

December 2, 2016

Subject: Technical Support - Viewing State Allocation Board (SAB) Agendas

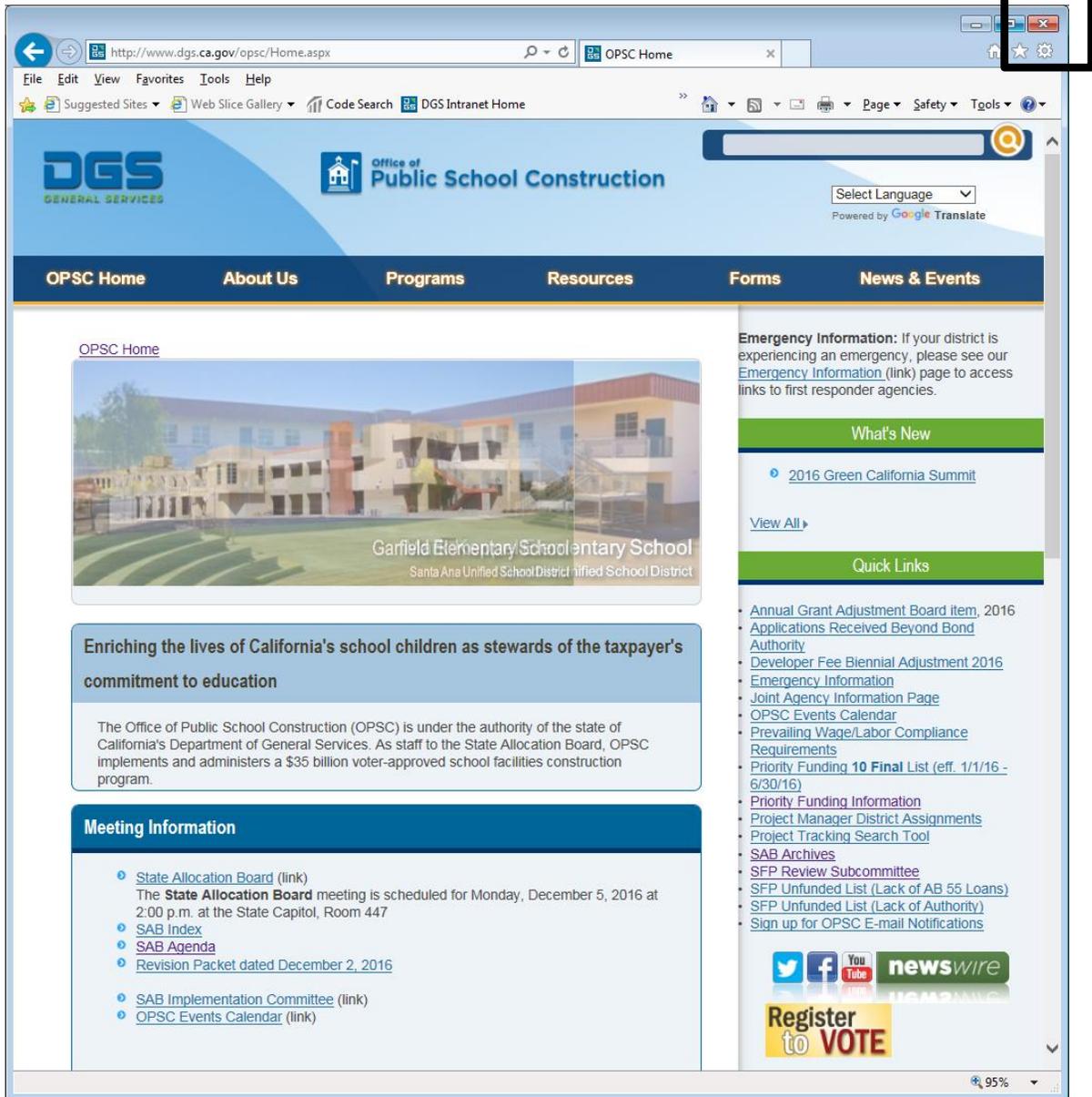
Please note: SAB Agendas are in the Adobe PDF Portfolio format. Microsoft Internet Explorer Windows Users and Apple OS users can view this information from within the web browser window. This format is not compatible with Firefox and Chrome. Users of these web browsers must download the agenda and then view the agenda with Adobe Acrobat Pro or Adobe Reader software.

For additional assistance please call the Office of Public School Construction's (OPSC) Communications Team at (916) 376-1771.

