U. S. Government Printing Office

Federal Digital System (FDsys)
Search User Manual

Last Updated On Wednesday, July 28, 2010
# REVISION HISTORY

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<tr>
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<td>New Section Added - “Recent and Historical Editions”</td>
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1. Introduction

1.1. Learning Objectives

The purpose of this user manual is to provide an introduction to GPO’s Federal Digital System (FDsys) and guidance on how to access Federal Government publications through FDsys.

After reading this user manual, you will be able to

- Understand what FDsys is and how it works,
- Access the publications and information you’re looking for with FDsys, and
- Conduct various types of searches and narrow your results.

Additional information, including the following topics, is only available in FDsys Help at http://www.gpo.gov/help:

- What’s Available?
- Policies
- Still Need Help?

1.2. Government Printing Office (GPO)

1.2.1. History and Mission

The core mission of the U.S. Government Printing Office, to inform the American public, dates back to 1813 when Congress determined the need to make information regarding the work of the three branches of government available to all Americans. This is the inherent function of government which GPO carries out for Federal agencies on behalf of the public. GPO is the Federal Government’s primary centralized resource for gathering, cataloging, producing, providing, and preserving published information in all its forms.

Many of our nation’s most important information products, such as the Congressional Record and Federal Register, are produced at the GPO’s main plant in Washington, D.C., a 1.5 million square-foot complex that is the largest information processing, printing, and distribution facility in the world, located just five blocks from the Capitol Building. In addition to the agency’s production facilities, GPO procures between 600 and 1,000 print-related projects a day through private sector vendors across the country. The majority of the government’s printing needs are met through a long-standing partnership with America’s printing industry. GPO competitively buys products and services from thousands of private sector companies in all 50 states. It is one of the government’s most successful procurement programs, assuring the most cost-effective use of the taxpayers’ printing dollars.

Today, GPO is at the epicenter of technological change, embracing a historic mission while looking to the digital future. The approximately 2,250 men and women of GPO are dedicated to transforming the agency into a 21st century digital information processing facility.

1.2.2. Federal Depository Library Program (FDLP)

Established by Congress to ensure the American public has access to its government’s information, the Federal Depository Library Program involves the acquisition, format conversion, and distribution of depository materials to libraries throughout the United States and the coordination of Federal depository libraries in the 50 states, the District of Columbia and U.S. territories.
The mission of the FDLP is to disseminate information products from all three branches of the Government to about 1,250 libraries nationwide. Libraries that have been designated as Federal depositories maintain these information products as part of their existing collections and are responsible for assuring that the public has free access to the materials provided by the FDLP. The U.S. Government Printing Office administers the FDLP and serves to provide this network of libraries with the tools they need to keep America informed.

1.2.3. GPO Access

GPO Access is a service of the U.S. Government Printing Office that provides free electronic access to a wealth of important information products produced by the Federal Government. The information provided on GPO Access is the official, published version, and the information retrieved from GPO Access can be used without restriction, unless specifically noted. This free service is funded by the Federal Depository Library Program and has grown out of Public Law 103-40, known as the Government Printing Office Electronic Information Enhancement Act of 1993. GPO’s FDsys will replace functionality currently provided by GPO Access.

1.3. Federal Digital System (FDsys)

One mission of the GPO is to provide, in partnership with the Federal depository libraries, for perpetual, free, and ready public access to the print and digital publications of the Government. FDsys will allow Federal content creators to easily create and submit content which will then be preserved, authenticated, managed and delivered upon request.

In 2004, GPO reaffirmed its commitment to provide "perpetual, free, and ready public access to the printed and electronic documents ...of the Federal Government." This mission statement, articulated in A Strategic Vision for the 21st Century, established the foundation for the development of FDsys, GPO’s system for digital preservation and access.

FDsys enables GPO to manage government publications from Congress and Federal agencies that are submitted to GPO in digital form, gathered from Federal Government Web sites, and created by scanning previously printed publications. Through FDsys, GPO is utilizing new technologies and methods for acquiring, authenticating, preserving, and providing access to government publications in digital form.


1.4. Preservation of Information

Digital preservation in FDsys will be accomplished in a trusted, secure environment built on the Open Archival Information System (OAIS) model, which takes a package-based approach to managing content. FDsys information packages are made of digital content and associated metadata, bound together by packaging information.

FDsys must be capable of supporting activities necessary to keep content accessible and usable. GPO’s preservation strategies include:

- Refreshment (copying) of content to new media. Refreshment is the systematic transfer of stored digital information to newer, fresher media.
- Migration of data in formats or versions that are in danger of becoming or have become obsolete, to newer versions of that application or format. Migration is a process in which the underlying information is retained but older file formats and internal structures are replaced by newer.
Emulation preserves the essential behaviors and attributes of digital objects by using current software to mimic the original environment.

Hybrids of these approaches, or new approaches which have yet to emerge.

1.5. Authentication of Information

1.5.1. The Challenge
For almost 150 years, the U.S. Government Printing Office (GPO) has been the official disseminator of government documents and has assured users of their authenticity.

In the 21st century, the increasing use of electronic documents poses special challenges in verifying authenticity, because digital technology makes such documents easy to alter or copy, leading to multiple non-identical versions that can be used in unauthorized or illegitimate ways.

1.5.2. GPO’s Charge
To help meet the challenge of the digital age, GPO has begun implementing digital signatures to certain electronic documents on GPO Access that not only establish GPO as the trusted information disseminator, but also provide the assurance that an electronic document has not been altered since GPO disseminated it.

The visible digital signatures on online PDF documents serve the same purpose as handwritten signatures or traditional wax seals on printed documents. A digital signature, viewed through the GPO Seal of Authenticity, verifies document integrity and authenticity on GPO online Federal documents, at no cost to the customer.

Currently, the following documents are signed in FDsys:
- Additional Government Publications (select documents)
- Budget of the United States Government (FY 2010 and 2011)
- Code of Federal Regulations (select years)
- Compilation of Presidential Documents
- Congressional Bills
- Congressional Directory
- Congressional Record (Bound Edition)
- Federal Register
- List of CFR Sections Affected
- Public and Private Laws
- Public Papers of the Presidents of the United States
- Senate Manual
- United States Code
- United States Government Manual
- United States Statutes at Large

1.5.3. How Does it Work?
GPO uses a digital certificate to apply digital signatures to PDF documents. In order for users to validate the certificate that was used by GPO to apply a digital signature to document, a chain of certificates or a certification path between the certificate and an established point of trust must be established, and every certificate within that path must be checked.

Validating Digital Signatures Presentations:
- Adobe Acrobat 7.0 (http://www.gpo.gov/help/adobe7.pdf)
- Adobe Acrobat 8.0 (http://www.gpo.gov/help/adobe8.pdf)
1.5.4. Requirements for Validating Digital Signatures

The following requirements must be met to validate PDF digital signatures:

- Adobe Acrobat or Reader 8.0 or 7.0
- Users must be connected to the Internet in order to have the ability to validate a digital signature on a PDF document. If a user is not connected to the Internet, the Certification Question Mark icon will display. Please see the Validation Icons section below for more information.

See Appendix B - Authentication Frequently Asked Questions for additional information.

1.6. Changes from GPO Access to FDsys

FDsys will, over time, replace and enhance current GPO Access functionality. Key initial enhancements will allow users to perform the following tasks:

- Easily search across multiple publications or collections of government publications from a single search box.
- Perform an advanced search against robust metadata about each publication from a single advanced search page.
- Construct complex search queries using advanced Boolean and field operators.
- Refine and narrow searches by applying filters, sorting search results, and searching within search results.
- Retrieve individual government documents and publications in seconds directly from each search result.
- View more information about a publication and access multiple file formats from a "More Information" Web page that is available from each search result.
- Access metadata or information about government publications in standard formats such as MODS and PREMIS.
- Download content and metadata packaged together as a single ZIP file.
- Browse for a specific government publications and browse within the publication using its table of contents.
- Utilize enhanced help options including context specific field level help and a searchable online help system.

Now that you have a better idea of what FDsys is, let's take a closer look at exactly what you can do with it.
2. Public Access

In the previous chapter, you were introduced to the basics of what FDsys is and how it works. This chapter will show you what FDsys has to offer you, as well as how and why FDsys is relevant to you.

2.1. What Can You Get Out of FDsys?

FDsys has something for everyone. There are many reasons why you would want to access the information available through FDsys. A few possibilities are:

- Students and teachers of all majors and fields of study can obtain valuable facts and statistics for their classes.
- Lawyers can keep up to date on precise details of laws.
- Journalists and bloggers can verify facts and re-disseminate information from an official government source.
- Independent public service organizations can obtain documents, reports, and statistics from agencies such as the Department of Health and Human Services, the Government Accountability Office, or the Environmental Protection Agency.
- Voters can research legislation that candidates have authored or contributed to while in Congress.
- American citizens can stay up to date on government activities.
- The public can gain a better understanding of the U.S. Federal Government and how it operates.

2.2. What Can FDsys Do?

FDsys provides free online access to official Federal Government publications. Through FDsys, you are able to

- Search for documents and publications
- Access metadata about documents and publications
- Download documents and publications in multiple renditions or file formats.

In many ways, using FDsys is similar to conducting a typical Web search. When you enter a search query, FDsys will locate relevant information for you, just as if you were using any other search tool. After inputting your search terms, you will be provided with a list of relevant results, which can be narrowed down and filtered.
3. Performing Searches

There are three methods to search for government publications in FDsys:

- **Simple Search**, which can be used to perform simple or complex queries,
- **Advanced Search**, which can be used to perform queries specifying dates, specifying one or more collections, and specifying up to 5 additional search criteria, and
- **Retrieve by Citation**, which can be used to retrieve a specific document from a specific collection.

These three search methods can be accessed from the U.S. Government Printing Office Home Page (http://www.gpo.gov) by clicking on the **FDsys – GPO Access** link in the upper left hand corner (Figure 3-1). This takes you to the FDsys Home page (Figure 3-2), which has:

- A **Search Box** for simple searches,
- An **Advanced Search** link, and
- A **Retrieve by Citation** link.

**Figure 3-1 U.S. Government Printing Office Home Page**
These three search methods will be explored in the following sections. Each section will contain:

- **Description** -- The description of the search method or search operators that can be used,
- **Procedure** -- The step-by-step procedure for performing the search, and
- **Example** -- An example of actually doing a search with screen shots of each action step and the results produced.
3.1. Simple Search

Description

A simple search is one that uses a Search Box and is similar to typical search engines such as Google. It is simple in that all you have to do is enter keywords separated by spaces in the Search Box, and the search engine will search the metadata and full text of the government publications for all combinations of those keywords.

A complex query also uses the Search Box but is complex in that it uses a number of keywords that are separated by operators to narrow the search. Complex queries are covered in Section 3.4: Search Query Operators.

Procedure

Step 1. Enter one or more keywords into the Search Box.
Step 2. Click on the Search button.
Step 3. View results on the Search Results page.

Example

Find all documents that contain the keyword Clinton.

Step 1. Enter Clinton in the Search Box.
Step 2. Click on the Search button (Figure 3.1-1).
Step 3. View results on the Search Results page that contains the keyword Clinton (Figure 3.1-2).

