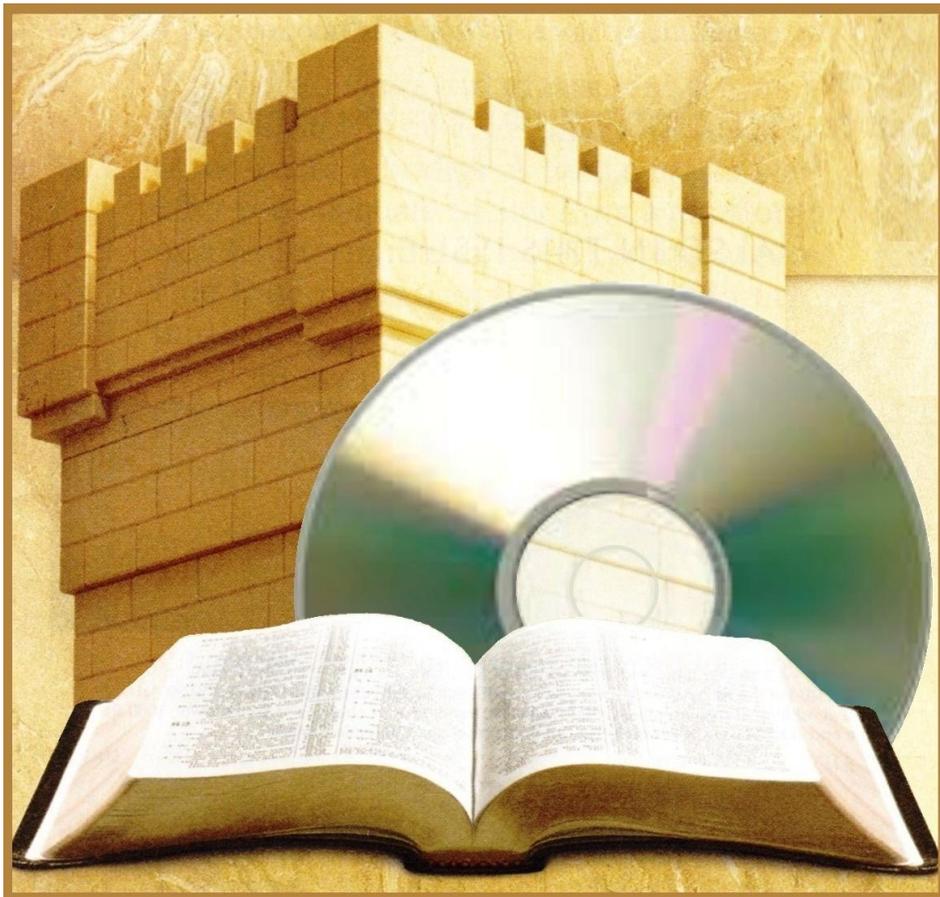# An in-depth User's Guide

for

Watchtower Library

If you have not yet installed Watchtower Library on your computer,

you may wish to first read these articles:

"Watchtower Library - Is Your Computer Ready For It",

and

"Watchtower Library - How To Install It".

(Located at da.getmyip.com)

Even if you have already installed it,

the first article still may be of benefit to you.

Contents

Basics

In-Depth

Note: After you click a link, the keyboard-shortcut **Alt+Left Arrow** returns you to where you were.

Common Questions

How do I go directly to a certain book, brochure, or magazine?   Topic 3

How do I find a specific reference, such as *w11 1/1 p. 21 par. 3*?   Topic 5

If I have clicked on a link, how can I get back to what I was reading?   Topic 21

How do I print from Watchtower Library?   Topic 29

How can I see a future schedule for the Theocratic Ministry School?   Topic 7

How do I make the text even larger than the "Largest" text size selection?   Topic 36 A

How do I extract the scriptures or references from an article?   Topic 27 H

How do I change the Lay-Out of area **(4)** to use columns?   Topic 25

How do I create a favorite (bookmark) for text that I want to save?   Topic 30

How do I keep my source article visible while I do searches from it?   Topic 18

How can I see the article that I am reading in another language?   Topic 35

How can I extract scriptures from text that is not in Watchtower Library?   Topic 34

How can I hear a Bible name pronounced?   Topic 31

Why is my search "Not valid"?   Topic 40

Getting Started

Topic 1: Starting Watchtower Library

To start (open) Watchtower Library (WtLib) double-click♦ the icon 🏛 on your desktop, or right-click the icon and select "Open" from the pop-up menu. Icon should have a little arrow on it.

- ♦ For information about performing basic computer actions such as double-clicking, see the article *"How to do Very Basic Computer Actions"* in the "--- *Click Here for Help* ---" folder at da.getmyip.com.

If you would like to have WtLib automatically start when you start your computer, right-click the WtLib icon on your desktop and select "Copy" from the pop-up menu. Then click your Start button, and then "All Publications". In that list, right-click the folder named "Startup" and select "Open" from the pop-up menu to open the folder. (You may need to scroll down to find the "Startup" folder.) Next, right-click inside the "Startup" folder and select "Paste". You can now close the folder. Now, when you start your computer WtLib should automatically start, displaying the Daily Text. (The size and location of the WtLib window will be the same as it was the last time you closed WtLib.)

If you inadvertently delete the WtLib icon from your desktop, you should be able to open your Recycle Bin (Trash Can), right-click the WtLib icon and select "Restore". That will put it back on your desktop, though probably not in the same place. If you have already emptied your trash, you can go into where you installed WtLib♦, and right-click the file named "WTLibrary.exe". In the menu that pops-up select "Create Shortcut", which will create a new shortcut that you can place back on your desktop.

- ♦ The default install location is C/Program_Files/Watchtower/Watchtower_Library_2011/E. To confirm this is the location on our computer, hover your mouse pointer over the WtLib icon, and after a couple of seconds up will pop a window showing the location. (If it doesn't pop-up after a few seconds focus may not be on the desktop. To give it focus click somewhere else on your desktop where there is no icon, then hover your pointer over the WtLib icon once again.) If the location is different than the default location, you may wish to write down that location now, just in case you do lose the shortcut link in the future.

Topic 2: Layout
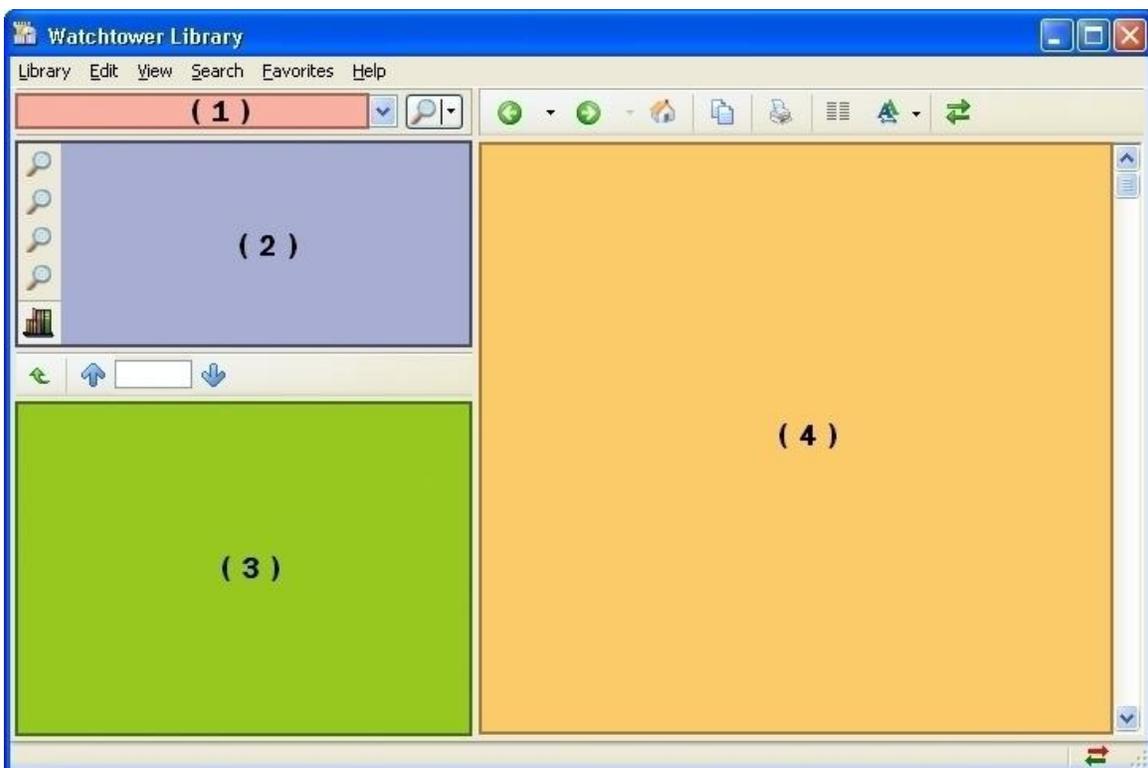
There are four basic areas of WtLib, as shown in the diagram above.

1) Search terms are entered in area **(1)**

2) Search result options are displayed in area **(2)**

3) The results from the selected option are displayed in area **(3)**

4) Selected results are displayed in area **(4)**

Each time WtLib is started (opened), the **"Home Page"** is displayed in area **(4),** containing the current♦ Daily Text in the top half, and the current week's Theocratic Ministry School (TMS) schedule in the lower half.

♦ WtLib knows what the current date is by gathering that information from your computer. If WtLib opens to the wrong date, check to make sure your computer's clock and date are set correctly. If WtLib is left open to the **Home Page** over night, it will show the previous day's text.

Basic Use

Topic 3: How to go directly to a specific publication

Go to the list of publications in area **(3)** and navigate to the document you want directly from there. Depending on the document, you may need to navigate through several layers in this list to reach the desired item.

If you have already performed other searches, you will need to click on **All Publications** located in area **(2)** to display the list of publications. (Under some circumstances you will need to click **All Publications** a second time to fully reset the list.)

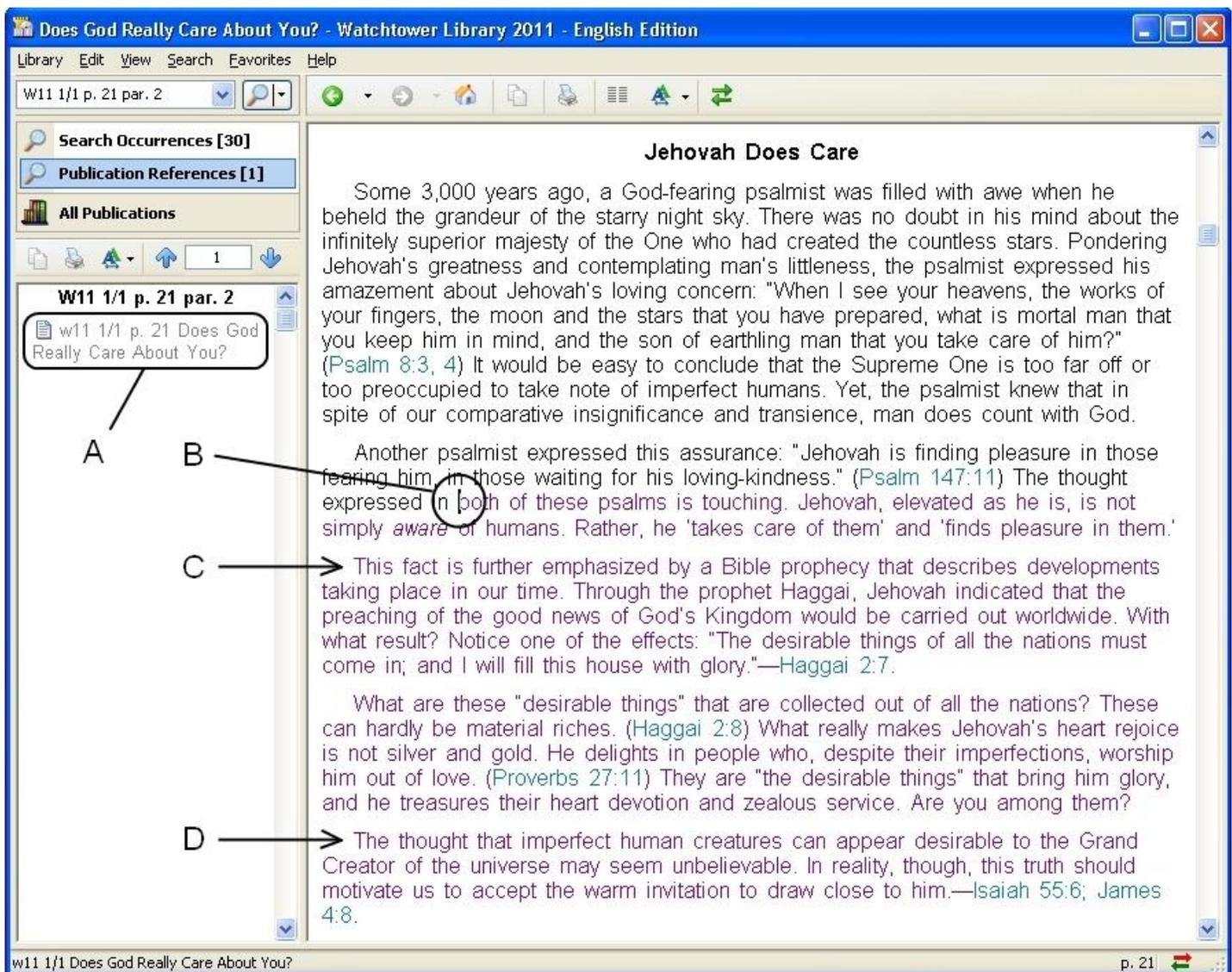## Topic 4: How to navigate to a Bible scripture

To go to a certain scripture in the Bible without typing it into the search bar, double-click the Bible in area **(3)**, or click it once and hit enter on your keyboard**.** (If the Bible is not showing, click the **All Publications** option in area **(2)**.)

Next, double-click **Bible Navigation.** That displays in area **(3)** the Bible book abbreviations. Click the Bible book you want and a list of all the chapter numbers in that book of the Bible will display at the top of area **(3)**. Below that each chapter is displayed along with its verses. You can either scroll down to the chapter you want, or in the list at the top, click the chapter number you want. That brings the chapter into view at which point you can then click on the verse you want, which is then displayed with its beginning in the center of area **(4)** with different colored text.

Topic 5: How to look up a specific reference such as: *w11 1/1 p. 21 par. 3*

In the area **(1)** entry box type (or copy/paste) the reference exactly as it appears in our publications, such as in the *Index*, and then press Enter on your keyboard, or click the Search button. (The button with the icon of a magnifying glass to the right of the entry box.) A list of any articles that match the publication reference will appear in the results area **(3)**. (If not, click **Publication References** in area **(2)**.) Click the appropriate link (**A**) and it will open that article in area **(4)**. If WtLib recognizes individual paragraphs in the article you are searching that paragraph will be in the middle of area **(4)** with different colored text. If the individual paragraphs are not recognized, the link in area **(3)** will only take you to the page that the paragraph is on, displaying the entire page in a different colored text.

Consider the example below where individual paragraphs are not recognized:

Jehovah Does Care

Some 3,000 years ago, a God-fearing psalmist was filled with awe when he beheld the grandeur of the starry night sky. There was no doubt in his mind about the infinitely superior majesty of the One who had created the countless stars. Pondering Jehovah's greatness and contemplating man's littleness, the psalmist expressed his amazement about Jehovah's loving concern: "When I see your heavens, the works of your fingers, the moon and the stars that you have prepared, what is mortal man that you keep him in mind, and the son of earthling man that you take care of him?" (Psalm 8:3, 4) It would be easy to conclude that the Supreme One is too far off or too preoccupied to take note of imperfect humans. Yet, the psalmist knew that in spite of our comparative insignificance and transience, man does count with God.

Another psalmist expressed this assurance: "Jehovah is finding pleasure in those fearing him, in those waiting for his loving-kindness." (Psalm 147:11) The thought expressed in both of these psalms is touching. Jehovah, elevated as he is, is not simply *aware* of humans. Rather, he 'takes care of them' and 'finds pleasure in them.'

This fact is further emphasized by a Bible prophecy that describes developments taking place in our time. Through the prophet Haggai, Jehovah indicated that the preaching of the good news of God's Kingdom would be carried out worldwide. With what result? Notice one of the effects: "The desirable things of all the nations must come in; and I will fill this house with glory."—Haggai 2:7.

What are these "desirable things" that are collected out of all the nations? These can hardly be material riches. (Haggai 2:8) What really makes Jehovah's heart rejoice is not silver and gold. He delights in people who, despite their imperfections, worship him out of love. (Proverbs 27:11) They are "the desirable things" that bring him glory, and he treasures their heart devotion and zealous service. Are you among them?

The thought that imperfect human creatures can appear desirable to the Grand Creator of the universe may seem unbelievable. In reality, though, this truth should motivate us to accept the warm invitation to draw close to him.—Isaiah 55:6; James 4:8.

Since the paragraphs in the article for the example of *w11 1/1 p. 21 par. 3* are not recognized by WtLib, the entire page is displayed as the search result. The text for the page has a different color text, and the beginning of the page is also initially marked with the flashing cursor (**B**).

