Help Guide

Welcome to Otzar Online’s Help Guide! This Guide can be used as a comprehensive introduction to using the Otzar Online site, 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. Please also check the Frequently Asked Questions section for help for common questions.

Quick Help Topic Links

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Technical Requirements

Otzar Online can be used by both Windows and Macintosh users with an internet browser. Otzar Online is best experienced with a fast internet connection and modern browser with a minimum screen resolution of 1024 by 768 pixels and 32-bit color.

We recommend using one of the following browsers:

- Microsoft Internet Explorer 6.0+
- Mozilla Firefox 2.0+
- Google Chrome
- Opera

All of these browsers have free updates available online.

Please be sure to have JavaScript enabled in your browser. Your operating system must have Hebrew fonts installed to be able to view the Hebrew text on the site.

Users with a dial-up connection may find that loading times for books are very slow. Any speed DSL or cable connection is sufficient for optimum performance.

Basics

The main page of Otzar Online features the full catalogue listing all of Otzar HaHochma’s digital books. At over 42,000 books and growing, the amount of information can be overwhelming. A large library is only as helpful as its information is accessible. Otzar Online offers multiple ways to do research to enable you to find what you need, as efficiently as possible.

How to find a specific book

There are two ways to find a specific book: by scrolling through the catalogue or by using the Book Title/Author Search feature.
**Browsing - scrolling through the catalog**

Use your mouse scroll-wheel or the up (A) or down (B) arrows above and below the center of the listing to scroll through the catalogue entries, one at a time. The title page of the book will appear to the left of the catalogue listing.

The scrollbar (C) and up (D) and down (E) arrows on the right side of the catalogue listing enable you to page through the catalogue entries, 14 books at a time.

You can also use the Previous (F) and Next (G) links to page through the catalogue in sets of 14.

Moving the mouse pointer over a book name in the list or clicking on will show its title page in the Quick Preview on the left side of the screen.

**Book Title/Author Search**

The Book Title/Author Search feature was designed to make it easier to find books by title or author.

Click the button to list the entire catalogue listing by title in alphabetical order.

Click the button to list the entire catalogue listing by author in alphabetical order.

<table>
<thead>
<tr>
<th>Scenario</th>
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| You know the title of the book or part of the title | 1. Scroll down or page through the catalogue listing using the scrollbars, arrows or mouse scroll wheel  
2. Enter the name of the book into the Title/Author Search box. As you type, the list will move to the appropriate place. Even if there is not an exact match to the letters you enter, you may find the book title with slight variations within the list in that area.  
3. Enter the words that you know are in the title of the book in the Title/Author Search box and press Enter or click the <Title/Author Search> button. Books with those words in the title or author’s name will appear for you to select from. |
| You know the name or part of the name of the author, or one of the authors | Click the <Author> button to order the catalogue listing by name of author and:  
1. Scroll through the listing  
2. Enter the name of the author. The list will move to the appropriate place in the list.  
3. Enter the name or names in the Title/Author Search box and press Enter or click the <Title/Author Search> button. Books with those words in the title or author’s name will appear for you to select from. |
| You have received search results and would like to find a specific book within the results listing | 1. Scroll down through the search results listing using the mouse or arrows or scrollbars  
2. Enter the first few letters of the book title. The list will move to the appropriate place. Please note that you cannot use the Book Title/Author Search feature within the search results set. Clicking the <Title/Author Search> button or pressing <Enter> will result in a new Book Title/Author Search across the entire catalogue. |
Catalogue Filters

Subject Filter

The subject filter option allows you to select from a list of subjects and their relevant sub-topics. Select one or more subject from the list that appears to filter the catalogue listing to list only those books that pertain to the subject you selected.

Filter by Weekly Torah Portion

The Weekly Torah Portion filter option allows you to filter the list to show only books that pertain to a particular parasha that you select. When you click on any of the books that now appear in the catalogue listing they will open to the parasha that you are researching.

