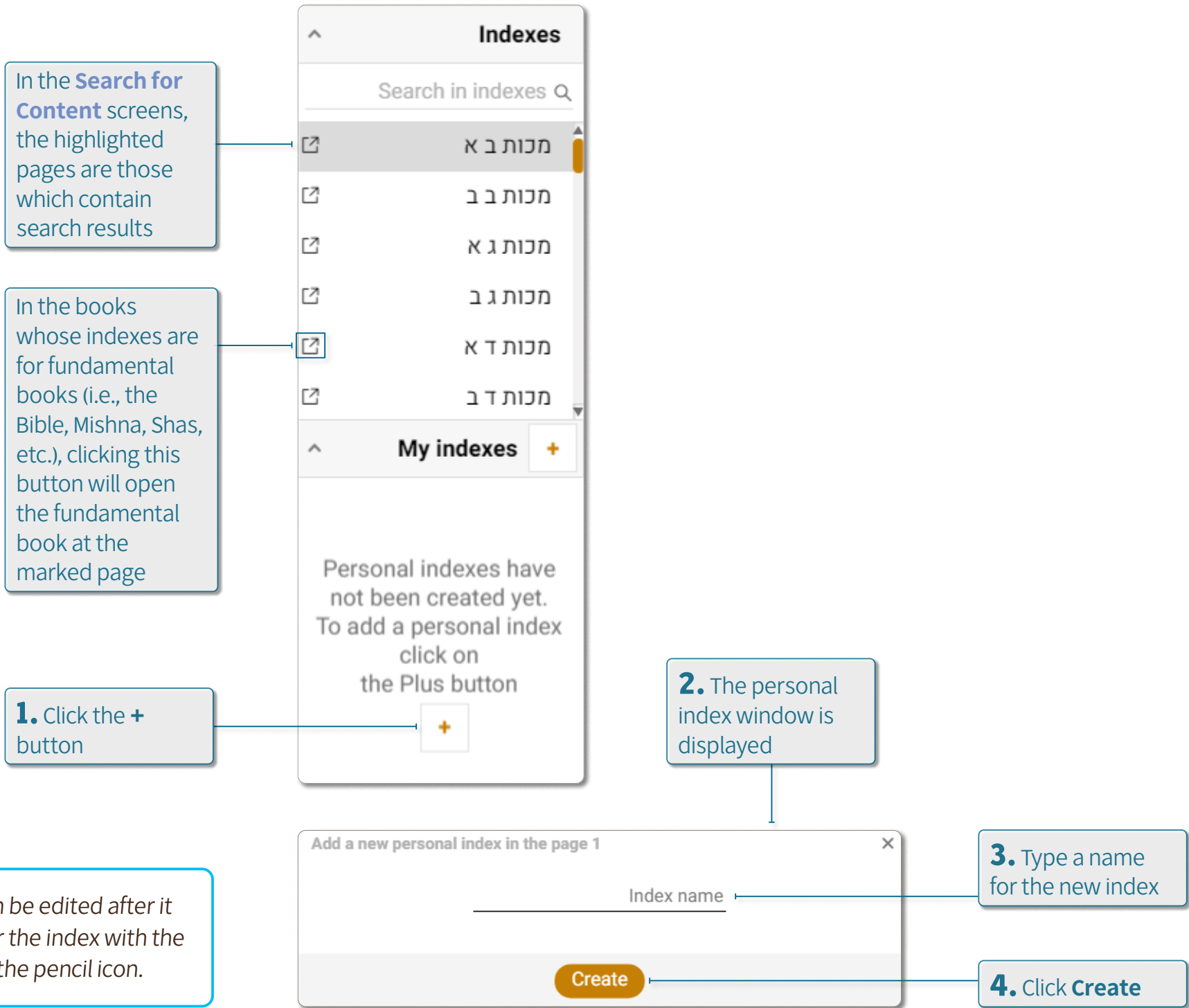


5.2 PAGES AND INDEX BAR

The pages bar is used for navigating to a specific page with a click of a button. Clicking a page opens the page in the book display area.



The index bar displays the current book content index list. Perform the following steps to add a personal index item:



5.3 CREATING A BOOK LIST

Creating a book list allows the user to keep a list of books of interest that were found during a search. This option is available either when performing a [Search for Book](#) or a [Search for Content](#).

Perform the following steps to save a book list:

The screenshot illustrates the process of creating a book list in the Otzar HaChochma system. It shows the main search interface on the left and a 'Save' dialog box on the right. The 'Save' dialog box is titled 'Save' and contains a search bar, a list of folders and files, and buttons for 'Add to this list' and 'Save'.

Steps to create a book list:

1. Check the desired books checkboxes
2. Click the **Save** button
3. The **Save** window is displayed
4. Type a name for the new book list
5. Click the **Save** button


Additional instructions:

- Click to open the **Book List** window
- Click to display additional selection options
- To add the selected books to an existing list, select the list and click the **Add to this list** button
- Click to create a new folder in which new book lists can be saved

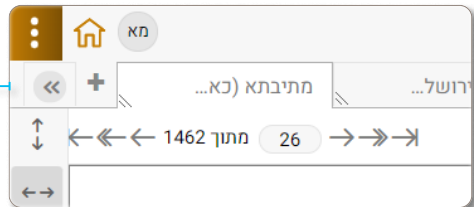
5.5 CREATING BOOKMARKS

Working with bookmarks allows the user to have a number of books and pages open simultaneously, and provides quick access to desired pages for use at a later time.

Perform the following steps to create a new bookmark:



TIP: When more bookmarks are open than can be displayed on the screen, click this button to display the rest of the bookmarks which are not visible.



Right-clicking on a bookmark opens a menu which enables editing the bookmark's name, moving it, duplicating it, and so on

Rename

Duplicate

Move left


Move right

Close tab

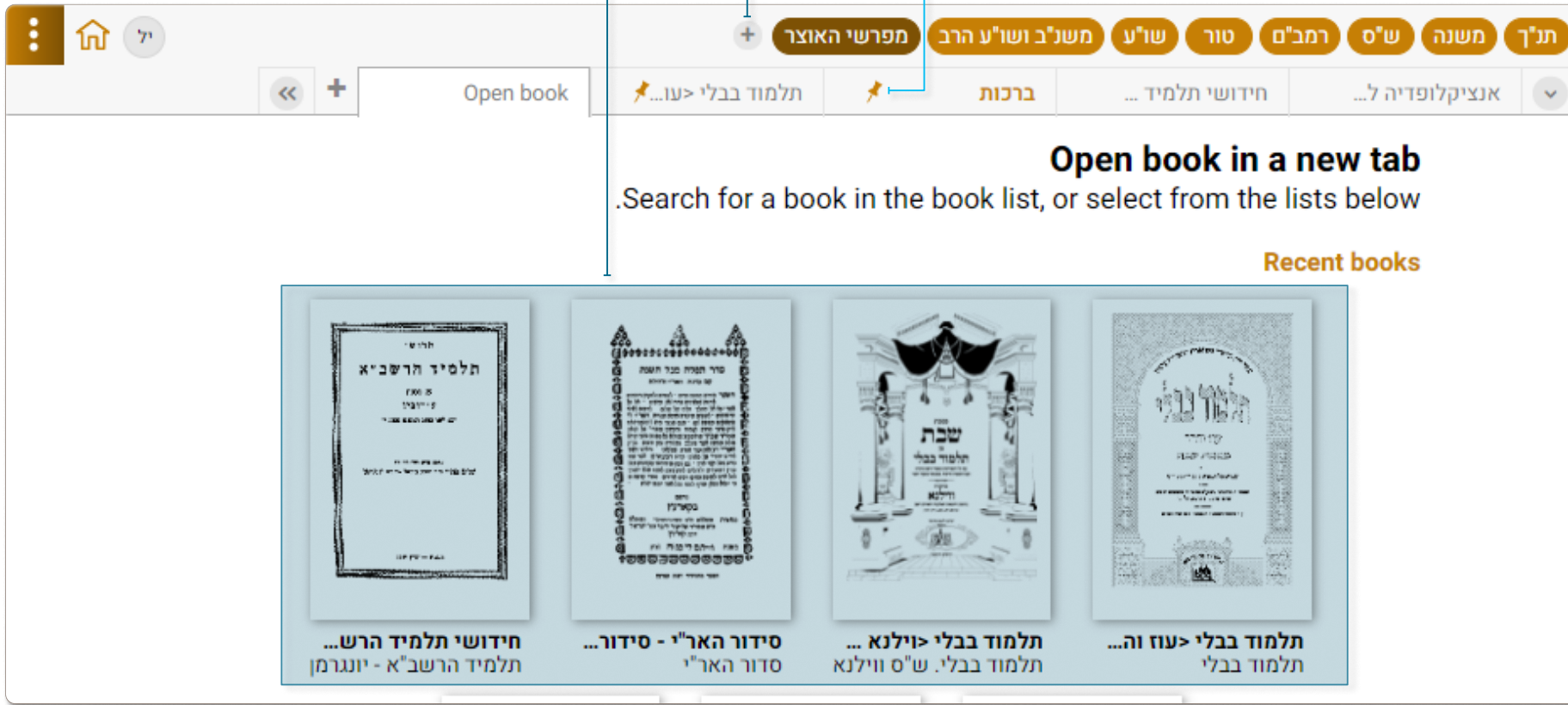
Close all


Close other tabs

Open tab in new window




TIP: Open books can be pinned by clicking on the pin icon which appears when hovering over the bookmark. A second click unpins the bookmark.






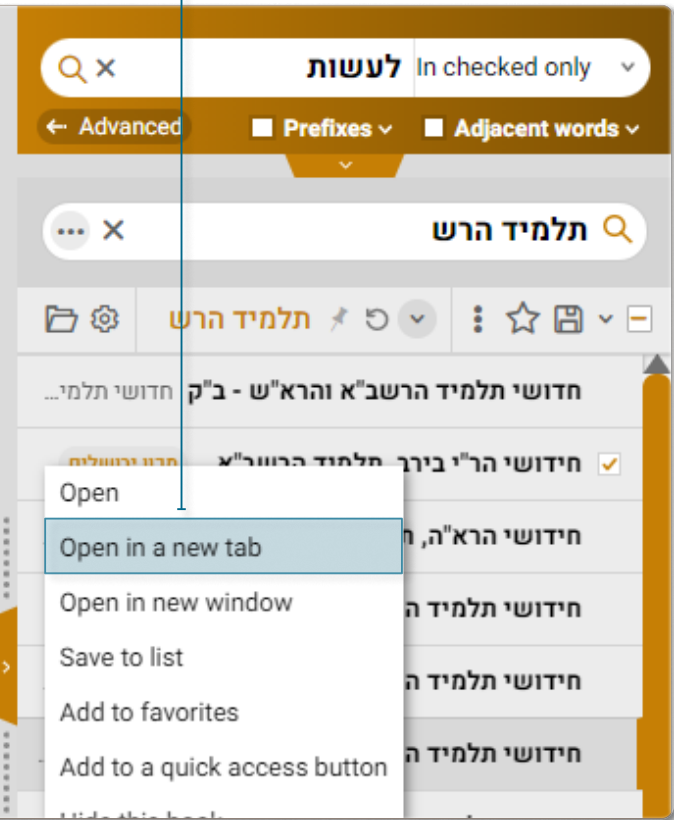
TIP: To change the order of bookmarks, click and drag them to a new location. Also, the size of the bookmark can be made larger or smaller by clicking and dragging the corner of the bookmark.




TIP: The full history can be accessed from the [Main Menu](#).

