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Helpful Hints For Searching the *House Rules Manual Online via GPO Access*

Content and file format:

Once referred to as the Jefferson's Manual, The House Rules Manual-Interim for the 105th Congress (House Document 104-272) contains the revised edition of the Rules and Manual of the House of Representatives. The House Rules and Manual contains the fundamental source material for parliamentary procedure used in the House of Representatives: the Constitution of the United States; applicable provisions of Jefferson's Manual; rules of the House; provisions pertinent decisions of the Speakers and other presiding officers of the procedural authority used in the House of Representatives. For historical purposes, the House Rules Manual for the 103rd Congress (House Document 103-342) is also still accessible through *GPO Access*. Files are available as ASCII text and as Adobe Acrobat Portable Document Format (PDF) files.

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 House Rules Manual is `hrmanual` followed by the initial words in the title. (For example: `hrmanual JOINT AND SELECT COMMITTEES`)

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, 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

Subject

Query: "select committees"

Alternative: select ADJ committees

Results: hrmanual JOINT AND SELECT COMMITTEES

hrmanual SEC. XII - COMMITTEE OF THE WHOLE

This search demonstrates how to search for a subject in the *House Rules Manual* database. The quotations surrounding a phrase produce the same results as the Boolean operator ADJ.

Index

Query: index
Results: hrmanual Rules of the House Of Representative
hrmanual INDEX

This search demonstrates how to search for the index in the *House Rules Manual* database. From this document you can search for a subject and perform a second query for that subject.

Rule

Query: "Rule XII"
Alternative: Rule ADJ XII
Results: hrmanual Rule XII
hrmanual Rule XVIII

This search demonstrates how to search for a rule number in the *House Rules Manual* database. The quotations surrounding a phrase produce the same results as the Boolean operator ADJ.

Act

Query: "Congressional budget act"
Alternative: congressional ADJ budget ADJ act
Results: hrmanual Balanced Budget and Emergency Deficit Control Act
hrmanual Congressional Budget Act

This search demonstrates how to search for a particular act within the *House Rules Manual* database.

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 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 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.