Filter by Shas Tractates

The מסכתות הש"ס filter option allows you to filter the catalogue listing to show books that deal with a specified page (daf) in a specified tractate. Select the daf and mesechta from the list. When you click on any of the books that now appear in the catalogue listing they will open to the daf you are researching.

Filter by Daf haYomi

You can filter the catalogue listing to list only the books that discuss the Daf HaYomi. Select the amud of the Daf HaYomi by clicking on the link provided. When you click on any of the books that now appear in the catalogue listing they will open to the amud that you are researching.

Filter for Classical Works (ספרי יסוד)

You can filter the catalogue listing to list only the classical works that you want by clicking on the link provided. The list will now only list the books within that discipline.

Filter for Current Topics

You can filter the catalogue listing for books that discuss current topics that are dynamically relevant to the date and weekly Torah portion. Select one topic from the links provided.

How to open a book

There are two ways to open a book:

1. Use your mouse pointer to click on the underlined text of the book’s title in the catalogue listing.
2. Click on the <Open Book button> above the title page on the left side of the main screen to open the book that is currently featured in the title page preview.
Inside the book
The book page has been designed to allow you to concentrate on the text, while unobtrusively offering helpful tools to enhance your research.

Browsing the book

Scrolling through the book can be done with

1. The mouse scroll wheel
2. The UP and DOWN arrows on your keyboard
3. The scrollbar on the right side of the book pane
4. Using the navigation arrows above the book pane
5. Enter the page number in the paging box and press <Enter>
6. Click on the page number in the navigational slider located to the far right of the book pane. These numbers do not necessarily correlate directly to the page numbering in the book.

Search within book content

The Search box located above the book pane works like the Basic Full Text Search (see Search for a detailed explanation) on the Catalogue Page. Type the search term into the box and press <Enter> or click the Search button next to the box. You can also use the Word Spacing feature to fine-tune your search by adjusting the allowed distance between search terms within the text. Simply change the number from the default 30 words before performing your search.

The search results panel to the right of the book pane will show the results of your search.
The Search results panel lists the results of any search within this book, whether done from the Full Text Search on the Catalogue Page, or from the Search box on the Book View Page. The page numbers of the search results are listed as underlined links. Click on one of the links and the page will open in the book pane. The search terms will be highlighted in yellow to help you find them quickly and easily.

The Toolbar

On the right side of the book page is the toolbar with various tools that will make your research within each book easier and more efficient.

Print

Click the print button 📚 to print the current page. You can print up to 10 pages at a time.
OCR
To copy and convert a section of text from the book to use it in word processing programs such as Microsoft Word, click 📖. Drag your mouse to create a selection around the text you would like to copy. The OCR window will open with the converted text.

Press CTRL+C or right click with your mouse to copy the text in the window. You can now paste the text in your word processing document.

Add A Comment

You can write and save comments within the contents of the book. To write a comment click on 🆔 in the toolbar and then click in the place in the book where you would like to write the comment.

The Comments window will open:

To save a comment, click (A), to view the comment in the book click (B), and to delete a comment click (C).

A symbol will appear in the place in the book where you have written a comment:
Clicking on the symbol will show the comment:

To edit the comment, click (A). To close the comment click (B).

My Comments

Click  to show a list of the comments you wrote for the current book. All of the comments will be listed in a new tab in your browser:
Zoom In/Zoom Out
You can magnify the image of the book page by clicking on . You can reduce the page back down by clicking on the button again.

Fit to Screen
Click to fit the book page to the width of your screen. Click the button again to go back to the normal view.

Create a Source Link
You can create a link to a section of text that you can then send to others or save for your own use. The link will open a page in any browser and display the text you selected, even on a computer that is not registered with Otzar HaHochma.

Click and drag a selection box around the text you would like to link to. The link window will pop up:

Press CTRL+C or right click with your mouse to copy the link. Now you can paste the link as desired.