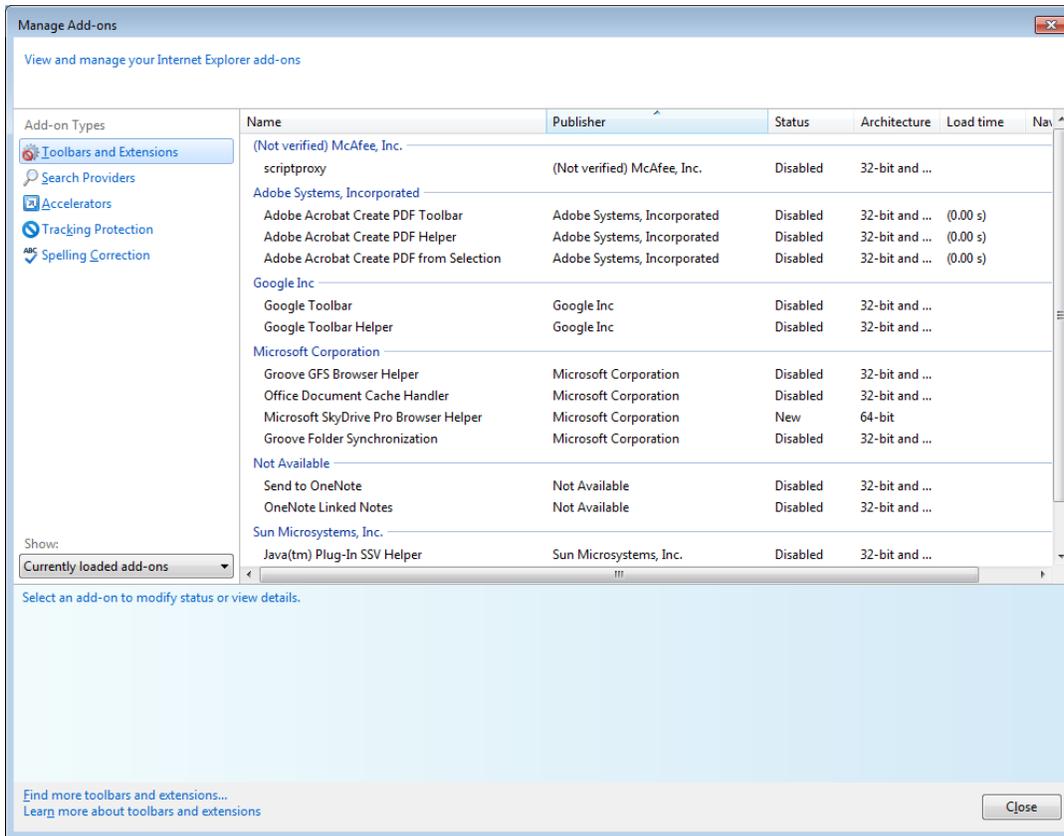
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Microsoft Internet Explorer (IE)

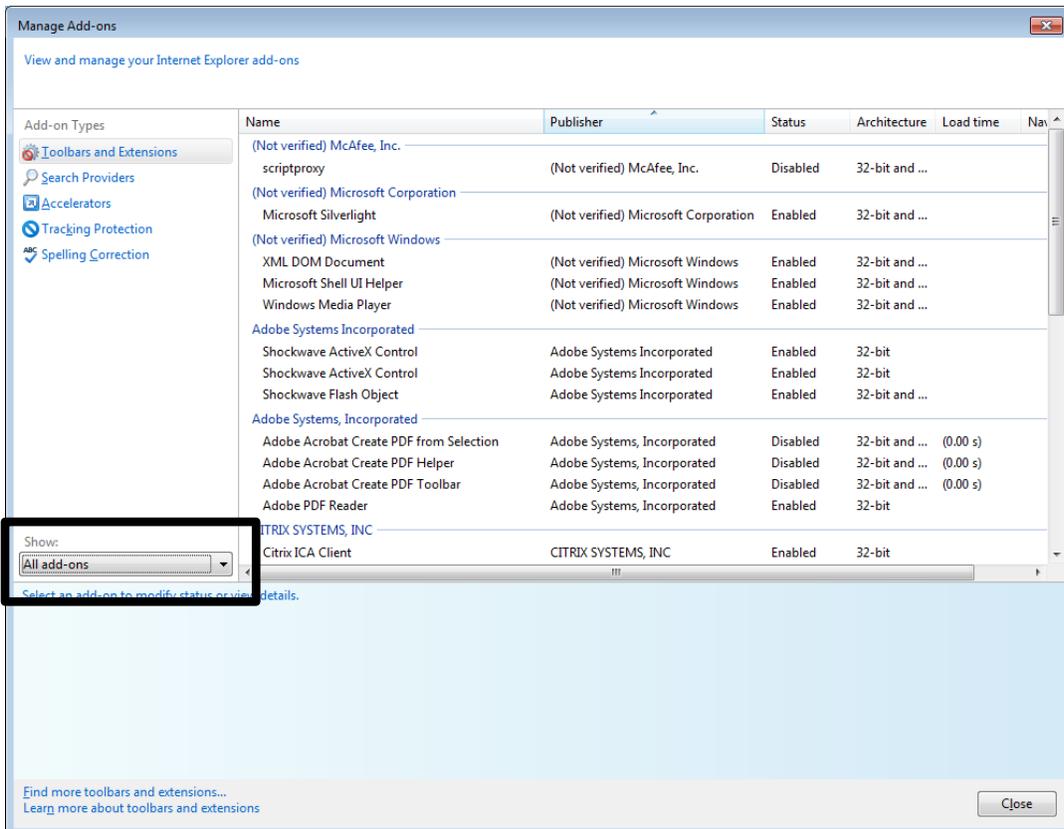
1. Install Adobe Acrobat Pro or Adobe Reader software.
2. Install Adobe Flash Player (Active X and Plugin).
3. Open the IE web browser.
4. Click on the gear icon in the upper right corner. Click on "Manage add-ons".



