



HebrewWorks Software

*SAFSA*

*Hebrew  
Reference Guide*

שפה

מדריך-עזר  
לעברית

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# Overview

**Saffa, a Hebrew Reference Guide**, is an educational tool to aid in the learning of the Hebrew language. It is both a Hebrew document production tool, as well as a resource for accessing grammatical features of the language. Its features are useful for beginners and advanced students alike.

The **Hebrew Editor** is a **dual-mode Editor**, with both right-to-left and left-to-right capabilities within a single document. That is, the user is able to create documents in Hebrew on the right side of the page, with accompanying English text on the left-hand side. **Four fonts** specifically designed for the program are included: **HW Sephardi 2**, **HW Stam 2**, **HW David 2**, and **HW Noam 2**. The Editor will insert Hebrew consonants, vowels and diacritical marks, all positioned correctly, using **only** these four fonts - although like any Microsoft editor, any font installed on the system can be used. The editor is also able to import Hebrew text from other sources, as long as that source can be copied to the clipboard in the Microsoft Hebrew Standard ASCII format.

**Two powerful features** of the editor are its lookup and speaking / transliteration capabilities. **Saffa** can do a search for any word in a document and display all possible matches; and **Saffa** can display instantaneously a popup transliteration of any text in a document and pronounce it. Additionally, **Saffa** can **automatically generate transliterations of whole Hebrew documents** and output the text according to the user's specifications for formatting.

**Documents** Use **File/Open** to locate Documents, i.e. Tanach

**Saffa** includes the entire Hebrew Bible (Ta-*nakh*, in Hebrew) of 39 Books, from Genesis through II Chronicles, divided into their corresponding 929 files/chapters. Each chapter contains the Hebrew verses on the right, and the English translation, based on the American Standard Version, on the left. The verses on both sides are numbered for easy reference.

**Saffa** also comes with over 120 Documents in four other categories:

- Food Blessings
- Holiday Blessings/Songs
- T'fi-lot (Prayers)
- Torah Maf-ti-rim

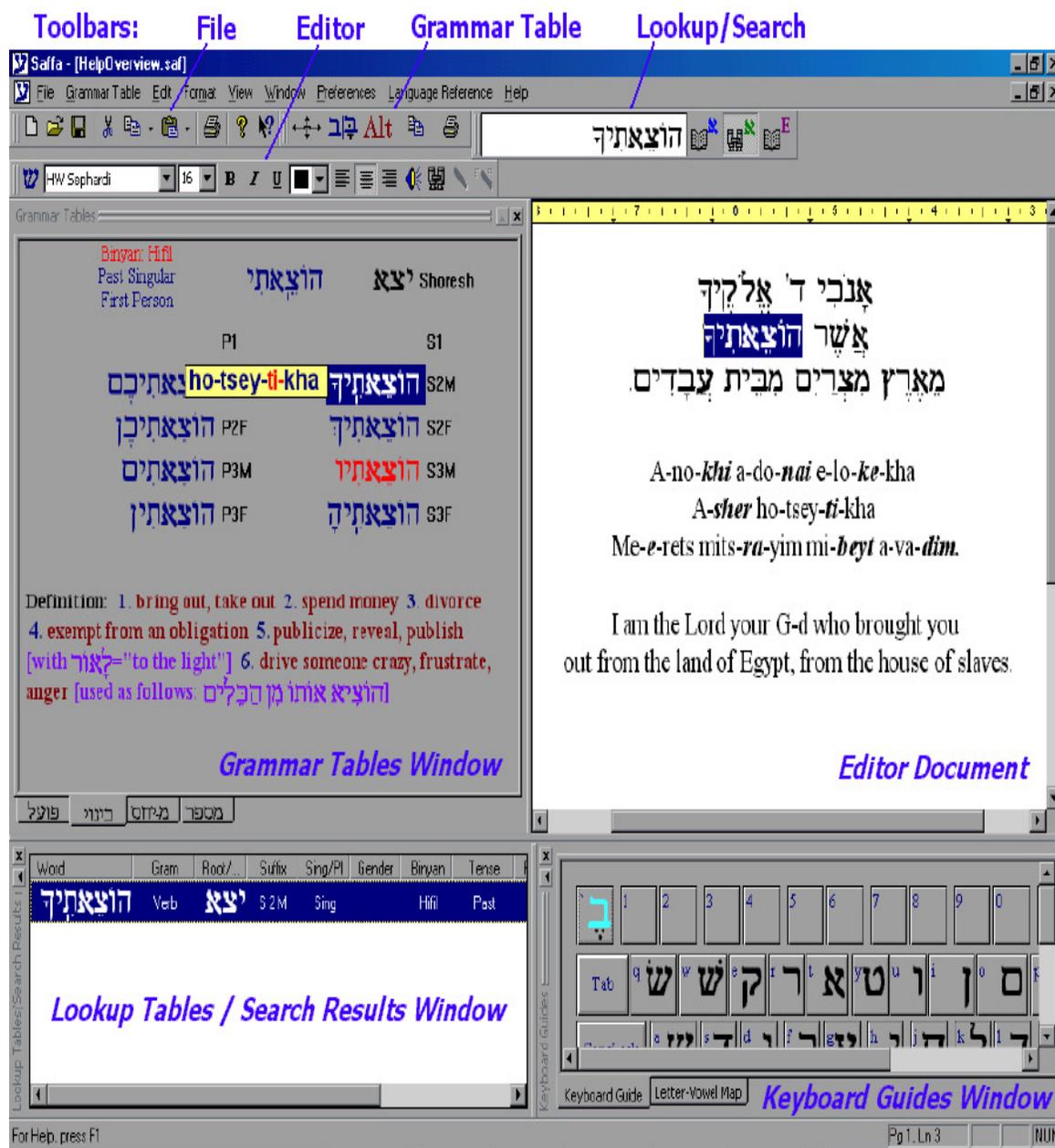
(A **Maffir** is the last few lines of a Par-shah, or weekly Torah reading, found in the Khu-mash, the Five Books of Moses, often recited in a Bar/Bat Mitzvah ceremony). The Torah Maf-ti-rim can be useful for those studying in preparation for the Bar/Bat Mitzvah ceremony.

Those with no previous knowledge of Hebrew can start with the **Reading Tutorial**.

Those with some knowledge of Hebrew may want to use the [Letter/Vowel Descriptions](#) menu item to reference any gaps in their Hebrew-reading skills.

**NOTE:** The optimum screen resolutions for using **Saffa** are 1024 x 768 or 1152 x 864.

The major components of **Saffa**'s User Interface are shown in the following diagram:



All of **Saffa**'s User interface areas, aside from the Main pull-down Menu at the top, can be resized and docked/undocked (as floating windows).

Iverview continued

## User Interface Areas

User Interface Area	Description
Main Menu	The main pull-down menu containing the following submenus: <a href="#">File menu</a> <a href="#">Grammar Table menu</a> <a href="#">Edit menu</a> <a href="#">Format menu</a> <a href="#">View menu</a> <a href="#">Window menu</a> <a href="#">Preferences menu</a> <a href="#">Language Reference menu</a> <a href="#">Contents</a>
<a href="#">File Toolbar</a>	Contains document-management, editing and printing commands.
<a href="#">Editor Toolbar</a>	Contains document formatting, transliteration and word-search commands.
<a href="#">Grammar Table Toolbar</a>	Contains commands for: printing, copying grammar forms, display of verb forms with/without vowels, alternate grammar forms, maximizing/restoring view of grammar table windows.
<a href="#">Lookup/Search Toolbar</a>	A Tri-mode Search Area: (a) Lookup a Hebrew entry in the alphabetical list of all database entries (b) Search for all possible matches for a particular Hebrew word form (c) Lookup an English definition keyword entry in the alphabetical database entry list.
<a href="#">Grammar Tables Window</a>	Contains four tab sub-windows which access the grammar database: <a href="#">Verb Table</a> <a href="#">Pronominal Suffixed Verbal Forms / Infinitive Noun Table</a> <a href="#">Preposition / Particle Table</a> <a href="#">Number Table</a>
<a href="#">Editor Window</a>	A working area where multiple documents can be created and edited, using the dual-mode Hebrew editor.

[Lookup Tables/ Search Results Window](#)

An area, linked to the Lookup/Search Toolbar, that shows the results of three different kinds of lookup searches:

- (a) a listing of ALL Hebrew entries in the grammar database, in alphabetical order
- (b) the results of a search for a particular Hebrew word
- (c) a listing of ALL English definition keywords of the database's Hebrew entries

[Keyboard Guides Window](#)

An area containing two tab sub-windows:

- (a) the [Hebrew Keyboard Guide](#)
- (b) the [Hebrew Letter/Vowel Keymap Guide](#)

End of Overview

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Overview

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## About command (Help menu)

Use this command to display the copyright notice and version number of your copy of **SAFFA**.

Addendum:

The Saffa Help.exe no longer functions on Windows 10 and other later versions. This PDF file was created to supplement and provide a User Guide with the same information found on the Saffa Help.exe but is now in PDF format.

On the left side of the PFD Reader the second Icon will list all information in alphabetical order and the CONTENTS page lists all information which was found on the original Saffa Help.exe contents menu.. Each item in the Contents Menu is linked to pages containing related information. Either may be used to obtain required links materials to assist in the understanding of function of the Saffa Hebrew Works Program.

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### CONTACT INFORMATION - TECHNICAL SUPPORT

If you have purchased a copy of SAFFA, you are entitled to free technical support via email.

(If you are still evaluating your trial version, please feel free to email with your questions as well.)

The email address for technical support is [support@HebrewWorks.com](mailto:support@HebrewWorks.com).

When emailing, please place the word SAFFA in your Subject line.

## Active Document Focus (Window menu)

Sets the Input Focus to the currently active Document.

Shortcut: **Ctrl+0**

## Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

## Binyan בניין

In the Hebrew Verb System, there are seven בניינים (Binyanim: structures or themes). A particular Verb שורש **Shoresh** (root), may happen to use any or all of these Binyanim. A simple description of these are as follows:

קל	Kal	Active, Simple. Also known as	פעל	Pa-al
נפעל	Nif-al	Generally speaking, the passive of	קל	Kal
פיעל	Pi-el	Active, Intensive or Causative.		
פועל	Pu-al	Passive of	פיעל	Piel
התפעל	Hit-pa-el	Reflexive. Appears sometimes as	נתפעל	Nitpael
הפעיל	Hif-il	Active, Causative.		
הופעל	Huf-al	Passive of	הפעיל	Hifil.

## **Bold Command (Format menu)**

### **Bold Toggle Button (Editor Toolbar)**

If text is selected, will add the Bold Font Style to the selection if the first character selected is unbolded.

Alternately, if the first character is bolded, the command will remove the Bold Font Style from the selection.

If no text is selected, and Bold is selected (button) or checked (menu), the next character entered will be bolded.

Alternately, if Bold is unselected (button) or unchecked (menu), the next character entered will be unbolded.

Also, if no text is selected, clicking on the Bold button in the Editor Toolbar will toggle the setting.

### **Shortcuts**

Key: **Ctrl+B**

**Editor Toolbar:** 

**NOTE:** When navigating through a document, the state of the Bold menu command (checked / unchecked) and the state of the Bold button in the Editor Toolbar (pressed down, or up) will reflect the style of the character upon which the cursor currently sits. If there is a selection, the first character of the selection determines this state.

### **Cascade command (Window menu)**

Use this command to arrange multiple opened windows in an overlapped fashion.

**Colors Command / Dialog (Format menu)**  
**Colors ComboBox (Editor Toolbar)**

**When using the Colors ComboBox in the Editor Toolbar:**

If text is selected, will change all characters in the selection to the chosen color, while leaving the background color unaffected.

If no text is selected, the next character entered will have the chosen color.

The last item in the Color ComboBox is “More Colors...”, which will popup the Colors Dialog. Any new color chosen will then be shown in this last item.

**When using the Colors Command / Dialog from the Format Menu:**

If text is selected, will change all characters in the selection to the chosen text and background colors.

If no text is selected, the next character entered will have the chosen text and background colors.

Shortcut to set focus to the Color ComboBox in the **Editor Toolbar**: **Ctrl+9**

**NOTE:** When navigating through a document, the text color of the character upon which the cursor currently sits will be shown in the Color ComboBox in the Editor Toolbar. If there is a selection, the text color of the first character of the selection will be shown in the ComboBox. The same is true for the initial text and background colors when the Color Dialog pops up.

## Columns Command / Dialog (Format menu)

This command operates on lines, not characters. If text is selected, **any lines included in the selection, including partially selected lines**, will be targeted by the columns operation. If there is no selection, only the line on which the cursor currently sits will be affected.

The Columns Dialog allows the user to choose two parameters: number of columns (none, 2, 3 or 4) and gutter width between columns (the minimum gutter width is 1/8 inch for inch-ruled paper sizes, or 3 mm for centimeter-ruled paper sizes).

**NOTE:** When the Columns Dialog pops up, the initial values shown will be that of the line on which the cursor currently sits. If text is selected and the text spans more than one line, the Dialog will reflect the values of the first line of the selection.

**Copy command (Edit menu)**  
**Copy command (Editor Window Context Menu)**  
**Copy command (Hebrew Edit Controls Context Menu)**

**Copies** selected text **to the clipboard**.

From a **Hebrew Edit Control**, the text is placed on the clipboard in two formats:

- **Plain text** (unformatted), and
- **UNICODE Plain text** (unformatted)

From a **Document**, the text is placed on the clipboard in the following three formats:

- **RTF** (Rich Text Format) text
- **Plain text** (unformatted), and
- **UNICODE Plain text** (unformatted)

Copying text to the clipboard replaces any text previously stored there.

**NOTE:** Any Hebrew characters that are copied use the **SAFFA Hebrew ASCII Format**

## Shortcuts

**Editor Toolbar:**   
Key: **CTRL+C**

### Copy Definition command (Grammar Table menu)

This command displays a submenu from which the user can choose to copy any or all of the definitions of a word. If a word definition has more than one entry, the menu items will be numbered in the same sequence and with the same numbers as each of the definitions.

**NOTE:** The submenu can also be accessed via a context menu if you right click anywhere in the definition area (at the bottom of the grammar table). See [Definition \(Grammar Table\) Context Menu](#).

## Copy Selected Grammar Form command (Grammar Table menu)

This command copies a selected form in a conjugated/declined grammar table to the clipboard, including diacritical marks.

**NOTE:** This command can also be accessed via a [context menu](#) if you right click on a word. If the word contains the diacritical mark [Meteg מתג](#), then the user is given the choice of copying the selected word to the clipboard with or without the Meteg.

### Shortcut

[Grammar Toolbar](#): 

**Copy Special command (Edit menu)**  
**Copy Special Dialog**  
**Copy Special command (Editor Window Context Menu)**  
**Copy Special command (Hebrew Edit Controls Context Menu)**

Pops up the Copy Special Dialog, which allows the user two preferences:

**Direction: Forward / Reverse**

**Export Filter: (1) None / (2) Microsoft Hebrew Standard encoded text / (3) UTF-8 Unicode text.**

The **Direction** option is useful when copying between right-to-left and left-to-right applications or from one side of a SAFFA document to the other.

The **Export Filter** option is useful when copying from **Saffa** to another application that can import-paste text using the **Microsoft Hebrew Standard** or **UTF-8 Unicode**.

From a **Hebrew Edit Control**, the text is placed on the clipboard in two formats:

- **Plain text** (unformatted), and
- **UNICODE Plain text** (unformatted)

From a **Document**, the text is placed on the clipboard in the following three formats:

- **RTF** (Rich Text Format) text
- **Plain text** (unformatted), and
- **UNICODE Plain text** (unformatted)

### **Sequence Ordering Encoding Options**

This is an option for how to encode the two visually identical, but different, letters:

The **Vowel Kholam** (when it appears with a Vav beneath it): pronounced **OH**;  
and

**Vav vocalized with a Kholam** (when the Kholam appears only as a Dot):  
pronounced **VOH**.

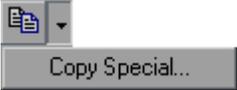
The first option (VAV + KHOLAM-DOT = KHOLAM) is used in most encoding specifications, and is the default option.

However, on occasion, when **exporting** as UTF-8 Unicode, one may require the second option (KHOLAM-DOT + VAV = KHOLAM). For strictly word processing purposes, this setting does not matter.

For programs like **Saffa**, where the difference is recognizable through the pronunciations and transliterations, this setting may be crucial.

### **Shortcuts**

**Editor Toolbar:**



**Cut command (Edit menu)**

**Cut command (Editor Window Context Menu)**

**Cut command (Hebrew Edit Controls Context Menu)**

**Cuts** selected text and copies it to the clipboard.

From a **Hebrew Edit Control**, the text is placed on the clipboard as **plain text** (unformatted), only.

From a **Document**, the text is placed on the clipboard both as **RTF** (Rich Text Format) text and as **plain text** (unformatted).

Cutting text to the clipboard replaces any text previously stored there.

**NOTE:** Any Hebrew characters that are copied use the **SAFFA Hebrew ASCII Format**

## Shortcuts

**Editor Toolbar:**



Key: **CTRL+X**

## Cycle Alternate Spellings command (Grammar Table menu)

If several forms exist for conjugated or declined grammar forms in a grammar table, this command cycles display of these alternate forms. If there are alternate forms, this is indicated by the initial display of the first form in **RED**.

### Shortcuts

Grammar Toolbar: 

Keys: **Alt+A**

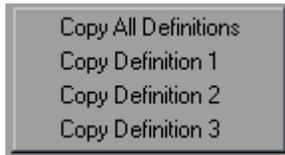
**NOTE:** Generally speaking, if an alternate form appears to be a loner in a grammar table, the form that is displayed first (in **RED**) is likely to be the most commonly-used form. If, however, all or most forms of a particular tense have alternates, it is not necessarily the case that the forms first displayed are the most acceptable ones.

## דגש Dagesh

**דגש** (meaning: emphasis, stress) is a dot within a Hebrew consonant. In modern Hebrew, it changes pronunciation of the consonant only in the cases of ב (Bet) and פ (Pey).

SAFFA can help you learn about this diacritical mark with the [Letter/Vowel Descriptions](#) and [Reading Tutorial](#) commands found under the **Language Reference menu**.

## Definition (Grammar Table) Context Menu



When one right-clicks on a definition or in the definition area at the bottom of a Grammar Table, a context menu pops up with anywhere from one to eleven or so menu items, depending upon the number of definitions. The menu items let the user choose to copy any or all of the definitions of a word. If a word definition has more than one entry, the menu items will be numbered in the same sequence and with the same numbers as each of the definitions. Definitions are copied to the clipboard as both **RTF text** (Rich Text Format) and **Plain Text** (unformatted).

See **Copy Definition command (Grammar Table menu)**  
HID\_GRAM\_COPYDEFINITION.

## Floating or Docking Windows

**Docking windows** have two display modes: floating or docked:



- In floating mode, a window has a thin title bar and can appear anywhere on your screen. A floating window is always on top of all other windows.
- In docked mode, a window is fixed to a dock along any of the four borders of the main window.

### To show or hide a docking window

- To show or hide a docking window, click the name of the window on the **View** menu (**Grammar Window**, **Lookup Window**, **Keyboard Window**).
- To hide the window, click the **Hide** button in the corner of the window. This button may be at the upper-left or upper-right corner, depending on the position of the window.

### To expand or contract a docking window in its docking area

- Click the **Expand** or **Contract** button near the corner of the window. This button may be near the upper-left or upper-right corner, depending on the position of the window.

This is a dual-purpose button. When the window is fully expanded, the function of this button is **Contract**; otherwise, the function is **Expand**. The tooltip indicates the current function.

### To change a docked window to a floating window

- Double-click on the single-grip bar in the window border.

### To dock a floating window

- Double-click the window title bar to return the window to its previous docked location, or point to the title bar and drag the window to a different dock area.

## To position a floating window over a dock (without docking it)

There are two ways to do this:

1. Point to the title bar of the window. Hold down the CTRL key, press the left mouse button down and drag the window over any dock area of the application window. **Keep the CTRL key held down until the you have released the mouse button**, otherwise, the window will dock.
2. Right-click in the Title Bar to bring up the context menu. Select **Move**. Move the window using either the mouse or the arrow keys. The window will NOT dock while being repositioned.

## Resetting Docking Window Layout

Docking windows can be a bit tricky. There may be times when the user is unable to dock a window where he/she wishes. In such cases, the View menu offers a command: [Reset Docking Windows Layout](#). This command resets the Docking Windows Layout with the Toolbars on top, the Grammar Tables Window just below to the left, and the Lookup/Search and Keyboard Windows at the bottom..

## Lookup/Search Toolbar Edit Control (Lookup/Search Toolbar)



The Edit Control of the Lookup/Search Toolbar works as follows, when in the following modes:

**Hebrew List Lookup mode.** As the user enters Hebrew Text in the Toolbar's Edit Control, the **Lookup Tables Window** scrolls to a matching or the closest alphabetical entry in the list of over 1,750,000 entries from SAFFA's **Hebrew Word Database**.

**Hebrew Word Search mode.** The user enters Hebrew text in the Toolbar's Edit Control and then presses the **Enter** key. The program will then search SAFFA's **Hebrew Word Database**, and display likely matches, ranked in order, in the **Search Results Window**, if found. If no match is found, you may want to try removing the vowels from the search text and trying the search again. A command to do this can be found in the Edit Control's **Context Menu**: [Remove Vowels and Search](#).

**English Definitions Keywords Lookup mode.** As the user enters English Text in the Toolbar's Edit Control, the **Lookup Tables Window** scrolls to a matching or the closest alphabetical entry in the displayed list of approximately 25000 definition keywords from SAFFA's **Hebrew Word Database**.

See [Hebrew Word Database](#).

See [Lookup/Search Toolbar](#).

See [Lookup Tables/ Search Results Window](#).

## Edit menu commands

The Edit menu (visible when a document is open) offers the following commands:

### Undo

Reverses the previous editing operation.  
Shortcut: **Ctrl+Z**

### Redo

Redo the previously undone editing operation.  
Shortcut: **Ctrl+Y**

### Select All

Selects all text in the active side of the document

### Cut

Deletes the selected text from the document and copies it to clipboard.  
Shortcut: **Ctrl+X**

### Copy

Copies the selected text from the document to the clipboard.  
Shortcut: **Ctrl+C**

### Copy Special

Pops up the **Copy Special Dialog** allowing the user to select options for the Copy operation: **Export Filter** (None, Microsoft Standard) and **Direction** (Forward/Reverse).

### Paste

Pastes formatted text, if available, otherwise unformatted text from clipboard into the document.  
Shortcut: **Ctrl+V**

### Paste Special

Pops up the **Paste Special Dialog** allowing the user to select options for the Paste operation: **Import Filter** (None, Microsoft Standard, DavkaWriter), **Direction** (Forward/Reverse), and **Text Format** (Plain Text /Rich Text Format).

### Reverse Selected Text

Reverses the letter order of the selected text.  
Shortcut: **Ctrl+Shift+R**

### Insert Page Break

Inserts a Hard Page Break into a document.

### Find

Pops up the Modeless **Find Dialog** for a search for specified text in the document.  
Shortcut: **Ctrl+F**

### Find Next

After setting up Search parameters using the Find command, finds the next instance of the specified text in the document.  
Shortcut: **F3**

### Replace

Pops up the Modeless **Find/Replace Dialog** for a search for and replacement of text.

find text and its replacement with specified replace text in the  
Shortcut: **Ctrl+L**

## Replace

Pops up the Modeless **Find/Replace Dialog** for a search for find text and its replacement with specified replace text in the  
Shortcut: **Ctrl+L**

## Editor: Features

SAFFA's **dual-mode Hebrew Editor** creates a document with two text buffers: one buffer allows right-to-left entry of text; the other allows left-to-right entry. Essentially, the user is able to create documents in Hebrew on the right side of the page, with accompanying English text on the left-hand side. By toggling the **Hebrew/English Entry Mode** button in the **Editor Toolbar**, or by using the main menu **View ->7 Input Mode: Hebrew** or **View ->8 Input Mode: English** the user can alternate between these two modes. In Hebrew Mode, the button shows the Hebrew letter Shin "ש"; when in English mode, the button shows the letter "E".

