Bar-Ilan University

RESPONSA

VERSION 15.0

USER'S GUIDE

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Introduction

Looking for information about a Torah topic? Want to locate the source of an obscure quote in the Talmud? Or perhaps you'd like to look at a *midrash* which you don't have at home? Then welcome to Responsa, the largest collection of Torah texts ever recorded electronically, accompanied by an easy-to-use yet sophisticated search program, which makes locating information and displaying material from hundreds of classic Torah texts a snap! Specifically, with Responsa you can:

- Search for a word, phrase, or expression in hundreds of Torah texts. You can also search for a wide variety of variant forms, specify distances between search components, etc.

- Display on screen hundreds of classic Torah texts

- Print your search results and other Torah texts of your choice

- Save your search results and other texts, so you can view them or print them later with a word processor

- Display biographies of hundreds of responsa authors and other Torah scholars from medieval times to the present

- Calculate the gematria of any expression of your choice, and find biblical verses or expressions with the equivalent gematria

- Compare parallel Torah texts

- Display Torah texts which cite other texts or which are referred to by other Torah texts with the click of a mouse (hypertext)

- Look up abbreviations in an online dictionary

Even if you have no previous computer experience, you'll find it easy to master Responsa. Just take a few minutes to read the "Quick Tour of Responsa" and the discussion of "Responsa Basics" below, and before you know it you'll be using Responsa like a pro!

What's New in Responsa 15.0

The new features in Responsa 15.0 include:

- Option to display texts of your choice by manually typing in the reference to the desired text

- Option to create and customize keyboard shortcuts

- New search options for the Index of Periodicals

- New backup options for former queries and saved searches

- Option to select all search results

- Option to copy the text of biblical verses as a single, continuous paragraph

- Option to change the default language for biographies

- New options for working with images in Responsa databases

- Option to click hyperlinks directly from Search Results windows

- Option to close, minimize, or restore Responsa windows by right-clicking the relevant window tabs

In addition, existing features have been improved, new texts have been added, and additional hypertext links have been included.

For more information on these new and improved features and the new texts, see What's New in the online help.

Installing Responsa

Introduction

Before you can start using Responsa, you have to *install* it on your computer. This installation process, which takes a few minutes, is largely automatic; see the instructions below.

- While the features necessary to run Responsa are standard on computers sold nowadays, some older computers might not be able to run Responsa. If you're not sure whether your computer has the necessary features, see Appendix B, "System Requirements." If some of these features are missing, you will have to upgrade your system.

Installing Responsa

To *install Responsa*:

1. Turn on your computer and the CD-ROM drive (if it has a separate switch).

2. Insert the Installation CD into your CD-ROM drive.

3. The installation process will begin automatically. If not follow 4-6.

4. Double-click My Computer in Windows.

5. Double-click the icon of your CD-ROM drive.

6. Double-click the file SETUP.EXE.

The installation process will then begin. In the course of installation, Responsa will prompt you to make certain choices, or to confirm options suggested by the computer. Click the options of your choice, and then press NEXT and FINISH to complete the installation.

That's it; now you're ready to start using Responsa. See the next chapter, "A Quick Tour of Responsa," for details.

• Once you've installed Responsa, there's no need to reinstall, unless something goes wrong (for example, if your hard disk breaks down). However, if something does go wrong, you can reinstall as many times as necessary by repeating the steps listed above.

• If you have to reinstall for whatever reason, keep in mind that the list of your past search requests and "saved searches" will be deleted in the course of reinstallation. Therefore, you might want to make a copy of this material first, by backing up all the files in \RESPONSA\DATA. After you reinstall Responsa, you can restore the files you backed up to this directory.

A Quick Tour of Responsa

While you probably won't be able to master all the features of Responsa "standing on one foot," you will be able to master the basic features quickly and without difficulty. Let's take a brief tour of the program and see.

- Be patient; we suggest that you go through this entire section (which won't take long) step by step, as this will ultimately make it easier to master Responsa.

- Since you will be searching for expressions in Hebrew, it is important to have some familiarity with the standard Hebrew keyboard. (Alternatively, you can use the virtual keyboard; see below, p. 122.) If you have a U.S. or European keyboard which does not display Hebrew letters, see Appendix A, "The Hebrew Keyboard."

- To type in Hebrew, click CTRL + RIGHT SHIFT. If you're using the phonetic keyboard or the virtual keyboard (see below, p. 122), this isn't necessary.

1.   To *start Responsa*, turn on your computer and double-click the Responsa icon. After the *main Responsa window* appears, you're ready to start using Responsa.

2.   To *start searching*, click Search on the menu bar. The search window will appear on screen.
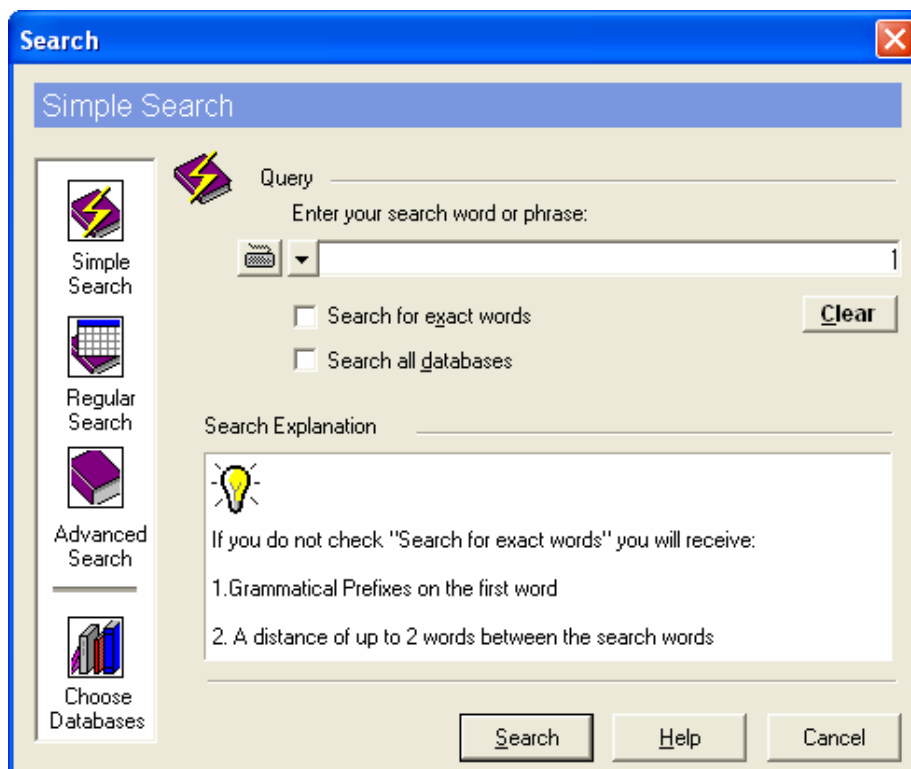
- If the search window on your screen looks different from the one in the picture, click Simple Search and then proceed.

3.   Next, *choose the database* which you want to search. For example, if you want to locate the Talmudic source of Hillel's statement about learning the entire Torah while standing on one foot, you will want to search the Talmud Bavli database.

    To choose a database, click the Choose Databases button. Then select the database you want to search — in this case, Talmud Bavli — by clicking the red book icon next to it. This icon will turn green, indicating that the database you specified was selected. (If green book icons appear next to other databases, click those icons to cancel these choices.)
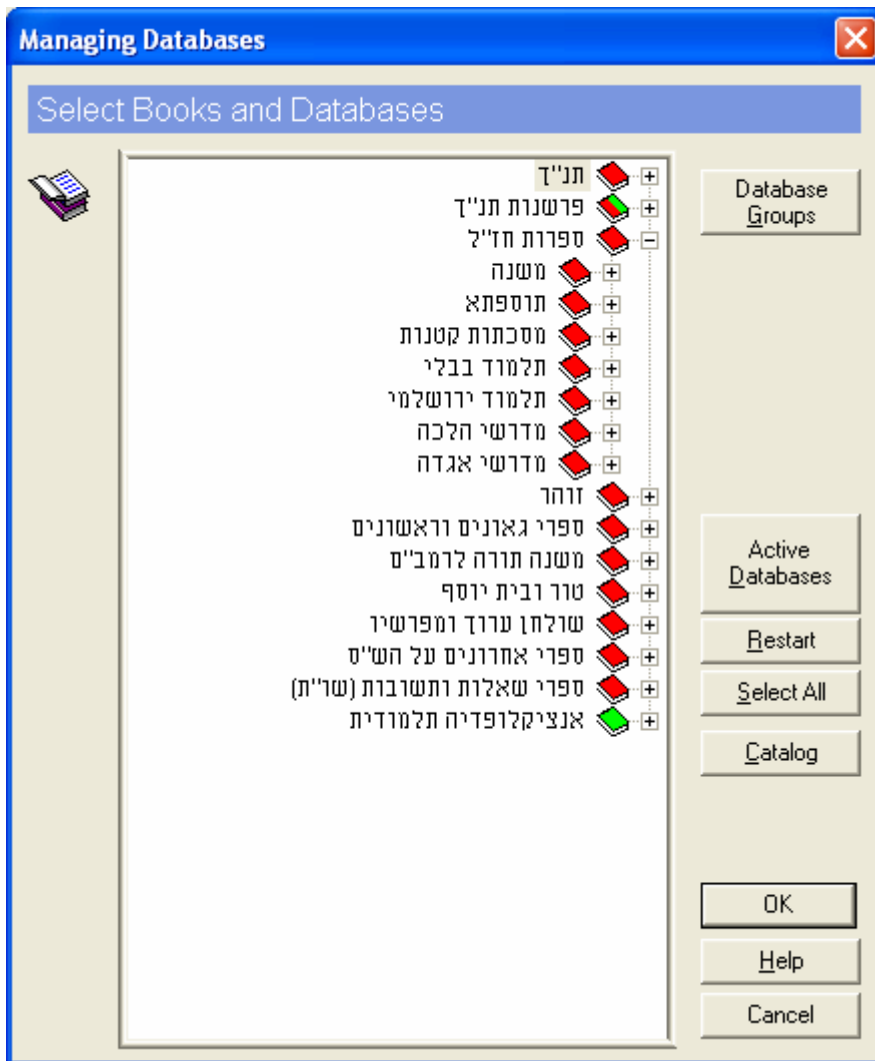
Confirm your selections by clicking OK. The search screen will reappear.

4.   Now you're ready to actually *perform the search*. To do so, type your search request, i.e., the words על רגל אחת. Note that there's no need to type the entire expression, עומד על רגל אחת, as this will make the search slower.

- If you made a mistake typing your search request, click Clear and then retype the search request.

Next, click the Search button or press ENTER, and Responsa will begin searching.

When Responsa is finished searching (this should take only a few seconds), you'll see the results displayed on screen: the expression על רגל אחת appears only once in the Talmud Bavli, in מסכת שבת דף לא עמוד א.

If you want to perform another search, click Search from the menu bar again. Your previous search request will be displayed again, in case you want to repeat it. To clear this search request and enter a new one, click Clear. Your previous query will be cleared from the screen, and you can begin typing a new search request.

5.   Next, let's try a slightly *more complicated search* — this time, we'll try to locate all the material in the Talmud on קידוש השם. Now, since such material can be phrased in many different ways — e.g., קידוש השם, לקדש שם שמים, etc. — you will have to specify a more complex search request.

Keep in mind that what you're looking for is a combination of two elements: (1) all grammatical forms derived from the *root* קדש (e.g., לקדש, קידוש, מקדש, קידש, etc.); and (2) the words השם (as in קידוש **השם**) and שם (as in לקדש **שם** שמים) — in other words, the word שם with *grammatical prefixes*.

Due to the relative complexity of this search request, the simple search option won't suffice, so you'll have to perform a Regular Search. To do so:

a.   Click Regular Search from the search window.

b.   Type קדש in the box labeled Component 1. To indicate that you want to find all grammatical forms derived from the root קדש, click the Root button.

c.   Type the next search component, שם, in the box labeled Component 2. To indicate that you want to find occurrences of this word with grammatical prefixes, click the Grammatical Prefixes button.

d.   Click Search to perform the search.
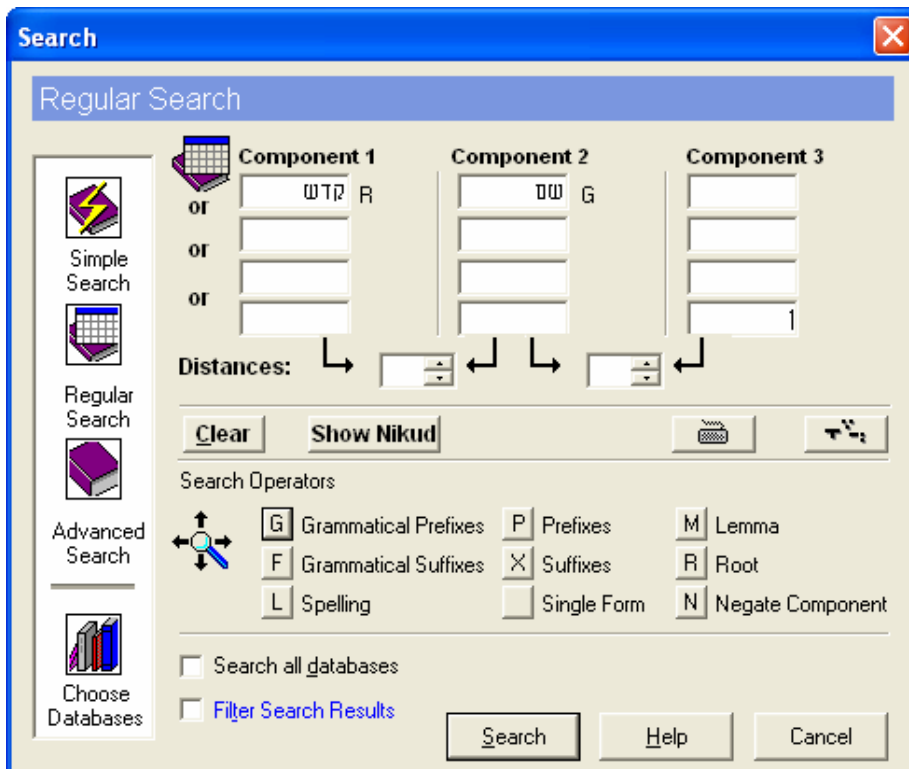
When Responsa is finished searching, you will see the results listed in a new window. Note that the number of search results located (37) appears in the title bar of the new window, and the search results, which include both the sources of the relevant passages and text from these passages, are numbered.

You will also notice that the first few search results displayed on screen are not really relevant, so press the PGDN key to page through your results and find relevant material.

- Note that the search results in the new window do not displace those in the old search results window; rather, the previous search results window is displayed in the background until you close it.

- If you want to switch windows, click Window on the menu bar, and then click the title of the window which you want to view.

6. You can *display your search results* in various ways. To do so, click Display from the menu bar. A pull-down menu will appear. Click Long, Brief, or Sources to display longer excerpts of text, shorter excerpts, or just a list of the relevant sources.

7. You can also *display longer sections* of text. To do so, double-click any word in the particular search result you want to view, or double-click the line listing the source of this result (the *source line*). A new window (an *expanded display window*) will open up on screen, displaying a longer section of text.

8. Ready to *print*? Click the window whose contents you want to print to make it the active window, and then click File from the menu bar. If you want to print only the material currently displayed on screen, click Print Window. If you want to print all the material located by Responsa, even if it is not currently displayed on screen, click Print All.

- If the printout doesn't come out exactly the way you want, don't worry; see below, Chapter 11, "Printing," for advice on solving printing problems.

9. Next, let's *display a text* of your choice. For example, suppose you want to look at עמוד א, דף ב, מסכת ברכות. Click Text from the menu bar, and the *text box* will open up. Then:

   a. Click the plus sign next to the desired database — in this case, Talmud Bavli.

   b. Click the plus sign next to the desired book — מסכת ברכות.

   c. Click the plus sign next to the desired page — דף ב.

   d. Finally, *double-click* the desired folio (עמוד א). The text you specified will be displayed on screen momentarily.

   That's it — you've mastered the basics of Responsa! If you wish, you can continue reading this manual for information about other features of Responsa, or you can consult the index or the on-line help for information about specific features which interest you. Alternatively, you might prefer to experiment with the program and learn it that way.

Responsa Basics

The Main Responsa Window
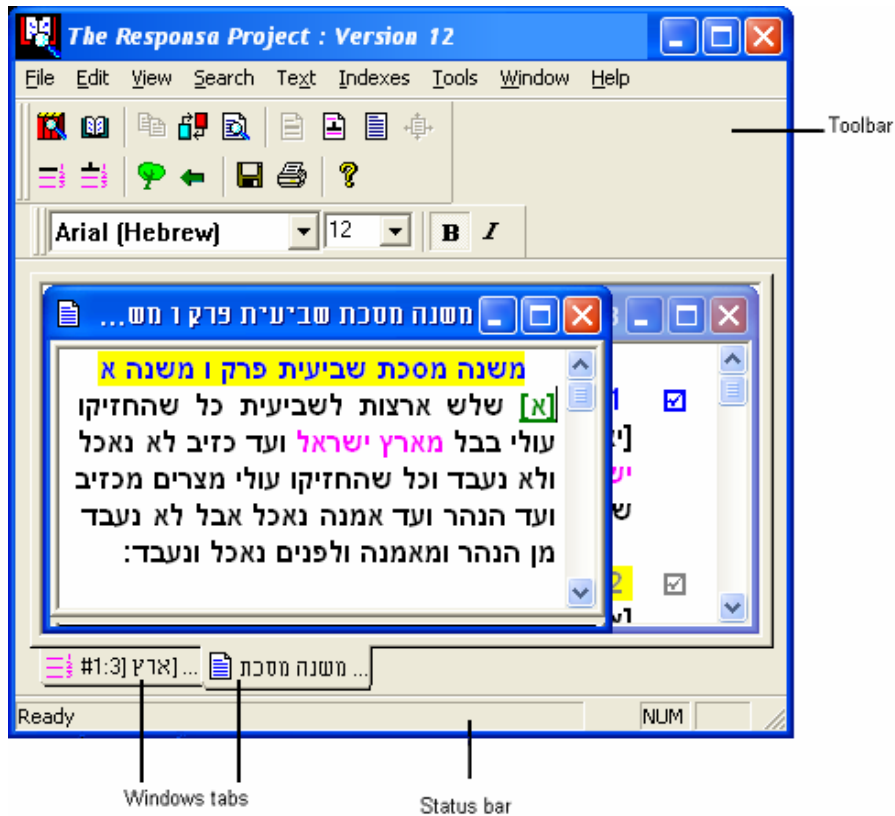
All Responsa operations are carried out from the main Responsa window, whether by selecting choices from the menu bar and pull-down menus, or by clicking icons.