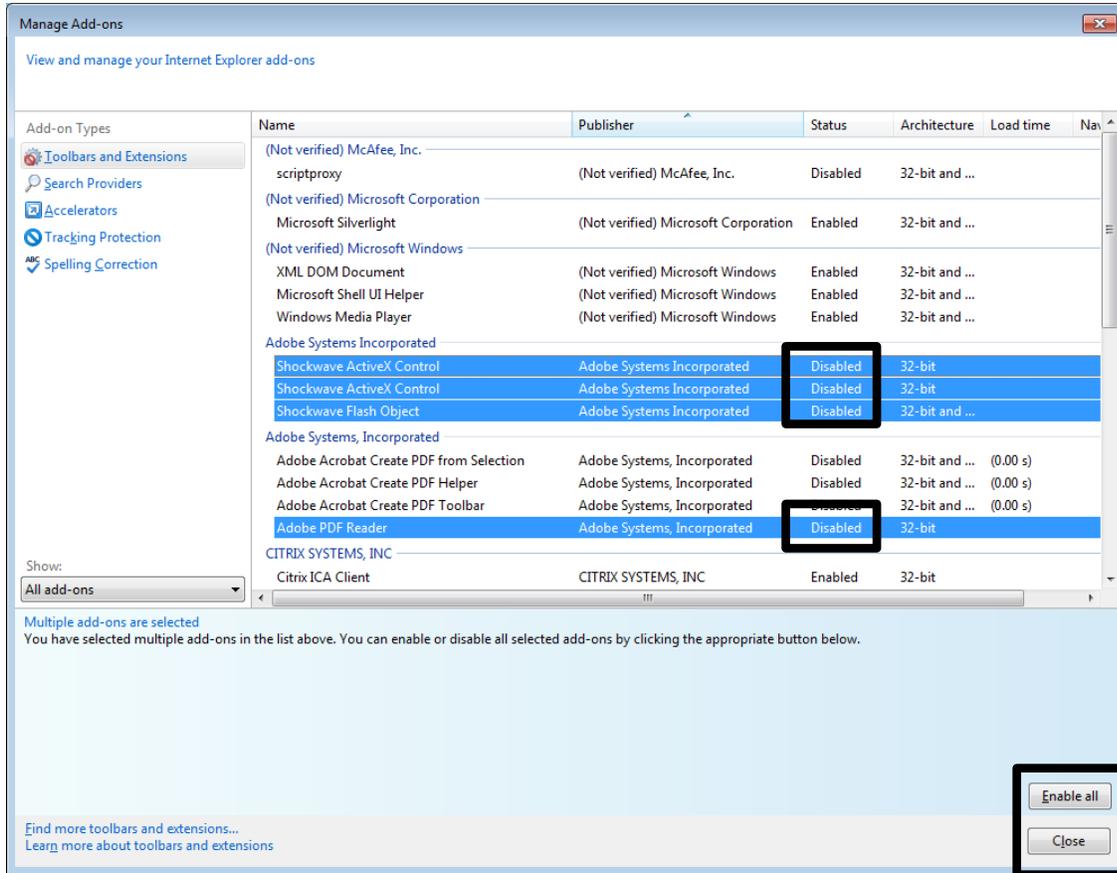
5. This window should open.