Figure 3.1-1 Simple Search
From the Search Results page you can:

- View the various documents and information about those documents that have been retrieved,
- Filter the results by
  - Clicking on links within the Narrow Your Search panel, or
  - Specifying additional search criteria in the Search Box, or
- Abandon this search and select a new function to perform by clicking on the links under FDsys – GPO Access in the upper left hand corner, including
  - Search Government Publications,
  - Browse Government Publications, or
  - About Government Publications.

All of the functions that can be performed from the Search Results page are explained in Section 4, Search Results.
3.2. Advanced Search

**Description**

**Advanced Search** uses a form based on metadata (information about the documents) to construct a search query. The Advanced Search page allows you to
- Specify a date or date range,
- Select a collection, and
- Add up to five fields (e.g., author, title, keyword) and field values to narrow your search.

**Procedure**

Step 1. Click on the **Advanced Search** link to access the Advanced Search page.
Step 2. Specify the **Publication Date** using the drop down menus. The date options in the drop down menus are:
  - *All Dates*,
  - *Date is*,
  - *Date is after*,
  - *Date is before*, and
  - *Date is between*.
Step 3. Select one or more **Collections** from the Available Collections panel and click on the **Add** button to move them to the Selected Collections panel.
Step 4. Specify 1 to 5 search criteria to narrow your search by selecting the metadata field to look for in the **Search in** drop down menu on the left and the metadata value to look for in the **Search for** box on the right.
Step 5. Click on the **Search** button and view your results on the Search Results page.

**Example**

To narrow your search from all documents containing the keyword *Clinton* to only those documents from the *Federal Register* that contain the words *Clinton* and *Environmental Protection Agency*, perform the following steps:

Step 1. Click on the **Advanced Search** link near the **Search** button (Figure 3.2-1) to access the Advanced Search page (Figure 3.2-2).
Step 2. Select the **Publication Date** desired from the drop down menu (Figure 3.2-2). The date options in the drop down menu are:

- All Dates
- Date is
- Date is after
- Date is before
- Date is between

Step 3. Select the **Federal Register** from the Available Collections panel by clicking on the collection. Click on the [Add] button to move that collection over to the Selected Collections panel (Figure 3.2-3).

Step 4. Specify your search criteria (Figure 3.2-3):

- Select **Full-Text of Publications and Metadata** in the **Search in** drop down menu, and enter *Clinton* in the **Search for** box.
- Click on the **Add more search criteria** link (you may enter up to 5 criteria); this brings up another **Search Box** pair.
- Select **Agency** in the **Search in** drop down menu, and enter *Environmental Protection Agency* in the **Search for** box.

Note that for Step 4, the values entered for metadata values must match the format in which they are being stored. For more information about the format in which the metadata values are being stored, see the Metadata Fields and Values sections for each collection in the *FDsys Collection Manual*.

**Figure 3.2-3 Completed Advanced Search Page**
Step 5. Click the **Search** button on the bottom of the page (Figure 3.2-3). This will result in a Search Results page (Figure 3.2-4).

**Figure 3.2-4 Advanced Search Page Results**

From the Search Results page, you can:

- View the various documents and information about those documents that have been retrieved,
- Filter the results by
  - Clicking on links within the Narrow Your Search panel, or
  - Specifying additional search criteria in the **Search Box**, or
- Abandon this search and select a new function to perform by clicking on the links under FDsys – GPO Access in the upper left hand corner, including
  - [Search Government Publications](#)
  - [Browse Government Publications](#)
  - [About Government Publications](#)

All of the functions that can be performed from the Search Results page are explained in Section 4, Search Results.
3.3. Retrieve by Citation

Description

Retrieve by Citation can be used to retrieve a single document or portion of a publication in PDF format. When a Retrieve by Citation search is performed, you are taken directly to the target publication in a new window, bypassing the search result screen.

Procedure

Step 1. Click on the Retrieve by Citation link; this brings up the Retrieve by Citation page.
Step 2. Select the Collection.
Step 3. Select or enter the citation information (e.g., volume, page) using the fields and drop down menus provided.
Step 4. Click on the Retrieve Document button; this information is displayed in a new window.

Note: The fields used to construct citation searches will vary because citations for individual government documents are formatted differently. Examples of the format used for citation searches are made available in the Collection drop down menu.

Example

Retrieve Page 5 of Federal Register Volume 71, published in 2006. This is cited as 72 FR 58473

Step 1. Click on the Retrieve by Citation link to the right of the Search button (Figure 3.3-1) to access the Retrieve by Citation page (Figure 3.3-2).

Figure 3.3-1 Retrieve by Citation Link
Step 2. Using the **Collections** drop down menu, select **Federal Register** (Figure 3.3-3).
Step 3. Select 71 (2006) from the Federal Register Volume drop down menu and enter 58473 in the Page box (Figure 3.3-4).

Figure 3.3-4 Retrieve by Citation Page - Completed

Step 4. Click on the Retrieve Document button (Figure 3.3-4) to view the document in a new window.

Note: If the document is digitally signed, the Document Status window will be displayed with details about the digital signature(Figure 3.3-5). Click the Close button to close the window and view the document.

Figure 3.3-5 Retrieve by Citation – Document Status
3.4. Search Query Operators

Description

A search query operator is an operator from the following list that can be combined with keywords to produce a query that will narrow your search.

- not
- -
- +
- field operators
- adj
- before/#
- near/#
- and
- or

You can turn a simple query into a complex query – thereby narrowing your search results – by adding more search terms and operators to your search expression.

Because queries can be very complex and can use several different operators, there needs to be a way to evaluate expressions unambiguously. This is done through the use of operator precedence, which is a way of specifying which operators and expressions are evaluated first, second, and so on. In the list above, the precedence of the operators is from first to last.

The subsections that follow will show you how to use a variety of characters and operators to narrow your search by specifying more precisely what you are looking for.

Procedure

The procedure for designing and executing a search query with operators is as follows:

Step 1. Decide what words you want to search for in your query.
Step 2. Determine the relationship among those words in your query and add the appropriate operators to narrow your search, being mindful of the precedence of the operators.
Step 3. Click on the Search button to execute your search and return a Search Results page.

Examples

Table 3.4-1 shows several examples of search queries using zero, one or more operators. Note that:

- All operators are in bold.
- Field operators are in blue.
- All operators other than field operators are in red.

Each operator will be defined and explained in the following subsections.
Table 3.4-1 Sample Search Queries

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrieves</th>
<th>Notes</th>
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<tbody>
<tr>
<td>hearing</td>
<td>Documents with the word &quot;hearing&quot; anywhere in the document</td>
<td></td>
</tr>
<tr>
<td>&quot;congressional hearing&quot;</td>
<td>Documents with the word &quot;congressional&quot; directly followed by the word &quot;hearing&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional adj hearing</td>
<td>Documents with the word &quot;congressional&quot; directly followed by the word &quot;hearing&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;ways and means&quot;</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; in the specified order, right next to each other</td>
<td>Since “and” is part of the phrase in quotes, it is treated as part of the phrase instead of being treated as an operator.</td>
</tr>
<tr>
<td>ways &quot;and&quot; means</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; anywhere in the document</td>
<td>Since “and” is in quotes, it is treated as a phrase instead of being treated as an operator.</td>
</tr>
<tr>
<td>congressional hearing</td>
<td>Documents with both the word &quot;congressional&quot; and &quot;hearing&quot; anywhere inside the document</td>
<td></td>
</tr>
<tr>
<td>congressional and hearing</td>
<td>Documents with both the word &quot;congressional&quot; and &quot;hearing&quot; anywhere inside the document</td>
<td></td>
</tr>
<tr>
<td>congressional or executive</td>
<td>Documents with either the word &quot;congressional&quot; or &quot;executive&quot; or both</td>
<td></td>
</tr>
<tr>
<td>(congressional or executive) and hearing</td>
<td>Documents with both words &quot;congressional&quot; and &quot;hearing,&quot; as well as with both words &quot;executive&quot; and &quot;hearing&quot;</td>
<td></td>
</tr>
<tr>
<td>title: hearing</td>
<td>Documents where the word &quot;hearing&quot; occurs in the title of the document</td>
<td></td>
</tr>
<tr>
<td>title: environment and member: mikulski</td>
<td>Documents with the word &quot;environment&quot; in the title and &quot;mikulski&quot; in the members field</td>
<td></td>
</tr>
<tr>
<td>title: (hearing or meeting)</td>
<td>Documents with either &quot;hearing&quot; or &quot;meeting&quot; in the</td>
<td></td>
</tr>
<tr>
<td>Query (Words and Operators)</td>
<td>Retrives</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>title:chesapeake bay</td>
<td>Documents with the word &quot;chesapeake&quot; in the metadata title field and the word &quot;bay&quot; in the document</td>
<td></td>
</tr>
<tr>
<td>title:&quot;chesapeake bay&quot;</td>
<td>Documents with the phrase &quot;chesapeake bay&quot; in the metadata title field</td>
<td></td>
</tr>
<tr>
<td>title:(chesapeake bay)</td>
<td>Documents with both the word &quot;chesapeake&quot; and the word &quot;bay&quot; in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake and title: bay</td>
<td>Documents with both the word &quot;chesapeake&quot; and the word &quot;bay&quot; in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake title: bay</td>
<td>Documents with both the word &quot;chesapeake&quot; and the word &quot;bay&quot; in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>congressional not report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional -report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td>The &quot;-&quot; operator can be used in place of the not operator. It must prefix the word (or expression) without any intervening spaces.</td>
</tr>
<tr>
<td>congressional and not report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td>The operators &quot;and not&quot; behaves the same as &quot;not.&quot;</td>
</tr>
<tr>
<td>congressional not (committee report)</td>
<td>Documents with the word &quot;congressional&quot; but not if they contain both the words &quot;committee&quot; and &quot;report&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional not (committee or meeting)</td>
<td>Documents with &quot;congressional&quot; but not &quot;committee&quot;; documents with &quot;congressional&quot; but not &quot;meeting&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional -(committee or meeting)</td>
<td>Documents with &quot;congressional&quot; but not &quot;committee&quot;; documents with &quot;congressional&quot; but not</td>
<td>The &quot;-&quot; operator works with parenthetical expressions as well.</td>
</tr>
<tr>
<td>Query (Words and Operators)</td>
<td>Retrieves</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>representative <strong>near/10</strong> cardin</td>
<td>Documents with the word &quot;representative&quot; within 10 words of the word &quot;cardin&quot;</td>
<td></td>
</tr>
<tr>
<td>representative near cardin</td>
<td>Documents with words &quot;cardin&quot;, &quot;near&quot;, and &quot;representative&quot; anywhere inside the document</td>
<td>The term &quot;near&quot; is only an operator when it has the /# as the suffix otherwise it is treated just like a regular word.</td>
</tr>
<tr>
<td>representative <strong>before/10</strong> cardin</td>
<td>Documents with the word &quot;representative&quot; within 10 words and before the word &quot;cardin&quot;</td>
<td></td>
</tr>
<tr>
<td>representative before cardin</td>
<td>Documents with words &quot;cardin&quot;, &quot;before&quot;, and &quot;representative&quot; anywhere inside the document</td>
<td>The term &quot;before&quot; is only an operator when it has the /# as the suffix otherwise it is treated just like a regular word.</td>
</tr>
<tr>
<td><strong>+cardin congressional committee</strong></td>
<td>Documents with words &quot;cardin&quot;, &quot;congressional&quot;, and &quot;committee&quot; anywhere inside the document with documents having more hits on &quot;cardin&quot; being given higher relevancy than documents with more hits on &quot;congressional&quot; or &quot;committee&quot;</td>
<td></td>
</tr>
<tr>
<td>++cardin congressional +committee</td>
<td>Documents with words &quot;cardin&quot;, &quot;congressional&quot;, and &quot;committee&quot; anywhere inside the document with documents having more hits on &quot;cardin&quot; being given the highest relevancy, followed by documents having more hits on &quot;committee&quot; given the next highest relevancy, and documents having more hits on &quot;congressional&quot; given lower relevancy</td>
<td></td>
</tr>
<tr>
<td><strong>publishdate</strong>:range(2006-01-01,2006-07-01)</td>
<td>Documents for all documents with an issue date from Jan 1, 2006 through July 1, 2006</td>
<td></td>
</tr>
<tr>
<td><strong>publishdate</strong>:range(2006,2006)</td>
<td>Documents with an issue date from Jan 1, 2006 through December 31, 2006</td>
<td></td>
</tr>
<tr>
<td>Query (Words and Operators)</td>
<td>Retrives</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td><code>publishdate</code>:range(2006-01-01,)</td>
<td>Documents with all issue dates after and including 2006-01-01</td>
<td></td>
</tr>
<tr>
<td><code>congress</code>:range(100,105)</td>
<td>Documents for all congresses with numbers 100 up to and including 105</td>
<td></td>
</tr>
<tr>
<td><code>congress</code>:range(,105)</td>
<td>Documents with all congresses before the 105th</td>
<td></td>
</tr>
<tr>
<td><code>congress</code>:range(105,)</td>
<td>Documents with all congresses after the 105th</td>
<td></td>
</tr>
<tr>
<td><code>publishdate</code>:range(2006-01-01,)</td>
<td>Documents with all issue dates after and including 2006-01-01</td>
<td></td>
</tr>
<tr>
<td>(Bill and Clinton) <strong>before/100</strong> (Hillary and Clinton)</td>
<td>No documents retrieved</td>
<td>This will return an &quot;unsupported proximity operator&quot; error. The &quot;and&quot; operator (implied or otherwise) can not be nested within a proximity operator.</td>
</tr>
<tr>
<td>(Bill <strong>adj</strong> Clinton) <strong>before/100</strong> (Hillary <strong>adj</strong> Clinton)</td>
<td>Documents with the name &quot;Bill Clinton&quot; within 100 words of the name &quot;Hillary Clinton&quot;</td>
<td>A successful version of the above query. Note that all operators within a proximity expression must themselves be proximity operators.</td>
</tr>
<tr>
<td>not Bill <strong>before/100</strong> Clinton</td>
<td>No documents retrieved</td>
<td>Will also return an &quot;unsupported proximity operator&quot; error. The &quot;not&quot; operator is not allowed to be within a proximity expression.</td>
</tr>
<tr>
<td>congress*</td>
<td>Documents which contain words which start with &quot;congress&quot; (such as &quot;congressional&quot;, &quot;congressman&quot;, etc.)</td>
<td></td>
</tr>
<tr>
<td>con*al</td>
<td>Documents which start with &quot;con&quot; and end in &quot;al&quot;, such as &quot;congressional&quot; and &quot;confessional&quot;</td>
<td></td>
</tr>
<tr>
<td>capitali?e</td>
<td>Documents where certain characters can be any character in the word. In this case, example matches include documents which contain &quot;capitalize&quot; or &quot;capitalise&quot;</td>
<td></td>
</tr>
</tbody>
</table>
3.4.1. Spaces