**Four fonts** (referred to as "HW fonts") specifically designed for the program are included: **HW Sephardi 2**, **HW Stam 2**, **HW David 2**, and **HW Noam 2**. The Editor will insert Hebrew consonants, vowels and diacritical marks, all positioned correctly, using **only** these four fonts - although like any Microsoft editor, any font installed on the system can be used. The editor is also able to import Hebrew text from other sources, as long as that source can be copied to the clipboard in the **Microsoft Hebrew Standard ASCII format**. Exporting text is also possible.

The editor has two special features worth noting at this point:

1. **The Column Feature supports columns across page boundaries.** What this means is that if you have a very long selection that occurs over several pages, then if you apply the column command to this selection, and the column height happens to be greater than the page height, the columns will ignore page boundaries. That is, column one will extend onto the second, third, etc. page (whatever is required), and the top of column two will begin back on the first page.
2. **Documents may contain different sized pages.** Although the most common usage of this feature will be to mix pages of different orientations (Portrait or Landscape), the editor supports display/printing pages of any size compatible with the system's printers.

SAFFA does not currently support the placement of images or OLE objects in its documents.

## Entering Hebrew text (using one of the four HW fonts)

In **Insert Mode** (default), Hebrew consonants will be entered into the document exactly as in English, a letter will appear ahead of the cursor, and the cursor will advance one letter. When entering Hebrew vowels or diacritical marks, the vowel will modify the letter behind the cursor, and the cursor will not advance.

In **Replace Mode** (press the **Insert** key on the keyboard), indicated by the appearance of **OVR** in the **Status Bar** Hebrew letters will be entered, as in English, replacing the

consonant ahead of the cursor, and the cursor will advance one letter. At the end of the document, letters will be added as in **Insert Mode**. Hebrew vowels and diacritical marks are entered as in **Insert Mode**.

## Editing operations

One may enter Hebrew text using either entry mode, however, when Hebrew text is entered using the left-to-right mode, the text will appear backwards. Similarly when entering English text using the right-to-left mode, the text will be entered backwards.

The Editor supports a variety of Copy and Paste options, including:

**RTF** (Rich Text Format) / **Plain Text** (unformatted)

**Forward / Reverse**

**SAFFA Hebrew ASCII Format** or Import/Export as **Microsoft Standard Hebrew ASCII Format** encoded text.

The standard Windows shortcuts also work in the Editor:

**Ctrl + C** **Copy** See [Copy](#)

**Ctrl + V** **Paste** See [Paste](#)

**Ctrl + X** **Cut** See [Cut](#)

**Ctrl + Z** **Undo** See [Undo](#)

**Ctrl + Y** **Redo** See [Redo](#)

See [Edit Menu commands](#).

## Formatting Text

The Editor supports many of the formatting features found in other word processors. Shortcuts include:

**Ctrl + B** **Toggle Bold** See [Paste](#)

**Ctrl + I** **Toggle Italic** See [Cut](#)

**Ctrl + U** **Toggle Underline** See [Undo](#)

Other formatting features include:

Different font typefaces, styles, and sizes

Various text and background colors.

Line Justification: Left, Right, Center

Extra Inter-Word Spacing

Extra Line Spacing

Columns

Page Setup: Paper size, Margins, and Tab Positions

The Editor contains both horizontal and vertical rulers at the top and left sides of each page. Depending upon the paper size selected, these rulers will be marked in either

inches or centimeters.

See [Format Menu commands](#).

## Language Reference operations

If the Hebrew side of a document is active, there are several Language Reference operations available:

[Hebrew Word Search](#) will attempt a search of the word on which the cursor currently sits, and display any matches, if found.

[Transliterate: Show Word](#) will popup a transliteration of the current word.

[Transliterate: Insert English Side](#) and [Transliterate: New Document](#) will perform a formatted transliteration on the selected text, or if no text is selected, on the entire Hebrew side of the document, and either insert it at the cursor position in the English side of the same document, or open up a new document and insert it into the English side.

See [Language Reference Menu commands](#).

## Find and Replace

The Editor supports the normal Windows commands Find, Find/Replace and Find Again. Keystroke shortcuts for these are:

**Ctrl + F** Find See [Find](#)  
**F3** Find Again See [Find Next](#)  
**Ctrl + L** Replace See [Replace](#)

## Navigating through the Document

The editor includes a number of special keystrokes for editing and moving around in a source file. These are in addition to the familiar **ARROW** keys, the **SPACEBAR**, and the **ENTER** key:

<u>To move (to)</u>	<u>Press</u>
Word to left	CTRL+LEFT
Word to right	CTRL+RIGHT
Beginning of current line	HOME

End of current line	END
Beginning of document	CTRL+HOME
End of document	CTRL+END
Scroll up one line at a time. Cursor will stay on the same line until it is on the bottom-most visible line, at which point, further scrolling will move the cursor, keeping it on the bottom-most visible line	CTRL + UP Arrow
Scroll down one line at a time. Cursor will stay on the same line until it is on the top-most visible line, at which point, further scrolling will move the cursor, keeping it on the top-most visible line	CTRL + DOWN Arrow

### Tab Shortcuts:

When any text is selected:

1. All lines containing selected text will be indented one tab stop by pressing **TAB**.
2. Alternatively, all such lines will be un-indented one tab stop by pressing **SHIFT + TAB**.



## Toolbar)



Justifies selected lines left. See [Justify Left Toggle Button \(Editor Toolbar\)](#)



Justifies selected lines center. See [Justify Center Toggle Button \(Editor Toolbar\)](#)



Justifies selected lines right. See [Justify Right Toggle Button \(Editor Toolbar\)](#)



Speak and Transliterate Text. See [Speak/Transliterate: Text](#)



Search for the selected word in the Database. See [Hebrew Word Search](#)



Repeats/redo the last editing operation. See [Redo Toggle Button \(Editor Toolbar\)](#)



Reverses the last editing operation. See [Undo Toggle Button \(Editor Toolbar\)](#)

## Editor Window Context Menu

When the user right-clicks with the mouse in a document, the following menu pops up.

### Copy

Copies the selected text from the document to the clipboard.  
Shortcut: **Ctrl+C**

### Copy Special

Pops up the **Copy Special Dialog** allowing the user to select two options for the Copy operation: **Export Filter** (None, Microsoft Hebrew Standard) and **Direction** (Forward/Reverse).

### Paste

Pastes formatted text, if available, otherwise unformatted text, from the clipboard into the document.  
Shortcut: **Ctrl+V**

### Paste Special

Pops up the **Paste Special Dialog** allowing the user to select various options for the Paste operation: **Import Filter** (None, Microsoft Hebrew Standard, DavkaWriter), **Direction** (Forward/Reverse), and **Text Format** (Plain Text /Rich Text Format).

### Select All

Selects all text in the active side of the document

### Cut

Deletes the selected text from the document and copies it to the clipboard.  
Shortcut: **Ctrl+X**

### Hebrew Word Search

This command is enabled when the Hebrew side of a document is active and the cursor is sitting on top of a word.

The command will first highlight the word in the document; then activate the **Search/Match Word Button** in the **Lookup/Search Toolbar**; and then copy the word to the **Toolbar's Edit Control**. SAFFA will then perform a search for the word in the **Hebrew Word Database**. If matches are found, they will be displayed in the **Lookup Tables/ Search Results Window**. Finally, the **Grammar Tables Window** will automatically display the first match in the list.

Shortcut: **Ctrl+K**

### Hebrew Word Search – No Vowels

Works exactly like the Hebrew Word Search command above, except that the highlighted word is pasted into the **Lookup/Search Toolbar's Edit Control** *without vowels and diacritical marks*. In most cases, this broadens the search and increases the likelihood of finding matches.

Shortcut: **Ctrl+Shift+K**

See [Editor Window](#)

## English Definitions Keywords Lookup Button (Lookup/Search Toolbar)



Sets the mode of the mode of the Lookup/Search Toolbar to **English Definitions Keywords Lookup mode**. The **Lookup Tables / Search Results Window** displays an alphabetical list of approximately 25000 definition keywords from SAFFA's **Hebrew Word Database**. The **Header** displays 6 fields categorizing the entries. As the user enters English Text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list.

When the user then clicks on an entry, or highlights an entry and presses the **Enter** key, the **Grammar Tables Window** will normally display the associated grammar table, highlighting the keyword within the definition. There are cases, however, when a definition keyword for a verb is part of the definition of several of the verbs Binyanim. In these situations, when the entry is clicked, a popup menu will appear, displaying the Binyanim where the definition keyword is found:

Word	Gram	Ro...	Gender	Binyan	Definition
raise	Verb	נטל		1. Kal 2. Piel	(1) lift up, raise (eyes) (2) lift up, raise
raise	Verb	נשא	1 Kal	1. Kal 2. Piel 3. Hifil	(1) lift or raise up (2) raise high (3) raise
raise	Verb	סלל	2 Piel	Piel	raise, exalt
raise	Verb	עלה	3 Hifil	1. Piel 2. Hifil	(1) raise high, exalt, praise (2) raise up, lift, bring

The user may then scroll in the list and press the **Enter** key, or click on one of the menu selections; the Grammar Tables Window will then display the entry, and highlight the keyword within the definition.

See [Lookup/Search Toolbar](#).

See [Lookup Tables/ Search Results Window](#).

### **Input Mode: English command (View menu)**

Sets the Input Mode for the active document to the **English** (left-to-right) side.

**NOTE:** The same action can be performed by pressing the **Toggle Input Mode button** `HID_ENTRY_MODE` in the Editor Toolbar.

Shortcut: **Ctrl+E**

See [Editor Window](#).

## Extra Inter-Word Spacing Command /Dialog (Format menu)

This command operates on a character-by-character basis.

The range of unit values is from 0 through 99, with one unit equal to  $\frac{1}{4}$  typeface point.

When text is selected, will increase the size of space characters within the selection by the number of units chosen. If any characters within that selection are later changed to spaces, those spaces will also have the extra width characteristic.

The Command is enabled only if a space is contained within the text selection.

**NOTE:** When the Extra Inter-Word Spacing Dialog pops up, the initial value shown will be that of the first character of a selection; or if there is no selection, the value of the character upon which the cursor currently sits.

## Extra Line Spacing Command / Dialog (Format menu)

This command operates on lines, not characters. If text is selected, **any lines included in the selection, including partially selected lines**, will be targeted by the Extra Line Spacing operation. If there is no selection, only the line on which the cursor currently sits will be affected.

The Extra Line Spacing Dialog allows percent values between 0 and 300. This value is the percentage of the height of the line. For example, if a value of 20 is selected, the distance between the line and the next line is increased by an extra 20%. If more than one font occurs in a line, the line height will be determined by the tallest font.

**NOTE:** When the Extra Line Spacing Dialog pops up, the initial value shown will be that of the line on which the cursor currently sits. If text is selected and the text spans more than one line, the Dialog will reflect the value of the first line of the selection.

## **1 (2,3,4,5,6,7,8,9,0) Recent File Name (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open any of the last 10 documents you closed. Choose the number that corresponds to the document you want to open.

### Close All command (File menu)

Use this command to close all open documents. If any documents have been edited and not saved, SAFFA will ask whether to save changes to the documents before closing them. Answering No to the prompt will close the documents without saving, and you will lose all changes made since the last time the documents were saved. Before closing any untitled documents, SAFFA will display the [File Save As Dialog](#) and give you the opportunity to rename and save them.

## Close command (File menu)

Use this command to close the active document. SAFFA suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, SAFFA displays the **File Save As Dialog** and suggests that you name and save the document.

### Shortcuts

Mouse: Click the Close Icon in the Document Window's Title Bar.



Keys: **CTRL+F4**

## File menu commands

The File menu offers the following commands:

<a href="#"><u>New</u></a>	Creates a new blank document. Shortcut: <b>Ctrl+N</b>
<a href="#"><u>Open</u></a>	Pops up the <b>File Open Dialog</b> , which allows the user to navigate the file system and open an existing file. Shortcut: <b>Ctrl+O</b>
<a href="#"><u>Close</u></a>	Closes an opened document. Shortcut: <b>Ctrl+F4</b>
<a href="#"><u>Close All</u></a>	Closes All opened documents.
<a href="#"><u>Save</u></a>	Saves an opened document using the same file name. Shortcut: <b>Ctrl+S</b>
<a href="#"><u>Save As</u></a>	Pops up the <b>File Save As Dialog</b> , which allows the user to navigate the file system, save the active document, and choose a Windows system file name, and an optional internal Hebrew File Name.
<a href="#"><u>Print</u></a>	Prints a document, if a document is open. Otherwise it pops up the <b>Page Settings Property Sheet (Grammar Table Toolbar: Print)</b> , which allows the user to print or preview the currently displayed grammar table. Shortcut: <b>Ctrl+P</b>
<a href="#"><u>Print Preview</u></a>	Displays the document on the screen as it would appear printed.
<a href="#"><u>Print Setup</u></a>	Pops up the <b>Print Setup Dialog</b> , which allows the user to select a printer, printer connection, paper size, paper source, orientation and other properties.
<a href="#"><u>1 (2,3,4,5,6,7,8,9,0) Recent File Name</u></a>	Opens one of the last 10 most-recently opened documents.
<a href="#"><u>Exit</u></a>	Exits <b>SAFFA</b> .

## File menu commands

The File menu offers the following commands:

<a href="#"><u>New</u></a>	Creates a new blank document. Shortcut: <b>Ctrl+N</b>
<a href="#"><u>Open</u></a>	Pops up the <b>File Open Dialog</b> , which allows the user to navigate the file system and open an existing file. Shortcut: <b>Ctrl+O</b>
<a href="#"><u>Close</u></a>	Closes an opened document. Shortcut: <b>Ctrl+F4</b>
<a href="#"><u>Close All</u></a>	Closes All opened documents.
<a href="#"><u>Save</u></a>	Saves an opened document using the same file name. Shortcut: <b>Ctrl+S</b>
<a href="#"><u>Save As</u></a>	Pops up the <b>File Save As Dialog</b> , which allows the user to navigate the file system, save the active document, and choose a Windows system file name, and an optional internal Hebrew File Name.
<a href="#"><u>Print</u></a>	Prints a document, if a document is open. Otherwise it pops up the <b>Page Settings Property Sheet (Grammar Table Toolbar: Print)</b> , which allows the user to print or preview the currently displayed grammar table. Shortcut: <b>Ctrl+P</b>
<a href="#"><u>Print Preview</u></a>	Displays the document on the screen as it would appear printed.
<a href="#"><u>Print Setup</u></a>	Pops up the <b>Print Setup Dialog</b> , which allows the user to select a printer, printer connection, paper size, paper source, orientation and other properties.
<a href="#"><u>1 (2,3,4,5,6,7,8,9,0) Recent File Name</u></a>	Opens one of the last 10 most-recently opened documents.
<a href="#"><u>Exit</u></a>	Exits <b>SAFFA</b> .

## New command (File menu)

Use this command to create a new blank document.

You can open an existing document with the [Open command](#).

## Shortcuts

[File Toolbar](#):



Keys: **CTRL+N**

## Open command (File menu)

This command pops up the [File Open Dialog](#), which allows the user to navigate the file system and open an existing file.

**SAFFA** allows you to open several documents and view them all at the same time.

## Shortcuts

**File Toolbar:**



Keys: **CTRL+O**

## File Open Dialog

The **File Open Dialog** works very much like the standard File Open Dialog in Windows. There are several differences, though:

1. The list of files appears only as **Details**, with header fields, and cannot be viewed as an Icon List.
2. The Details header fields includes an additional field called **Hebrew Name**, under which an optional internal Hebrew Name associated with a SAFFA document is displayed.
3. Because this Internal Hebrew Name can only be found by looking inside the file, loading of directories with large numbers of files may be noticeably slower than a normal Windows File Open Dialog.

**SAFFA's File Open Dialog** contains four buttons at the top to the right of the **Look in** ComboBox:



The **Up One Level** button, which opens the Parent Directory.



The **Create New Folder** button creates a New Folder in the current directory.



The **Rename** button lets the user rename the selected File or Folder in the current directory.



The **Delete** button lets the user delete the selected File or Folder in the current directory. A warning always pops up in case this button is pressed accidentally. The deleted file is sent to the recycle bin.

The **Rename** and **Delete** commands are also available via a context menu when one right-clicks on an individual file or folder. See [File Open/Save As Dialog Context Menu](#).

The **Look in** ComboBox allows the user to navigate the file system to choose a directory.

The **Files of Type** ComboBox lets the user pick a file extension pattern to match to display some or all of the current directory's files and subfolders.

The **Show Hidden Files and Directories** checkbox at the bottom, if checked, will update the list and display system folders and files as well.

The **File Name** Edit Control allows the user to type in directly the name of a file one wishes to open. If the file exists, hitting the Return key or pressing the **Open** button will open that file. If the file does not exist, or if there are wild cards within the text, only those files (if any) that match the file pattern will be displayed. If the text is a directory path, that directory will be displayed. Note that as one scrolls through the list of displayed files, the name of the file in the **File Name** Edit Control is update to match the current selection.

The header of the List Control contains five fields: **Name**, **Hebrew Name**, **Modified**, **Size** and **Type**. Clicking on any of these headers will order the list in alphabetical, smallest to largest, or least-recent to most-recent order, depending upon the field clicked. Clicking on the field again will reverse that order.

**Double-clicking on the divider** immediately to the right of a header field will resize that field's column so that all items in that column are minimally visible.

## File Open/Save As Dialog Context Menu

When one right-clicks in either the **File Open Dialog** for **File Save As Dialog**, a context menu will popup displaying two choices: **Delete** and **Rename**. These commands perform identical actions to the Delete and Rename Buttons in the upper right of the Dialogs, deleting or renaming the selected file or folder.

See [File Open Dialog](#).

See [File Save As Dialog](#).

## Save As command (File menu)

Use this command to save and name the active document. **SAFFA** displays the [File Save As Dialog](#), which allows the user to navigate the file system, save the active document and choose a Windows system file name, and an optional internal Hebrew File Name.

To save a document with its existing name and directory, use the [Save command](#).

**NOTE:** When a document is saved, the Undo/Redo List is emptied and it is no longer possible to undo/redo prior editing operations.

See [Redo command \(Edit menu\)](#)

See [Undo command \(Edit menu\)](#)

## Save command (File menu)

Use this command to save the active document using its current name and directory. When you save a document for the first time, **SAFFA** displays the [File Save As Dialog](#) so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the [Save As command](#).

## Shortcuts

### [File Toolbar](#)



Keys: CTRL+S

**NOTE:** When a document is saved, the Undo/Redo List is emptied and it is no longer possible to undo/redo prior editing operations.

See [Redo command \(Edit menu\)](#)

See [Undo command \(Edit menu\)](#)

## File Save As Dialog

The **File Save As Dialog** works very much like the standard File Save As Dialog in Windows. There are several differences, though:

1. The list of files appears only as **Details**, with header fields, and cannot be viewed as an Icon List.
2. The Details header fields includes an additional field called **Hebrew Name**, under which an optional internal Hebrew Name associated with a SAFFA document is displayed.
3. Because this Internal Hebrew Name can only be found by looking inside the file, loading of directories with large numbers of files may be noticeably slower than a normal Windows File Save As Dialog.

**SAFFA's File Save As Dialog** contains four buttons at the top to the right of the **Look in** ComboBox:



The **Up One Level** button, which opens the Parent Directory.



The **Create New Folder** button creates a New Folder in the current directory.



The **Rename** button lets the user rename the selected File or Folder in the current directory.



The **Delete** button lets the user delete the selected File or Folder in the current directory. A warning always pops up in case this button is pressed accidentally. The deleted file is sent to the recycle bin.

The **Rename** and **Delete** commands are also available via a context menu when one right-clicks on an individual file or folder. See [File Open/Save As Dialog Context Menu](#).

The **Look in** ComboBox allows the user to navigate the file system to choose a directory in which to store the document.

The **Save as Type** ComboBox performs two functions: 1.) It allows the user to choose a file extension pattern to match to display some or all of the current directory's files and subfolders; 2) If the file name typed in the **File Name** Edit Control has no extension, the extension currently selected in the **Save as Type** ComboBox (excluding the specification \*.\* ) will be appended.

**SAFFA** can save documents in three file formats: **Plain Text** (unformatted, extension=.txt), **RTF** (Rich Text Format, extension=.rtf), and **SAFFA-Format** (a proprietary format that can only be displayed properly by this program, extension=.saf). If the extension is neither .txt nor .rtf, then the document will be saved as **SAFFA-Format** file by default, regardless of whether it has the .saf extension or not.

The **Show Hidden Files and Directories** checkbox at the bottom, if checked, will

update the list and display system folders and files as well.

The **Hebrew File Name** Edit Control allows the user to save a **SAFFA-Format** file with an optional Hebrew name. The name may be entered using either the keyboard or the [Keyboard Guides Window](#). A third option is copy Hebrew text from the document before opening the **File Save As Dialog**, and then to paste it from the clipboard.

The **File Name** Edit Control allows the user to type in directly a file name to be used to save the document. If the document has never been saved and the file name already exists, then the user will be prompted to overwrite the existing file. If the file name has not already been used, the document will be saved using that file name. If the text in the edit control is a pattern specification with wild cards (\* or ?), then hitting the Return key or pressing the **Open** button will display only those files (if any) that match the pattern. If the text is a directory path, that directory will be displayed. Note that as one scrolls through the list of displayed files, the name of the file in the **File Name** Edit Control is updated to match the current selection.

The header of the List Control contains five fields: **Name**, **Hebrew Name**, **Modified**, **Size** and **Type**. Clicking on any of these headers will order the list in alphabetical, smallest to largest, or least-recent to most-recent order, depending upon the field clicked. Clicking on the field again will reverse that order.

**Double-clicking on the divider** immediately to the right of a header field will resize that field's column so that all items in that column are minimally visible.

## File Toolbar



The File Toolbar is displayed across the top of the application window, below the menu bar. As a **Docking Window**, it may be moved anywhere within the main window or changed into a floating window.

There are two ways to display or hide the Toolbar:

1. From the Main Menu, Choose View -> Toolbar -> File Toolbar (Keystrokes: **Alt+V, 1, F**).
2. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and Select **File Toolbar** from the popup menu.

### Click To

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Open (create) a **New** Document.  
See [New command \(File menu\)](#)



**Open** an existing document. SAFFA displays the [Open Dialog](#), via which you can browse the folder system to locate and open the desired file.  
See [Open command \(File menu\)](#)



**Save** the active document or template with its current name. If you have not previously saved the document, SAFFA displays the [Save As Dialog](#).  
See [Save command \(File menu\)](#)  
See [Save As command \(File menu\)](#)



**Cuts** selected text from the document and **copies it to the clipboard** in two standard formats:

**RTF** (Rich Text Format)

**Plain Text** (unformatted)

See [Cut command \(Edit menu\)](#)



**Copies** selected text from the document to the clipboard in two standard formats:

**RTF** (Rich Text Format)

**Plain Text** (unformatted)

See [Copy command \(Edit menu\)](#)



Copy Special...

