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Helpful Hints for Searching the *United States Government Manual Online Via GPO Access*

Content and file format: The United States Government Manual is published by the Office of the Federal Register (OFR). This database contains comprehensive information on the agencies of the legislative, judicial and executive branches. The *Manual* also includes information on quasi-official agencies; international organizations in which the United States participates; and boards, commissions and committees. Documents are available as ASCII text and as Adobe Acrobat Portable Document Format (PDF) files.¹ The *United States Government Manual* is updated annually.

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 *United States Government Manual* is Government Manual (ex: Government Manual: Department of State).

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.

The sample searches on the following pages demonstrate the most common searches and searching techniques used to find files from the *United States Government Manual* online via *GPO Access*.

Good sample searches for the *Government Manual* database are:

Agency: (HEALTH.ASK)
Query: "department of health and human services"
Query 2: "department health human services"
Query 3: "department ADJ health human services"
Result: Government Manual: Department of Health and Human Services

This search demonstrates how to search for an agency. It also demonstrates the use of boolean operators (AND, OR, NOT, ADJ) in a query. When a phrase is placed in quotation marks, the same results will appear as when the operator "ADJ" is used. The "of" and "and" in the query are stopwords and do not affect the search.

Name: (CISNEROS.ASK)

Query: "Henry Cisneros"

Query 2: Henry ADJ Cisneros

Result: Government Manual: Federal Housing Finance Board

Government Manual: Department of Housing and Urban Development

This search demonstrates how to search for someone's name in the Government Manual. Quotation marks around a phrase act as the Boolean operator ADJ. Either quotation marks or ADJ will produce the same result.

Subject: (DEFENSE.ASK)

Query: defense

Result: Government Manual: Defense Agencies

Government Manual: Department of Defense

This search demonstrates how to search for a specific subject in the *Government Manual*. This subject will retrieve all documents that reference defense.

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 copy.
 2. The results of these sample searches are described as they will appear using SWAIS, 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.
 3. When a file name, such as DEFENSE.ASK, appears in brackets at the beginning of a sample search, there is a saved search with that file name available for use with the *GPO Access* WinWAIS and MacWAIS client software. The saved searches are available on The Federal Bulletin Board /FTP site at fedbbs.access.gpo.gov/win.ask or [mac.ask](http://fedbbs.access.gpo.gov/mac.ask)
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