Description

A space is used to separate words or operators in a search query.

In a simple query where operators are not used, spaces between words are treated as an implied “and” so that the search results will contain documents containing all of the words that have been entered.

Note: In certain cases, the search engine will automatically assume that two terms separated by a single space should be treated as a single phrase to increase the accuracy of results. This primarily occurs with proper names.

For complex queries using operators, the following should be noted:

- When Boolean operators are used, spaces between words are treated as an implied “and” until another operator is used in the query.
- When the “-” and “+” operators are used, a space should not be placed between the operator and the word entered. The “-” and “+” operators only apply to the word directly attached to the operator.
- When field operators are used, a space should not be placed between the operator and the word or phrase being searched. It is recommended that parentheses be used with field operators. For example, title: (legislation environment).
- When proximity operators are used, the operator only applies to the word, or phrase in quotes, immediately before and after the operator. It is recommended that parentheses be used around the proximity expression when creating complex queries.

Procedure

Step 1. Decide what words you want to search for in your query.
Step 2. Add a space between words to tell the search engine to return documents if they contain one or more keywords.
Step 3. Click on the Search button to execute your search and return a Search Results page.

Example

To search for only those documents that contain both the words Bill and Clinton, you can enter Bill Clinton into the Search Box and click the Search button (Figure 3.4.1-1).

Figure 3.4.1-1 Multiple Words Separated by a Space Search
The search engine will look for both words in the document and return those documents where both words can be found anywhere in the document (Figure 3.4.1-2).

Figure 3.4.1-2 Multiple Words Separated by a Space Search Results

Additional examples of search queries using spaces can be found in Table 3.4-1 Sample Search Queries.
3.4.2. Quotation Marks

**Description**

Quotation marks tell the search engine to return documents if and only if they contain the exact phrase or string of words between quotes.

**Procedure**

The procedure for designing and executing a search query with quotation marks is as follows:

Step 1. Decide what exact phrase you want to search for in your query.
Step 2. Add quotation marks around the exact phrase you want the search engine to look for.
Step 3. Click on the [Search] button to execute your search and return a Search Results page.

**Examples**

Table 3.4.2-1 shows several examples of search queries using quotation marks.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrieves</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;congressional hearing&quot;</td>
<td>Documents with the word &quot;congressional&quot; directly followed by the word &quot;hearing&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;ways and means&quot;</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; in the specified order, right next to each other</td>
<td>Since &quot;and&quot; is part of the phrase in quotes, it is treated as part of the phrase instead of being treated as an operator.</td>
</tr>
<tr>
<td>ways &quot;and&quot; means</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; anywhere in the document</td>
<td>Since “and” is in quotes, it is treated as a phrase instead of being treated as an operator.</td>
</tr>
</tbody>
</table>

Searching for a precise string of characters narrows the search more than specifying the two names separated by a space without using quotes. Table 3.4.2-2 compares the results for three search strings.

<table>
<thead>
<tr>
<th>Search Box contents</th>
<th>Operator</th>
<th>#Results Returned</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinton</td>
<td>None</td>
<td>85373</td>
<td></td>
</tr>
<tr>
<td>Bill and Clinton</td>
<td>AND</td>
<td>58772</td>
<td>More restrictive</td>
</tr>
<tr>
<td>“Bill Clinton”</td>
<td>Quotes</td>
<td>19026</td>
<td>Even more restrictive</td>
</tr>
</tbody>
</table>

Note: The number of search results returned will be greater than the number shown in Table 3.4.2-2 as additional documents are made available.
3.4.3. Boolean Operators

Description

A **Boolean search** is a search that uses the logical (i.e. Boolean) operators (AND, OR, NOT, -) in addition to the keywords.

- **AND:** The AND operator tells the search engine to return only documents with all the keywords you entered. This operator narrows the search and returns fewer search results.
- **OR:** The OR operator tells the search engine to return documents if they contain one or more keywords.
- **NOT:** The NOT operator tells the search engine to exclude documents from a search if they contain the keywords.
- **- Operator:** The “-” operator is the same as the NOT operator and tells the search engine to exclude documents from a search if they contain the keywords.

**Note:** Boolean operators are not case sensitive. For example, entering *and* or *AND* will return the same results.

Procedure

The procedure for designing and executing a search query with Boolean operators is as follows:

**Step 1.** Decide what words you want to search for in your query and what words you don’t want to search for in your query.

**Step 2.** Add Boolean operators between words or phrases to tell the search engine how to use the keywords in a search.

**Step 3.** Click on the Search button to execute your search and return a Search Results page.

Examples

Table 3.4.3-1 shows several examples of using Boolean operators.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrives</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>congressional and hearing</td>
<td>Documents with both the word &quot;congressional&quot; and &quot;hearing&quot; anywhere inside the document</td>
<td></td>
</tr>
<tr>
<td>congressional or executive</td>
<td>Documents with either the word &quot;congressional&quot; or &quot;executive&quot; or both</td>
<td></td>
</tr>
<tr>
<td>congressional not report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional -report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td></td>
</tr>
</tbody>
</table>

The “-” operator can be used in place of the not operator, but must prefix the word (or expression) without any intervening spaces.
<table>
<thead>
<tr>
<th>congressional and not report</th>
<th>Documents with the word “congressional” but not the word “report”</th>
<th>The operators &quot;and not&quot; behaves the same as &quot;not.&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;ways and means&quot;</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; in the specified order, right next to each other</td>
<td>Since “and” is part of the phrase in quotes, it is treated as part of the phrase instead of being treated as an operator.</td>
</tr>
<tr>
<td>ways &quot;and&quot; means</td>
<td>Documents with the words &quot;ways&quot;, &quot;and&quot;, and &quot;means&quot; anywhere in the document</td>
<td>Since “and” is in quotes, it is treated as a phrase instead of being treated as an operator.</td>
</tr>
<tr>
<td>title: environment and member:mikulski</td>
<td>Documents with the word &quot;environment&quot; in the title and &quot;mikulski&quot; in the member field</td>
<td></td>
</tr>
<tr>
<td>title:(hearing or meeting)</td>
<td>Documents with either &quot;hearing&quot; or &quot;meeting&quot; in the title field</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake and title:bay</td>
<td>Documents with both the word &quot;chesapeake&quot; and the word &quot;bay&quot; in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>congressional and not report</td>
<td>Documents with the word &quot;congressional&quot; but not the word &quot;report&quot;</td>
<td>The phrase &quot;and not&quot; behaves the same as &quot;not&quot;.</td>
</tr>
<tr>
<td>congressional not (committee report)</td>
<td>Documents with the word &quot;congressional&quot; but not if they contain both the words &quot;committee&quot; and &quot;report&quot;</td>
<td></td>
</tr>
<tr>
<td>congressional not (committee or meeting)</td>
<td>Documents with “congressional” but not “committee”; documents with “congressional” but not “meeting”</td>
<td></td>
</tr>
<tr>
<td>congressional -(committee or meeting)</td>
<td>Documents with “congressional” but not “committee”; documents with “congressional” but not “meeting”</td>
<td>The &quot;-&quot; operator works with parenthetical expressions as well.</td>
</tr>
</tbody>
</table>
3.4.4. Proximity Operators

Description

Proximity operators allow you to specify searches where one word is near, next to, or in the vicinity of another word. The three proximity operators defined are:

- **Adj**: The adj proximity operator specifies that one word is adjacent to another in a document.
- **before/#**: The before/# proximity operator specifies that the first word is within # words and before the second word.
- **near/#**: The near/# proximity operator specifies that the first word is within # words of the second word.

