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Internet WAIS client software

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Modem: 202-512-1661

Connect to the Federal Bulletin Board/FTP site via:

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Helpful Hints For Searching the *Budget of the United States Online via GPO Access*

Content and file format:

The Budget of the United States Government databases online via *GPO Access*, starting with Fiscal Year 1997, contain a summary of the President's budget proposals along with the following separately searchable documents; Supplement (FY 1997 only); Analytical Perspectives; Historical Tables; Appendix; A Citizen's Guide to the Federal Budget; Principles of Budgeting for Capital Asset Acquisitions (FY 98 only); Budgets for States and Mid-Session Review (FY 98 only); and Budget System and Concepts. Also included with these publications is the Economic Report of the President. Files are available as ASCII text and as Adobe Portable Document Format (PDF) files.¹ These documents are available to search and as direct download/browseable documents.

Identification Code:

Each record will display in the results list with the database code, followed by the initial words of the title. The identification code for the The Budget of the United States Government, Fiscal Year 1999 is 99 BUDGET followed by the name of the book it comes from, followed by the truncated title. (For example: [99 Budget Guide] 4. Deficits and the Debt).

Maximum Responses:

The default settings for SWAIS and for the WinWAIS/MacWAIS client software is to return a maximum of 40 responses to a query. To locate a larger number of documents, (maximum number is 350) you will need to change the setting. In SWAIS type a lower case o at the SOURCE SELECTION menu to change your options. In WinWAIS, select *Edit* and then *Preferences* from the pull-down menu. In MacWAIS, select *File* and then *Preferences* from the pull down menu. On the *GPO Access* Web Searching Pages a box is provided in which you may change the number of documents returned.

Searching via the World Wide Web:

The Budget databases are accessible via the World Wide Web directly at URL:

http://www.access.gpo.gov/su_docs/budget/index.html

To search the database from the web, choose the appropriate year (click on the Hot Link). From the scroll box, choose the budget book(s) you wish to search. The default searches all budget books for that year. Enter search term(s) in the appropriate box and click on the *submit* button. (Sample searches follow)

Searching by field:

When searching via a WAIS client, SWAIS, or the simple search page on the World Wide Web, the field "book" allows you to limit your search to a particular book within the Budget Database. The following books are separately searchable by the following words:

Supplement (FY97 only):	Supplement	A Citizen's Guide to the Federal Budget:	Guide
Analytical Perspectives:	Perspectives	Budget System and Concepts:	System
Historical Tables:	Tables	Appendix:	Appendix
Principles of Budgeting: (1998 only)	Principles	Mid-Session Review: (1998)	Mid-Season

A field can be searched by typing the field name followed by an equals sign (=), followed by the name of the book that is sought, followed by search criteria

EX: book=tables AND medicare

All queries that do not specify a field search the entire database.

NOTE: The first document that appears in your results list will be BUDGET DOCUMENTS. This file contains descriptions of each book included in the budget database.

Sample Searches:²

Book

Query: book=tables AND medicare
Alternative: tables=medicare
Results: [99 Budget Tables] Table 11.2-Functional Composition Of
 [99 Budget Tables] Table 11.3-Outlays for Payments for

This search demonstrates how to search using the book field in the Budget database. This search will only retrieve documents found in the book "Historical Tables". You can also use the title of the book followed by an equals (=) sign. Both searches will produce the same results.

Section

Query: book=appendix AND "general accounting office"
Alternative: book=appendix AND general ADJ accounting ADJ office
Results: [99 Budget Appendix] General Accounting Office

This demonstrates how to limit your search to a particular section within the appendix book. Sections can be organizations, agencies, programs, etc. Use quotation marks to treat the section as a phrase, or use the boolean operator ADJ. Either search will produce the same results.

Contents

Query: contents
Results: [99 Budget Supplement] TABLE OF CONTENTS
[99 Budget Guide] TABLE OF CONTENTS
[99 Budget Tables] TABLE OF CONTENTS

This search demonstrates how to search for the table of contents in all of the budget documents. You can also limit your search to one or several documents by using the "book" field (For example: book=guide AND contents).

Page No.

Query: "page 17" AND book=guide
Results: [99 Budget Guide] 3. How does the Government Create a Budget?

This search demonstrates how to search for a specific page in a particular budget book. Make sure you treat the page number as a phrase by enclosing it in quotation marks.

Subject

Query: "Federal Debt"
Alternative: federal ADJ debt
Results: [99 Budget] 13. Federal Borrowing and Debt
[99 Budget] 2. Stewardship: Toward a Federal Balance Sheet

This search demonstrates how to search for a subject in all budget documents. The search enclosed in quotation marks is treated as a phrase, but the boolean operator ADJ will produce the same results.

Additional *GPO Access* Materials:

***GPO Access* User's Guide & Helpful Hints - Available via:**

Dial-in: 202-512-1387- From the Main Menu type B for *GPO Access*; type 4 *GPO Access* WAIS User Documentation & Helpful Hints; select 2 for Helpful Hints. The guide is available in sections or in its entirety & hints are listed by database name. Files are available in ASCII and PDF formats.

FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov>. The file is in the HELP directory. Check 00INDEX.txt for the file descriptions.

Online via *GPO Access*: The User's Guide is available as a database online via *GPO Access* and can be accessed through the Web, WAIS and SWAIS. Documents are available in ASCII and PDF formats. The Helpful Hints are available online by searching for the word hints in each database.

The Superintendent of Document's World Wide Web Home Page: The User's Guide and Helpful Hints are available at: http://www.access.gpo.gov/su_docs/aces/desc004.html.

***GPO Access* Training Booklet**

Electronic copies of the training booklet are available on the Federal Bulletin Board via:

Dial-in: 202-512-1387- From the Main Menu select B for *GPO Access*; select # 4 *GPO Access* WAIS User Documentation and Helpful Hints; select 1 for User Documentation. The self-executing file names are traintxt.exe for the text version and trainpdf.exe for the Adobe Acrobat PDF version (traintxt.sea or trainpdf.sea for Macintosh).

Web/FTP: fedbbs.access.gpo.gov or point your browser to <http://fedbbs.access.gpo.gov> The file is in the HELP directory. Check 00INDEX.txt for file descriptions.

ENDNOTES

{1} Users with SWAIS access will be unable to retrieve PDF files. Users with WAIS access and the free Acrobat Reader software can view documents as they appear in the printed version.

{2} The results of these sample searches are described as they will appear using SWAIS or the WinWAIS and MacWAIS client software customized for use with *GPO Access*. The searches can be performed with other WAIS client software, but the display of the results may vary.