The *toolbar icons* make it easy to perform most Responsa operations — just click the appropriate icon with the mouse.

- If you hold the mouse pointer over any icon for a few seconds, a tool tip explaining the icon's function will appear on screen. For a more detailed description of the functions of these icons, see the discussions of the relevant operations in this manual.

The *status bar* lets you see what percentage of a particular Responsa operation(e.g., searching, displaying a text on screen) has been completed.

Window tabs make switching windows easier: to switch to a particular window, click the tab of that window.

- If the title of the window extends beyond the end of the tab, hold the mouse pointer over the tab for a few seconds, and a tool tip with the full title of the window will appear.

You can *alter the appearance of the main Responsa window* to suit your personal preferences by clicking View on the menu bar, and then clicking the item (Status Bar, Tabs, Toolbar) which you want to display or hide.

Starting and Quitting Responsa

To *start* Responsa, insert the Responsa CD into your CD-ROM drive and double-click the Responsa icon from the appropriate program group.

To *quit* Responsa, click the Close button in the main window, or click Exit from the File menu of the main window.

- Note that quitting Responsa automatically saves current Responsa settings (e.g., active databases, display colors) for use in future Responsa sessions. Therefore, if you want to change any of these settings, it's worth doing so before quitting Responsa. See below, Chapter 15, "Customizing Responsa," for more details.

Getting Help

To obtain on-line help, do one of the following:

- Press F1.

- Click Help on the menu bar.

- Click 　.

- Click the Help button on the relevant Responsa screen.

Searching

Introduction

Using Responsa, you can locate not only particular words and phrases —
for example, if you want to track down the exact source or wording of a
particular quote — but also varied combinations of words and phrases (for
example, if you're interested in researching a topic).

Moreover, Responsa lets you determine not only what you want to search
for, but how to search for it.

Specifically, Responsa lets you determine:

- what books or databases will be searched

- what kind of search you want to perform — simple, regular, or
  advanced

- what words or combinations of words to find. Thus, you can search
  for specific words or phrases, as well as complex combinations of
  words and phrases, such as forms with prefixes and suffixes, forms
  from a common root, etc. Likewise, you can filter out unwanted
  results in the course of a search, or work with past search results in
  various unwanted forms ways.

Each of these aspects of searching is discussed in the following chapter.

Choosing Books and Databases

Before performing a search, you have to *choose the databases* in which
you want to search. To do so:

1.   Click Search from the menu bar, or click . The *Search screen* will then
appear.

2.   Click the Choose Databases button. The *databases box* will then appear
on screen.
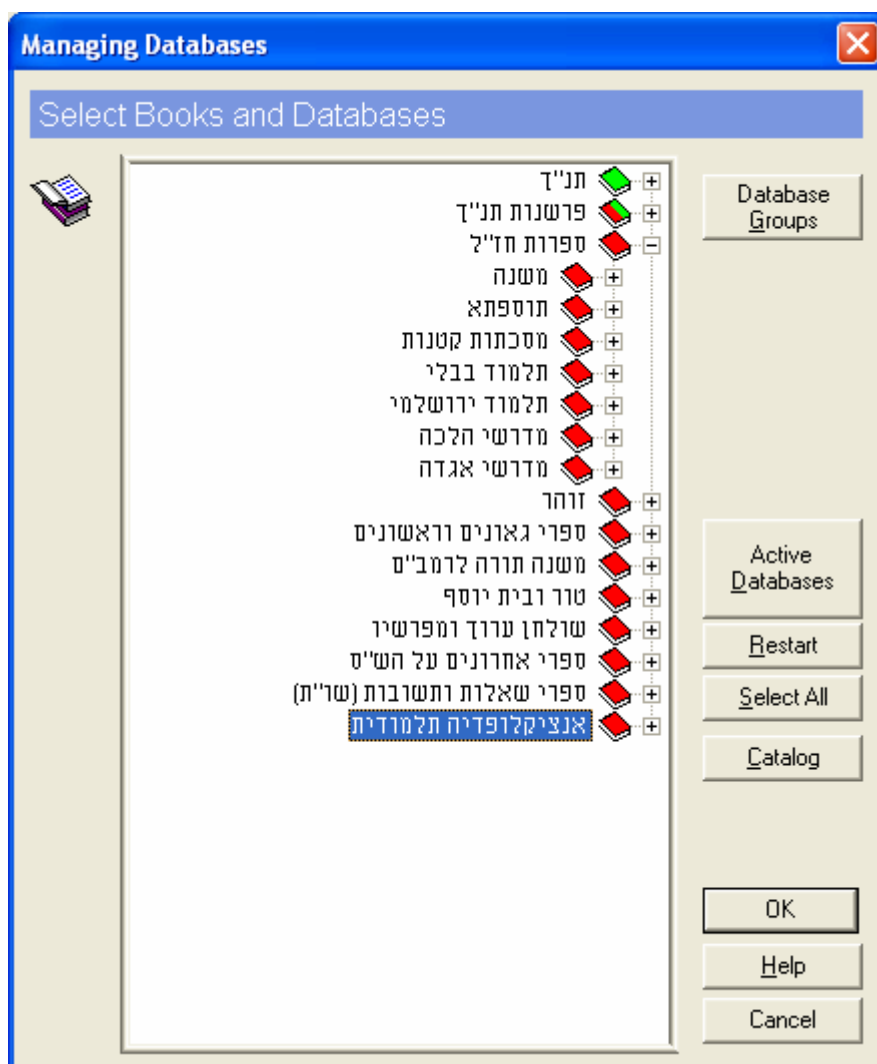
3. Then:

To	Click
Choose all databases	Select All. Alternatively, click the Select All check box on the Search screen.
Choose all books in a	The red book icon next to

particular database	the database
Cancel the selection of a particular database	The green book icon next to the database
Select certain books, or parts of certain books, in a particular database	The plus sign next to the relevant database or part of the database (click these plus signs repeatedly if necessary); then click the red book icons next to the names of the books or parts of books you want to select
Select most books in a particular database	The plus sign next to the relevant database; then click the red book icon next to the title of the database, and click the green book icons next to the titles of the books you don't want selected

4. Repeat this process for as many books or databases as desired.

5. Click OK or press ENTER.

- Some texts include notes of various sorts. You can choose whether or not to search these notes by clicking Tools, then Options, then Search; then choose the desired option under Notes.

- If you made a mistake, or if you want to close an open "tree" and go back to the beginning of the list, click Restart.

- As a rule, it's inadvisable to search all databases, as this may slow down your search considerably.

- If you limit a search to certain books in a particular database, Responsa searches the entire database, even though the search results

are only displayed from the specified books. Therefore, restricting a search to particular texts will not make the search any faster.

- If you want to search a particular book or the works of a particular author and you don't know what database these works are in, you can find out by searching the Catalog (see the next section).

If you want to *determine which databases are currently active* or which books in a particular database were selected, do one of the following:

- ■ Click the Active Databases icon .

- ■ From the Tools menu, click Active Databases.

- ■ Click Search, then Choose Databases, then Active Databases.

A green book icon appears next to active databases which will be searched in their entirety.

Red and green book icons appear next to databases part of whose contents were selected. To find out which books were selected in these databases, click the plus sign next to the relevant database.

- If you choose either of the first two options, the Active Database window is displayed. This window can be resized or closed like any other Responsa window.

- If you chose a database group to search, clicking the Active Database icon will display the name of this database group, along with the titles of the books in this group. Similarly, resting the mouse pointer on the Choose Databases button will display a tooltip with the name of the database group you chose

Catalog of Books and Authors

To find out what database a particular book (or the works of a particular author) is in, you can *search the catalog*. To do so:

1. From the Search window, click Choose Databases.

2.   Click Catalog. If you want to search for the book's author rather than for its title, click Display Catalog of Authors.

3.   Type the name (or part of the name) of the book or author you want to search for in the white box.

4.   Click Search.

- You may have to click Search in Catalog repeatedly to reach the desired book if there are several books containing the search text you specified.

5.   Click OK. This will return you to the Search window, open to the book you specified; select this book to proceed with your search.

- You can also *display the entire catalog* by clicking Help, then Catalog. Likewise, *you can print the catalog* (or part of it) by clicking File, then Print.

User-Defined Database Groups

Responsa enables you to define and search groups of databases of your own choice. For example, you might want to define a Poskim database group, consisting of Rambam and Shulchan Aruch, if you frequently search these databases.

Defining Database Groups

To *define a database group*:

1.   From the menu bar, click Search, or click .

2.   Click Choose Databases.

3.   Click Database Groups.

4.   Click New Group.

5.   Type the name you want to give the group, and click OK.

6.   Select the databases you want to include in the group.

7. Click OK.

Searching Database Groups

To *search a database group* of your choice:

1. From the menu bar, click Search, or click .

2. Click Choose Databases.

3. Click the arrow under the Database Groups button, and click the database group that you want to search.

4. Click OK.

- If you chose a database group in this way, and then you clicked additional databases, or you clicked databases which were already selected, so that these databases will not be searched, Responsa will search the databases (or parts of the databases) specified in the Select Books and Databases box, and not the specified database group.

Deleting Database Groups

To *delete database groups*:

1. From the menu bar, click Search, or click .

2. Click Choose Databases.

3. Click Database Groups.

4. To delete the database group currently active, click Delete Group. To delete all the database groups, click Delete All.

5. Click OK.

Types of Searches

Responsa enables you to perform three types of searches: simple searches, regular searches, and advanced searches.

Simple searches enable you to find exact occurrences of a particular word or phrase, or instances of this word or phrase along with grammatical prefixes and suffixes, as well as words with a distance of up to two words between them.

Thus, you can use the Simple Search option to find not just נר, but also **בנר, לנר**, as well as נר **של** שבת. However, more complex searches are not possible with this option.

Regular searches enable you to perform more complex searches and to specify a wide variety of variant forms without learning all the formal rules ("syntax") for formulating search requests. However, Responsa's most sophisticated search options, e.g., working with former searches and combining past search results, are not available under regular searches.

Advanced searches offer you all of Responsa's search options, including use of former queries, saved searches, and word families. However, taking full advantage of the Advanced Search option requires you to master special rules for formulating queries.

While the simple and regular search options are simpler to learn, advanced searches offer more control and flexibility. Try experimenting with the different options to see which one suits you best. You can always change from a simple search to a regular or advanced search or vice-versa by clicking the appropriate button on the Search screen.

To *choose the type of search you want to perform*:

1. Click Search on the menu bar, or click .

2. Click the button specifying the type of search you want to perform.

Now you're ready to begin searching; see the following sections for details.

Simple Searches

1. With the Search screen displayed and the Simple Search option chosen, type the word or phrase you want to locate.

If you want to find exact occurrences of this expression — for example, ספר, but not בספר — click the Search for Exact Criteria check box.

If you want to find occurrences of your search expression with *grammatical prefixes* before the first word, as well as a maximum *distance of two words* between the words you specified, clear this checkbox.

Thus, if you clear this checkbox and type נר שבת, you will also find **בנר** שבת, **נר של** שבת; however, you won't find **נרות** שבת (grammatical suffix), or נר **בשבת** (grammatical prefix before the second word). To find such forms, you'll either have to specify them explicitly, or use a regular or advanced search.

- If you made a mistake typing your search request, click Clear and type your search request again.

2.   Click Search or press ENTER.

- To stop searching, press ESC. Responsa will then ask you whether you want to stop searching or to continue; click the appropriate button to proceed. Note that if you stop performing a search on multiple databases before the search was completed, results from those databases which Responsa finished searching will be displayed on screen.

- While a search is in progress, you can perform other Responsa operations. Likewise, you can work with the first 100 results of a search before the other results have been retrieved.

- If you want to perform a new search, repeat the steps described above. The results of the new search will be displayed in a new window. To determine the maximum number of search results windows which can be displayed on screen at any given time, see below, p. 120.

Regular Searches

1.   With the Search screen displayed and the Regular Search option chosen, type the first word you want to find in the box at the top of the column labeled Component 1.

2.   Specify variants as follows:

- To specify *alternative words* (e.g., if you want to find the words משה and אהרן), type them in the second, third, or fourth boxes in the column labeled Component 1.

- To specify *additional words* (for example, if you're looking for a phrase consisting of two words, e.g., וידבר משה), type these words in the boxes labeled Component 2 and Component 3, respectively.

- To specify *grammatical variants*, click the box containing the relevant word, and then click the button next to the desired variant (for more information about such variants, see the next chapter).

- To specify *distances* (in words) between the search components, type the appropriate number in the Distances box, or click the arrows near this box until the appropriate number is displayed.

  If you only want to specify "forward" distances — for example, to find passages where the word משה appears up to two words before אהרן, but not two words after אהרן — click the Only Forward box.

- To *filter out unwanted forms* in the course of the search, click the Filter Search Results check box; otherwise, make sure this box is cleared.

- To *specify vowels (Nikud)*, click the Nikud box and specify the desired vowels.

  For example, if you want to locate biblical verses in which either Moses or Aaron "said" (אמר, דבר) something, the Regular Search screen for such a query will look like this:

Search

Regular Search

Simple Search

Regular Search

Advanced Search

Choose Databases

Component 1   Component 2   Component 3

or   משה G   אמר R

or   אהרן G   דבר R

or

Distances:

Clear   **Show Nikud**

Search Operators

G Grammatical Prefixes   P Prefixes   M Lemma
F Grammatical Suffixes   X Suffixes   R Root
L Spelling   Single Form   N Negate Component

☐ Search all databases
☑ Filter Search Results

Search   Help   Cancel

3. Click Search or press ENTER.

- If you made a mistake when typing a search operator (say, G for grammatical prefixes), click this letter again to cancel your choice.

- If you made a mistake typing your search request, click Clear and type your search request again. Alternatively, right-click the word you want to erase, click Erase, and retype your search request.

- For information on stopping a search in the middle, working with search results, or performing other operations (including a new search), see above, p. 20.

Advanced Searches

1. With the Search screen displayed and the Advanced Search option chosen, type your search request in the query bar.
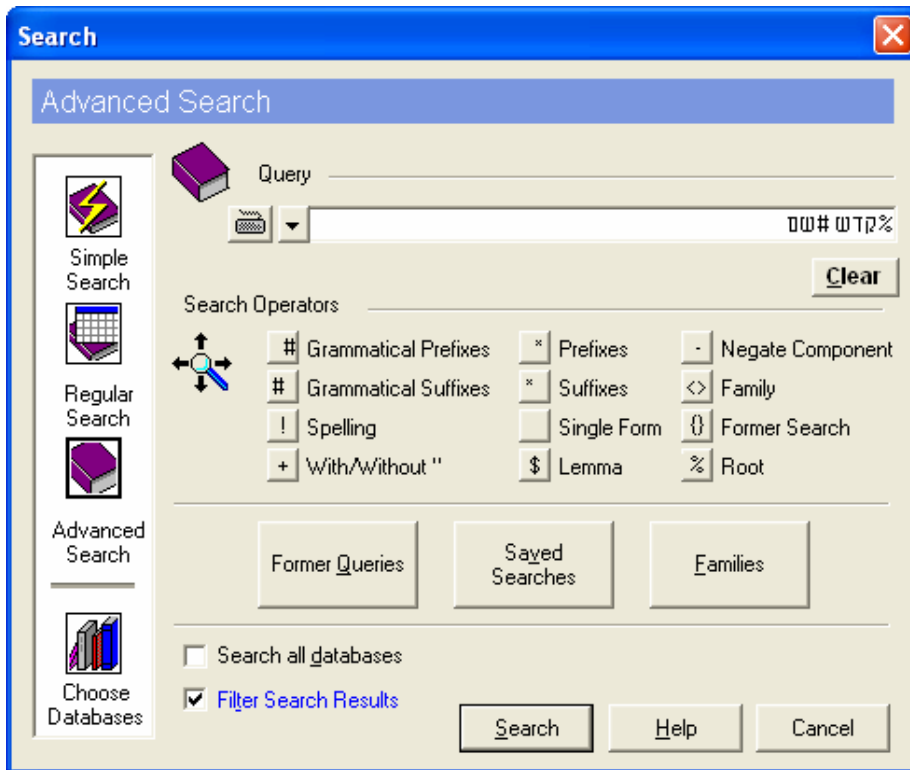
   If you want to *specify variant forms* (alternatives words, grammatical variants, etc.), double-click the word for which you want to specify variants, and then click the appropriate button (Grammatical Prefixes, Suffixes, etc.).

   Alternatively, type in the appropriate search operators directly, as explained in the following chapter.

2. Click Search or press ENTER.

• For information on stopping a search in the middle, working with search results, or performing other operations (including a new search), see above, p. 20.

Copying Text Directly to the Search Screen

   Sometimes the contents of one text suggest an idea for a new search. For example, if you searched for מכונת גילוח (shaver), and the word חשמל

(electricity) frequently appeared in your search results, you will probably find more relevant material by searching for חשמל.

If this happens, you can *copy the new search text directly to the Search screen* without having to type it in by hand, by doing the following:

1.   Using the mouse, select the text in the text-display window or expanded search window (see below, chapters 7 and 8) which you want to find.

2.   From the Edit menu, click Copy to Search, or click CTRL+R.

Displaying the Current Search Request on Screen

To *display the current search request* on screen, click Query from the View menu of the search results window.

Troubleshooting

Sometimes you may encounter problems when searching, e.g.:

1.   You got an *error message* displaying your query with a *question mark* near one of the search components.

Explanation: You entered an "illegitimate" search request, which does not conform to the rules about formulating queries.

Solution:

- Reformulate the query, changing the search operator located where the question mark appears in the error message.

- Check for typographical errors in the search request. For example, you might have forgotten to type a parenthesis or a bracket, or you might have typed a parenthesis instead of a bracket, etc.

- If other attempts to solve the problem fail, try a simple search or a regular search: this way you can't possibly make mistakes regarding the search syntax.

2.   You *didn't find relevant material* which you expected to find, or you didn't find any search results at all.

   Solution:

   ■ Formulate your search request less restrictively. For example, specify prefixes and suffixes, variant spellings, and abbreviated forms (e.g., ריב״ז, and not just ר׳ יוחנן בן זכאי) in your search request.

