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Helpful Hints For Searching the *Economic Report of the President* Online via *GPO Access*

Content and file format:

The *Economic Report of the President* includes; 1) current and foreseeable trends and annual numerical goals concerning topics such as employment, production, real income and Federal budget outlays; 2) employment objectives for significant groups of the labor force; 3) annual numeric goals; and 4) a program for carrying out program objectives. This report is transmitted to Congress no later than ten days after the submission of the budget. The 1995 Economic Report of the President is available via the Web for downloading. The 1996, 1997 and 1998 Economic Reports of the President are available as separate databases and as downloadable files. Supplementary reports can be issued to the Congress which contain additional and/or revised recommendations. Documents are available as ASCII text and as Adobe Acrobat Portable Document Format (PDF) files. ¹

Identification Code:

Each record from the *Economic Report of the President* database online via *GPO Access* will display in the results list with the database code, followed by the initial words of the title. For example: erp_c4_CHAPTER 4 -- The Labor Market. In this example, erp_c4 stands for the *Economic Report of the President*, Chapter 4 and CHAPTER 4 --The Labor Market is the title of the document.

Maximum Responses:

The default settings for SWAIS and for the WAIS and Web client software is to return a maximum of 40 responses 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: ²

Contents

Query: contents
Result: erp_a2._CONTENTS (Text)
appen_b1. _Appendix B --STATISTICAL TABLES RELATING...

This search demonstrates how to search for the Table of Contents in order to locate different chapters within the Economic Report of the President. The first result listed contains a detailed table of contents for the entire *Economic Report of the President*. The second result contains the table of contents for each table located in the appendix.

Subject

Query: "unemployment rate"
Alternative: unemployment ADJ rate
Result: erp_c2_CHAPTER 2--Macroeconomic Policy and Performance
erp_b109 Table B-109. --Civilian unemployment rate, and hourly comp..

This search demonstrates how to search for a subject in the *Economic Report of the President*. Quotation marks around a phrase act as the Boolean operator ADJ. Either quotation marks or ADJ will produce the same result.

Table

Query: "social security" AND table
Result: erp_c2_CHAPTER 2--Macroeconomic Policy and Performance
erp_b81. Table B-81--Federal Receipts, outlays, deficit, and debt, ..

This search demonstrates how to search for a table concerning a certain subject. This search will retrieve all tables that reference social security.

Chart

Query: deficit AND chart
Result: erp_c1_CHAPTER 1--Promoting Prosperity in a High Economy
erp_c2_CHAPTER 2--Macroeconomic Policy and Performance.

This search demonstrates how to search for a chart concerning a certain subject. Charts are not listed as separate documents within the database, but are imbedded within chapters. Therefore, once you view the chapter, you can search for the word "chart" in order to locate it.

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.

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 not be able to retrieve the PDF files. Users with WAIS or Web access and the free Adobe Acrobat Reader software can view and print the typeset files.

{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.