Procedure

The procedure for designing and executing a search query with operators is as follows:

Step 1. Decide what words you want to search for in your query.

Step 2. Determine how close the two words are that you want the search engine to search for and use the appropriate proximity operator and number of words if applicable.

Step 3. Click on the **Search** button to execute your search and return a Search Result page.

Examples

Table 3.4.4-1 shows several examples of using proximity operators.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrieves</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>congressional adj hearing</td>
<td>Documents with the word &quot;congressional&quot; directly followed by the word &quot;hearing&quot;</td>
<td></td>
</tr>
<tr>
<td>representative near/10 cardin</td>
<td>Documents with the word &quot;representative&quot; within 10 words of the word &quot;cardin&quot;</td>
<td></td>
</tr>
<tr>
<td>representative near cardin</td>
<td>Documents with words &quot;cardin&quot;, &quot;near&quot;, and &quot;representative&quot; anywhere inside the document</td>
<td>The term &quot;near&quot; is only an operator when it has the /# as the suffix otherwise it is treated just like a regular word.</td>
</tr>
<tr>
<td>representative before/10 cardin</td>
<td>Documents with the word &quot;representative&quot; within 10 words and before the word &quot;cardin&quot;</td>
<td></td>
</tr>
<tr>
<td>representative before cardin</td>
<td>Documents with words &quot;cardin&quot;, &quot;before&quot;, and &quot;representative&quot; anywhere inside the document</td>
<td>The term &quot;before&quot; is only an operator when it has the /# as the suffix otherwise it is treated just like a regular word.</td>
</tr>
<tr>
<td>(Bill and Clinton) before/100 (Hillary and Clinton)</td>
<td>No documents retrieved</td>
<td>This will return an &quot;unsupported proximity operator&quot; error. The &quot;and&quot;</td>
</tr>
</tbody>
</table>
operator (implied or otherwise) can not be nested within a proximity operator.

(Bill <i>adj</i> Clinton) <i>before/100</i>
(Hillary <i>adj</i> Clinton)  Documents with the name “Bill Clinton” within 100 words of the name “Hillary Clinton”  A successful version of the above query. Note that all operators within a proximity expression must themselves be proximity operators.

not Bill <i>before/100</i> Clinton  No documents retrieved  Will also return an "unsupported proximity operator" error. The "not" operator is not allowed to be within a proximity expression.

Note: Because a proximity expression is trying to find words (or phrases with quotes) that are located within a specified proximity of each other, using Boolean operators or multiple words without quotes in a proximity expression will result in a search query error. One way to make sure that you do not get search query errors is to always use parentheses around the proximity expression when creating search queries that use proximity operators.

Examples of proximity expressions using quotes:
- environment not (“Bill Clinton” <i>before/100</i> “Hillary Clinton”)
- environment (Clinton <i>near/10</i> Bush)
3.4.5. Parentheses

Description

Parentheses are used to group words and expressions so that the result of evaluating the expression between the parentheses can be used as part of a more complex query.

The use of parentheses is recommended to isolate expressions in your query from other expressions, especially when creating complex queries using proximity operators and field operators.

Procedure

The procedure for designing and executing a search query with parentheses is as follows:
Step 1. Decide what words and operators you want in a parenthetical expression in your query.
Step 2. Determine how you want the results of the parenthetical expression to interact with other words in the query.
Step 3. Click on the Search button to execute your search and return a Search Results page.

Examples

Table 3.4.5-1 shows several examples of using parenthetical expressions with other operators and expressions.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrives</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(congressional or executive) and hearing</td>
<td>Documents with both words “congressional” and “hearing,” as well as with both words “executive” and “hearing”</td>
<td></td>
</tr>
<tr>
<td>title:(hearing or meeting)</td>
<td>Documents with either “hearing” or “meeting” in the title field</td>
<td></td>
</tr>
<tr>
<td>title:(chesapeake bay)</td>
<td>Documents with both the word “chesapeake” and the word “bay” in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>congressional not (committee report)</td>
<td>Documents with the word “congressional” but not if they contain both the words “committee” and “report”</td>
<td></td>
</tr>
<tr>
<td>congressional not (committee or meeting)</td>
<td>Documents with “congressional” but not if it mentions either “committee” or “meeting”</td>
<td></td>
</tr>
<tr>
<td>congressional not (committee or meeting)</td>
<td>Documents with “congressional” but not “committee”; documents with “congressional” but not “meeting”</td>
<td></td>
</tr>
<tr>
<td>congressional -(committee or</td>
<td>Documents with “congressional” but not “committee”; documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The “-” operator works with parenthetical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with &quot;congressional&quot; but not &quot;meeting&quot;</td>
<td>expressions as well.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>(Bill and Clinton) before/100 (Hillary and Clinton)</td>
<td>No documents retrieved</td>
<td>This will return an &quot;unsupported proximity operator&quot; error. The &quot;and&quot; operator (implied or otherwise) can not be nested within a proximity operator.</td>
</tr>
<tr>
<td>(Bill adj Clinton) before/100 (Hillary adj Clinton)</td>
<td>Documents with the name “Bill Clinton” within 100 words of the name “Hillary Clinton”</td>
<td>A successful version of the above query. Note that all operators within a proximity expression must themselves be proximity operators.</td>
</tr>
</tbody>
</table>
3.4.6 Number of Hits “+” Operator

**Description**

The **Number of hits “+” operator** can be used to specify that documents with more hits on a particular word be given preference over documents with hits on other words.

**Procedure**

The procedure for designing and executing a search query with operators is as follows:

- **Step 1.** Decide what word you want to give preference for in your query.
- **Step 2.** Place a plus sign, +, directly next to that word without and intervening space.
- **Step 3.** Click on the **Search** button to execute your search and return a Search Results page.

**Examples**

Table 3.4.6-1 shows several examples of using the + operator.

**Table 3.4.6-1 Sample Search Queries Using + Operator**

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrieves</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>+cardin congressional committee</td>
<td>Documents with words &quot;cardin&quot;, &quot;congressional&quot;, and &quot;committee&quot; anywhere inside the document with documents having more hits on &quot;cardin&quot; being given higher relevancy than documents with more hits on &quot;congressional&quot; or &quot;committee&quot;</td>
<td></td>
</tr>
<tr>
<td>++cardin congressional +committee</td>
<td>Documents with words &quot;cardin&quot;, &quot;congressional&quot;, and &quot;committee&quot; anywhere inside the document with documents having more hits on &quot;cardin&quot; being given the highest relevancy, followed by documents having more hits on &quot;committee&quot; given the next highest relevancy, and documents having more hits on &quot;congressional&quot; given lower relevancy</td>
<td></td>
</tr>
</tbody>
</table>
3.4.7. Field Operators

Description

Field operators are operators that represent metadata fields. Using field operators tells the search engine to retrieve documents where the value of the metadata field is equal to the value given in the field operator expression. Searches with field operators are useful when you know the values of descriptive data (metadata) such as titles, sponsors, and dates.

Range is used to specify the set of all values a query should return.
  - A date range is the set of all dates from the first date in the expression to the last date in the expression.
  - A number range is the set of all whole numbers from the first number in the expression to the last number in the expression.

Procedure

The procedure for designing and executing a search query with field operators is as follows:
- Step 1. Decide what metadata elements you want to search for in your query, along with the exact value of the metadata field.
- Step 2. Enter the field operator name immediately followed by a colon and then enter the field value or an expression that evaluates to a value.
- Step 3. Click on the Search button to execute your search and return a Search Results page.

When using field operators, you must observe the following rules:
  - The field must be a valid field name or a Field Error will be reported.
  - The values entered for metadata values must match the format in which they are being stored.
  - There must be no spaces on either side of the ":" for the field to be considered as a field restriction.

Examples

Table 3.4.7-1 shows several examples of using field operators. In the examples, the field operators are displayed in blue.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrives</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>title:hearing</td>
<td>Documents where the word &quot;hearing&quot; occurs in the title of the document</td>
<td></td>
</tr>
<tr>
<td>title:environment and member:mikulski</td>
<td>Documents with the word &quot;environment&quot; in the title and &quot;mikulski&quot; in the member field</td>
<td></td>
</tr>
<tr>
<td>title:(hearing or meeting)</td>
<td>Documents with either &quot;hearing&quot; or &quot;meeting&quot; in the title field</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake bay</td>
<td>Documents with the word &quot;chesapeake&quot; in the metadata title field and the word &quot;bay&quot; in</td>
<td></td>
</tr>
<tr>
<td>Query (Words and Operators)</td>
<td>Retrieves</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>title:“chesapeake bay”</td>
<td>Documents with the phrase “chesapeake bay” in the metadata title field</td>
<td></td>
</tr>
<tr>
<td>title:(chesapeake bay)</td>
<td>Documents with both the word “chesapeake” and the word “bay” in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake and title: bay</td>
<td>Documents with both the word “chesapeake” and the word “bay” in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>title:chesapeake title: bay</td>
<td>Documents with both the word “chesapeake” and the word “bay” in the metadata title field, but not necessarily in order</td>
<td></td>
</tr>
<tr>
<td>publishdate:range(2006-01-01,2006-07-01)</td>
<td>Documents for all documents with an issue date from Jan 1, 2006 through July 1, 2006</td>
<td></td>
</tr>
<tr>
<td>publishdate:range(2006-01-01,)</td>
<td>Documents with all issue dates after and including 2006-01-01</td>
<td></td>
</tr>
<tr>
<td>congress:range(100,105)</td>
<td>Documents for all congresses with numbers 100 up to and including 105</td>
<td></td>
</tr>
<tr>
<td>congress:range(,105)</td>
<td>Documents with all congresses up to and including the 105th</td>
<td></td>
</tr>
</tbody>
</table>

Table 3.4.7-2 lists commonly used field operators that apply to all or most of the collections. For more information about the metadata fields available for each collection, the formats in which the metadata values are being stored, and definitions of the metadata fields, see the Metadata Fields and Values section for each collection in the FDsys Help under What’s Available.
Table 3.4.7-2 Field Operators List