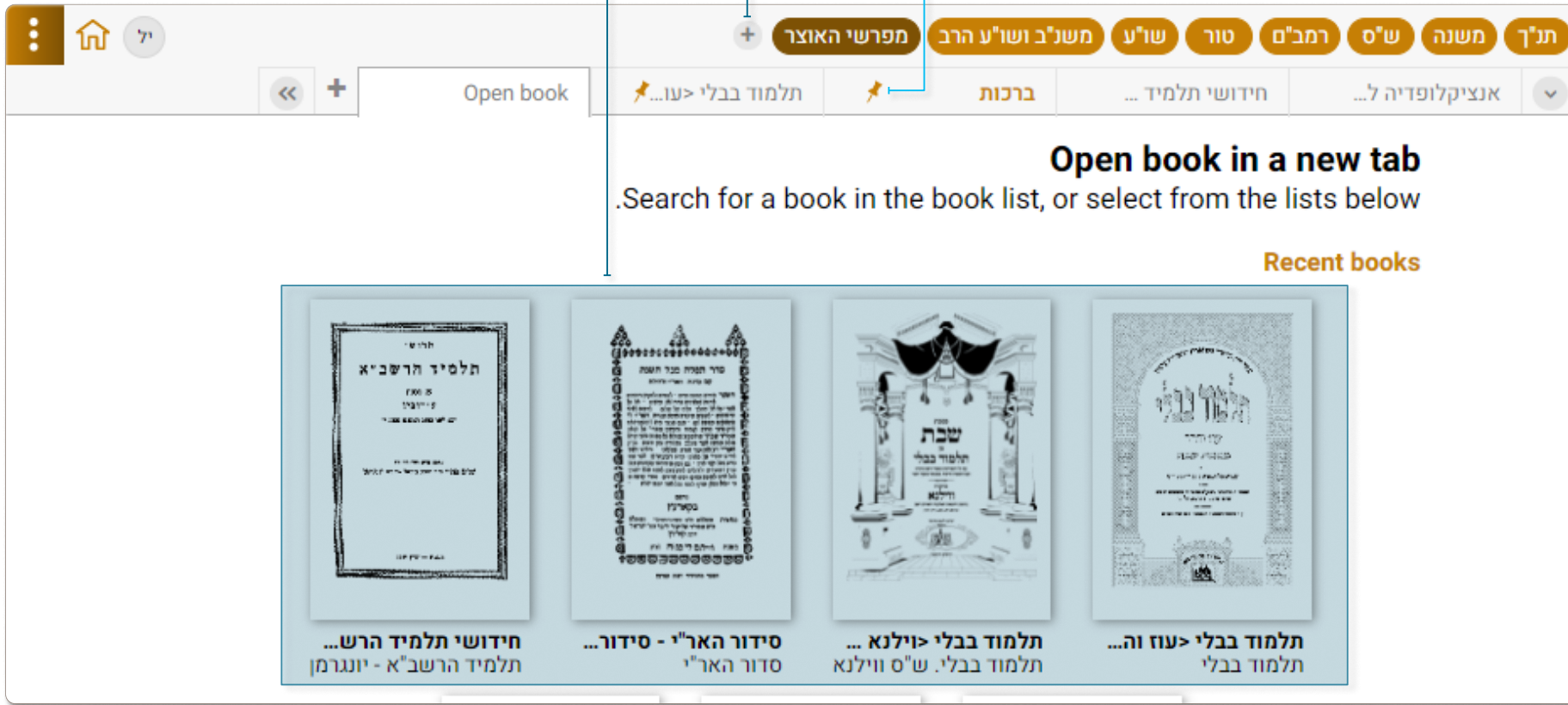


1. Right-click the desired book in the book list and select **Open in a new tab**





2. Click **+** and choose a book from the list of recently opened books, or from the book list



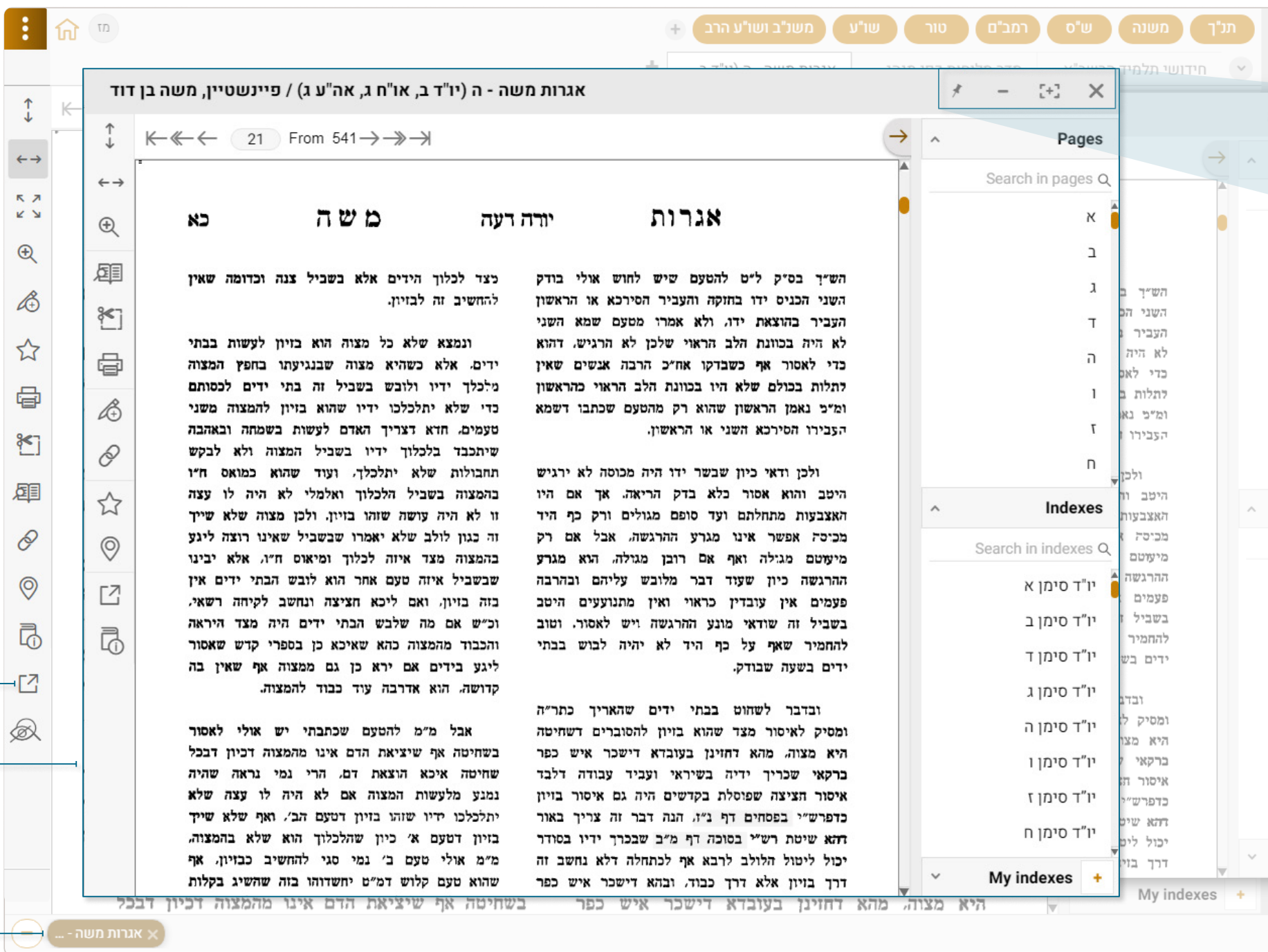
5.6 OPENING RECENTLY OPENED BOOKS

Perform the following steps to display the list of recently opened books:



5.7 OPENING A BOOK IN A NEW WINDOW

Perform the following steps to open a book in a new window:



1. Click Open book in a new window

2. The current book opens in a new window

The minimized windows appear at the bottom of the screen

Click to add the book as a new bookmark

Click to open the book in full screen mode

Click to minimize the window.

Click to close the window

TIP: A book can be displayed in full screen mode by pressing the **F11** key on the keyboard. To choose which toolbars are displayed in full screen mode, navigate to **Main Menu > Settings > Display Settings**.

TIP: Double-click a book in the search results area to open the book in a new window. Double-click the current page in the book display area to open a new window with the current page.

5.8 HYPERLINKS

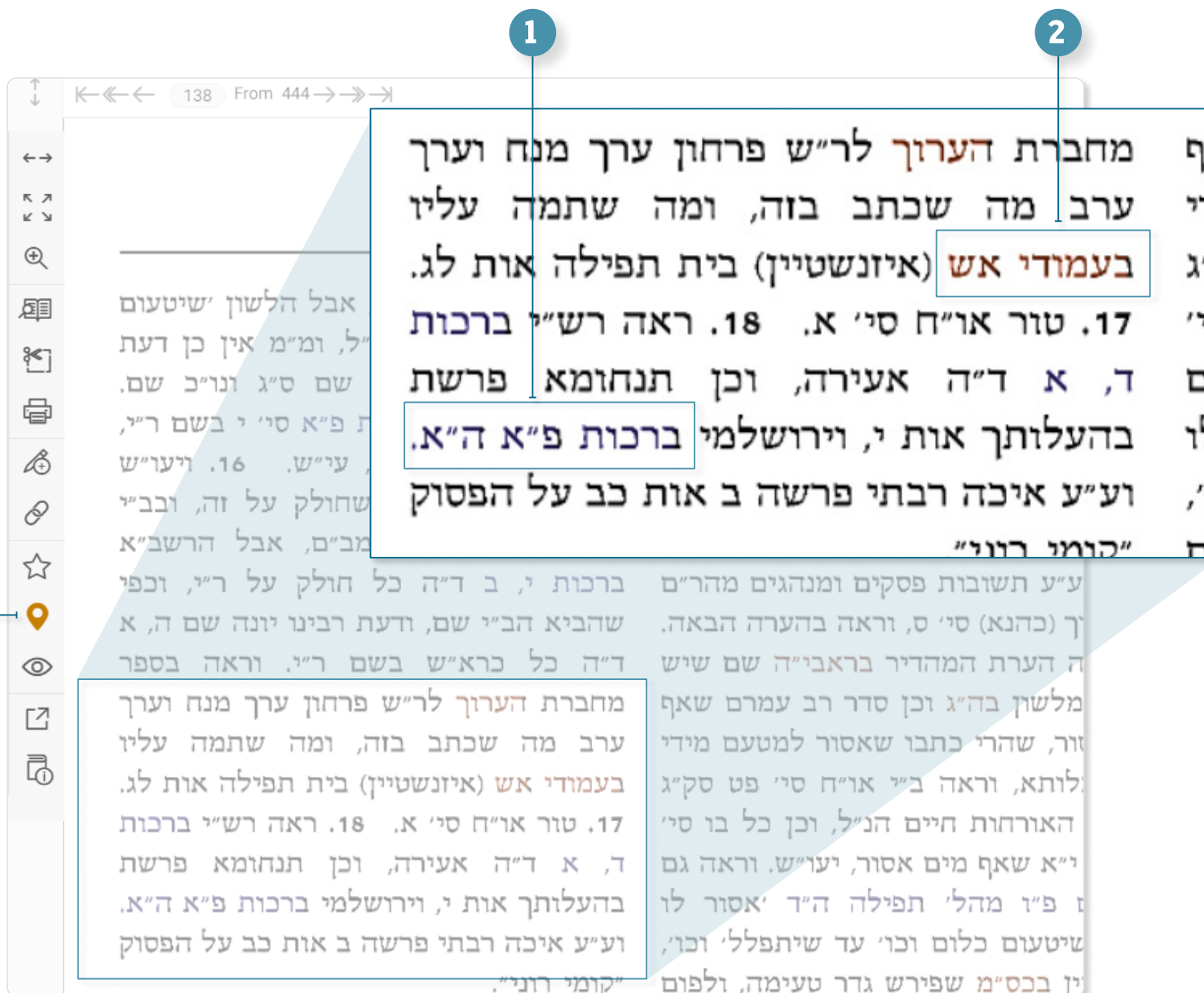
Hyperlinks are used to jump directly to other books or pages that are referenced in the current displayed book.

There are two types of hyperlinks:

- **Blue hyperlinks (1)** – a specific link to a page in a specific book. Clicking a blue hyperlink opens the linked book to the relevant page in a new window.
- **Brown hyperlinks (2)** – a general link to a book or a link to a book that doesn't have an index list. Clicking a brown hyperlink opens the linked book in a new window.



TIP: To change how hyperlinks are displayed, navigate to **Main Menu > Settings > Hyperlink Settings**.