Pops up the **Copy Special Dialog**, which gives options for copying selected text to the clipboard (text is copied in both **RTF** and **Plain Text** formats):

**Forward / Reverse**

**SAFFA Hebrew ASCII Format** / Exported as **Microsoft Standard Hebrew ASCII Format** encoded text.

See **Copy Special command (Edit menu)**



**Pastes** text from the clipboard as **RTF** (Rich Text Format) text after the cursor position.

See **Paste command (Edit menu)**



Paste Special...

Pops up the **Paste Special Dialog**, which gives options for pasting clipboard text after the cursor:

**RTF** (Rich Text Format) / **Plain Text** (unformatted)

**Forward / Reverse**

**SAFFA Hebrew ASCII Format** / Exported as **Microsoft Standard Hebrew ASCII Format** encoded text.

See **Paste Special command (Edit menu)**



**Prints** the active document. If no document is open, Prints the Active Grammar Table.

See **Print command (File menu)**



Pops up the **About Dialog**. This Dialog, which also appears at program startup, displays program information such as the version number, copyright, etc.

See **About command (Help menu)**



**Context Sensitive Help**. After the user clicks on this button, a Question Mark symbol appears to the right of the cursor arrow. When the user next clicks on a button or other control (edit, combobox), menu item, toolbar or window, a Help Topic concerning that item will popup.

See **Context Sensitive Help command (Help menu)**

## Find command (Edit menu) Find Dialog

The **Find Dialog** lets the user search the active document for either English or Hebrew text.

When the **English radio button** is checked, the user may enter English text from the keyboard.

When the **Hebrew radio button** is checked, the user may enter Hebrew text using either the keyboard or one of the [Keyboard Guides](#).

Text is entered into the **Find What** Edit Control. Pressing the **Down Arrow** to its right displays a list of the 10 most-recent **Find What** texts.

The user may do forward searches by checking the **Down radio button**; or reverse searches by checking the **Up radio button**.

When doing searches for English text, the user has two options:

- Match Whole Word Only**
- Match Case.**

When doing searches for Hebrew text, the user has three options:

- Match Whole Word Only**
- Match Vowels**
- Match Dagesh.**

These options are explained below:

**Match Whole Word Only** If checked, the search will match only if the search text is not part of a larger word. Punctuation is treated like white space.

**Match Case** If checked, the search is case-sensitive (English text only)

**Match Vowels** If checked, the search is vowel-sensitive. A consonant/vowel pair in the search text must match its counterpart's consonant/vowel pair in order to match. When considering whether to match, the Diacritical mark [Meteg](#) is ignored; that is, vowels with **Meteg** will match the same vowel without **Meteg**. If this option is unchecked, the search will ignore Hebrew vowels altogether.

**Match Dagesh** If checked, the search is [Dagesh](#)-sensitive. Consonants will match only if they both have or both don't have the diacritical mark **Dagesh**. If this option is unchecked, the search will ignore **Dagesh** marks within a consonant.

The user can repeat the search for the next instance of the search text by pressing the **Find Next** button.

**Shortcut**

Key: **Ctrl + F**

## Floating or Docking Windows

**Docking windows** have two display modes: floating or docked:



- In floating mode, a window has a thin title bar and can appear anywhere on your screen. A floating window is always on top of all other windows.
- In docked mode, a window is fixed to a dock along any of the four borders of the main window.

### To show or hide a docking window

- To show or hide a docking window, click the name of the window on the **View** menu (**Grammar Window**, **Lookup Window**, **Keyboard Window**).
- To hide the window, click the **Hide** button in the corner of the window. This button may be at the upper-left or upper-right corner, depending on the position of the window.

### To expand or contract a docking window in its docking area

- Click the **Expand** or **Contract** button near the corner of the window. This button may be near the upper-left or upper-right corner, depending on the position of the window.

This is a dual-purpose button. When the window is fully expanded, the function of this button is **Contract**; otherwise, the function is **Expand**. The tooltip indicates the current function.

### To change a docked window to a floating window

- Double-click on the single-grip bar in the window border.

### To dock a floating window

- Double-click the window title bar to return the window to its previous docked location, or point to the title bar and drag the window to a different dock area.

## To position a floating window over a dock (without docking it)

There are two ways to do this:

1. Point to the title bar of the window. Hold down the CTRL key, press the left mouse button down and drag the window over any dock area of the application window. **Keep the CTRL key held down until the you have released the mouse button**, otherwise, the window will dock.
2. Right-click in the Title Bar to bring up the context menu. Select **Move**. Move the window using either the mouse or the arrow keys. The window will NOT dock while being repositioned.

## Resetting Docking Window Layout

Docking windows can be a bit tricky. There may be times when the user is unable to dock a window where he/she wishes. In such cases, the View menu offers a command: [Reset Docking Windows Layout](#). This command resets the Docking Windows Layout with the Toolbars on top, the Grammar Tables Window just below to the left, and the Lookup/Search and Keyboard Windows at the bottom..

## Font: Typeface, Size, Style Command / Dialog (Format menu)

If text is selected, will change all characters in the selection to the chosen font typeface (font name), size, and style.

If no text is selected, the next character entered will have the chosen font characteristics.

**NOTE:** When the Font Dialog pops up, the initial font characteristics shown will be that of the first character of a selection, or if there is no selection, the font typeface, size and style of the character upon which the cursor currently sits.

## Font Size Command / Dialog (Format menu) Font Size ComboBox (Editor Toolbar)

If text is selected, will change all characters in the selection to the chosen font size, while leaving other font characteristics the same.

If no text is selected, the next character entered will be the chosen font size.

Shortcut to set focus to the Font Size ComboBox in the [Editor Toolbar](#): **Ctrl+8**

**NOTE:** When navigating through a document, the font size of the character upon which the cursor currently sits will be shown in the Font Size ComboBox in the Editor Toolbar. If there is a selection, the font size of the first character of the selection will be shown in the ComboBox. The same is true for the initial font size when the Font Size Dialog pops up.

## Font Typeface Command / Dialog (Format menu) Font Typeface ComboBox (Editor Toolbar)

If text is selected, will change all characters in the selection to the chosen font typeface (font name), while leaving other font characteristics the same.

If no text is selected, the next character entered will be of the chosen font typeface.

Shortcut to set focus to the Font Typeface ComboBox in the [Editor Toolbar](#): **Ctrl+7**

**NOTE:** When navigating through a document, the font typeface of the character upon which the cursor currently sits will be shown in the Font Typeface ComboBox in the Editor Toolbar. If there is a selection, the font typeface of the first character of the selection will be shown in the ComboBox. The same is true for the initial font typeface when the Font Typeface Dialog pops up.

## Format menu commands

The Format menu (visible when a document is open) offers the following commands:

<u><a href="#">Bold</a></u>	Adds (if checked/selected) or removes- <b>Bold</b> (if unchecked/unselected) from selected text. If no text is selected, sets Bold setting for the next character to be input. Shortcut: <b>Ctrl+B</b>
<u><a href="#">Italic</a></u>	Adds (if checked/selected) or removes <i>Italic</i> (if unchecked/unselected) from selected Text. If no text is selected, sets Italic setting for the next character to be input. Shortcut: <b>Ctrl+I</b>
<u><a href="#">Underline</a></u>	Adds (if checked/selected) or removes <u>Underlines</u> (if unchecked/unselected) from selected Text. If no text is selected, sets Underline setting for the next character to be input. Shortcut: <b>Ctrl+U</b>
<u><a href="#">Justify Text</a></u>	Sets Justification (Left, Right, Center) on a line-by-line basis. If text is selected, all corresponding lines are affected. If no text is selected, justification is set for the line on which the cursor resides.
<u><a href="#">Font Size</a></u>	Pops up the <b>Font Size Dialog</b> , allowing the user to change <u>only</u> the font size of selected text. If no text is selected, sets the font size for the next character to be input.
<u><a href="#">Font Typeface</a></u>	Pops up the <b>Font Size Dialog</b> , allowing the user to change <u>only</u> the font typeface of selected text. If no text is selected, sets the font typeface for the next character to be input.
<u><a href="#">Font (Typeface, Size, Style)</a></u>	Pops up the <b>Fonts Dialog</b> , allowing the user to change all parameters of a font (typeface, size and style) for selected text. If no text is selected, sets the font for the next character to be input.
<u><a href="#">Switch Font</a></u>	Allows the user, while editing, to quickly switch back and forth to fonts used previously in the active document. Useful as an alternative to locating and selecting the same font in the toolbar. If more than two fonts have

same font in the toolbar. If more than two fonts have been used, the command will Pop up the **Switch to Previously Used Font Dialog**

Shortcut: **Ctrl+Shift+F**

### Colors

Pops up the **Colors Dialog**, allowing the user to change the foreground and background colors for selected text. If no text is selected, sets the colors for the next character to be input.

### Columns

Pops up the **Columns Dialog** allowing the user to set number of columns and gutter width parameters. These will be used to divide the lines of selected text into evenly spaced columns. A special feature of this formatting command is that columns will cross (i.e. ignore) page boundaries, if necessary.

### Extra Inter-Word Spacing..

Pops up the **Extra Inter-Word Spacing Dialog**, allowing the user to enter increments of a ¼ point for increasing spacing between adjacent words. Affects all word spaces in selected text.

### Extra Line Spacing..

Pops up the **Extra Line Spacing Dialog**, allowing the user to enter percentages of line heights for increasing spacing between adjacent lines. Affects all lines in selected text. If no text is selected, affects line height for the line on which the cursor resides.

### Page Setup

Pops up the Document **Page Settings Property Sheet**, which allows the user to select page size, margins, and tab settings for the Hebrew side, the English side, or both sides of specified pages in a document.

## Full View / Restore command (Grammar Table menu)

Whether the Grammar Tables Window is floating or docked, this command toggles the visible area of the displayed Grammar Table to Full View – that is, enlarges or shrinks the window so that the entire table, but no extra space, is visible. If the Window is in Full View, the command restores the window size to the last size set by the user using a mouse-drag operation.

**NOTE:** When the Docking Windows and Toolbars are arranged in the same layout as when the program was installed (See View menu Commands: [Reset Docking Windows Layout](#)), the toggle action can be seen properly. Sometimes, the windows are docked such that one dimension cannot be adjusted. If toggling with this command does not produce the desired results, this is probably the case and can be confirmed by failure of the mouse to drag the side that refuses to move.

Also if the screen resolution for your monitor is set to 800 x 600 or less, the **Restore** part of this command may not work. This happens because when the **Full View** command tries to resize a large Grammar Table, such as the Verb Table, the full height is never reached because the window would actually be taller than the vertical screen resolution setting. Therefore repeating this command keeps trying to set the full height. The optimum screen resolutions for using **SAFFA** are 1024 x 768 or 1152 x 864.

### Shortcut

[Grammar Toolbar:](#)



## Grammar Form (Grammar Table) Context Menu

When one right-clicks on a grammar form in a Grammar Table, a context menu pops up with one to four menu items.



1. The first menu item is always **Copy to Clipboard**.
2. If the grammar form contains a **Meteg מתג**, then the second menu item will be **Copy to Clipboard (No METEG)**.
3. If the grammar form is in the **Verb Table**, and the Verb **Binyan בניין** allows Pronominal Suffixes, the next menu item will be **Pronominal Suffixes**.
4. If the grammar form selected is the Infinitive, then the last menu item will be **Infinitive Noun**.

The last two menu item commands will display the **Pronominal Suffixes Verbal Forms / Infinitive Noun Table** and show either the Pronominal Suffixes Declensions; or Infinitive Noun and Suffixes Declensions of the selected verb form.

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### **Docking Window Focus: Grammar Table (Window menu)**

Sets the Input Focus to the currently active [Grammar Table](#).

Shortcut: **Ctrl+1**

## Grammar Table menu commands

The File menu offers the following commands:

- 1 Full View / Restore Toggles the size of the Grammar Table – Full View enlarges or shrinks the window so that the entire table is minimally visible. Restore restores the window size to that last set by the user in a mouse-drag operation.
- 2 Toggle Nikud (Vowels) Toggles the display state of a conjugated/declined grammar table between the two **Hebrew Spelling Conventions**:
1. **כתיב מלא** **Ktiv Maley** (without vowels)
  2. **כתיב חסר** **Ktiv Khaser** (with vowels)
- Shortcut: **Alt+K**
- 3 Cycle Alternate Spellings Cycles display of the alternate forms of a conjugated/declined grammar table, if alternate forms exist (indicated by an initial rendering of the first form in **RED**).  
Shortcut: **Alt+A**
- 4 Copy Selected Grammar Form Copies a selected form shown in a conjugated/declined grammar table to the clipboard.
- 5 Select Next Grammar Form Selects/highlights the Next Grammar Form in the Table and pops up its transliteration. If no Grammar Form is currently selected, the first form in the table is selected.  
Shortcut: **Ctrl+G**
- 6 Verbs: Pronominal Suffixed Forms If the Verb Table is displayed, and a form is selected that can be declined with pronominal suffixes, opens up the Pronominal Suffixed Verbal Forms Table for that form.
- 7 Verbs: Infinitive Noun Forms If the Verb Table is displayed, and the infinitive form is selected, opens up the Infinitive Noun (Pronominal Suffix) Table for that form and displays its suffixed declensions.
- 8 Copy Definition Displays a submenu from which the user can choose to copy any or all of the definitions of a word.
- 9 Print/Preview Displays the **Grammar Table Page Settings Property Sheet**, which allows the user to select page size and margins, and then either Print or Print Preview.
- A Verb Table Displays and sets Input Focus to the **Verb Table** (First Tab) in

the Grammar Table Window.

[B Pronominal Suffixed Verbal Forms / Infinitive Noun Table](#) Displays and sets Input Focus to the **[Pronominal Suffixed Verbal Forms / Infinitive Noun Table](#)** (Second Tab) in the Grammar Table Window.

[C Preposition Table](#) Displays and sets Input Focus to the **[Preposition Table](#)** (Third Tab) in the Grammar Table Window.

[D Number Table](#) Displays and sets Input Focus to the **[Number Table](#)** (Fourth Tab) in the Grammar Table Window.

## Page Settings Property Sheet (Grammar Table Toolbar: Print)

The **Page Settings Property Sheet** that is brought up by the **Grammar Table Toolbar Print** button allows the user to choose two sets of parameters for printing a grammar table:

### Page Size Margins

The **Save** button will set the current values as the default values to be used for future printing of grammar tables.

The **Preview** button will display the printout on the screen using the specified paper size, orientation and margins.

The **Print** button will begin the printing process.

**NOTE:** When printing, the user is strongly discouraged from changing the paper size and orientation via the Print Dialog's **Properties** button, as these will override the settings already selected in the **Page Settings Property Sheet**.

See [Print Properties Dialog](#)

## Grammar Table Toolbar



The Grammar Table Toolbar is displayed across the top of the application window, below the menu bar. As a **Docking Window**, it may be moved anywhere within the main window or changed into a floating window.

There are two ways to display or hide the Toolbar:

1. From the Main Menu, Choose View -> Toolbar -> Grammar Table Toolbar (Keystrokes: **Alt+V, 1, G**).
2. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select **Grammar Table Toolbar** from the popup menu.

### Click To



**Show Full View / Restore.** Toggles the size of the Grammar Table to Full View and back. Full View enlarges or shrinks the window so that the entire table is minimally visible. Restore restores the window size to that last set by the user in a mouse-drag operation. See [Full View / Restore](#)

**NOTE:** When the Docking Windows and Toolbars are arranged in the same layout as when the program was installed (See View menu Commands: [Reset Docking Windows Layout](#)), the toggle action can be seen properly. Sometimes, the windows are docked such that one dimension cannot be adjusted. If toggling with this command does not produce the desired results, this is probably the case and can be confirmed by failure of the mouse to drag the side that refuses to move.

Also if the screen resolution for your monitor is set to 800 x 600 or less, the **Restore** part of this command may not work. This happens because when the **Full View** command tries to resize a large Grammar Table, such as the Verb Table, the full height is never reached because the window would actually be taller than the vertical screen resolution setting. Therefore repeating this command keeps trying to set the full height. The optimum screen resolutions for using **SAFFA** are 1024 x 768 or 1152 x 864.



**Toggle ניקוד Nikud (Vowels).** Toggles the display state of a conjugated/declined grammar table between the two [Hebrew Spelling Conventions](#):

1. **כתיב מלא Ktiv Maley** (without vowels)

2. [כתיב חסר](#) [Ktiv Khaser](#) (with vowels)

See [Toggle Nikud \(Vowels\)](#)

**Alt**

**Cycle Alternate Spellings.** Cycles display of the alternate forms of a conjugated/declined grammar table, if alternate forms exist (indicated by an initial rendering of the first form in **RED**). See [Cycle Alternate Spellings](#)



**Copy Selected Grammar Form.** Copies a selected form shown in a conjugated/declined grammar table to the clipboard. See [Copy Selected Grammar Form](#)



**Print/Preview Grammar Table.** Displays the [Grammar Table Page Settings Property Sheet](#), which allows the user to select page size and margins, and then either Print or Print Preview. See [Print/Preview](#)

## Grammar Table Window

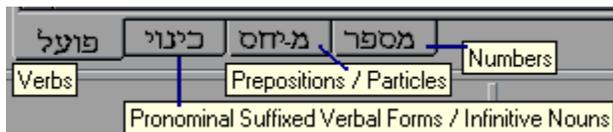
The **Grammar Table Window** is a **Docking Window** (one that the user can set to be floating or docked to the main window) with 4 Tab Views:

**פועל** ("Po-al"=Verb) Verbs. Displays the **Verb Table**.

**כינוי** ("Kinui"=Pronoun) Pronominal Suffixed Verbal Forms / Infinitive Nouns. Displays the **Pronominal Suffixed Verbal Forms / Infinitive Noun Table**.

**מ-יחס** ("Milat-Yakhas"=Preposition) Prepositions / Particles. Displays the **Preposition / Particle Table**.

**מספר** ("Mispar"=Number) Numbers. Displays the **Number Table**.



As shown above, the label for each tab uses the Hebrew Name for the table rather than the English one. The user need only position the cursor over the Tab itself and a ToolTip window will popup showing the English Table Name.

## Edit menu commands

The Edit menu (visible when a document is open) offers the following commands:

### Undo

Reverses the previous editing operation.  
Shortcut: **Ctrl+Z**

### Redo

Redo the previously undone editing operation.  
Shortcut: **Ctrl+Y**

### Select All

Selects all text in the active side of the document

### Cut

Deletes the selected text from the document and copies it to clipboard.  
Shortcut: **Ctrl+X**

### Copy

Copies the selected text from the document to the clipboard.  
Shortcut: **Ctrl+C**

### Copy Special

Pops up the **Copy Special Dialog** allowing the user to select options for the Copy operation: **Export Filter** (None, Microsoft Standard) and **Direction** (Forward/Reverse).

### Paste

Pastes formatted text, if available, otherwise unformatted text from clipboard into the document.  
Shortcut: **Ctrl+V**

### Paste Special

Pops up the **Paste Special Dialog** allowing the user to select options for the Paste operation: **Import Filter** (None, Microsoft Standard, DavkaWriter), **Direction** (Forward/Reverse), and **Text Format** (Plain Text /Rich Text Format).

### Reverse Selected Text

Reverses the letter order of the selected text.  
Shortcut: **Ctrl+Shift+R**

### Insert Page Break

Inserts a Hard Page Break into a document.

### Find

Pops up the Modeless **Find Dialog** for a search for specified text in the document.  
Shortcut: **Ctrl+F**

### Find Next

After setting up Search parameters using the Find command, finds the next instance of the specified text in the document.  
Shortcut: **F3**

### Replace

Pops up the Modeless **Find/Replace Dialog** for a search for and replacement of text.

find text and its replacement with specified replace text in the  
Shortcut: **Ctrl+L**

## Hebrew Edit Controls Context Menu

When the user right-clicks with the mouse in a Hebrew Edit control, the following menu pops up.

<a href="#"><u>Copy</u></a>	Copies the selected text from the document to the clipboard. Shortcut: <b>Ctrl+C</b>
<a href="#"><u>Copy Special</u></a>	Pops up the <b>Copy Special Dialog</b> allowing the user to select two options for the Copy operation: <b>Export Filter</b> (None, Microsoft Hebrew Standard) and <b>Direction</b> (Forward, Reverse).
<a href="#"><u>Paste</u></a>	Pastes formatted text, if available, otherwise unformatted text, from the clipboard into the document. Shortcut: <b>Ctrl+V</b>
<a href="#"><u>Paste Special</u></a>	Pops up the <b>Paste Special Dialog</b> allowing the user to select two options for the Paste operation: <b>Import Filter</b> (None, Microsoft Hebrew Standard) and <b>Direction</b> (Forward, Reverse).
<a href="#"><u>Select All</u></a>	Selects all text in the active side of the document
<a href="#"><u>Cut</u></a>	Deletes the selected text from the document and copies it to the clipboard. Shortcut: <b>Ctrl+X</b>
<a href="#"><u>Remove Vowels and Search</u></a>	This command is found only in the <b>Hebrew Edit Control</b> in the <b>Lookup/Search Toolbar</b> . Removes Vowels from the text in the Edit Control, then performs a <b>Hebrew Word Search</b> .

See [Hebrew Edit Controls](#)

## Hebrew Edit Controls

The **Hebrew Edit Controls** are found in the following areas:

- (a) the **Verb Table** (the ‘**Shoresh**’ edit window).
- (b) the **Preposition Table** (the ‘**Preposition**’ edit window).
- (c) the **Lookup/Search Toolbar** edit window (to the left of the book and binocular buttons).
- (d) the **Find Dialog** ‘**Find What**’ edit window.
- (e) the **Find/Replace Dialog** ‘**Find What**’ and ‘**Replace With**’ edit windows.
- (f) the **File Save As Dialog** ‘**Hebrew File Name**’ edit window.

**Hebrew Edit Controls** let the user enter Hebrew text, via either the keyboard or the **Keyboard Guides Window**.

Hebrew Edit Controls use many of the same keystroke shortcuts as regular Windows edit controls, such as:

**Ctrl + C** **Copy** See **Copy**

**Ctrl + V** **Paste** See **Paste**

**Ctrl + X** **Cut** See **Cut**

**Ctrl + Z** **Undo / Redo** Undoes / redoes **only** the last editing operation.

**Double-clicking** in a Hebrew Edit Control **Selects All** text in the window.

A **Context Menu** is also accessible by right-clicking with the mouse.

### **Input Mode: Hebrew command (View menu)**

Sets the Input Mode for the active document to the **Hebrew** (right-to-left) side.