6. Select the drop-down menu “Show” and choose “All add-ons”.

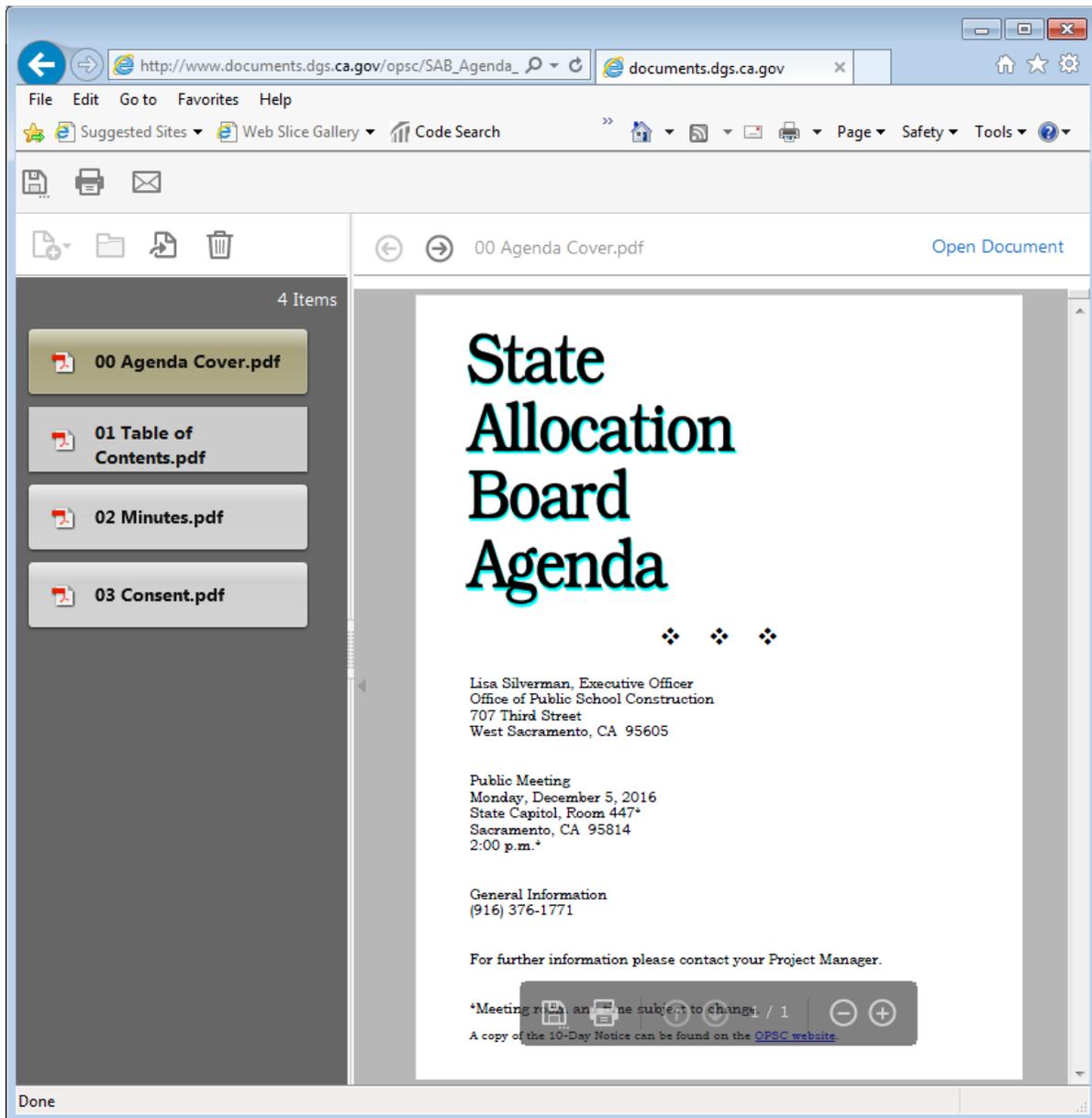


7. Select Adobe Shockwave ActiveX Control, Flash Object, and Adobe PDF Reader, and verify that they are “Enabled”. If not, click the “Enable all” button.



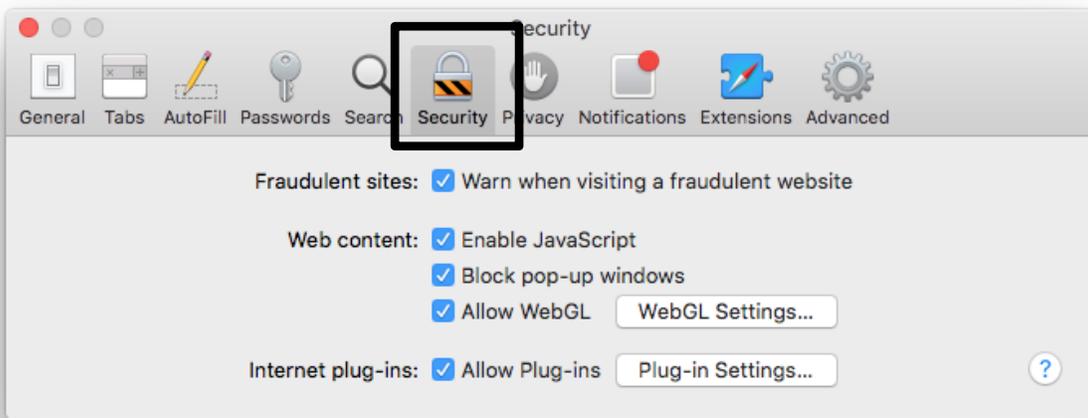
8. Close the “Manage Add-ons” window.
9. Navigate to OPSC’s [Home Page](#) and find the hyperlink to the SAB Agenda that you would like to view.
10. “Click” on the Agenda.

11. The following is how the Agenda should look when opened in the IE web browser window. There should be navigation buttons to move through the sections of the Agenda.