   ■ Use synonyms in your queries. For example, in a search about non-Jews, look for נכרי, עכו״ם, etc., and not just גוי.

   ■ Search in additional databases — the word or phrase you specified might appear in a different source than the one you expected.

   ■ Finally, consider the possibility that the expression you specified does not appear in the sources which you searched. Thus, many expressions frequently assumed to be of talmudic origin (e.g., ישועת ה׳ כהרף עין) are not found in the Talmud, but only in later sources.

3.   You got a message indicating that *too many results were found,* and hence Responsa can't process your query.

Explanation: Responsa cannot handle more than 32,000 search results in a single search.

   Solution:

   ■ Restrict your search to a smaller group of books or databases. If the Search All Databases check box is checked, clear it.

   ■ Alternatively, formulate your search request more restrictively. For example, if you specified a word with all prefixes or suffixes, respecify the word with only grammatical prefixes or suffixes, etc.

4.   Searching takes too long.

Explanation: How fast a search request is processed depends upon a number of factors, including the complexity of the query, the number and size of the databases being searched (a large database, such as 20th century responsa, is slower to search than a small database, such as Bible), and how powerful your computer is.

Solution: Upgrade your computer, or specify a search request with fewer variants, databases, etc.

Formulating Search Requests: Specifying Variants

Introduction to Grammatical Variants

If you specify a particular word or phrase without specifying grammatical variants, you will locate only exact occurrences of that word or phrase. For example, searching for משה will not locate ומשה, and searching for הלל או will not locate הלל אומר (by contrast, such forms presumably would be located if you were using the search option of a word processor). Accordingly, it's generally advisable to specify grammatical variants in your search requests.

Responsa lets you specify grammatical variants in two ways (in Regular and Advanced searches; only very simple variants can be specified in Simple searches):

- In Regular searches, click the word for which you want to specify variants, and then click the button specifying the appropriate variant (prefixes, suffixes, etc.).

- In Advanced searches, double-click the word for which you want to specify variants, and then click the button specifying the appropriate variant (prefixes, suffixes, etc.). Or type the relevant symbols immediately before or after the word for which you want to specify variants.

If you inadvertently specified grammatical variants for a word, double-click the word, and then click Single Form. This will remove the grammatical variant symbols, so that only the exact form you specified will be retrieved. Alternatively, click Clear and reformulate your query.

- Note that you can often specify more than one option per word. For example, you can search for all forms of a word with grammatical prefixes and all suffixes by typing the appropriate symbols before and after the word or by clicking the appropriate buttons; see below for further details.

Prefixes and Suffixes

To find	Type	Forms Which Will be Located
Grammatical prefixes	a number sign immediately before the word in question (e.g., ספר#)	ספר, **בספר, ולספר**, but not **ג**ספר
Grammatical suffixes	a number sign immediately after the word in question (e.g., #ספר)	**ספר, ספרה, ספרים**, but not ספר**ו**
All prefixes	an asterisk immediately before the word in question (e.g., בית*)	**ח**בית, **ער**בית, as well as בית, **ל**בית, etc.
All suffixes	an asterisk immediately after the word in question (e.g., *בית)	בית**ר**, בית**וסים**, as well as בית, בית**ה**, etc.

- It's usually a good idea to specify grammatical prefixes in your search requests; otherwise, you're likely to miss relevant forms. For example, if you're looking for references to Moses, it's a good idea to search for משה#, or else you'll miss forms such as **ו**משה, **ל**משה, etc.

- If you specify all prefixes or suffixes, you'll probably find many irrelevant forms, thereby slowing down your search. Of course, you can always filter out undesired forms before displaying the final search results.

Searching for Nikud

You can specify *nikud* (Hebrew vowels) when searching the Tanach database. To do so:

1. In the Regular search screen, type the words you want to find.

Alternatively, click the Nikud box [ ] on the Regular search screen; then type the desired words there, and proceed to step 3 below.
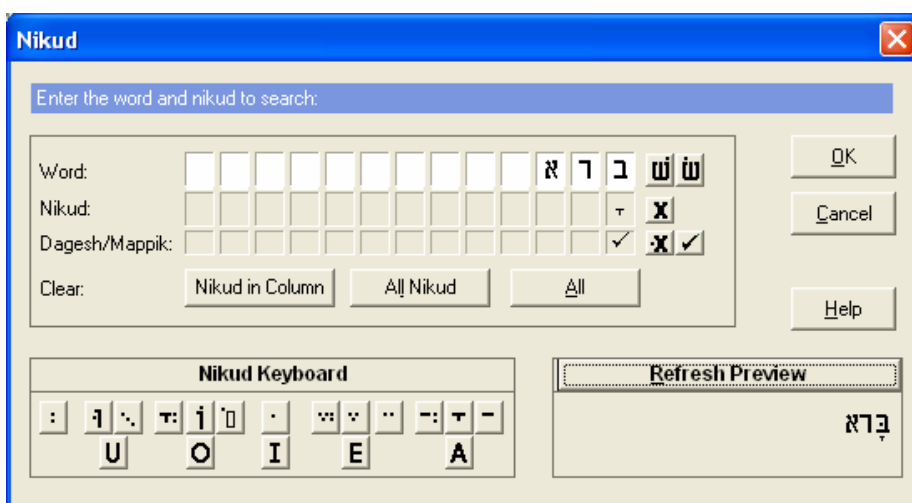
2. Click the first word for which you want to specify Nikud, and then click the Nikud box. [ ]. The Nikud screen will appear.

Nikud

Enter the word and nikud to search:

Word: א ר ב שׁ שׂ   OK

Nikud: ָ X   Cancel

Dagesh/Mappik: ✓ X ✓

Clear: Nikud in Column   All Nikud   All   Help

Nikud Keyboard   **Refresh Preview**

ֹ ֒ ֞ ֻ ֖ ֺ ֟ ֠ ֱ ֳ ֡ ֪ ֤ ָ ֵ   בָּרָא

U   O   I   E   A

3. Click the first letter for which you want to specify Nikud, and then click the desired vowel on the Nikud keyboard at the lower left part of the screen.

- You can distinguish between *sin* and *shin* by clicking the letter you want to vocalize; then click the *sin* or *shin* character next to this word.

- To insert a *dagesh* or *mappik* in a letter, click the checkbar in the row labeled Dagesh/Mappik. To make sure that a particular letter does *not* contain a *dagesh* or *mappik* (for example, to find the word וְשִׂעָרָה in Lev. 13:4, as opposed to וְשִׂעָרָה in Lev. 13:20), click the box labeled X in the row labeled Dagesh/Mappik.

- To indicate that certain letters should *not* have any vowels, click the letter, and then click the box labeled X in the row labeled Nikud. For example, to find דָּנִיֵּאל without any vowel under the א, click the א, and then click the box labeled X in the Nikud row.

- By clicking the appropriate English letters at the bottom of the Nikud keyboard, you can specify multiple vowels with similar sounds. For example, if you want to locate either זֶכֶר or זֵכֶר, click the letter ז, and then click the button marked E on the Nikud keyboard.

4. Repeat this process as many times as necessary until you have finished specifying all desired vowels.

   - If you don't specify any vowels for a particular letter, all possible vowel combinations will be retrieved for that letter. For example, if you type the word אמר and you specify a *patach* under the מ without specifying any other vowels, both אָמַר and אֹמַר will be retrieved.

   - If you made a mistake when specifying vowels or words on the Nikud screen, you can correct it by clicking the appropriate button in the row marked Clear (Nikud in Column, All Nikud, All); then retype the text or vowels you want to locate.

     Alternatively, right-click any letter in the Nikud screen, and then click the appropriate option (Erase, Erase Nikud, Erase Dagesh, Erase Column).

   - If you want to see the word you specified displayed with vowels before performing your search, click the Nikud Preview button.

5. Click OK to return to the search screen and to execute your search. If you want to see the word you specified displayed with vowels, click the before performing your search, click the Show Nikud button; then close it to proceed with your search.

- Text with vowels is grayed on the main search screen, and cannot be edited directly from this screen. To edit or erase such words, click the Nikud box, and edit the relevant words from the Nikud screen. Alternatively, right-click these words, and then click Erase or Nikud (if you want to change the vowels).

Wildcard Search Options

You can also *specify wildcards* in your search requests.

1. To find words containing a series of letters in a particular order, with any combination of letters before, between or after them, type an asterisk (*) — the wildcard character — before, between or after the letters you specified.

For example, to find the word ומדמתרצי, type:

*מ*ר*צ*

2. To find words containing a single, unspecified letter, type a question mark.

For example, to find **מנה** or **משה**, type:

מ?ה

3. To find words containing either a single, unspecified letter or no letter, type a tilde (~).

For example, to find דניאל or דנאל, type:

דנ~אל

- This option is most useful when searching for forms which you're not likely to find using ordinary search options, especially loan words (e.g., words of Latin, Greek, Persian or Yiddish origin), since such words are often spelled in unexpected ways.

- You can use as few or as many asterisks (or other wildcard characters) as you want with this option. For example, if you type *פק*ר without an asterisk at the beginning of the word, you'll find **פקירותא**, but not **קורסיפאַ**. To find the word אפיקורס, you have to type *פ*ק*ר*.

- Use this option with caution, as it is likely to return a large number of irrelevant forms.

Roots and Dictionary Entries

1.   To find forms derived from a *common root*, type a percent sign before the relevant root.

For example, to find קדש, וקדשתו, קידושין, מקדשת, type:

%קדש

Alternatively, type the desired root, double-click it, and click the Root button.

2.   To find forms derived from a common *dictionary entry*, type a dollar sign before the relevant form. Or type the word, double-click it, and click Lemma.

• Use these options with care, as they may retrieve many irrelevant forms, thereby slowing down your search. Of course, you can always filter out undesired forms before displaying the final search results (see below, pp. 37–39, on "Filtering Out Unwanted Search Results")

• You can specify nouns as "roots" when using the "root" option. Likewise, you can specify forms with more than four letters as roots. Thus, you can search for %מלאכה to locate forms such as שמלאכתו, ומלאכותיהם, etc.

Roots vs. Lemmas

The root and lemma options are similar, although "root" is more inclusive than "lemma": all forms located by "lemma" will be located by "root," although forms located by "root" will not necessarily be located by "lemma."

When should you use "root," and when should you use "lemma"? The truth is that there aren't any hard-and-fast rules, and the best option for one query isn't necessarily the best option for another. Accordingly, if you didn't find enough forms with "lemma," try repeating your search with "root," and if you found too many forms with "root," try repeating your search with "lemma."

Additional Note For Advanced Users

What forms are located by "root" but not by "lemma"? The following examples should help clarify the difference between these options.

1.   Nouns derived from a verb root are generally not listed under the same dictionary entry as the verb root. Therefore, such nouns will be located by "root," but not by "lemma." For example, שמר$ will not locate the nouns שמירה, אשמורת, although שמר% will.

Keep in mind, however, that some words which appear to be nouns can be construed as verbs if vocalized differently, and hence such words will be located by the "lemma" option. For example, שמר$ will locate the form משמרת, since this word can be construed not only as a noun (מִשְׁמֶרֶת) which receives its own dictionary entry, but also as a verb (מְשַׁמֶּרֶת), which does not.

2.   Nouns derived from the same root, but from different conjugations, are generally treated as distinct dictionary entries. Accordingly, קדש$ will not locate the nouns קידוש, קידושין, since they are derived from the *pi'el* form of קדש, rather than the *kal*. By contrast, קדש% will locate such forms.

3.   The root option will retrieve denominative verbs from words ordinarily assumed to be nouns, whereas the lemma option only retrieves nouns associated with such forms. Thus, the word הבת ("one who lodges"), which is derived from the word בית ("house"), will not be located by בית$, which only retrieves nouns derived from this word. However, בית% will locate the word הבת.

4.   Words which might be grammatically related to a particular root, but which appear different from that root, are sometimes treated as separate dictionary entries. For example, the word הבקר, which occasionally occurs as a phonetic variant of הפקר (e.g., in the Talmud Yerushalmi), is associated with the same root, פקר. Nevertheless, הבקר and הפקר are treated as distinct dictionary entries, since they *seem* to be derived from different roots (בקר and פקר). Hence, פקר% will retrieve the forms הבקר, הבקיר, etc., while פקר$ will not.

Variant Spellings

1. To find both *plene and defective spellings* (כתיב מלא וחסר) of a particular word, such as מלוה and מלוה, תחיה and תחייה, יהושע and יהושע, etc., type an exclamation point before the word, and spell it with the *fullest possible spelling*, e.g.:

<div dir="rtl" align="center">

!יהושוע, !תחייה, !מלווה

</div>

Alternatively, type the word with the fullest possible spelling, double-click it, and click the Spelling button.

This option locates all forms of the specified word with or without *vav* or *yod* in the middle, and works only if you specify plene spellings (e.g., !יהושוע, !תחייה). Accordingly, typing !יהושוע will locate יהושע, whereas typing !יהושע will not locate יהושוע.

- If you want to specify both grammatical prefixes and plene and defective spellings in your query (e.g., to find לירושלים, בירושלם, etc.), make sure to type the number sign *before* the exclamation point; otherwise, you'll get an error message. Thus, when searching for material about Jerusalem, as indicated above, type:

<div dir="rtl" align="center">

#!ירושלים

</div>

2. You can also search for *letter interchanges in the middle of words*. To do so, type the relevant letters between parentheses and separated by slashes.

For example, to find either אירושין or אירוסין, type:

<div dir="rtl" align="center">

אירו(ס/ש)ין

</div>

3. To indicate that a *particular letter can be omitted from the middle of a word*, type the relevant letter, followed by a slash and the @ symbol, in parentheses.

For example, to find העלער or הלר, type:

<div dir="rtl" align="center">

ה(ע/@)ל(ע/@)ר

</div>

Abbreviations

To search for words in both abbreviated and unabbreviated form (e.g., to find רמב״ם, רמבם ,רמ״בם, and the like), do one of the following:

■ Type the word for which you're searching in either abbreviated or unabbreviated form with a plus sign before it — for example, רמב״ם+ or רמבם+.

■ Type the word for which you're searching in either abbreviated or unabbreviated form, double-click it, and then click With/Without ".

● This option is only available in Advanced searches.

Alternative Forms

1. To *specify alternative forms*, type a slash (not a backslash!) between the alternative forms, and enclose them in parentheses.

For example, to locate all passages where Moses, Aaron, David, or Solomon are mentioned, type:

(משה/אהרן/דוד/שלמה)

2. You can also specify *alternative forms with prefixes, suffixes*, etc. For example, to find all occurrences of שמר with grammatical prefixes and all occurrences of כתב with grammatical suffixes, type:

(#שמר/כתב#)

3. If you're searching for *alternative forms with identical prefixes, suffixes*, etc., you can type the symbols for these forms once, immediately before or after the parentheses, rather than typing them inside of the parentheses.

For example, to locate all passages mentioning either **ביתר, לביתם,** בית, or **ואפטרופסא, לאפטרופסא,** אפטרופוס, etc., type:

*(בית/אפטרופ)#

4.   You can specify a *series of consecutive words, each of which has alternatives*. To do so, type the first word and its alternatives, as explained above, a space, and then the second (third, etc.) word and its alternatives.

For example, to find biblical verses where either Moses or Aaron "spoke" (וידבר) or "said" (ויאמר) something, type:

(וידבר/ויאמר) (משה/אהרן)

* You cannot specify alternative forms if one of them consists of two or more words. For example, if you want to locate both ארץ ישראל and א״י, you cannot search for:

(ארץ ישראל/א״י)

Indeed, if you enter such a request, Responsa will prompt you that it is not legitimate. To search for information on such a topic, you'll have to perform two searches, one for ארץ ישראל, and the other for א״י, and then view the results in separate windows. Alternatively, you can use the "saved search" option described below, pp. 51–52.

Negating Search Components

If you want to make sure that a certain word or form is *not retrieved*, type a minus sign (i.e., a hyphen) immediately before that word. Or double-click the word, and then click the Negate Component button.

For example, if you want to locate all phrases beginning with the word יום except for the phrases יום הכיפורים and יום כיפור, type:

יום -(כיפור/הכיפורים)

* You can only negate one group of key words (i.e., one "search component") in a given search request. Thus, you cannot specify a search request such as

מן- יום -(כיפור/הכיפורים)

if you want to find passages in which the word יום appears without מן before it or כיפור/הכיפורים after it.

Filtering Out Unwanted Search Results

If you searched for forms with all prefixes or suffixes, or forms derived from a common root or dictionary entry, you're likely to locate many irrelevant forms. For example, if you were looking for material about holiness, and you searched for קדש%, you'll probably find the word קידושין, which isn't necessarily relevant. However, you can filter such forms out, so they won't be included among the final search results.

• Keep in mind that if you specified several key words in your search request, it isn't always that important to filter out irrelevant forms, since these forms might be filtered out automatically in the course of the search.

For example, if you're searching for material on קידוש השם, and you searched for קדש# שם%, it's probably not necessary to filter out the form קידושין, since it's unlikely that the word קידושין will appear next to the word שם or השם.

To *filter out unwanted forms*:

1.   From the Regular or Advanced search screen, click the Filter Search Results check box. (This option is not available in Simple searches.)

2.   Type your search request, and click Search or press ENTER.

3.   The Selection and Filtering window will appear on screen, with a list of the databases searched and the forms located in each database.
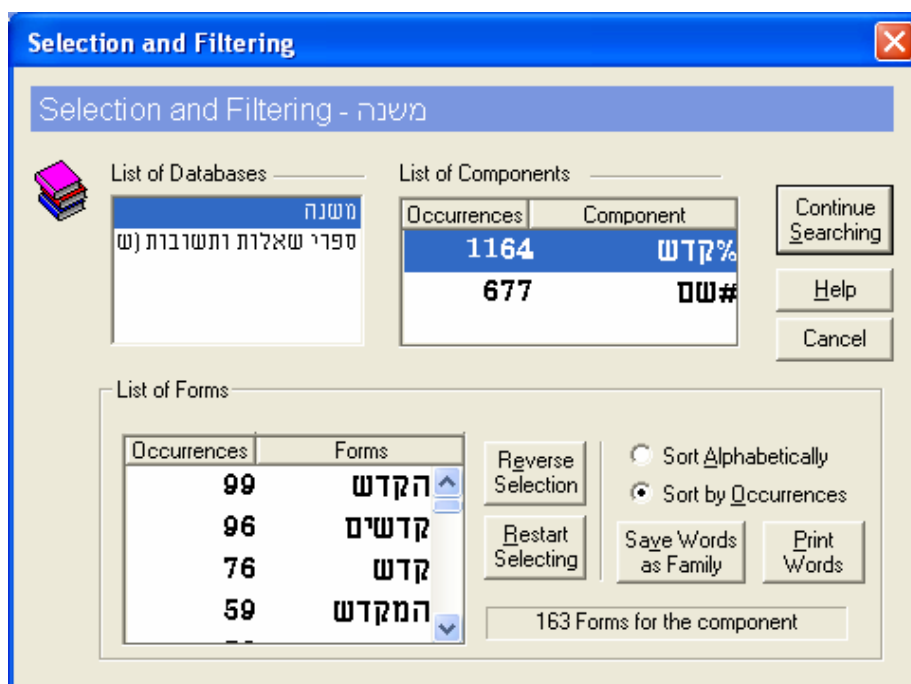
4.   From the List of Forms, click the forms which you want to filter out, i.e., the forms which you *don't* want included among the final search results.