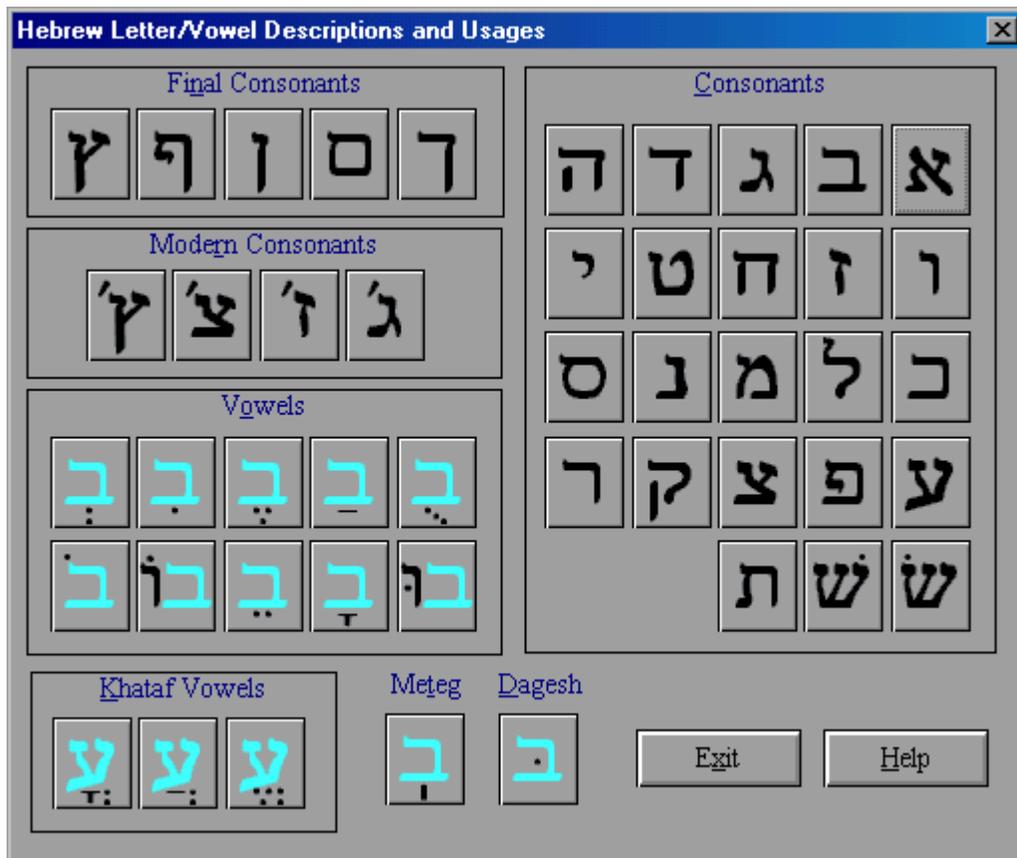
**NOTE:** The same action can be performed by pressing the **Toggle Input Mode button** `HID_ENTRY_MODE` in the Editor Toolbar.

Shortcut: **Ctrl+H**

See [Editor Window](#).

## Letter/Vowel Descriptions command (Language Reference menu) Hebrew Letter/Vowel Descriptions and Usages Dialog

The Letter/Vowel-Descriptions command pops up the the [Hebrew Letter/Vowel Descriptions and Usages Dialog](#), an alphabetical layout of button controls representing the Hebrew Regular Consonants, Final consonants, Modern Consonants, Vowels, Half-Vowels and Diacritical Marks. Clicking on any Letter/Vowel Button will popup a full screen [Letter ID Dialog](#) which explains the character's place in the Hebrew orthographic system, and gives a few examples of its usage in some sample words.



### Shortcuts

**KeyStroke Shortcuts on the physical keyboard** are available as an alternative to clicking with the mouse. Typing **TAB** will advance the focus to the next letter/vowel button in the Keymap Chart. Typing **Shift-TAB** will move the focus backwards. Typing **Space** or **Return** will depress the letter/vowel button, and cause the [Letter ID](#) window for that character to popup.

The user can also use keystroke shortcuts to quickly tab between the groupings of the letters:

**Alt+C** for Consonants.

**Alt+N** for Final Consonants.  
**Alt+R** for Modern Consonants.  
**Alt+O** for Vowels.  
**Alt+K** for Khataf-Vowels.  
**Alt+T** for Meteg (diacritical mark).  
**Alt+D** for Dagesh (diacritical mark).  
**Alt+H** for Help.  
**Alt+X** to Exit.

## Hebrew Letter/Vowel Descriptions and Usages: Letter ID Dialog

When you click on a Letter, Vowel or Diacritical Mark button in the [Hebrew Letter/Vowel Descriptions and Usages Dialog](#), a full screen popup Window appears with an explanation of the Letter or Vowel.

A short description of the character, how it is pronounced, and its place in the Hebrew orthographic system occupy the top half of the window.

At the bottom of the window are either 3 or 6 example word buttons (with translations) showing the letter/vowel at the beginning, middle and/or end of words. When you click on the example buttons, a popup transliteration of the word appears, with the stressed syllable written **RED**.

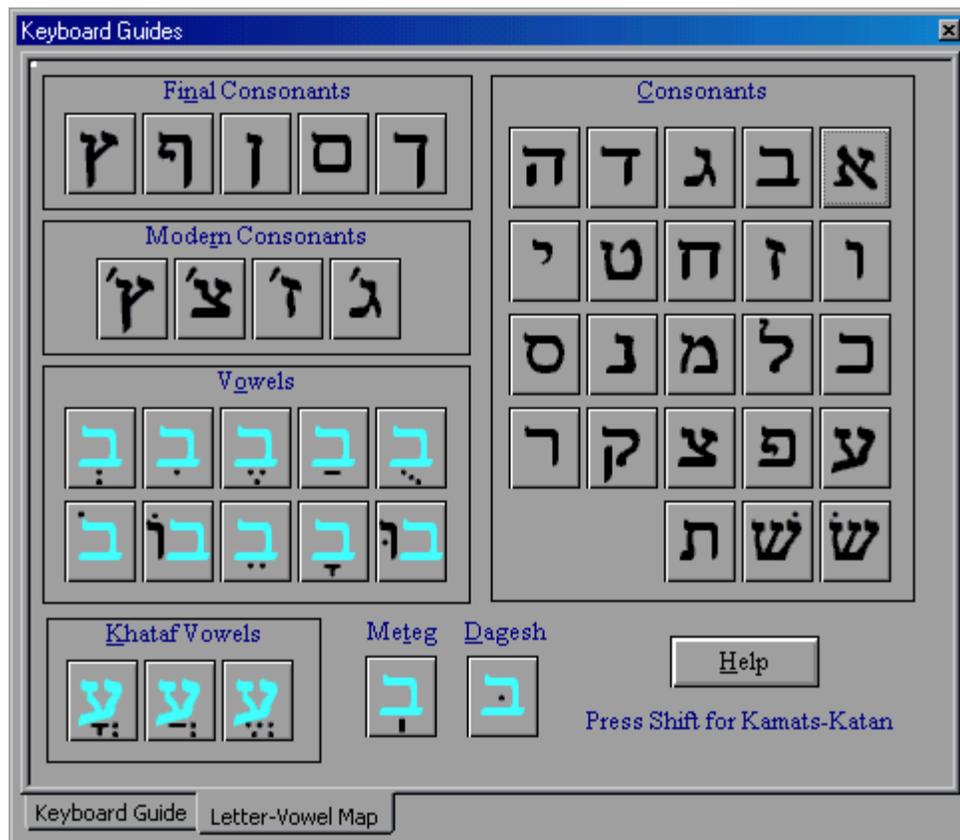
In the middle of the page is the **כתיב מלא** (without vowels) or **כתיב מלא** (with vowels) button, which toggles the example word display between the two [Hebrew Spelling Conventions](#): *Ktiv Maley* (**FULL** spelling; written without vowels) and *Ktiv Khaser* (**MISSING** spelling; written with vowels).

## Hebrew Letter/Vowel Map Guide



The **Hebrew Letter/Vowel Map Guide** is accessed through the **Letter-Vowel Map Tab** of the **Keyboard Guides Window**.

The **Hebrew Letter/Vowel Map Guide** is an alphabetical layout of button controls representing the 22 Hebrew Regular Consonants, the 5 Final Consonants, and 4 Modern Consonants; as well as the 10 Regular Vowels, the 3 Khataf (Half) Vowels and the 2 major Diacritical Marks. As an alternative to typing directly into a Hebrew Document or one of the **Hebrew Edit controls**, the user can click on these buttons to enter text.



When using the Keymap, the output will go to the Document or Hebrew Edit Control that last had the focus. The user can redirect the output to another Document / Control by simply clicking in the target window, and then clicking on letter/vowel buttons to enter Hebrew text.

## Shortcuts

**KeyStroke Shortcuts on the physical keyboard** are available as an alternative to clicking with the mouse. Typing **TAB** will advance the focus to the next letter/vowel button in the Keymap Chart. Typing **Shift-TAB** will move the focus backwards. Typing **Ctrl+Space** will depress the letter/vowel button, entering the character into the Hebrew Document or Hebrew Edit control (typing a regular **Space** enters a space into the destination window). **Alt+H** will bring up the Help for this window.

The user can also use Keystroke shortcuts to quickly tab between the groupings of the letters:

**Alt+C** for Consonants.

**Alt+N** for Final Consonants.

**Alt+R** for Modern Consonants.

**Alt+O** for Vowels.

**Alt+K** for Khataf-Vowels.

**Alt+T** for Meteg (diacritical mark).

**Alt+D** for Dagesh (diacritical mark).

**Alt+H** for Help.

## Hebrew List Lookup Button (Lookup/Search Toolbar)



Sets the mode of the mode of the Lookup/Search Toolbar to **Hebrew List Lookup mode**. The **Lookup Tables / Search Results Window** displays an alphabetical list of over 1,750,000 entries from SAFFA's **Hebrew Word Database**. The List **Header** displays 10 fields categorizing the entries.

When the Lookup/Search Toolbar is set in this mode, as the user enters Hebrew Text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list. When the user then clicks on an entry, or highlights an entry and presses the **Enter** key, the **Grammar Tables Window** will then display the entry, showing its grammar table context.

See [Lookup/Search Toolbar](#).

See [Lookup Tables/ Search Results Window](#).

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See [Lookup/Search Toolbar](#).

See [Lookup Tables/ Search Results Window](#).

## Hebrew Word Database

SAFFA's Hebrew Word Database consists of conjugated forms of verbs, declined forms of prepositions/particles and cardinal and ordinal number forms. The database consists of close to 2½ million grammatical forms, with over 1¾ million visible to the user. It also includes a list of approximately 25,000 English definition keywords, that is, those words in the definition of a word that are useful when trying to look it up.

For verbs, these also include:

Pronominal Suffixes forms

Infinitive Noun forms (derived from the Infinitive) and their declensions

ו' ההיפוך (Inverted Vav) forms

עתיד מקוצר (Future Short) forms for the Paal (פעל) and Hifil (עיל) (הפ).

The following are not yet included in that portion of the database visible to the user.

They include:

\*סוף פסוק (Pausal) Verb forms

\*Lengthened Verb forms of the Future/Imperative (suffixed with a ה, to express wish, desire or emphasis)

Nouns with Hebrew based roots.

Nouns that are foreign language cognates.

Adjectives

Adverbs

Conjunctions

Proper nouns

Miscellaneous items.

\*These forms occur frequently in the תנ"ך (Bible) and also in poetry.

The database is not guaranteed to be free from error, and corrections are made over time when they come to light.

Updated versions of the database files will be made available on the website ([www.hebrewworks.com](http://www.hebrewworks.com)) on a regular basis.

## Hebrew Word Search –No Vowels command (Language Reference menu) Hebrew Word Search – No Vowels command (Editor Window Context Menu)

This command is enabled when the Hebrew side of a document is active and the cursor is sitting on top of a word.

The command will first highlight the word in the document; then activate the [Search/Match Word Button](#) in the [Lookup/Search Toolbar](#); and then copy the word (minus vowels and diacritical marks) to the [Toolbar's Edit Control](#). SAFFA will then perform a search for the word in the [Hebrew Word Database](#). If matches are found, they will be displayed in the [Lookup Tables/ Search Results Window](#). Finally, the [Grammar Tables Window](#) will automatically display the first match in the list.

The command removes vowels and diacritical marks ( [דגש](#) [Dagesh](#) and [מתג](#) [Meteg](#)) from the text before pasting it into the Lookup/Search Toolbar Edit Control - [י](#) (Kholam-with-Vav) and [י](#) (Shuruq) are replaced by the consonant [י](#) (Vav).

The command is useful for broadening a search when **Hebrew Word Search** fails to find any matches. Removing vowels and diacritical marks increases the likelihood that **SAFFA** may find (more) matches. This is a good strategy to follow when trying to match anomalous [משונה](#) (Irregular) forms of Biblical verbs: oftentimes the vowel patterns of such forms may differ from what the grammar normally dictates. It also may help when trying to match [סוף פסוק](#) (Pausal) Verb forms. See [Hebrew Word and Definitions Database](#).

Shortcut: **Ctrl+Shift+K**

**NOTE:** This same functionality can also be done via the [Remove Vowels \(and Search\)](#) command in the [Context Menu](#) of the [Hebrew Edit Control](#) in the [Lookup/Search Toolbar](#).

## Hebrew Word Search Button (Lookup/Search Toolbar)



Sets the mode of the mode of the Lookup/Search Toolbar to **Hebrew Word Search mode**. The user enters Hebrew text in the Toolbar's Edit Control and then presses the **Enter** key. The program will then search the [Hebrew Word Database](#), and display likely matches, ranked in order, in the **Lookup Tables / Search Results Window**, if found. The first entry in the list will be highlighted and will automatically be displayed in the Grammar Tables Window. The [Header](#) displays 10 fields categorizing the entries.

The user may also click on other entries or highlight an entry and press the **Enter** key, causing the [Grammar Tables Window](#) to display the entry within its grammar table context.

**NOTE:** When a document is active, pressing the Shortcut sequence **Ctrl+K** will automatically perform a word search for the word on which the cursor currently resides. See [Lookup Word command \(Language Reference menu\)](#).

See [Lookup/Search Toolbar](#).

See [Lookup Tables/ Search Results Window](#).

**Hebrew Word Search command (Language Reference menu)**  
**Hebrew Word Search command (Editor Window Context Menu)**

This command is enabled when the Hebrew side of a document is active and the cursor is sitting on top of a word.

The command will first highlight the word in the document; then activate the **Search/Match Word Button** in the **Lookup/Search Toolbar**; and then copy the word to the **Toolbar's Edit Control**. SAFFA will then perform a search for the word in the **Hebrew Word Database**. If matches are found, they will be displayed in the **Lookup Tables/ Search Results Window**. Finally, the **Grammar Tables Window** will automatically display the first match in the list.

Shortcut: **Ctrl+K**

**HINT:** If no match is found, try the sister command: **Hebrew Word Search – No Vowels**, which removes vowels from the search text, thereby broadening the search. The same thing can be done using the **Remove Vowels and Search** command in the **Context Menu** of the **Hebrew Edit Control** in the **Lookup/Search Toolbar**

**Hebrew Word Search command (Language Reference menu)**  
**Hebrew Word Search command (Editor Window Context Menu)**

This command is enabled when the Hebrew side of a document is active and the cursor is sitting on top of a word.

The command will first highlight the word in the document; then activate the **Search/Match Word Button** in the **Lookup/Search Toolbar**; and then copy the word to the **Toolbar's Edit Control**. SAFFA will then perform a search for the word in the **Hebrew Word Database**. If matches are found, they will be displayed in the **Lookup Tables/ Search Results Window**. Finally, the **Grammar Tables Window** will automatically display the first match in the list.

Shortcut: **Ctrl+K**

**HINT:** If no match is found, try the sister command: **Hebrew Word Search – No Vowels**, which removes vowels from the search text, thereby broadening the search. The same thing can be done using the **Remove Vowels and Search** command in the **Context Menu** of the **Hebrew Edit Control** in the **Lookup/Search Toolbar**

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

- [Help Topics](#) Offers you an index to topics on which you can get help.
- [About](#) Displays the version number of this application.
- [Register](#) Lets the user purchase and register a copy of this program via the Internet.

## Toggle Input Mode button (Editor Toolbar)



Toggles the Input Mode for the active document from the Hebrew (right-to-left) side to the English side, and vice-versa. When the English side is active, the button displays the Letter **E**. When the Hebrew side is active, the button displays the Hebrew letter Shin **ש**. This button performs the same actions as the two View menu commands: **Input Mode: Hebrew** and **Input Mode: English**.

See **Editor Window**.

See **Editor Toolbar**

## Italic Command (Format menu) Italic Toggle Button (Editor Toolbar)

If text is selected, will add the Italic Font Style to the selection if the first character selected is not italicized.  
Alternately, if the first character is italicized, the command will remove the Italic Font Style from the selection.

If no text is selected, and Italic is selected (button) or checked (menu), the next character entered will be italicized.  
Alternately, if Italic is unselected (button) or unchecked (menu), the next character entered will not be italicized.

Also, if no text is selected, clicking on the Italic button in the Editor Toolbar will toggle the setting.

### Shortcuts

Key: **Ctrl+I**

Editor Toolbar:  A small square button with a grey background and a black italicized letter 'I' in the center.

**NOTE:** When navigating through a document, the state of the Italic menu command (checked / unchecked) and the state of the Italic button in the Editor Toolbar (pressed down, or up) will reflect the style of the character upon which the cursor currently sits. If there is a selection, the first character of the selection determines this state.

## Justify: Left, Right, Center (Format menu) Justify Left, Right Center Toggle Buttons (Editor Toolbar)

This command operates on lines, not characters. If text is selected, **any lines included in the selection, including partially selected lines**, will be targeted by the justification operation. If there is no selection, only the line on which the cursor currently sits will be affected.

**NOTE:** When navigating through a document, the state of the Justify menu command (checked / unchecked) and the state of the Justify button in the Editor Toolbar (pressed down, or up) will reflect the style of the line upon which the cursor currently sits. If text is selected and the text spans more than one line, the Justify state seen in the menu or Editor Toolbar will reflect the style of the first line of the selection.

### Shortcuts

Justify Left: [Editor Toolbar:](#) 

Justify Center [Editor Toolbar:](#) 

Justify Right [Editor Toolbar:](#) 

### **Keyboard Guides Window command (View menu)**

Use this command to display and hide the Keyboard Guides Window. A check mark appears next to the menu item when the Keyboard Guides Window is displayed.

Hiding/Displaying this window can also be done with the mouse. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select the appropriate window from the popup menu.

See [Keyboard / Keymap Guides Window](#).

## Keyboard Guides Window

The **Keyboard Guides Window** is a [Docking Window](#) (one that the user can set to be floating or docked to the main window).

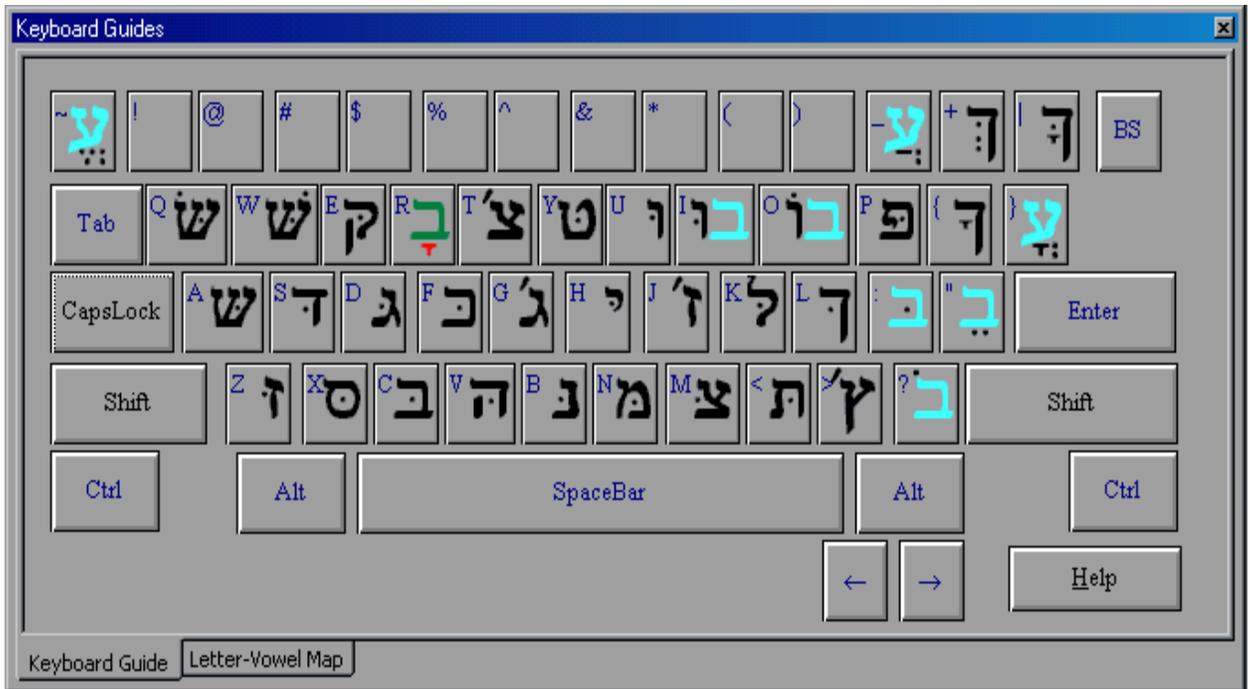


As shown above, the Keyboard Guides Window has two tabs, each of which offers an alternative/aid to entering Hebrew text into the program's documents and [Hebrew Edit controls](#):

The **Keyboard Guide** is a map depicting the keyboard layout, and shows the correspondence between keys on the keyboard and the Hebrew consonants, vowels and diacritical marks. You can use this Guide simply as that, a guide to reference as you type on the physical keyboard. Or you can enter text by clicking on the buttons of the Keyboard Guide itself. See [Keyboard Guide](#)

The **Letter/Vowel Map** is a layout showing groups of Hebrew letters and vowels. The 5 main groupings are the 22 Regular Consonants, the 5 Final Consonants, the 4 Modern Consonants, the 10 Regular Vowels, the 3 Khataf (Half) Vowels, and the 2 major Diacritical Marks. As with the Keyboard Guide, clicking on the buttons of this Guide allows the user to enter text. See [Letter/Vowel Map](#)





To change from one to the other, clicking on the **Shift** or **CAPS-LOCK** buttons, or typing the **Shift** or **CAPS-LOCK** keys on the physical keyboard.

You can also use the mouse to click on keys in the Keyboard Guide to enter text. To enter text, first activate the Document or Hebrew Edit control with a mouse click to set the target destination. Then begin clicking on Keys in the Keyboard Guide. To change the target destination, click on a different Document or Hebrew Edit control.

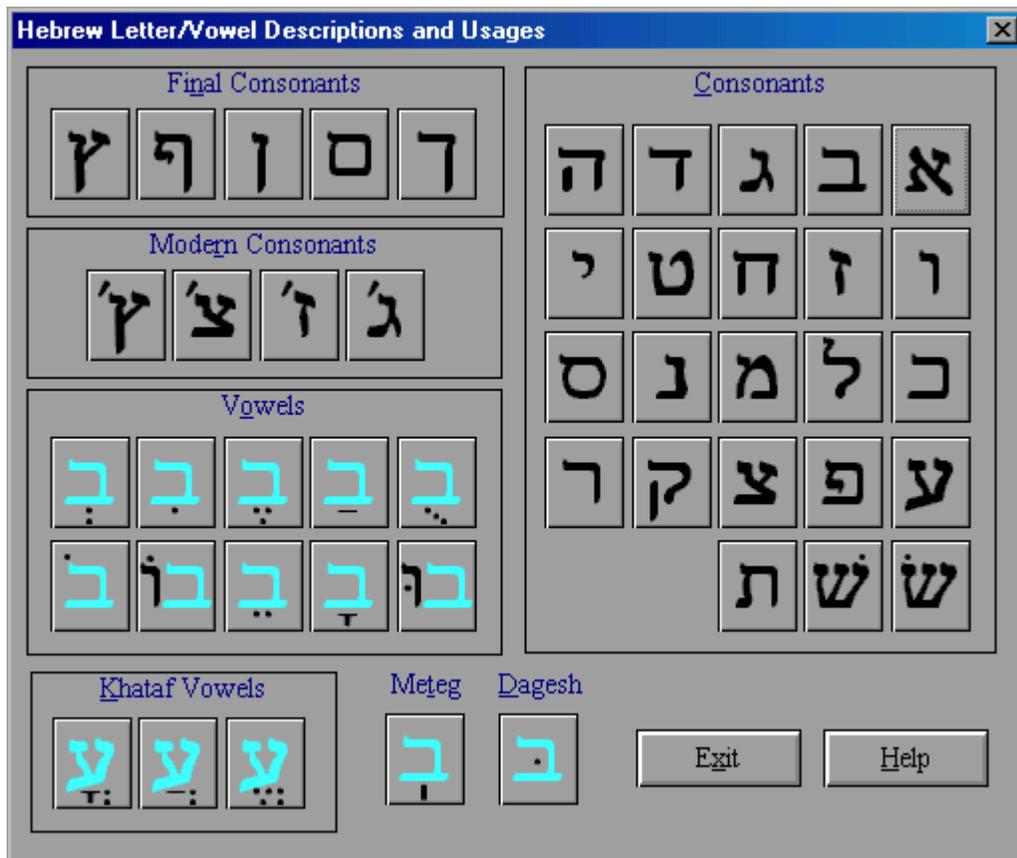
### Shortcuts

**KeyStroke Shortcuts on the physical keyboard** are available as an alternative to clicking with the mouse. Typing **TAB** will advance the focus to the next letter/vowel button in the Keymap Chart. Typing **Shift-TAB** will move the focus backwards. Typing **Ctrl+Space** will depress the letter/vowel button, entering the character into the Hebrew Document or Hebrew Edit control (typing a regular **Space** enters a space into the destination window). **Alt+H** will bring up the Help for this window.