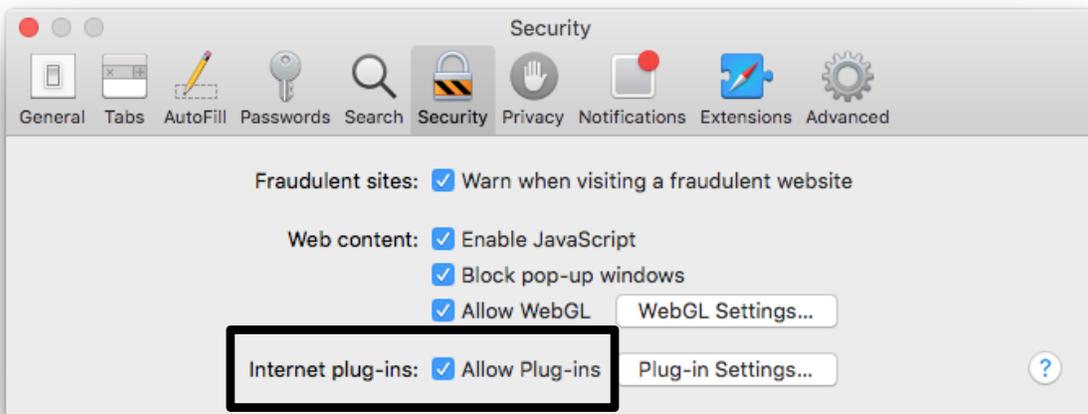


Apple OS

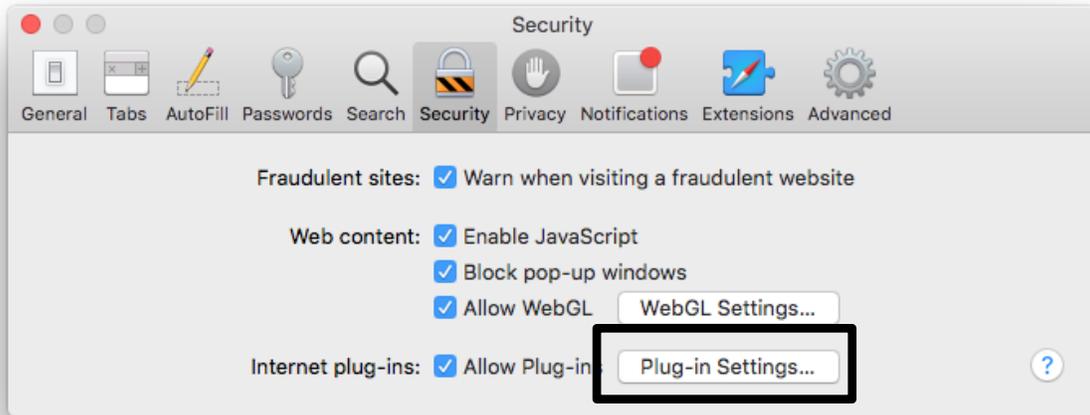
1. Install Adobe Acrobat Pro or Adobe Reader software.
2. Install the Flash Player Installer for Mac OS.
3. Open the Safari web browser.
4. Navigate to OPSC's Home Page.
5. Open the Safari "Preferences".
6. Click on "Security" icon.



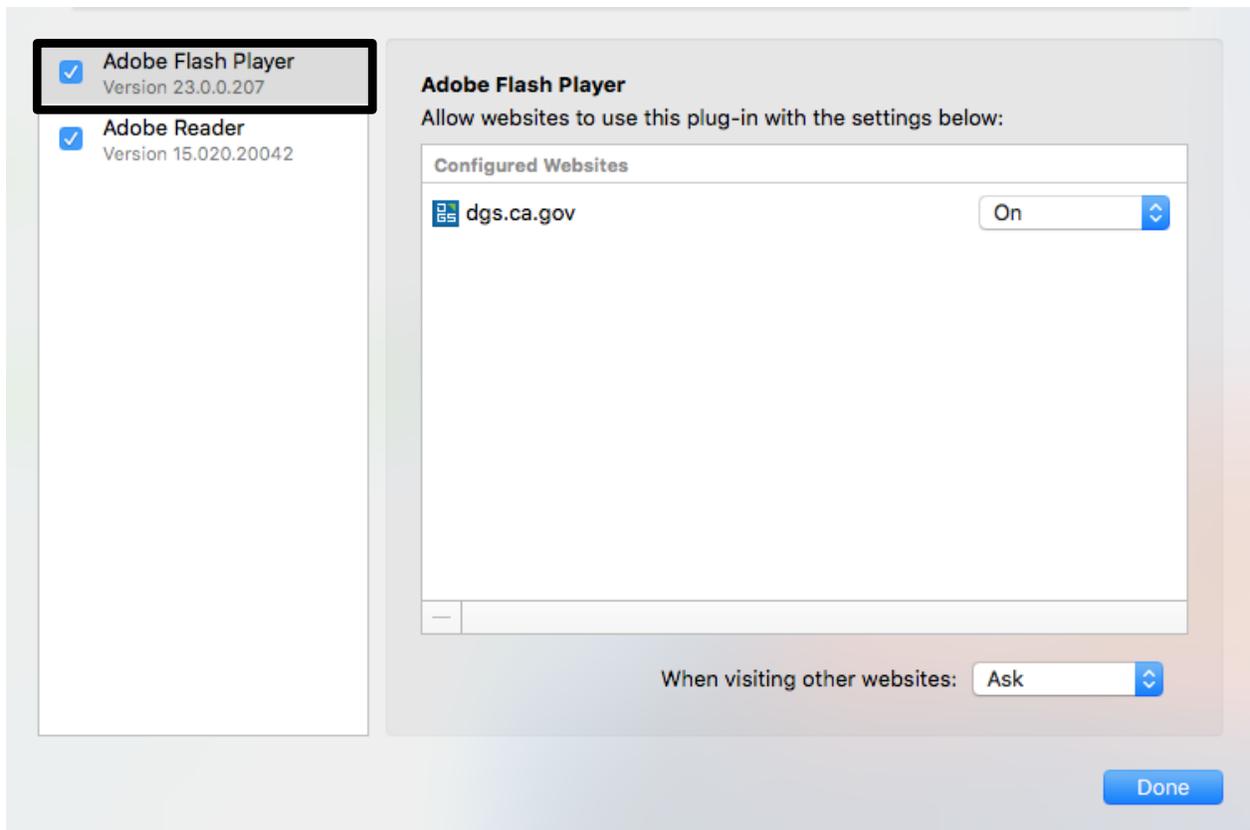
7. Check the box for "Internet Plug-ins".