     Alternatively, click the forms which you *do* want to find, and then click Reverse Selection.

- Forms from Tanach are vocalized, to make it easier to distinguish between the different forms.

     If you made a mistake, click Restart Selecting and start again.

5.   Click the next database (if you had searched more than one database) and select the forms which you want to filter out, as described in step 4 above.

6.   After you're finished filtering out forms from all the databases, click Continue Searching or press ENTER to complete the search.

- You can sort the forms in the List of Forms either alphabetically or by the number of occurrences, by clicking the appropriate button.

- If you filtered out unwanted forms, the forms you initially filtered out will remain filtered out until you perform a new search which does not contain the filtered component.

  For example, if you searched for #שבת# and you filtered out the form שבתון, the next time you search for שבת לה׳#, you won't find שבתון לה׳. To locate this expression, search for another expression which does not contain the form #שבת# (e.g., משה), and then search again for שבת לה׳.

- You can configure Responsa to automatically filter out the same forms for all databases you are searching, so you won't have to filter out forms individually for each database.

  To do so, click Tools, then Options, and then the Search tab. Then click the checkbox next to Filter forms in all databases.

- Forms from Tanach are vocalized, to make it easier to distinguish between the different forms.

- You can use filtered components in a new search by checking the Use Filtered Components box and then specifying the new search components.

  For example, to search for the expression ויכתב על after you had already searched for the root כתב and filtered out all forms except for ויכתב, click Search. Then check the Use Filtered Components box, type על after the form כתב% (=the root כתב), and click OK. Only the expression ויכתב על will be located, since you had previously filtered out all other forms of the root כתב.

- To print a list of the forms you selected, click Print Words.

Word Families

You can define a group of words as a "word family" and then search for all the words in the family, instead of searching separately for each word.

For example, if you want to locate the words ראובן, שמעון and לוי, you can define this group of words as a family (named שבטים, for example), and

then search for this family. Similarly, you can define a family in the course of a filtered search and then search for the members of the family later.

Defining and Editing Word Families

(a) To *define a word family* from scratch:

1.   From the Search screen, with the Advanced Search option active, click Families (you can only work with Word Families in advanced searches).

2.   Click New Family.

3.   Type the name you want to assign the family.

4.   Click OK or press ENTER.

5.   Click Add Word.

6.   Type the first word you want to include in the family, and click Add or press ENTER.

7.   Repeat the previous step until you have finished specifying all the words you want to include in the family. Then click OK.

8.   Delete undesired words by clicking them; then click Delete Word.

9.   Click OK twice.

- When specifying words in a family, you cannot use signs such as $, %, etc., to indicate grammatical variants; rather, you must specify precisely which forms you want to find.

- To back up the list of word families (along with other user-specified search information), make a copy of the files in \RESPONSA\DATA.

(b) To *define a word family in the course of a filtered search*:

1.   With the Selection and Filtering window displayed on screen (see above, p. 37), select the forms which you *don't* want to include in the family. Alternatively, click the forms which you *do* want to include in the family, and click Reverse Selection.

2. Click Save Words.

3. Type the name you want to assign the family.

4. Save the family by clicking OK.

5. Proceed with the filtered search by clicking Continue Searching, or cancel by clicking Cancel.

(c) To *edit an existing word family*:

1. Click the list of families, and select the family you want to edit.

2. Add or delete words as you would when defining a word family.

3. Save the family by clicking OK.

Searching for Word Families

To *search* for a family of words:

1. From the Search window, with the Advanced Search option active, do one of the following:

- Click Families. Then select the family you want to search for, and click OK.

- Type the name of the family for which you want to search, double-click it, and click the Family button.

- Type a right angle bracket (<), the name of the family you want to search for, and then a left angle bracket (>), e.g. ‏<שבטים>‎.

2. Click Search to proceed with the search.

Deleting Word Families

To *delete word families* from the family list:

1.   From the Search window, with the Advanced Search option active, click Families.

2.   Click the list of families and select the family or families you want to delete.

3.   Click Delete Family. If you want to delete all the families in the list, click Delete All.

4.   Click OK.

Specifying Distances Between Words / Words in Varying Order

To specify distances between words or words in varying order, you have to specify two numbers, separated by a colon and enclosed in *brackets* (not parentheses!), between the relevant words. The first number indicates the relative position of the first word, and the second number, the relative position of the second word.

Sounds confusing? The following examples should help make things clear:

1.   To find a word occurring up to *n* words after another word, type the first word, a space, and then type **[n:1].** (Remember that you're typing in Hebrew, so you start by typing the right bracket, then **1**, and then the colon, the second number, and the closing bracket.) Then type a space before typing the second word.

For example, to search for נר שבת ,**נר של שבת**, and **נר שהדליקו לכבוד שבת** (note that in this last expression, the word שבת occurs three words after the first word), type:

<div dir="rtl">

נר [3:1] שבת

</div>

• When typing a query, Responsa may reverse the order of the numbers on screen, so the query appears on the search bar as:

<div dir="rtl">

נר [1:3] שבת

</div>

If this happens, don't worry; what matters is how you typed the query, and not how it appears on screen.

When specifying distances, you can also use grammatical prefixes, suffixes, etc. Thus, to find expressions such as **הנרות** שהדליקו לכבוד **שבתות**, type:

<div dir="rtl">

#נר# [3:1] שבת#

</div>

2.   To find words which can appear in *varying order*, where the second word can appear up to *m* words *before* the first word, while the first word can appear up to *n* words before the second, type **[n:m-]** as the specified distance. Once again, you start by typing the right bracket, and continue with the minus sign (i.e., the hyphen), **m**, etc.

For example, to find the expressions תקנו חכמים, חכמים תקנו, and **שתקנו** **חכמים** אותם (in the last expression, תקנו appears two words before חכמים), type:

<div dir="rtl">

#תקנו [1:2-] חכמים

</div>

This will locate all instances where תקנו (or שתקנו, ותקנו, etc.) appears up to two words before חכמים (such as **שתקנו** אותם **חכמים**, תקנו חכמים) and up to one word after חכמים (such as חכמים תקנו).

- If you find this daunting, even after studying the example, try options 3 and 4 below. While you will locate more forms this way, some of them presumably irrelevant, the "syntax" of this option is much easier to master. Alternatively, you might prefer performing a Regular search.

3.   Often you'll be looking for expressions composed of words which can appear in either "correct" or reverse order, with an equal number of words separating them. For example, if you're looking for information about קידוש השם, you'll probably be interested in both **לקדש** שם **שמים** and שמים **ששם**, **יתקדש**. To search for such forms, type:

<div dir="rtl">

#שם [2:-2] קדש%

</div>

4.   A *simpler way to specify equal distances* between words which can appear in either "correct" or reverse order is to type the distance (in words) between the words you're searching for, followed by a colon, a space, and finally the words you're looking for.

For example, to locate both **לקדש** שם **שמים** and **ששם** שמים **יתקדש**, type:

2: שם# קדש%

or

2: שם% קדש#

Since only two search components are specified here, it doesn't matter what order you specify them in.

Specifying Distances For Complicated Searches: Tips For Advanced Users

You can specify more than two search components in varying order by following the rules described above. For example, you can type:

6: נר שבת חנוכה

which is equivalent to

נר [6:-6] שבת [6:-6] חנוכה

You can also specify distances in different ways in a single query. For example, you can type:

5: נר ערב [2:1] שבת

which is equivalent to

נר [5:-5] ערב [2:1] שבת

Expressions Within A Single Sentence, Paragraph, or Document

You can search for a group of words, all of which appear in the same sentence, paragraph, or document. Using this option will locate all such

words, regardless of the order in which they appear or the exact distance between them.

1.   To locate words in the same *sentence*, type משפט: (don't forget the colon!), a space, and the words you are looking for. For example, to find material about Shabbat customs in synagogues, type:

<div dir="rtl" align="center">

משפט: מנהג שבת ביהכ״נ

</div>

- Here too, it's advisable to specify alternative forms, prefixes, etc. in your query. For example, you'd probably be able to locate more material on Shabbat customs in synagogues by typing:

<div dir="rtl" align="center">

משפט: $מנהג $שבת $(ביהכ״נ/כנסת)

</div>

since this query will locate forms such as לביהכ״נ, and not just ביהכ״נ.

Note that there's no need to specify the word בית in the expression בית כנסת, since occurrences of בית כנסת will automatically be retrieved along with other occurrences of כנסת (indeed, you can't specify בית כנסת as an alternative to ביהכ״נ even if you wanted to; see above, p. 36).

2.   To locate words in the same *paragraph*, type פסקה:, a space, and the words you are looking for, e.g.:

<div dir="rtl" align="center">

פסקה: $מנהג $שבת $ביהכ״נ

</div>

3.   To locate a group of words in the same *document*, type מסמך:, a space, and the words you are looking for, e.g.:

<div dir="rtl" align="center">

מסמך: $מנהג $שבת $ביהכ״נ

</div>

- The precise definitions of "sentence," "paragraph," and "document" vary from database to database. Hence, you may have to experiment with this option to derive maximum benefit from it.

Tips on Formulating Search Requests

Formulating a good query is a skill in its own right; as the saying goes, שאלת חכם חצי תשובה. Accordingly, the following section provides some tips about formulating queries, although familiarity with these points ultimately

cannot substitute for careful planning and past experience in formulating search requests.

- Specify grammatical prefixes in your search requests; otherwise, you're likely to miss relevant forms. For example, if you're looking for references to Moses, search for משה#, so you won't miss forms such as ומשה, **למשה**, etc.

- Specify both plene and defective spellings (כתיב מלא וחסר), particularly when searching in the Bible database, where defective spelling is very common. Thus, specify alternatives such as (מלווה/מלוה), (תחייה/תחיה), (יהושוע/יהושע), (אליהם/אלהם), מלווה, !תחייה, !יהושוע, !אליהם, ירושלים! or (ירושלים/ירושלם), in your search requests.

- Use synonyms in your queries. For example, if you're searching for material on non-Jews, you should specify such words as גוי, נכרי (נוכרי), עכו״ם (עובד כוכבים), אינו יהודי (א״י), and perhaps even כותי in your query. (In this particular case, of course, you won't be able to specify all of these forms in a single query, since some of these expressions consist of two words; see above, p. 36.)

- Specify abbreviations in your search requests. For example, if you're searching for information about R. Yochanan b. Zakkai, search for both יוחנן בן זכאי# and ריב״ז#. Also, remember that words are frequently abbreviated with apostrophes; thus, if you're looking for references to Tractate Ketubbot, you should probably search for:

  (כתובות/כתובי׳/כתובו/כתוב׳/כתי׳)#

- Often it's sufficient (and faster) to specify only part of the expression you want to find. For example, instead of searching for רבי עקיבא, it would probably suffice to search for עקיבא.

- If you are searching for information on a particular topic, rather than trying to locate the source of a quote, it's often worth beginning your search in the 20th century responsa database. Not only are such responsa often written in modern Hebrew (and thus more likely to be formulated in familiar terminology), but they frequently refer to other, earlier sources.

- Some responsa contain words in Yiddish (e.g., עלעקטרי in the responsa of R. Moshe Feinstein). In such cases, Responsa displays the Hebrew equivalent of the Yiddish term in slashes, along with the original Yiddish text. This way, even users unfamiliar with Yiddish can locate material on these subjects, by specifying the appropriate Hebrew terms in their queries.

- Parenthetical source references have been included in certain databases (e.g., references to biblical verses in the Talmud). Thus, you can locate Talmudic references to verses in Numbers, Ch. 30, by searching for (ל/ל) (במ׳/במדבר ל') in the Talmud Bavli database.

- Parenthesized words and words between slashes (see above) are treated as integral parts of the text being searched. Therefore, it's sometimes advisable to specify a small distance between search components, even if you expect them to appear immediately after one another, in case a parenthetical reference appears between them.

For example, searching for אומר עשה in the Mishnah will not locate Mishnah Rosh Hashanah 3:8 (כיוצא בדבר אתה **אומר עשה** לך שרף), since a reference to במדבר כ״א appears between the words אומר and עשה. Thus, you would only be able to locate this Mishnah by typing אומר [3:1] עשה.

Working With Previous Searches

Overview

Responsa offers you several ways to work with previous searches. For example, you can repeat past searches by re-executing past queries (Responsa automatically saves a list of these queries).

Alternatively, you can save the search results themselves, thereby enabling you to redisplay them on screen without having to re-execute the search from scratch. Moreover, you can combine different sets of "saved search results" in various ways.

Important Note   The options for working with previous searches are available only in Regular Searches and Advanced Searches.

Reusing Previous Queries

To *reuse a former query*:

1. From the Search screen, with the Regular Search or Advanced Search option active, click Former Queries. A box will open up, listing former queries.

- If you searched for a word or group of words with vowels (Nikud), the query text will be displayed with these vowels

2. Do one of the following:

    - Double-click the query of your choice, or click it once, and then click OK or press ENTER.

    - To access queries performed during the current Responsa session, click the arrow next to the search bar. A list of former queries will appear; from it, click the query you want to perform again.

3. Click Search to perform the search.

4.   If you are no longer interested in previous queries, you can *delete them from the list of former queries*. To do so, click each query that you want to delete, and then click Delete, or click Delete All to delete all the queries.

5.   To leave the former queries box, click OK.

Working With Previous Search Results: Introduction

As indicated above, you can work directly with previous search results. This option is particularly useful if:

- you want to immediately redisplay previous search results, without having to re-execute a former query from scratch. This is particularly useful if you had filtered out unwanted forms in the course of a search.

- you had saved particular results from a given query, and you are only interested in viewing these results

- you want to combine search results from separate queries, which cannot ordinarily be included in a single query (e.g., ארץ ישראל and א״י; see above, p. 36).

- you want to create your own, personal databases on topics of interest; then you can perform additional searches on these databases with Responsa.

Saving Search Results for Reuse by Responsa

1.   If you don't want to save all the search results, select the results which you do want to save by clicking the check boxes next to them.

2.   From the File menu, click Save Search.

3.   Type the name you want to assign the saved search.

4.   Click OK.

- If you had searched more than one database, saving the search results will save results from all of the books and databases which you searched.

Recalling Saved Searches

1.   From the Search screen, with the Regular Search or Advanced Search option active, click Saved Searches.
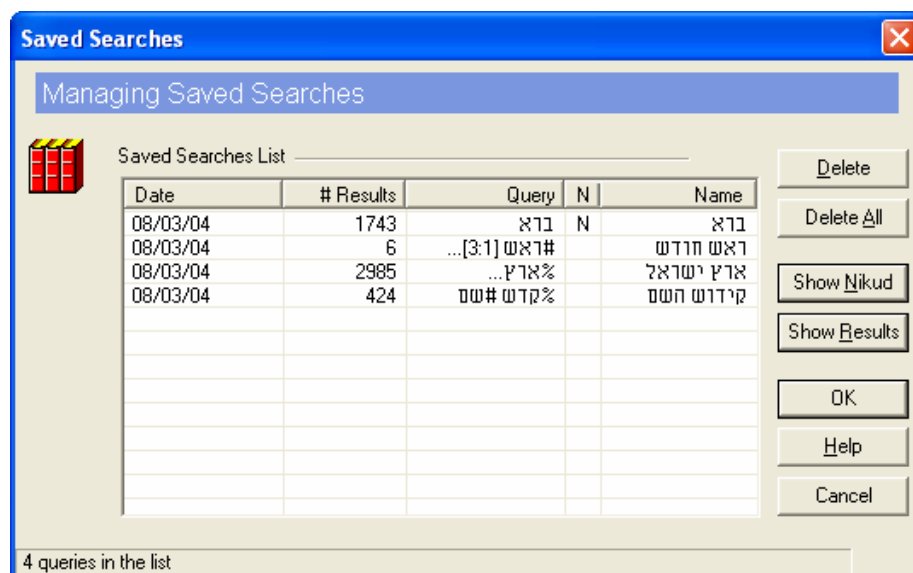
- The "saved searches" listed in the Saved Searches window can be deleted, wholly or in part, by clicking these searches and then clicking the appropriate button (Delete or Delete All).

2.   Specify the saved search you want to recall by doing one of the following:

- Click the title of the search you want to recall, and then click Show Results.

- Double-click the title of the search you want to recall, and then click Search. Or click the title of the search you want to recall, and then click OK. This will return you to the Search screen, with your saved search on the query bar, ready to be executed.

- Type the title of the saved search between braces (e.g., {בית}) on the query bar of the search screen.

Search results recalled from a saved search in any of the ways described above are no different from ordinary search results. Accordingly, all the options available with regular search results — altering display options, printing, etc. — can be utilized after recalling a past search.

- If text included in the saved search contains vowels, the letter N will appear next to the relevant search in the column marked N. To display these vowels, click Show Nikud.

Important Note

If you recalled the saved search by clicking Show Results, Responsa will display all the results which you saved, regardless of which databases are currently active.

However, if you recalled the saved search by switching to the Search screen and then executing the search, only results from the databases currently active will be displayed. Accordingly, if you re-executed the saved search from the search screen after changing databases, you might not find any search results.

Using Saved Search Results in New Searches

Saved search results can be *used as a search component in new queries* in several different ways.

(a) You can *combine previous search results with other search results*.

For example, you might want to search for two expressions, one of which consists of two or more words (e.g., בית כנסת and ביהכ״נ). Now, as a rule you cannot combine such expressions in a single search, but you can perform the two searches separately and combine the results as follows:

1. Perform the first search (e.g., for בית כנסת), and save the results.

2. Perform the second search (e.g., for ביהכ״נ), and save the results under the same name you specified for the first search.