To locate the 3rd paragraph in the above example you start counting from the first paragraph that has its beginning on page 21 of the publication. Since page 21 starts in the middle of a paragraph (**B**), you ignore the remainder of the paragraph that the page starts in. In this example the 1st paragraph begins with "This fact is…" (**C**) and that is where you start your count to the 3rd paragraph (**D**). (When counting paragraphs do not count Headings, Subheadings, and theme texts at the beginnings of articles.) For more extensive instructions, see Topic 42.

> Note: In places such as Our Kingdom Ministry the pilcrow symbol ¶ is used instead of the abbreviations for paragraph (par.) and paragraphs (pars.). You can type this symbol into the area **(1)** search bar using the alt-code 0182 (alt+0182), or you can copy and paste it there, but the pilcrow is not recognized by WtLib as a valid search term even though it is found in text within WtLib, so you must replace it with the paragraph abbreviation for your search to perform as desired. The "s" is NOT required for multiple paragraphs (pars. vs. par.) but the period is needed.

Topic 6: How to perform a simple single-word Search

To perform a simple single word search, type the search term in the area **(1)** entry box then hit the Enter key on your keyboard; or using your mouse click the **Search** button to the right of the entry box.

If no results are found, then either your search term is not used in WtLib, or you have misspelled the search term, or you have used a form WtLib does not recognize.

If you get more results than desired, other methods of searching can be used to narrow down the search results. (See Topic 39)

If search results are found, in area **(3)** double-click the publication type you wish to view and continue double-clicking through the levels (if there are any) until you get to the desired publication, which will then open in area **(4)**.

A Basic Search Exercise

Now that we have covered the basic search instructions, and if you are new to WtLib, try this simple search exercise.

Perform the following steps:

Step 1: Type **John 3:2** in the area **(1)** entry box then hit the Enter key on your keyboard, or using your mouse click the **Search** button. (The button to the right of the entry box with the icon of a magnifying glass.)

Notice that three search result options appeared in area **(2).**
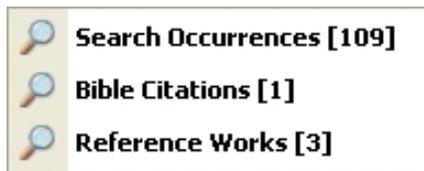
Step 2: Move your mouse pointer to area **(2)** and click **Search Occurrences**. Notice that now displayed in area **(3)** is the list of all the articles where John 3:2 is found.

At the bottom of area **(3),** try clicking the tabs to switch between **Most Occurrences** and **Categorized Occurrences**.

You may find that you prefer, and benefit most from, one of these modes.

Step 3: Double-click any article in area **(3)** to view that article in area **(4)**. Notice that, in area **(4)**, each occurrence of John 3:2 is highlighted. You can move through the highlighted occurrences by clicking the blue arrow buttons on the tool bar above area **(3)** or by pressing the Plus (+) or Minus (–) key on the keyboard.

Step 4: Now move your mouse pointer back to area **(2)**, and this time click **Bible Citations**. Notice that the text of John 3:2 displays in area **(3)** with (John 3:2) in color. When you click the colored citation in area **(3)**, the Bible opens to John chapter 3 and you see verse 2 in context in area **(4)**.

Step 5: Finally, move your mouse pointer to area **(2)**, and click **Reference Works**. Notice the scripture Indexes that appear in area **(3)**. Click one of the links and the Index references will appear in area **(4)**.

Congratulations! You have mastered the basic skills needed to use the Watchtower Library.

That ends the basic instructions

The following is an in-depth look at the Watchtower Library

Home Page

Topic 7: **Home Page Navigation**

You can return to the **Home Page** at any time by clicking the **Home Page** button on the toolbar above area **(4)**. Or you can use the keyboard shortcut Alt+Home by holding down the "Alt" key and then clicking the "Home" key. (Returning to the **Home Page** only resets area **(4)** leaving the other areas intact**.**)

◄◄week   ◄day   today   day►   week►►

The links on the second line of the Daily Text let you move back and forth through calendar dates a day or a week at a time so that you can easily view future and past Daily texts and TMS Schedules. If you have used these links, the today link in the center is an alternate way to return to the **Home Page**.

Example: If you have a talk coming up in 3 weeks, clicking week►► three times will display that future week's TMS Schedule. Then you can click the link associated with that talk (if there is a link) and it will display the referenced material for that talk.

To see the entire year's TMS Schedule (including instructions and footnotes), click the link below the separation line under the Daily Text: ➤ss12 p. # Theocratic Ministry School Schedule for 2012

To see a list of the entire month's Daily Texts, click the link near the top on the left that begins with ➤es12. The entire year's Daily Texts can be accessed in the **Booklets** section of **All publications**. (Digital versions are also available for download at jw.org)

The comments in the daily text are taken from recent *Watchtower* issues. The figures following the date of the *Watchtower* issue at the end of the daily text refer to the article number, followed by the paragraph numbers within that article where the comments may be found. (Example: 3:4, 5 refers to the third article and its fourth and fifth paragraphs)

Note: Colors may vary, depending on your settings. See Topic 36 A

Area (1)

Topic 8: **Search**

To perform a simple search type the search term in the area **(1)** entry box and then hit the "Enter" key on your keyboard, or using your mouse click the **Search** button. (The button to the right of the entry box with the icon of a magnifying glass.)

If no results are found, then either your search term is not used in WtLib, or you have misspelled the search term, or you have used a form WtLib does not recognize.♦ In either case, displayed in area **(3)** is the message "*The highlighted portion of the query was not valid. Open this link to replace the highlighted portion with a valid word.*" Beneath that message the invalid search term is displayed and highlighted. The words "*Open this link to replace the highlighted portion with a valid word*" are a different color text, showing that it is a link. Clicking that link opens the **Word List** window.♦♦

♦ For information regarding invalid characters and symbols see Topic 40

♦♦ For information about the **Word List**, see Topic 11

If you enter more than one scripture reference and at least one of the references are valid♦, any references that are invalid are ignored and no message is displayed regarding them.

♦ See Topic 34 for information regarding in-valid scripture references

If you get more results than desired, other methods of searching can be used to narrow down the search results. (See Topic 39)

If you wish to search again for a term that you have already searched for, you can click the little down arrow ⌄ on the right end of the area **(1)** entry box. This brings up a list of the last 12 valid searches your performed. Clicking on any of them will perform the same search again.

Topic 9: Search Scope

Beside the area **(1)** entry box, click the down arrow ▾ to the right of the magnifying glass icon to access the three options for search **Scope**. These options are useful when you are searching for more than one term. These options can also be accessed from the **Search** tab.

> Article Scope
> Paragraph Scope
> Sentence Scope
>
> Clear Search History
>
> Word List...   Ctrl+W

1) **Article Scope** returns search results when all the searched terms are included within one entire article.

2) **Paragraph Scope** returns search results when all the searched terms are included within one paragraph.

3) **Sentence Scope** returns search results when all the searched terms are included within one sentence.

The order of the search terms in the entry box has no bearing on the **Search Scope**.

To search for more than one scripture at once, in the area **(1)** entry box type each Bible citation, separating them by semicolons. (Example: Mt 24:14;Re 14:6) In fact, you can enter in that box a combination of topics, Bible citations, and publication references separated by semicolons (**;**). (No space is required adjacent to the semicolon.) The results will be based on each item that you have typed.

Topic 10: Clear your Search History

The fourth option in the above pop-up menu is **Clear Search History**. Clicking this option deletes the list of searched terms.

> Note: Closing WtLib does not delete the search history. You may wish to clear your search history if you need to maintain confidentiality of your work. If the option is faded, there is no listed history to delete.

> Note: The width of the search history drop-down menu is proportional to the width of area **(1)**. You can widen the drop-down menu by sliding the vertical divider between areas **(3)** and **(4)** to the right. (See Topic 38)

Topic 11: ⏷ A list of all the valid search words

The fifth option in the above pop-up menu is **Word List**. (Also accessible by using the keyboard-shortcut Ctrl+W) This may be useful if you are unsure of the spelling of a word. Or if you wish to search for a word that you cannot type in the search box such as a Greek or Hebrew word.

Note: Hebrew words in the **Word List** are spelled from left to right instead of their normal right to left.

Note: **Word List** entries that have a pound symbol (**#**) after them followed by a number can be searched for with that number. (See Topic 41)

Topic 12 A: Right-click

Right-clicking the area **(1)** entry box gives you this pop-up menu:

Undo

Cut
Copy
Paste
Delete

Select All

Those options perform the same functions for the text in the entry box as they do for text in other Windows programs.

If your operating system has installed and enabled additional character capabilities, right-clicking area **(1)** gives you a pop-up menu with more options:

Undo

Cut
Copy
Paste
Delete

Select All

Right to left Reading order
Show Unicode control characters
Insert Unicode control character ▶

Open IME
Reconversion
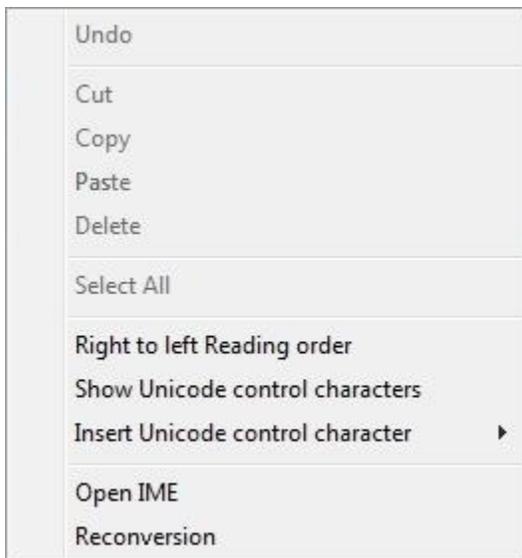
The following topics cover each of these additional right-click options.

Topic 12 B: Right to left Reading order – Justifies the text in area **(1)** to the right for languages that read from right to left such as Arabic or Hebrew. De-selecting the option returns the justification to its original state.

This option does not alter the individual search term order within WtLib which remains from left to right. However this option does cause directional keys, such as the left and right arrows on your keyboard, to work in the opposite order, as do the Home and End keys.

Topic 12 C: Show Unicode control characters – Displays the Unicode control characters.

Topic 12 D: Insert Unicode control characters – Clicking this option shows the following pop-up menu allowing you to select which tag you wish to use to influence text flow:

LRM	Left-to-right mark
RLM	Right-to-left mark
ZWJ	Zero width joiner
ZWNJ	Zero width non-joiner
LRE	Start of left-to-right embedding
RLE	Start of right-to-left embedding
LRO	Start of left-to-right override
RLO	Start of right-to-left override
PDF	Pop directional formatting
NADS	National digit shapes substitution
NODS	Nominal (European) digit shapes
ASS	Activate symmetric swapping
ISS	Inhibit symmetric swapping
AAFS	Activate Arabic form shaping
IAFS	Inhibit Arabic form shaping
RS	Record Separator (Block separator)
US	Unit Separator (Segment separator)

LRM Acts exactly like left-to-right characters, except that it is not displayed. LRM does not have any other semantic effect.

RLM Acts exactly like right-to-left characters, except that it is not displayed. RLM does not have any other semantic effect.

ZWJ Prevents the joining of consecutive characters on output.

ZWNJ Adds a non-joiner between two characters to prevent them from forming a cursive connection with each other when rendered.

LRE Signals that a piece of text is to be treated as embedded left-to-right. For example, an English quotation in the middle of an Arabic sentence could be marked as being embedded left-to-right text. (LRE affects word order, not character order.)

RLE Signals that a piece of text is to be treated as embedded right-to-left. For example, a Hebrew phrase in the middle of an English quotation could be marked as being embedded right-to-left. (RLE affects word order, not character order.)

LRO Overrides bidirectional character types when required for special cases, such as for part numbers. LRO forces characters to be treated as strong left-to-right characters.

RLO Overrides bidirectional character types when required for special cases, such as for part numbers. RLO forces characters to be treated as strong right-to-left characters.

PDF Terminates the effects of the last explicit code (either embedding or override) and restores the bidirectional state to what it was before the last LRE, RLE, RLO, or LRO control characters.

NADS Uses national digit shapes to display the U+0030-U+0039 (ASCII numerals). The national digit shapes are determined by the current user locale.

NODS Uses the nominal digit shapes for the digits U+0030-U+0039 (ASCII digits). Nominal digit shapes are Western digits.

ASS Indicates whether the term LEFT or RIGHT in pairs of character names, such as parentheses, should be interpreted as meaning opening or closing, respectively. (The default state is activated.)

ISS Turns off the symmetric swapping of characters such as parenthesis, so that left and right continue to mean left and right facing, as opposed to opening and closing, when symmetric swapping is on.

AAFS Controls the shaping behavior of the Arabic compatibility characters. During the presentation process, certain letterforms may be joined together in cursive connection or ligatures. The shaping selector codes indicate that the character shape determination (glyph selection) process used to achieve this presentation effect is to be either activated or inhibited. (The default state is inhibited.)

IAFS Inhibits the character shaping determination process, so that characters are not shaped based on position.

RS (Block separator) Begins a new line after each line separator.

US (Segment separator) Begins a new paragraph after each paragraph separator.

Topic 12 E: Open IME – The Input Method Editor allows the entry of characters not found on your keyboard, such as Chinese characters. For more information, see the article "*Installing and Using Input Method Editors in XP*" in the Documents folder at da.getmyip.com.

Topic 12 F: Reconversion – Instructs the IME to recognize a word or string, convert it to the reading or typing information, and then display the candidate list.

Topic 13: East Asian language installation – To install East Asian language files on your computer you must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. (If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.)

   1. Open "Regional and Language Options" in Control Panel.♦

   2. On the Languages tab, under "Supplemental language support", select the "Install files for East Asian languages" check box.♦♦

   3. Click OK or Apply. You will be prompted to insert the Windows CD-ROM or point to a network location where the files are located.

   4. After the files are installed, you must restart your computer.

The East Asian languages include Chinese, Japanese, and Korean. The files for most other languages are installed on your computer automatically by Windows. It is recommended that you install these files only if you are going to be entering or receiving text in one or more of these languages. The Chinese, Japanese, and Korean files require about 230 megabytes (MB) of space on your hard disk. In addition to the language files, Input Method Editors (IMEs) are installed for each of the three languages.
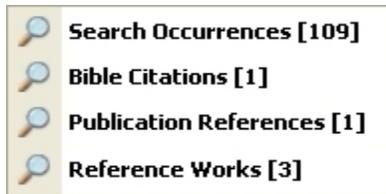
After you install the East Asian language files on your computer's hard disk, you must add the individual languages for which you want to enter and display text. After you add a language, the language is loaded into memory every time you start your computer.

   ♦ To open Regional and Language Options, click Start/Control_Panel/Date,_Time,_Language,_and_Regional _Options/Regional_and_Language_Options.

   ♦♦ To remove the Chinese, Japanese, and Korean files from your computer, return to the Languages tab, clear the check box, and then click OK or Apply.

Area (2)

Topic 14: Area (2) Features

After a search is performed, if search results are found, search result options will appear in area **(2)** with the number of results at the end of each.

> Search Occurrences [109]
> Bible Citations [1]
> Publication References [1]
> Reference Works [3]

There are four possible options that can show up in area **(2)**:

1) **Search Occurrences -** This option lists the total number of search results found <u>within</u> any of the publications, and is always displayed after a search. If no results were found, this will be indicated by a zero [0].

2) **Bible Citations -** This option appears only if your search terms include a Bible citation.

3) **Publication References -** This option appears only when your search includes the abbreviation for a publication. (Example: rs = *Reasoning from the Scriptures*)

4) **Reference Works -** This option appears only when your search includes a <u>heading</u> in the *Reasoning* book or one of the *Index* or *Insight* reference works.

Selecting any one of these four options will display those result types in area **(3)**.

At the bottom of area **(2)** is the **All Publications** option. This option is always there and is not related to search results. When WtLib first opens, all of the available publications are accessible through the list displayed in area **(3)**. When other content is opened in area **(3)**, selecting **All Publications** brings back that list.

WtLib remembers what you have viewed as you navigate the different area **(2)** options, allowing you to move back and forth from one option to another, picking up where you left off the last time you were viewing the content of that option. This is reset when you perform a new search or close WtLib. Clicking any of the area **(2)** options twice resets that list to its beginning.

Hovering over them pops up a Tooltip box displaying what the count included results for.

Area (3)

Topic 15: Area (3) Navigation

When **Search Occurrences** or **All Publications** have been selected in area **(2)**, and when focus is on area **(3),** the "Home" and "End" keys on your keyboard move the highlighted selection point between the first and last items in the entire list. The "Page Up" and "Page Down" keys on your keyboard scroll through WtLib pages in area **(3)**.♦

♦ There are two sorts of pages described in this guide: 1) "WtLib pages" refer to only the visible text in a WtLib area, regardless of the size of the area window. 2) "Publication pages" refer to the pages as they are found in the original hard-copy publication, which very often are not completely in view in a WtLib area.