When one of the HW Fonts is selected, the User can only enter certain punctuation marks (the ones not already replace by Hebrew characters) by pressing any key in combination with the CTRL key. For example, Ctrl+Period will enter a period; Ctrl+SHIFT+? will enter a question mark.

## Letter/Vowel Descriptions command (Language Reference menu) Hebrew Letter/Vowel Descriptions and Usages Dialog

The Letter/Vowel-Descriptions command pops up the the [Hebrew Letter/Vowel Descriptions and Usages Dialog](#), an alphabetical layout of button controls representing the Hebrew Regular Consonants, Final consonants, Modern Consonants, Vowels, Half-Vowels and Diacritical Marks. Clicking on any Letter/Vowel Button will popup a full screen [Letter ID Dialog](#) which explains the character's place in the Hebrew orthographic system, and gives a few examples of its usage in some sample words.



### Shortcuts

**KeyStroke Shortcuts on the physical keyboard** are available as an alternative to clicking with the mouse. Typing **TAB** will advance the focus to the next letter/vowel button in the Keymap Chart. Typing **Shift-TAB** will move the focus backwards. Typing **Space** or **Return** will depress the letter/vowel button, and cause the [Letter ID](#) window for that character to popup.

The user can also use keystroke shortcuts to quickly tab between the groupings of the letters:

**Alt+C** for Consonants.

**Alt+N** for Final Consonants.  
**Alt+R** for Modern Consonants.  
**Alt+O** for Vowels.  
**Alt+K** for Khataf-Vowels.  
**Alt+T** for Meteg (diacritical mark).  
**Alt+D** for Dagesh (diacritical mark).  
**Alt+H** for Help.  
**Alt+X** to Exit.

## Language Reference menu commands

The Language Reference menu offers the following commands:

### Letter/Vowel Descriptions

Pops up the **Hebrew Letter/Vowel Descriptions and Usages Dialog**, an arrangement of Buttons representing the Hebrew Letters, Vowels, and Diacritical Marks. Clicking on a button pops up a full screen **Letter ID Dialog** which describes the use of the Hebrew character.

### Reading Tutorial

Pops up the **Reading Tutorial Dialog**, a series of 24 Lessons and Drills covering all the letters, vowels, and diacritical marks used for reading the Hebrew Language.

### Transliterate: Insert English Side

Transliterates the Hebrew side of a Document, or a selected portion, and inserts the resulting formatted text into the **English Side of the Same Document** at the English-side cursor position. The user can set the phoneme set and text formatting for this operation in the Preferences menu:

**Transliteration Phonemes**  
**TransliterationFormat**

### Speak/Transliterate: Word

If the Hebrew side of a document is active, and the cursor is sitting on top of a word, will highlight the word, pronounce it, and popup a window containing the word's transliteration next to it. Repeated use of this command will advance the cursor to successive words, pronounce them, and display the transliteration for each one. The user can set both Voice parameters and the Phoneme Set and Font for this operation in the Preferences menu:

**Transliteration Phonemes**  
**Voice Settings**

Shortcut: **Ctrl+W**

### Speak/Transliterate: Sentence

If the Hebrew side of a document is active, and the cursor is sitting within a sentence, will highlight the sentence, pronounce it, and popup a window containing its transliteration. Repeated use of this command will advance the cursor to successive sentences, pronounce them, and display the transliteration for each one. The user can set both Voice parameters and the Phoneme Set and Font for this operation in the Preferences menu:

**Transliteration Phonemes**  
**Voice Settings**

Shortcut: **Ctrl+T**

Speak/Transliterate:  
Selection

If the Hebrew side of a document is active, and a selection of text is highlighted, will pronounce the highlighted text, and popup a window containing its transliteration. Repeating this command repeats the operation on the same text. The user can set both Voice parameters and the Phoneme Set and Font for this operation in the Preferences menu:

Transliteration Phonemes  
Voice Settings

Shortcut: **Ctrl+D**

Transliterate: New Document

Transliterates the Hebrew side of a Document, or a selected portion, and inserts the resulting formatted text into a **New Document**. The user can set the phoneme set and text formatting for this operation in the Preferences menu:

Transliteration Phonemes  
TransliterationFormat

Hebrew Word Search

This command is enabled when the Hebrew side of a document is active and the cursor is sitting on top of a word.

The command will first highlight the word in the document; then activate the Search/Match Word Button in the Lookup/Search Toolbar; and then copy the word to the Toolbar's Edit Control. SAFFA will then perform a search for the word in the Hebrew Word Database. If matches are found, they will be displayed in the Lookup Tables/ Search Results Window. Finally, the Grammar Tables Window will automatically display the first match in the list.

Shortcut: **Ctrl+K**

Hebrew Word Search – No  
Vowels

Works exactly like Hebrew Word Search, except that the highlighted word is pasted into the Lookup/Search Toolbar's Edit Control *without* vowels and diacritical marks. In most cases, this broadens the search and increases the likelihood of finding matches.

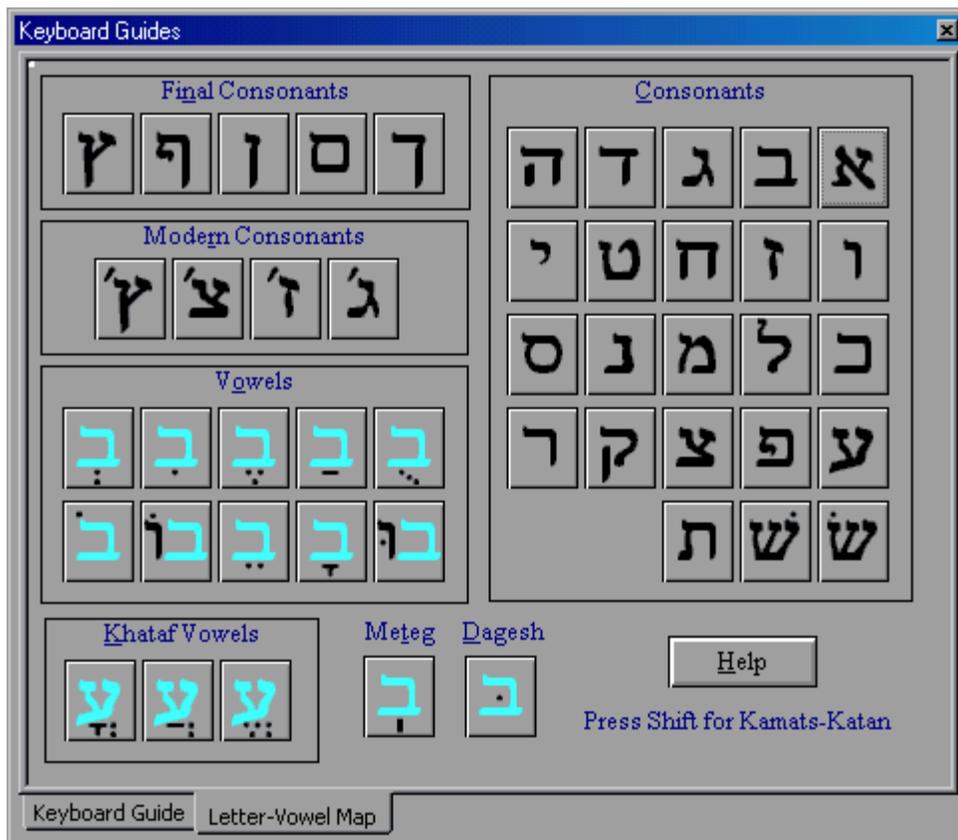
Shortcut: **Ctrl+Shift+K**

## Hebrew Letter/Vowel Map Guide



The **Hebrew Letter/Vowel Map Guide** is accessed through the **Letter-Vowel Map Tab** of the **Keyboard Guides Window**.

The **Hebrew Letter/Vowel Map Guide** is an alphabetical layout of button controls representing the 22 Hebrew Regular Consonants, the 5 Final Consonants, and 4 Modern Consonants; as well as the 10 Regular Vowels, the 3 Khataf (Half) Vowels and the 2 major Diacritical Marks. As an alternative to typing directly into a Hebrew Document or one of the **Hebrew Edit controls**, the user can click on these buttons to enter text.



When using the Keymap, the output will go to the Document or Hebrew Edit Control that last had the focus. The user can redirect the output to another Document / Control by simply clicking in the target window, and then clicking on letter/vowel buttons to enter Hebrew text.

## Shortcuts

**KeyStroke Shortcuts on the physical keyboard** are available as an alternative to clicking with the mouse. Typing **TAB** will advance the focus to the next letter/vowel button in the Keymap Chart. Typing **Shift-TAB** will move the focus backwards. Typing **Ctrl+Space** will depress the letter/vowel button, entering the character into the Hebrew Document or Hebrew Edit control (typing a regular **Space** enters a space into the destination window). **Alt+H** will bring up the Help for this window.

The user can also use Keystroke shortcuts to quickly tab between the groupings of the letters:

**Alt+C** for Consonants.

**Alt+N** for Final Consonants.

**Alt+R** for Modern Consonants.

**Alt+O** for Vowels.

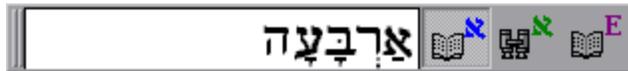
**Alt+K** for Khataf-Vowels.

**Alt+T** for Meteg (diacritical mark).

**Alt+D** for Dagesh (diacritical mark).

**Alt+H** for Help.

## Lookup/Search Toolbar



The Lookup/Search Toolbar is displayed across the top of the application window, below the menu bar. As a **Docking Window**, it may be moved anywhere within the main window or changed into a floating window.

There are two ways to display or hide the Toolbar:

1. From the Main Menu, Choose View -> Toolbar -> Lookup/Search Toolbar (Keystrokes: **Alt+V, 1, L**).
2. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select **Lookup/Search Toolbar** from the popup menu.

Click To



Enter Lookup or Search Text in Hebrew, or a Definition Keyword in English. See [Lookup/Search Toolbar Edit Control](#).



The [Hebrew List Lookup button](#) sets the Toolbar in **Hebrew List Lookup Mode**.



The [Hebrew Word Search button](#) sets the Toolbar in **Hebrew Word Search Mode**.



The [English Definition Keywords Lookup button](#) sets the Toolbar in **English Definitions Keywords Lookup Mode**.

The Lookup /Search Toolbar has three modes, represented by the three buttons above.

The first button, the [Hebrew List Lookup button](#), sets the Toolbar and the **Lookup Tables / Search Results Window** in **Hebrew List Lookup mode**. The Window displays an alphabetical list of over 1,750,000 entries from SAFFA's [Hebrew Word Database](#). The [Header](#) displays 10 fields categorizing the entries. As the user enters Hebrew Text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list.

The second button, the [Hebrew Word Search button](#), sets the Toolbar and the **Lookup Tables / Search Results Window** in **Hebrew Word Search mode**. The user enters Hebrew text in the Toolbar's Edit Control and then presses the **Enter** key. The program will then search the database, and display likely matches, ranked in order, if found. The [Header](#) shows 10 fields categorizing the entries. The first entry in the list will be highlighted and will automatically be displayed in the [Grammar Tables Window](#).

If no match is found, you may want to try removing the vowels from the search text and trying the search again. A command to do this can be found in the [Context Menu](#) of the [Hebrew Edit Control](#) in the [Lookup/Search Toolbar](#). See [Remove Vowels and Search](#)

When a document is active, pressing the sequence **Ctrl+K** will automatically perform a word search for the word on which the cursor currently resides. See [Hebrew Word Search command \(Language Reference menu\)](#).

The third button, the [English Definition Keywords Lookup button](#) sets the Toolbar and the **Lookup Tables / Search Results Window** in **English Definitions Keywords Lookup mode**. The Window displays an alphabetical list of approximately 25,000 definition keywords from SAFFA's [Hebrew Word Database](#). The [Header](#) displays 6 fields categorizing the entries. As the user enters English text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list.

In any of the above modes, clicking on an entry the [Lookup Tables/ Search Results Window](#), or highlighting an entry and pressing the **Enter** key, will display the entry in the Grammar Tables Window.

See [Lookup Tables/ Search Results Window](#).

See [Grammar Tables Window](#).

## Docking Window Focus: Lookup Table/Search Results (Window menu)

Sets the Input Focus to the [Lookup Table/Search Results Window](#).

Shortcut: **Ctrl+2**

## Lookup Tables / Search Results Window

The **Lookup Tables / Search Results Window** is a **Docking Window**, where the results of operations performed in the **Lookup/Search Toolbar** are displayed.

The Window displays lists of information working in conjunction with the Lookup/Search Toolbar. This information is different depending upon the mode of the Lookup/Search Toolbar, as follows:



**Hebrew List Lookup mode:** This mode is active when the **Hebrew List Lookup button** (the first button in the Toolbar) is pressed down. The Window displays an alphabetical list of over 1,750,000 entries from SAFFA's **Hebrew Word Database**. The **Header** displays 10 fields categorizing the entries.

As the user enters Hebrew Text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list. When the user then clicks on an entry, or highlights an entry and presses the **Enter** key, the **Grammar Tables Window** will then display the entry, showing its grammar table context.



**Hebrew Word Search mode:** This mode is active when the **Hebrew Word Search button** (the second button in the Toolbar) is pressed down. The user enters Hebrew text in the Toolbar's Edit Control and then presses the **Enter** key. The program will then search the **Hebrew Word Database**, and display likely matches, ranked in order, if found. The first entry in the list will be highlighted and will automatically be displayed in the Grammar Tables Window. The **Header** displays 10 fields categorizing the entries.

The user may also click on other entries or highlight an entry and press the **Enter** key, causing the **Grammar Tables Window** to display the entry within its grammar table context.

**NOTE:** When a document is active, pressing the Shortcut sequence **Ctrl+K** will automatically perform a word search for the word on which the cursor currently resides. See **Lookup Word command (Language Reference menu)**.



**English Definitions Keywords Lookup mode:** This mode is active when the **English Definition Keywords Lookup button** (the third button in the Toolbar) is pressed down. The Window displays an alphabetical list of

approximately 25000 definition keywords from SAFFA's [Hebrew Word Database](#). The [Header](#) displays 6 fields categorizing the entries. As the user enters English Text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list.

When the user then clicks on an entry, or highlights an entry and presses the **Enter** key, the [Grammar Tables Window](#) will normally display the associated grammar table, highlighting the keyword within the definition. There are cases, however, when a definition keyword for a verb is part of the definition of several of the verbs Binyanim. In these situations, when the entry is clicked, a popup menu will appear, displaying the Binyanim where the definition keyword is found:

Word	Gram	Ro...	Gender	Binyan	Definition
raise	Verb	נטל		1. Kal 2. Piel	(1) lift up, raise (eyes) (2) lift up, raise
raise	Verb	נשא	1 Kal 2 Piel 3 Hifil	1. Kal 2. Piel 3. Hifil	(1) lift or raise up (2) raise high (3) raise
raise	Verb	סלל		Piel	raise, exalt
raise	Verb	עלה		1. Piel 2. Hifil	(1) raise high, exalt, praise (2) raise up, lift, bring

The user may then scroll in the list and press the **Enter** key, or click on one of the menu selections; the Grammar Tables Window will then display the entry, and highlight the keyword within the definition.

See [Lookup/Search Toolbar](#)

## Lookup/Search Toolbar



The Lookup/Search Toolbar is displayed across the top of the application window, below the menu bar. As a **Docking Window**, it may be moved anywhere within the main window or changed into a floating window.

There are two ways to display or hide the Toolbar:

1. From the Main Menu, Choose View -> Toolbar -> Lookup/Search Toolbar (Keystrokes: **Alt+V, 1, L**).
2. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select **Lookup/Search Toolbar** from the popup menu.

Click To



Enter Lookup or Search Text in Hebrew, or a Definition Keyword in English. See [Lookup/Search Toolbar Edit Control](#).



The [Hebrew List Lookup button](#) sets the Toolbar in **Hebrew List Lookup Mode**.



The [Hebrew Word Search button](#) sets the Toolbar in **Hebrew Word Search Mode**.



The [English Definition Keywords Lookup button](#) sets the Toolbar in **English Definitions Keywords Lookup Mode**.

The Lookup /Search Toolbar has three modes, represented by the three buttons above.

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The second button, the [Hebrew Word Search button](#), sets the Toolbar and the

**Lookup Tables / Search Results Window in Hebrew Word Search mode.** The user enters Hebrew text in the Toolbar's Edit Control and then presses the **Enter** key. The program will then search the database, and display likely matches, ranked in order, if found. The **Header** shows 10 fields categorizing the entries. The first entry in the list will be highlighted and will automatically be displayed in the **Grammar Tables Window**.

If no match is found, you may want to try removing the vowels from the search text and trying the search again. A command to do this can be found in the **Context Menu** of the **Hebrew Edit Control** in the **Lookup/Search Toolbar**. See **Remove Vowels and Search**

When a document is active, pressing the sequence **Ctrl+K** will automatically perform a word search for the word on which the cursor currently resides. See **Hebrew Word Search command (Language Reference menu)**.

The third button, the **English Definition Keywords Lookup button** sets the Toolbar and the **Lookup Tables / Search Results Window** in **English Definitions Keywords Lookup mode**. The Window displays an alphabetical list of approximately 25,000 definition keywords from SAFFA's **Hebrew Word Database**. The **Header** displays 6 fields categorizing the entries. As the user enters English text in the Toolbar's Edit Control, the Lookup Tables Window scrolls to a matching or the closest alphabetical entry in the list.

In any of the above modes, clicking on an entry the **Lookup Tables/ Search Results Window**, or highlighting an entry and pressing the **Enter** key, will display the entry in the Grammar Tables Window.

See **Lookup Tables/ Search Results Window**.

See **Grammar Tables Window**.

## מתג Meteg

**מתג Meteg** (2 meanings: bridle or switch) is a vertical line (  ) placed to the left of a vowel. This diacritical mark indicates the primary syllabic stress for a word. In traditional religious texts, words not written with a Meteg are assumed to have ultimate (final) syllabic stress.

## Microsoft Standard Hebrew ASCII Table

The following shows the **Microsoft Standard Hebrew ASCII Table** (the horizontal and vertical axes are labeled 0 through F (0 - 15 in the hexadecimal system)):

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	`	p					.		א	נ
1			!	1	A	Q	a	q					...	ש	ב	ס
2			"	2	B	R	b	r					...	ש	ג	ע
3			#	3	C	S	c	s					...		ד	ף
4			\$	4	D	T	d	t					.		ה	פ
5			%	5	E	U	e	u					..		ו	ץ
6			&	6	F	V	f	v					...		ז	צ
7			'	7	G	W	g	w					-		ח	ק
8			(	8	H	X	h	x					...		ט	ך
9			)	9	I	Y	i	y					...		י	ש
A			*	:	J	Z	j	z					.		ך	ת
B			+	;	K	[	k	{					...		ט	
C			,	<	L	\	l						.		ל	
D			-	=	M	]	m	}					...		ס	
E			.	>	N	^	n	~					.		מ	
F			/	?	O	_	o								ן	

(Positions **20** through **7E** are populated with the standard English ASCII values letters, numbers, punctuation and symbols.)

The Consonants א Alef through ת Taf and the five Final Consonants fill positions **E0** through **FA** at the very high end of the table.

The Vowels fill positions **C0** through **CD**.

**C9** and **CA** are both (Kholam Dot - no Vav).

**CC** is ם (Dagesh or Mapiq).

**CD** is ׀ (Meteg).

**D1** is the upper righthand dot marking a Shin שׁ.

**D2** is the upper lefthand dot marking a Shin שׂ.

In this system, the Vowels ׀ Kholam-with-Vav and ׀ Shuruq are represented as follows:

׀ Kholam-with-Vav is a ׀ Vav plus ׀ Kholam Dot (**C9**)

׀ Shuruq is a ׀ Vav plus ם Dagesh (**CC**).

Consonants with Dagesh are represented with two or even three character-values.

For example, ׀ (Bet) is represented as ׀ (Vet) (**E1**) + Dagesh (**CC**).

שׁ Shin is represented as: **F9** + **D1**.

שׂ Sin is represented as: **F9** + **D2**.

שׁ Shin (with Dagesh) is represented as: **F9** + **D1** + Dagesh (**CC**).

## Pronominal Suffixed Verbal Forms / Infinitive Noun Table



The **Pronominal Suffixed Verbal Forms / Infinitive Noun Table** is accessed in two ways:

1. via the **Pronominal Suffixed Verbal Forms / Infinitive Nouns Tab** of the **Grammar Tables Window**.
2. via the **Pronominal Suffixed Verbal Forms / Infinitive Noun Table command** in the **Grammar Table menu**

The **Pronominal Suffixed Verbal Forms / Infinitive Noun Table** is automatically displayed when you select the **Pronominal Suffixes** or **Infinitive Noun** menu items from the **Verb Table Context Menu** or when you use the **Grammar Table menu** and select **Verbs: Pronominal Suffixed Forms** or **Verbs: Infinitive Noun Forms**.

When showing **Pronominal Suffixed Forms**, the Table displays the applicable pronominal suffix inflected forms of a verb form: each suffixed form represents a Person-Gender-Number **DIRECT OBJECT** combination.

When showing **Infinitive Noun Forms**, the Table displays the inflected forms of the Infinitive Noun: each suffixed form represents a Person-Gender-Number **POSSESSIVE PRONOUN** combination.

You can select a word by either clicking on it or by using the **Select Next Grammar Form** (Shortcut: **Ctrl+G**) in the **Grammar Table menu**.

At the bottom of the Table is the **English definition** area containing one or more definitions, and also indicating the particular Prepositions used with each meaning. Right-click over the Definition area to popup the **Definition Context Menu**, which will allow you to copy any or all of the definitions to the clipboard.

There are 2 ways to **Print** or **Preview** the Pronominal Suffixed Verbal Forms/Infinitive Noun Table:



Click on the Print/Preview button in the **Grammar Toolbar**.  
Use the **Print / Preview command** from the Grammar Table menu.

### Heading

The top of the Table shows three pieces of information.

For **Pronominal Suffixed Forms**:

Binyan: Paal (Kal) Past Singular Masculine Third Person	עָלָה	עלה Shoresh
---	-------	-------------

On the left is a summary showing the **בניין Binyan** and the **SUBJECT** Person-Gender-Number classification of the source Verb Form.  
 In the middle is the source Verb Form that the was selected in the Verb Table.  
 On the right is the **שורש Shoresh** (Verb Root) of the source Verb Form.