1

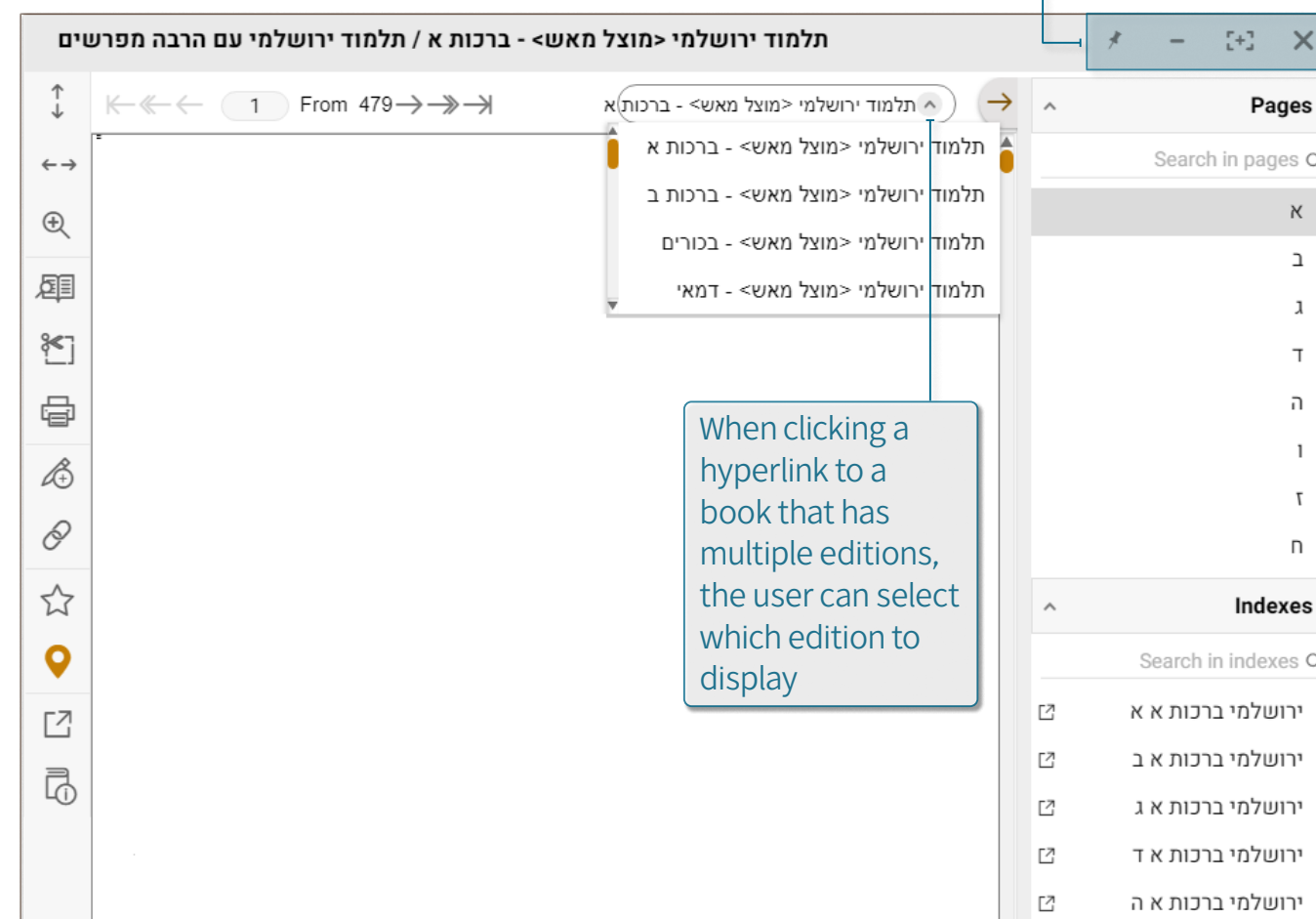
2

מחברת הערוך לר"ש פרחון ערך מנח וערך
ערב מה שכתב בזה, ומה שתמה עליו
בעמודי אש (איזנשטיין) בית תפילה אות לג.
17. טור או"ח סי' א. 18. ראה רש"י ברכות
ד, א ד"ה אעירה, וכן תנחומא פרשת
בהעלותך אות י, וירושלמי ברכות פ"א ה"א.
וע"ע איכה רבתי פרשה ב אות כב על הפסוק
"קומי רוני"

אבל הלשון שיטעום
ל, ומ"מ אין כן דעת
שם ס"ג ונו"כ שם.
ת פ"א סי' י בשם ר"י,
ע"ש. 16. ויעו"ש
שחולק על זה, ובב"י
מב"ם, אבל הרשב"א
ברכות י, ב ד"ה כל חולק על ר"י, וכפי
שהביא הב"י שם, ודעת רבינו יונה שם ה, א
ד"ה כל כרא"ש בשם ר"י. וראה בספר
מלשון בה"ג וכן סדר רב עמרם שאף
זור, שהרי כתבו שאסור למטעם מידי
לזותא, וראה ב"י או"ח סי' פט סק"ג
האורחות חיים הנ"ל, וכן כל בו סי'
י"א שאף מים אסור, יעו"ש. וראה גם
פ"ז מהל' תפילה ה"ד 'אסור לו
שיטעום כלום וכו' עד שיתפלל וכו',
בכס"מ שפירש גדר טעימה, ולפום

The hyperlinks option is active by default. The user can cancel it by clicking the **Hyperlinks** button. Clicking again on the button reactivates the hyperlinks option

See a description of the buttons, see **section 5.7: Opening a Book in a New Window**



תלמוד ירושלמי > מוצל מאש > ברכות א / תלמוד ירושלמי עם הרבה מפרשים

1 From 479

Pages

Search in pages Q

א
ב
ג
ד
ה
ו
ז
ח

Indexes

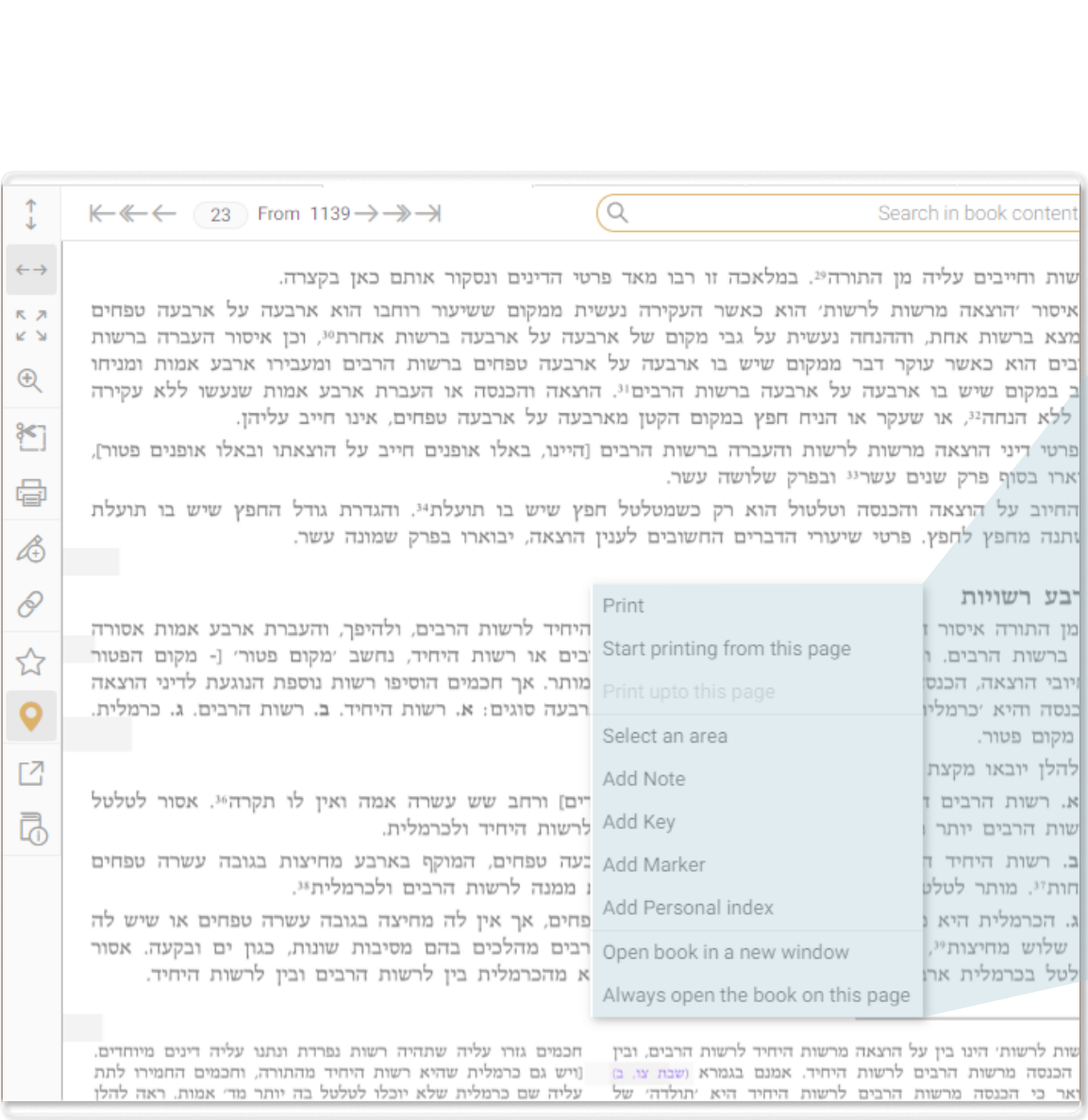
Search in indexes Q

ירושלמי ברכות א א
ירושלמי ברכות א ב
ירושלמי ברכות א ג
ירושלמי ברכות א ד
ירושלמי ברכות א ה

When clicking a hyperlink to a book that has multiple editions, the user can select which edition to display

5.9 BOOK DISPLAY MENU

Right-clicking on the book display area opens the following menu:



- Print — Click to print the entire book
- Start printing from this page — Click to mark the current page as the first page for printing
- Print upto this page — Click to mark the current page as the last page for printing
- Select an area — Click to mark a section. See [section 5.4: Marking and Saving a Section](#)
- Add Note — Click to add a personal note. See [section 6.8.1: Notes](#)
- Add Key — Click to add a personal index. See [section 6.8.2: Indexes](#)
- Add Marker — Click to add a marker. See [section 6.8.3: Markers](#)
- Add Personal index — Click to add a personal index. See [section 5.2: Pages and Index Bar](#)
- Open book in a new window — Click to open the book in a new window. See [section 5.7: Opening a Book in a New Window](#)
- Always open the book on this page — Click to always open the book on the current page

TIP: When choosing **Always open the book on this page**, an item is added to the menu which allows for cancelling this setting.

TIP: You can start the printing process on a later page in the book, then scroll back and end the printing process on an earlier page (for example, first mark page 30 for printing and then mark page 10 for printing). The pages will print in the order they appear in the book.

5.10 CREATING A LINK TO A BOOK

A link to a book in the Otzar can be created to allow access to the book from an external source. After creating a link to a book, it is possible to copy and paste the link into any text editor for future access.

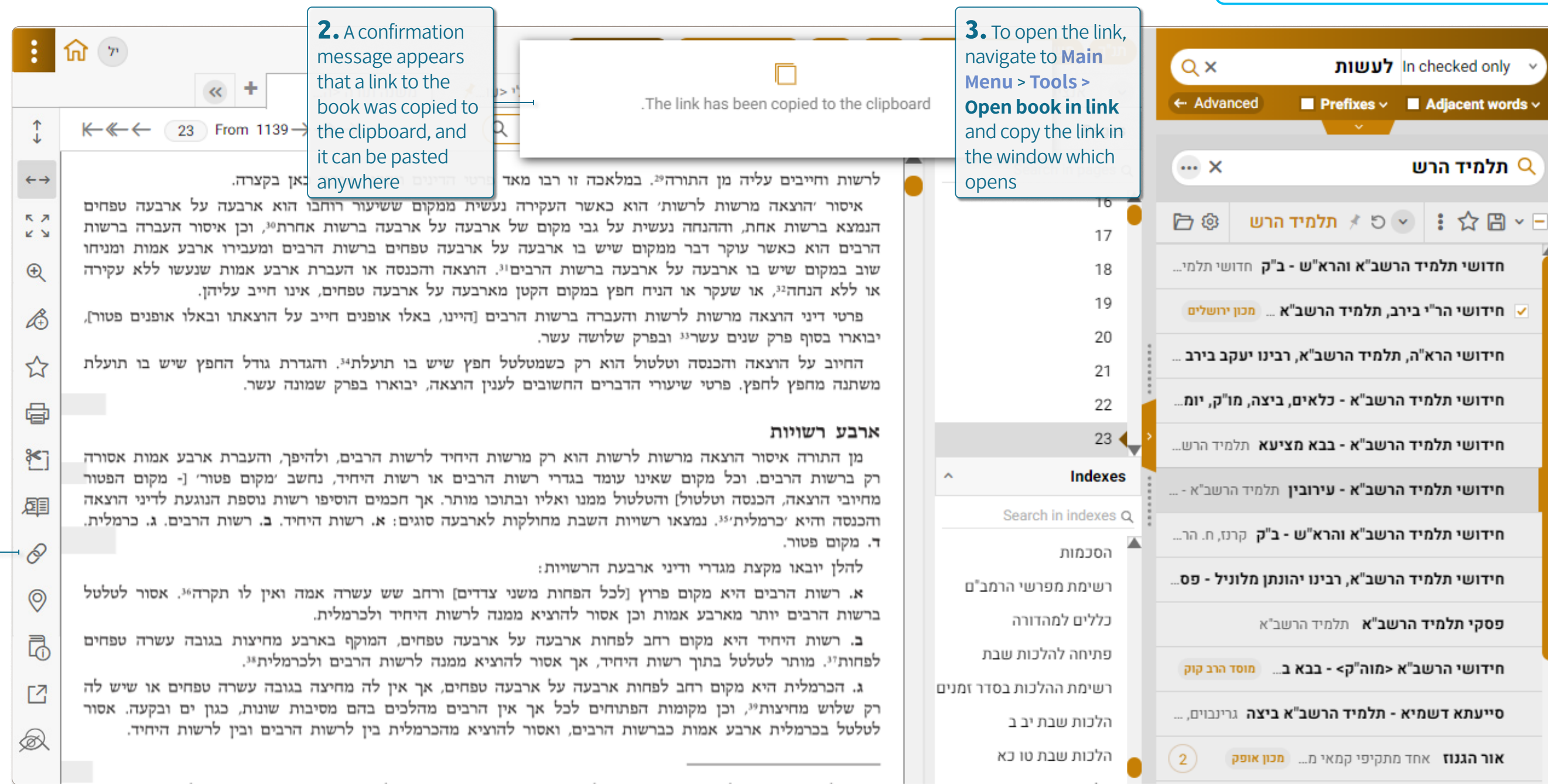
Perform the following steps to create a link to the current book:

1. Click the **Create a link to this book** button

2. A confirmation message appears that a link to the book was copied to the clipboard, and it can be pasted anywhere

3. To open the link, navigate to **Main Menu > Tools > Open book in link** and copy the link in the window which opens

TIP: The link can also be copied as a hyperlink inside a Word document to enable opening it by direct click.