<table>
<thead>
<tr>
<th>Metadata Field Display Name</th>
<th>Field Operator</th>
<th>Field Operator Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>collection:</td>
<td>collection:chrg</td>
</tr>
<tr>
<td>Government Author</td>
<td>governmentauthor:</td>
<td>governmentauthor:house</td>
</tr>
<tr>
<td>Publication Date</td>
<td>publishdate:</td>
<td>publishdate:2006-09-30</td>
</tr>
<tr>
<td>SuDoc Class Number</td>
<td>sudocclass:</td>
<td>sudocclass:&quot;y 4.c 73/8:&quot;</td>
</tr>
<tr>
<td>Ingestion Date</td>
<td>ingestdate:</td>
<td>ingestdate:2008-12-29</td>
</tr>
<tr>
<td>Publisher</td>
<td>publisher:</td>
<td>publisher:&quot;u.s. government printing office&quot;</td>
</tr>
<tr>
<td>Branch</td>
<td>branch:</td>
<td>branch:legislative</td>
</tr>
<tr>
<td>Title</td>
<td>title:</td>
<td>title:(railroad safety)</td>
</tr>
<tr>
<td>Congress Number</td>
<td>congress:</td>
<td>congress:109</td>
</tr>
<tr>
<td>Congress Member</td>
<td>member:</td>
<td>member:mcconnell</td>
</tr>
<tr>
<td>President</td>
<td>president:</td>
<td>president:clinton</td>
</tr>
<tr>
<td>Citation</td>
<td>citation:</td>
<td>citation:&quot;h.r. 1&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>citation:&quot;Public Law 105-264&quot;</td>
</tr>
<tr>
<td>Reference Citation</td>
<td>refcitation:</td>
<td>refcitation:&quot;h.r. 1&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>refcitation:&quot;Public Law 105-264&quot;</td>
</tr>
<tr>
<td>Electronic Location (URL)</td>
<td>url:</td>
<td>url:&quot;<a href="http://www.gpo.gov/fdsys/pkg/BILLS-111hr1071IH/pdf/BILLS-111hr1071IH.pdf">http://www.gpo.gov/fdsys/pkg/BILLS-111hr1071IH/pdf/BILLS-111hr1071IH.pdf</a>&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>url:BILLS-111hr1071IH</td>
</tr>
<tr>
<td>Package ID</td>
<td>packageid:</td>
<td>packageid:FR-2009-03-31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>packageid:LSA-2009-03</td>
</tr>
<tr>
<td>Granule ID</td>
<td>granuleid:</td>
<td>granuleid:E9-7073</td>
</tr>
<tr>
<td></td>
<td></td>
<td>granuleid:LSA-2009-03-title30</td>
</tr>
</tbody>
</table>
3.4.8 Wild Cards

Description

Wild cards can be used as substitutions for one or more characters in a search term.
- `?`: The `?` wild card replaces a single character before, within, or after a search term.
- `*`: The `*` wild card replaces one or more characters before, within, or after a search term.

Procedure

The procedure for designing and executing a search query using wild cards is as follows:
Step 1. Decide what words you want to search for in your query.
Step 2. Use an asterisk `*` to substitute for 1 or more characters in the search or use a question mark `?` to substitute for a single character in a search.
Step 3. Click on the **Search** button to execute your search and return a Search Results page.

Examples

Table 3.4.8-1 shows several examples of using wild cards operators.

<table>
<thead>
<tr>
<th>Query (Words and Operators)</th>
<th>Retrieves</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>congress*</td>
<td>Documents which contain words which start with &quot;congress&quot; (such as &quot;congressional&quot;, &quot;congressman&quot;, etc.)</td>
<td></td>
</tr>
<tr>
<td>con*al</td>
<td>Documents which start with &quot;con&quot; and end in &quot;al&quot;, such as &quot;congressional&quot; and &quot;confessional&quot;</td>
<td></td>
</tr>
<tr>
<td>capitali?e</td>
<td>Documents where certain characters can be any character in the word. In this case, example matches include documents which contain &quot;capitalize&quot; or &quot;capitalise&quot;</td>
<td></td>
</tr>
</tbody>
</table>
4. Search Results

When you search for a government publication using any of the search methods described in Section 3, the search engine will return a list of all the government publications that satisfy the search criteria. An example is shown in Figure 4-1.

From this Search Results page, you can:

1. Launch a new search, browse, or learn about government publications by clicking on one of the links under FDsys – GPO Access in the upper left hand corner of the page.
2. Narrow your search by clicking on the various links in the Narrow Your Search panel on the left side of the page.
3. Narrow your search by specifying additional search criteria in the simple Search Box; this takes the results of your previous search, and further filters the results.
4. Perform a new advanced search by clicking the Advanced Search link in the upper right part of the page, to the right of the search box.
5. Retrieve a document using its citation by clicking the Retrieve by Citation link in the upper right part of the page, to the right of the search box.
6. Retrieve the document in PDF format by clicking on its title.
8. Go to another page of results by clicking on Prev, page number, or Next links.
9. Sort the search results by selecting the sort criteria in the drop down menu.
10. Change the number of documents displayed per page.
11. Show all editions or show only the most recent editions of select publications.

The following subsections explain how to do each of these actions.
### 4.1. Recent and Historical Editions

#### Description

For select collections, only the most recent edition of the collection is included search results retrieved through the **Simple Search Box**. For search results retrieved using the Advanced Search page, results from all editions will be included in search results.

#### Procedure (Simple Search)

**Step 1.** Perform a search using the **Simple Search Box**. (Only the most recent editions will be included in the search results for select collections.)

**Step 2.** Click on the **Show all editions** link to view results for all editions for that collection.

**Note:** After clicking the **Show all editions** link, you can click on the **Show only recent editions** link to display results from recent editions only. Using the links for **Show all editions** and **Show only recent editions** will also apply a filter in the Narrow Your Search panel for the collection to which that document belongs. You can remove the filter that you have applied by selecting the red [x].

#### Procedure (Advanced Search)

**Step 1.** Perform a search using the Advanced Search page. (All editions will be included in the search results.)

**Step 2.** Click on the **Show only recent editions** link to view results for only the most recent edition for that collection.

**Note:** After clicking the **Show only recent editions** link, you can click on the **Show all editions** link to display results from all editions. Using the links for **Show all editions** and **Show only recent editions** will also apply a filter in the Narrow Your Search panel for the collection to which that document belongs. You can remove the filter that you have applied by selecting the red [x].

#### Example

**Step 1.** Enter **Congress** into the **Search Box** and click on the **Search** button.

**Step 2.** Click on the **Show all editions** link to view results for all editions for that collection.

(Figure 4.1-1)
Step 3. View results for all editions of that collection. (Figure 4.1-2)
4.2. Sorting Search Results

Description

After you obtain search results from your original search criteria, you can sort the results by choosing different sort criteria. The sorting options available are

- Relevance
- Date (New to Old)
- Date (Old to New)
- Alphabetical (Z – A)
- Alphabetical (A – Z)

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. Click on the down arrow on the right hand side of the Sort by drop down menu to display the options.
Step 3. Select the option you want to sort by.
Step 4. Click on the Go button.
Step 5. View the results of your new sort criteria.

Example

Perform a search for “Bill Clinton” and sort the results by Date (New to Old).

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. Click on the down arrow on the right hand side of the Sort by drop down menu.
Step 3. Select Date (New to Old) (Figure 4.2-1).

Figure 4.2-1 Search Results Page Sort By Options

Step 4. Click on the Go button.
Step 5. View the newly sorted results (Figure 4.2-2).

Figure 4.2-2 Search Results Page After Sorting by Date (New to Old)
4.3. Selecting the Number of Search Results per Page

Description

You can select the number of results to display per page. The options are:

- 10 per page
- 50 per page
- 100 per page

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. Click on the arrow in the Results per Page drop down menu to display your options.
Step 3. Select the number of pages you want to see on each page from the drop down menu.
Step 4. Click on the Go button.
Step 5. View your results.

Example

Perform a search for “Bill Clinton” and change the number of results per page from the default number 10 to 50.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. Click on the arrows in the Results per Page drop down menu to display your options (Figure 4.3-1).
Step 3. Select 50 per page from the drop down menu as the number of pages you want to see on each page (Figure 4.3-1).

Figure 4.3-1 Select Results Per Page Options
Step 4. Click on the Go button.

Step 5. View your results. You can now scroll through 50 results (Figure 4.3-2).

Figure 4.3-2 Search Results Page With 50 Per Page
4.4. Accessing Additional Pages of Search Results

Description

The total number of search results retrieved can be found at the top of the page above the search results. You can access additional pages of results beyond those currently displayed on your screen using the links next to the total number of search results.

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. Select Prev, a page number, or Next at the top of the Search Results panel.
Step 3. The page selected appears with additional search results.

Example

Perform a search for “Bill Clinton” and access the second page of results for your query.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. Click on the 2 link in the series of pages directly to the left of the Next link (Figure 4.3-1).
Step 3. View the second page of search results (Figure 4.4-2).

Figure 4.4-1 Access Additional Pages of Search Results

![Image of search results page with page numbers and search box]
4.5. Narrow Your Search Results

Description

You can filter your search results by selecting metadata values for various metadata fields in the Narrow Your Search panel on the left hand side of the Search Results page. The number of results with that metadata value is displayed in parentheses to the right of the metadata value.

The following Narrow Your Search categories are available for all collections:
- Collection
- Date Published
- Government Author
- Organization
- Person
- Location
- Keyword

Additional Narrow Your Search categories are available after you have filtered your results by one of the values from the Collection category.

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. From the Narrow Your Search panel on the Search Results page, click on the metadata value to filter by.
   Note: If you do not see the specific metadata value you are looking for, click the See More ... link for that category to expand the list of values.
Step 4. Repeat Step 2 for any additional metadata values you want to filter by.
Step 5. View your results.

Example

Perform a search for “Bill Clinton” and narrow your search from all results containing “Bill Clinton” to all results containing “Bill Clinton” from the Congressional Bills collection, where the government author is the House of Representatives and the Congress Number is the 109th Congress.
Step 1. Enter "Bill Clinton" into the Search Box and click on the Search button.

Figure 4.5-1 Search Results Page for “Bill Clinton”

Step 2. From the Narrow Your Search panel on the Search Results page, expand the Collections category by clicking the See More ... link (Figure 4.5-2).

Figure 4.5-2 Narrow Your Search See More... Link
Step 3. From the Narrow Your Search panel on the Search Results page, click on **Congressional Documents** from the Collection category. Notice that when a link is selected, a red x [X] is placed next to the field name (Figure 4.5-3).

**Figure 4.5-3 Narrow Your Search by Collection**

Step 4. From the Narrow Your Search panel on the Search Results page, click on **House of Representatives** from the Government Author category (Figure 4.5-4).

**Figure 4.5-4 Narrow Your Search by Government Author**
Step 5. From the Narrow Your Search panel on the Search Results page, click on 105th Congress (1997 - 1998) from the Congress Number category (Figure 4.5-5).

Figure 4.5-5 Narrow Your Search by Congress Number
Step 6. View your results for documents containing “Bill Clinton” from Congressional Bills, authored by the House of Representatives from the 105th Congress (Figure 4.5-6).

Note: To undo a filter, simply click on the [X] next to the metadata value you filtered by.