An alternate way to perform a "Page Up" or "Page Down" operation for WtLib pages in area **(3)** (when available), is to click the blank area of the scroll bar above or below the scroll slider button. Clicking and holding your mouse button down in these areas scrolls quickly through the pages.

When one of the other options in area **(2)** is selected, and when focus is on area **(3),** the "Page Up" and "Page Down" keys work the same as above, but the "Home" and "End" buttons on your keyboard perform as they normally would in any document, moving the cursor between the beginning and end of a single line of text.

With focus on area **(3)**, clicking the up ↑ or down ↓ keys on your keyboard cycles through all the items currently listed in area **(3)**. Clicking the "Enter" key on your keyboard selects the highlighted item.

After you have selected items in area **(3),** clicking the little green arrow on the tool bar above area **(3)**, moves you up one level. So does the "Backspace" key on your keyboard if focus is on area **(3).**

As you click on articles in **Search Occurrences** results or **All Publications** items, their article icons become empty, helping you keep track of where you have been in your research. Selecting other search result options in area **(2)** does not reset the icons, but a new search, or closing WtLib, will reset the article icons in **Search Occurrences**. Since **All Publications** is not related to searches, only closing WtLib will reset those article icons. Note, though, that icon changes are not shared between **Search Occurrences** and **All Publications**, so articles viewed through one will not show as already viewed if navigated to in the other.

Clicking the header above area **(3)** reorganizes the items in the **All Publications** list alphabetically. To reset the list to its original order, click on an item in the list, and then either select **All Publications** again or hit the back button.

Topic 16 A: Right-Click Menu

This is the standard area **(3)** right-click menu:

These options only apply to area **(3)** and area **(4)** content that was arrived at by way of area **(3)**.

The following topics cover each of the above right-click options.

Topic 16 B: Open – Enter

If the above menu was displayed because a link was right-clicked, this option opens that link in area **(4)**. Simply clicking the link does the same. Or, if you have moved your cursor to a link with your keyboard directional keys, hitting the "Enter" key on your keyboard also performs the same task. Focus is also moved to area **(4)**.

Topic 16 C: Open in "All Publications" – Shift+Enter

If the above menu was displayed because a link was right-clicked, this option opens that link in area **(3)**, replacing the content that is there. Or, if you have moved your cursor to a link with your keyboard directional keys, the keyboard shortcut "Shift+Enter" also performs the same task.

Topic 16 D: **Navigate Up One Level –** Backspace

This option moves the content up one level, as do the "Backspace" key on your keyboard and the green arrow on the tool bar above area **(3)**.

Topic 16 E: Navigate to Top Level – Ctrl+L

This option takes you all the way up to the **All Publications** list.

Topic 16 F: **Go to Previous Element –** Minus

This option changes the displayed content of area **(4)** to the previous page or section in the publication. Or if it is at the beginning of the publication it opens to the end of the previous publication.

Topic 16 G: **Go to Next Element –** Plus

This option changes the displayed content of area **(4)** to the next page or section in the publication. Or if it is at the end of the publication it opens to the beginning of the next publication.

The "Minus" (-) and "Plus" (+) keys on your keyboard also perform the above two actions, as do the blue up and down arrows on the tool bar above area **(3).**

Element navigation is not the same as "Back" and "Forward" since they are not tied to your search string history. And though using the Element navigation buttons add the articles you view to your search string, using "Back" and "Forward" afterward only moves you from article to article and not page to page within the articles as the Element navigation does.

Topic 16 H: Find – Ctrl+F

This option initiates the **Find** entry box (See Topic 33) at the bottom of area **(3)**, as does the keyboard shortcut Ctrl+F, except when an area **(4) Move to All Publications** option has been initiated, in which case the standard **Find** tool opens.

Topic 17: Area (3) Tabs

When viewing area **(2) Search Occurrences** results you can select how the results are displayed in area **(3)** with the tabs at the bottom of area **(3)**.

The **Categorized Occurrences** tab displays the results arranged in groups (or types) of publications.

The **Most Occurrences** tab displays the results on a per article bases. Additionally, when this tab is selected there are 4 column headers at the top of area **(3):**

| Location | Document | Year | Count | ▽ |

1) **Location** identifies the publication and page/s the article or section is found on.

2) **Document** gives the title of the article or section within the publication.

3) **Year** is the year the publication was published.

4) **Count** displays the number of search results found in the article or section

When first viewed, the list is always categorized based on **Count**. To re-order the result list by one of the other categories, just click that header.

As with any columned list of files, clicking a header organizes the entire set of files alpha-numerically by the data in that column. Clicking a different column header re-orders the entire file set by the data in that different column. Clicking any column header a second time, will reverse the order the data is in. (A to Z becomes Z to A)

Each time you start WtLib, area **(3)** retains the tab option that was being used when it was last closed.

If the columns are too narrow to see their content you can re-size the column widths by hovering your mouse over the separator line between the header names, and when this icon appears ↔ click and drag the separator to the right to change the width of that column. (If you wish to make area **(3)** wider, place your mouse pointer on the vertical divider between areas **(3)** and **(4)** and when the pointer changes to this symbol ←‖→ click and drag the bar to the right.)

| All | ⌄ |

Above those column headers is the **Results Subset** box. When you click its down arrow ⌄ you can choose a single publication type to view only results from that specific publication type in area **(3)**. (The total of **Search Occurrences** in area **(2)** will change to reflect the number of occurrences found only within that publication type**.)** Returning to the **Results Subset** box you can select other document types, or select **All** to again display the search results from all publications. (All publication types are listed in the **Results Subset** box drop-down menu weather they include search results or not.) (Changing to the **Categorized Occurrences** tab, or selecting a different option in area **(2),** does not reset the layout you have chosen in the **Most Occurrences** tab, but performing another search does.)

| ⇧ | 1 | ⇩ |

The blue arrows and box between them to the right of the **Results Subset** box are part of area **(4)**'s navigation and are explained in that section. (See)

Area (3) as a Study Window

Topic 18: | Move to "All Publications" | **Study Window Navigation**

To use area **(3)** as a **Study Window**, right-click text in area **(4)** and select **Move to All Publications**

> Note: Double-clicking text in area **(3)** presents the same features as that of text in area **(4).** (See)

When area **(4)** content is moved to area **(3)** the highlighted area, or cursor location, is displayed beginning in the center of area **(3)** and marked with the flashing cursor.

> Note: Study Window Links behave as they do in area **(4)**. (See)

As content is opened in area **(3)** focus is also shifted to area **(3)** so any keyboard shortcuts used at that point will be applied to area **(3)**.

Note: When area **(3)** is being used as a **Study Window** the **Copy, Print,** and **Text Size** buttons above area **(3)** perform the same as those on the tool bar above area **(4)**. (See , , and respectively)

Once content is moved to area **(3)** you can scroll up or down through the article with your mouse wheel, Or by clicking the up and down arrows at the top and bottom of the vertical scroll bar on the right side of area **(3).** Or by dragging the button within the vertical scroll bar up or down. Unlike other programs where the size of the scroll button is proportional to the amount of content in the window (which gives you an idea of how much content is in the window but outside of the viewing area), the scroll button in WtLib is always the same size.

Note: There are no "Back" or "Forward" options for area **(3)** when it is being used as a **Study Window.**

Topic 19 A: Study Window Right-Click

When you right-click **Study Window** content you get the following menu:

	Open	Enter
	Open in "All Publications"	Shift+Enter
↰	Navigate Up One Level	Backspace
	Navigate to Top Level	Ctrl+L
	Move to Document Area	Ctrl+M
	Copy	Ctrl+C
	Copy with Caption	Ctrl+Shift+C
	Select All	Ctrl+A
	Print…	Ctrl+P

The first four options have already been covered in the preceding section. The other right-click options are covered in the following topics.

Topic 19 B: Move to Document Area – Ctrl+M

This option allows you to move certain area **(3)** content to area **(4).** Though this works for returning content that was previously moved to area **(3)** from area **(4)**, there is also some content that can be moved to area **(4)** that did not originate from there. The typical icon in front of an article name in area **(3)** looks like this 🗏 however if the icon looks like this ⦂🗏 then when that item is selected and opened in area **(3)** its content can be moved to area **(4)**. Also, when area **(3)** content is movable to the document area the Copy, Print, and Text Size icons are displaying above area **(3).**

Topic 19 C: 📋 Copy – Ctrl+C

This option copies highlighted♦ text in area **(3)** to your computer's clipboard. Optionally you can click the **Copy** button on the tool bar above area **(3)**. If no text is highlighted, the **Copy** button and right-click option are faded and do not work. If the **Copy** button is not being displayed above area **(3)** then the text in area **(3)** can not be copied.

Text pasted (Ctrl+V) to a word processor will preserve the size and font you are using in WtLib.

♦ For highlighting shortcuts see

Note: Though it is possible to highlight text in both areas **(3)** and **(4)** at the same time, keyboard shortcuts perform for the area with focus.

Topic 19 D: Copy with Caption – Ctrl+Shift+C

This option lists the source above the copied text when it is pasted.

Topic 19 E: Select All – Ctrl+A

This option highlights all the text in area **(3)**.

Topic 19 F: **Print –** Ctrl+P

See Topic 29 for printing instructions

Area (4)

Note: Some of the following actions and options are not available on the **Home Page**.

Topic 20: **Document Navigation**

If the content you are viewing in area **(4)** was arrived at by navigating through a search result, the term or terms you searched for will be highlighted within the text in area **(4)**. You can cycle through the highlighted occurrences by clicking the blue up or down arrows (**Previous** and **Next**) on the tool bar above area **(3),** or with the "Plus" (+) or "Minus" (–) keys on your keyboard. When you reach the end of a document, the document in the next publication, as showing in area **(3)**, will open with the next navigation click, allowing you to continue moving through the search result occurrences.

If the content you are viewing in area **(4)** was arrived at by navigating through the **All Publications** list in area **(3)**, clicking the blue up or down arrows on the tool bar above area **(3)** scrolls through the publication's pages♦ with the flashing cursor showing in area **(4)** the point where each page begins. You can also use the "Plus" (+) or "Minus" (–) keys on your keyboard. You can cycle through WtLib pages♦ with the "Page Up" and "Page Down" keys on your keyboard.

♦ See Topic 15 footnote for the different page descriptions

The blue arrows are not available for use with area **(4)** content that was not opened through area **(3)**, such as **Favorites** or area **(4)** links. (Unless the links link to elsewhere in the same publication.) Neither are the "Plus" (+) or "Minus" (–) keys on your keyboard, but you can still use the "Page Up" and "Page Down" keys on your keyboard for this content. Though the blue arrows may be visible at these times, clicking them does not move you through your favorite or area **(4)** link content, but instead reopens the previously viewed content that was opened through area **(3),** and continues from the point you left off in that prior article. This is useful in that you can navigate away from area **(3)** sourced content through several levels of links, and then simply by clicking either of the blue arrows, you are returned to the original article.

A third way to perform a "Page Up" or "Page Down" operation for WtLib pages in area **(4)** is to click the blank area of the scroll bar above or below the scroll slider button. Clicking and holding your mouse button down in these areas scrolls quickly through the pages.

When focus is on area **(4),** the "Home" and "End" buttons on your keyboard move the cursor to the beginning or end of a line.

When there is a number in the box between the two blue arrows displayed at the top of area **(3),** what the number in the box represents depends on the document in area **(4)** that is currently being viewed. Usually the number represents a page number. However, please note the following exceptions:

1) While viewing the Bible using the second Bible option, the number represents the chapter within the Bible book you are viewing.

2) While viewing a book, the number may represent a chapter, story, or other section, depending on the structure of the book.

The number is updated as you use the blue arrows. You can also type a new number in the box and hit "Enter" on your keyboard to go to that location.

When the icon for the audio of a name is listed in area **(3)** moving the cursor to it with the blue arrows initiates WtLib to automatically speak the name.

Topic 21: **How to return to previous articles that you have viewed in area (4)**

To return to previously viewed articles, click the green **Back** button at the top left of area **(4),** or hit the "Backspace" button on your keyboard. If it is a question or footnote link you have followed, you can optionally right-click text in the links area and choose **Link Source** from the pop-up menu to return to the previous location. If you have clicked several links and now want to return to the original article without having to click the Back button multiple times, you can click the small black down arrow ▼ to the right of the green **Back** button to select the specific article you wish to return to.

Regarding the small black down arrows ▼ beside each of the **Back** and **Forward** buttons on the tool bar above area **(4)**: These buttons only display the last 10 items you have viewed in a single search string. The top item is the most recent and the bottom item is 10 steps back. Though the drop-down menu only shows up to 10 items, WtLib remembers all the articles you have viewed in a search string, and each time you access the drop-down menu and click the bottom item, it takes you back 10 steps further towards the end of your search string. When either of the buttons turns from green to grey, you have reached the end of the string of documents that you have previously viewed.

A search string has no forks or splits in it. Each time you return to a former location and then move forward in a different direction to other documents, the previous procession of documents is dropped from the list of formerly visited items from the point where you returned and started forward again in a different direction.

The official keyboard shortcuts for the **Back** and **Forward** buttons are "Alt+Left Arrow" and "Alt+Right Arrow", however the "Backspace" key does the same job as "Alt+Left Arrow".

Topic 22: **How to Navigate within the Bible**

Navigation differs depending on the option you choose to open and view the Bible in WtLib.

Selecting the **Bible Navigation** option displays a list of Bible book abbreviations.

When a Bible book is selected a list of all the chapter numbers in that book of the Bible is displayed at the top of area **(3)**. Below that each chapter is displayed along with its verses. You can either click the chapter number you want in the list at

the top, or you can scroll down to the chapter with want, at which point you can then click on the verse you want. The verse is then displayed with its beginning in the center of area **(4)** with different colored text.

When viewing a single book, scrolling to the bottom of area **(3)** reveals the information for that Bible book. You can also jump directly to that information by clicking the asterisk ✱ to the right of the Bible book name.

When you navigate to a scripture using this option, the entire chapter is available in area **(4)**, so in addition to changing verses by clicking the different verses in area **(3)**, you can also scroll up and down in area **(4)** to access all the verses in that chapter.

Clicking the little up-arrow ⬆ to the right of the chapter numbers in area **(3)** takes you to the top of area **(3)**. Clicking the little left-arrow ⬅ to the left of the book name at the top of area **(3)** takes you to the list of Bible book name abbreviations. (If the flashing cursor is positioned to the immediate left of an arrow you can hit the "Enter" key on your keyboard to perform the function of that arrow.)

If you wish to compare other scriptures to the one you are viewing in area **(4)** without opening a new WtLib session, you can scroll through the chapters or change books in area **(3),** then hover your mouse over the scripture numbers there to view those scriptures in a ToolTip box allowing you to compare them to what is showing in area **(4)**.

Selecting the 📘 **Reference Bible (Rbi8)** option lists not only the books of the Bible, but also other Bible content, including the Contents, Forward, Introduction, and Table of Books at the front, and the Bible Words Index, Footnote Words Index, and Appendix at the back of the hard-copy edition. (If you have an older copy of the NWT it may not contain all of this extra content.)

   Note: Rbi8 is the symbol for the Reference Bible "New World translation of the Holy Scriptures" copyright 1984.

With there are no links for individual chapters or verses. When you double-click a book, the entire book is displayed in area **(4)** for you to scroll through.

Before you make a selection in area **(3)** the blue arrows on the tool bar above area **(3)** step you through the items in area **(3).** Once you select a Bible book the blue arrows step you through the chapters of that book. You can also enter the chapter number you want in the box between the blue arrows and then hit enter on your keyboard to go directly to that chapter. When you reach the first or last chapter of a book using the blue arrows, the next click of the blue arrow opens the next Bible book to its adjacent chapter. (Hint: If you want the last chapter in a book, you can click the following book instead, and then click the blue up arrow once.)

The icon for the Books of the Bible that you have selected will go blank until WtLib is closed. The same goes for the **Bible Navigation** icon. (Clearing your search history does not return the icons to normal. See Topic 10 for more information about clearing your search history.)

Regardless of the viewing option you choose, at the bottom of each chapter in area **(4)** is a long list of all the footnotes found in that chapter. If you are looking through that list and wish to know what scripture a particular footnote originates from, click on that footnote to place the cursor there and the scripture number will display at the bottom right. (The same location as reference D in Topic 5)

Area (4) Features

Topic 23: Search Results

When a search result is double-clicked in area **(3)** it is highlighted and displayed in the center of area **(4)**, unless it falls near or at the top of a page, then it will be higher up.

If the selected search result in area **(3)** is already entirely visible in area **(4)**, the new selection becomes highlighted, but the content does not reposition itself to have the new result in the center of area **(4)**.

As a search result is opened in area **(4)**, focus is also shifted to area **(4)**, so any keyboard shortcuts used at that point will be applied to area **(4)**.

After you have opened a document in area **(4)**, you can read the text in the context of the document by scrolling up or down with your mouse wheel. Or you can click the up or down arrows at the top and bottom of the vertical scroll bar on the right side of area **(4).** Or you can drag the button within the vertical scroll bar up or down. Or you can right-click the vertical scroll bar and use the options in the pop-up menu. If you are using the multi-column view (see Topic 25) you can perform the same actions horizontally using the scroll bar at the bottom. Unlike other programs where the size of the scroll button is proportional to the amount of content (which gives you an idea of how much content is outside of the viewed area), the scroll button in WtLib is always the same size.