The screenshot displays the Otzar HaChochma web application. On the left, a sidebar contains a button labeled '1. Click the Create a link to this book button'. The main content area shows a Hebrew text document. A confirmation message box states: 'The link has been copied to the clipboard'. To the right, a window titled 'Open book in link' is open, showing a search bar and a list of books. A tip box in the top right corner explains that the link can be copied as a hyperlink in a Word document for direct access.

6. ADVANCED OPTIONS

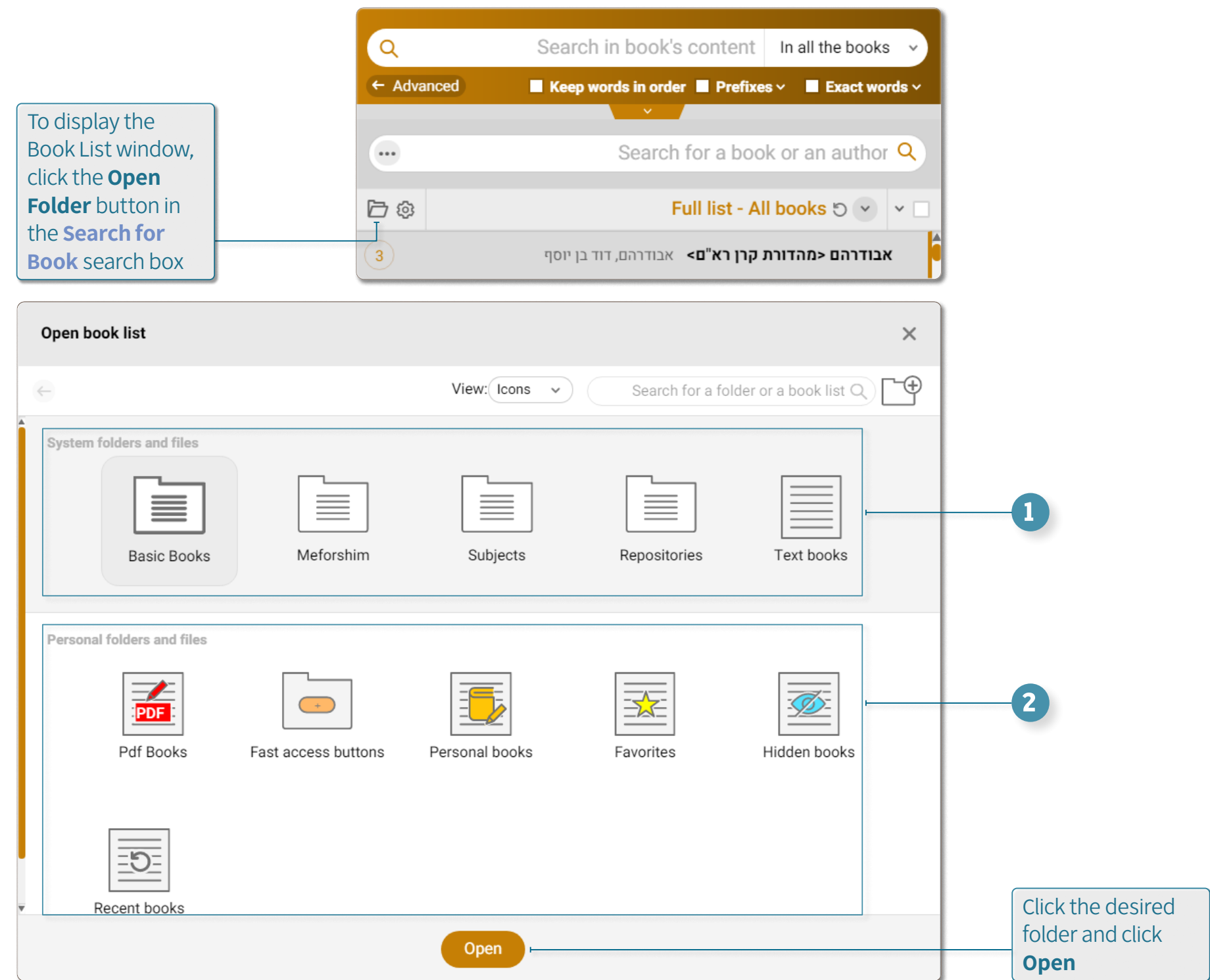
This chapter describes the advanced actions Otzar HaChochma provides, and includes the following sections:

- [Book Lists](#)
- [Advanced Book Details Search](#)
- [Hiding Books](#)
- [Exporting Search Results](#)
- [Talmudic Encyclopedia](#)
- [Creating Your Own Book](#)
- [Quick Access Buttons](#)
- [Personal Add-Ons](#)
- [Customized Sorting](#)
- [Desktops](#)
- [Backup Options](#)
- [Main Menu](#)

6.1 BOOK LISTS

The book lists stored in the system include:

- System folders and files (1)
 - **Fundamental books** – a folder which contains the most essential and useful books, such as: the Bible, Mishnah, Shas and Rambam.
 - **Meforshim** – see [section 6.1.1: Meforshim Folder](#)
 - **Subjects** – see [section 3.2: Search by Subject](#)
 - **Repositories** – repositories of various books, such as: Chabad Library, Oz and Hadar Books, Mosad HaRav Kook Books, and more. Also includes repositories of books written in a similar time period, such as: books of the Bible and Chazal, Rishonim and Kedmonim, etc.
 - **Textbooks** – a collection of books that are typed as text and can be edited in any text editing software. These books do not appear in the Otzar in the format of pictures of book pages.
- Personal folders and files (2)
 - **Quick Access Buttons** – see [section 6.7: Quick Access Buttons](#)
 - **Personal Books** – see [section 6.6: Creating Your Own Book](#)
 - **Favorites** – see [section 6.1.2: Favorites Folder](#)
 - **Recent books** – a list of recent books viewed by the user
 - **Hidden books** – a list of books defined by the user as hidden books. See [section 6.3: Hiding Books](#)



1. To display the Book List window, click the **Open Folder** button in the **Search for Book** search box

2. Click the **Meforshim** folder

3. Click **Open**

4. Select the desired subject

5. Select a sub-topic

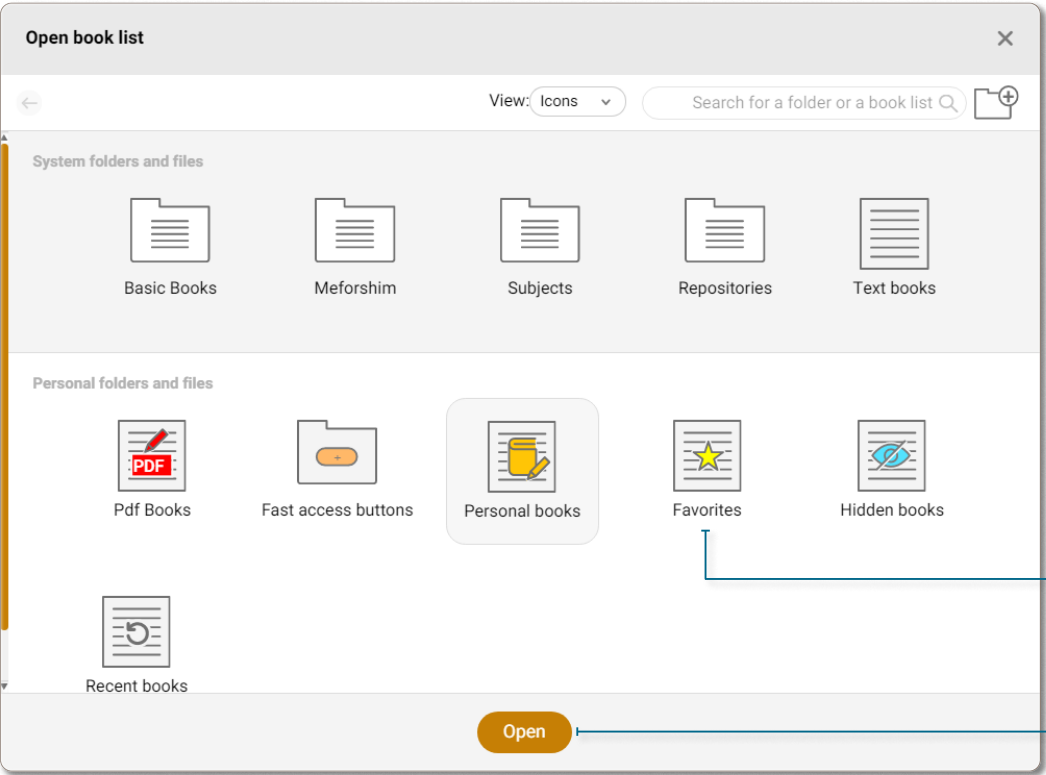
6. Select the desired page

7. The list of books on the selected subject appears in the search results area. Clicking on a listing automatically open the book in the exact location on the selected page or Halacha

6.1.2 FAVORITES FOLDER

The Favorites folder centralizes all the books marked as favorites by the user. This folder allows you to save Books for later reference or to centralize several books for other personal use.

Perform the following steps to open the Favorites folder:



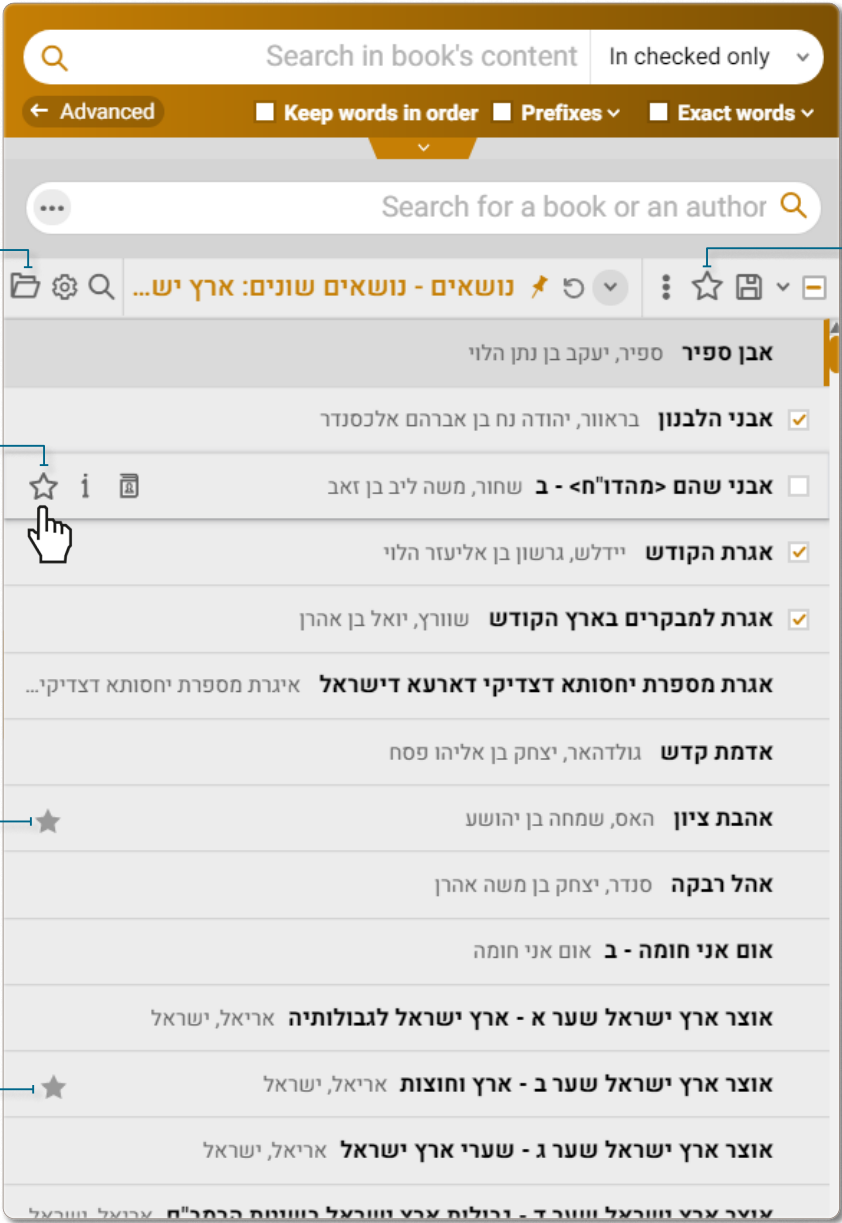
1. Click the **Open Folder** button

2. The **Open book list** window opens

3. Click the **Favorites** folder

4. Click **Open**

Perform the following steps to add a book or books to the Favorites folder:



Hover over the desired book and click the **Add to Favorites** icon

A book added to the Favorites folder is marked with a full star icon

Click the star icon to remove the book from the Favorites folder

To add a number of books, select the desired books from the book list and click the Favorites icon.