3. When prompted by Responsa that a saved search with the specified name already exists, click Append.

When you recall the saved search, Responsa combines the results from both of the searches which you saved.

- If you prefer, you can specify the name of a saved search in braces as one of the components in your search request.

For example, if you searched for בית כנסת and saved the results under the name בית, you can search for all occurrences of ביהכ״נ and בית כנסת (i.e., the search בית) by typing the following query:

<div align="center">(בית}/ביהכ״נ})</div>

You can also *specify several "saved searches"* when combining previous search results. For example, if you had already searched for #ביהכ״נ and saved the search results under the name כנסת, you can search for all occurrences of either בית כנסת (search: בית) or ביהכ״נ (search: כנסת) by typing:

<div align="center">(בית}/{כנסת})</div>

(b) You can *perform additional searches on "saved search results,"* treating these results as if they were regular databases.

For example, if you had saved search results about synagogues, as described above, you can locate material about synagogues on Shabbat by typing:

<div align="center">משפט: (בית}/ {כנסת} #שבת#</div>

This will search your "synagogue database" (i.e., the results of your searches for בית כנסת and ביהכ״נ) for all passages in which the word שבת, with grammatical prefixes or suffixes, appears in the same sentence as בית ביהכ״נ or כנסת.

Alternatively, if you had saved the results of searches בית and כנסת under the name כנישתא, you can search for material about synagogues on Shabbat by typing:

<div align="center">משפט: }כנישתא{ #שבת#</div>

(c) Likewise, you can *specify several "saved searches"* when searching through previous search results.

For example, if you had searched for material about Shabbat and saved the results under the name שבת, you can search for material about synagogues on Shabbat by typing:

<div align="center">

משפט: {כנישתא} {שבת}

</div>

since this will locate all passages in which material about synagogues (search: כנישתא) appears in the same sentence as material about Shabbat (search: שבת).

As you can see, the possibilities which "saved searches" offer are almost limitless; just use your imagination to reap the full benefits of this option.

Searching Existing Search Results

Sometimes you may want to *search within existing search results*. For example, if you searched for בני ישראל in the Bible database, you might want to search for verses where the expression משה ואהרן appears in relatively close proximity to the words בני ישראל. To do so:

1.   Perform the first search (say, for בני ישראל).

2.   Click View, and then click Search Within Results.

3.   Type the second expression for which you want to search (say, משה ואהרן).

4.   Click Enter.

- When using this option, Responsa locates all occurrences of the expressions you specified which appear in the same document — for example, in the same chapter of the Bible or Talmud.

Therefore, the distance between the expressions you specified might sometimes be much greater than anticipated. For example, performing the search described above will display Ex. 5:1, ואחר באו משה ואהרן, even though the expression בני ישראל does not appear in this verse, but

only much later in that chapter (verse 9), and there the expression בני ישראל does not appear in connection with משה ואהרן.

- This option is generally most suitable when searching for multiple phrases, but not when searching for individual words; then it is usually better to specify precise distances between the search components. Likewise, this option is generally not suitable when searching the Talmud Bavli or the Talmud Yerushalmi, since the "documents" in these works are very large — entire chapters.

Backing Up Former Queries and Searches

To back up your former queries and saved searches, make a copy of all the files in \RESPONSA\DATA. (See further below, p. 102, for additional discussion of backup options.)

Displaying Search Results

After completing your search, you can view the search results in several different ways. For example, you can display varying amounts of text from the passages located, or you can display just a list of the relevant sources. In addition, you can page through the search results or skip to a particular search result. See below for further details.

- The texts displayed by Responsa often contain parenthetical notes of various sorts, which may appear between plus signs, slashes, equal signs, or percent signs.

(a) *Plus signs* enclose notes added by the editors of the printed editions of Responsa texts.

(b) *Slashes* enclose parenthetical notes added by the Responsa Project, e.g., Hebrew translations of Yiddish words (see above, p. 47).

(c) *Equal signs* enclose explanations of abbreviations occurring in the original texts.

(d) *Percent signs* are sometimes used by Responsa (for technical reasons) instead of square brackets appearing in the original texts.

Displaying Breakdown of Results by Database

When performing a search in multiple databases, you can *display the breakdown of results by database*, to see precisely how many times the search expression occurs in each database. To do so:

1. From the Tools menu, click Options.

2. Click the General Tab.

3. Click the Display Breakdown of Results by Database check box. To display an even more detailed breakdown of results, click Expand.

After you're finished searching, a box will appear on screen listing the breakdown of results by database. When you're finished examining the contents of the box, click OK to view the search results.

Displaying Varying Amounts of Text

To *vary the amount of text displayed* when viewing your search results, choose the appropriate option from the View menu of the search results window.

To view	Click
Excerpts of custom length	Number of Lines; then specify the number of lines desired and click OK
Long excerpts of text (3-5 lines)	Long
Brief excerpts of text (1 line)	Brief
A list of sources, without any text	Sources

- These display options also determine how many sources are displayed on screen at any given time: the longer the excerpt of text, the fewer results you can display on screen at one time. Choosing Long enables you to view about five results at one time, while Brief enables you to view about 14 search results, and Sources enables you to display a list of about 28 sources.

- These options can also be accessed by right-clicking the search results window and choosing the appropriate option.

Expanded Display Windows

You can also display *longer sections of text* in separate windows. To do so, double-click any part of the search result you want to view, or double-click its source line. Alternatively, press TAB until the source line of the result which you want to view is highlighted, and then press ENTER.

A new window (an *expanded display window*) will open up, displaying a longer section of text (an *expanded display result*). Note that the line of text

containing the word or expression which you originally searched for is
highlighted on screen.

- Sometimes it may take a little while until the expanded display result
  is displayed on screen. If you don't feel like waiting, press ESC. A box
  will appear on screen, offering you the option of proceeding to display
  your text or canceling. Click the button of your choice to proceed.

Expanded Display Windows vs. User-Defined Number of Lines

When should you use expanded display windows, and when should you
specify a larger number of lines to display?

Obviously, the answer to this question varies from user to user and from
search to search. Keep in mind, though, that the expanded display option
offers you certain advantages which are not available when displaying a user-
specified number of lines. Specifically:

- Expanded display results are displayed in separate windows, each of
  which can be printed or saved independently. By contrast, this is not
  possible with a user-defined number of lines.

- You can only "copy and paste" text (see below, p. 73) from expanded
  display windows.

- Using expanded display windows facilitates on-screen comparison of
  different search results (see below, p. 74).

Working With Expanded Search Results

You can work with expanded search results in various ways. For
example, you can view parts of the expanded search result which are not
presently displayed on screen (e.g., the end of a long responsum), or you can
display the previous or following expanded search result, etc.

To view	Do this
The page (or chapter, section, etc.) before the passage currently displayed on screen	From the view menu of the expanded display window, click Amud- (or Chapter-, Paragraph-, etc.), or click (the Previous Unit of Text icon)
The page (or chapter, section, etc.) after the passage currently displayed on screen	From the View menu of the expanded display window, click Amud+ (or Chapter+, Paragraph+, etc.) or click (the Next Unit of Text icon)
The previous expanded display result	From the View menu of the expanded display window, click Result-, or click (the Previous Result icon)
The following expanded display result	From the View menu of the expanded display window, click Result+, or click (the Next Result icon).
The entire unit of text (chapter, responsum, etc.) from which the search result is taken	From the View menu of the expanded display window, click Chapter (etc.), or click (the Full Document icon)
The original unit of text	From the View menu of the expanded display window, click Original Paragraph.
The beginning or end of the expanded display result	From the View menu of the expanded display window, click Beginning or End, or press CRTL + HOME or CTRL + END

The line of text containing the text of the query	From the View menu of the expanded display window, click Source Line
The original search results window	Click the search results window or its tab, or click the Back icon ⬅

- Most of these options can be accessed by right-clicking the expanded display window and choosing the desired option. (You can also close windows by click CTRL + W, or by right-clicking them and then clicking Close Window.)

- You can also display texts related to the texts displayed in the expanded display window. For example, if a Talmudic text is displayed in the expanded display window, you can display Rashi or Tosafot on this passage. See below, Chapter 10, "Hypertext," for further details.

Paging Through Search Results

To *scroll through your search results*, select the appropriate option from the following chart.

To view	Do this
The previous screen of search results	Press PGUP, or click above the scroll box in the vertical scroll bar
The next screen of search results	Press PDNG, or click below the scroll box in the vertical scroll bar
The previous search result	Press SHIFT+TAB, or click the box at the top of the vertical scroll bar
The next search result	Press TAB, or click the box at the bottom of the vertical scroll

	bar
The first screen of search results	Press CTRL + HOME
The last screen of search results	Press CTRL + END
A particular part of the search results	Drag the scroll box to the desired location and release it

- Many of these options can also be accessed by right-clicking the search results window and then choosing the desired option. (You can also close search results windows by clicking CTRL + W, or by right-clicking them and then clicking Close Window.)

Skipping to a Particular Passage

You can *skip to a particular search result* and begin displaying the search results from that point. For example, if you searched the Bible database, you can begin displaying the results from the book of Exodus, rather than from Genesis. Or you can begin displaying the results from Exodus, chapter 6, rather than from the beginning of Exodus. To do so:

1. From the View menu of the search results window, click Skip to Author/Book, or right-click the expanded display window.

2. If necessary, click the plus signs next to the database or parts of the database to open up the "tree" and display the relevant parts of the database.

3. Do one of the following:

- Click the title of the text to which you want to skip with the right mouse button.

- Double-click the title of the text to which you want to skip with the left mouse button.

- Click the title of the text to which you want to skip with the left mouse button, and then click OK.

To *skip to a particular numbered result*:

1. From the View menu of the search results window, click Skip to Number, or right-click the expanded display window.

2. Type the number of the search result to which you want to skip.

3. Click OK or press ENTER.

Viewing Selected Search Results

If you only want to work with some of the search results, you can *select the results* which interest you and then view (or print, save, etc.) only these results.

1. To *select the search results* you want to view, click the check boxes next to the source lines of the relevant results.

2. From the View menu, click Display Selected Results.

•   If you want to select most of the results, it's generally easier to click those results which you *don't* want to select; then choose Reverse Selection from the View menu.

    If you only want to reverse the selection for the results displayed in the current window, click View, then Reverse Selection, then Window

•   After clicking Display Selected Results, you can redisplay the original list of search results by clicking View and then Display All Results.

Combining Duplicate Results

Sometimes a search expression occurs more than once in a particular passage. For example, the word אסמכתא occasionally occurs several times on the same page of Talmud, since this is the subject of the local Talmudic discussion.

If you want to display only one occurrence of the search expression per passage (for example, if you want to find each page of the Talmud in which the word אסמכתא appears), click Combine Duplicate Results on the View menu.

- You can restore the original list of search results by clicking Combine Duplicate Results again.

- To ensure that duplicate results are automatically combined whenever you search, click Tools, Options, Search, and then Combine Duplicate Results Automatically. Then click OK.

- Filtering out the duplicate results may take a long time if you are working with a long list of search results, or if the search expression occurs many times in the same passage.

Displaying Texts of Your Choice

Displaying Responsa Texts

You can *display any text in the Responsa databases* on screen either by choosing the text from the tree of Responsa databases, or by manually typing in the reference to the desired text (see below, p. 65). These texts can then be printed, saved, etc.

To *choose the text from the tree of Responsa databases*:

1.   From the menu bar, click Text, or click 🖼. The *text box* will open up on screen.
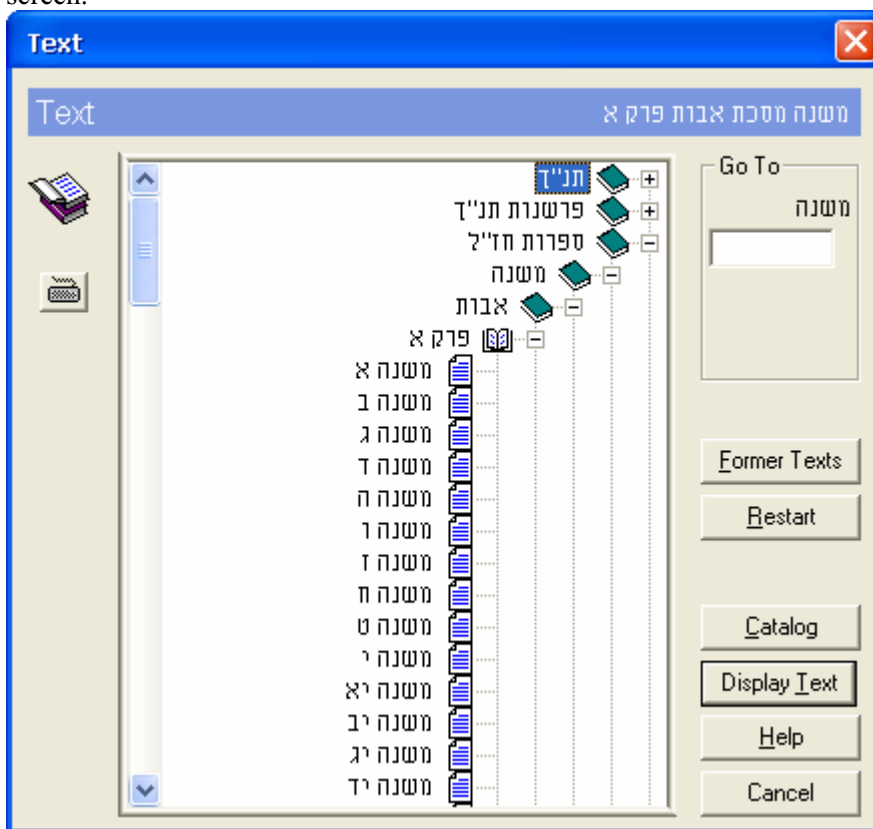
2.   If you want to display text from a database other than the database which is currently open, click Restart.

3.   Click the plus sign next to the title of the database from which you want to display text.

4.   Click the plus sign next to the title of the book from which you want to display text.

5.   Then:

To display	Click
An entire unit of text (e.g., an entire chapter of the Bible)	The title of the desired unit of text, or the book icon or plus sign next to it, with the right mouse button
	or
	The relevant field (e.g., Perek); then type in the appropriate Hebrew letter or the equivalent Arabic numeral (e.g., 1, if you want to view Bereshit, Ch. 1). Then click Display Text or press ENTER.
Part of the unit of text (e.g., a single biblical verse)	The plus sign next to the unit of text you want to view (see above). Then double-click the specified location, or click there once with the right mouse button.
	or
	The first relevant field (e.g., Perek); then type in the appropriate Hebrew letter or the equivalent Arabic numeral, and click Display Text or press ENTER.

To display additional texts of your choice in new windows, repeat the steps described above.

- To set the maximum number of text-display windows which can be displayed on screen at any given time, see below, p. 120.

- Fields for specifying text locations are only displayed if the "Show Fields for Specifying Text Locations" option was specified. For information on altering this setting, see below, p. 120.

- If you type a text-location which does not exist (e.g., תלמוד בבלי, מסכת ברכות, דף סה עמוד א; this tractate only goes up to דף סד), Responsa will display a message indicating that this text is non-existent. If this happens, press ENTER or click OK, and then respecify the text you want to view.

- If you're not sure what database a particular text appears in, you can locate it by using the Catalog option (available from the Text display window) as described above, p. 16.

To *display texts by typing in the reference manually*:

1. From the menu bar, click Text, or click the Text icon.

2. Click the Reference tab.

3. In the box labeled Enter Reference, type in the name of the source you want to display. (If another source is already displayed there, click Clear and enter the new source.)

4. Click the Search button or press Enter.

5. If there is only one source which fits the reference you entered, Responsa will immediately open a window displaying that source.

If several sources fit the reference you entered (see below), a list of all these sources will be displayed. To display a particular source from this list, click it, and then click Display Text.

- The search text should be entered without commas or עײא/עײב (in the case of Talmudic references). Thus, to display בבלי ברכות כז, type בבלי ברכות כז ב or בבלי ברכות כז, but not ב, בבלי ברכות כז עײב, עײב.

- When entering references to texts from the Talmud, you can also use periods or colons to specify the relevant Amud. Thus, to display בבלי ברכות כז עײב, you could type בבלי ברכות כז:.

- The more specific the reference you enter, the greater the chances of Responsa immediately locating the relevant text. Conversely, entering a less specific reference is likely to produce a long list of results, most of which are irrelevant.

  Thus, if you type בבלי ברכות ז ב, this text will be displayed immediately, but if you type only ברכות ז ב, Responsa will display a long list of sources, including משנה ברכות ז, ב, בבלי ברכות ז עײב, רמבײם הלכות ברכות ז, ב, as well as numerous commentaries on all of these sources.

- Other ways to shorten the list of results are by entering מסכת or דף. Thus, if you type מסכת ברכות ז ב or ברכות דף ז ב, Responsa will only list references to the Talmudic tractate, including commentaries on this page, but not to Rambam, Hilchot Berachot 7.2.

- Abbreviations can be entered without quotation marks. Thus, you can write רמבײם תשובה א ב, or שוע יוד ג instead of רמבם תשובה א ב and שויע יויד ג instead of שוײע יוײד ג.

Redisplaying Texts Displayed Previously

To *redisplay texts* which you had viewed in the past:

1. Click Text from the menu bar, or click the Text icon .

2. Click the Former Texts button.

3. Scroll through the list of former texts, and double-click the text of your choice to display it. Or click this text once, and then click OK.

- You can delete any or all of the items listed in the Former Texts box by clicking Delete or Delete All.

- You can display several former texts at the same time by clicking Control (or Shift, to display consecutive texts) and then clicking the texts you want to display.

Custom Texts

You can bookmark texts of your choice ("custom texts") to make it easier to display them later on.

To *bookmark a single custom text*:

1.   While displaying a text which you want to a bookmark, click Edit.

2.   Click Add Custom Text. A box will open up, allowing you to enter a name for the custom text.

3.   Type a name in the box, and click OK.

To *bookmark multiple custom texts*:

1.   Click Tools.

2.   Click Custom Texts.

3.   If you had already defined custom texts and you want to add additional texts to an existing list, click List of Texts. Then click the list where you want to include the next texts.

If you want to include texts in a new list, click New List. Then type a name for the list in the box, and click OK.

4.   Click Add Text.

5.   Choose the text you want to add to the list and click Add. Repeat this procedure as many times as necessary, until you have selected all the texts you want to add to the list.

- If you accidentally included the wrong text, click its title, and then click Delete Text.