Topic 24 A: 🖑 Links

Text in WtLib that is a different color is a link. Your mouse's pointer changes to a pointing hand 🖑 when it is moved over a link. When you hover your mouse pointer over a link, a ToolTip box will display as much of the text as possible. (The ToolTip box has a maximum size limit.) If the link you hover your pointer over is a scripture, the ToolTip box only displays the text of that scripture. To see any links or footnotes related to that scripture, you must click on the scripture link and open it for viewing.

> Note: Since our current edition of the Bible was revised in 1984, when viewing a scripture quote in a publication printed prior to 1984, you may wish to view the reference for that scripture to check for any revisions.

Clicking on a link opens the referenced material in area **(4)** replacing what you are currently viewing. If a link refers to multiple items, clicking the link opens a pop-up menu giving you the option to choose which item you wish to open.

When viewing a publication designed for study where the paragraphs have questions, to see the question without scrolling to the bottom of the article where the questions are listed, you can hover your mouse pointer over the paragraph number, at which point the question will display in a ToolTip box. Or you can click the paragraph number and it will take you to that question at the end of the article. (If the first paragraph does not display a number, the first word in paragraph one is a stand-in for the link to the question, unless the first word is less than three letters long, in which case the first two words act as the link to the question.)

> Note: When you see these symbols ⟪ᶜ ᶜ⟫ it merely means that the text between the symbols was inserted into WtLib for clarification. (The added text is not in the original hardcopy publication.)

Topic 24 B: 🖑 Links in the Bible

When viewing the Bible, if a verse is listed in an *Index*, the verse number is a link to the Scripture Index portion of the *Publication Index*. (Note: The chapter number stands-in for the first verse.) As with other links, verse links are a different color and the pointer changes to a pointing hand when moved over them. Hovering your pointer over chapter and verse number links does not initiate a pop-up; you must click the number links to see their link source. If the number link has references in both indexes, clicking the scripture number link will open a pop-up menu with both indexes listed for you to select which one you wish to view. (The menu stays visible until you click one of the options, or click elsewhere.) As an alternative to using your mouse, you can choose which index you want with the up and down arrows on your keyboard, and then clicking the enter key will open the index. If only one index has a listing, clicking the verse number link will take you directly to that index. (Note: Scripture Index content that is in black text is not available in WtLib.)

Within the verses are two kinds of links; footnote links, which are identified by an asterisk [*], and scripture reference links which are identified by a superscript capital M [^{M}].

Hovering your pointer over a footnote or scripture reference link containing a single reference will open a ToolTip box displaying all, or a portion of, the referenced text. (Three dots […] at the end of the quote let you know there is more text to the reference then is being displayed in the ToolTip box.)

Hovering over a scripture reference link containing multiple references opens a ToolTip box with a small sample of each reference. Clicking on the link opens a pop-up menu with a list of the referenced scriptures for you to select from, and an option at the bottom for extracting all of the referenced scriptures.

Topic 25: **Columns**

You may find that using a narrower column will make it easier to read the text. One way to accomplish this is with the multiple columns option above area **(4)**. **(**This option is also available in the **View** tab.) Changing to multiple columns also changes the vertical scrolling of area **(4)** to side scrolling.

A second way to obtain a narrower column is to merely change the width of area **(4)** to be narrower. You can accomplish this by dragging the left edge of area **(4)** to the right. (See Topic 38) Or if WtLib is not in full screen mode, you can drag the right edge of the Library window to the left with your mouse to make the window narrower. These last two options maintain the vertical scrolling of area **(4).**

Topic 26: Double-Click

When you double-click a word in area **(4)** (or place the cursor within the word and then press the "Enter" key on your keyboard), if that word is a heading in any of the reference works, or is associated with multimedia, a pop-up menu opens displaying the occurrences using the following abbreviations for those works. Selecting an item from the pop-up menu list opens that content.

it-1	=	Insight, Volume 1
it-2	=	Insight, Volume 2
dx30-85	=	Publication Index for 1930 to 1985
dx86-11	=	Publication Index for 1986 to 2011
rs	=	Reasoning From The Scriptures
	=	audio of name
	=	map reference

If you double-click a word in area **(4)** that is not a heading in a reference work, the **Reference Works Subjects List** window opens.
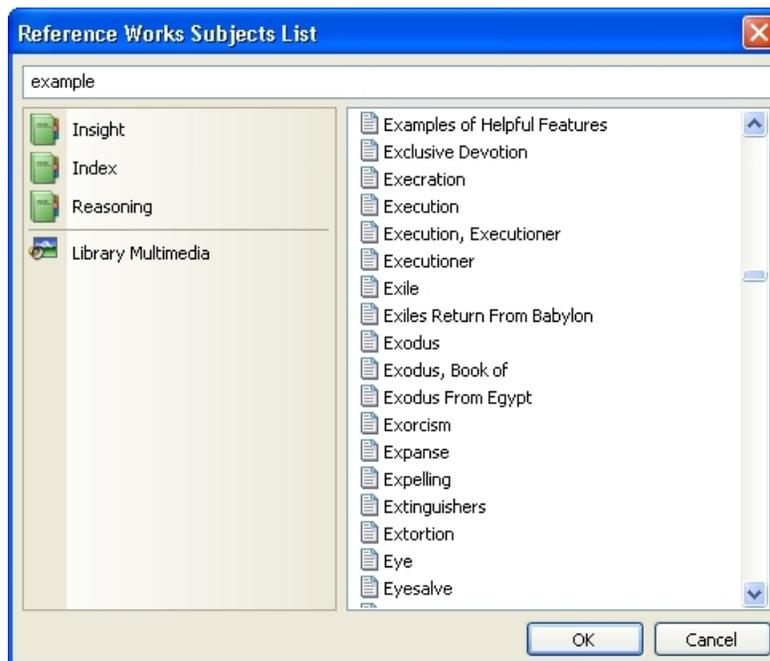
Clicking on any of the references works [icon] in the left pane, shows you a list of every entry in that work in the right pane, beginning alphabetically where the double-clicked word would have been if it were listed in that reference work. Selecting an item from the list on the right opens that reference work to that entry.
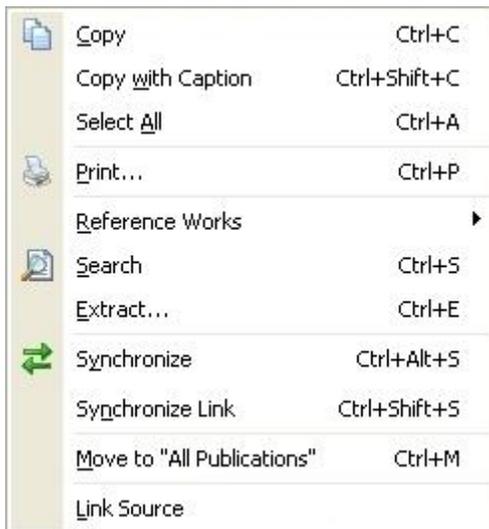
Clicking on [icon] **Library Media** displays an alphabetized list of audio and map links in the pane on the right.

Su̲bjects List...	Ctrl+U

When a word that is a heading in a reference work is double-clicked, and the pop-up menu list mentioned at the beginning of this topic opens, the last entry in that list is also a link to the **Reference Works Subjects List** window. When opened with that link, the name of any reference work that contains a heading for the double-clicked word will be **Bold.** Clicking on any of the **Bold** reference works shows you a list of every entry in that work in the right pane, with the double-clicked word at the top of the list. One advantage to this is that if the word has references in both indexes, selecting the entry here will open the content of both indexes in area **(4)** at the same time.

Topic 27 A: Right-Click

When you right-click in area **(4)** the following pop-up menu opens. Different options will be available to you depending on whether you have right-clicked highlighted text, a word, or a link. (Faded items in the menu are unavailable.)

📋	C̲opy	Ctrl+C
	Copy w̲ith Caption	Ctrl+Shift+C
	Select A̲ll	Ctrl+A
🖨	Print...	Ctrl+P
	R̲eference Works	▶
📖	S̲earch	Ctrl+S
	Ex̲tract...	Ctrl+E
⇄	Sy̲nchronize	Ctrl+Alt+S
	Syn̲chronize Link	Ctrl+Shift+S
	Move to "All Publications"	Ctrl+M
	Link Source	

The following topics cover each of the above Right-Click options. (Keyboard shortcuts apply to the area with focus.)

Topic 27 B: [icon] **Copy –** Ctrl+C

This option copies highlighted♦ text to your computer's clipboard. Optionally you can click the **Copy** button [icon] on the Watchtower Library toolbar above the area **(4)**. If no text is highlighted, the **Copy** button is faded and does not work. Text pasted (Ctrl+V) to a word processor will maintain the same size and font♦♦ you are using in WtLib.

♦ For highlighting shortcuts see Topic 43 M

♦♦ As long as your word processor has the same font type.

Note: Though it is possible to highlight text in both areas **(3)** and **(4)** at the same time, keyboard shortcuts only perform for the area with focus.

Topic 27 C: Copy with Caption – Ctrl+Shift+C

This option lists the source above the copied text when it is pasted.

Topic 27 D: Select All – Ctrl+A

This option highlights all the text in area **(4)**.

Topic 27 E: Print – Ctrl+P

Opens the **Print** window. (See Topic 29)

Topic 27 F: Reference Works – Ctrl+U

Displays the same information as a double-click. (See Topic 26)

Topic 27 G: Search – Ctrl+S

This option initiates a search for the term that the flashing cursor is located at. When the search is performed, the searched term is displayed in area **(1)** and the term shows up in the area **(1)** search history. If the search is performed for highlighted text the search bar in area **(1)** displays (search:""). If more than one word is highlighted, as the search bar content suggests, the words are treated as if they had quotations around them (the words are not searched for separately).

The keyboard shortcut Ctrl+S performs the same as the right-click search option. Searches performed on highlighted text do <u>not</u> show up in the area **(1)** search history.

If invalid content is included in the highlighted text, the search will fail. (See Topic 40)

Topic 27 H: Extract – Ctrl+E

If you right-click a single scripture or reference, selecting **Extract** immediately extracts the scripture. If you right-click highlighted text in area **(4),** selecting **Extract** opens the following window:
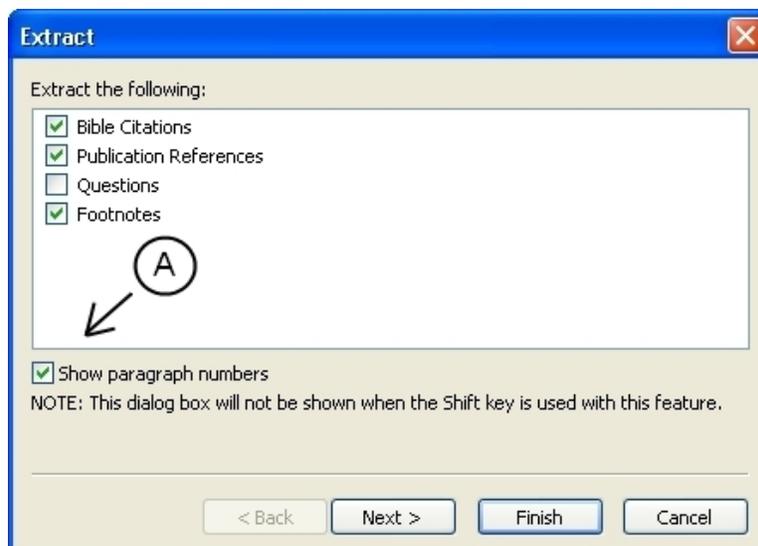
Click the box (to add a check mark) in front of the type of material that you want to be extracted. If you want the extracted items to be categorized by paragraph, select the "Show paragraph numbers" option **(A)**. After your selections are made, click the **Finish** button. Or, since the **Finish** button is highlighted, you can hit the "Enter" key on your keyboard.

All options are listed and selectable even if no source material for that option type is available in the highlighted text you are extracting from.

> Note: The selections you make in the **Extract** window are preserved for future extractions and are not reset by closing WtLib.

If the highlighted text has no extractable source material at all, the **Extract** option will still show up in the right-click pop-up menu, but when you click through the second window, the message "No items could be extracted from the selected text." is displayed. Just click the **OK** button (or the red square ⊠) to close that pop-up window.
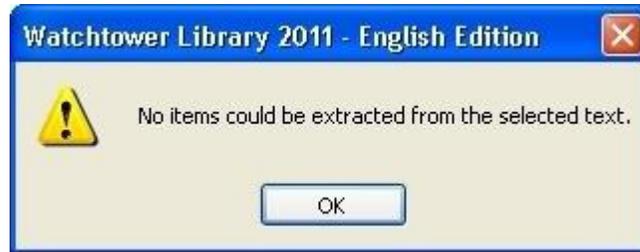
To exclude certain individual references, or change the sort order, click the **Next** button and a second **Extract** window will open.
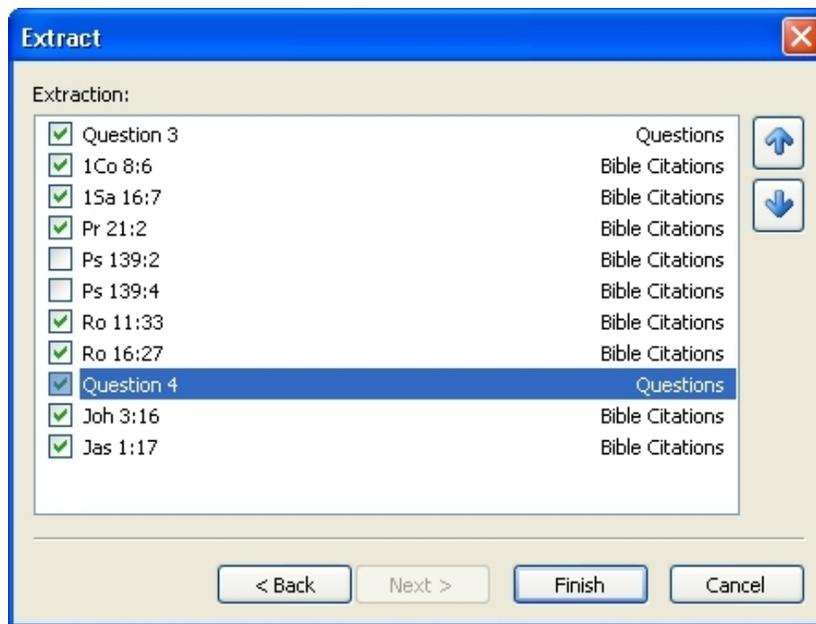
Here you can de-select items, or click on them to highlight them and then move them up or down in the extraction order with the two blue arrows on the right. Clicking the **Back** button returns you to the previous **Extract** window and resets this second **Extract** window, undoing any changes you made.

After you have made any desired changes, click on the **Finish** button (or the "Enter" key on your keyboard). The extracted material will then replace what you were viewing in area **(4).**

In the first window the "NOTE" says "This dialog box will not be shown when the Shift key is used with this feature." This means that the **Extract** window is not opened and its last settings will automatically be used for extraction if the Shift key is held down while the **Extract** option in the right-click menu is clicked, or the keyboard shortcut is used, effectively making it Shift+Ctrl+E.

If you just want to extract scriptures without any of the above options, you can right-click the highlighted text you want to extract the scriptures from, click the **Copy** button (or Ctrl+C), and then use the keyboard shortcut Ctrl+Alt+C. (This feature also works for area **(3)** content.)

To change the look and features of extracted scriptures see Topic 36 B.

To extract scriptures from non-WtLib text, see Topic 34.

Topic 27 I: Synchronize – Ctrl+Alt+S

Performs synchronization (See Topic 35)

Topic 27 J: Synchronize Link – Ctrl+Shift+S

When you right-click a link this option is available and opens the link in a second WtLib edition leaving the first WtLib edition unchanged. It is similar to the "Open in new window" option browsers have. If the link is a scripture, that scripture is displayed in context in the second WtLib edition. If the link is to a publication, and the link encompasses multiple content items, when **Synchronize Link** is selected a second pop-up menu opens giving you the option to select which item you wish to synchronize to.

Topic 27 K: Move to "All Publications" – Ctrl+M

This option moves the content of area **(4)** into area **(3)**.

This action is useful if you are viewing an article that you arrived at by way of a link (not by navigating through the **All Publications** option), and wish to view the preceding article in that publication. If you move the currently displayed article into area **(3),** you can then use the little green **Up One Level (Backspace)** button on the tool bar above area **(3)** to move back through the path you would have taken if you had used that option to get to the article you are viewing. When the Bible is moved from area **(4)** to area **(3)**, and then the back button is selected, it assumes the form of the second bible viewing option.

A second and very useful reason to move an article to area **(3)** is to us it as a **Study Window.** (See Topic 18) Placing what you want to study in the results area **(3)** is very handy in that the article remains visible and accessible to you, while any links or scriptures you click in the article will display on the right in area **(4)**. (If you find that area **(3)** is too narrow, you can increase its width by placing your mouse pointer on the separator bar between areas **(3)** and **(4)** and when the pointer changes to this symbol ⊣⊢ click and drag the bar to the right.)