For **Infinitive Noun Forms**:

Binyan: Paal (Kal) Infinitive Noun	עֲלוֹת	עלה Shoresh
---------------------------------------	--------	-------------

On the left is the **בניין Binyan** of the source Verb Infinitive.  
 In the middle is the derived Infinitive Noun Form with no suffixes.  
 On the right is the **שורש Shoresh** (Verb Root) of the source Verb Infinitive.

## Word Stress

Syllabic stress in a Hebrew Verb is either **ultimate** (on the last syllable) or **penultimate** (on the second-to-last syllable). Syllabic stress is assumed to be on the last syllable unless the verb form contains a **Meteg** ( , ), indicating otherwise.

## Buttons

### Alternate Forms

**Alt** If in a conjugation, a word form is initially drawn in **RED**, this indicates that the displayed form is one of two or more grammatically correct forms. By successively clicking on the **Cycle Alternative Spellings** button in the **Grammar Toolbar**, the Pronominal Suffixed Forms / Infinitive Noun Table will cycle through displaying each of these forms. You can accomplish the same thing via the **Cycle Alternate Spellings** command in the **Grammar Table\_menu**.

### ניקוד Nikud (Vowels)

**כּוּב** You can alternate the display of the declined forms between the two **Hebrew Spelling Conventions**: **כתיב מלא Ktiv Maley** (without vowels)

and **כתיב חסר** [Ktiv Khaser](#) (with vowels) by clicking on the **Toggle** **ניקוד** [Nikud \(Vowels\)](#) button in the [Grammar Toolbar](#). You can accomplish the same thing via the [Toggle Nikud \(Vowels\)](#) command in the [Grammar Table\\_menu](#).

### Automatic Window Sizing



Use either the **Show Full View / Restore** button in the [Grammar Toolbar](#) or the [Full View / Restore command](#) in the [Grammar Table\\_menu](#) to automatically adjust the size of the Table Window for optimal viewing.

### Copying a Word from the Table to the Clipboard



You can copy the selected word (including [Meteg](#), if any) by clicking the **Copy Selected Grammar Form** button in the [Grammar Toolbar](#) or by using the [Copy Selected Grammar Form](#) in the [Grammar Table\\_menu](#).

## Mouse Actions

### Transliteration:



Left-click with the mouse over a word form to pop up its transliteration. The stressed syllable is printed **RED**. You can change the phonemic output of popup transliterations with the [Transliteration Phonemes command \(Preferences menu\)](#).

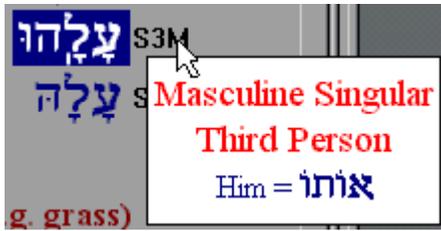
### Context menu:



Right-click with the mouse over a word form to pop up a context menu. This menu will contain one or two choices: **Copy to Clipboard** and/or **Copy to Clipboard (NO METEG)**. See [Grammar Form \(Grammar Table\) Context Menu](#).

### For Pronominal Suffixed Forms:

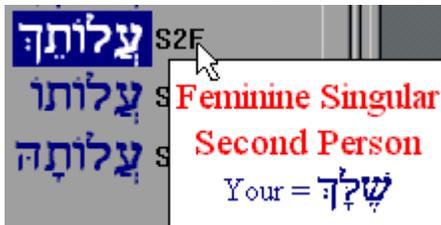
### DIRECT OBJECT Person-Gender-Number Explanation:



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of an inflected verb form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second or Third), **Gender** (Masculine or Feminine), **Number** (Singular or Plural) and the English and Hebrew **DIRECT OBJECT** pronoun the suffixed form is derived from.

**For Infinitive Noun Forms:**

**POSSESSIVE PRONOUN Person-Gender-Number Explanation:**



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of an Infinitive Noun form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second or Third), **Gender** (Masculine or Feminine), **Number** (Singular or Plural) and the English and Hebrew **POSSESSIVE** pronoun from which the suffixed form is derived.

## New command (File menu)

Use this command to create a new blank document.

You can open an existing document with the [Open command](#).

## Shortcuts

[File Toolbar](#):



Keys: **CTRL+N**

## ניקוד Nikud

**ניקוד Nikud** (literally: vocalization) are the dots, lines and other marks that go under and above Hebrew Consonant Letters, representing vowels and certain diacritical marks. SAFFA can help you learn about these marks with the [Letter/Vowel Descriptions](#) and [Reading Tutorial](#) commands found under the **Language Reference** menu.

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## Number Table



The **Number Table** is accessed in two ways:

1. via the **Numbers Tab** of the [Grammar Tables Window](#)
2. via the [Number Table command](#) in the [Grammar Table menu](#)

The **Number Calculation Table** allows the user to see the full Hebrew word spelling of a number in Hebrew. The Table has 2 modes:

**No-Sequence Mode**

**Sequence Mode** with step intervals of 1, 10, 100, and 1000

### No-Sequence Mode

In No-Sequence Mode the user can enter a number up to twelve (12) digits long. The Hebrew word spelling of the number will appear in the oversized button control immediately below, and its English word spelling will appear just below that. Clicking on the oversized button containing the Hebrew word spelling will popup the number's transliteration and pronounce it.

Like Hebrew Nouns, Hebrew numbers also have **Gender**. Therefore **Masculine** and **Feminine** radio buttons are provided to show both forms of the number.

Number may also be viewed in both **Cardinal** (1, 2, 3, etc.) and **Ordinal** (1st, 2nd, 3rd, etc.) forms.

### Sequence Mode

In Sequence Mode the user can enter a **starting** number up to four (4) digits long, that is, 0 through 9999. The table will calculate the successive sequential numbers and their word spellings, using a sequence **differential** or **step interval** of the selected number: **1**, **10**, **100** or **1000**. For example, if 10 is the starting number and the differential is also 10, then the sequence of numbers that will be shown will be 10, 20, 30, 40, 50, 60, 70, 80, 90, and 100. The numbers' word spellings can also be viewed in their **Masculine/Feminine** and **Cardinal/Ordinal** forms.

## Printing / Previewing

If a Document is **open**, there are only two ways to print/preview:

1. In the Main Menu, Select **Grammar Table -> Print/Preview Grammar Table**
2. Click on the Printer button in the [Grammar Toolbar](#)

If a Document is **not open**, there are two more methods:

3. In the Main Menu, **Select File -> Print Preview**, or **File -> Print**
4. Click on the Printer button in the [File Toolbar](#)

## Keyboard Shortcuts

As an alternative to the mouse, the user can navigate through the Table as follows:

Use TAB to move to the next edit control, group of radio controls or buttons.

Use SHIFT + TAB to move to the previous edit control, group of radio controls or buttons.

Use the SPACEBAR to simulate clicking on a button to popup its transliteration.

You can select a word by either clicking on it or by using the [Select Next Grammar Form](#) (Shortcut: **Ctrl+G**) in the [Grammar Table\\_menu](#).

## Buttons

### **Nikud (Vowels)**



You can alternate the display of the Hebrew word spellings of the numbers between the two [Hebrew Spelling Conventions](#): [àî áéúë Ktiv Maley](#) (without vowels) and [øñç áéúë Ktiv Khaser](#) (with vowels) by clicking on the **Toggle  Nikud (Vowels)** button in the [Grammar Toolbar](#). You can accomplish the same thing via the [Toggle Nikud \(Vowels\)](#) command in the [Grammar Table\\_menu](#).

### Automatic Window Sizing



Use either the **Show Full View / Restore** button in the [Grammar Toolbar](#) or the [Full View / Restore command](#) in the [Grammar Table\\_menu](#) to automatically adjust the size of the Table Window for optimal viewing.

### Copying a Word from the Table to the Clipboard



You can copy the selected word (including [Meteg](#), if any) by clicking the **Copy Selected Grammar Form** button in the [Grammar Toolbar](#) or by using the [Copy Selected Grammar Form](#) in the [Grammar Table\\_menu](#).

## Page Setup Command (Format menu) Page Settings Property Sheet

The Page Setup Property Sheet allows the user to choose three sets of parameters for a document:

Page Size

Margins

Tab Positions

The user has the choice of applying the values to:

1. the Current Page Only
2. the Current Page and all succeeding Pages
3. the Entire Document.

Normally, the values are applied only to the active side (Hebrew / English) of the document. If the **Apply Settings to BOTH sides** box is checked, the values will be assigned to both sides of a document.

The **Save** button will set the current values as the default values to use for any new pages or future documents. Again if the **Apply Settings to BOTH sides** box is checked, the current values will be used as the default values for both sides of a document; otherwise only the active side.

## Page Settings Property Sheet: Margins

The **Margins Property Page** of the Page Settings Property Sheet allows the user to select right, left, top, and bottom margins.

**NOTE** for Documents: When the page is displayed on the screen, the user will see by the ruler markings that only the printable area of the page as defined by these margins will be visible. If the margins are different for the two sides of the page, the areas of the rulers displayed in Yellow (for the top ruler) and Pink (for the side ruler) are the printable area of the page for the Active Side of the document. Areas of the ruler that are gray show the outside areas of the printable page of the Inactive Side of the document.

## Page Settings Property Sheet: Paper Size

The **Page Size Property Page** of the Page Settings Property Sheet allows the user to select the Paper Size to be used and the orientation (Portrait or Landscape) to be printed. The Paper Sizes include all paper sizes supported by any printers installed on the computer. The last item in the list is **Custom**. When selected, the user may enter the values for the page size in the **Width** and **Length** fields.

**NOTE** for Documents: SAFFA supports the use of different page sizes within a single document. Although this feature will probably be used sparingly in actual practice, the most common use would be in a document of one paper size, but with some pages in Portrait orientation and some in Landscape.

## Page Settings Property Sheet: Tab Positions

The **Tabs Property Page** of the Page Settings Property Sheet allows the user to select both tabs repeatedly spaced at regular intervals, and custom tabs to be placed at irregular positions on the page.

The tab settings are calculated from the left margin of the document's English side, and the right margin of the Hebrew side.

Repeated interval tabs will only start to be positioned after the last custom tab. For example, if the user sets custom tabs at 2" and 3", and also uses a value of ½" for repeated interval tabs, the tab positions will be placed as follows, in distance from the appropriate margin edge:

2", 3", 3½", 4", 4½", 5", 5½", etc.

**Paste command (Edit menu)**

**Paste command (Editor Window Context Menu)**

**Paste command (Hebrew Edit Controls Context Menu)**

Pastes text from the clipboard after the cursor.

When pasting into a **Hebrew Edit Control**, the text is inserted as **plain text** (unformatted) only.

When pasting into a **Document**, the text is inserted as **RTF** (Rich Text Format) text, by default.

## Shortcuts

**Editor Toolbar:** 

Key: **CTRL+V**

**Paste Special command (Edit menu)**

**Paste Special Dialog**

**Paste Special command (Editor Window Context Menu)**

**Paste Special command (Hebrew Edit Controls Context Menu)**

Pops up the Paste Special Dialog, which allows the user three preferences for a Document and the first two preferences for a **Hebrew Edit Control**:

**Direction: Forward / Reverse**

**Import Filter: (1) None / (2) Microsoft Hebrew Standard encoded text./ (3)**

**DavkaWriter / (4) UTF-8 Unicode / (5) Wide Character Unicode**

**Text Format: RTF (Rich Text Format) / Plain Text (unformatted) (available only for a Document)**

The **Direction** option is useful when copying between right-to-left and left-to-right applications or from one side of a **Saffa** document to the other.

The **Import Filter** option is useful when copying from another application (word processor, browser page displaying Hebrew) to **Saffa**.

When pasting into a **Hebrew Edit Control**, the text is inserted as **plain text** (unformatted) only.

When pasting into a **Document**, text inserted as **RTF** (Rich Text Format) text is pasted with the same formatting characteristics (bold, italic, underline, font size, typeface, style, color) as the source it was copied from. When pasting as **plain text** (unformatted), the text will be formatted using the same formatting characteristics as the letter at the insertion point.

### **Sequence Ordering Encoding Options**

This is an option for how to encode the two visually identical, but different, letters:

The **Vowel Kholam** (when it appears with a Vav beneath it): pronounced **OH**;  
and

**Vav vocalized with a Kholam** (when the Kholam appears only as a Dot):  
pronounced **VOH**.

The first option (VAV + KHOLAM-DOT = KHOLAM) is used in most encoding specifications, and is the default option.

However, on occasion, when **importing** as UTF-8 Unicode, one may require the second option (KHOLAM-DOT + VAV = KHOLAM). For strictly word processing purposes, this setting does not matter.

For programs like **Saffa**, where the difference is recognizable through the pronunciations and transliterations, this setting is crucial.

**Shortcuts**

Editor Toolbar:



## Preferences menu commands

The Preferences menu (visible when a document is open) offers the following commands:

Transliteration Phonemes Pops up the **Transliteration Phoneme Set Dialog**, in which the user can specify and define sets of letter combinations for the Hebrew sounds when displaying pop-up or document transliterations. The user may also specify any TrueType font for the display of the pop-up transliteration, including any foreign ASCII font. The 6 default sets include English, French, German, Spanish, and Russian (2 sets). The values in the set are used in the five Transliteration Commands found under the **Language Reference Menu**:

- Transliterate: Insert English Side**
- Transliterate: New Document**
- Speak/Transliterate: Word**
- Speak/Transliterate: Sentence**
- Speak/Transliterate: Selection**

Transliteration Format Pops up the **Transliteration Document Format Dialog**, in which the user can define various formatting parameters to be used in the text output of transliterations used in two of the Transliteration Commands found under the **Language Reference Menu**:

- Transliterate: Insert English Side**
- Transliterate: New Document**

Parameters are defined for stressed/non-stressed syllables, and include options for font, color, capitalization, hyphenation, and inter-word spacing.

Settings Pops up the **Settings Dialog** in which the user can specify options for:

- HaShem Filter;
- Color for Kamats Katan;
- Hebrew Pronunciation (Accent, Vowel Quality)
- Nikud Toggle

Voice Settings Pops up the **Voice Settings Dialog** in which the user can specify parameters for Speaking of Hebrew text, including Speed, Volume, Pitch, and Gender, among others. The user may also specify choice of a talking character.

## Preposition / Particle Table



The **Preposition / Particle Table** is accessed in two ways:

1. via the **Prepositions/Particles Tab** of the [Grammar Tables Window](#)
2. via the **Preposition Table command** in the [Grammar Table\\_menu](#)

The **Preposition / Particle Table** displays a list of approximately 60 Declinable Prepositions and Particles in its main list box control. As the user scrolls through the list, the selected preposition or particle is displayed in the [Hebrew Edit control](#) just above. By double-clicking on a selected preposition or by hitting the **Entry** key on the keyboard, a table of the preposition's declined forms is displayed. Notice that some prepositions are declined using a **singular-noun paradigm** (like [יֹאֵל](#) or [אֵלֵי](#)) while others are declined using a **plural-noun paradigm** (like [עֹשֵׂה](#) or [אֵלֵי](#)). A few (like [עֹשֵׂה](#) or [אֵלֵי](#)) are declined idiosyncratically.

You can select a word by either clicking on it or by using the [Select Next Grammar Form](#) (Shortcut: **Ctrl+G**) in the [Grammar Table\\_menu](#).

At the bottom of the Table is the **English definition** area containing one or more definitions. In most cases, a list of the pronouns associated with the declined forms appears within a set of purple square brackets. Right-click over the Definition area to popup the [Definition Context Menu](#), which will allow you to copy any or all of the definitions to the clipboard.

There are 2 ways to **Print** or **Preview** the Preposition/Particle Table:



Click on the Print/Preview button in the [Grammar Toolbar](#).

Use the [Print / Preview command](#) from the Grammar Table menu.

## Word Stress

Syllabic stress in a Hebrew Verb is either **ultimate** (on the last syllable) or **penultimate** (on the second-to-last syllable). Syllabic stress is assumed to be on the last syllable unless the verb form contains a [Meteg](#) ( [ֿ](#) ), indicating otherwise.

## Buttons

### Alternate Forms

**Alt** If in a conjugation, a word form is initially drawn in **RED**, this indicates that the displayed form is one of two or more grammatically correct forms. By successively clicking on the **Cycle Alternative Spellings** button in the **Grammar Toolbar**, the Preposition/Particle Table will cycle through displaying each of these forms. You can accomplish the same thing via the **Cycle Alternate Spellings** command in the **Grammar Table menu**.

## ãå÷éö Nikud (Vowels)

 You can alternate the display of the declined forms between the two **Hebrew Spelling Conventions**: àî áéúë **Ktiv Maley** (without vowels) and øñç áéúë **Ktiv Khaser** (with vowels) by clicking on the **Toggle ãå÷éö Nikud (Vowels)** button in the **Grammar Toolbar**. You can accomplish the same thing via the **Toggle Nikud (Vowels)** command in the **Grammar Table menu**.

## Automatic Window Sizing

 Use either the **Show Full View / Restore** button in the **Grammar Toolbar** or the **Full View / Restore command** in the **Grammar Table menu** to automatically adjust the size of the Table Window for optimal viewing.

## Copying a Word from the Table to the Clipboard

 You can copy the selected word (including **Meteg**, if any) by clicking the **Copy Selected Grammar Form** button in the **Grammar Toolbar** or by using the **Copy Selected Grammar Form** in the **Grammar Table menu**.

## Mouse Actions

### Transliteration:

 Left-click with the mouse over a word form to pop up its transliteration. The stressed syllable is printed **RED**. You can change the phonemic output of popup transliterations with the **Transliteration Phonemes command (Preferences menu)**.

### Context menu:

 Right-click with the mouse over a

preposition/particle or one of its declined forms to pop up a context menu. This menu will contain one or two choices: **Copy to Clipboard** and/or **Copy to Clipboard (NO METEG)**. See [Grammar Form \(Grammar Table\) Context Menu](#).

#### SUFFIX Person-Gender-Number Explanation :



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of a verb form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second or Third), **Gender** (Masculine or Feminine) and **Number** (Singular or Plural) that the suffix of the form indicates.

## Print / Preview command (Grammar Table menu)

This command displays the **Grammar Table Page Settings Property Sheet**, which allows the user to select page size and margins, and then either Print or Print Preview.

### Shortcut

Grammar Toolbar:



See [Page Settings Property Sheet \(Grammar Table Toolbar: Print\)](#)

## Print Properties Dialog

The **Print Properties Dialog** pops up when the user presses the **Properties** button from either the [Print Dialog](#) or the [Print Setup Dialog](#).

**WARNING:** Use of the **Print Properties Dialog** to change the **Paper Size** or **Orientation** settings already specified by the [Page Settings Property Sheet \(Format menu\)](#) or the **Page Settings Property Sheet (Grammar Table Toolbar: Print)** is **STRONGLY DISCOURAGED** as the new settings will override those selected earlier.

The **Print Properties Dialog** is divided into four sections:

**Paper:** Lets the user change the **Paper Size**, **Orientation** and **Paper Source**.

The user may safely change only the **Paper Source**.

**Graphics:** Lets the user choose values for **Resolution**, **Dithering** and **Intensity**.

**Fonts:** Lets the user choose how to download TrueType fonts: either as **Bitmap Soft Fonts** or as **Graphics** (default setting).

**Device Options:** Lets the user choose the value for **Printer Memory Tracking**.

For Help on what any of these options mean, first click on the Question mark button in the Dialog's upper right corner; then click on the area you want help for.

## Verb Table



The **Verb Table** is accessed in two ways:

1. via the **Verbs Tab** of the [Grammar Tables Window](#)
2. via the [Verb Table command](#) in the [Grammar Table menu](#)

The **Verb Table** displays a list of over 3000 verbal [Shorashim](#) (Verb Roots) in its main list box control. As the user scrolls through the list, the selected [Shoresh](#) is displayed in the [Hebrew Edit control](#) just above. In the [Binyan](#) area below the list box, the grammatically- applicable **Binyan** radio buttons for the selected Shoresh are enabled (not every Shoresh can be conjugated with all 7 Binyanim). Clicking on one of these radio buttons will fill the table with a display of the conjugations for that **Binyan** of the grammatically-applicable **Tenses** (Infinitive, Present, Past, Future, Imperative, and Participle/Adjective).

You can select a word by either clicking on it or by using the [Select Next Grammar Form](#) (Shortcut: **Ctrl+G**) in the [Grammar Table menu](#).

Just below the **Shoresh** list box is the **Patterns Combobox** with two conjugation options: **Regular Patterns** (the default) and **VAV Inversive**. **VAV-Inversive** forms are a biblical grammatical form: the meaning of a past form prefixed with a **VAV** (translated as **and** or **but**) changes to the future tense, and vice-versa, hence the name **Inversive**. In certain cases (such as with future tense **Paal-Kal** forms of the **Shoresh äìò**), the form of the verb may change as well (to the **øöå÷î** (shortened) form).

At the bottom of the Verb Table is a list of the **Prepositions** that the verb can be used with.

Below the Prepositions area is the **English definition** area containing one or more definitions, and also indicating the particular Prepositions used with each meaning. Right-click over the Definition area to popup the [Definition Context Menu](#), which will allow you to copy any or all of the definitions to the clipboard.

There are 2 ways to **Print** or **Preview** the Verb Table:



1. Click on the Print/Preview button in the [Grammar Toolbar](#).
2. Use the [Print / Preview command](#) from the Grammar Table menu.

## Word Stress

Syllabic stress in a Hebrew Verb is either **ultimate** (on the last syllable) or **penultimate** (on the second-to-last syllable). Syllabic stress is assumed to be on the last syllable unless the verb form contains a **Meteg** ( **í** ), indicating otherwise.

## Buttons

### Alternate Forms

 If in a conjugation, a verb form is initially drawn in **RED**, this indicates that the displayed form is one of two or more grammatically correct forms. By successively clicking on the **Cycle Alternative Spellings** button in the **Grammar Toolbar**, the Verb Table will cycle through displaying each of these forms. You can accomplish the same thing via the **Cycle Alternate Spellings** command in the **Grammar Table\_menu**.

### Nikud (Vowels)

 You can alternate the display of the conjugated forms between the two **Hebrew Spelling Conventions**: **àî áéúë Ktiv Maley** (without vowels) and **øñç áéúë Ktiv Khaser** (with vowels) by clicking on the **Toggle  Nikud (Vowels)** button in the **Grammar Toolbar**. You can accomplish the same thing via the **Toggle Nikud (Vowels)** command in the **Grammar Table\_menu**.

### Automatic Window Sizing

 Use either the **Show Full View / Restore** button in the **Grammar Toolbar** or the **Full View / Restore command** in the **Grammar Table\_menu** to automatically adjust the size of the Table Window for optimal viewing.

### Copying a Word from the Table to the Clipboard

 You can copy the selected word (including **Meteg**, if any) by clicking the **Copy Selected Grammar Form** button in the **Grammar Toolbar** or by using the **Copy Selected Grammar Form** in the **Grammar Table\_menu**.

## Mouse Actions

### Transliteration:



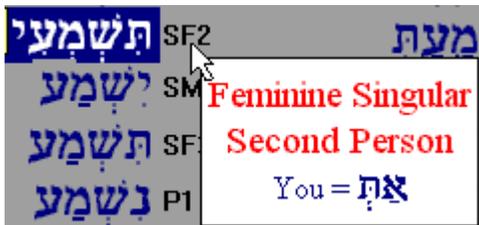
Left-click with the mouse over a verb form to pop up its transliteration. The stressed syllable is printed **RED**. You can change the phonemic output of popup transliterations with the [Transliteration Phonemes command \(Preferences menu\)](#).