Figure 4.5-6 Narrow Your Search Results

<table>
<thead>
<tr>
<th>Collection</th>
<th>Date Published</th>
<th>Government Author</th>
<th>Congress</th>
<th>Organization</th>
<th>Person</th>
<th>Location</th>
<th>Keyword</th>
<th>Congress Number</th>
</tr>
</thead>
</table>

1. HR Doc. 105-94 - PROCEEDINGS OF THE 99TH NATIONAL CONVENTION OF THE VETERANS OF FOREIGN WARS OF THE UNITED STATES [PDF 154 KB]

2. H. Res. 105-8 - NATIONAL REPORT DELISTED AMERICAN VETERANS 1996 New Orleans Hilton-House, New Orleans... [PDF 608 KB]

3. H. Res. 105-241 - REFERRAL FROM INDEPENDENT COUNSEL KENNETH W. STARR IN CONFORMITY WITH THE REQUIREMENTS OF TITLE... [PDF 562 KB]

4. H. Res. 105-218 - EXECUTION LAWS AND POLICIES OF ALABAMA [PDF 225 KB]

5. H. Res. 105-302 - AN AMENDMENT TO EXECUTIVE ORDER 12947 DEALING WITH THE WORLDWIDE THREATPOSED BY FOREIGN TERRORISTS [PDF 102 KB]
   Congressional Documents. 105th Congress. Committee on International Relations. Executive Communication from William J. Clinton, Friday, September 11, 1996.

4.6. Search Within Results

Description

In addition to using the links in the Narrow Your Search panel, you can further filter your results by performing another search within the results you just obtained by checking the Within Results checkbox and then specifying additional search criteria in the Simple Search Box. The format of the query or search criteria is the same as that specified for Simple Search in Section 3.1 or Search Query Operators in Section 3.4.

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. Click on the Within Results checkbox.
Step 3. Enter a new search into the Search Box.
Step 4. Click on the Search button.
Step 5. View your new results on the Search Results page.

Example

Perform a search for “Bill Clinton” and then enter new search criteria “George W. Bush” in the simple search box to search for documents containing both “Bill Clinton” and “George W. Bush.”

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. Click on the Within Results checkbox (Figure 4.6-1).
Step 3. Enter “George W. Bush” in the Search Box.
Step 4. Click on the Search button.

Figure 4.6-1 Search Within Results
Step 5. View your new results on the Search Results page, as shown below.

Figure 4.6-2 Search Results Page for Search Within Results
4.7. Accessing Documents

Description

Once you have narrowed your search results and found the document(s) you are looking for, you can access the document from the Search Results page.

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. From the Search Results page, click on the title of the document.
Step 3. When you click on the document name, another window will appear that has the document in it. Depending on your computer settings,
   - The PDF file may open in your browser window,
   - The PDF file may open in Adobe Acrobat or another program, or
   - You may be asked to save the file to your computer.

If you do not have Adobe Acrobat Reader, it can be downloaded for free from Adobe’s Web site at http://www.adobe.com/products/acrobat/readstep2.html.

Example

Perform a search for “Bill Clinton” and access the PDF of the document from the Search Results page.

Step 1. Enter "Bill Clinton" into the Search Box and click on the Search button.
Step 2. From the Search Results page, click on the title of the document (Figure 4.7-1).

Figure 4.7-1 Access Documents by Clicking on Title of Search Result
Step 3. When you click on the document name, another window will appear that has the document in it. Depending on your computer settings,

- The PDF file may open in your browser window,
- The PDF file may open in Adobe Acrobat, or
- You may be asked to save the file to your computer.

For this example, the document opened in a new browser window as a PDF file. From here, you can view, print or save a copy of the document as you can any PDF document.

Figure 4.7-2 Document Accessed From Search Results Page

Using North Carolina as a model of the benefits of advanced telecommunications capabilities, NCEIITA urged legislators to promote the deployment of advanced telecommunications networks nationwide to enable all Americans to originate and receive affordable, high-quality voice, data, image, graphic, and video telecommunications services. NCEIITA emphasized deregulation and competition in the local telephone exchange as the means toward spurring investment in these advanced broadband networks. As a result of their efforts on the legislative front, Congress chose to include a provision authorizing the Federal Communications Commission to encourage the timely deployment of advanced telecommunications capabilities, if necessary, through policies of pricing regulation, regulation forbearance and promoting competition in the local telephone exchange (Summarily, this will enable Americans to communicate better tomorrow than they can today. For that, NCEIITA member companies—particularly Broad Band Technologies, Secor, Nordel, and General Instruments—deserve special recognition.

**BASIS FOR CHARGE THAT BILL CLINTON 'LOOTED' THE MILITARY**

HON. ROBERT K. DORMAN
OF CALIFORNIA
IN THE HOUSE OF REPRESENTATIVES

Thursday, February 1, 1996
Mr. DORMAN. Mr. Speaker, at your own request, Mr. Goodloe, I am including the following letter from a young Bill Clinton to his RUTC draft board adviser Roberta Lee March survivor Col. Eugene Holmes, as well as Colonel Holmes' response 20 years later. Also included are some of my comments on this issue that you and other Members have requested be printed in the RECORD.

[From the Washington Times]
4.8. Accessing More Information About Documents

Description

Once you have narrowed your search results and found the document(s) you are looking for, you can access more information about the document by clicking on the More Information link in the search result as shown below.

Procedure

Step 1. Perform a search using the Simple Search Box or Advanced Search page.
Step 2. From the Search Results page, click on the More Information link in the search result.
Step 3. View the More Information page, which contains:
   • Actions panel
   • Download Files section
   • Metadata section
   • Document in Context section (for select documents)

Procedures and examples for these options are presented in sections 4.8.1 through 4.8.4.

Example

Perform a search for "Bill Clinton" and access the More Information page.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. From the Search Results page, click on the More Information link in the search result. (Figure 4.8-1).

Figure 4.8-1 Access the More Information Page
Figure 4.8-2 More Information Page

142 CONG. REC. E168 - BASIS FOR CHARGE THAT BILL CLINTON "LOATHES" THE MILITARY

Download Files

Formats
Text (24 KB) | PDF (45 KB)

Descriptive Metadata
NCESS

Authenticity Metadata
NCESS

All Format & Metadata Files
ZIP file

Metadata
Category
Proceedings of Congress and General Congressional Publications

Collection
Congressional Record

Publication Title
Congressional Record Volume 142, issue 16 (February 5, 1996)

Serial Class Number
X 1, VA
XIA

Publisher
U.S. Government Printing Office

Page Number Range
E 168-170

Congress
104th Congress, 2nd Session

Section
Extensions of Remarks

Job Type
All Other Legislative Business

Document in Context

Entire Issue
PDF | More

Senate Section
PDF

Extensions of Remarks Section
XCF

Daily Digest
PDF

142 Cong. Rec. E147 - HONORING THE AWARD WINNERS OF THE DALE CITY CIVIC ASSOCIATION
Congressional Record, VI: DAVID, February 5, 1996

142 Cong. Rec. E147 - TRIBUTE TO LOYD CHARLES BROWN
Congressional Record, III: SERRANO, February 5, 1996

142 Cong. Rec. E147 - TRIBUTE TO RALPH D. DALTON
4.8.1. Downloading Document and Metadata Files

Description

From the More Information page you can download various formats of a document as well as metadata files. Most documents will be available in PDF and Text formats, but other formats may be available depending on the publication. Metadata will be available in MODS XML format for descriptive metadata and PREMIS XML format for authenticity metadata. A complete package is also available for download as a zipped file containing both metadata and content files.

Procedure

Step 1. Browse using the Browse Government Publications pages or perform a search using the Simple Search Box or Advanced Search page.

Step 2. Click on the More Information link from the Search Results page or the More link on one of the Browse Government Publications pages.

Step 3. To download the document, metadata files, or both, click on the appropriate link in the Download Files section of the More Information page.

Step 4. Save or print documents as desired.

Example

Perform a search for “Bill Clinton” and access the More Information page and download the ZIP file of the document containing the document and metadata files.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.

Step 2. From the Search Results page, click on the More Information link in the search result. (Figure 4.8.1-1).

Figure 4.8.1-1 Access the More Information Page
Step 3. From the More Information Page, click on the ZIP link (Figure 4.8.1-2).

**Figure 4.8.1-2 More Information Page Downloading ZIP Files**

Step 4. A File Download dialog box will open in a new window. Click on open, save, or cancel (Figure 4.8.1-3).

- Clicking on Open will allow you to unzip the zipped file so you can see both the metadata file and the content file.
- Clicking on Save will allow you to save the zip file to the location you specify.

**Figure 4.8.1-3 Zip File Download Dialog Box**
4.8.2. Viewing Metadata for Documents

Description

You can view metadata for documents directly on your screen. Each collection uses similar metadata elements, however there are some elements that are unique to specific collections. For more information on the meaning and format of the metadata, see the Collections Available in FDsys page at http://www.gpo.gov/help/collections_available_on_fdsys.htm, and select the collection that you are interested in.

Procedure

Step 1. Browse using the Browse Government Publications pages or perform a search using the Simple Search Box or Advanced Search page.
Step 2. Click on the More Information link from the Search Results page or the More link on one of the Browse Government Publications pages.
Step 4. For definitions of the metadata elements, hold your cursor over the metadata name for a few seconds. The availability of these definitions is indicated by a dotted line under the metadata name.

Example

Perform a search for “Bill Clinton” and view metadata on the More Information page.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. From the Search Results page, click on the More Information link in the search result. (Figure 4.8.2-1).

Figure 4.8.2-1 Access the More Information Page
Step 3. View the metadata on the More Information page (Figure 4.8.2-2).

**Figure 4.8.2-2 More Information Page Viewing Metadata**

Step 4. Hold your cursor over **Collection** for a few seconds. The definition will be displayed (Figure 4.8.2-3)

**Figure 4.8.2-3 More Information Page Viewing Metadata Definitions**
4.8.3. Document in Context

Description

Publications, or issues of publications, in some collections are broken down into smaller pieces (granules) to improve access to relevant information. The Federal Register, for example, consists of several documents, each of which can be accessed separately. The Document in Context section allows you to access other documents issued within the same publication.

Procedure

Step 1. Browse using the Browse Government Publications pages or perform a search using the Simple Search Box or Advanced Search page.
Step 2. Click on the More Information link from the Search Results page or the More link on one of the Browse Government Publications pages.
Step 3. Access documents and More Information pages for other documents issued within the same publication.

Example

Perform a search for “Bill Clinton” and access a PDF of a document from the same issue of the Federal Register from the Document in Context section of the More Information page.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.
Step 2. From the Search Results page, click on the More Information link in the search result. (Figure 4.8.3-1).

Figure 4.8.3-1 Access the More Information Page

Figure 4.8.3-2 More Information Page Document in Context Section
Step 4. Click on the **PDF** link next to one of the documents.