Only one article can be moved to area **(3)** at a time. And you cannot move just a portion of an article to area **(3)**.

Topic 27 L: Link Source

This option is only available if you have clicked on a link for a footnote or question, at which point selecting Link Source will return you to the source of the link you followed. There is no official keyboard shortcut for this option, but the "Alt+Left Arrow" shortcut and the "Backspace" key both get the job done. And when the pop-up menu is open you can also just hit the "L" key on your keyboard.

Tabs

Topic 28 A: Tabs

There are 6 tabs at the top of WtLib.

Library   Edit   View   Search   Favorites   Help
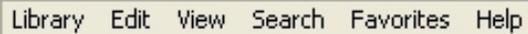
If a selection in a Tab's drop-down menu is faded, some sort of action (such as highlighting text) is required before that item is no longer faded and therefore available for selection.

When there is a little black arrow ► to the far right of a Tab's drop-down menu selection (instead of the keyboard short-cut), there is a secondary menu available. To access it, just hover your mouse over that selection (or click it) and the secondary menu will open. Then slide your mouse pointer over to that secondary menu to make selections there.

You can also navigate through all of the tabs and their menus and sub menus without using your mouse. To do this, click the Alt key on your keyboard and release it (do not hold the Alt key down), then using the arrow keys on your keyboard you can move the focus point to the selection you want. Then hit the Enter key to select it.

Each of the tabs are discussed in the following topics.

Topic 28 B: Library – Alt+L

Search Occurrences	Ctrl+O
Bible Citations	Ctrl+B
Publication References	Ctrl+I
Reference Works	Ctrl+R
All Publications	Ctrl+L
Page Setup...	Ctrl+Shift+P
Print Preview	
Print...	Ctrl+P
Properties...	F2
Exit	Alt+F4

The first 5 selections in the Library drop-down menu are grouped together and are a complete list of all possible area **(2)** options. (See Topic 14) Selecting any one of these options performs the same action as clicking on the same option in area **(2)**. If the selection is faded no viewable content is available.

The next 3 selections are also grouped together and pertain to printing actions. (See Topic 29)

The 9th selection is Properties. Clicking that item (or clicking the F2 key on your keyboard), opens the **Properties for Library** window. (See Topic 36)

The 10th and final selection is Exit. Clicking it (or the keyboard short-cut Alt+F4), will close that session of WtLib. Any other sessions you have open will remain open.

Topic 28 C: Edit – Alt+E
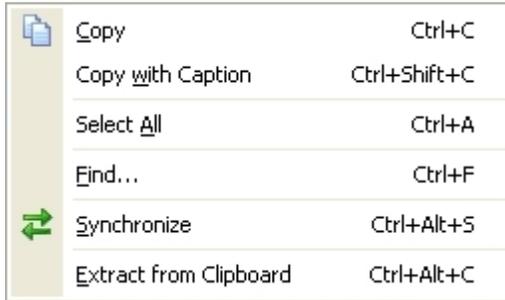
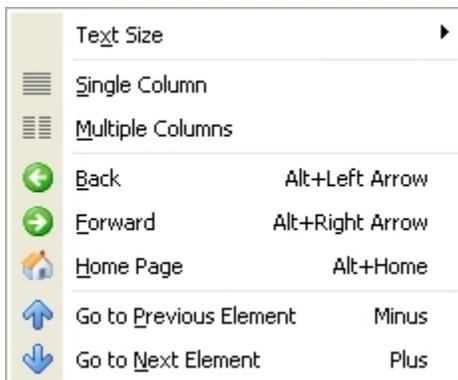The first 2 options in the Edit drop-down menu are covered in Topics 27 B and 27 C.

Select All – This option highlights all the text in the area with focus. As does the keyboard shortcut Ctrl+A.
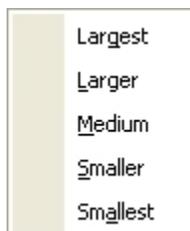
Find – See Topic 33

Synchronize – See Topic 35

Extract from Clipboard – See Topic 34

Topic 28 E: View – Alt+V

Text size – As the small arrow ► on the far right indicates, this selection has a secondary drop-down menu available.

The selections in that secondary drop-down menu let you change the size of the text in areas **(3)** and **(4)**, depending on which area has focus, if area **(3)** has applicable content. If area **(3)** has no applicable content, and yet that area has focus, these size settings will be faded and unresponsive. But if the content in area **(3)** is applicable, you can also change that text with the **Text Size** button which will be available above that area. Though the top selection is named "Largest", you can in fact increase the size of the text even larger than that selection increases the text to. (See Topic 36 A)

Single Column / Multiple Columns – See Topic 25

Back / Forward – See Topic 21

Home Page – See <u>Topic 7</u>

Go to Previous Element – See <u>Topic 16 F</u>

Go to Next Element – See <u>Topic 16 G</u>

Topic 28 F: Search – Alt+S

|	
Type of Search Occurrences ▶	
Search Scope	▶
Space Character	▶
Clear Search History	
📄 Word List...	Ctrl+W

Type of Search Occurrence – The Secondary pop-up menu is an alternate way of choosing between the two tabs at the bottom of area **(3)**. (See <u>Topic 17</u>)

Most Occurrences
Categorized Occurrences
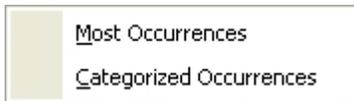
Search Scope – The Secondary pop-up menu lets you select your desired search options. (See <u>Topic 9</u>)

Article
Paragraph
Sentence
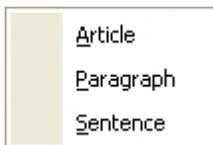
Space Character – The Secondary pop-up menu lets you select how you want a space to be acknowledged in a search string. (See <u>Topic 39</u> regarding "And" and "Or" operators)

As an AND Operator
As an OR Operator
As a Separator in a Group of Words
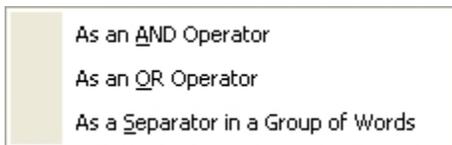
Clear Search History – Deletes your search history. (See <u>Topic 10</u>)

Word List – See <u>Topic 11</u>

Topic 28 G: Favorites – Alt+F

🖼️ Add to Favorites...
Explore Favorites
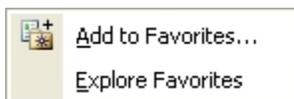
Add to Favorites – See <u>Topic 30</u>

Explore Favorites – See <u>Topic 30</u>

Once Favorites have been created, the will be displayed below the above options.

Topic 28 H: Help – Alt+H

Watchtower Library Help – When selected this option opens "Getting Started" (the first item in the **Help** list located in the **All Publications** area). It also opens in area **(3)** an expanded view of the **Help** list.

Getting Started – Basic instructions to help new users get started using WtLib.

Using Watchtower Library – A basic description of how to use WtLib, including the following three subheadings provided for quick access to those sections.

> Accessing Documents

> Features

> Search Expressions

List of Shortcut Keys – This is a list of keyboard shortcuts that work with WtLib (See Topic 43)

List of Publications – This is a list of the publications available in WtLib. (See Topic 44)

Introductory Letter – This is the letter you were shown when you installed WtLib.

License Agreement – This is the agreement you were shown when you installed WtLib.

About Watchtower Library – This selection opens a pop-up window with details about your edition of WtLib.
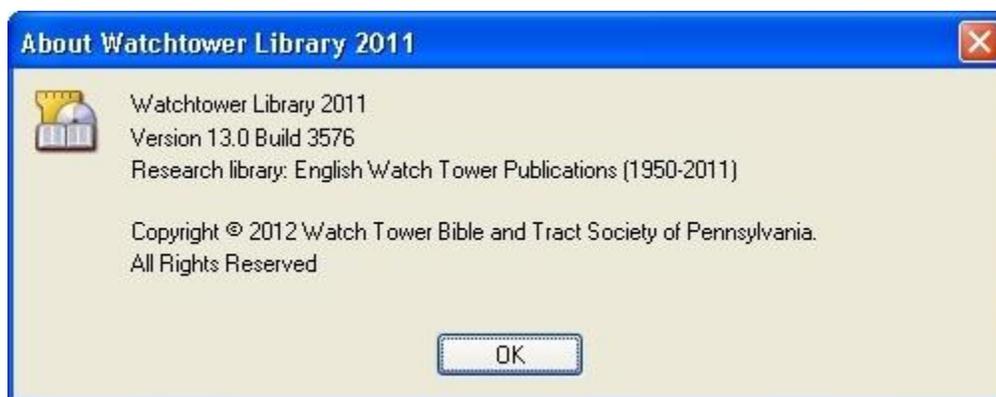
Printing

**Topic 29:** 🖶 **How to print from the Watchtower Library**

To immediately print the entire contents of an area without making any adjustments or altering any settings; simply click the **Print** button on the Watchtower Library toolbar above that area. (If a portion of the text is highlighted, only the highlighted text will print.)

To see your printer's printing options before the printing begins so you can confirm or change settings; in the **Library** tab select **Print**, or press Ctrl+P on your keyboard.

If you wish to access the available WtLib printing options, in the **Library** tab select the **Print Preview** feature. In the **Print Preview** window that opens there are 7 buttons at the top:
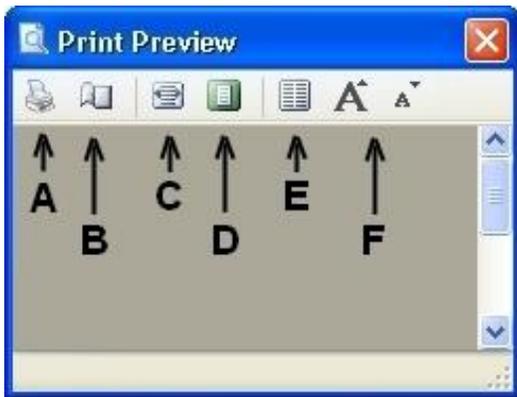
A. Print – Prints the document immediately

B. Page Setup – Opens the **Page Setup** window (See below)

C. Fit Width – Enlarges the document to utilize the entire width of the preview window. (You can change the size of the Print Preview window by dragging the edges.)

D. Fit Page – Brings the document out of the "Fit Width" or "Zoom" modes reducing the page size so that the entire page is visible in the preview window regardless of the window's size

E. Columns – Opens a small window showing four columns. Moving your mouse across the small window from left to right highlights the number of columns you want. In this example, a 3 column view is selected:
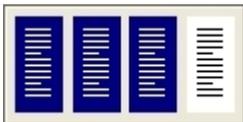

> Hint: If you are only printing a small amount of text, and you would rather not have the text in a long thin line, selecting 4 columns will arrange the text into a small narrow paragraph for you.

F. Larger/Smaller Font – Clicking the large "A" increases the font size of the document, while clicking the small "ᴀ" reduces the font size. Continuing to click continues to change the font size. Closing the **Print Preview** window resets the font size. (This does not affect the text in WtLib.)

Moving your mouse's pointer over the document in the **Print Preview** window gives you a single step zoom-in and zoom-out option, which is initiated by clicking on the document.

The **Page Setup** window (See below) can be accessed from either the **Print Preview** window or the **Library** tab.
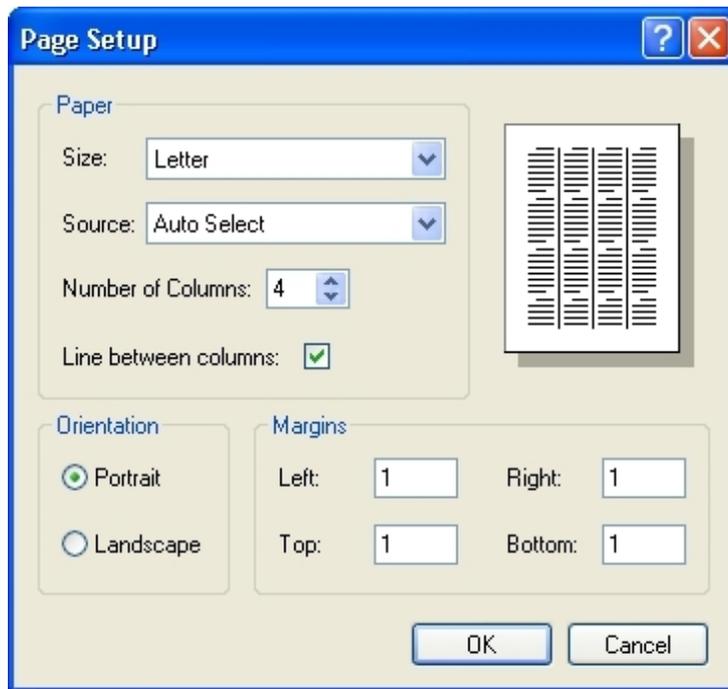
Page Setup window areas:

1) **Paper** – Lets you select the size and source of the paper in your printer; the number of columns you want the document to have; and if you have columns, a box to check if you want a line between the columns. The icon of a page in the top right will show the number of columns you have chosen, and the lines if that box is checked.

2) **Orientation** – Lets you select between Portrait and Landscape view. The icon of a page in the top right will reflect which view is selected.

3) **Margins** – Lets you adjust how wide you want the margins to be. The icon of a page in the top right will reflect any margin adjustments you make.

The caption is printed at the bottom of articles printed with WtLib. (The same article source information displayed at the bottom of WtLib).

Articles cannot be edited within WtLib. If you want to edit the article before printing, copy-and-paste the article into your word processor, then when you are finished editing it you can print from there. (You cannot paste an edited document back into the WtLib viewing areas.)

These printing options also apply to area **(3)** when it has printable content. If focus is on area **(3)** when a printing option is initiated, the content in area **(3)** is what will be printed. Printing is available to area **(3)** if the **Print** button is present on the tool bar above area **(3)**.
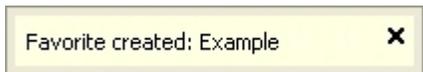

Favorites

Topic 30: **Favorites (Bookmarks) –** Alt+F

The **Favorites** feature allows you to collect and organize your favorite documents. (Some may know these as "Bookmarks") You can create a favorite based on either a selection of highlighted text, or the location of the cursor, even if the cursor is not in view. Once the favorite is created, you can return to that location by clicking the **Favorites** tab and choosing that favorite.

If you created that favorite based on a selection of text, the text will again be highlighted when the document opens. If you created that favorite based on the location of the cursor, it will open with that location centered in area **(4)**.

Exception: Favorites cannot be created while on a **Home Page** of any date. To create a "Favorite" for information on a home page, click one of the two links in area **(4)** that begin with ➤es12 or ➤ss12 and then create the "Favorite" in the source publication.

There are two ways to create a Favorite:

Favorite created: Example   ✖

1) The fastest way to create a favorite is to use the keyboard shortcut Ctrl+D. As soon as you press Ctrl+D, the favorite is instantly created, given a name based on the location, and placed alphabetically within your favorites list. A notification bar also displays at the bottom of area **(4)** showing you that the favorite was created and the name it was automatically given. Clicking the X at the right end of the notification bar closes the notification bar. Opening other content in area **(4)** also closes the notification bar. You can not edit the favorite's name in the notification bar, and returning to the bookmarked content does not bring the notification bar back.

If you missed (or forget) the name the favorite was assigned, you can click the **Favorites** tab, select **Explore Favorites,** and then click the "Date Created" or "Date modified" column header to reorganize the list by date and time, which will bring the newest favorite to the top of the list.
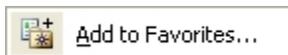
Add to Favorites…

2) To manage the creation of a favorite, click the **Favorites** tab on the menu bar at the top, then click on **Add to Favorites** in the menu that opens. That opens the **Add Favorite** window, which allows you to name the favorite and even place the favorite in the folder of your choice. (You must leave the "**.**wtfav" file extension at the end of the name) If you wish to name the favorite similarly to an existing favorite, you can click the existing favorite during the naming process, which gives the current favorite you are saving the same name, and then you can make the minor name variance before you save it. (Two favorites can not have the exact same name.)

When naming your favorite, if a message pops up that says the file name is not valid, it is because the file name your are trying to save contains an unacceptable character, and, as with all Microsoft Windows files, a file name cannot contain any of the following characters: \ / | : * ? " < >

Explore Favorites

The **Favorites** menu option **Explore Favorites** allows you to organize the favorites that you have created. Selecting this option simply opens the folder that Watchtower Library stores its WtFav files in on your computer. This folder is a standard Microsoft Windows folder and behaves as any other folder on your computer. You can delete, copy, move, or rename the favorite files. (See file extension information below.) You can also add additional WtFav files to this folder. Though a WtFav file functions from any location on your computer, you must put the WtFav file in this folder (or a folder within this folder), for it to show up in your WtLib **Favorites** drop-down menu. If you inadvertently delete a favorite, you can open your trash can (Recycle bin), select the deleted file there, and "Restore" the file.

New   ▶ 📁 Folder

To create additional folders for organizing your favorites in, click the **Favorites** tab to open it, and then click the **Explore Favorites** option. In the window that opens, right-click a blank spot and a pop-up menu will display. In that menu, click "New", and then "Folder". A new folder will be created in that window ready for you to give it a name and drag-and-drop favorites into it. You can also drag-and-drop pre-existing folders into this window. Or copy and paste them into it.

