

SEARCHING THE CPER DIGITAL ARCHIVE:

The DVD

The DVD allows users to search an individual *CPER Journal* issue or all issues in their entirety (including PERB decisions). The DVD is the brown disk labeled “CPER Vol. 1-178 CPER Indexes CPER SRS.”

Loading the Disk

1. Insert the *CPER* DVD 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 to download free 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 DVD has loaded your Adobe software, you should see the “Index of Issues” on your screen. At this point you can choose to:
 - search through a specific issue of *CPER*;
 - do a general search of a specific topic; or
 - search the separate PERB database.

Searching Through a Specific Issue

1. If you know the specific issue of *CPER* that you want to search in order 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 within 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 for?**" 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_ 2006*, and is usually the D: drive on most computers.)
5. In the text box underneath 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. To select a match left-click on the *CPER* issue in which the matched word appears in the search window. Note: to refine your search within the issue please return to the instructions above for searching within a single journal issue.
8. To refine your search when you have too many hits, left-click **Active Search Results** to enter additional criteria or search items.

Searching the Separate PERB Database

1. Left-click on the **Edit** menu option.
2. Scroll down and left-click on the **Search** option.
3. Select **All PDF Documents** under **Where would you like to search?**
4. Select **Browse for Location** in the drop-down menu, then click on **My Computer** in the box that appears next.
5. Select the cd-rom drive (usually the D: drive).
6. Select the option **DEC-PDFs**, and then click on "OK." The drive information should appear in the drop-down box under the **Where would you like to search?** dialog box as D:\DEC-PDFs.
6. Enter a word or phrase in the **What word or phrase are you searching for?** box.
7. Left-click the **Search** button at the bottom-right corner of the "Search" window. Note: The search may take several minutes.
8. To select a match left-click on the *CPER* issue in which the matched word appears in the search window. Note: to refine your search within the issue please return to the instructions above for searching within a single journal issue.
9. To refine your search when you have too many hits, left-click **Active Search Results** to enter additional criteria or search items.