Clicking the Favorites icon can also be used to remove books from the Favorites folder.

TIP: You can also add or remove a book from the Favorites folder by clicking the **Star** button on the **Toolbar**.

6.2 ADVANCED BOOK DETAILS SEARCH

The advanced book details search is possible through the **Search for Book** search box.

Perform the following steps to search for books by advanced details:

The screenshot illustrates the process of performing an advanced book search. The interface is divided into two main sections: the search input area and the results list.

Search Interface:

- Search Box:** Located at the top right, it includes a search icon, a text input field, and a dropdown menu set to "In all the books". Below the input field are filters: "Advanced", "Keep words in order", "Prefixes", and "Exact words".
- Advanced Book Details Search Window:** A modal window titled "Advanced book details search" with a close button (X). It contains the instruction "Insert required details in all or some of the field" and four input fields: "Book name", "Book author", "(Year of publication (or range xxxx-yyyy)", and "place of publication". At the bottom are "Search" and "Clear" buttons.

Search Results:

- Search for a book or an author:** A search bar with a magnifying glass icon.
- Full list - All books:** A dropdown menu showing the current selection.
- Book List:** A table of search results. Each row includes a book title, author, and publication details. For example, "אב בחכמה יודליץ, אברהם אהרן בן בנימין בונם".
- Footer:** "Full book list | 112,773 Books"

Numbered Instructions:

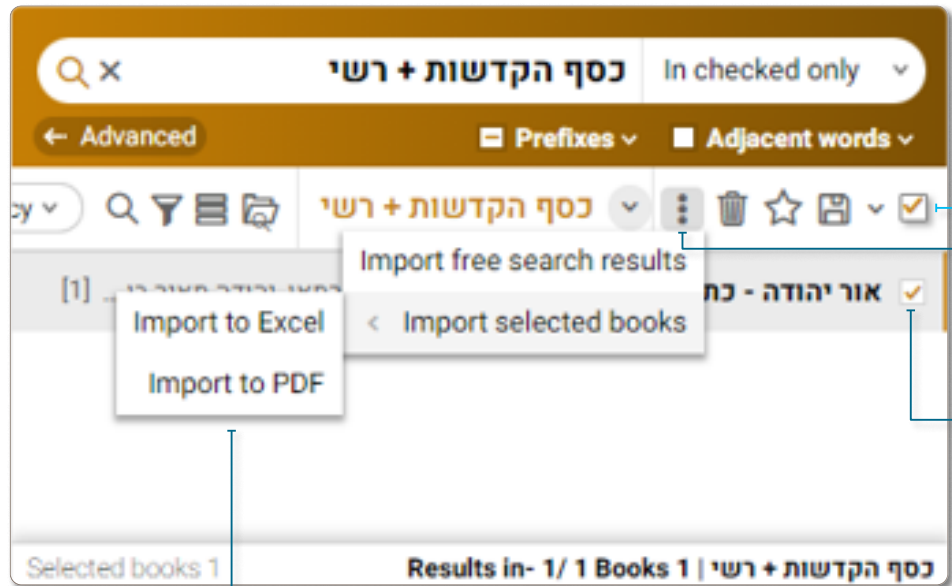
1. Click the options button in the search box
2. The Advanced book details search window opens
3. Type the book's details in at least one of the fields
4. Click the Search button. The search results are displayed in the book list area

6.4 EXPORTING SEARCH RESULTS

When marking specific books or all books which appear in a list, it is possible to export the results of the search as a PDF or Excel file. This option is available either when performing a **Search for Book** or a **Search for Content**.

Perform the following steps to export search results:

When searching for content

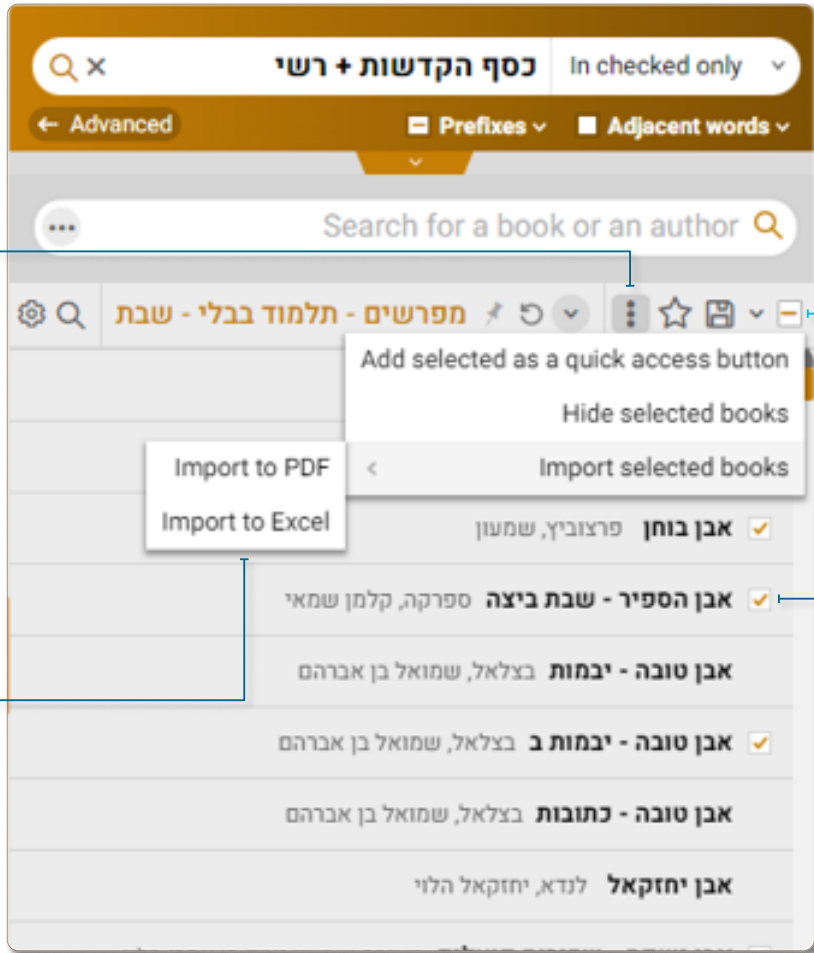


2. Click the options button


1. Mark the desired book(s)

3. Click **Import selected books** and select **Excel** or **PDF**

When searching for book:



1. Mark the desired book(s)


TIP: Click to select all books in the list, or to remove the selection mark and enable selecting the desired book(s).

6.5 TALMUDIC ENCYCLOPEDIA

Performing a search in the Talmudic encyclopedia can be done by searching for entries or by searching for text.

Perform the following steps to open the Talmudic Encyclopedia tool:

1. Open the **Main Menu**

2. Click **Talmudic Encyclopedia**

3. The **Talmudic Encyclopedia** search window opens

Searching for an entry in the **Search for entries** search box displays the relevant entries in the list

TIP: The list of entries narrows with each letter you type.

Searching for content in the **Free search** search box displays results from various entries in the encyclopedia in the main search results area

Click to display search results

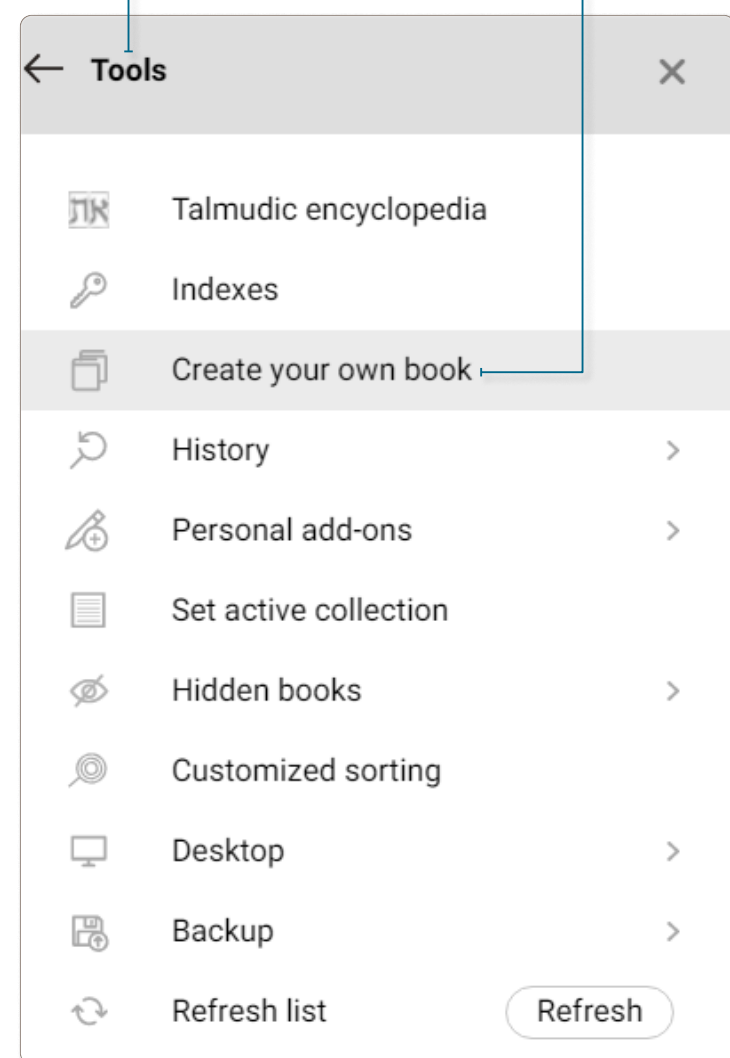
6.6 CREATING YOUR OWN BOOK

This tool allows the user to create a book by compiling pages from various books in the Otzar, or from image or PDF files that the user uploads.

Perform the following steps to open the Create your own book tool:

1. Navigate to the Tools menu from the Main Menu

2. Click **Create your own book**



NOTE: A personal book cannot be exported as a PDF.