**Context menu:**



Right-click with the mouse over a verb form to pop up a context menu. This menu will contain one to four choices: **Copy to Clipboard**, **Copy to Clipboard (NO METEG)**, **Pronominal Suffixes** and **Infinitive Noun**. See [Grammar Form \(Grammar Table\) Context Menu](#). The last two menu item commands will show the [Pronominal Suffixed Verbal Forms / Infinitive Noun Table](#) and display either the Pronominal Suffixed Declensions; or Infinitive Noun and Suffixed Declensions of the selected verb form.

**SUBJECT Person-Gender-Number Explanation:**



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of a verb form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second, Third or all), **Gender** (Masculine, Feminine, or both), **Number** (Singular or Plural) and the English and Hebrew **SUBJECT** pronouns that can precede the form.

### **Keyboard Guides Window command (View menu)**

Use this command to display and hide the Keyboard Guides Window. A check mark appears next to the menu item when the Keyboard Guides Window is displayed.

Hiding/Displaying this window can also be done with the mouse. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select the appropriate window from the popup menu.

See [Keyboard / Keymap Guides Window](#).

## Transliterate: Insert English Side command (Language Reference menu)

Transliterates the Hebrew side of a Document, or a selected portion, and inserts the resulting RTF (formatted) text into the **English side of the same Document** after the English-side cursor position. The user can set the phoneme set and text formatting parameters for this operation in the Preferences menu.

See [Transliteration Phonemes](#)

See [TransliterationFormat](#)

## Pronominal Suffixed Verbal Forms / Infinitive Noun Table



The **Pronominal Suffixed Verbal Forms / Infinitive Noun Table** is accessed in two ways:

1. via the **Pronominal Suffixed Verbal Forms / Infinitive Nouns Tab** of the **Grammar Tables Window**.
2. via the **Pronominal Suffixed Verbal Forms / Infinitive Noun Table command** in the **Grammar Table menu**

The **Pronominal Suffixed Verbal Forms / Infinitive Noun Table** is automatically displayed when you select the **Pronominal Suffixes** or **Infinitive Noun** menu items from the **Verb Table Context Menu** or when you use the **Grammar Table menu** and select **Verbs: Pronominal Suffixed Forms** or **Verbs: Infinitive Noun Forms**.

When showing **Pronominal Suffixed Forms**, the Table displays the applicable pronominal suffix inflected forms of a verb form: each suffixed form represents a Person-Gender-Number **DIRECT OBJECT** combination.

When showing **Infinitive Noun Forms**, the Table displays the inflected forms of the Infinitive Noun: each suffixed form represents a Person-Gender-Number **POSSESSIVE PRONOUN** combination.

You can select a word by either clicking on it or by using the **Select Next Grammar Form** (Shortcut: **Ctrl+G**) in the **Grammar Table menu**.

At the bottom of the Table is the **English definition** area containing one or more definitions, and also indicating the particular Prepositions used with each meaning. Right-click over the Definition area to popup the **Definition Context Menu**, which will allow you to copy any or all of the definitions to the clipboard.

There are 2 ways to **Print** or **Preview** the Pronominal Suffixed Verbal Forms/Infinitive Noun Table:



Click on the Print/Preview button in the **Grammar Toolbar**.  
Use the **Print / Preview command** from the Grammar Table menu.

### Heading

The top of the Table shows three pieces of information.

For **Pronominal Suffixed Forms**:

Binyan: Paal (Kal) Past Singular Masculine Third Person	עָלָה	עֲלָה Shoresh
---	-------	---------------

On the left is a summary showing the **בניין Binyan** and the **SUBJECT** Person-Gender-Number classification of the source Verb Form.  
 In the middle is the source Verb Form that the was selected in the Verb Table.  
 On the right is the **שורש Shoresh** (Verb Root) of the source Verb Form.

For **Infinitive Noun Forms**:

Binyan: Paal (Kal) Infinitive Noun	עֲלוּת	עֲלָה Shoresh
---------------------------------------	--------	---------------

On the left is the **בניין Binyan** of the source Verb Infinitive.  
 In the middle is the derived Infinitive Noun Form with no suffixes.  
 On the right is the **שורש Shoresh** (Verb Root) of the source Verb Infinitive.

## Word Stress

Syllabic stress in a Hebrew Verb is either **ultimate** (on the last syllable) or **penultimate** (on the second-to-last syllable). Syllabic stress is assumed to be on the last syllable unless the verb form contains a **Meteg** ( , ), indicating otherwise.

## Buttons

### Alternate Forms

**Alt** If in a conjugation, a word form is initially drawn in **RED**, this indicates that the displayed form is one of two or more grammatically correct forms. By successively clicking on the **Cycle Alternative Spellings** button in the **Grammar Toolbar**, the Pronominal Suffixed Forms / Infinitive Noun Table will cycle through displaying each of these forms. You can accomplish the same thing via the **Cycle Alternate Spellings** command in the **Grammar Table\_menu**.

### ניקוד Nikud (Vowels)

**כּוּב** You can alternate the display of the declined forms between the two **Hebrew Spelling Conventions**: **כתיב מלא Ktiv Maley** (without vowels)

and **כתיב חסר** [Ktiv Khaser](#) (with vowels) by clicking on the **Toggle** **ניקוד** [Nikud \(Vowels\)](#) button in the [Grammar Toolbar](#). You can accomplish the same thing via the [Toggle Nikud \(Vowels\)](#) command in the [Grammar Table\\_menu](#).

### Automatic Window Sizing



Use either the **Show Full View / Restore** button in the [Grammar Toolbar](#) or the [Full View / Restore command](#) in the [Grammar Table\\_menu](#) to automatically adjust the size of the Table Window for optimal viewing.

### Copying a Word from the Table to the Clipboard



You can copy the selected word (including [Meteg](#), if any) by clicking the **Copy Selected Grammar Form** button in the [Grammar Toolbar](#) or by using the [Copy Selected Grammar Form](#) in the [Grammar Table\\_menu](#).

## Mouse Actions

### Transliteration:



Left-click with the mouse over a word form to pop up its transliteration. The stressed syllable is printed **RED**. You can change the phonemic output of popup transliterations with the [Transliteration Phonemes command \(Preferences menu\)](#).

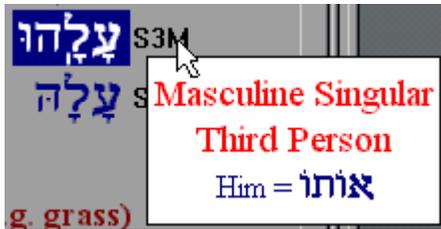
### Context menu:



Right-click with the mouse over a word form to pop up a context menu. This menu will contain one or two choices: **Copy to Clipboard** and/or **Copy to Clipboard (NO METEG)**. See [Grammar Form \(Grammar Table\) Context Menu](#).

### For Pronominal Suffixed Forms:

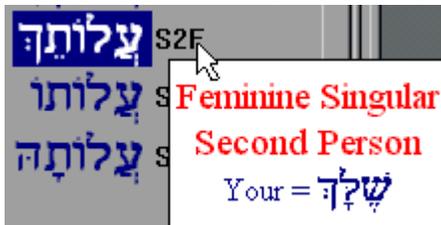
### DIRECT OBJECT Person-Gender-Number Explanation:



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of an inflected verb form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second or Third), **Gender** (Masculine or Feminine), **Number** (Singular or Plural) and the English and Hebrew **DIRECT OBJECT** pronoun the suffixed form is derived from.

**For Infinitive Noun Forms:**

**POSSESSIVE PRONOUN Person-Gender-Number Explanation:**



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of an Infinitive Noun form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second or Third), **Gender** (Masculine or Feminine), **Number** (Singular or Plural) and the English and Hebrew **POSSESSIVE** pronoun from which the suffixed form is derived.

## Reading Tutorial (Language Reference menu)

The Reading Tutorial consists of 24 phonetic lessons, progressively enabling the user to read all pointed Hebrew text (i.e. text written with vowels). The consonant-letters, vowels, and the two major diacritical marks are introduced by name and function. Words in each lesson build upon consonants and vowels already introduced.

Clicking on the words in the word-example buttons in the center will pop-up a transliteration. The stressed syllable will be drawn in **RED**.

The button below the word-example buttons, is alternately labeled **כתיב מלא** (**without vowels**) or **כתיב מלא** (**with vowels**), and toggles the display of the words between the two **Hebrew Spelling Conventions**: **Ktiv Maley** (**FULL** spelling; written without vowels) and **Ktiv Khaser** (**MISSING** spelling: written with vowels).

**Redo command (Edit menu)**  
**Redo Toggle Button (Editor Toolbar)**

Redoes/un-reverses the last undo operation.

**Shortcuts**

**Editor Toolbar:** 

Key: **CTRL+Y**

**NOTE:** When a document is saved, the Undo/Redo List is emptied and it is no longer possible to undo/redo prior editing operations.

See [Undo command \(Edit menu\)](#)

## Remove Vowels (and Search)

This command is found in the [Context Menu](#) of the [Hebrew Edit Control](#) in the [Lookup/Search Toolbar](#).

The command first removes vowels and diacritical marks ( [דגש Dagesh](#) and [מתג Meteg](#)) from the text in the Edit Control - [י](#) (Kholam-with-Vav) and [י](#) (Shuruq) are replaced by the consonant [י](#) (Vav). When the Toolbar is in **Hebrew List Lookup Mode**, the list in the [Lookup Tables/ Search Results Window](#) will self-scroll to a new alphabetical position. When the Toolbar is in **Hebrew Word Search Mode**, a [Hebrew Word Search](#) on the text is performed and any matching entries will be displayed in the [Lookup Tables/ Search Results Window](#).

The command is useful for broadening a search when **Hebrew Word Search** fails to find any matches. Removing vowels and diacritical marks increases the likelihood that **SAFFA** may find (more) matches. This is a good strategy to follow when trying to match anomalous [משונה](#) (Irregular) forms of Biblical verbs: oftentimes the vowel patterns of such forms may differ from what the grammar normally dictates. It also may help when trying to match [סוף פסוק](#) (Pausal) Verb forms, which have not yet been catalogued in this application. See [Hebrew Word and Definitions Database](#).

See also: [Hebrew Word Search – No Vowels](#)

## Remove Vowels (and Search)

This command is found in the [Context Menu](#) of the [Hebrew Edit Control](#) in the [Lookup/Search Toolbar](#).

The command first removes vowels and diacritical marks ( [דגש Dagesh](#) and [מתג Meteg](#) ) from the text in the Edit Control - [וֿ](#) (Kholam-with-Vav) and [וְ](#) (Shuruq) are replaced by the consonant [ו](#) (Vav). When the Toolbar is in **Hebrew List Lookup Mode** , the list in the [Lookup Tables/ Search Results Window](#) will self-scroll to a new alphabetical position. When the Toolbar is in **Hebrew Word Search Mode**, a [Hebrew Word Search](#) on the text is performed and any matching entries will be displayed in the **Lookup Tables/ Search Results Window**.

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See also: [Hebrew Word Search – No Vowels](#)

## Replace command (Edit menu) Replace Dialog

The **Replace Dialog** lets the user search the active document for either English or Hebrew text, and replace it with user-specified text, including no text at all.

When the **English radio button** is checked, the user may enter English text from the keyboard.

When the **Hebrew radio button** is checked, the user may enter Hebrew text using either the keyboard or one of the [Keyboard Guides](#).

Text can be entered into both the **Find What** and **Replace With** Edit Controls. Pressing the **Down Arrow** to the right of each displays a list of the 10 most-recent **Find What** or **Replace With** texts.

The user may do forward searches by checking the **Down radio button**; or reverse searches by checking the **Up radio button**.

When doing searches for English text, the user has two options:

- Match Whole Word Only**
- Match Case.**

When doing searches for Hebrew text, the user has three options:

- Match Whole Word Only**
- Match Vowels**
- Match Dagesh.**

These options are explained below:

**Match Whole Word Only** If checked, the search will match only if the search text is not part of a larger word. Punctuation is treated like white space.

**Match Case** If checked, the search is case-sensitive (English text only)

**Match Vowels** If checked, the search is vowel-sensitive. A consonant/vowel pair in the search text must match its counterpart's consonant/vowel pair in order to match. When considering whether to match, the Diacritical mark **מתג Meteg** is ignored; that is, vowels with **Meteg** will match the same vowel without **Meteg**. If this option is unchecked, the search will ignore Hebrew vowels altogether.

**Match Dagesh** If checked, the search is **דגש Dagesh**-sensitive. Consonants will match only if they both have or both don't have the diacritical mark **Dagesh**. If this option is unchecked, the search will ignore **Dagesh** marks within a consonant.

The user has two ways to conduct the replace operation. He/she can replace any

matched instances of the **Find What** text with the **Replace With** text all at once (globally) by pressing the **Replace All** button. Or the user may replace matches on an individual basis; when a match is found, the user may replace the matched text by pressing the **Replace** button, or may skip the replace operation for that match by pressing the **Find Next** button.

**Shortcut**

Key: **Ctrl + L**

## Reset Docking Windows Layout command (View menu)

Use this command to reset the Docking Windows and Toolbar Layouts to Installation Values. This command can be used when Docking Windows or Toolbars seem resistant to being docked at desired positions.

See [Docking Window](#).

## SAFFA Hebrew ASCII Table

The picture below shows **SAFFA's Hebrew ASCII Table**.

The characters that **SAFFA** uses occupy positions 160 –254 (Hexadecimal: A0 – FE). The basic letters and vowels occupy the same positions as in the [Microsoft Standard Hebrew ASCII Table](#). However, SAFFA requires additional characters in order to represent letters such as the consonants with **דגש** *Dagesh*, the vowels with **מתג** *Meteg*, and several others.

	A	B	C	D	E	F						
0	160	נ	176	:	192	שׁ	208	א	224	נ	240	
1	ב	161	ס	177	...	193	שׂ	209	ב	225	ס	241
2	ג	162		178	..:	194	ש׃	210	ג	226	ע	242
3	ד	163		179	τ:	195	שׄ	211	ד	227	ף	243
4	ה	164	פ	180	.	196	ׁ	212	ה	228	פ	244
5	ו	165		181	..	197	ׂ	213	ו	229	ץ	245
6	ז	166	צ	182	׃	198	ׄ	214	ז	230	צ	246
7		167		183	_	199	ׁ	215	ח	231	ק	247
8	ט	168	ק	184	τ	200	ׂ	216	ט	232	ך	248
9	י	169	ש	185	׃	201		217	י	233	ש	249
A	ך	170	ת	186	ו	202	ג׃	218	ך	234	ת	250
B	כ	171	ך	187	׃	203	ׄ	219	כ	235	ך	251
C	ל	172	ך	188	׃	204	גׄ	220	ל	236	ך	252
D		173	ל	189	,	205	ז׃	221	ם	237	ל	253
E	מ	174	ג	190	ו	206	ץ׃	222	מ	238	ג	254
F		175	ז	191	צ׃	207	צׄ	223	ן	239		255

## SAFFA Hebrew ASCII Table

The picture below shows **SAFFA's Hebrew ASCII Table**.

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	A	B	C	D	E	F
0	160 נ	176 ן	192 ׃	208 שׁ	224 אׁ	240 נׁ
1	161 בׁ	177 סׁ	193 ׃׃	209 שׂ	225 בׂ	241 סׂ
2	162 גׁ	178	194 ׃׃	210 ש׃	226 גׂ	242 עׁ
3	163 דׁ	179	195 ׃׃	211 שׄ	227 דׂ	243 ףׁ
4	164 הׁ	180 פׁ	196 ׃׃	212 שׅ	228 הׂ	244 פׂ
5	165 וׁ	181	197 ׃׃	213 ש׆	229 וׂ	245 ץׁ
6	166 זׁ	182 צׁ	198 ׃׃	214 שׇ	230 זׂ	246 צׂ
7	167	183	199 ׃׃	215 ש׈	231 חׁ	247 קׁ
8	168 טׁ	184 קׁ	200 ׃׃	216 ש׉	232 טׂ	248 ךׁ
9	169 יׁ	185 שׁ	201 ׃׃	217	233 יׂ	249 שׂ
A	170 ךׂ	186 תׁ	202 וׁ	218 גׁ	234 ךׁ	250 תׁ
B	171 כׁ	187 ךׂ	203 ׃׃	219 ׃׃	235 כׂ	251 ךׂ
C	172 לׁ	188 ך׃	204 ׃׃	220 גׂ	236 לׂ	252 ך׃
D	173	189 ל׃	205 ׃׃	221 זׁ	237 םׁ	253 ל׃
E	174 מׁ	190 גׁ	206 וׁ	222 ץׁ	238 מׂ	254 גׂ
F	175	191 זׁ	207 צׁ	223 צׁ	239 ןׁ	255

[Hebrew Spelling Conventions](#)  
[Hebrew Word and Definitions Database](#)  
[Microsoft Standard Hebrew ASCII Table](#)  
[SAFFA Hebrew ASCII Table](#)  
[Typing Guide Summary](#)

## Save As command (File menu)

Use this command to save and name the active document. **SAFFA** displays the [File Save As Dialog](#), which allows the user to navigate the file system, save the active document and choose a Windows system file name, and an optional internal Hebrew File Name.

To save a document with its existing name and directory, use the [Save command](#).

**NOTE:** When a document is saved, the Undo/Redo List is emptied and it is no longer possible to undo/redo prior editing operations.

See [Redo command \(Edit menu\)](#)

See [Undo command \(Edit menu\)](#)

### Select Next Grammar Form command (Grammar Table menu)

This command selects and highlights the Next Grammar Form in the Table and pops up its transliteration. If no Grammar Form is currently selected, the first form in the table is selected.

**NOTE:** A grammar form can also be selected by clicking on it with the mouse.

Shortcut: **Ctrl+G**

## Shoresh שורש (root)

In the Hebrew Verb System, there are approximately 3000 verbal שורשים Shorashim (roots). A verbal שורש Shoresh (root) usually has 3 letters, but may on occasion have 4, or rarely 5, letters. A particular root may be used for several different words, whose semantics, or meanings, may or may not be related, simply by changing the sequence of vowels in the word and by adding prefixes and/or suffixes.

**NOTE:** The Hebrew word for ‘Verb’ is פועל Po-al, and in the grammar system, each of the three letter positions is given a name.

The first letter is called פה"פ Pey Ha-Poal.

The second letter is called עה"פ Ayin Ha-Poal.

The third letter is called לה"פ Lamed Ha-Poal.

With most roots, all letters are grammatically significant and are conjugated in a regularly. However, several groups of 3-letter roots are conjugated irregularly, and their roots are also classified differently.

One of these irregular verb groups is called נחי ע"ו Nakhey Ayin-Vav (second letter is ו Vav) and נחי ע"י Nakhey Ayin-Yud (second letter is י Yud). Verbs in this group use a placeholder ‘weak’ second letter between two grammatically significant letters. This second letter is often dropped during conjugation.

Another irregular group is called לה"ה Lamed-Hey (third letter is ה Hey). Verbs in this group often drop the third letter during conjugation.

Still another irregular group is called כופלים K'fulim (doubled), in which the second and third letters are identical, or doubled. Verbs in this group may be conjugated regularly, or may drop one of the doubled letters during conjugation.

### **Keyboard Guides Window command (View menu)**

Use this command to display and hide the Keyboard Guides Window. A check mark appears next to the menu item when the Keyboard Guides Window is displayed.

Hiding/Displaying this window can also be done with the mouse. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select the appropriate window from the popup menu.

See [Keyboard / Keymap Guides Window](#).

## Toolbar commands (View menu)

Use these commands to display and hide any of the 4 Toolbars. A check mark appears next to the menu item when the a particular Toolbar is displayed.

Hiding/Displaying a toolbar can also be done with the mouse. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select the desired Toolbar from the popup menu.

See [File Toolbar](#).

See [Editor Toolbar](#).

See [Grammar Table Toolbar](#).

See [Lookup/Search Toolbar](#).

## Speak/Transliterate: Sentence command (Language Reference menu)

If the Hebrew side of a document is active, and the cursor is sitting within a sentence, this command will highlight the sentence, pronounce it, and popup a window containing transliteration for the text. Stressed syllables of words will be shown in **RED**. Repeated use of this command will advance the cursor to successive sentences, pronounce them, and display the transliteration for the text. The user can set both the Voice Settings and the Phoneme Set and Font for this operation in the Preferences menu.

You can stop the Voice from speaking at any time by clicking anywhere within the talking face; or by clicking anywhere within the Grammar Table area; or by clicking in or typing in any Document window.

See [Transliteration Phonemes](#)

See [Voice Settings](#)

Shortcut: **Ctrl+T**

## Speak/Transliterate: Text button (Editor Toolbar)

Clicking this button works as follows:

If the **Control key** is held down, the action taken will be the same as for the [Speak/Transliterate: Word](#) command.

If the **Shift key** is held down, the action taken will be the same as for the [Speak/Transliterate: Sentence](#) command.

If **NO key is held down** then:

If a selection of text is highlighted, the action taken will be the same as for the [Speak/Transliterate: Selection](#) command.

Otherwise the action taken will be the same as for the [Speak/Transliterate: Word](#) command.

The user can set both the Voice Settings and the Phoneme Set and Font for this operation in the Preferences menu.

You can stop the Voice from speaking at any time by clicking anywhere within the talking face; or by clicking anywhere within the Grammar Table area; or by clicking in or typing in any Document window.

See [Transliteration Phonemes](#)

See [Voice Settings](#)

## Speak/Transliterate: Word command (Language Reference menu)

If the Hebrew side of a document is active, and the cursor is sitting on top of a word, this command will highlight the word, pronounce it, and popup a window containing the word's transliteration next to it. The stressed syllable will be shown in **RED**. Repeated use of this command will advance the cursor to successive words, pronounce them, and display the transliteration for each one. The user can set both the Voice Settings and the Phoneme Set and Font for this operation in the Preferences menu.

You can stop the Voice from speaking at any time by clicking anywhere within the talking face; or by clicking anywhere within the Grammar Table area; or by clicking in or typing in any Document window.

See [Transliteration Phonemes](#)

See [Voice Settings](#)

Shortcut: **Ctrl+W**

## Speak/Transliterate: Word command (Language Reference menu)

If the Hebrew side of a document is active, and the cursor is sitting on top of a word, this command will highlight the word, pronounce it, and popup a window containing the word's transliteration next to it. The stressed syllable will be shown in **RED**. Repeated use of this command will advance the cursor to successive words, pronounce them, and display the transliteration for each one. The user can set both the Voice Settings and the Phoneme Set and Font for this operation in the Preferences menu.

You can stop the Voice from speaking at any time by clicking anywhere within the talking face; or by clicking anywhere within the Grammar Table area; or by clicking in or typing in any Document window.

See [Transliteration Phonemes](#)

See [Voice Settings](#)

Shortcut: **Ctrl+W**

## כתיב חסר Ktiv Maley (Missing Spelling: with Vowels)

**Ktiv Khaser** כתיב חסר (literally Missing or Absent writing) is one of the two spelling conventions in Hebrew.

Words are written **with all vowels and diacritical marks**. In this convention, words are generally shorter than in [Ktiv Maley](#). This spelling convention is used less frequently in Modern Israel, but is found in childrens books, traditional religious texts (such as prayer books), and so forth. It is much more widely used throughout Jewish communities outside of Israel, especially in religious educational materials.

