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## Helpful Hints For Searching the *Annotated Constitution of the United States of America* Online via *GPO Access*

### Content and file format:

The database contains Senate Document 103-6, "The Constitution of the United States of America; Analysis and Interpretation" which contains both the literal print of the Constitution of the United States of America and annotations of cases decided by the Supreme Court of the United States to June 29, 1992. It is prepared by the Library of Congress, Congressional Research Service. Documents are available in ASCII text and Adobe Acrobat Portable Document Format (PDF) files.

### Identification Code:

Each document in the database will display in the results list with the identification code, constitution followed by the title. The title of each document consists of the section name where the document is found in brackets, as well as the truncated title. For example: Constitution: [6th Amendment --Rights of Accused...]*Rights of accused in criminal.*

### Maximum Responses:

The default setting for SWAIS and the WinWAIS/MacWAIS client software is to return a maximum of 40 responses to a query. The default for the Web interface is to return a maximum of 40 documents to a query. To locate a larger number of documents, 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.

## Sample Searches:

### Subject<sup>1</sup>

**Query:** "bill of rights"  
**Alternative :** bill ADJ rights  
**Results:** Constitution: [1st Through 10th Amendments] BILL OF RIGHTS  
Constitution: [8th Amendment --Further Guarantees...} FURTHER GUAR.....

This search demonstrates how to search by a phrase. When searching for a phrase, you should surround the phrase with quotation marks or place the boolean operator ADJ in between each word in the phrase.

**Note: The ADJ and the quotation marks perform the same function. These operators retrieve documents where words are immediately adjacent, but also those where the words are separated by up to 20 characters.**

### Amendment

**Query:** "5th amendment"  
**Alternative :** "5\* amendment"  
**Results:** Constitution [5th Amendment--Rights of Persons] Contents  
Constitution [5th Amendment --Rights of Persons] Indictment by grand jury

This search demonstrates how to search for an amendment. The asterisk (\*) is a truncation tool. This tool is extremely useful when you are not sure of the specific ending of a particular word. The truncation tool is only functional at the end of words so you cannot use it search for words which have different beginnings or prefixes.

### Contents

**Query:** "contents"  
**Results:** Constitution: [13th Amendment --Slavery and Involuntary...] CONTENTS  
Constitution: [10th Amendment --Reserved Powers] CONTENTS

This content search retrieves both the "general" table of contents which appears in the Preliminary Pages, as well as the table of contents which appears at beginning of each Article and Amendment. If you wish to limit the contents to a particular section simply type in the section name. For example: the search "8th amendment" will result in two documents retrieved; the first document being the contents for the eighth amendment.

### Page Number

**Query:** "page 1467"  
**Results:** Constitution: [8th Amendment --Further Guarantees...] CONTENTS

This search retrieves notices that appear, in whole or in part, on page 1467. The inclusive page numbers for each document are included in the heading at the top of each document. For documents that include a page break, the page numbers appear in the text in the format [[1467]].

## **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](http://www.access.gpo.gov/su_docs/aces/desc004.html).

### **GPO Access Training Booklet** Electronic copies of the training booklet are available on the FBB 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 not be able to retrieve PDF files. Users with WAIS or Web access and the free Adobe Acrobat Reader software can view and print and typeset documents.

2. The results of these sample searches are described as they will appear using SWAIS or the WAIS or Web 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.