**Figure 4.8.3-3 Access PDF from the Document in Context Section**

<table>
<thead>
<tr>
<th>Bill Title</th>
<th>Bill Number</th>
<th>Sponsor</th>
<th>Bill Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A CLEAR DEBT CEILING EXTENSION BILL</td>
<td>H.R. 1693</td>
<td>Employer</td>
<td>February 2, 1996</td>
</tr>
<tr>
<td>TRIBUTE TO ELIZABETH DOUGHERTY</td>
<td>H.R. 1693</td>
<td>Employer</td>
<td>February 2, 1996</td>
</tr>
<tr>
<td>TRIBUTE TO WOODS</td>
<td>H.R. 1694</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>TRIBUTE TO JEROME DAVY</td>
<td>H.R. 1694</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>TRIBUTE TO AUBURN DAM</td>
<td>H.R. 1695</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>A REQUEST FOR KINDNESS</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>EDDIE BRUGH JOHNSON of Texas</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>TRIBUTE TO REAR ADMIRAL FREDERICK J. EDO</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>WELDON of Pennsylvania</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>THE NINTH CIRCUIT COURT OF APPEALS</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>BURNIN of Oregon</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>REMARKS BY SENATOR ON THE NATIONAL PRAYER BREAKFAST</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>LAHITY of Wisconsin</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>SCHOOLS YOU CAN BELIEVE IN</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>UNDERWOOD of Florida</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>NCTA TO PARTICIPATE IN THE TELECOMMUNICATION REFORM DEBATE</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>BILLS FOR CHARGE BILL CLINTON LOANED MILITARY</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>BROWNSVILLE CHINESE AMERICAN ASSOCIATION</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>A COMMITMENT TO ALL AMERICANS</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>NO DEFICIENT MNE WS CLEAN UP PLATES</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>NINTH CIRCUIT COURT OF APPEALS REORGANIZATION ACT OF 1990</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>SPEICE, MR. MARTINEZ</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>TANNER</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>A GREAT MAN</td>
<td>H.R. 1696</td>
<td>Employer</td>
<td>February 5, 1996</td>
</tr>
</tbody>
</table>
4.8.4. Actions

Description

The More Information page (See above) also has an Actions section that allows you to:

- Browse the collection
- Learn more information about the collection
- View bibliographic information about the publication in GPO’s Catalog of U.S. Government Publications
- Find at a local Federal depository library
- Purchase a your own copy of the publication from the U.S. Government Online Bookstore
- Send an email with a link to the More Information page
- View related publications

Procedure

Step 1. Browse using the Browse Government Publications pages or perform a search using the Simple Search Box or Advanced Search page.

Step 2. Click on the More Information link from the Search Results page or the More link on one of the Browse Government Publications pages.

Step 3. Click on one of the links in the Actions panel.

Example

Perform a search for “Bill Clinton” and click on the link to purchase a copy of the document from the More Information page.

Step 1. Enter “Bill Clinton” into the Search Box and click on the Search button.

Step 2. From the Search Results page, click on the More Information link in the search result. (Figure 4.8.4-1).

Figure 4.8.4-1 Access the More Information Page
Step 3. Click on the **Purchase your own copy** link (Figure 4.8.4-2).

**Figure 4.8.4-2 Actions Panel Purchase Your Own Copy**


Note: If the document is available on the U.S. Government Bookstore Web page, you will be directed to the web page where you can purchase that document. Otherwise, you will be directed to the U.S. Government Bookstore main page.

**Figure 4.8.4-3 U.S. Government Bookstore**
5. Browsing for Documents

Description

If you prefer to browse through government publications rather than search government publications that match certain keyword values, then you can use the browse feature of FDsys.

Procedure

Step 1. Click on the **Browse Government Publications** link located underneath the FDsys – GPO Access heading at the top of the left navigational bar.

Step 2. From the Browse Government Publications page, choose how you would like to browse by clicking on one of the following tabs:

- **Collection**
- **Congressional Committee**
- **Date**

The three methods of browsing are explained in subsections 5.1 – 5.3.

Example

The FDsys Home Page which has the Browse Government Publications link in the upper left hand corner of the page (Figure 5-1).

The Government Publications page has tabs which allow you to select the method of browsing (Figure 5-2).
### Figure 5-2 Browse Government Publications Page

#### Browse Government Publications

<table>
<thead>
<tr>
<th>Collection</th>
<th>Congressional Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Government Publications</td>
<td>Economic Indicators</td>
<td></td>
</tr>
<tr>
<td>Budget of the United States Government</td>
<td>Economic Report of the President</td>
<td></td>
</tr>
<tr>
<td>Compilation of Presidential Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commerce Business Daily Bulk Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Bills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Calendars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Committee Prints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Directory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Hearings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Record (House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Record Index</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congressional Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D &amp; O Reports and Comptroller General Decisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Rule and Manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Bills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of CFR Sections Affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public and Private Laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Reports of the President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senate Manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Reports of the United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supreme Court Decisions 1937-1975 (FULL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Statutes at Large</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.1. Browse by Collection

Description

You can browse documents in a specific collection. Once you find a document of interest, you can get more information on the document or open the document to read or save.

Procedure

Step 1. Click on the Browse Government Publications link on the FDsys Home Page. When the Browse Government Publications page comes up, it defaults to the list of collections.
Step 2. Click on the link corresponding to the collection you want to browse.
Step 3. When you reach the collection page, continue clicking on links to drill down to the document you are looking for.
Step 4. When you find a document of interest, you can get more information on the document or open the document to read or save.

Example

Browse the Federal Register documents from the Agriculture Department for January 2, 2008 to access the PDF and the More Information page for one of the documents.

Step 1. Click on the Browse Government Publications link on the FDsys Home Page (Figure 5.1-1).

Figure 5.1-1 FDsys Home Page
Step 2. Click on the Federal Register link (Figure 5.1-2).

**Figure 5.1-2 Browse Government Publications Page**

Step 3. On the Federal Register Browse page, click on 2008, then January, then January 2, Wednesday, then Agriculture Department to drill down to see the three articles in the Agriculture department (Figure 5.1-3).

**Figure 5.1-3 Federal Register Browse Page**
Step 4. To view the PDF of the Debt Management document, click on PDF. (Figure 5.1-3) The document will open in a separate window for viewing, printing, or saving. (Figure 5.1-5)

Note: PDF documents that have been digitally signed will display a Document Status Window. (Figure 5.1-4) Click Close to close the window and access the PDF document.

Figure 5.1-4 Document Status Window

Figure 5.1-5 Federal Register PDF Document
Step 5. Close the PDF window. Return to the Federal Register Browse page and click on the 
**More** link for the Purpose and Scope document (Figure 5.1-3).

Step 6. View the More Information page (Figure 5.1-5), which contains:
- Download Files section
- Metadata section
- Document in Context section
- Actions panel

**Figure 5.1-6 Federal Register More Information Page**
5.2. Browse by Congressional Committee

Description

You can browse documents by the congressional committee that issued the document. Once you find a document of interest, you can get more information on the document or open the document to read or save.

Procedure

Step 1. Click on the Browse Government Publications link on the FDsys Home Page. When the Browse Government Publications page comes up, it defaults to the list of collections.

Step 2. Click on the Congressional Committee tab to view a list of congressional committees.

Step 3. Click on the link corresponding to the committee you want to browse.

Step 4. Click on the link corresponding to the collection you want to browse.

Step 5. Click on the link corresponding to the congress number you want to browse.

Step 6. Click on additional links to access the document and view, print, or save.

Example

Browse the Senate Finance Committee documents for congressional hearings from the 109th Congress to access the PDF and the More Information page.

Step 1. Click on the Browse Government Publications link on the FDsys Home Page (Figure 5.2-1)

Figure 5.2-1 FDsys Home Page
Step 2. Click on the Congressional Committee tab (Figure 5.2-2).

Figure 5.2-2 Browse Government Publications Page

Step 3. From the Browse Government Publications (Congressional Committee) page, click on the Finance link (Figure 5.2-3).

Figure 5.2-3 Browse Government Publications (Congressional Committee) Page
Step 4. From the Senate Committee on Finance page, click on the **Hearings > 109th Congress.**  
(Figure 5.2-4)

**Figure 5.2-4 Senate Committee on Finance Page**

![Senate Committee on Finance Page](image-url)

Step 5. To view the PDF of one of the documents, click on **PDF.**  
(Figure 5.2-4) The document will open in a separate window for viewing, printing, or saving.  
(Figure 5.2-5)

**Figure 5.2-5 Hearings PDF Document**

![Hearings PDF Document](image-url)
Step 6. Close the PDF window. Return to the Senate Committee on Finance page and click on the More link for the same document (Figure 5.2-4).

Step 7. View the More Information page (Figure 5.2-6), which contains:
- Download Files section
- Metadata section
- Document in Context section
- Actions panel

Figure 5.2-6 Hearings More Information Page
5.3. Browse by Date

**Description**

You can browse documents within a timeframe or within a date range. Once you find a document of interest, you can get more information on the document or open the document to read or save.

**Procedure**

Step 1. Click on the **Browse Government Publications** link on the FDsys Home Page. When the Browse Government Publications page comes up, it defaults to the list of collections.

Step 2. Click on the **Date** tab to view options.

Step 3. Click on one of the Select a Timeframe links or select a value from the Set a date range drop down menu.

Step 4. View the documents that have become available within the timeframe selected.

**Example**

Browse for documents published in the past six months and view the More Information page of one of the documents.

Step 1. Click on the **Browse Government Publications** link on the FDsys Home Page (Figure 5.3-1).

**Figure 5.3-1 FDsys Home Page**
Step 2. Click on the **Date** link (Figure 5.3-2).

**Figure 5.3-2 Browse Government Publications Page**

Step 3. From the Date page, click on the **Past 6 months** link from the Select a Timeframe options (Figure 5.3-3).

**Figure 5.3-3 FDsys Home Page**
Step 4. Click on the **More Information** link for one of the documents (Figure 5.3-4).

**Figure 5.3-4 Past 6 Months Results**

Step 5. View the More Information page (Figure 5.3-5), which contains:
- Actions panel
- Download Files section
- Metadata section
- Document in Context section (select documents)

**Figure 5.3-5 More Information Page**
6. Bulk Data

Description

GPO makes select collections available in a machine readable format (i.e. XML) via the FDsys Bulk Data Repository at http://www.gpo.gov/fdsys/bulkdata/. The top level directory for select collections, such as the Federal Register and Code of Federal Regulations, also includes a Resources directory that contains the XML schema, XSL stylesheets, and user guide.

Procedure

Step 1. Go to http://www.gpo.gov/fdsys/bulkdata to access the FDsys Bulk Data page.
Step 2. From the FDsys Bulk Data page, choose the collection you would like to download from by clicking on the collection name.
Step 3. Click through the hierarchy to access bulk data files.
Step 4. Right-click on the file name and select Save Target As…
Step 5. The Save As window will be displayed. Select a location to save the document to and click on the Save button.

Note: When zip files are available, they contain all content files that are available on that page.

Example

Download the bulk data XML file for the Federal Register from May 22, 2009.

Step 1. Go to http://www.gpo.gov/fdsys/bulkdata to access the FDsys Bulk Data page.
Step 2. From the FDsys Bulk Data page, click on Federal Register (Figure 6-1).

Figure 6-1 FDsys Bulk Data Page
Step 3. The Federal Register - Bulk Data page will be displayed. Click on 2009 (Figure 6-2).

Figure 6-2 Federal Register - Bulk Data Page

Step 4. The Federal Register - Bulk Data page for 2009 will be displayed listing the months available. Click on 05, which corresponds to May (Figure 6-3).

Figure 6-3 Federal Register - Bulk Data Page (2009)
Step 5. The Federal Register - Bulk Data page for May, 2009 will be displayed listing the days available. Right-click on FR-2009-05-22.xml and select **Save Target As...** (Figure 6-4).