Page Captions
The will open a list of the page captions that are in the current book:
Clicking on a page caption will open that page.

**Going Back to the Beginning**

Once you have finished your research in a particular book, you can go back to the Catalogue Page by clicking the [To The Full Booklist](#) link on the lower right of the screen. This will take you back to the full Catalogue listing. If you would like to go back your search results, simply use the <Back> button on your browser to go back to the Catalogue Page in its previous state.

**Search**

The Full Text Search on the Catalogue Page enables you to find what you are looking for across Otzar HaHochma’s vast library in a matter of seconds. Otzar Online offers some advanced search tools to help fine-tune your search to make your research as efficient as possible.

**Basic Search**

Type your search terms into the search box and press <Enter> or click the [Search](#) button.
The total number of results can help you determine if you need to refine your search for better results.

Each search result in the listing has the number of occurrences the search terms are found in that book, as well as the number of exact search term matches found in that book.

Click on the book title to open the Book View Page. The book will automatically open to the first result in that book. The Search Results panel in the Book View Page will contain all of the search term occurrences listed as links. Click on a link to be guided to the correct page in the book. The search terms are highlighted in yellow.

**Advanced Search Options**

**Word Spacing**

Set the number of words that can separate between the search terms you have entered. The feature is helpful for terms that are topically related, but not necessarily adjacent to each other within the text. This allows you to control the relevance of the search results. Usually the results are more relevant with a smaller distance between the words. The default is 30 words. For example, the search terms שבת ההבדלה with the default word spacing (30) returns 4456 results. If the distance between the words is set to 5, there are 2330 results returned. Increasing the distance can be helpful with research for topics that are related, but not generally found within the same sentence.

**Exact Phrase**

Search for phrases without words separating between the search terms, and in the exact order entered in the Search text box. For example, if you would like to search for a specific phrase, such as שבת היא מלזעוק or כאיש אחד בליב אחד or שנים אחוזין בטלית. Type the phrase into the Search text box and click on the <Exact Phrase> link. This will replace the spaces between the words with a hyphen (-). The search engine will then search for the words exactly as they were entered.
For even greater search control, you can also type the search terms with hyphenation as you wish. For example, if you would like to search for the terms "בית המקדש" and "לחם הפנים", where each set of words is treated as an exact phrase, but the two phrases are not adjacent to each other within the text, type לַחֵמ-הַפְּנִים בֵּית-הָמֶכֶד into the Search text box.

**Add Prefixes**

Add common prefixes (ב כ ל מ ש ו) to the search terms to allow for variations of the search terms within the context of the text. This will widen the search results. For example, the search term מליחה הדחה returns 868 results. Adding prefixes increases the result set to 1419 results by including variations such as במליחה והדחה, depending on the sentence structure.

**Spelling Variations**

For ktiv male and ktiv haser and other spelling variations, insert the extra letter in square brackets, for example: “פ’ורוש”. The search will include the word “פירוש” and the word “פוש”. 

Take your searches to an even greater level of precision by using this feature to search for word or phrase variations, as well. For example, if you search for “יָאִים מְשַׁיטֶם גוז”. The search engine will search for both "יָאִים מְשַׁיטֶם גוז" and "יָאִים מְשַׁיטֶם גוז". This is also helpful for dealing with possible plural/gender conjugation differences, such as "הלכו" and "הלכון". The results will include books with the text הלכתה as well as הלכתי.

**Other Search Tips**

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 (without the word "חיים"). Searching for synonyms and spelling variations as well can help achieve better search results.

**Need more help?**

Click on the main page to chat with Customer Service for assistance on Sunday – Thursday, 9 am to 7 pm IST.

Email: otzar@otzar.biz

**Online Shop**

You can purchase a membership for Otzar Online through our online shop. Click on the link at the top of the main page.

Click on the My Account link to view your account.