- To delete a single list or all lists, to print a list, or to copy the contents of a list to the Windows Clipboard, click the appropriate button.

6. Click OK to accept your choices.

7. Click OK to save the list.

To *display custom texts* which you have already defined:

1. Click Tools.

2. Click Custom Texts.

3. Click the arrow in the List of Texts box.

4. Click the list of your choice.

5. To display *all the texts in the list*, click Display All.

To display *individual texts*, click the texts you want to display, and then click Display Selected.

- You can choose whether you want all the texts displayed in a single window or in multiple windows by selecting the appropriate option (In One Window or In Multiple Windows).

Working With Text Display Windows

Text display windows resemble expanded display windows and offer most of the same options. Thus, you can scroll through text windows, save or print their contents, etc., just as you can with expanded display windows. For more details, see above, p. 57, and below, Chapter 9, "Working with Responsa Windows."

- Text windows ordinarily appear on the left side of the main Responsa window. However, you can reposition these windows by dragging them to another part of the main Responsa window.

- When displaying texts together with commentaries (for example, Talmud Bavli along with Rashi), displaying the next or previous unit of text displays the commentaries on this next/previous unit of text in the commentary window.

Working With Responsa Windows

Switching Between Responsa Windows

To *switch between Responsa windows*, do either of the following:

- From the Window menu, click the title of the window you want to view.

- Click the tab of the window which you want to view. (This only works if you had selected Tabs from the View menu.)

Note that long window titles may extend beyond the end of the tab. If this happens, hold the mouse pointer over the tab for a few seconds, and a tool tip with the full title of the window will appear.

Working with Multiple Windows

To *close, display, print, or save multiple Responsa windows*:

1.   From the Window menu, click Window Manager. (In order to take full advantage of the various Window Manager options, you may have to click More.)

Windows ⊠

Managing Windows

Select the desired windows and an action:

Window	N	+	No.
שלום, 4255 תוצאות			1
ברא, 1743 תוצאות	N		2
שולחן ערוך אורח חיים סימן יד			3
בראשית פרק כט			4
שו"ת אגרות משה חלק אר"ח ג סימן ו		+	5

Display

Show Nikud

Close

Cascade

Tile Horizontally

Tile Vertically

OK

Help

Cancel

Print   Save   Copy   <<Less

Print, Save or Copy in Search Results Windows:

⦿ All Results

○ Results in Window

Print or Save in Text Windows:

⦿ All Text   ○ Text in Window

○ Highlighted Text

☑ Print Continuously (no page break)

2.   Click the titles of the windows you want to close, display, print or save.

3.   Click the option of your choices to proceed.

- To select individual windows, press the CTRL key while clicking the windows you want to select. To select a series of windows, click the first window you want to select, then press SHIFT, and, holding this key down, click the last window you want to select.

- Clicking Copy copies highlighted text in text windows or in expanded search results windows. Accordingly, clicking this button has no effect on windows which do not contain highlighted text. (Windows with highlighted text are marked by the highlighted text icon 📋.)

- If you want to print or save multiple texts in a particular order, you can arrange them in this order by dragging the icons next to the relevant window titles up or down. (Note that different types of icons are used to mark search windows , text windows , and windows containing highlighted text .)

- If you want to view or close all of the active windows, you can do so by selecting the desired option directly from the Window menu rather than using the Window Manager.

- Windows containing searches for vocalized text (Nikud) are marked with the letter N. To display the text of such queries with vowels, click the line listing the relevant search, and then click Show Nikud.

- Multipart windows—for example, windows containing the text and biography of a particular responsa author—are marked with a plus sign (+). By clicking this plus sign, you can list the titles of all of these components (say, the text and biography of Igrot Moshe). Note that dragging the icon next to any of these components automatically drags the other parts of the window with it

Finding Text in Responsa Windows

To *find a word or any other string of text* in an expanded display window or text display window:

1. From the Edit menu of the relevant window, click Find. Or click CTRL+F, or click .

2. Type the text you want to find.

3. Click OK or press ENTER.

- To repeat the search, press F3.

- When using this option as described here, you cannot specify grammatical variants; you can only locate the exact text you specified.

If you want to locate forms with variants, click Advanced in the Find box; then you will be able to perform a regular Responsa search for whatever forms you specify.

• This option finds all occurrences of the word or phrase in the relevant text, even if the expression you specified occurs in a part of the text which is not currently displayed on screen, e.g., at the end of a long responsum.

• If you don't want to search for punctuation marks, click the **Do not search for punctuation marks** check box.

• Responsa begins searching from the part of the text where the cursor is located. If you want to begin searching from the beginning of this text, press CTRL + HOME to go to the beginning of the text.

Copying and Pasting

To *copy text* from *expanded display windows or text windows* and paste it into other Windows applications (e.g., a word processor):

1.   With the mouse, select the text you want to copy. You can also select text using certain standard Windows keystrokes — for example, SHIFT + END to select to the end of a line, or CTRL + A to select all text in a window, even text which is not currently displayed on screen.

2.   Do one of the following:

   ■ From the Edit menu, click Copy to Clipboard.

   ■ Right-click anywhere in the window, and then click Copy.

   ■ Press CTRL+C.

   ■ Click .

3.   Switch to the other Windows application, position the mouse pointer where you want to paste the text you copied, and press CTRL+V (or choose Paste from the Edit menu of the other Windows application).

- If the pasted text doesn't come out the way you want, you may have to alter Responsa's copy options (see below, p. 109) or your word processor settings (see below, p. 111).

- You cannot copy and paste selected text from search results windows, but only from text windows and expanded display windows.

   To *copy the contents of a search results window* to your word processor, click Copy Window from the Edit menu, or press CTRL+C. Then paste the text into your word processor as explained above.

- You can copy the contents of a single search results window, but you cannot copy the entire list of search results. If you want to save all of these results, you'll have to save them as a text file (see below, Chapter 12, "Saving").

- If you had selected results in a search results windows, only the selected results are copied.

- When copying the text of the Shulchan Aruch, you can omit references to supercommentaries on this work (for example, the Shach) by clicking the **Do not copy references to commentaries on Shulchan Aruch** checkbox.

Comparing Texts on Screen

   If you have several Responsa windows open at the same time, you can compare their contents on screen. Note that it makes no difference whether these windows contain regular search results, expanded search results, or texts of your own choice.

   You can also compare different parts of the text displayed in a single window, whether a search results window or a text window. For example, you might want to compare early responsa in a search results window with later responsa displayed in the same window, or you might want to compare the beginning of a Tosafot displayed in a text window with the end of the Tosafot in the same window.

To *compare texts on screen from different windows*:

1. From the Window menu, click Window Manager.

2. Click the titles of the windows whose contents you want to compare.

3. Click Horizontal Tile or Vertical Tile.

To *compare texts on screen from the same window*:
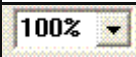
1. Display the desired window.

2. From the File menu, click Duplicate Window.

3. Scroll to the desired part of each of the duplicate windows.
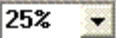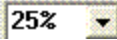
Zooming Options for Images

Some of the Responsa databases include images – for example, the maps in the Talmudic Encyclopedia.

You can change the size of these images, zoom in or out of them, etc., by clicking the appropriate icons or selecting the appropriate menu item under View, as described below.

Page View   Percent to Zoom   See Below

Icon	Function	Using It
100% ▼ Page view icon	Sets the magnification level of the image	1. Click the arrow next to the Page View box. 2. Click the magnification level that you want – more than 100% to increase magnification, and less than 100% to zoom out.

25% ▾ Percentage to zoom in or out	Enables you to zoom in on or out of the image by a specified percentage	1. Click the arrow next to the zoom percentage box 25% ▾ . 2. Click the percentage by which you want to zoom in or out of the image, or enter it yourself. 3. Click one of the Zoom In icons 🔍, ➤⁺, ⊡ or one of the Zoom Out icons 🔍, ➤⁻ (see below) to magnify or reduce the size of the image by the specified percentage.
🔍 Zoom in icon 🔍 Zoom out icon	Zooms in on or out of the image by the percentage specified in the Zoom Percentage box.	After setting the percentage by which to zoom in or out in the Zoom Percentage box, click the appropriate icon to zoom in or out.
➤⁺ Zoom point in icon ➤⁻ Zoom point out icon	Zooms in or out of the image, positioning the specified part of the image at the center of screen.	1. Set the percentage by which to zoom in or out in the Zoom Percentage box 2. Click the appropriate icon, depending on whether you want to zoom in or out. 3. Point to the part of the image which you want to appear at the center of the screen, and click.
⊡ Zoom	Specifies a part of the	1. Set the percentage by

Rectangle icon	image to enlarge and zooms in on that part of the image	which to zoom in in the Zoom Percentage box 2. Click the Zoom Rectangle icon. 3. While holding down the left mouse button, click on a part of the image which you want to enlarge. 4. Drag the mouse pointer to draw a rectangle around the part of the image you want to enlarge. 5. Release the mouse button when you are ready to display an enlarged view of this part of the image.
Select icon	Enables you to select part of the image, which can then be copied, printed, or saved	1. Click the Select icon. 2. Drag the mouse pointer to draw a rectangle around the part of the image you want to select. 3. To print the selection, click File, then Print Selection. To copy the selection, click Edit, then Copy Selection.

[Pan icon image] Pan icon	Lets you drag the image up, down, right, or left	1. Click the Pan icon. 2. While holding down the left mouse button, click any part of the image. 3. Drag the mouse pointer to drag the image in the desired direction. 4. Release the mouse button when the image is positioned where you want it.
[Overview window image] Overview window	Displays a miniature overview of the entire image which appears in the image window. The part of the image currently displayed in the image window is surrounded by a dotted rectangle in the Overview window.	Click the Overview window icon. An overview of the image will be displayed in the upper-right corner of the screen.
[Rotate icon image] Rotate icon	Rotates the image 90 degrees clockwise. Clicking the icon repeatedly causes the image to rotate another 90 degrees each time the icon is clicked	Click the Rotate icon
[Flip Horizontal icon image] Flip Horizontal icon	Displays a mirror image of the image on screen	Click the Flip Horizontal icon
[Flip Vertical icon image] Flip Vertical icon	Displays a mirror image of the image on screen, rotated 180 degrees	Clip the Flip Vertical icon

Copy icon	Copies the selected part of the image as selected above	Click the Copy icon.
Print icon	Prints the image as displayed on screen	Click the Print icon.
Help icon	Displays help on all image-related functions	Click the Help icon.

Hypertext

Hypertext Links

Many Responsa texts refer to other Responsa texts. For example, the Talmud quotes the Bible, Tosafot quotes passages which appear elsewhere in the Talmud, etc.

To facilitate jumping from one such source to another, such cross-references have been designated as hypertext links in many of the Responsa databases. Clicking these links (which appear as underlined text on screen) automatically opens up a new window containing the specified text.

Currently various databases have been hyperlinked to Tanach; these databases include most works of rabbinic literature, commentaries on Tanach, and various commentaries on the Talmud. Similarly, Rashi and Tosafot on Talmud Bavli and many commentaries on Tanach have been hyperlinked to rabbinic literature, Ramban and Ritba on the Talmud have been hyperlinked to the Talmud, the Shulchan Aruch and Pitchei Teshuvah have been hyperlinked to various responsa, and many responsa (from the seventeenth through twentieth centuries) have been hyperlinked to the Rambam.

Additional hypertext links will be included in future versions of Responsa

- Hypertext links are only available in text display windows and expanded search results windows and now in search results windows.

- To return to the original text after performing a hypertext jump, click Back from the View menu.

- Hypertext links linking the Shach and the Shulchan Aruch are marked by underlined Hebrew letters. Clicking these letters will display the relevant passages in the Shach if you are currently displaying text from the Shulchan Aruch, or the Shulchan Aruch, if you are currently displaying text from the Shach.

- Hypertext links to Rambam's commentary on the Mishnah have been included in the Mishnah database; these links appear as underlined Hebrew letters in square brackets.

Cross-References

Texts in the Responsa databases are often cited and discussed by other texts. For example, Talmudic texts are discussed by Rashi and Tosafot on other Talmudic passages, etc.

Responsa enables you to locate *cross-references* to such citations in two ways:

- you can display a list of citations of a particular part of the passage currently displayed on screen.

- you can list all citations of the passage currently displayed in a text window — for example, all citations of Berachot 33b.

To display a *list of citations of a particular part of a passage*, click the hyperlink, and then click Cross-References.

To display *all citations of the passage currently displayed in a window*, click Cross-References from the View menu, or click 🔳. Alternatively, right-click anywhere in the relevant text, and then click Cross References.

A new window will open up, displaying a list of hypertext links to the relevant sources.

To *view any passage mentioned in this list*, click the relevant hypertext link.

To *view all the citations*, click Expand from the View menu or click the Expand Cross-References icon (🔁). A new window will open up, displaying excerpts of all the sources listed in the Cross-References window. You can then work with these citations as if they were ordinary search results (viz., varying the amount of text displayed, filtering out duplicate results, etc.).

- As a rule, it's best to use the Cross-References option when displaying small units of text, e.g., a single biblical verse or a single Mishnah, rather than an entire chapter of the Bible or Mishnah. Otherwise, you're likely to get an exceptionally long list of references, which is hard to work with.

- To display cross-references for a particular verse, click the letter before the verse (underlined as a hyperlink), and then click Cross References.

- Responsa's list of cross-references and related sugyot is not fully complete, and will be augmented in future versions of Responsa.

Related Sugyot

To display *internal parallels to passages in the Talmud Bavli*, click the relevant underlined hypertext links, and then click Related Sugyot.

- This function lists only halakhic parallels, not aggadic parallels. Accordingly, clicking Related Sugyot will not display all of the parallels listed in Masoret Ha-Shas. On the other hand, Parallel Sugyot displays not only *sugyot* which are identical to the hyperlinked passage, but also *sugyot* which are thematically related to the hyperlinked passage.

- Clicking underlined hyperlinks will display options for both Cross-References and Related Sugyot even if there are no Related Sugyot on the passage in question, as long as there are cross-references. In such cases you will receive an error message: No Matches Found.

Displaying Commentaries on Texts

If you are viewing a passage from the Bible, Talmud Bavli, or Shulchan Aruch in a text window or expanded display window, you can *display commentaries on these texts* along with the original texts.

To view	Do this
Particular commentaries on biblical texts	From the View menu of the window containing the biblical text, click Commentaries, and then click the desired commentary.
All commentaries on a biblical text	From the View menu of the window containing the biblical text, click All Commentaries. All commentaries on the relevant

	biblical chapter will be displayed, one after the other, in a separate window.
Rashi or Tosafot on the Talmud	From the View menu of the window containing the Talmudic text, click Rashi or Tosafot.
Commentaries on the Shulchan Aruch	From the View menu of the window with the Shulchan Aruch, click the desired commentary.

- You may have to scroll through the commentary window in order to locate the part of the commentary which discusses the part of the text currently displayed in the main window.

- In certain databases, scrolling through the text window or expanded display window automatically causes the commentary window to scroll as well.

- Relevant commentaries can also be displayed by right-clicking the text-display window and choosing the appropriate commentary.

- To display commentaries on a particular verse, click the letter before the verse (underlined as a hyperlink), and then click the commentary or commentaries you want to display.

- References to commentaries on the Shulchan Aruch are printed in various fonts and styles, often making it difficult to identify which commentary is being referred to. Resting the mouse pointer on such a reference will display a tooltip specifying the identity of the relevant commentary.

- To display references only to particular commentaries on the Shulchan Aruch, click Tools, Options, Text, and finally Shulchan Aruch Commentaries. Then select the commentaries you do not want displayed, and click OK.

- When displaying texts with commentaries, displaying the next or previous unit of text displays the commentaries on this next/previous unit of text in the commentary window.

Displaying Texts Commented On

If you are viewing a commentary on the Bible, Talmud, or Shulchan Aruch, you can *display the text commented on* by clicking the title of the appropriate text from the View menu, or by right-clicking the text-display window and choosing the appropriate option.

- You may have to scroll through the window containing the main text in order to display the passage being commented on.

- In certain databases, scrolling through the commentary window automatically causes the main text window or expanded display window to scroll as well.

- When displaying texts with Commentaries, displaying the next or previous unit of text displays the commentaries on this next/previous unit of text in the Commentary window.

Personal Notes and Links

You can *annotate Responsa texts* and *add links from Responsa texts currently displayed on screen* to other texts of your choice. Likewise, you can edit notes and links after you have entered them, save them to a file, print them, copy them to the clipboard, or delete them.

Adding Notes

To *add comments* to Responsa texts which are currently displayed on screen:

1.   Position the cursor where you want the note to appear.

2.   From the Edit menu, click Add Note.

3.   The Edit Notes window will open up. In the Note box, type the text of the note.

4.   Click OK to save the note, or Cancel to discard the note. A note icon () will appear next to the word you annotated. (If the word also has a link attached to it, a note-link icon () will appear next to the word.)

- You cannot annotate ordinary search results, but only texts which are displayed in text windows or expanded display windows.

- If you want to change the text of a note you had added, click the word next to the relevant note icon. Then click Edit Notes and edit the note, and click OK to save your corrections.

- You can include multiple notes on a single word.

- To edit multiple notes on a single word, click the word, and then click Edit; the first note will then be displayed. Edit it and click OK (or click OK if you don't want to change this particular note). Then the next note will be displayed, ready to be edited.

  Alternatively, you can edit multiple notes on a single word by clicking Tools, then Notes Manager. Then click the first note that you want to

edit and click Edit, and click OK when you are finished editing it. Repeat until you have finished editing all of the relevant notes.

Copying Notes

To *copy an existing note to a new location*:

1. Position the cursor where you want to copy the note.

2. From the Edit menu, click Copy Note. The Notes Manager will open up.

3. Click the note which you want to copy.

4. Click the Copy button.

Adding Links

To *add hyperlinks of your choice* from a Responsa text currently displayed on screen to another Responsa text:

1. Position the cursor on the word where you want to add the link.

2. From the Edit menu, click Insert Link.

3. To insert a link to a text in another open Responsa window, click From Open Window. To insert a link to a Responsa text which is not currently displayed on screen, click From Text.

4. Specify the text to which you want to link, and click OK. A link icon (🐚) will appear next to the word where you added a link. (If the word also has a note attached to it, a note-link icon (🐚) will appear next to the word.)

- To display a link which you inserted, click the word next to the link icon. Alternatively, position the cursor over the link icon, and a tooltip containing the text of the link will appear on screen.