3. The **Edit Book** window opens

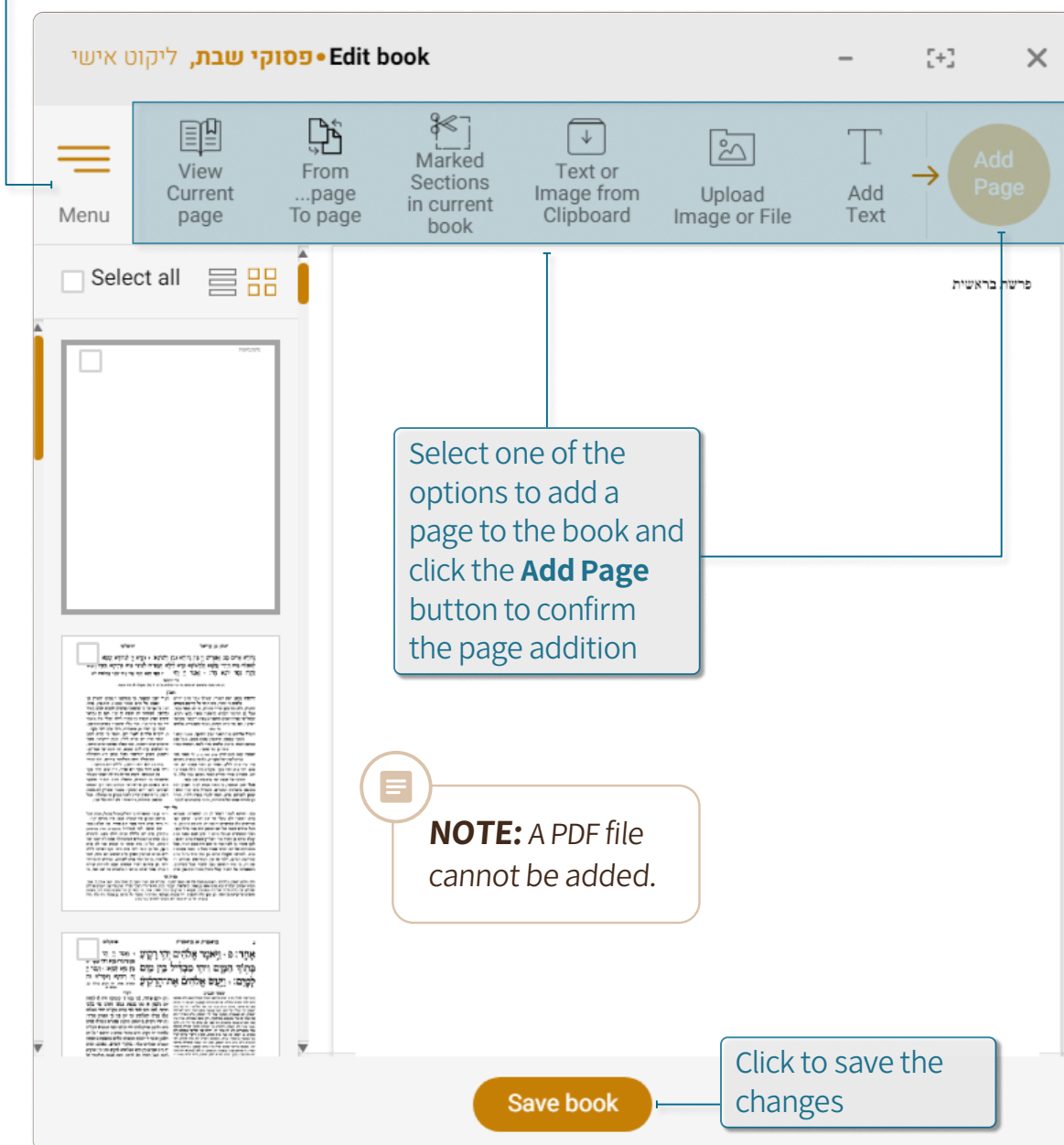
Click to create a new book

Click to edit an existing book

To edit a book from the list of recent books, hover over the desired book and click the **Edit** button

The book editing window includes the following options:

Click to display the options menu



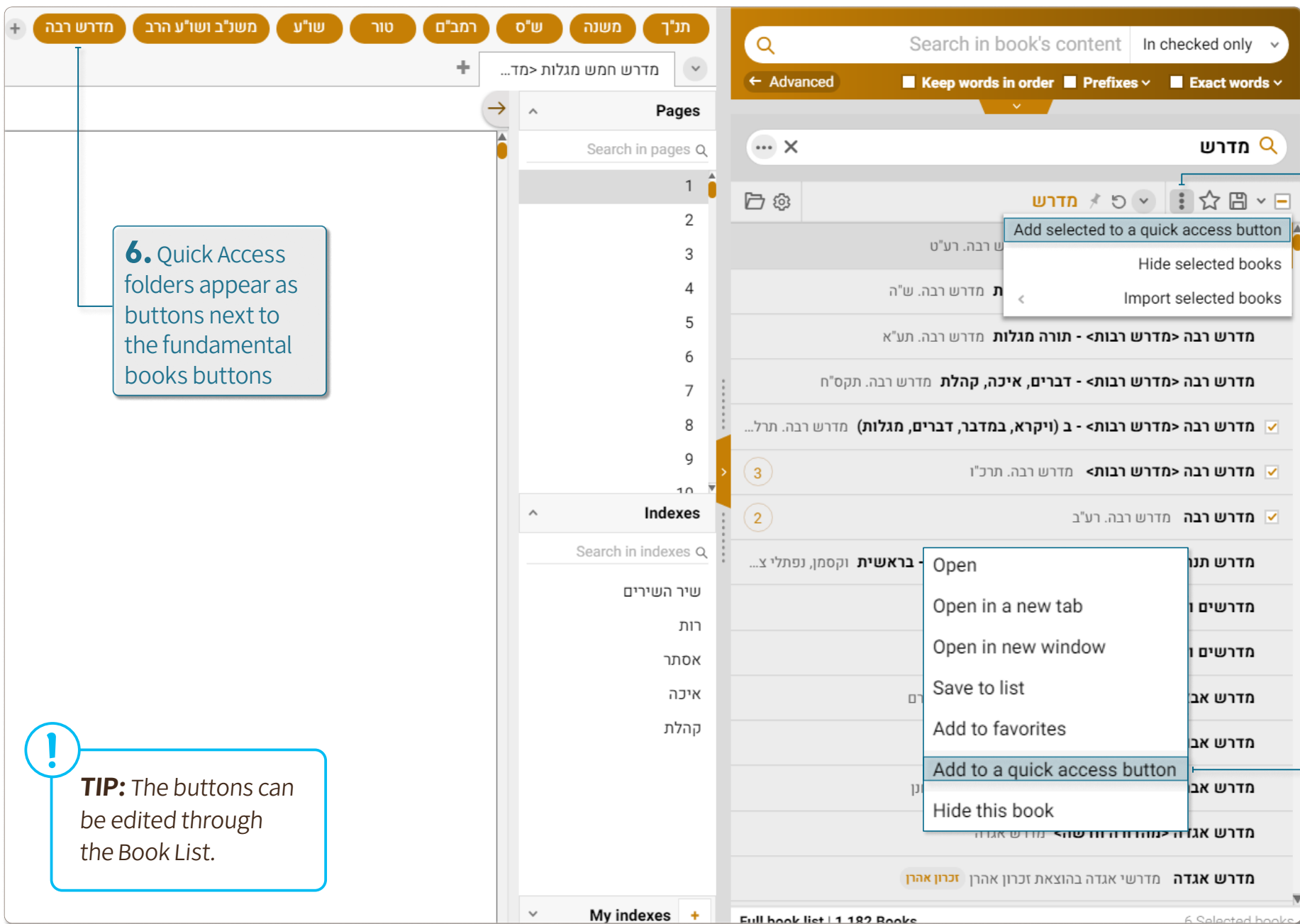
NOTE: A PDF file cannot be added.

Click to save the changes

6.7 QUICK ACCESS BUTTONS

Quick access buttons allow saving books in folders according to user-defined subjects. These folders appear as buttons next to the fundamental books buttons and can be accessed with a click of a button from any screen in the software.

Perform the following steps to create a new quick access button:

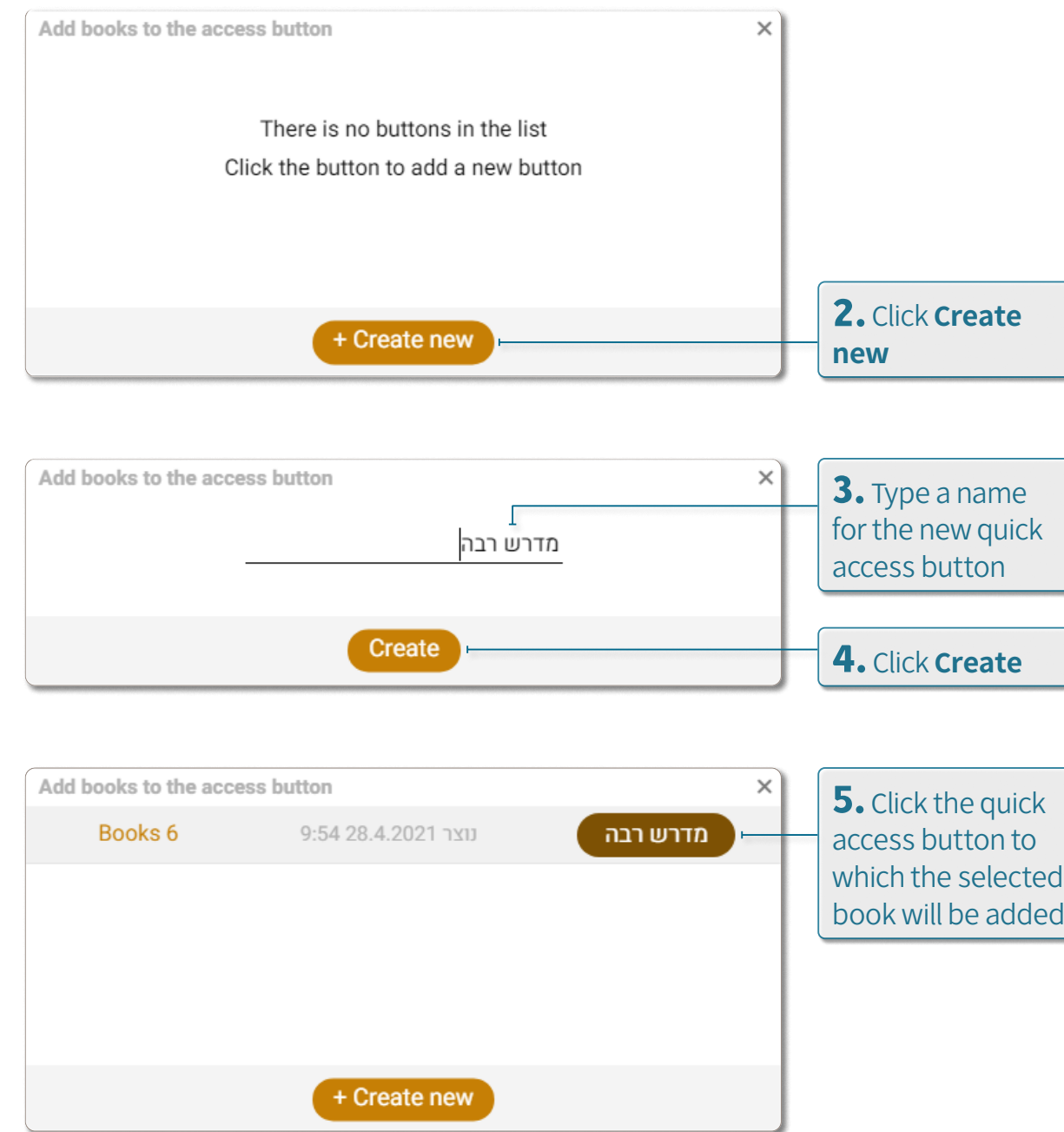


6. Quick Access folders appear as buttons next to the fundamental books buttons

TIP: The buttons can be edited through the Book List.

1. To add one book to a quick access button: Right-click the desired book and click **Add to a quick access button**

1. To add multiple books to a quick access button: Check the desired book's checkboxes in the book list, click the options button, and select **Add selected to a quick access button**



2. Click **Create new**

3. Type a name for the new quick access button


4. Click **Create**

5. Click the quick access button to which the selected book will be added

6.8 PERSONAL ADD-ONS

This chapter describes the tasks associated with creating personal add-ons, and includes:

- [Notes](#)
- [Indexes](#)
- [Markers](#)
- [Internal Links](#)

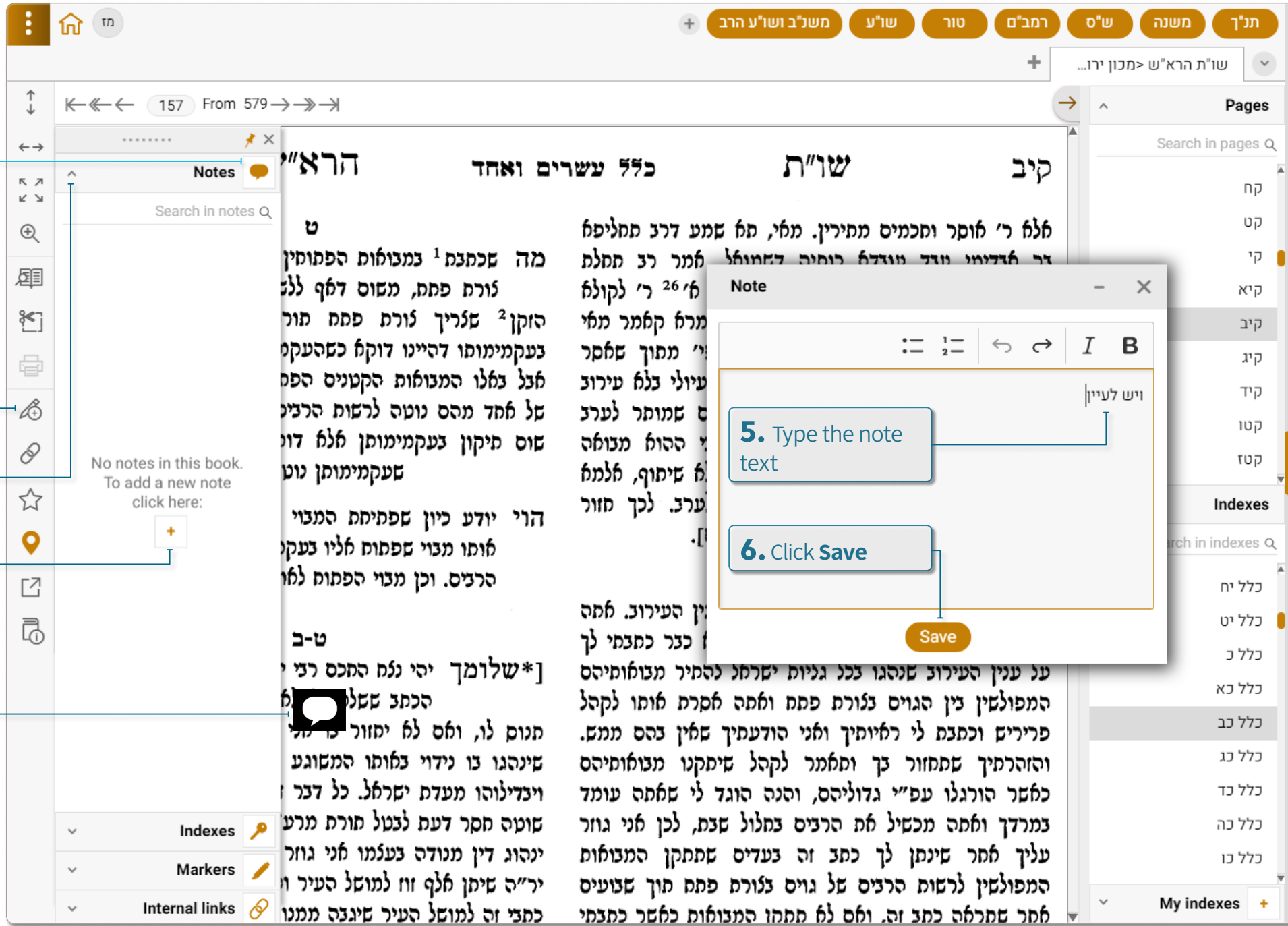


TIP: You can access the Personal Add-Ons tool by clicking the **Personal Add-Ons** button in the **Toolbar**, and also by opening **Main Menu > Tools > Personal Add-Ons**. This options displays the personal add-ons that the user has added to all the books in the Otzar.

