

SEARCHING THE CPER DIGITAL ARCHIVE:

The CD

The CD allows users to search PERB decisions from a single or all *CPER Journal* issues. The CD is the blue disk labeled "CPER Summaries of PERB Decisions Nos. 1 to 1835."

Loading the Disk

1. Insert the *CPER* CD into your disk drive.
 - The disk should load automatically, opening Adobe Acrobat Reader.(Note: These instructions are written for Adobe Acrobat *Reader*, no other version of Acrobat. Close other versions of Acrobat, and open the DVD in Acrobat Reader. If auto-load fails, make sure you have Adobe Acrobat reader installed. It is available at www.adobe.com.)
 - Or, if the disk does not load automatically, you can manually run the disk by opening "My Computer" on your desktop and double-clicking on your cd-rom drive (usually the D: drive).
2. Once the CD has loaded your Adobe software, you should see the "Index of PERB Summaries." At this point you can choose to
 - Search through a specific issue or,
 - Do a general search of a specific topic.

Searching Through a Specific Issue

1. If you know the specific *CPER* issue you want to search to find your topic or case, first left-click on that issue. (Note: the issues are in chronological order by year, with the most recent year's issues at the top of the page. Scroll down to search an older issue.)
2. Left-click on the **Edit** menu option at the top of the window.
3. Scroll down and left-click on the **Search** option.
(Note: Make sure that under **Where would you like to search?**, the checked/ chosen option is **In the current PDF document**. This is the default selection, but make sure you switch back to this selection to search within only one *CPER* issue, after you perform a general search.)
4. In the textbox beneath the label **What word or phrase would you like to search for?** enter whatever word, topic, or case you want to find.
5. Then left-click on the **Search** button on the bottom right part of the search window.
6. To cycle through the different matches found by the software: left-click the phrase in which the matched word appears in the "Results" section of the "Search" window.
7. To perform a new search in the same issue of the journal, left-click the **New Search** button. To search a different issue, left-click the **Bookmarks** tab on the left side of the window, and then left-click **Return to Index**.

Doing a General Search for a Specific Topic

Use this option if you do not know which *CPER* issue to search or you would prefer to do a general search of all *CPER* issues,

1. Left-click on the **Edit** menu option.
2. Scroll down and left-click on the **Search** option.
3. Under "**Where would you like to search?**" left-click on the option labeled **All PDF Documents**.
4. Left-click on the drop-down-menu directly below "**All PDF Documents in**" and select your cd-rom drive. (It should say something like *CPER_PERB_2006*, and is usually the D: drive on most computers.)
5. In the text box beneath the label "**What word or phrase would you like to search for?**," enter whatever word, topic, or case you want to find.
6. Then left-click the **Search** button at the bottom right corner of the search window. Note: the search may take several minutes.
7. You can select a match by left-clicking on the *CPER* issue in which the matched word appears in the search window.
8. To refine your search within the issue, follow the directions, above, for "Searching Through a Specific Issue." To refine your search when you have too many hits, left-click **Refine Search Results** to enter additional criteria or search terms.

Searching for a Particular PERB Decision and Later Decisions Which Rely on That Case

1. If you know the PERB case number of the particular case summary you wish to review, follow Steps 1 through 4, above, under "Doing a General Search for a Specific Topic."
2. In the text box beneath the label **What word or phrase would you like to search for?**, enter "No. _____."
3. Follow Steps 6 and 7, above.

Searching for Cases That Discuss PERB Regulations or California Labor Relations Statutes

1. Follow Steps 1 through 4 under **Doing a General Search for a Specific Topic**.
2. In the text box, enter "PERB Reg. _____," "EERA Sec. _____," etc. (Note that the Dills Act was formerly referred to as "SEERA.")
3. Follow Steps 6 and 7.