- To display the text associated with the link, you have to click the link itself (underlined).

Viewing Notes and Links

To *view personal notes or user-specified links to Responsa texts*, do one of the following:

- Position the cursor on the word next to the note or link icon. A tooltip containing the text of the note or link will appear on screen.

- From the View menu, click Notes and Links.

- From the Tools menu, click Notes Manager. Then click the notes or links you want to view, and click View.

Remember that to view the source associated with a link, you have to click the link (underlined).

Working With Notes and Links

To *view, edit, delete, copy (to the clipboard), save (to a file), or print notes or links*:

1. From the Tools menu, click Notes Manager.

2. Click the titles of the windows you want to view, edit, copy, save, or print.

3. Click the button specifying the desired action.

- To filter the notes displayed in the Notes Manager, click the appropriate choices under Filter Notes at the bottom of the Notes Manager, and then click Refresh Notes List.

- To display the original list of notes and links, uncheck the boxes under Filter Notes, and then click Refresh Notes List.

- To change the order of the notes displayed in the Notes Manager, click the appropriate column, and the notes will be rearranged, in ascending or descending order, based on the column you clicked and the direction of the arrow at the top of the selected column.

- You can also edit notes directly from text windows or expanded display windows. To do so, click the word next to the relevant note icon. Then click Edit Notes and edit the note, and click OK to save your corrections.

- To edit multiple notes on a single word, click the first note that you want to edit and click Edit, and click OK when you are finished editing it. Repeat until you have finished editing all of the relevant notes.

Printing

Printing

To *print* search results or other Responsa texts:

1. From the File menu of the window whose contents you want to print, choose the appropriate option from the following chart:

To print	Do this
All the search results or the entire passage of text, even if not currently displayed on screen	Click Print and then All, or click 🖨
Only the current window	Click Print and then Window
Selected search results	After selecting the results you want to print, click Print, All, or click the print icon
Selected search results in the current window	After selecting the results you want to print, click Print, and then Window
Selected text in a text display window or expanded search results window	After selecting the text you want to print, click Print, and then Highlight
The contents of several Responsa windows	From the Window menu, click Window Manager. Then select the desired windows and click Print (to print all the text) or Print Text in the Window (to print only the text currently displayed in the window).

*   Some texts include notes of various sorts. To decide whether or not to print these notes, choose Print, then Highlight/Window/All, and then With Notes or Without Notes.

- When printing the text of the Shulchan Aruch, you can omit references to supercommentaries on this work (for example, the Shach) by clicking the **Do not print references to commentaries on Shulchan Aruch** checkbox.

- If your printout didn't come out the way you wanted, try altering Responsa's print settings (see below).

Printing Multiple Texts Consecutively Without Page Breaks

To print the contents of several Responsa windows in a particular order without page breaks between them:

1. From the Window menu, click Window Manager.

2. Click the More button if it is not already displayed.

3. Click the titles of the windows you want to print.

4. Arrange the texts you want to print in the desired order by dragging the page icons next to the relevant window titles up or down.

- To facilitate distinguishing between different types of windows, different types of icons have been used to mark search windows , text windows , and windows with highlighted text .

5. Click Print Continuously.

6. Click the desired printing options (All, Text in Window, Highlighted Text), and then click OK or press ENTER.

Print Settings

If your printout didn't come out correctly — for example, if your printer isn't equipped for printing Hebrew (because it doesn't have Hebrew ROM or a Hebrew font cartridge), or if you want to change other features of the printout (e.g., margins, page length) — then you have to change Responsa's print settings.

To *change print settings*:

1.   From the Tools menu, click Options.

2.   Click the Print tab.

3.   Alter the options you want to change, and then click OK.

- If your printer has Hebrew ROM or a Hebrew print cartridge, it's generally advisable to choose non-graphic printing. Otherwise, choose graphics printing.

- Texts are not necessarily printed in the same font in which they are displayed on screen. Accordingly, you may have to change the printer font to make sure that your printout comes out correctly (see below).

Changing Printer Fonts

To *change the printer font* (this applies only if you're using graphic printing — for example, if you're using a laser printer):

1.   From the Tools menu, click Options.

2.   Click the Print tab.

3.   Click the Font button.

4.   Select the desired font, font style, and size. (Make sure to choose a Hebrew font!)

5.   Click OK.

6.   Click the ANSI/224 box if you're using a font located at ANSI 224 (most Hebrew fonts for Windows are located at ANSI 224); otherwise, clear this box.

7.   Click OK.

- To make sure that English printer fonts are the same size as Hebrew printer fonts, click Tools, then Options, then Print, then Change in Hebrew font size will also change English font size. Then click OK.

Saving

Saving Responsa Texts

To *save Responsa texts and search results to ordinary text files*, which can then be displayed or edited with a word processor:

1. From the File menu of the relevant window, choose the appropriate option:

To save	Do this
All the search results or the entire passage of text, even if not currently displayed on screen	Click Save, then All, or click (the *Save* icon)
Only the current window	Click Save, and then Window
Selected search results	After selecting the results you want to save, click Save, and then All
Selected text in text windows or expanded display windows	Click Save, and then Highlight
The contents of several Responsa windows	From the Window menu, click Window Manager, and then select the windows you want to save. Then click Save (to save all the text) or Save the text in the Window (to save only the text currently displayed in the window).

2. Type the name of the file in which you want to save your results.

3. Click OK.

If you had already saved text in a file with the same name, Responsa prompts you to do one of the following:

- Append the new text (or search results) to the existing file without erasing its contents

- Replace the existing file

- Cancel

 Click the option of your choice to proceed.

- If the text doesn't come out right in your word processor, try altering Responsa's file-saving options or your word processor's conversion options, and then save the text again.

- If you want to copy selected text from expanded display windows or text windows to a Windows application, it's generally better to copy and paste the text directly into that application, rather than saving it as described above.

- Some texts include notes of various sorts. To decide whether or not to save these notes, choose Save, then Highlight/Window/All, and then With Notes or Without Notes.

- When saving the text of the Shulchan Aruch, you can omit references to supercommentaries on this work (for example, the Shach) by clicking the **Do not include references to commentaries on Shulchan Aruch** checkbox.

File Saving Options

If texts which you saved with Responsa are not displayed correctly in your word-processor (e.g., if the text is displayed from left to right instead of from right to left), try *altering Responsa's file saving options*:

1. From the Tools menu, click Options.

2. Click the Save tab.

3. Click the button next to the word processor of your choice. If your word processor is not listed, click Other, and then Options. Choose the appropriate

file saving options from the table (if you're not sure which options to select, you may have to experiment a bit).

4. Click OK.

- Altering Responsa's file saving options affects only future attempts at saving. Accordingly, you will have to save your text again to make sure that it comes out correctly.

- Responsa usually saves text in regular ASCII/ANSI files, and not in actual word processor files. Therefore, even after altering file saving options, you might have to edit the saved text somewhat or alter the file conversion options of your word processor (see below) to make sure that the text comes out correctly.

- If you use a Windows word-processor, you can preserve the original on-screen formatting, including colors and fonts, by choosing Rich Text Format from the Save options. (It's advisable to save files as Rich Text Format if your operating system is Windows 2000, NT, or XP.)

Word Processor Settings

If Responsa texts aren't displayed correctly in your word processor even after altering Responsa's file saving options, try *altering the file conversion options of your word processor*:

Word Processor	Options to alter
Dagesh	Choose Convert File from ASCII (Text). Then, from ASCII Filter Option choose Code Page - Windows Hebrew, Language - Hebrew.
	If there is a problem with the screen layout, check the Windows printer driver. If there is a printing problem, make sure that the page size for the printer is the same in Dagesh (under Format - Document) as in Windows Printer Setup.

Word (Hebrew)	Select Open as Hebrew Document, and choose Text Only conversion
Write (Hebrew)	Select RTL Reading Order, and choose No Conversion

Special Features

Biographies

To *display on-screen biographies of authors* of Responsa texts:

1. From the Tools menu, click Biography.

- If you're not certain where the work you're looking for is located, click Catalog. Then type the name (or part of the name) of the book or author you want to search for, and click Search.

2. Click the plus sign next to the desired database.

3. Click the title of the work whose author's biography you want to view.

Gematrias

To *calculate the gematria* of words or phrases and find biblical phrases or verses with the equivalent gematria:

1. From the Tools menu, click Gematria.

2. Type the word or phrase whose gematria you want to calculate, or type a number to find all words and phrases with the equivalent gematria.

3. Click Phrase to display individual words or phrases with the equivalent gematria, or click Whole Verse to display entire verses with the equivalent gematria.

- To limit your search to verses in particular biblical books, clear the check box next to Search All Books. Then click Choose Books, select the books you want to search, and click OK.

4. Click OK.

A list of verses (or words and phrases) with the equivalent gematria, whose contents can then be printed or saved, will be displayed on screen in a new window. The gematria of the word or expression which you specified appears in the title bar of this window.

- You are not likely to find entire verses with gematrias of equivalent value unless the gematria of the expression you specified is very high.

Combining Duplicate Results in Gematria

When searching for biblical words or phrases with a particular gematria, you may find that a particular word or phrase appears in many different verses. For example, if you search for words with the same gematria as יראה (216), you will find that one of the results, the word ודור, appears in 15 different verses!

To display only one occurrence of each of these words or phrases (for example, only one verse containing the word ודור), click Combine Duplicate Results on the View menu.

- You can restore the original list of Gematria results by clicking Combine Duplicate Results again.

- Filtering out the duplicate results may take a long time if you are working with a long list of results.

Biblical Verses for Personal Names

To display a list of biblical verses beginning and/or ending with the same letters as those in a particular name – for example, to find all verses which begin with *yod* and end with *beit*, as in the name יעקב – or a verse whose words begin or end with the letters of a particular name:

1. From the Tools menu, click Names.

2. Type the relevant name in the Names box.

3. Click the desired options.

4. Click Find.

- You can click more than one box to specify multiple possibilities. For example, to find verses containing words whose first or last letters spell the name, click both Words Whose First Letters Spell the Name and Words Whose Last Letters Spell the Name.

- To find verses whose words begin or end with the letters of the name, but not necessarily in the same order as the letters of the name, click Variant Word Order. If you specify this option when specifying the name משה, you will find verses such as חנהוישיה עורות םַ.

- To limit your search to verses in particular biblical books, clear the check box next to Search All Books. Then click Choose Books, select the books you want to search, and click OK.

Locating Biblical Verses with Specified Distances Between Letters

To *locate biblical verses with specified distances between letters* — for example, verses in which the letters משה appear one after the other, with five letters between them:

1. From the Tools menu, choose Names.

2. Type the desired letters in the Names box.

3. Click Distance Between Specified Letters.

4. Specify the desired distance.

5. Click Find.

Calendar

You can convert Hebrew dates to Gregorian dates and vice-versa, determine Bar-Mitzvah dates, and obtain all sorts of useful information about the Jewish calendar by using Responsa's calendar. This feature is particularly helpful if you want to determine the Gregorian equivalent of a Hebrew date mentioned in a responsum.
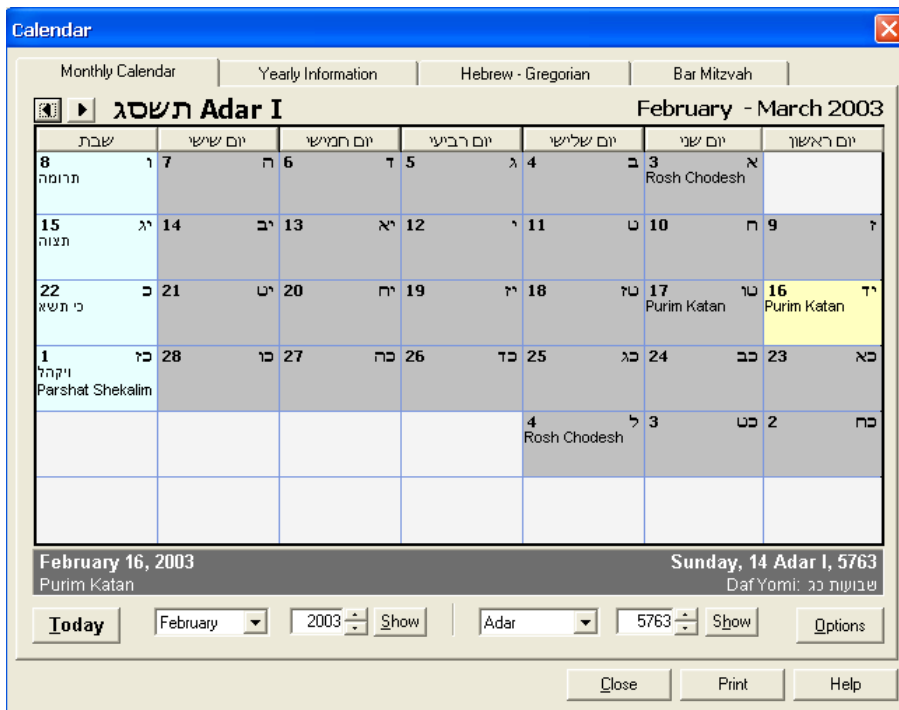
(a) To *convert Gregorian dates to Hebrew dates or vice-versa*:

1. From the Tools menu, click Calendar.

2. Click the Hebrew-Gregorian tab.

3. Enter the dates you want to convert, and click Show Gregorian Date or Show Hebrew Date.

(b) To *determine Bar-Mitzvah dates*:

1. From the Tools menu, click Calendar.

2. Click the Bar Mitzvah tab.

3. Enter the dates you want to convert, and click Show Bar Mitzvah Date.

(c) To *display information about Jewish Holidays*:

1.   From the Tools menu, click Calendar.

2.   Click the Monthly Calendar tab.

3.   Click Today to display information about the current date, or enter the date of your choice and click Show. A Hebrew-English monthly calendar, with information about the date selected, will be displayed.

- Clicking any date on the calendar highlights it and displays information about that date on the bar at the bottom of the screen.

- To view the calendar for the previous or following months, click the backward or forward buttons on the monthly calendar

- To display information about the calendar outside of Israel, which sometimes differs from that followed in Israel (two days of Yom Tov, and sometimes different weekly Torah portions), or to display parts of the monthly calendar in Hebrew, click Options, choose the desired options, and click OK.

(d) To *display general information about the Jewish calendar*:

1.   From the Tools menu, click Calendar.

2.   Click the General Information tab.

3.   Specify the year for which you want to display information, and click Show.

4.   Click the button specifying the information you want displayed (*molad*, *tekufah*, etc.).

- Sometimes the relevant information may extend over more than one screen; to display this information, click the Next button, or click Back to return to the previous screen.

- To display information about the previous or following years, click the backward or forward buttons.

(e) To *close the calendar*, do one of the following:

- Click the Close button on the Calendar.

- Press ESC.

Daf Yomi

To display the text of today's Daf Yomi, click Tools, then Daf Yomi. Rashi and Tosafot on the Daf Yomi will also be displayed.

Responsa does not display the text of the entire Daf Yomi, but only the first *amud*. To display the next *amud*, do one of the following:

- Click the Next Paragraph icon .

- Click View from the main menu bar, and then Amud+.

- Right click anywhere in the Daf Yomi window, and then click Amud+.

Tooltip Dictionaries

Responsa contains two tooltip dictionaries, one for abbreviations and one for Aramaic words.

To *look up abbreviations* in Responsa texts:

1. Make sure that the tooltip dictionary is active by clicking View, then Tooltip Dictionary.

2. Double-click any part of the abbreviation you want to look up. An explanation (or several explanations, if more than one is possible) of the expression you clicked will appear as a tooltip.

- You can only use the abbreviations dictionary to look up abbreviations in texts or expanded search results, not in regular search results.

- You can look up abbreviations in the following databases: Mishnah, Tosefta, Minor Tractates, Talmud Bavli, Rashi and Tosafot on Talmud Bavli, Talmud Yerushalmi, Bible Commentaries, Rambam, and Shulchan Aruch.

To *look up translations of Aramaic words* which appear in Responsa texts:

1. Make sure that the tooltip dictionary is active, by clicking View, then Tooltip Dictionary.

2. Double-click any part of the word you want to look up. An explanation (or several explanations, if more than one is possible) of the expression you clicked will appear as a tooltip.

- You can only use this dictionary to look up translations of words appearing in texts or expanded search results, not in regular search results.

- You can look up Aramaic words in the following databases: Talmud Bavli, Rashi and Tosafot on Talmud Bavli.

Displaying Information About Database Size

To *display the approximate number of words and letters in any Responsa database*:

1.   From the Tools menu, choose Database Size.

2.   Click the plus signs next to the databases in the tree until the relevant database and accompanying information is displayed.

Backing Up Personal Data

Responsa offers a variety of options to back up your personal notes and links, former queries, saved searches, and other system settings.

To *backup and restore all settings from an existing setup of Responsa*:

1.   Click Tools, then Backup.

2. Click Select Directory and choose the directory where you want to backup your data, or from which you want to restore your data. (This is not necessary if you want to use the default directory for backups, c:\Respbkup.)

3. Click Export.

4. To restore the data you backed up, repeat steps 1-2, and then click Import.

- Importing and exporting do not work with previous versions of Responsa.

- When restoring data this way, all of your previous personal notes, links, former queries, and saved searches will be overwritten, so use this option with Importing and Exporting do not work with previous versions of Responsa.

     To *backup and restore personal notes*:

1. Click Tools, then Backup.

2. Click Select Directory and choose the directory where you want to save your data, or from which you want to merge your data. (This is not necessary if you want to use the default directory for backups, c:\Respbkup.)

3. Select Export Notes, and then select the notes you want to export.

4. To merge the notes you chose into another installation of Responsa (for example, on another computer), repeat steps 1-2, and then click Import Notes.

- Merging notes works with previous versions of Responsa, unlike the regular backup option, which does not.

- Merging notes into another Responsa installation will leave existing notes on that installation intact, while adding the new notes.

     To *back up personal notes* to *upgrade to a future version of Responsa*

1. Click Tools, then Backup.

2. Click Select Directory and choose the directory where you want to backup your data. (This is not necessary if you want to use the default directory for backups, c:\Respbkup.)

3. Click Export Notes, and select all the Personal Notes you would like to upgrade to a future version.

4. To restore the data you backed up, repeat steps 1-3, and then click Import Notes.

Responsa Indexes

Introduction

Responsa includes two comprehensive, searchable indexes: (1) an index to selected responsa, with hyperlinks to the relevant responsa and to the Shulchan Aruch, and (2) an index of 22,000 articles about halachic topics in 400 periodicals from 1970–2002. This index contains only references to the titles of these articles; the Responsa CD does not contain the actual text of these articles.