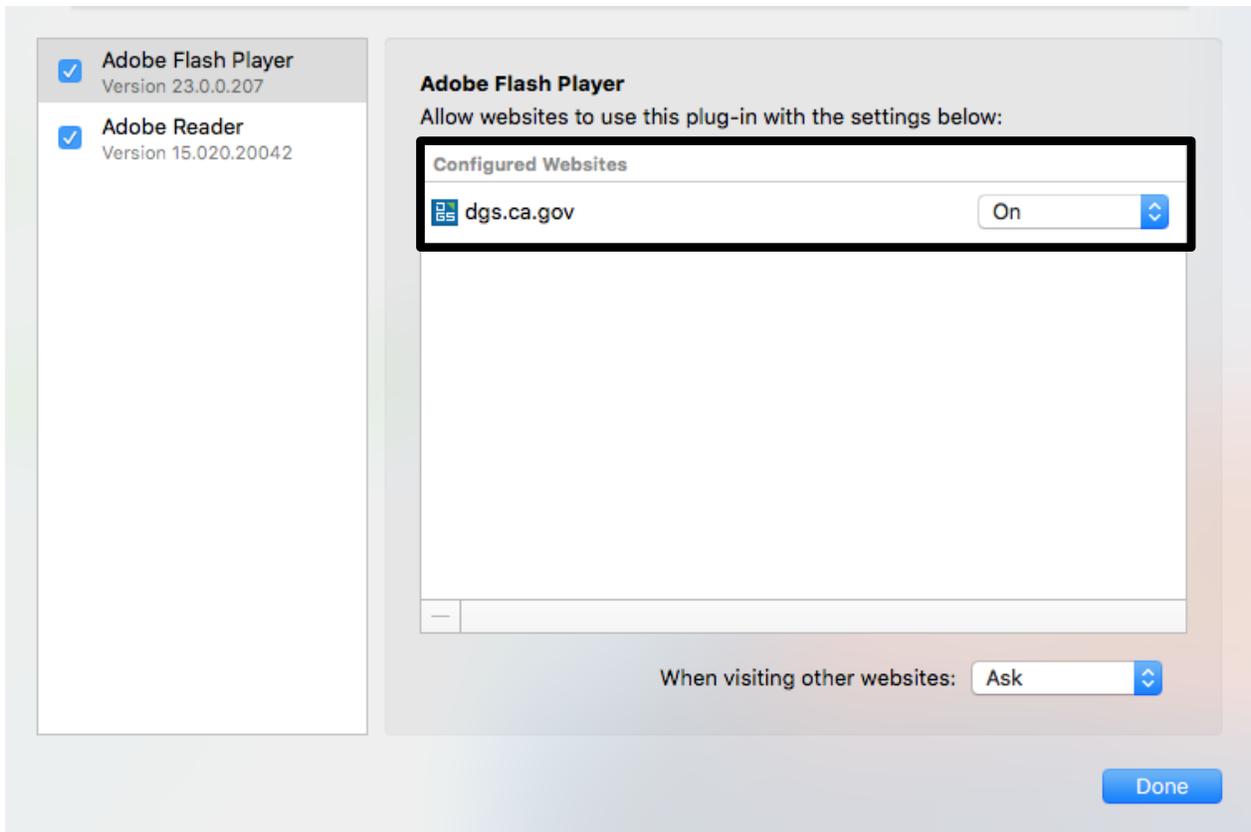
8. Click “Plug-in Settings...”



