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Helpful Hints For Searching the *Senate Manual* Online via *GPO Access*

Content and file format:

The *Senate Manual* (Senate Document 104-1) contains the standing rules, orders, laws, and resolutions affecting the business of the United States Senate. It is released by the Senate Committee on Rules and Administration. Documents are available as ASCII text and Adobe Portable Document Format (PDF) files. ¹

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 *Senate Manual* is "Senate Manual" followed by a truncated title. (For example: [Senate Manual] Articles of the Confederation).

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.

Sample Searches: ²

Table of Contents

Query: "table of contents"

Alternate: "table contents"

Result: [Senate Manual] SENATE MANUAL
[Senate Manual] LINE ITEM VETO ACT

This search will provide you with the table of contents for the *Senate Manual*. You do not need to include the word "of" in your search, because it is a stop word and will be ignored by the system. However, using it will not alter your results. The table of contents is contained in the preliminary pages within the document titled "SENATE MANUAL" in your results list.

Note: The table of contents references section numbers in the *Senate Manual*, it does not reference page numbers.

Page Number

Query: "page 965"

Result: [Senate Manual] SENATORS OF THE UNITED STATES

To search by a page number in the *Senate Manual* type the word "page" followed by a space and the page number you wish to find, surrounding the phrase in quotation marks. If the document you are looking for continues on another page, you will get all pages.

Subject of Document

Query: "Articles of the Confederation"

Result: [Senate Manual] ARTICLES OF THE CONFEDERATION
[Senate Manual] SENATE MANUAL

To search by a subject containing more than one word, surround the entire phrase in quotation marks. This example will retrieve any document containing the phrase "articles of the confederation". The document "articles of the confederation" appears first in your results list.

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 the PDF files. Users with WAIS access and the free Acrobat Reader software can view and print the typeset document.

{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.