6.8.1 NOTES

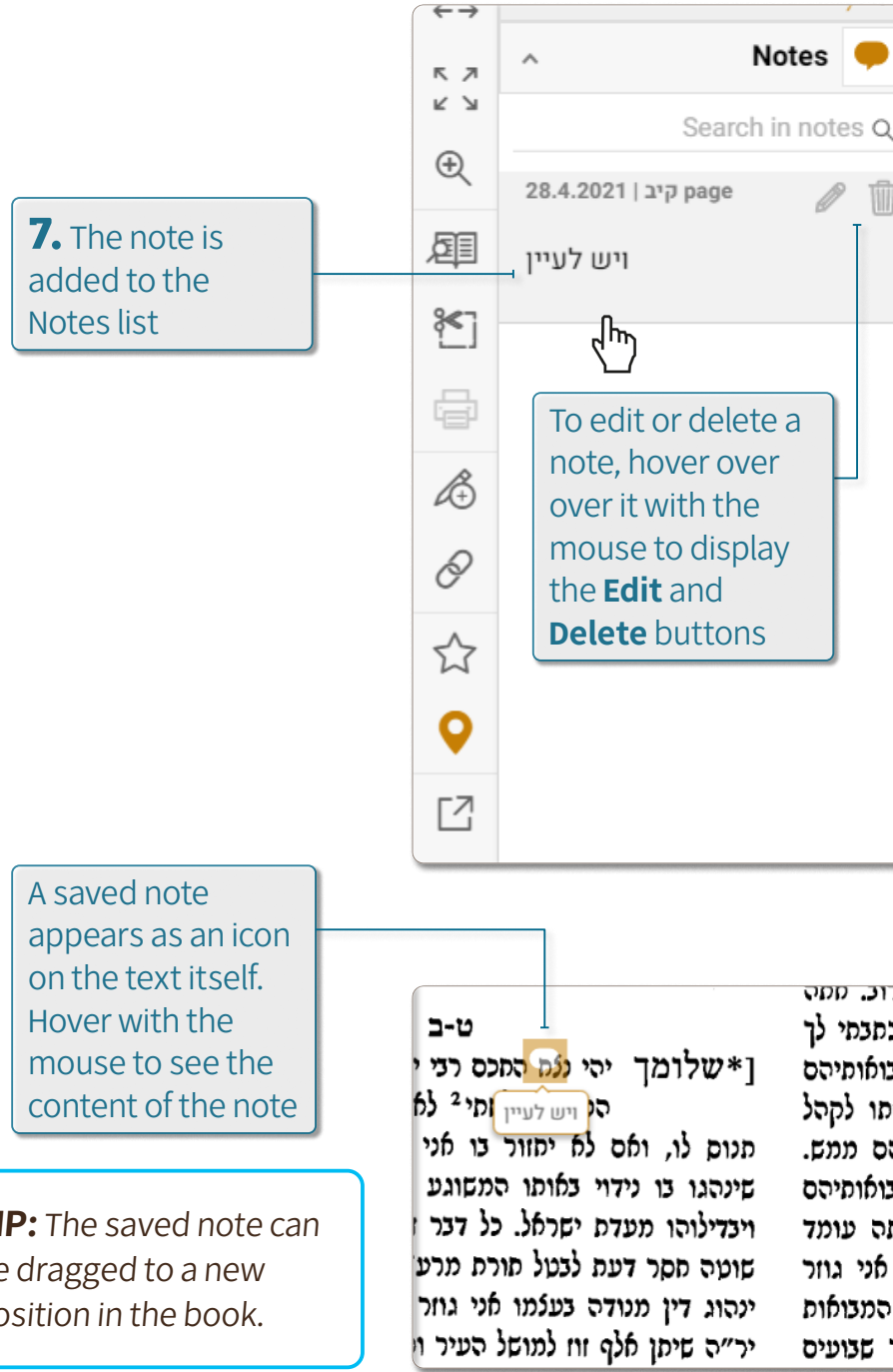
The personalized notes added by the user are saved in the system and are editable.

Perform the following steps to add a note:



TIP: If notes already exist, click this button to add another note.

1. Click the **User Add-Ons** button
2. Click the **Notes** tab
3. Click the **+** button
4. Click with the marker cursor in the relevant place on the page
5. Type the note text
6. Click **Save**



7. The note is added to the Notes list

To edit or delete a note, hover over it with the mouse to display the **Edit** and **Delete** buttons

A saved note appears as an icon on the text itself. Hover with the mouse to see the content of the note

TIP: The saved note can be dragged to a new position in the book.

6.8.2 INDEXES

The software includes two indexes:

- A system predefined index that can be found in the **Main Menu > Tools > Indexes**. This index contains various subjects that are mentioned in the Otzar.
- A personal index created by the user that can be found in the **Main Menu > Tools > User add-ons > Indexes**.

Perform the following steps to add an index key:

1. Click the **User Add-Ons** button

2. Click the **Indexes** tab

3. Click the **+** button

4. Click with the key cursor in the desired place in the text

5. Type a name for the new entry and describe the content briefly

6. Click **Save**

7. The index entry is added to the list

To edit or delete an entry, hover over it with the mouse to display the **Edit** and **Delete** buttons

The index entry appears as a key icon on the text itself. Hover with the mouse to see the content of the index entry.

TIP: If indexes already exist, click this button to add another index.

TIP: The saved index can be dragged to a new position in the book.

7. The index entry is added to the list

To edit or delete an entry, hover over it with the mouse to display the **Edit** and **Delete** buttons

The index entry appears as a key icon on the text itself. Hover with the mouse to see the content of the index entry.

TIP: The saved index can be dragged to a new position in the book.

6.8.3 MARKERS

The sections marked by the user are saved in the system, and are displayed even after closing and reopening the book.

Perform the following steps to mark a section in a book:

The screenshot shows the Seder Siman software interface. At the top, there are navigation buttons: "תנ"ך" (Tanach), "משנה" (Mishna), "ש"ס" (Shas), "רמב"ם" (Rambam), "טור" (Tur), "שו"ע" (Shulchan Aruch), and "משנ"ב ושו"ע הרב" (Mishneh Berurah and Shulchan Aruch HaRav). Below these is a search bar with the text "שו"ת הר"י מ'גאש >מהד...".

The main window displays a text document with the title "שאלות ותשובות" (Questions and Answers) and the author "סימן כג - כד" (Siman 23 - 24). The text is in Hebrew and discusses the laws of Shabbat. A blue box highlights a section of the text, and a callout box with a pencil icon points to it, indicating where to click to mark the section.

On the left side, there is a sidebar with a list of "Pages" and "Indexes". The "Pages" list shows page numbers 62 through 70. The "Indexes" list shows various topics like "סימן יט", "סימן כ", "סימן כא", "סימן כב", "סימן כג", "סימן כד", "סימן כה", "סימן כו", and "סימן כז".

Four numbered callouts explain the steps to add a marker:

1. Click the **User Add-Ons** button
2. Click the **Markers** tab
3. Click the **+** button
4. Mark the desired section using the marker cursor

A tip box at the top left states: "TIP: If markers already exist, click this button to add another marker." The tip box points to a button in the sidebar.

5. The marked section is added to the Markers list

To delete a marked section, hover over it with the mouse to display the **Delete** button

The marked section appears on the text in the book display area

6.8.4 INTERNAL LINKS

This option allows the user to create links between different books in the Otzar.

Perform the following steps to create an internal link:

1. Click the **User Add-Ons** button

2. Click the **Internal links** tab

3. Click the **+** button

4. Click with the link cursor in the desired place on the page

5. Type a description for the link

6. Find the book you want to link to

7. Click with the link cursor on the desired page

8. Type a description for the link

9. Click **Save**

10. The link is added to the external links list

Double-click to open the linked book in a new window

To edit or delete a link, hover over it with the mouse to display the **Edit** and **Delete** buttons

The link created appears on the two linked pages

6.9 CUSTOMIZED SORTING

This option allows the user to determine the order in which the books are displayed after a particular search, or to set a specific order as default.

Perform the following steps to open the Customized Sorting tool and create a new sorting category:

1. Navigate to the **Tools** menu from the **Main Menu**

Tools

Indexes

Create your own book

Set active collection

Hidden books

Customized sorting

Desktop

Backup

Virtual keyboard

2. Click **Customized sorting**

3. The **Personal Customized Indexes** window is displayed

4. To set a new sorting category, type the desired category name and click **Add**

5. Drag items from the system or personal files to the new list in the desired order

6. Click **Save**

Personal customized Indexes

Sort list

סדר הדורות

Set default

Insert new category

Add

Sort name: סדר הדורות

Read only!

מקרא וחז"ל

From: system files

ראשונים וקדמונים

From: system files

אחרונים ש-ת"ר

From: system files

אחרונים ת"ר-ת"ש

From: system files

אחרוני זמנינו

From: system files

Drag the desired items from the system or personal files lists to the new list. Drag the items within the list to change their .order

System folders and files

ספרי יסוד

נושאים

מאגרים

ספרי טקסט

Personal folders and files

Favorites

Recent books

Hidden books

Personal books

Pdf Books

Save

Set default

Reset default

Sort now

The sorting option which is set as default appears first in the list of sorting options (see [section 4.3.2: Sort and Filter](#))

Click to sort the current book list by the defined sorting order

51. Advanced Options | Customized Sorting

Otzar HaChochma | User guide | Rev A

6.10 DESKTOPS

The **Desktops** tool allows the user to close the software and open it again to the same state as it was at the time the desktop was saved. All books, both books that were open in tabs and books that were open in separate windows, remain open as they were at the time of saving.

Perform the following steps to open the Desktops tool:

1. Navigate to the **Tools** menu from the **Main Menu**

Tools

Indexes

Create your own book

Set active collection

Hidden books

Customized sorting

Desktop

Backup

Virtual keyboard

2. Click **Desktop**

Click to open a desktop from the saved desktops

Click to select a desktop as default for opening the software

Tools > Desktop

Open desktop

Save desktop

Set default desktop

Save desktop when exiting the software ☐

Click to create a new desktop that includes the currently open books (both in separate tabs or windows)

Click to regularly save the existing desktop while closing the software. This means the software will always open in the state it was in before its last closing

6.11 BACKUP OPTIONS

Backing up the software allows you to save all the personal content created by the user (such as repositories, renaming a book, keys, scores, etc.). Automatic daily backup is the option to save the most up-to-date content every day automatically.

Perform the following steps to set up automatic daily backup:

1. Navigate to the **Settings** menu from the **Main Menu**

← Settings

×

Language settings >

View settings >

Hyperlinks settings >

Automatic daily backup >

Data reset

2. Click **Automatic daily backup**

3. Click to turn on automatic daily backup

Tools > Backup

×

Backup saving path

✓ Backup in the Otzar drive

Backup in a different location

Automatic daily backup

Start

✓ Off

Start backup now

On

Restore backup

Restore

Details of the last backup performed

Last backup: Not found

The default is that the backup is saved on the Otzar drive

Click to select an alternative location on the computer to save the backup

Click to manually back up now

Click to restore content from the last backup

53. Advanced Options | Backup Options

Otzar HaChochma | User guide | Rev A

6.12 MAIN MENU

The main menu appears when clicking the menu button (1) at the top of the screen, and includes various options and settings.