See [Hebrew Spelling Conventions](#)

## Hebrew Spelling Conventions

There are two spelling conventions in Hebrew:

1. **Ktiv Maley** כתיב מלא (literally Full Writing): Words are written **without vowels and diacriticals**. In this convention, however, words are generally longer, because extra consonants, such as Vav, Yud and Alef, are added in place of the vowels, to aid in pronunciation and differentiation between words. This spelling convention is used widely in the State of Israel, and mainly in secular uses of the language, such as books, newspapers, road signs, and so forth.
2. **Ktiv Khaser** כתיב חסר (literally Missing or Absent writing). Words are written **with all vowels and diacritical marks**. In this convention, words are generally shorter than in Ktiv Maley. This spelling convention is used less frequently in Modern Israel, but is found in childrens books, traditional religious texts (such as prayer books), and so forth. It is much more widely used throughout Jewish communities outside of Israel, especially in religious educational materials.

## כתיב חסר Ktiv Maley (Missing Spelling: with Vowels)

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See [Hebrew Spelling Conventions](#)

## Microsoft Standard Hebrew ASCII Table

The following shows the **Microsoft Standard Hebrew ASCII Table** (the horizontal and vertical axes are labeled 0 through F (0 - 15 in the hexadecimal system)):

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	`	p					.		א	נ
1			!	1	A	Q	a	q					...	ש	ב	ס
2			"	2	B	R	b	r					...	ש	ג	ע
3			#	3	C	S	c	s					...		ד	ף
4			\$	4	D	T	d	t					.		ה	פ
5			%	5	E	U	e	u					..		ו	ץ
6			&	6	F	V	f	v					...		ז	צ
7			'	7	G	W	g	w					-		ח	ק
8			(	8	H	X	h	x					...		ט	ך
9			)	9	I	Y	i	y					...		י	ש
A			*	:	J	Z	j	z					.		ך	ת
B			+	;	K	[	k	{					...		ט	
C			,	<	L	\	l						.		ל	
D			-	=	M	]	m	}					...		ס	
E			.	>	N	^	n	~					.		מ	
F			/	?	O	_	o								ן	

(Positions **20** through **7E** are populated with the standard English ASCII values letters, numbers, punctuation and symbols.)

The Consonants א Alef through ת Taf and the five Final Consonants fill positions **E0** through **FA** at the very high end of the table.

The Vowels fill positions **C0** through **CD**.

**C9** and **CA** are both (Kholam Dot - no Vav).

**CC** is ם (Dagesh or Mapiq).

**CD** is ׀ (Meteg).

**D1** is the upper righthand dot marking a Shin שׁ.

**D2** is the upper lefthand dot marking a Shin שׂ.

In this system, the Vowels ׀ Kholam-with-Vav and ׀ Shuruq are represented as follows:

׀ Kholam-with-Vav is a ׀ Vav plus ׀ Kholam Dot (**C9**)

׀ Shuruq is a ׀ Vav plus ם Dagesh (**CC**).

Consonants with Dagesh are represented with two or even three character-values.

For example, ׀ (Bet) is represented as ׀ (Vet) (**E1**) + Dagesh (**CC**).

שׁ Shin is represented as: **F9** + **D1**.

שׂ Sin is represented as: **F9** + **D2**.

שׁ Shin (with Dagesh) is represented as: **F9** + **D1** + Dagesh (**CC**).

## Switch Font Command / Dialog (Format menu) Switch to Previously Used Font Dialog

Allows the user, while editing, to quickly switch back and forth to fonts used previously in the active document. This command is useful as an alternative to tediously locating and selecting the same font over and over from the toolbar or fonts dialogs.

If only two (2) fonts have been used thus far, the command will simply reflect the option to switch to the other font, listing the font family, size, and style.

If more than two fonts have been used, the command will Pop up the **Switch to Previously Used Font Dialog**. The Dialog will display a list of all of the fonts used in the active document, ***excluding*** the font currently in use. The user need only select his/her choice with a double-click of the mouse or Arrow / Enter keys.

The next character to be typed will begin using the previously used font.

If only one (1) font has been used thus far, the command is grayed (inactive).

### Shortcut

Key: **Ctrl+Shift+F**

### **Tile Horizontal command (Window menu)**

Use this command to horizontally arrange multiple opened windows one on top of another. The windows do not overlap.

### **Tile Vertical command (Window menu)**

Use this command to vertically arrange multiple opened windows side by side. The windows do not overlap.

## Toggle Nikud (Vowels) command (Grammar Table menu)

This command toggles the display state of a conjugated or declined grammar table between the two Hebrew Spelling Conventions:

1. **כתיב מלא** Ktiv Maley (without vowels)
2. **כתיב חסר** Ktiv Khaser (with vowels)

### Shortcuts

Grammar Toolbar: 

Keys: **Alt+K**

See Nikud **ניקוד**

## Toolbar commands (View menu)

Use these commands to display and hide any of the 4 Toolbars. A check mark appears next to the menu item when the a particular Toolbar is displayed.

Hiding/Displaying a toolbar can also be done with the mouse. Right click in the Toolbar area or on any toolbar or toolbar button (but not an edit control or combobox), and select the desired Toolbar from the popup menu.

See [File Toolbar](#).

See [Editor Toolbar](#).

See [Grammar Table Toolbar](#).

See [Lookup/Search Toolbar](#).

### **Transliterate: New Document command (Language Reference menu)**

Transliterates the Hebrew side of a Document, or a selected portion, and inserts the resulting formatted text into a **New Document**. The user can set the phoneme set and text formatting parameters for this operation in the Preferences menu.

See [Transliteration Phonemes](#)

See [TransliterationFormat](#)

## Transliterate: Insert English Side command (Language Reference menu)

Transliterates the Hebrew side of a Document, or a selected portion, and inserts the resulting RTF (formatted) text into the **English side of the same Document** after the English-side cursor position. The user can set the phoneme set and text formatting parameters for this operation in the Preferences menu.

See [Transliteration Phonemes](#)

See [TransliterationFormat](#)

## Transliteration Format command (Preferences Menu) Transliteration Document Format Dialog

Allows the user to define various formatting parameters to be used in the RTF text output of transliterations used in two of the Transliteration Commands found under the [Language Reference Menu](#).

Parameters, which are defined separately for the **Stressed** and **Non-Stressed** syllables of a word, include:

1. Font: Typeface, Size and Style
2. Text Color and Background Color
3. All Letters in Syllable to be Capitalized

One can also set parameters for Word units:

1. Hyphenation between syllables
2. Extra Inter-Word Spacing
3. First Letter of each Word to be Capitalized

There is also a setting for Line units:

First Letter of each Line to be Capitalized

The **Sample** area shows typical transliteration output as you select the various parameters.

**NOTE:** When you are choosing a background color, you also have the choice of **No Color** (transparent background).

See [Transliterate: Insert English Side](#)

See [Transliterate: New Document](#)

## Transliteration Phonemes command (Preferences Menu) Transliteration Phoneme Set Dialog

Allows the user to alter the Phoneme Set for Transliteration Purposes.

The **Transliteration Phoneme Set Dialog** displays a layout of the Vowels, Diphthongs and Consonants needed to represent Hebrew pronunciation in transliteration. Each phoneme value has two items:

1. An edit control containing the letters in the user's native language that will be used for the sound in the transliteration.
2. Examples of one or more English words containing the sound.

The user may define a new set of phonemes for the transliteration scheme from scratch; or s/he may use or redefine any of 6 default schemes given for English, French, Spanish, German and Russian (Russian has 2 sets, depending upon whether the display font uses the CP1251 or KOI8-R ASCII schemes).

**NOTE:** If you want to use characters from the upper 128 ASCII values of a particular font (values 129-255), you can enter them in one of two ways:

- Copy the letter to the clipboard from another program (such as the Windows System Program **Character Map**), and then paste; or
- Use the **ALT + 0 + ASCII-value** keystroke sequence. For example, if you wanted to enter the German character ß (ASCII value 223) , you would press and hold down the **ALT** key, then press the sequence of numbers: **0 2 2 3**.

The user may also choose any TrueType font for the rendering of the pop-up transliterations.

The phoneme set chosen by the user will be used in the five Transliteration Commands found under the [Language Reference Menu](#).

See [Transliterate: Insert English Side](#)

See [Transliterate: New Document](#)

See [Speak/Transliterate: Word](#)

See [Speak/Transliterate: Sentence](#)

See [Speak/Transliterate: Selection](#)

## SAFFA Typing Guide Summary

The SAFFA typing positions of the main Hebrew consonants are for the most part the standard used on all Hebrew keyboards. These include the letters א Alef (ASCII Hex E0) through ט Taf (ASCII Hex FA), accessed with the Shift key up; and their corresponding representations with either Dagesh or Mapiq (a small dot inside the letter), accessed with the Shift key down.

Differences occur on the SAFFA keyboard for the following letters:

- the consonants Shin שׁ and Sin שׂ.
- the **modern** consonants, which correspond to sounds in borrowed foreign words.
- special representations for Final-Khaf ך with vowels and dagesh.
- the **vowels**.

These differences are summarized below:

<u>Letter</u>	<u>Keyboard Position</u>	<u>Phoneme</u>
שׁ Shin	w	
שׂ Shin with Dagesh	W	
סׁ Sin	q	
סׂ Sin with Dagesh	Q	
ג׳ Gimel-Apostrophe in John)	G	J (as
ז׳ Zayin-Apostrophe Zh (as in Zsa-Zsa)	J	
צ׳ Tsadi-Apostrophe (as in Chuck)	T	Ch
ך׳ Final-Tsadi-Apostrophe (as in Hatch)	> Closing Angle Bracket	Ch
ך Final-Khaf with Shva	[ Opening Square Bracket	
ך Final-Khaf with Kamats	{ Opening Curly Bracket	
ך Final-Kaf with Shva	+ Plus Sign	
ך Final-Kaf with Kamats	Vertical Bar	

<u>Vowel</u>	<u>Keyboard Position</u>
· Shva	' Apostrophe
.. Tsereh	" Quotation Marks
. Khiriq	/ Forward Slash
׀ Kholam (with Vav)	⓪ Capital-O
· Kholam (Dot only)	? Question Mark
⸚ Kamats	] Closing Square Bracket
⸚: Khataf-Kamats	} Closing Curly Bracket
_ Patakh	- Hyphen
_ Khataf-Patakh	_ Underscore
˘ Segol	` Back Apostrophe
˘˘ Khataf-Segol	~ Tilde
˘˘ Qubuts	\ Back Slash
׀ Shuruq	Ⓘ Capital-I

<u>Diacritical Marks</u>	<u>Keyboard Position</u>
· Dagesh / Mapiq	: Colon
⸚ Meteg	= Equal Sign

## Underline Command (Format menu) Underline Toggle Button (Editor Toolbar)

If text is selected, will add the Underline Font Style to the selection if the first character selected is not underlined.

Alternately, if the first character is underlined, the command will remove the Underline Font Style from the selection.

If no text is selected, and Underline is selected (button) or checked (menu), the next character entered will be underlined.

Alternately, if Underline is unselected (button) or unchecked (menu), the next character entered will not be underlined.

Also, if no text is selected, clicking on the Underline button in the Editor Toolbar will toggle the setting.

### Shortcuts

Key: **Ctrl+U**

**Editor Toolbar:** 

**NOTE:** When navigating through a document, the state of the Underline menu command (checked / unchecked) and the state of the Underline button in the Editor Toolbar (pressed down, or up) will reflect the style of the character upon which the cursor currently sits. If there is a selection, the first character of the selection determines this state.

**Undo command (Edit menu)**  
**Undo Toggle Button (Editor Toolbar)**

Undoes/reverses the last editing operation.

**Shortcuts**

**Editor Toolbar:**   
Key: **CTRL+Z**

**NOTE:** When a document is saved, the Undo/Redo List is emptied and it is no longer possible to undo/redo prior editing operations.

See [Redo command \(Edit menu\)](#)

### **Verb Table command (Grammar Table menu)**

This command displays and sets the Input Focus to the **Shoresh Edit Control** of the **Verb Table** (First Tab) in the Grammar Table Window.

See [Verb Table](#)

## Verb Table



The **Verb Table** is accessed in two ways:

1. via the **Verbs Tab** of the [Grammar Tables Window](#)
2. via the [Verb Table command](#) in the [Grammar Table menu](#)

The **Verb Table** displays a list of over 3000 verbal **שורשים** [Shorashim](#) (Verb Roots) in its main list box control. As the user scrolls through the list, the selected **שורש** [Shoresh](#) is displayed in the [Hebrew Edit control](#) just above. In the [בניין](#) [Binyan](#) area below the list box, the grammatically- applicable **Binyan** radio buttons for the selected Shoresh are enabled (not every Shoresh can be conjugated with all 7 Binyanim). Clicking on one of these radio buttons will fill the table with a display of the conjugations for that **Binyan** of the grammatically-applicable **Tenses** (Infinitive, Present, Past, Future, Imperative, and Participle/Adjective).

You can select a word by either clicking on it or by using the [Select Next Grammar Form](#) (Shortcut: **Ctrl+G**) in the [Grammar Table menu](#).

Just below the **Shoresh** list box is the **Patterns Combobox** with two conjugation options: **Regular Patterns** (the default) and **VAV Inversive**. **VAV-Inversive** forms are a biblical grammatical form: the meaning of a past form prefixed with a **ו** [VAV](#) (translated as **and** or **but**) changes to the future tense, and vice-versa, hence the name **Inversive**. In certain cases (such as with future tense **Paal-Kal** forms of the **Shoresh** [עלה](#)), the form of the verb may change as well (to the [מקוצר](#) (shortened) form).

At the bottom of the Verb Table is a list of the **Prepositions** that the verb can be used with.

Below the Prepositions area is the **English definition** area containing one or more definitions, and also indicating the particular Prepositions used with each meaning. Right-click over the Definition area to popup the [Definition Context Menu](#), which will allow you to copy any or all of the definitions to the clipboard.

There are 2 ways to **Print** or **Preview** the Verb Table:



Click on the Print/Preview button in the [Grammar Toolbar](#).  
Use the [Print / Preview command](#) from the Grammar Table menu.

## Word Stress

Syllabic stress in a Hebrew Verb is either **ultimate** (on the last syllable) or **penultimate** (on the second-to-last syllable). Syllabic stress is assumed to be on the last syllable unless the verb form contains a **Meteg** ( , ), indicating otherwise.

## Buttons

### Alternate Forms

 If in a conjugation, a verb form is initially drawn in **RED**, this indicates that the displayed form is one of two or more grammatically correct forms. By successively clicking on the **Cycle Alternative Spellings** button in the **Grammar Toolbar**, the Verb Table will cycle through displaying each of these forms. You can accomplish the same thing via the **Cycle Alternate Spellings** command in the **Grammar Table\_menu**.

### **ניקוד** Nikud (Vowels)

 You can alternate the display of the conjugated forms between the two **Hebrew Spelling Conventions**: **כתיב מלא** **Ktiv Maley** (without vowels) and **כתיב חסר** **Ktiv Khaser** (with vowels) by clicking on the **Toggle **ניקוד** Nikud (Vowels)** button in the **Grammar Toolbar**. You can accomplish the same thing via the **Toggle Nikud (Vowels)** command in the **Grammar Table\_menu**.

### Automatic Window Sizing

 Use either the **Show Full View / Restore** button in the **Grammar Toolbar** or the **Full View / Restore command** in the **Grammar Table\_menu** to automatically adjust the size of the Table Window for optimal viewing.

### Copying a Word from the Table to the Clipboard

 You can copy the selected word (including **Meteg**, if any) by clicking the **Copy Selected Grammar Form** button in the **Grammar Toolbar** or by using the **Copy Selected Grammar Form** in the **Grammar Table\_menu**.

## Mouse Actions

### Transliteration:



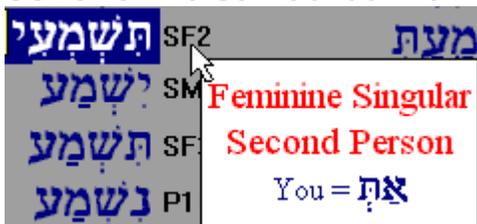
Left-click with the mouse over a verb form to pop up its transliteration. The stressed syllable is printed **RED**. You can change the phonemic output of popup transliterations with the [Transliteration Phonemes command \(Preferences menu\)](#).

### Context menu:



Right-click with the mouse over a verb form to pop up a context menu. This menu will contain one to four choices: **Copy to Clipboard**, **Copy to Clipboard (NO METEG)**, **Pronominal Suffixes** and **Infinitive Noun**. See [Grammar Form \(Grammar Table\) Context Menu](#). The last two menu item commands will show the [Pronominal Suffixes Verbal Forms / Infinitive Noun Table](#) and display either the Pronominal Suffixes Declensions; or Infinitive Noun and Suffixes Declensions of the selected verb form.

### SUBJECT Person-Gender-Number Explanation:



Position the mouse cursor over the Person-Gender-Number abbreviation to the right of a verb form. In a fraction of a second, a small popup window will appear spelling out the **Person** (First, Second, Third or all), **Gender** (Masculine, Feminine, or both), **Number** (Singular or Plural) and the English and Hebrew **SUBJECT** pronouns that can precede the form.

### Verbs: Infinitive Noun Forms command (Grammar Table menu)

When the Verb Table is displayed, and the infinitive form is selected, this command opens up the Infinitive Noun (Pronominal Suffixed Verbal Forms) Table for that form, and displays its suffixed declensions.

**NOTE:** This command can also be accessed via a [context menu](#) if you right click on the verb form.

See [Verb Table](#)

### Verbs: Pronominal Suffixed Forms command (Grammar Table menu)

When the Verb Table is displayed, and a form is selected that can be declined with pronominal suffixes, this command opens up the Pronominal Suffixed Verbal Forms Table for that form.

**NOTE:** This command can also be accessed via a [context menu](#) if you right click on the verb form.

See [Verb Table](#)

## View menu commands

The View menu offers the following commands:

- |   |   |
|---|---|
| <a href="#">1 Toolbars</a>                            | Toggles showing and hiding of each of the four toolbars:<br><a href="#">File: Toolbar</a><br><a href="#">Editor Toolbar</a><br><a href="#">Grammar Table Toolbar</a><br><a href="#">Lookup/Search Toolbar</a> |
| <a href="#">2 Status Bar</a>                          | Toggles showing and hiding of the <a href="#">Status Bar</a> (at the bottom of the main window).  |
| <a href="#">3 Grammar Tables Window</a>               | Toggles showing and hiding of the <a href="#">Grammar Tables Window</a>   |
| <a href="#">4 Lookup Tables/Search Results Window</a> | Toggles showing and hiding of the Lookup Tables/Search Results Window   |
| <a href="#">5 Keyboard Guides Window</a>              | Toggles showing and hiding of the Keyboard Guides Window  |
| <a href="#">6 Reset Docking Windows Layout</a>        | Resets the Docking Windows and Toolbar Layouts to Installation Values. Can be used when Docking Windows seem resistant to being docked at desired positions.  |
| <a href="#">7 Input Mode: Hebrew</a>                  | Sets the Input Mode for the active document to the Hebrew (right-to-left) side.<br>Shortcut: Ctrl+H   |
| <a href="#">8 Input Mode: English</a>                 | Sets the Input Mode for the active document to the English (left-to-right) side.<br>Shortcut: Ctrl+E  |
| <a href="#">9 Refresh Text</a>                        | Refresh drawing of text for Both Sides of the active document.<br>Shortcut: Ctrl+R  |

## Voice Settings command (Preferences Menu) Voice Settings Dialog

Allows the user to define and specify various parameters for the Speaking of Hebrew Text.

Eight (8) default Voices are provided, whose parameters the user may change. The user may also define new Voices, using the following parameters:

**Speed** (slow to fast)

**Volume** (soft to loud)

**Pitch** (base pitch for the voice)

**Gender** (male, female)

**Head Size** (the larger the head, the deeper the sound)

**Pitch Fluctuation** (flat robotic to large pitch fluctuations)

**Roughness** (smooth to rough)

**Breathiness** (clear to very breathy)

The user can also choose among four (4) talking characters: Golda, Star of David, Dreidel or Menorah (or None).

The choice of sampling frequency allows the user to choose the optimal output waveform for the resident computer: 8000 Hz provides the worst quality, 22050 Hz the best.

**NOTE:** In cases when the user has entered a Hebrew word in a document that has the following two properties:

1. the word has No Vowels, and
2. the word is not yet in **Saffa**'s Database.

then, when told to pronounce the word, **Saffa** will instead say either:

**מילה לא מוכרת** (mi-**LA** lo mu-**KE-ret**), which means "Unknown Word"; or

**ראשי תיבות לא מוכרים** (ro-**SHEY** te-**VOT** lo mu-ka-**RIM**), which means "Unknown Abbreviation".

## Window menu commands

The Window menu offers the following commands for rearranging Document Windows, and allows the user to set the input focus to various work areas in the main window using the menu or keyboard, as alternatives to the mouse.

<a href="#"><u>Cascade</u></a>	Arranges windows in an overlapped fashion.
<a href="#"><u>Tile Horizontal</u></a>	Arranges windows <b>Horizontally</b> in non-overlapped tiles.
<a href="#"><u>Tile Vertical</u></a>	Arranges windows <b>Vertically</b> in non-overlapped tiles.
<a href="#"><u>Arrange Icons</u></a>	Arranges icons of closed windows.
<a href="#"><u>A Active Document Focus</u></a>	Sets Input Focus to the currently active Document. Shortcut: <b>Ctrl+0</b>
<a href="#"><u>B Docking Window Focus: Grammar Table</u></a>	Sets Input Focus to the currently active <b>Grammar Table</b> . Shortcut: <b>Ctrl+1</b>
<a href="#"><u>C Docking Window Focus: Lookup Table/Search Results</u></a>	Sets Input Focus to the <b>Lookup Table/Search Results Window</b> . Shortcut: <b>Ctrl+2</b>
<a href="#"><u>D Docking Window Focus: Keyboard Guides</u></a>	Sets Input Focus to either the <b>Keyboard Guide</b> or the <b>Letter/Vowel Map</b> (whichever is currently active) in the <b>Keyboard Guides Docking Window</b> . Shortcut: <b>Ctrl+3</b>
<a href="#"><u>E Lookup/Search Toolbar Focus: Hebrew List Lookup Mode</u></a>	Sets Input Focus to the Lookup/Search Toolbar and sets the Toolbar to <b>Hebrew List Lookup Mode</b> . Shortcut: <b>Ctrl+4</b>
<a href="#"><u>F Lookup/Search Toolbar Focus: Hebrew Word Search Mode</u></a>	Sets Input Focus to the Lookup/Search Toolbar and sets the Toolbar to <b>Hebrew Word Search Mode</b> . Shortcut: <b>Ctrl+5</b>
<a href="#"><u>G Lookup/Search Toolbar Focus: English Definitions Keywords Lookup Mode</u></a>	Sets Input Focus to the Lookup/Search Toolbar and sets the Toolbar to <b>English Definitions Keywords Lookup Mode</b> . Shortcut: <b>Ctrl+6</b>
<a href="#"><u>H Editor Toolbar Focus: Font Typeface ComboBox</u></a>	Sets Input Focus to the <b>Font Typeface ComboBox</b> in the Editor Toolbar. Shortcut: <b>Ctrl+7</b>

<a href="#"><u>I Editor Toolbar Focus: Font Size ComboBox</u></a>	Sets Input Focus to the <a href="#"><u>Font Size ComboBox Button</u></a> in the Editor Toolbar. Shortcut: <b>Ctrl+8</b>
<a href="#"><u>J Editor Toolbar Focus: Color ComboBox</u></a>	Sets Input Focus to the <a href="#"><u>Color ComboBox Button</u></a> in the Editor Toolbar. Shortcut: <b>Ctrl+9</b>
<a href="#"><u>1, 2, 3, 4, etc. + Document Title</u></a>	Sets the Input Focus to the specified open Document.