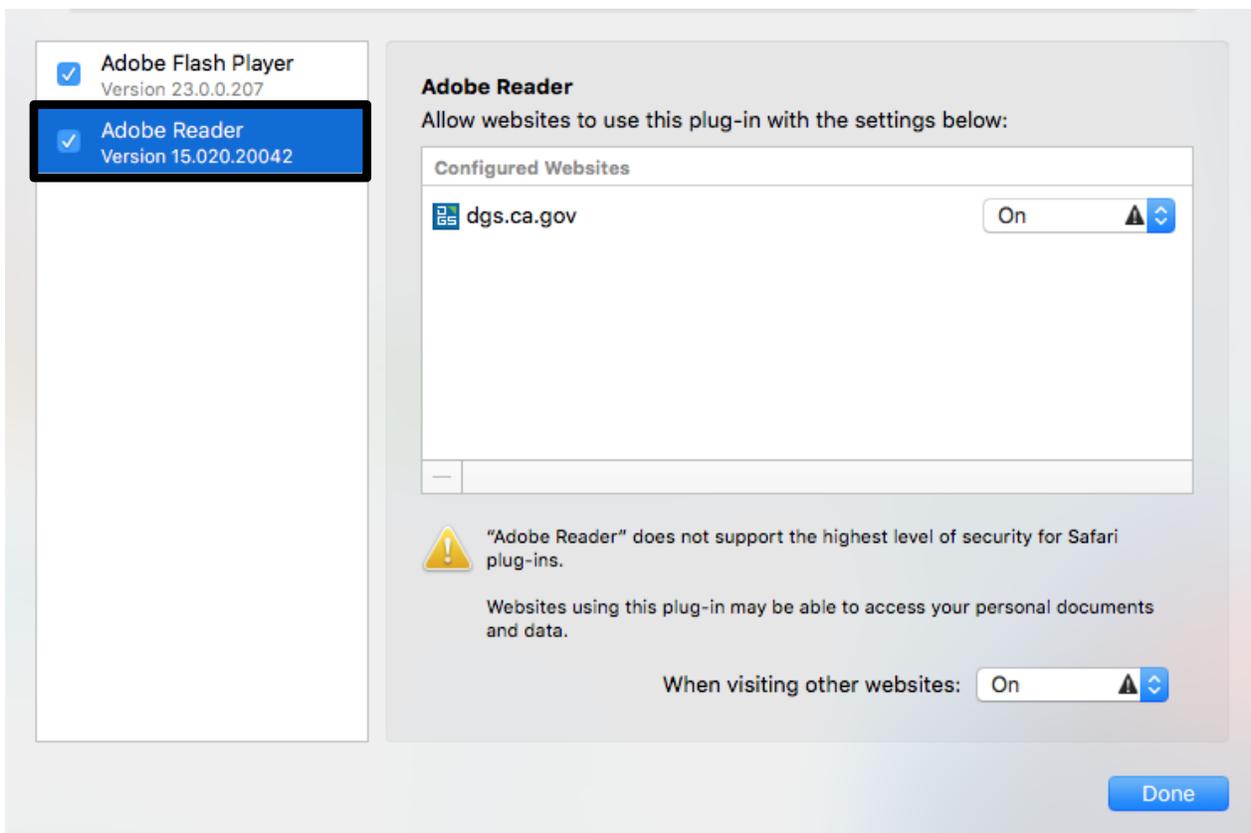
9. Check the box next to “Adobe Flash Player”.



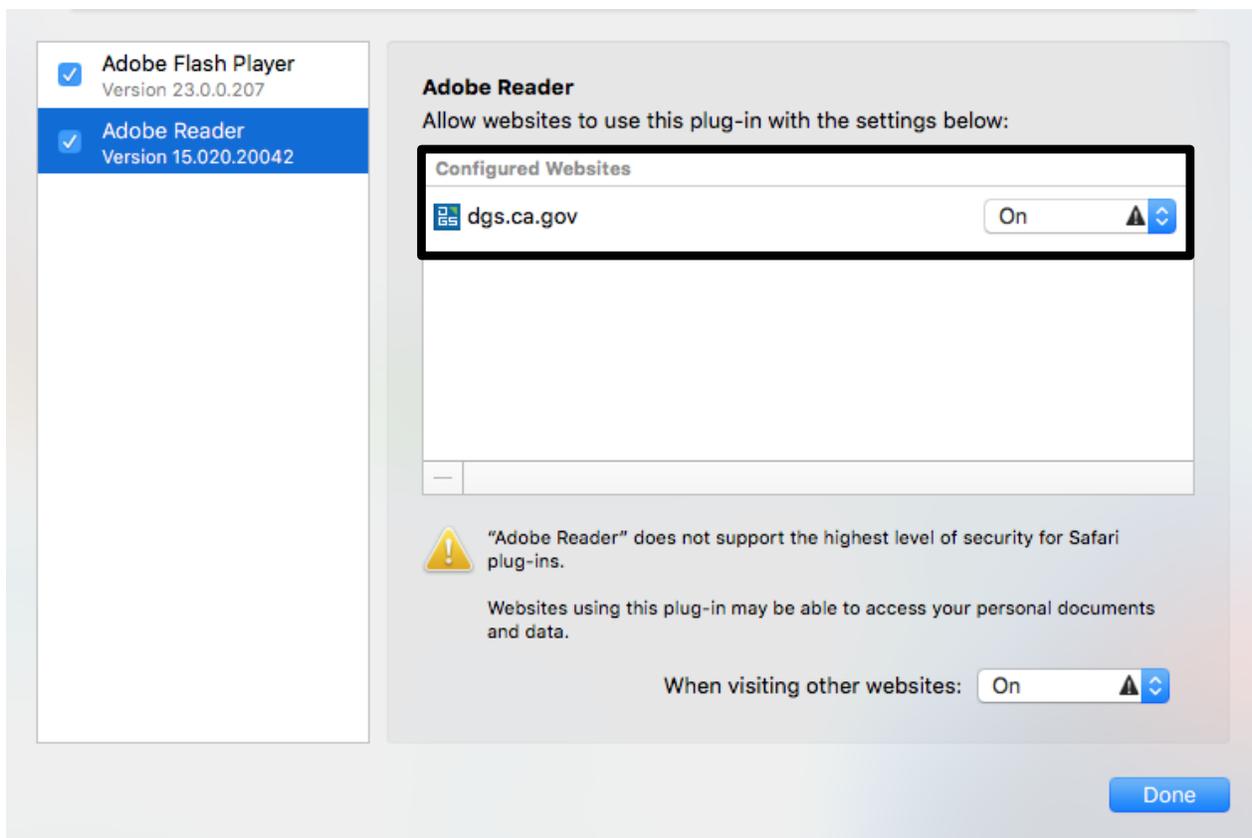
10. Under “Configured Websites” it should say “dgs.ca.gov” and the drop down menu should say “On”.