**Figure 6-4 Federal Register - Bulk Data Page (May, 2009)**

Step 6. The Save As window will be displayed. Select a location to save the document to and click on the **Save** button (Figure 6-5).

**Figure 6-5 Save As Window**
7. Accessing Online Help

You can access online help on any FDsys page. There are several help resources available to you, which are explained in the following subsections:

- 7.1 FDsys Help
- 7.2 askGPO
- 7.3 Context Specific Help

The first two help resources are available on the FDsys home page by clicking on the About Government Publications, askGPO, and Help links (Figure 7-1).

Figure 7-1 About Government Publications, askGPO, and Help Links

FDsys Help is available by clicking on the Help link on pages throughout FDsys, including the Retrieve by Citation page (Figure 7-2) and Advanced Search page and by clicking on About links on Browse and More Information pages (Figure 7-3 and 7-4).

Figure 7-2 Help Link (Retrieve by Citation Page)
Figure 7-3 About Link (Browse Page)

Figure 7-4 Help Link (Advanced Search Page)
Context specific help is available on select pages, such as the Advanced Search page and the More Information pages. Terms for which help is available are underlined with a dashed line. If you hold your cursor over the term, help appears in a pop-up box (Figure 7-5).

Figure 7-5 Context Specific Help on Advanced Search Page
7.1. FDsys Help

Description

FDsys Help contains sample searches, metadata descriptions, and information about government publications for each collection. It also contains information aimed to help users search, browse and retrieve documents from FDsys. This information is available by clicking on the About Government Publications link on the FDsys Home page, About links on Browse and More Information pages, and Help links throughout the site.

In FDsys Help, the Contents tab allows you to browse the help material and the Search tab allows you to search for keywords in the title or full-text of the help material.

Procedure

Step 1. Click on an About Government Publications, About or Help link.
Step 2. Click on the book icons in the navigation panel to see the book’s contents.
Step 3. Click on the topic of interest for more details.

Example

Learn more about the Federal Register.

Step 1. Click on the About Government Publications link (Figure 7.1-1).

Figure 7.1-1 FDsys Home Page
Step 2. In the Contents tab, click on the **What's Available** link, followed by the **Federal Register** link and the **About Federal Register** link (Figure 7.1-2).

**Figure 7.1-2 About Federal Register Help Page**
7.2. askGPO

Description

askGPO can be used to view answers to frequently asked questions and to contact GPO with a question about FDsys. askGPO is also used for questions related to GPO Access, GPO’s Online Bookstore, the Federal Depository Library Program, and the Ask a Librarian service. It can be accessed by clicking on the askGPO link at the top of the screen or by using the following URLs:


You can also sign up for an account to track questions that you have asked using askGPO.

Procedure

To search for answers:
1. Click on the askGPO link at the top of any FDsys page.
2. Select FDsys from the Search by Category drop down menu.
3. Enter a search term in the Search by Keyword box.
4. Click the Search button and answers will be displayed.
5. Click on the links under the Summary column to view answers.

To ask a question:
1. Click on the askGPO link at the top of any FDsys page.
2. Click on the Ask a Question tab.
3. Enter your e-mail address, subject and question in the boxes provided.
4. Select FDsys from the Category drop down menu.
5. Click the Continue… button and your question will be submitted.
7.3. Context Specific Help

Description

Context Specific Help is available on various pages, including the Advanced Search and More Information pages. It is used to provide quick definitions of terms found on FDsys Web pages and is identified by a dotted underline that becomes a question mark icon when you hold your mouse over the word.

Procedure

Step 1. Look for a word on the screen that is underlined with a dotted line.
Step 2. When you roll over the word, a question mark ? will appear.
Step 3. Hold your mouse in that location and a tag will be displayed with a definition of the word.

Figure 7.3-1 Context Specific Help on Advanced Search Page
Adj - The adj proximity operator specifies that one word is adjacent to another in a document.

Advanced Search - A search that uses a form based on metadata (information about the documents) to construct a query.

AND - The AND Boolean operator tells the search engine to return only documents with all the keywords you entered. This operator narrows the search and returns fewer search results.

Before/#: - The before/# proximity operator specifies that the first word is within # words and before the second word.

Boolean search - A search that uses the logical (i.e. Boolean) operators (AND, OR, NOT, -) in addition to the keywords.

Complex Query - A search that uses the Search Box but is complex in that it uses a number of keywords that are separated by operators to narrow the search.

FDLP - Federal Depository Library Program

FDsys - Federal Digital System

Field operators - Operators that represent metadata fields. Using field operators tells the search engine to retrieve documents where the value of the metadata field is equal to the value given in the field operator expression. Searches with field operators are useful when you know the values of descriptive data (metadata) such as titles, sponsors, and dates.

Granules - Publications, or issues of publications, in some collections are broken down into smaller pieces (granules) to improve access to relevant information. The Federal Register, for example, consists of several documents, each of which can be accessed separately.

GPO - Government Printing Office

HTML - Hypertext Markup Language

MODS - Metadata Object Description Schema

Near/# - The near/# proximity operator specifies that the first word is within # words of the second word.

NOT (-) - The NOT Boolean operator tells the search engine to exclude documents from a search if they contain the keywords.

Number of hits “+” operator - Used to specify that documents with more hits on a particular word be given preference over documents with hits on other words.

OR - The OR Boolean operator tells the search engine to return documents if they contain one or more keywords.

Parentheses - Used to group words and expressions so that the result of evaluating the expression between the parentheses can be used as part of a more complex query.
**Proximity operators** - Allow you to specify searches where one word is near, next to, or in the vicinity of another word. The three proximity operators defined are adj, before/#, and near/#.

**Quotation Marks** - Tell the search engine to return documents if and only if they contain the exact phrase or string of words between quotes.

**Range** - Used to specify the set of all values a query should return. A date range is the set of all dates from the first date in the expression to the last date in the expression. A number range is the set of all whole numbers from the first number in the expression to the last number in the expression.

**Retrieve by Citation** - Used to retrieve a single document or portion of a publication in PDF format. When a Retrieve by Citation search is performed, you are taken directly to the target publication in a new window, bypassing the search result screen.

**Search Query Operator** - An operator from the following list that can be combined with keywords to produce a query that will narrow your search. (not, -, +, field operators, adj, before/#, near/#, and, or)

**Simple Search** - A search that uses a Search Box and is similar to typical search engines such as Google. It is simple in that all you have to do is enter keywords separated by spaces in the Search Box, and the search engine will search the metadata and full text of the government publications for all combinations of those keywords.

**Space** - Used to separate words or operators in a search query. In a simple query where operators are not used, spaces between words are treated as an implied “and” so that the search results will contain documents containing all of the words that have been entered.

**Wild cards** - Used as substitutions for one or more characters in a search term. The ? wild card replaces a single character before, within, or after a search term. The * wild card replaces one or more characters before, within, or after a search term.

**XML** - Extensible Markup Language
Appendix B - Authentication Frequently Asked Questions

Q: What does it mean when GPO says a file is authenticated?

A: GPO authenticates documents on by applying digital signatures to official content after its validity has been confirmed. GPO has begun its authentication efforts by signing and certifying PDF files. The technology used to certify these documents allows GPO to secure the data integrity, and provides users with assurance that the content is unchanged since it was disseminated by GPO.

In addition to certifying a document, GPO uses digital signature technology to add a visible Seal of Authenticity to authenticated and certified PDF documents. When GPO signs and certifies a document, a blue ribbon icon appears to the left of the Seal of Authenticity and in the Signatures tab within Adobe Acrobat or Reader. When users print a document that has been signed and certified by GPO, the Seal of Authenticity will automatically print on the document, but the blue ribbon will not print.

Q: What is GPO's Seal of Authenticity?

A: The GPO Seal of Authenticity is a graphic of an eagle next to the words “Authenticated U.S. Government Information.”

This seal notifies users that a document has been authenticated by GPO. By using digital signature technology to add the Seal to a PDF document, GPO attests that the document has not been altered since it was authenticated and disseminated by GPO.

Q: What are validation icons?

A: Validation icons appear next to the GPO Seal of Authenticity to notify users of the content's validity status. The following is a list of icons that are used by Adobe to convey information about digital signatures.

- The Blue Ribbon icon indicates that the certification is valid.

- The Certification Question Mark icon means that the document was certified, but the validity is unknown. The signer's identity is unknown, because the certificate path could not be built. This icon may appear if a user is not connected to the Internet or if a digital certificate is not available on a user's computer.

- The Check Mark icon indicates that the signature is valid.

- The Question Mark icon indicates that the signature could not be verified.

- The Warning Sign icon indicates that the document was modified after the signature was added.
Q: What certificate information should I expect to see in a file digitally signed and certified by GPO?

A: An electronic file that has been digitally signed and certified by GPO should include the following information:

- Name: Superintendent of Documents
- Signed By: Superintendent of Documents
- Signer's Contact Information: pkisupport@gpo.gov
- Reason for Signing: GPO attests that this document has not been altered since it was disseminated by GPO

Q: How can I tell if a signed and certified file has been changed?

A: If the content of a PDF file certified by GPO is altered, the certification will be invalidated. Users will know this by the appearance of the red "X" icon next to the GPO Seal of Authenticity.

Q: If I save a digitally signed and certified file to my own computer, is the signature still valid?

A: As long as the file is not changed, the electronic signature will remain valid. Users can save PDF files that have been digitally signed and certified by GPO for later use or email them to other users without affecting the digital signature.

Q: I opened a digitally signed and certified document that I saved on my computer several weeks ago. How can I be sure it has not been corrupted?

A: You can check the validity of a signature at any time, if your computer is connected to the Internet. To do so, open the document in Adobe Acrobat or Adobe Reader. Go to the Document menu, then select "Digital Signatures," then "Validate Signatures." The software will run a validation check to see if the digital certificate used to sign the document is valid. See "Instructions for Validating Signatures" for more information.

Q: I want to quote an authenticated document I downloaded. Do I have to retype the text?

A: Users can select text from a digitally signed and certified PDF file, then copy and paste it into a new document. The digital signature will not be transferred with the text.

Q: I have a PDF document that has been changed. Is there any way to see the signed version?

A: If changes are made to the signed version of a document, Adobe Acrobat and Reader provide the capability to view the signed version. To access this feature, click on the Signatures Tab and choose "View Signed Version" from the Options Menu. If multiple versions are available, users will have the ability to select this option. If multiple versions are not available, this option will be grayed out.

Q: Can I see some examples of changed files and files that have been signed, but not certified?
A: Below are some examples of files that have been changed or signed, but not certified.
   • This file [http://www.gpo.gov/help/signed-sample.pdf] has been signed, but not certified.
   • This file [http://www.gpo.gov/help/changed-sample.pdf] was signed, but not certified, and has been changed.

Q: Where can I get more help using digitally signed and certified PDF files?

A: Additional help information is available from the Adobe Acrobat (or Reader) Help file which is part of the Adobe software. To access additional help on validating digital signatures, open Acrobat or Reader, click on “Help,” click on “Adobe Acrobat (or Reader) Help,” click on “Search,” and use the following search term: “Digitally Signed Adobe PDF Documents.”