To place a new favorite you are creating into a folder, double click the folder at any point during the naming process to open the desired folder, and then click the "Add" button when you are finished naming the favorite.

So just to be clear; you can have saved favorites directly in your **Favorites** drop-down menu or within folders within that tab. (Or even within folders within those folders.)

Favorites

When you want to open an existing favorite, click the **Favorites** tab to display a list of all the favorites and folders that you have created. If you have created folders to organize your favorites, the folder names will appear at the top of the drop-down menu list. To see a submenu for the contents of each folder in the **Favorites** drop-down menu, hover your mouse over the folder name. If you have folders within folders, you can slide your mouse pointer over to the second tier folder and hover your pointer there to see a submenu of that folder. When you choose a favorite from the list, the associated document will display in area **(4)**.

Example.wtfav

At the end of every favorite file name is the **file extension** "**.**wtfav". Any time you rename, copy, or move a favorite file, you must keep the extension "**.**wtfav" at the end of the file for the favorite to function. If you inadvertently change or delete the extension, you can merely rename the file by adding the extension back to the end of the name again and the file will then be repaired. (File extensions are not case sensitive.)

WtFav files are very small and easily sent electronically, but they do not actually contain the text of the created favorite. They are merely pointers, or links, to content within WtLib. The recipient will only be able to use them if they have a copy of WtLib installed on their computer.

User Features

Topic 31: **Hear a Bible name pronounced**

To hear a Bible name pronounced while viewing a publication, double-click the name, then select the option with the icon of a speaker if it displays. (Right-clicking the name and selecting "Reference Works" opens the same pop-up menu.)

When viewing the Insight volumes, if there is a speaker icon beside a heading, you can click that icon to hear the name pronounced.

This icon beside a heading in an Insight volume indicates there are multiple multimedia links to choose from. Though there is both a speaker and a map in the icon design, both types of media may not be available. The icon is not designed to show what types of media links are available, but merely that there is more than one. If clicking the icon displays a speaker icon in the pop-up menu, click it to hear the Bible name pronounced.

In any of these cases, if no speaker icon is displayed, there is no audio available for that name. (Only names found in the bible have an audio option.)

If you click a speaker icon and nothing is heard, check to make sure your speakers are on and your volume is not down.

Topic 32: **Maps**

When the map icon is displayed, clicking on it opens the map in area **(4)**.

Having WtLib full-screen (see Topic 37), and sliding the vertical divider between areas **(3)** and **(4)** as far as possible to the left will give you the largest viewable map. To accomplish this, place your mouse pointer on the separator bar between areas **(3)** and **(4)** and when the pointer changes to this symbol ◄║► click and drag the bar to the left.

When viewing a map, related buttons display on the tool bar above area **(4)**.

 Actual Size – Ctrl+Page Up

This button best sizes the map for your screen's resolution setting. (It is also the default setting.)

 Best Fit – Ctrl+Page Down

This button Scales the map so its entirety can be seen in area **(4)**, regardless of the size of the area **(4)** pane.

 Zoom In – Ctrl++

This button zooms in on the portion of the map that is in the center of area **(4).**

 Zoom Out – Ctrl+-

This button zooms out of the map.

When a name on a map is a link, (which most are) a colored♦ square encircles it when your pointer moves over it. Hovering your pointer over it opens a ToolTip box which will display as much of the referenced text as possible. Clicking on the link opens the referenced material.

When you open a map, the name from the source article is encircled with a second color♦, except when your mouse pointer is over it.

♦ Your colors may differ, depending on your settings. (See Topic 36 A)

Right-clicking the map gives you the same button options available on the tool bar above area **(4)**. The search option is only available when you right-click a link.

|		
Actual Size	Ctrl+Page Up	
Best Fit	Ctrl+Page Down	
Zoom In	Ctrl++	
Zoom Out	Ctrl+-	
Search		
Synchronize	Ctrl+Alt+S	

While your cursor is on a map (not over a link), it is an open hand , which means you can hold your left mouse button down, changing it to a closed hand , and drag the map around. This only works if the map is set larger than the area **(4)** pane. If you click to drag the map while over a link, the cursor will slide off of the link before it starts to move the map.

You can also move the map around vertically and horizontally with the scroll bars.

Topic 33: Find – Ctrl+F

An alternate way to find a word or phrase in an article you are viewing in area **(4)** is to use the **Find** tool.
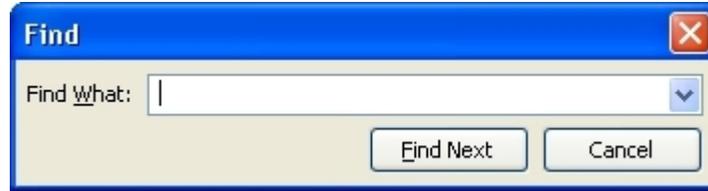
You can open the **Find** dialog box by clicking **Ctrl+F** on your keyboard (with focus on area **4**), or select **Find** in the **Edit** tab drop-down menu. Once you enter a search term, click the **Find Next** button. If a search result is available, the **Find** dialog box closes and the first available search result is centered in area **(4)** and highlighted. To move forward through search results click the **F3** key on your keyboard, or you can re-open the **Find** dialog box and click the **Find Next** button again. Each time you click the **F3** key you move to the next occurrence of the search term in area **(4)**. (Make sure your **F Lock** key is activated so your F Keys will work.) To move backwards through search results, use the keyboard shortcut **Shift+F3**.

Unlike the search bar of area **(1)**, search terms that make up only part of a word will show up in these results. This can be helpful if for instance you can't remember what the word is you are looking for, but you remember that it ended in "tion". You can search for that and scroll through all of the words with that ending. You can also use this search to find all the forms of a word. For instance searching for "sleep" will give you sleep, sleepy, sleeper, and sleeping in that article, And results are not case sensitive either.

Until WtLib is closed, the **Find** dialog box retains the last search term, so you can click the **F3** key on your keyboard at any time to search the content currently in area **(4)** for that search term (when in focus).

To see a list of previously searched terms during this session (up to 12), click the down arrow to the right of the entry field in the **Find** dialog box. You can select any of the previously searched terms to re-search for them again. Clicking the **Cancel** button in the **Find** dialog box does not erase the search terms; it just closes the **Find** dialog box. Deleting the contents of the **Find** dialog box entry box does not erase that item from the search term history. To erase the **Find** search history you must close the WtLib session.

If there are no results for the term you searched, a window will pop up showing the term you typed in. Check to make sure you typed it correctly. If not, just click the **OK** button, or the red square , and you can re-start the search.

If the focus is on area **(3)** when you initiate the find option, and if its contents are searchable and the right type of content, an alternate entry box will open at the bottom of area **(3)** for you to enter a search term to search the contents of area **(3)**.

When this entry box initiates it is already populated with an entry. And since it is highlighted, there is no need to clear the box to enter a different term. And since focus is given to the entry box when it is opened, you can just start typing. As you type in this entry box, area **(3)** is automatically being searched, with the results being highlighted, so there is no need to initiate the search. Hitting the "Enter" key on your keyboard will open in area **(4)** whichever item is currently highlighted in area **(3)**. If there are no matching results for what you are typing, the item closest alphanumerically to the search term will be highlighted.

If you have moved an article to area **(3)** from area **(4)** the **Find** dialog box is used instead of the search entry box.

Topic 34:   **Scripture extraction from non-WtLib text**

You can extract scriptures from text that is not in WtLib. More specifically, you can extract scriptures from any text that has a right-click copy option. To do this, highlight any text that contains valid scripture citations, then right-click that highlighted text and select "Copy" from the pop-up menu. Then click WtLib to turn focus to it and either press Ctrl+Alt+C on your keyboard, or in the Edit tab of the WtLib menu bar you can select "Extract from clipboard". The extracted scriptures will then appear in area **(4)** of WtLib. (This only works with scripture citations; not with the other extraction options discussed in **Topic 27 H.**

If the scripture references contain verses within a chapter that are not in numerical order (e.g. Da 2:8, 6), it will not extract any of the scriptures for that chapter. If it is the only scripture reference you are trying to extract, a pop-up window opens that says "No citations have been found in clipboard text". If other scriptures have been selected to be extracted along with the un-acceptable one, no message will display, WtLib simply ignores it and does not extract that particular scripture reference. The same applies if the scripture reference contains an abbreviation that is not valid (e.g. Luk, Ez, Act, 1st Co), or if the scripture reference contains a letter referring to a portion of a scripture (e.g. Re 20:4b).

(To edit the scripture extraction settings, see Topic 36 B)

Topic 35:   **Synchronize**

You can install multiple language editions of WtLib on the same computer. (Each WtLib CD only contains one language edition.) This can be very helpful if you are learning another language. With a second language edition installed and running, the **Synchronize** feature will try to locate the corresponding document in the second language. If the second edition contains the corresponding document,♦ that document will open to approximately the same location where the cursor is in the first session. If an additional session is not running, clicking the **Synchronize** button on the toolbar above area **(4)** opens a pop-up window that allows you to select from a list of the installed WtLib programs.

♦ Not every edition of WtLib contains every publication that the English edition does.

Select one or more of those programs to start in parallel and synchronized with the edition you are currently using, and then click the **Start** button at the bottom. (Alternatively you can select Synchronize in the Edit tab, or the keyboard shortcut Ctrl+Alt+S,) You may find it useful to resize both editions so you can see them both on the screen at the same time.

If the second edition opens to its home page instead of the desired article, just click the **Synchronize** button again to re-send the synchronization request.

Though synchronization is not available on the **Home Page,** it is available in the source publications for the content on the **Home Page**, which can be easily accessed with the two links provide there. (➤es12… and ➤ss12…)

You can also open multiple sessions of the same language WtLib edition at the same time. Each will run independently until the **Synchronize** feature is selected, or unless the Syncronize Automatically setting is turned on.

Opening a second session in the same language can be helpful if for instance during your research of a particular subject you come across a second subject that you wish to delve into without interrupting your current research. You can highlight the text of the new subject and open a second instance of WtLib by clicking the **Synchronize** button. Not only is the text you highlighted now highlighted in area **(4)** of the second session of WtLib, but the highlighted text is also in the area **(1)** search bar of that new session, ready for you to search with.

The ability to open multiple sessions in the same language can also be helpful if you wish to have different publications open at once to refer back and forth to as you use an additional session for searching with.

Clicking the Synchronization status icon located at the far right side of the bar below area **(4)** opens a pop-up menu with selectable options for changing the settings of how the **Synchronize** feature works. (You can also access these settings in the third tab of the **Properties for Library** window, which can be accessed through the **Library** tab in the top menu bar, or with the F2 key on your keyboard.) Selecting or de-selecting these options only effect the one open WtLib session that they are changed in (not any other sessions currently open), but each newly opened session for that language edition will then have the same settings. When all the sessions are closed, each language edition of WtLib retains the last settings that were selected. (Not the settings of the last session to close.)
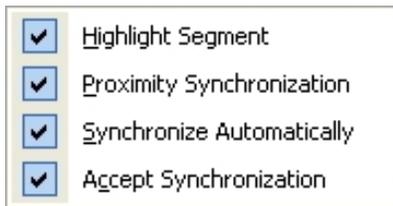
Highlight Segment – This option lets you choose if you want the synchronized area to be highlighted when that library receives synchronization.

Proximity Synchronization – When selected, this option synchronizes to a small area. When de-selected, a larger area is synchronized to. (You can see this in action when highlighting is in effect.)

Synchronize Automatically – When selected, this option sends a synchronization request every time you open a document or use a navigational button within WtLib**.** When automatic synchronization is selected (turned on), the status icon changes to two green arrows. **(**Automatic synchronization does not respond to key-board synchronization shortcut commands.)

Accept Synchronization – This option lets you turn off and on the synchronization for that library session. When synchronization is turned off (de-selected), the status icon changes to two red arrows.

If two instances are open, and the second one has "Accept Synchronization" disabled, clicking Sync in the first does nothing. To synchronize to a third edition you must double-click the WtLib desktop icon to open a third instance, make sure it's syncing settings are set to "Accept Synchronization" then when you perform a sync in the first instance, it will sync to the now open third instance.

When multiple instances of the same language are open and a WtFav link is double-clicked from a location other than the **Favorites** drop-down menu, the favorite is opened in the edition that was opened first.
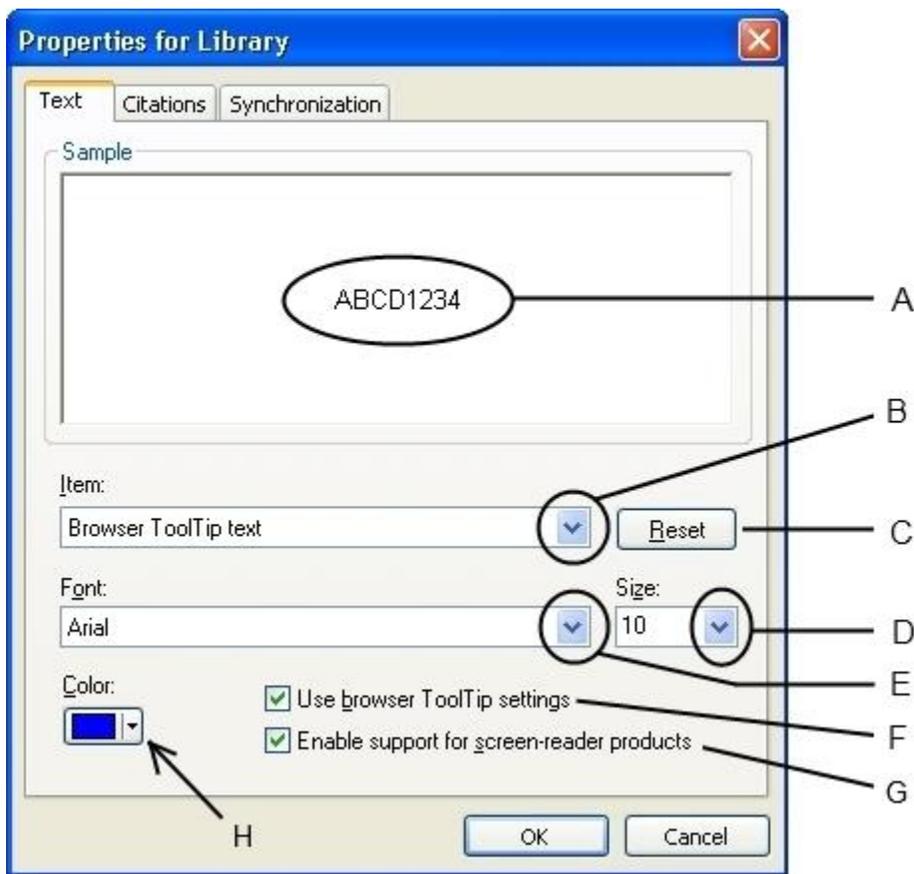
Layout, Settings, and Other Library Options

Topic 36 A: **How to change text size and colors**

Click the **Text Size** button on the toolbar above area **(4)** to quickly change the size of the text in area **(4)**.

To change the text size in other areas, click the **Library** tab on the menu bar and then select **Properties.** (Or click the **F2** key on your keyboard. Make sure your "F Lock" is on so your F keys will function.) The **Properties for Library** window that opens has multiple settings available for you to change including text size and colors.

The first of the 3 Tabs is **"Text".**

Properties for Library

Text | Citations | Synchronization

Sample

ABCD1234 — A

B

Item:

Browser ToolTip text ▼ | Reset — C

Font: | Size:

Arial ▼ | 10 ▼ — D

E

Color:

☑ Use browser ToolTip settings — F

☑ Enable support for screen-reader products — G

H | OK | Cancel

Clicking the little down arrow **(B)** lets you select which of 9 items the changes will affect.

The first 3 items let you change the font style and size for:

1) **Browser text** (area **(4)**; and also area **(3)** when content has been moved there)

2) **Printer text** (for text in printed material)

3) **Browser ToolTip text** (the text that pops up when you hover your mouse over an object)

Once the item is selected from the list **(B)**, it will be showing in the **Item** bar. Then you can change the **Font** type **(E)** and font **Size (D).** Though some text sizes may not be listed in the drop-down menu (13, 15, 17…) you can still set it to those sizes by manually typing them in the text **Size** entry box. Partial sizes (e.g. 13.5) are not permitted.

Note: The default setting for the **Medium** selection in the **Text Size** buttons 🅰 ▾ (and the **View** tab **Text Size Medium** option) is the same text size you select **(D)** for the **Browser Text (B)**. The accompanying larger and smaller selections will change based on that medium setting as well. (The exception being that if the **Medium** setting is changed to the largest available text size in the **Properties for Library** window, selecting **Larger**, or **Largest** from a pop-up menu will not increase the text size.)

Note: If the rest of the text in WtLib is too small for you to read, the only way to enlarge it is through your computer's display settings.