The screenshot shows the Otzar HaChochma application interface. At the top, a navigation bar contains several buttons: 'תנ"ך' (Tanach), 'משנה' (Mishna), 'ש"ס' (Shas), 'רמב"ם' (Rambam), 'טור' (Tur), 'שו"ע' (Shulchan Aruch), and 'משנ"ב ושו"ע הרב' (Mishneh Berurah and Shulchan Aruch HaRav). A dropdown menu on the right shows 'מסורה - כא / מאסף תנ"ך'.

Below the navigation bar is a 'Menu' window. It contains several items with callouts explaining their functions:

- Otzar explorer**: Click to open the Book List window. See [section 6.1: Book Lists](#).
- History**: A tool which displays the user's search history in reverse chronological order. The items are classified into 3 categories: Green - **Search for Content**; Blue - **Search for Book**; Yellow - filtered searches (repositories/topics).
- Talmudic encyclopedia**: See [section 6.5: Talmudic Encyclopedia](#).
- Personal add-ons**: See [section 6.8: Personal Add-Ons](#).
- Home page**: Click to navigate to the **Home Page**.
- Settings**: See [section 6.12.1: Settings](#).
- Tools**: See [section 6.12.2: Tools](#).
- Add-ons**: A tool that allows the user to upload PDF files and view uploaded files.
- Help**: Click to access online help and to update the software license.
- support**: Click to open access for remote support, or to send an error log if requested by support.
- Contact us**: Click to view contact information with Otzar HaChochma.
- To Otzar HaChochma website**: Click to navigate to Otzar HaChochma website.
- Refresh list**: Click to refresh the book list (especially after importing books or updating the software).

TIP: Search history can also be deleted via the **History** menu.

6.12.1 SETTINGS

The Settings menu includes the following options:

← Settings ×

Language settings

>

Click to change the display language to Hebrew

View settings

>

See [section 6.12.1.1: Display Settings](#)

Automatic daily backup

>

See [section 6.12.1.2: Hyperlink Settings](#)

Always present Hyperlinks

☒

See [section 6.11: Backup Options](#)

Data reset

Click to restore the default settings

6.12.1.1 DISPLAY SETTINGS

The Display Settings menu includes the following options

← Settings > View settings

Background type

Dark

✓ Bright

Archaic

Background color

Book list's text size

✓ Large

Compact

Update software display scheme

Update software color scheme

Select the text size of the book list

Select how tabs are displayed

Book display tabs

✓ Open new book in a new tab

Open new book instead of the previous one

Select the height of items in the list. For an explanation of itemized view, see [section 7.3: Sort and Filter](#)

Itemized search view height

✓ Short

Medium

Tall

Select whether the default mouse pointer will be used for marking a section or be displayed as a regular mouse pointer

Highlight section in the book

✓ Set as default

By clicking the icon

Select how the book will be displayed in full screen mode

Full screen options

Hide the pages and index bar

Hide the book search bar

Hide the quick access buttons

Reset default

56. Advanced Options | Main Menu

Otzar HaChochma | User guide | Rev A

6.12.1.2 HYPERLINK SETTINGS

The Hyperlink Settings menu includes the following options:

Select whether hyperlinks are displayed permanently

← Settings > Show hyperlinks

:Always present hyperlinks

On

✓ Off

When selected, a window with a source link will be displayed when hovering over a hyperlink

: Hyperlink settings activated

Show tooltips

Select how the hyperlinks are displayed when in disabled mode

: Hyperlink settings deactivated

Do not highlight text

Do not highlight section while hovering

Hide tooltips

Disable hyperlinks

Select whether hyperlinks are displayed in all books are only the fundamental books

:Hyperlinks display

✓ Of all books

Of basic books only

6.12.2 TOOLS

The Tools menu includes the following options:

← Tools

×

🔑

Indexes

📄

Create your own book

📄

Set active collection

👁

Hidden books

>

🔍

Customized sorting

🖥

Desktop

>

💾

Backup

>

⌨

Virtual keyboard

📄

Change book's details

📄

Import Data from Previous Versions

⌨

Keyboard Shortcut List

📄

Open book with link

A tool for searching index entries (as defined by Otzar HaChochma system) from all the books in the Otzar (for personal indexes defined by the user, see [section 6.8.2: Indexes](#))

See [section 6.6: Creating Your Own Book](#)

A tool that allows you to reduce the search in the treasury to a **temporary database** (which is canceled when the software is closed) or to an **active database** (which becomes the default until it is canceled)

A tool that allows the user to determine whether to display books that the user has chosen to hide

See [section 6.9: Customized Sorting](#)

See [section 6.10: Desktops](#)

See [section 6.11: Backup Options](#)

A tool that displays an on-screen keyboard in which the desired text can be typed

A tool that enables changing a book's name or author. The information is stored in the computer and will appear only on the computer where the change was made

A tool for importing personal data from an earlier version of the software which was in the users possession. See [section 2.2: Importing Data from Previous Versions](#)

A tool for viewing all keyboard shortcuts

A tool for opening a book by pasting a book link. See [section 5.10: Creating a Link to a Book](#)

58.

Advanced Options | Main Menu

Otzar HaChochma | User guide | Rev A

7. MEFORSHEI HAOTZAR

This chapter reviews Meforshei HaOtzar software and includes:

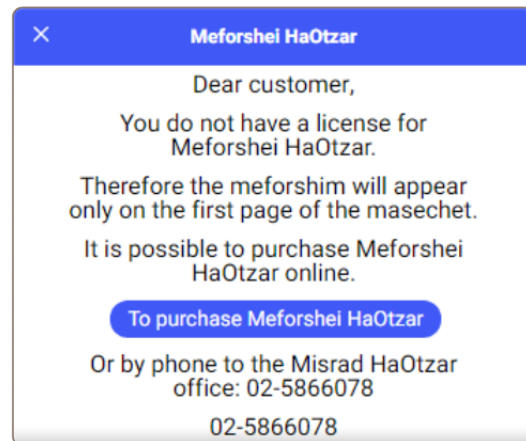
- **Opening Meforshei HaOtzar**
- **Work Environment**
- **Sort and Filter**
- **Meforshim List Buttons**

7.1 OPENING MEFORSHEI HAOTZAR

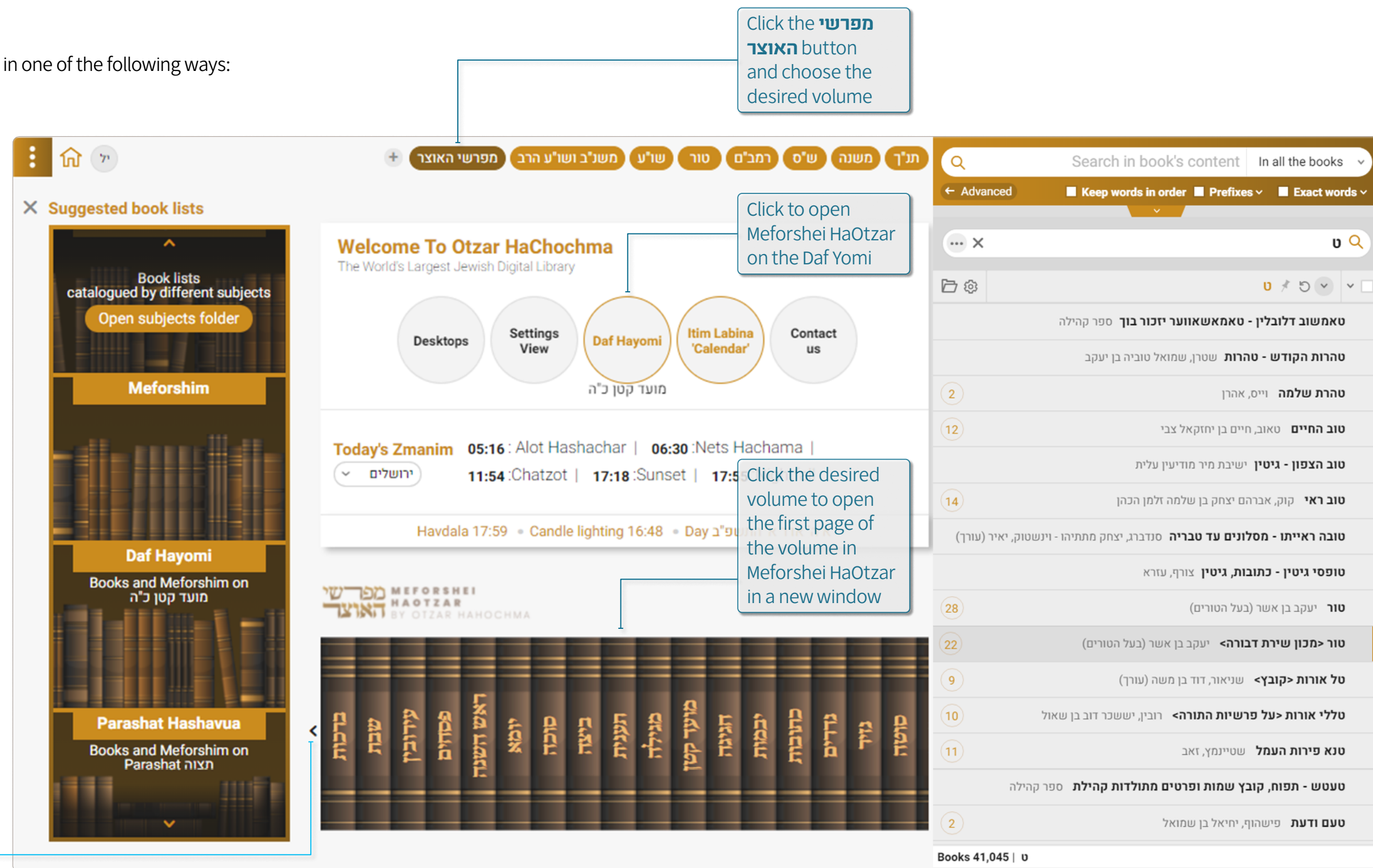
Meforshei HaOtzar allows access to all the Shas volumes.

Opening Meforshi HaOtzar is done from the Otzar HaChochma [Home Page](#) in one of the following ways:

NOTE: A user without a Meforshei HaOtzar license can view the first page of every volume. When attempting to view other pages, the following message will appear:



TIP: Click to scroll and view more volumes.



7.1.1 OPENING MEFORSHEI HAOTZAR FROM THE PROGRAM

Open Meforshei HaOtzar from the program as follows:

Click this button from one of the Shas volumes to open Meforshei HaOtzar

[illegible]

7.2 WORK ENVIRONMENT

The work environment is displayed after selecting a Gemara page to view. The work environment includes the following elements:



7.3 SORT AND FILTER

7.3.1 SORTING THE MEFORSHIM LIST

The buttons in the Meforshim list sorting area include the following options:


The screenshot shows the Meforshim list interface. At the top, there is a search bar and a filter dropdown. Below the search bar, there are five circular buttons representing different categories: 'All the results' (36), 'ראשונים וקדמונים' (3), 'ת"ר-ת"ש אחרונים' (10), 'אחרונים זמנינו' (22), and 'אחרים' (1). Below these buttons, there is a 'Sort by' dropdown menu set to 'Default'. To the right of the 'Sort by' menu, there are three view toggle buttons: a grid icon for 'column view', a document icon for 'page view', and a minus icon for 'minimized view'. The main content area displays a list of Meforshim items, each with a title and a brief description. The first item is titled 'תוספות חכמי אנגליה' and the second is 'תוספות רבינו פרץ'.

Click to sort the list according to different options

Click to switch from column view to grid view

Click to switch from page view to section view

Click to switch to minimized view (where the name of the book and the author appear, without displaying the content)

TIP: In minimized view, this button appears as follows: , and clicking on it switches back to the normal view with the content sections.

TIP: The default is itemized view. Each item displays the specific section in which the Meforshim discusses the selected section on the Gemara page. In book view, the Meforshim list displays the complete pages in which each commentary section appears.

7.4 MEFORSHIM LIST BUTTONS

The buttons in the Meforshim list include the following options:

Hover over the desired section to display the buttons

Click to minimize the section

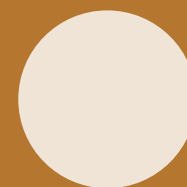
Click to display the book cover page where more information about the book appears

Click to display the entire page in the Meforshim list area

Click to copy the section (which can be pasted in any text editing software)

TIP: Double-clicking a section opens a window which displays the book from which the section was taken and the section highlighted. Clicking this button in the toolbar switches the book to normal view mode.

THANK YOU



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