Search guide

Browse
By pressing the ‘Browse’ button, the Table of Contents will be displayed in the right hand frame. The tree is arranged hierarchically according to the different sources and provides access to all titles in the repository. A plus sign (+) appears alongside the title name which, when clicked, will expand the entire list of books within it. The plus sign (+) that appears in the next level of the tree, alongside the book, will in turn, expand the list of documents (chapters, portions, lessons etc') included in that book. Finally, by clicking any of the documents within the book, the full text of the selected document will be displayed.

By pressing the ‘Search’ button, (as with the Browse button) the Table of Contents will be displayed in the right hand frame. The tree is arranged hierarchically according to the different sources. The search screen appears in the main frame and provides the option of performing a search within all of the books or within selected books.

Search Selected Books
In Search mode, the Table of Contents displays a box next to each title name. Items can be selected by clicking on the box alongside the desired title name. When an item is not selected, the box is coloured grey. This is the default status. When an item is selected, the box becomes blue. The box can be selected and deselected simply by clicking. Multiple items can be selected for each search. When items are selected, the option button on the search screen will automatically indicate a search within selected books.

Search Words
A single word (eg. ישראל) or group of words (eg. יישראליים) can be entered into the search field. (NB. Keyboard language setting should be switched to Hebrew before typing).

Basic Search
To perform a basic search, type a single word or group of words in the ‘Search words’ text box. By typing a group of words, the resulting documents will be all documents that contain the exact expression.

Examples
Searching for "בני ישראל" will retrieve only documents that include the whole expression.
Advanced search

Clicking the Advanced Search button opens advanced search features. As in a basic search, type a single word or group of words in the ‘Search words’ text box and then select one of the options listed for a more specific search.

- **Adjacent words** – Search for documents containing the whole expression (the default basic search).
- **Proximity word range** – Search for documents containing all of the words within a maximum distance, as specified in the field. The default range is 20 but any two figure number can be entered.
- **All words** (in document) – Search for documents containing all of the words both if they are part of an expression or individual words.
- **At least one word** – Search for documents containing any or all of the words.
- **Free search** – Search for documents using Boolean logic operators:
  - **And** (וגם) – Search for documents containing both words (this being the default operator if none is specified).
  - **Or** (או) – Search for documents containing either word.
  - **Not** (ולא) – Search for documents not containing the word.
  - **(Word):[n]** – proximity operator, indicating the maximum distance between the words.

Example 1: (פרוכת ארון צורות):15 - search for documents that contain all the words in the expression, all within a distance of up to 15 words (maximum distance can be 99 words).
Example 2: (ארון קודש) וגם (בית כנסת):10 – search for documents that contain either of the terms – "ארון קודש" or "בית כנסת", or both.

**Note:** Since the words "וגם", "או", "ולא", are Boolean operators as mentioned above, they cannot be searched exclusively as expressions.

Wildcards

Wildcards allow you to search for word patterns. Wildcards can be typed within a word, at the beginning of a word and at the end of a word, and in different combinations.

- *** (asterisk)** – Represents no characters, a single character or a string of characters in the specified position.

Example 1: *בית* will retrieve בית, בית, בית, ביתת, ביתית, בתים etc.
Example 2: *דבר* – will retrieve the documents containing דיב, דיבים, דיבר, etc.
Example 3: פטרס will retrieve אפוטרופוס, אפיטרופוס, אפוטרופסין

- ? (question mark) – Represents any single character in the specified position.
  Example: ארן – will retrieve the documents containing ארוסין and ארושין.

- ! (exclamation mark) – Represents no characters or any single character in the specified position.
  Example: אהר – will retrieve the documents containing ארון as well as ארון.

Result List

The result list displays, by default, the first highlight and its surrounding text for each document.
The list can be compressed to display only the list of references without excerpts from the text itself, by checking the box ‘Show reference only’. 