In order for you to be able to make changes to the **Browser ToolTip text,** you must check the **Use browser ToolTip settings** box **(F).**

Some screen-reading products rely on techniques that require the text to be displayed in a certain way. If you're screen-reading product has trouble reading the text in WtLib, check the **Enable support for screen-reader products** box (**G**) to change the way text is displayed in WtLib so it is more compatible with these types of programs.

The last six items **(B)** let you choose your desired colors. When any of these are selected, the **Color** selector will no longer be faded. The color showing is the color currently used by that **Item (B)**.

You can change the color by clicking the little down arrow **(H)** and selecting a different color from the pop-up pallet.
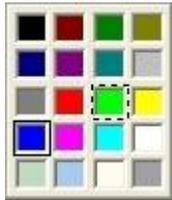

Within that pallet the selected color also has a box around it when the color selection window is opened. A dotted square follows your pointer around the pallet helping you be specific in which color you wish to choose.

The **Sample** window **(A)** lets you see what the different text and color settings you select would look like. If you made changes and want to go back to the way it was (default), click the **Reset** button **(C)**.

Topic 36 B: Citation Settings

The **Second Tab** in the **Properties for Library** window is **Citations.**
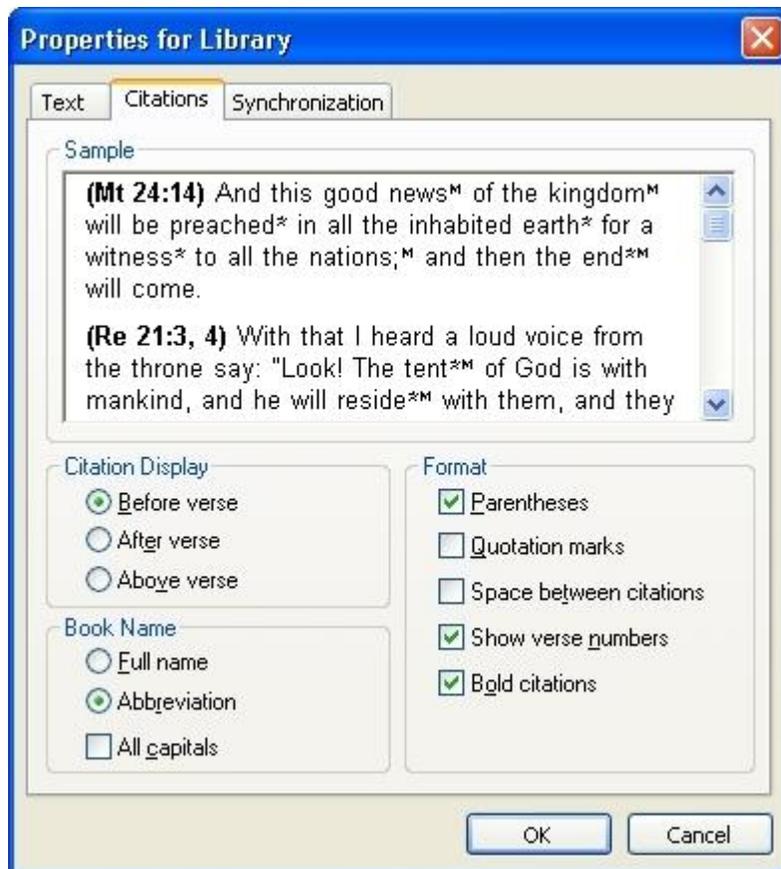
Here you can customize the settings for extracted scriptures. (See <u>Topic 27 H</u> regarding extracting scriptures.) The sample window shows you how your selected settings will look.

The circles are multiple-choice options while the squares let you toggle the individual option on and off.

The option "Show verse numbers" refers to the verse numbers within the text of multiple verse citations.

Topic 36 C: Synchronization

The **Third Tab** in the **Properties for Library** window is **Synchronization.** (See Topic 35)
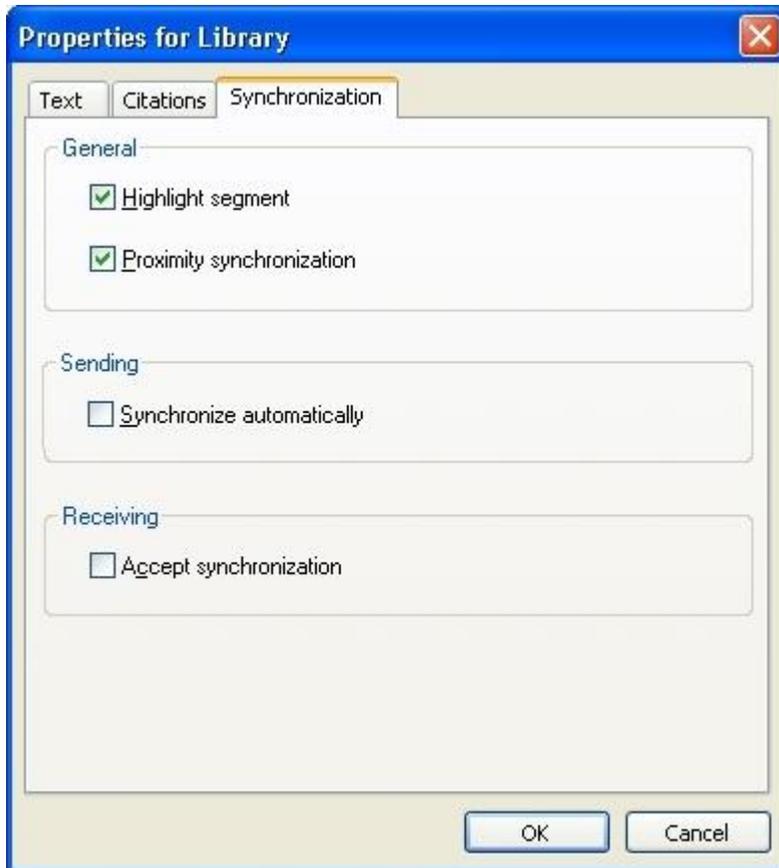
When you are done making changes in any of the three tabs, click the "OK" button to save the changes and close the window. To exit the window without making changes, click on the ☒ in the top right corner, or the "Cancel" button at the bottom right.

Topic 37: Library User Interface Features

As with most Windows programs, at the top right corner are three buttons. (Appearances may vary depending on your color scheme, but the functions are the same.)

 or

Minimize Clicking the Minimize button removes the WtLib window from your computer screen leaving only the link for it in your Task Bar. WtLib is still running in the background. Clicking the WtLib link in your Taskbar returns it to the previous viewing option. (You can also just click the link in your Taskbar to minimize WtLib. If WtLib is not the window with focus, clicking the Taskbar link brings focus back to WtLib. Clicking the link again will then minimize it.)

Maximize (Full Screen) When not in full-screen mode, clicking the center button expands the window to take up the entire screen.

Restore Down While in full screen mode, clicking the center button returns the size of WtLib to what it was the last time it was reduced. (See Topic 38) Resizing is useful for seeing multiple windows on the screen at the same time. You can also move an entire non-maximized window by clicking once in the header and holding down your mouse button, then drag it to where you want it and release.

Note: Double-clicking the header bar anywhere to the left of the three buttons also toggles the window's size between full-screen mode and reduced-size mode.

Close ❎ Clicking the Close button on the right closes (turns off) WtLib. You can also use the keyboard short-cut Alt-F4. Or right-click the WtLib task bar button at the bottom of your screen and close the window from there.

Note: The above four options can also be accessed by right-clicking anywhere in the top bar of the WtLib window.

Topic 38: Window Resizing

The WtLib window can be resized (when not in full screen mode) by dragging the edges with your mouse. You can also click on the corner and drag two sides at once. The vertical divider between areas **(3)** and **(4)** can also be moved. To do this place your mouse pointer on the vertical divider and when the pointer changes to this symbol ↔ click and drag the bar left or right as desired. (Pop-up menus, ToolTip boxes, and most pop-up windows cannot be resized, with the exception of the **Print Preview** window.) Resizing is useful for seeing multiple windows on the screen at the same time.

Complex Searches

Performing a simple, single word search is usually adequate to find what you are looking for. However there may be times when you will want to perform a more complex search.

When using search operators (or searching for multiple items) you may find it helpful to adjust the scope of the search. (See Topic 9)

Topic 39: Search Operators

Search operators can be used to find combinations of words, exclude text, include long phrases, or search for partial text. Several search operators are available.

Each item in the following list contains the **Search Operator**; followed by its **Operation**; followed by an **Example** of the operator in use; followed by a **Description** and any related comments.

Note: Search results comply with your search scope settings.

The following 3 operators perform the same function:

Space And operation - **Jesus Christ -** (One click of your keyboard's space bar.) Finds all documents that contain both words within the specified scope (if using the default space character setting as specified in the **Search** tab's **Space Character** option)

& And operation - **Jesus & Christ -** Finds all documents that contain both words.

+ And operation - **Jesus + Christ -** Finds all documents that contain both words.

The following 2 operators perform the same function:

| Or operation - **Jesus | Christ -** Finds all documents that contain at least one of the two words.

/ Or operation - **Jesus / Christ -** Finds all documents that contain at least one of the two words.

The following 2 operators perform the same function:

ˆ *Exclusive* Or operation - **Jesus ˆ Christ -** Finds all documents that contain one of the two words, but not both.

% *Exclusive* Or operation - **Jesus % Christ -** Finds all documents that contain one of the two words, but not both.

The following 5 operators perform the same function:

! Not operation - **Jesus ! Christ -** Finds all documents that contain the word Jesus without the word Christ.

&! Not operation - **Jesus &! Christ -** Finds all documents that contain the word Jesus without the word Christ.

+! Not operation - **Jesus +! Christ -** Finds all documents that contain the word Jesus without the word Christ.

&- Not operation - **Jesus &- Christ -** Finds all documents that contain the word Jesus without the word Christ.

+- Not operation - **Jesus +- Christ -** Finds all documents that contain the word Jesus without the word Christ.

The following 2 operators perform the same function:

&& *Adjacent* And operation - **Jesus && Christ -** Finds all documents that contain the word Jesus followed by the word Christ.

++ *Adjacent* And operation - **Jesus ++ Christ -** Finds all documents that contain the word Jesus followed by the word Christ.

The following are single use operators:

"..." Quote - **"Jesus Christ" -** Finds all documents that contain the exact phrase Jesus Christ.

search:"" Performs a search using either the text that has been selected in area **(4)**, or the item at the cursor in the document currently open.

* Represents one or more characters (including nothing) - **Christian* -** This example finds all words that begin with "Christian" followed by any additional characters (words such as Christian, Christians, Christianity). Can be used before, after, or within a word.

? Represents one single character in a word – **Christian? -** This example has only one search result "Christians". Can be used before, after, or within a word.

#(number) Allows searching for words using their word ID number – Example: **#11 f**inds the division symbol (÷) (See Topic 41)

** Forces the Search Operator following it to be a literal character - **\+ - Finds the plus symbol (+)

(...) Allows for setting precedence. The search operators are processed in precedence order from left to right, unless the precedence is modified by parentheses. Processing starts with the grouping operators, namely, quotes **"..."** and parentheses **(...)**. Next, all unary operators are processed, which include the wildcard characters *** ?** and the word ID (**#number**). Finally, all binary operators are processed. These include: And (**& +**), Or (**| /**), Not (**! &! +! &- +-**), Exclusive Or (**^ %**), Adjacent And (**&& ++**), and space (as specified).

Multiple **Search Operators** can be used together. Examples:

Jesus | Christ & Jehovah - Finds all documents that contain either Jesus or Christ, and then further limits the results by finding only the documents in that group that also include Jehovah.

Jesus | (Christ & Jehovah) - Finds all documents that contain Christ and Jehovah. It then searches again for all documents that contain Jesus and adds them to the results.

If you search for more than one term, and they do not fall within your specified search scope, you will not get publication search results. But if any of the terms in that search are headings in a reference work, those will be displayed.

Topic 40: **Non-Search Operators**

Some characters and symbols that are not **Search Operators** create an "invalid" search. When you copy and paste text into the search bar, remove the following unsearchable characters before you initiate the search. You should also remove any copy-and-pasted characters that will unintentionally be used as Search Operators if you do not want them to perform in that capacity. (See Topic 34 for information regarding in-valid scripture references)

      ,   Comma

      .   Period

      –   Dash

      [Open Square Bracket

      ]   Close Square Bracket

      \\   Back Slash

      !   Exclamation point if directly following a word

If you copy text from WtLib and paste it into a word processor, your word processor may alter symbols and other characters making the search term invalid if it is then copied and pasted back into the area (**1**) search bar. Deleting the symbols and characters from the search term will correct this.

Topic 41: #Numbers

At the beginning of the **Word List** (See Topic 11) are many numbers that are preceded by a pound symbol. If you wish to search for a word (Hebrew, Greek, etc…) or a symbol that you cannot enter in the search box using your keyboard, you can enter their corresponding **#number**. For example: To search for this bold right arrow ➡ you enter #58 in the search box.

Though some of the entries in the **Word List** are followed by their **#number**, unfortunately there is no list showing the **#number**'s and their corresponding symbol or word. Nor is there a way to discover what a particular symbol's **#number** is.

Topic 42: Complex Reference Look-Up

When looking for a particular paragraph within an article where WtLib does not recognize individual paragraphs, you have to count from the top of the article page. As stated in Topic 5 you ignore partial paragraphs when the page starts in the middle of a paragraph and you start counting from the first paragraph that has its beginning on the page of the publication. Paragraphs usually begin with an indentation and do not include Headings, Subheadings, and theme texts at the beginnings of articles.

Many times finding a specific paragraph in WtLib is not that straight-forward. The *Insight* volumes can be especially tricky since WtLib does not recognize their paragraphs and also breaks up the headings into WtLib pages. For example if you were to search for *it-1 p. 186 par. 8* the result displayed in area (**4**) would be the last four paragraphs of the heading "Asaph". No other text follows it even though that *Insight* page has many more paragraphs on it. To find the 8th paragraph you need to right-click the text in area (**4**) and select "Move to 'All Publications'", then click the green "Up One Level" button above area (**3**). Then you double-click the next item in the list and count its paragraphs. The next item is Asarel, which has only one line of text, and it looks to be indented in WtLib, so you would assume that it counts as a paragraph. You now double-click the next item in the list, which is Ascension. The first line there also is indented indicating it is a valid paragraph. So adding the first 4 from Asaph, then the 1 from Asarel brings you to 5, and the first 3 in Ascension brings you to 8 and the paragraph that begins with "*It is to be noted…*". Unfortunately that is the wrong paragraph because the single line from Asarel, and the first line of Ascension are not considered paragraphs as you can tell from the scanned image of the hard-copy below. Those 2 lines are part of their headers and are not regarded as paragraphs. The actual 8th paragraph is the one beginning with the bold words "*Effect on Disciples*".

returning to Jerusalem from Babylonian exile. —Ezr 2:1, 41; Ne 7:44.

The superscriptions for Psalms 50 and 73 to 83 credit these songs to Asaph. However, it seems likely that the name is there used as referring to the house of which he was paternal head, since some of the psalms (Ps 79, 80) evidently describe events later than Asaph's day.

2. A descendant of Levi's son Kohath. His descendants were gatekeepers in the tabernacle service in King David's time.—1Ch 26:1; Nu 16:1.

3. Among the officials of King Hezekiah (745-717 B.C.E.) is mentioned "Joah the son of Asaph the recorder." (2Ki 18:18, 37; Isa 36:3, 22) While John Kitto's *Cyclopædia of Biblical Literature* (1880, Vol. I, p. 233) applies the term "recorder" to Asaph, most scholars view it as applying to Joah (thus, Joah ben Asaph, the recorder). Since the term "son" is often used in the sense of "descendant," some suggest that this Asaph is the same as No. 1.

4. "The keeper of the park" for King Artaxerxes at the time of Nehemiah's return to Jerusalem (455 B.C.E.). (Ne 2:8) The park was a wooded area, perhaps in Lebanon, which was also under Persian control. The park keeper's Hebrew name may indicate that he was a Jew occupying this official position, even as Nehemiah had served in the relatively important position of the king's cupbearer.—Ne 1:11.

ASAREL (As'a·rel). One of four sons of Jehallelel of the tribe of Judah.—1Ch 4:16.

ASCENSION. The return of Jesus Christ to heaven 40 days after his resurrection.

The scene of Jesus' ascension was the Mount of Olives (Ac 1:9, 12), near the town of Bethany (Lu 24:50), which town lies on the eastern side of the Mount of Olives. Those witnessing the ascension were a limited group, his faithful apostles. (Ac 1:2, 11-13) The record states that "while they were looking on, he was lifted up and a cloud caught him up from their vision." They continued looking into the sky until advised otherwise by the angels, who informed them: "This Jesus who was received up from you into the sky will come thus in the same manner as you have beheld him going into the sky."—Ac 1:9-11.