You can search for topics in either of these indexes, or you can perform a full-text search on these indexes for any expression of your choice, including names of authors and titles in the Index of Periodicals.

- Each of these approaches has its advantages. Selecting topics from the index directly is likely to make your search faster, although there is a good chance of missing relevant material if you use this option.

Since the indexed responsa are hyperlinked to one another and to the Shulchan Aruch, you can also use the responsa index to locate additional responsa or passages in the Shulchan Aruch dealing with themes discussed in the responsum which you're currently viewing.

Looking up Topics in the Indexes

1. From the main menu bar, click Indexes, and then click the name of the index you want to search.

2. Scroll through the list of topics till you reach the topic of your choice. Or click Find Topic, type the name of the topic, and click OK.

If you're searching the Index of Responsa Topics, click the plus sign next to the topic to open the list of subtopics, and proceed as explained below.

3. After the name of the desired topic or subtopic appears on screen, double-click it, or click it once and click Display Topic.

4. A list of entries will appear in a new window. If you are searching the Index of Responsa Topics, click the number of the desired entry to display a

list of relevant passages; then click the entry of your choice to display the desired text.

- Responsa displays only that section of the responsum or the Shulchan Aruch which deals with the topic you specified. If you want to display the entire responsum or section of the Shulchan Aruch, expand it by clicking the Full Text icon .

- After displaying a responsum or part of the Shulchan Aruch this way, you can redisplay the list of topics, index entries, or relevant passages by clicking the Back icon on the main toolbar.

- To close the list of entries, right-click the window in which they appear, and then click Close Window.

- You can use the scroll bars to scroll through the list of topics, index entries, or passages located, or alter the size of the relevant display windows by dragging the sliders.

Performing Full-Text Searches on the Responsa Indexes

To perform *full-text searches on the Responsa indexes*:

1. From the main menu bar, click Indexes. Then click Responsa Index.

2. Click Search. Then specify what type of search you want to perform – simple, regular, or advanced – and type the search text. (You can specify variants when searching the Indexes in the same way as when performing any other search.)

3. Click OK.

4. The list of results will appear on screen. To display the relevant texts in the Reponsa Index, click the numbers of the desired results.

- References to related material in the Index of Periodicals may sometimes be given as You can use the scroll bars to scroll through the list of topics, index entries, or passages located, or alter the size of the relevant display windows by dragging the sliders.

Performing Complex Searches on the Index of Periodicals

1.   From the main menu bar, click Indexes, and then click Periodicals.

2.   Click Search. Then specify the relevant search parameters - title of the article, author's name, and/or ttitle of the periodical - in the relevant search boxes.

3.   Click Search or press Enter OK.

4.   The list of results will appear on screen. To display the relevant texts in the Responsa Index, click the numbers of the desired results.

• Unless you perform an Advanced Search (see below), Responsa will only find exact occurrences of the word you specified. For example, searching for תמר (under Author's Name) will only list references to תמר, but not to תמרי.

• If you type several words in the search box, Responsa will find articles containing all of these words, even if the relevant words do not appear next to one other. For example, searching for בן מאיר (under Author's Name) will find articles both by מאיר בנהרב יהושע and by חי עזיאלמאיר ציון בנהרב . To search for articles containing the exact phrase you specified, click the Search for Exact Words checkbox .

• To perform more complex searches containing prefixes, suffixes, and the like, click Advanced, and then specify the relevant search components.

• References to related material in the Index of Periodicals may sometimes be given as hyperlinks. To display this material, click the links.

• To close the list of entries, right-click the window in which they appear, and then click Close Window.

Displaying Related Responsa

To *display other responsa* dealing with topics discussed in or related to the responsum currently displayed:

1. From the View menu, click Subjects. A new window will appear, listing the topics discussed in the responsum currently displayed.

2. Do one of the following:

    ■ To locate references in other responsa or the Shulchan Aruch to a topic discussed in the responsum currently displayed, click the number of that topic from the list of topics.

    ■ To locate references in other responsa or the Shulchan Aruch regarding related topics, click the words נושאים קרובים. A list of index entries dealing with related topics will be displayed. Click the desired entry to display the items you want to view.

Customizing Responsa

Introduction

Most Responsa settings are set in the course of actually working with the program, e.g., choosing active databases and display options for search result. However, you can alter many other Responsa settings to conform to your personal preferences as well, namely:

- The appearance of the main Responsa window (see above, p. 12)

- Print options (above, p. 90) and printer fonts (above, p. 91)

- File-saving options (above, p. 93)

- Settings for copying and pasting Responsa texts

- Format of source references

- Display colors and hypertext color

- Screen fonts

- Order of books in Responsa databases

- Other, miscellaneous options

For information on those options which have not been discussed in previous chapters, see below.

- Once you change Responsa settings, they "stick" from session to session until you change them.

Copy and Paste Options

If you copied and pasted Responsa text into another Windows application and the results came out unsatisfactorily, you may have to *alter Responsa's copy options*. To do so:

1. From the Tools menu, click Options.

2.   Click the Copy tab.

3.   Choose the appropriate word processor.

4.   If you want to include the source reference (e.g., בראשית א, א) before or after the text being copied, click Include Source Reference at the Top or Include Search Reference at the Bottom. Otherwise, click Do Not Include Source Reference.

5.   Click OK.

6.   If the text still doesn't come out right, click ANSI/224 and try again, or check your word processor settings (see below).

•   Ordinarily, when copying text from the Bible, each verse will be copied as a separate paragraph. If you want to copy all the verses you selected as a single, continuous paragraph, click Copy Tanach as Single Paragraph.

Formatting Source References

You can change the way that source references are displayed when copying, saving, printing or listing former texts. For example, when copying text from the Talmud Bavli, you can have the source reference displayed as מסכת ברכות דף ב עמוד א, or simply as ברכות ב ע״א, etc.

To *change the format of source references*:

1.   From the Tools menu, click Options.

2.   Click the Text tab.

3.   Click the Format of Source References button.

4.   Click the tab of the desired database, and then click the line with the desired format.

•   If you are not satisfied with the formats specified by Responsa, click the User Defined button. Then specify the format of your choice and click OK. If you are not satisfied with these formats either, click

Additional Options and then Specify Pattern. You can then specify almost any conceivable format by specifying the appropriate forms and clicking OK.

5. Repeat this process as many times as desired for the different databases.

6. Click OK twice to accept your choices.

• Changing this option only affects copying, saving, printing, and listing former texts; you cannot change the format of source references which appear in the title bars of Responsa windows (for example, when displaying texts of your choice).

• Currently it is only possible to change the format of source references in the following databases: Bible, Mishnah, Tosefta, Talmud Bavli, Rambam, and Shulchan Aruch

Word Processor Settings

Sometimes Responsa texts pasted into your word processor might not come out correctly even after you altered the copy options. If this happens, try *altering your word processor settings* as follows:

Word Processor	Do this
Dagesh	Make sure that the default language is Hebrew before pasting Responsa texts
English word processors	Make sure that the font and the Hebrew location of the pasted text are identical to those of the active Responsa screen font
Word (Hebrew)	Make sure that the current paragraph direction is Hebrew (RTL)
Write (Hebrew)	Make sure that the current paragraph direction is Hebrew (RTL)

Changing Colors

1. From the Tools menu, click Options.

2. Click the Colors tab.

3. Click the item whose color you want to change.

4. Click the desired color from the palette.

5. Click OK.

6. Repeat steps 3–5 as many times as desired, and click OK when you're finished.

- If you made a mistake, you can restore the original Responsa colors by clicking Reset, and then OK.

Hypertext Links

To *display hypertext links in a different color* from ordinary text:

1. From the Tools menu, click Options.

2. From the General tab, click Display Hypertext Links as Colored Text. (If you want hypertext links displayed in the same color as other text, clear this check box.)

3. Click the Colors tab, and select the desired color for the hypertext links.

4. Click OK twice.

Screen Fonts

To *change the fonts* used to display search results and other Responsa texts on screen:

1. From the Tools menu, click Options.

2. Click the Fonts tab.

3.   Click Font.

4.   Select the font you want to use. Responsa comes with two fonts, Hebrew OEM (location 224) and Responsa (location 128), although you can use any other Windows font in Hebrew, if you prefer.

5.   Click OK.

6.   Choose the appropriate Hebrew Location for the font you selected (most Hebrew fonts for Windows are located at ANSI 224).

7.   Click OK.

• To *change screen fonts on the fly*, make sure the Fonts toolbar is displayed (see below, p. 114). Then select the desired font, size, and style (bold, italic, or regular) from this toolbar.

• Changing screen fonts does not affect printer fonts. For information on changing printer fonts, see above, p. 91.

Interface Language

To change the interface language of Responsa, click Tools, and then choose the desired language (Hebrew, English, or French). Responsa will restart in the interface language you specified.

Default Language for Biographies

To *change the default language for biographies*:

1.   Click Tools, then Options.

2.   Click the General tab.

3.   Under Biographies, click the desired language.

4.   Click OK to confirm your choice.

Toolbars

Responsa has three toolbars: (1) the main toolbar, which enables you to perform most Responsa functions; (2) the Fonts toolbar, which enables you to change display fonts on the fly, and (3) the Additional icons toolbar.

1. To *view or hide any of the toolbars*, click View from the main menu bar, and then Toolbars. Then click the toolbar(s) you want to hide or display.

- All of the toolbars can be dragged to any part of the screen. Likewise, you can close any of the toolbars by clicking the X in the upper right hand corner of the relevant toolbar.

2. To *customize toolbars*, do one of the following:

   ■ Drag toolbar icons to another toolbar while holding down the Alt key. To delete icons from a toolbar, drag them off that toolbar while holding down the Alt key.

   ■ Click View, then Toolbars, then Customize. Then select the desired options and click OK.

Keyboard Shortcuts

To *create new keyboard shortcuts* or to *change existing keyboard shortcuts*:

1. From the Tools menu, click Keyboard Shortcuts.

2. Select the relevant menu in the first column, and then the relevant action from the second column (for example, View – Combine Duplicate Results).

3. Click Create Shortcut.

4. Click the new shortcut key or key combination (for example, Ctrl-Shift-J) from the keyboard.

5. Confirm by clicking OK twice.

- You can remove existing keyboard shortcuts by following steps 1-2 above; then click the shortcut key listed under Assigned Shortcuts, and then click Remove. Click OK twice to confirm your choice.

- You can restore all the original keyboard shortcuts by performing step 1 above; then click Reset All, and click OK twice to confirm.

Changing the Order of Books in Databases

1. From the Tools menu, click Options.

2. Click the General tab.

3. Click List Books in Databases.

4. To list books in *alphabetical order*, click the bookshelf icon next to the relevant database, so letters appear at the bottom of the icon (like this:).

    To list books in *the order in which they actually appear*, click the bookshelf icon again, so that no letters appear at the bottom of the icon (like this:).

5. Click OK twice.

Changing the Appearance of the Database Tree

1. From the Tools menu, choose Options.

2. Choose the General Tab.

3. Choose Customize Database Tree.

4. Click plus or minus signs to open or close desired branches of the database tree.

5. Click OK twice.

Changing the Way Responsa are Listed

When selecting books from the responsa database to search or display, you can alter the way these books are listed.

To list *all responsa in alphabetical order*:

1. Click Tools, then Options.

2. Click the General tab.

3. Click List Books in Databases by.

4. Click the bookshelf icon ▥ next to the responsa database, so that letters appear at the bottom of the icon.

5. Click OK

6. Click the Search tab, and make sure that the **List Responsa by Periods** checkbox is cleared.

- If you want to change the order in which responsa are listed when selecting books to display from the responsa database, click the Text tab rather than the Search tab (and similarly below).

7. Click OK.

To list *all responsa in chronological order*:

1. Click Tools, then Options.

2. Click the General tab.

3. Click List Books in Databases by.

4. Click the bookshelf icon ▥ next to the responsa database, so that letters do *not* appear at the bottom of the icon.

5. Click OK.

6.   Click the Search (or Text) tab, and make sure that the **List Responsa by Periods** checkbox is cleared.

7.   Click OK.

To list responsa *divided by historical periods*, with the responsa in each period arranged in *alphabetical order*:

1.   Click Tools, then Options.

2.   Click the General tab.

3.   Click List Books in Databases by.

4.   Click the bookshelf icon next to the responsa database, so that letters appear at the bottom of the icon.

5.   Click OK.

6.   Click the Search (or Text) tab, and check the **List Responsa by Periods** checkbox.

7.   Click OK.

To list responsa *divided by historical periods* (medieval, sixteenth century, seventeenth-nineteenth centuries, and twentieth and twenty-first century responsa), with the responsa in each period arranged in *chronological order*:

1.   Click Tools, then Options.

2.   Click the General tab.

3.   Click List Books in Databases by.

4.   Click the bookshelf icon next to the responsa database, so that letters do *not* appear at the bottom of the icon.

5.   Click OK.

6.   Click the Search (or Text) tab, and check the **List Responsa by Periods** checkbox.

7.   Click OK.

Automatically Maximizing Responsa Windows

To *automatically display all Responsa windows maximized*:

1.   From the Tools menu, click Options.

2.   Click General.

3.   Click Open All Windows Maximized.

4.   Click OK.

Automatically Combining Duplicate Search Results

To ensure that *duplicate results are automatically combined* whenever you search:

1.   From the Tools menu, click Options.

2.   Click Search.

3.   Click Combine Duplicate Results Automatically.

4.   Click OK.

Filtering Forms in All Databases

To *automatically filter out the same forms for all databases you are searching*, so you won't have to filter out forms individually for each database:

1.   From the Tools menu, click Options.

2.   Click the Search tab.

3.   Click the checkbox next to Filter forms in all databases.

4.   Click OK.

Automatically Expanding Links (Cross-References)

To *automatically expand links (cross-references)*:

1.   From the Tools menu, click Options.

2.   Click the Text tab.

3.   Click Automatically Expand Cross-References.

4.   Click OK.

Options for Working with Expanded Display Results

Ordinarily, if you expand search results and then click Next Result or Previous Result, the current result will be replaced by the new result.

If you want to *display each additional result in its own window*:

1.   From the main menu bar, click Tools.

2.   Click Options.

3.   Click Expand Each Result in a New Window.

4.   Click OK.

Saving Responsa Options on Exit

By default, Responsa automatically saves all options currently in effect, including search type (simple, regular, and advanced), active databases, and display options (brief, long, etc.). In addition, the active windows are saved, so these windows are automatically reopened the next time you start Responsa.

However, you can *choose not to save Responsa options on exit* by doing the following:

1. Click Tools, then Options.

2. Click General.

3. Clear the Save Environment on Exit box.

4. Click OK twice.

*   If you clear the Save Environment on Exit box, Responsa will ask you to confirm before exiting.

*   If you prefer not to save your settings before exiting and you do not want to be reminded to confirm before exiting, click Tools, then Options, then General. Then clear the Reminder to Confirm Before Exiting checkbox and click OK.

Miscellaneous Settings

Several other Responsa settings can be altered by clicking Options from the Tools menu, clicking the General tab, and selecting the options you want to change. Specifically:

*   You can *set the maximum number of text or search results windows* by specifying the desired number and clicking OK.

*   You can *display or hide fields for typing the location of user-specified texts* (see above, p. 64): users who prefer clicking icons presumably have no need for these fields, while other users may want to display them.

*   When performing a search in multiple databases, you can *display the breakdown of results by database* to find out how many times the search expression occurs in each database (cf. above, p. 55).

*   You can *display scroll bars on either side of Responsa windows*.

*   You can *prevent Responsa from displaying automatic reminders to backup your personal data*.

- You can *have Responsa list the dates of various types of user input* (for example, saved searches and user-added notes) *as Hebrew dates*, rather than as Gregorian dates.

    Other, text-related Responsa settings can be changed by clicking Tools, then Options, then Text, and selecting the appropriate options. Thus:

- You can *display text from the Talmud Yerushalmi by chapter and halachah* rather than by page in the Venice edition.

- You can *display text from the Torah and commentaries by the weekly Torah portion* (parashah) rather than by chapter

The Hebrew Keyboard

If you are not familiar with the Hebrew keyboard, you can enter Hebrew text by using a phonetic keyboard or a virtual keyboard.

To *access the phonetic keyboard* (in either English or Hebrew Windows), click Keyboard from the Tools menu, and then Phonetic.

To *use the virtual keyboard*:

1.   From the Search or Find screens, click the virtual keyboard icon 🖼 next to the query bar. A picture of the virtual keyboard will be displayed.

2.   Click the letters on the virtual keyboard to enter Hebrew text .

3.   When you are finished entering this text, click the virtual keyboard icon again or click the X at the corner of the virtual keyboard. The virtual keyboard will disappear.

- The layout of the virtual keyboard — standard Hebrew-English, phonetic English, or phonetic French — is the same as the layout you chose for the actual computer keyboard.

  To change this layout, click Tools, then Keyboard, and then select the keyboard of your choice.

Standard Hebrew-English Keyboard
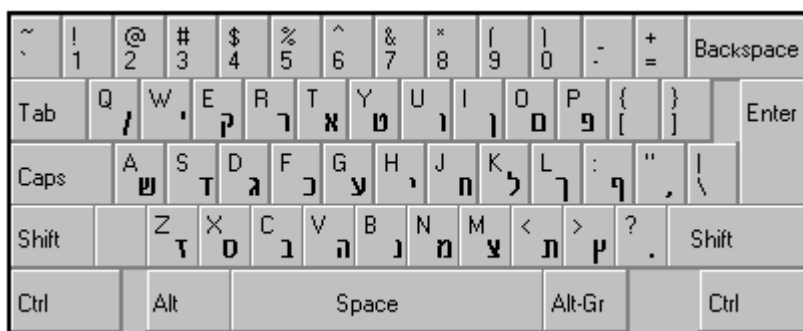
Phonetic Keyboard (English)

Phonetic Keyboard (French)

System Requirements

The following hardware and software is necessary to run Responsa:

- IBM PC or compatible with Pentium III processor or above

- 64 MB RAM or more

- Hard disk with at least 590 MB free disk space

- SVGA color monitor (recommended screen resolution, 800 x 600 or higher)

- Mouse (Microsoft compatible)

- CD-ROM drive (16x and above)

- Windows 98 (Hbrew) / ME (Hebrew) / 2000 / XP

- In Windows 2000 or XP, user must have full administrative control for that specific computer

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