It is to be noted that the angels referred to the "manner" (Gr., *tro'pos*) not the form (Gr., *mor·phe'*) in which Jesus departed. As the cloud caught him up, he became invisible to human eyes. The Acts account shows that his ascension was without ostentation or fanfare, discerned by only a few faithful followers and that for only the initial part of the ascension. The manner of his ascension was such that it would qualify the apostles to serve as witnesses of that fact, even as they were of Jesus' resurrection. (Ac 1:3) Thus, he did not simply 'disappear' from them, as he did earlier from the two disciples at Emmaus, or as the angel who had appeared to Gideon "vanished from his sight." (Lu 24:31; Jg 6:21, 22) To an extent, his ascension was more like that of the angel who appeared to Manoah and his wife. He had them prepare a sacrifice, and "as the flame ascended from off the altar heavenward, then Jehovah's angel ascended in the flame of the altar while Manoah and his wife were looking on."—Jg 13:20.

Since Acts 1:3-9 shows that Jesus' ascension took place 40 days from the time of his resurrection, there is a time lapse between the events recorded at Luke 24:1-49 as occurring on Jesus' resurrection day and the ascension of Jesus as described in verse 51 of that chapter. It may also be noted that the words "and began to be borne up to heaven," appearing in that verse, are lacking in some ancient manuscripts and are therefore omitted in some modern translations (*NE, AT*). They do appear, however, in the Bodmer Papyrus (P75), the Alexandrine Manuscript, the Vatican Manuscript No. 1209, and other ancient manuscripts.

Effect on Disciples. Up until the day of Jesus' ascension it appears that the disciples still thought in terms of an earthly kingdom ruled by him, as is seen by their statement at Acts 1:6. By beginning his ascension in a visible way and allowing his disciples to witness the initial portion of it, Jesus thus made obvious to them that his Kingdom was heavenly and that, different from David who "did not ascend to the heavens," Jesus' position from then onward would be at 'God's right hand,' as Peter boldly testified on the day of Pentecost.—Ac 2:32-36.

Such action likewise should call to their mind Jesus' many previous statements pointing to such a heavenly position and help his disciples to understand these. He had shocked some by saying: "What, therefore, if you should behold the Son of man ascending to where he was before?" (Joh 6:62); and he told the Jews: "You are from the realms below; I am from the realms above." (Joh 8:23) On the night of his final meeting with his apostles, he told them he was 'going his way to the Father to prepare a place for them' (Joh 14:2, 28); while among them on his last night of life as a human, he reported to his Father that he had 'finished the work on earth' assigned to him and prayed, saying: "Glorify me alongside yourself with the glory that I had alongside you before the world was," saying also, "I am coming to you."

Similar issues occur when searching in the *Reasoning* book. For instance in WtLib the 2nd paragraph in the *Reasoning* book heading "Life" on page 243 is not indented but is still considered a paragraph. This may make some think that the paragraph above it, the first half of the definition, is paragraph 1 when actually paragraph 1 for page 243 is the last paragraph of the previous heading in the *Reasoning* book (Last Days). In the hard copy, paragraph 2 is indented showing that sometimes checking the paper copy can alleviate confusion.

Other ways to help you identify the correct paragraph are content relevancy and associated scripture references if there are any.

You can also use the cursor to identify the specific point in an article where a page begins and ends without the different colored text of a search result. If the cursor is visible in area **(4),** the page number displayed at the bottom right corner of the window refers to the location of the cursor within the article. Using the Up and Down arrow keys on your keyboard you can move the cursor up and down through the text in area **(4).** Noting the line the cursor is on when the page number changes in the corner display tells you at what line one page ends and the next begins. You can narrow it down to the word by using the left and right arrows.

If you scroll up or down with the scroll bar on the right (or PgUp / PgDn keys) so that the cursor is no longer visible in area **(4)** the page number displayed in the bottom right corner no longer refers to the location of the cursor but instead refers to the top line of text visible in area **(4)**.

> Note: When highlighting article content, the location information in the bottom right corner disappears when content from the end of the article is also highlighted. (i.e. footnotes, box info, questions, etc.) Most items at the end of an article will display their page location within the article when highlighted separately, or merely when the cursor is placed within their text. If an end of article item does not display its location, or to narrow it down to the paragraph you can highlight the entire article and extract that type of content. Then it will display its paragraph once extracted if the "Show paragraph numbers" option is on.

Shortcuts

Topic 43 A: Keyboard Shortcuts

Many of these shortcuts require focus to be on the targeted area. Some shortcuts are single key actions. To initiate a two key keyboard shortcut, you hold down the first key, then click the second key and release them both. To perform a three part shortcut, you hold down the first key, then press and also hold down the second key, then click the third key and release all three. (You do not have to press down hard on the keys like an old typewriter. You just have to push down lightly until they click.)

For shortcuts involving F keys, your **F Lock** must be on for them to function.

> Note: Keyboard Shortcuts are not case sensitive.

Topic 43 B: Menu Tabs

> **Alt+L -** Opens the **Library** tab menu
>
> **Alt+E -** Opens the **Edit** tab menu
>
> **Alt+V -** Opens the **View** tab menu
>
> **Alt+S -** Opens the **Search** tab menu
>
> **Alt+F -** Opens the **Favorites** tab menu
>
> **Alt+H -** Opens the **Help** tab menu

> Note: You actually don't have to hold down the Alt key for the menu tabs. You can click and release it.

Topic 43 C: WtLib

F1 - Opens the Help table of contents in area **(3)** and simultaneously opens Getting Started in area **(4)**

F2 – Opens the **Properties for Library** window

F7 - Moves focus and the cursor to the area **(1)** entry search box so text can be typed there immediately

Alt+Home - Opens the **Home Page** (If your Home key is a function key: Alt+Fn+Home)

Topic 43 D: Area (2)

Ctrl+O - Selects the **Search Occurrences** search option

Ctrl+B - Selects the **Bible Citations** search option

Ctrl+I - Selects the **Publication References** search option

Ctrl+R - Selects the **Reference Works** search option

Ctrl+L - Selects the **All Publications** search option

Note: If no search results for that option are available, the shortcut does nothing

Topic 43 E: Area (3)

Backspace - Navigates up one level

Ctrl+O – Returns you to the first level of a **Search Occurrences** search string

Ctrl+L – Returns you to the first level of an **All Publications** search string

When area (3) is being used as a Study Window:

Ctrl+M - Moves the current document to area **(4)**

Ctrl+N - Moves the focus to the element number box between the two blue arrows

Ctrl+W - Opens the **Word List** window

Shift+Enter - Opens selected item (or link) in area **(3)** and places it in the **All Publications** search string

Topic 43 F: Area (4)

Plus (+) or **Equals (=) -** Steps forward through elements in the document

Minus (-) or **Underscore (_) -** Steps backward through elements in the document

Alt+Plus (+) or **Alt+Equals (=) -** Jumps to the first navigation element in the next document

Alt+Minus (-) or **Alt+Underscore (_) -** Jumps to the last navigation element in the previous document

Topic 43 G: General text Navigation

Up Arrow - Moves the cursor to the previous line

Down Arrow - Moves the cursor to the next line

Left Arrow - Moves the cursor to the left

Right Arrow - Moves the cursor to the right

Home - Moves the cursor to the beginning of that line

End – Moves the cursor to the end of that line

Ctrl+Home - Moves the cursor to the beginning of the document

Ctrl+End - Moves the cursor to the end of the document

Page Up – Scrolls up one page ♦

Page Down – Scrolls down one page ♦

Alt+Up Arrow - Scrolls the page up one line

Alt+Down Arrow - Scrolls the page down one line

Ctrl+Up Arrow - Jumps to the beginning of the current paragraph, or if already there, to the previous paragraph

Ctrl+Down Arrow - Jumps to the beginning of the next paragraph

Ctrl+Left Arrow - Jumps to the beginning of the previous word

Ctrl+Right Arrow - Jumps to the beginning of the next word

Alt+Left Arrow or **Backspace -** Steps backward through previously opened documents

Alt+Right Arrow or **Shift+Backspace -** Steps forward through previously opened documents

♦ "page" refers to the visible text in the WtLib pane, <u>NOT</u> the numbered pages of the document you are viewing.

Topic 43 H: Action Shortcuts

Ctrl+Shift+C - Copies selected text with its caption to the Clipboard

Ctrl+Alt+C – Extracts citations from the Clipboard into area **(4)**

Ctrl+U - Opens the **Reference Works Subjects List** window for the selected text

Ctrl+V – Pastes text in entry boxes

Ctrl+E - Performs an extraction from the selected text

Ctrl+M - Opens the current document in the area with focus to the other area

Ctrl+P - Opens the Print window

Ctrl+Shift+P - Opens the Page Setup window

Ctrl+S - Performs a search of highlighted text, or the word where the cursor is

Topic 43 I: Favorites

Alt+F – Opens the **Favorites** tab

Ctrl+D - Creates a favorite using a default name and location

Topic 43 J: Find Navigation

Ctrl+F - Opens the **Find** dialog box

F3 - Moves the cursor to the next occurrence with **Find**

Shift+F3 - Moves the cursor to the previous occurrence with **Find**

Topic 43 K: Map Navigation

Ctrl+Plus (+) or **Ctrl+Equals (=) -** Zooms in on the map

Ctrl+Minus (-) or **Ctrl+Underscore (_) -** Zooms out on the map

Ctrl+Page Up - Restores the map to its actual size

Ctrl+Page Down - Scales the map to fit entirely within the pane

Topic 43 L: Synchronization

Ctrl+Alt+S - Sends a request to synchronize the current document with other sessions of Watchtower Library♦

Ctrl+Shift+S - Sends a request to synchronize the target of the link at the cursor in the current document with other sessions of Watchtower Library♦

  ♦ If a second session is not open, a pop-up window opens to allow you to open one. (See Topic 35)

Topic 43 M: Highlighting Actions

F8 – When no text is highlighted the first click highlights the word at the cursor. A second click expands the highlighted area to include the entire sentence. A third click expands it to the entire paragraph. A fourth click expands it to encompass the entire document.

Shift+F8 - Reverses the selection process performed by **F8** step by step with each click.

Note: The following keys affect the flashing curser end of a highlighted area and may have a different effect than expected. For example: Though the term "Extends" is used, if the curser is at one end of a highlighted word and the short-cut used is intended to add to the other end of the highlighted word, the originally highlighted word will no longer be highlighted.

Ctrl+Shift+Home – Extends the selection to the beginning of the document

Ctrl+Shift+End - Extends the selection to the end of the document

Ctrl+Shift+Up Arrow - Extends the selection to the beginning of the current paragraph, or if already there, to the previous paragraph

Ctrl+Shift+Down Arrow - Extends the selection to the beginning of the next paragraph

Ctrl+Shift+Left Arrow - Extends the selection to the previous word

Ctrl+Shift+Right Arrow - Extends the selection to the next word

Shift+Up Arrow - Extends the selection up one line

Shift+Down Arrow - Extends the selection down one line

Shift+Left Arrow - Extends the selection to the left by one character

Shift+Right Arrow - Extends the selection to the right by one character

Shift+Page Up - Extends the selection up one page

Shift+Page Down - Extends the selection down one page

Topic 43 N: "Properties for Library" Window Navigation

Left Arrow - When the focus is on a tab, switches to the previous tab in Properties

Right Arrow - When the focus is on a tab, switches to the next tab in Properties

Ctrl+Page Up or **Ctrl+Shift+Tab -** Switches to the previous tab in Properties (Focus on tabs not necessary)

Ctrl+Page Down or **Ctrl+Tab -** Switches to the next tab in Properties (Focus on tabs not necessary)

Topic 43 O: Windows Application Keys

Note: The following keys may behave differently depending on your operating system.

F10 – Gives focus to the menu bar

Context Menu key or **Shift+F10 -** Opens the pop-up menu for the Area with focus

Alt+F4 – Exits/Turns-off WtLib

Topic 43 P: Common keyboard shortcuts that also work with WtLib:

Ctrl+A - Selects all text in a document

Ctrl+C or **Ctrl+Insert -** Copies selected text to the Clipboard

Ctrl+X - Cuts selected text in Search Box and puts it on the Clipboard

Ctrl+V or **Shift+Insert -** Pastes the text that's on the Clipboard

Alt+Backspace or **Ctrl+Z -** Undo text being entered in a text box and return to the previous entry

Alt+Shift+Backspace - Redo the previously undone text

Alt+Esc - Switches the focus to the next application window, including other open WtLib sessions and minimized windows on the taskbar

Topic 43 Q: Reminders

As a helpful reminder, the available Shortcut keys are listed to the right of the selections in drop-down menus. (These short-cuts can be used without the menu being displayed.)

Example:
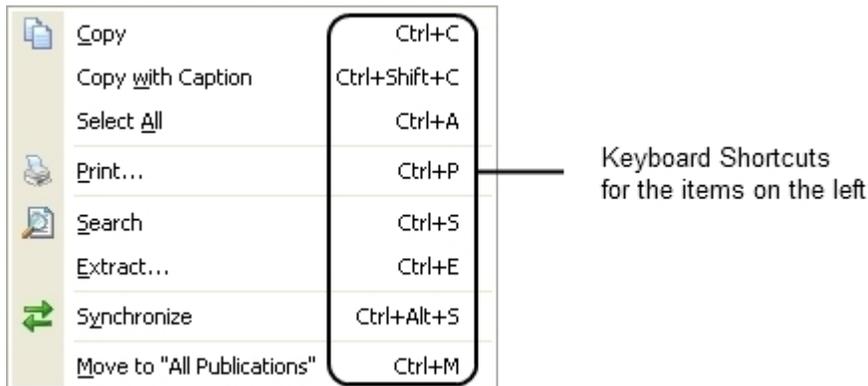
Topic 43 R: Underlined Letters

There is also a second form of shortcut. When any menu is opened, one letter in the name of every selection is underlined. While the menu is open, if you click the same key on your keyboard as is underlined in the menu, that function will be initiated. One exception is the W in the **Find** window which is only underlined when initiated with the keyboard shortcut. The W is not underlined when the **Find** window is initiated from the **Edit** tab. This may be a flaw. (Shortcut use is not case sensitive.)

If the WtLib menu tabs do not show an underline shortcut, clicking the Alt key displays them.

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Topic 44: List of Publications

Let's face it; there are so many publication abbreviations that most of us can't remember them all. When you are confronted with an abbreviation that you do not recognize you can go into the **Help** folder, the last item in the list of **All Publications**. There you will find **List of Publications.** They are grouped similarly to the publications in area **(3).** To find the given abbreviation, look at each group and see if it is there. If you do not find it, just start back at the top and go through again, slower this time. You probably just missed it the first time through. If you still can't find it, perhaps it was printed prior to 1970 and therefore not in WtLib. (Watchtowers are provided back to 1950)

If you are interested, there is an Excel spread sheet entitled "Publication List" that you can download from the Documents folder at da.getmyip.com. All of the abbreviations have been gathered into a single list where you can find them quicker. It has 5 tabs: Symbol, Short Name, Full Name, Category, and Date, each with all the publications alpha/numerically listed by that column header.

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Words Defined and Abbreviations explained

Clipboard = The clipboard is a software facility built into your operating system that can be used for short-term data storage between documents or applications, via copy and paste operations.

Cursor = Though cursor can also refer to the mouse's pointer, for clarity, here it only refers to the flashing vertical line, also known as a "command prompt".

Focus = The item or area that computer input applies to.

Hover = The act of placing your mouse pointer over a particular item and leaving it there momentarily until an auto response takes place.

Level = The navigational terms "Up one Level", "Down one Level", "First Level", and "Top Level" can be a bit confusing since we tend to imagine it more like looking through a book and are more inclined to think of it as left and right, or forward and backward instead of up and down. It also is a bit confusing since there are "Back" and "Forward" buttons above area **(4)** instead of "Up" and "Down" buttons. It may help to think of it like a multi story building. You begin on the roof which makes that the "Top" or "First Level", and each link or item to click takes you down one level in the building like going down the stairs or elevator to the floors below. So "Up one Level" returns you to the floor or item you were viewing before the one you are on.

Pane = One of the sections or panels within a window. They cannot be moved independently of the window they are part of, but some panes can be resized within the window. Though a pane can be referred to as a window, the term "pane" is used here for clarity. The **Study Window** is an exemption since that is how WtLib refers to it, so that description is maintained here.

Pointer = A graphical image on a screen that indicates the location of a pointing device (mouse), and commonly appears as an angled arrow, a pointing hand, or the shape of a capital I.

Pop-up Window = A complete GUI interface, possibly with buttons, tabs, and entry box

Pop-up Menu = Offers a list of items to select from

Search string = A single line of searches, one after the other. A search string has no forks and does not include backing up and then moving forward in a new direction. When you move backwards within a search string and move forward in a new direction, the levels you back up through are purged from the string and the search string now continues on from that point.

TMS = Theocratic Ministry School

ToolTip box = A common graphical user interface element used in conjunction with a cursor, usually a mouse pointer. The user hovers the pointer over an item, without clicking it, and a ToolTip may appear—a small "hover box" with information about the item being hovered over. A ToolTip differs from pop-up windows and pop-up menus in that it cannot be interacted with.

Window = A viewing area on screen that contains a surrounding frame (border) and can be moved independently of other windows. It is used to separate parts of an application from each other and to separate one application from another. It may contain a single pane or multiple panes.

WtLib = The abbreviation for Watchtower Library.

If you have any WtLib hints, tricks, or suggestions, please send them to da.getmyip@gmail.com so they can be included for the benefit of all. Or if you see any errors, typo's, or omitted topics here, please let me know that too.