11. Check the box next to “Adobe Reader”.

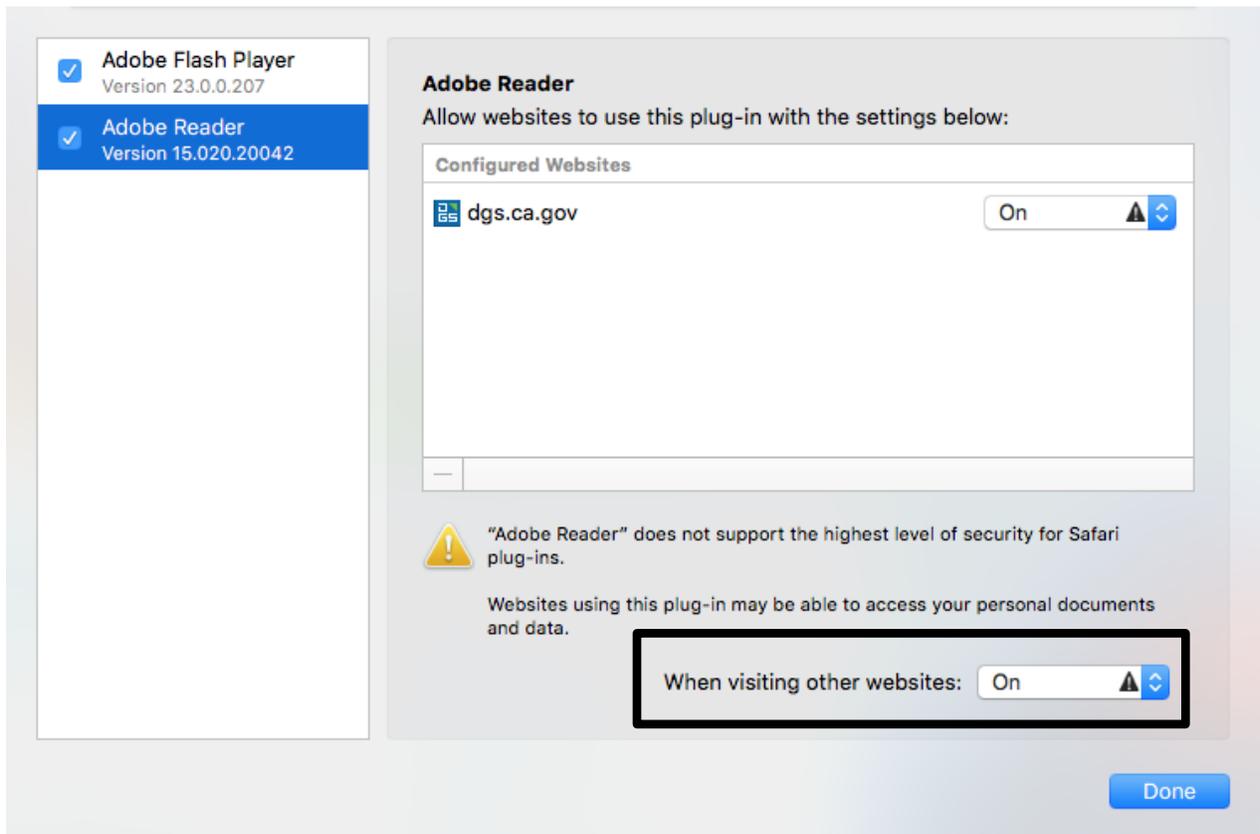


12. Under “Configured Websites” it should say “dgs.ca.gov” and the drop down menu should say “On”.



13. Under “When visiting other websites:” the drop down menu should also say “On”.

- a. Note: this setting will allow pdf files to open within the browser window of all websites, not just OPSC’s website.

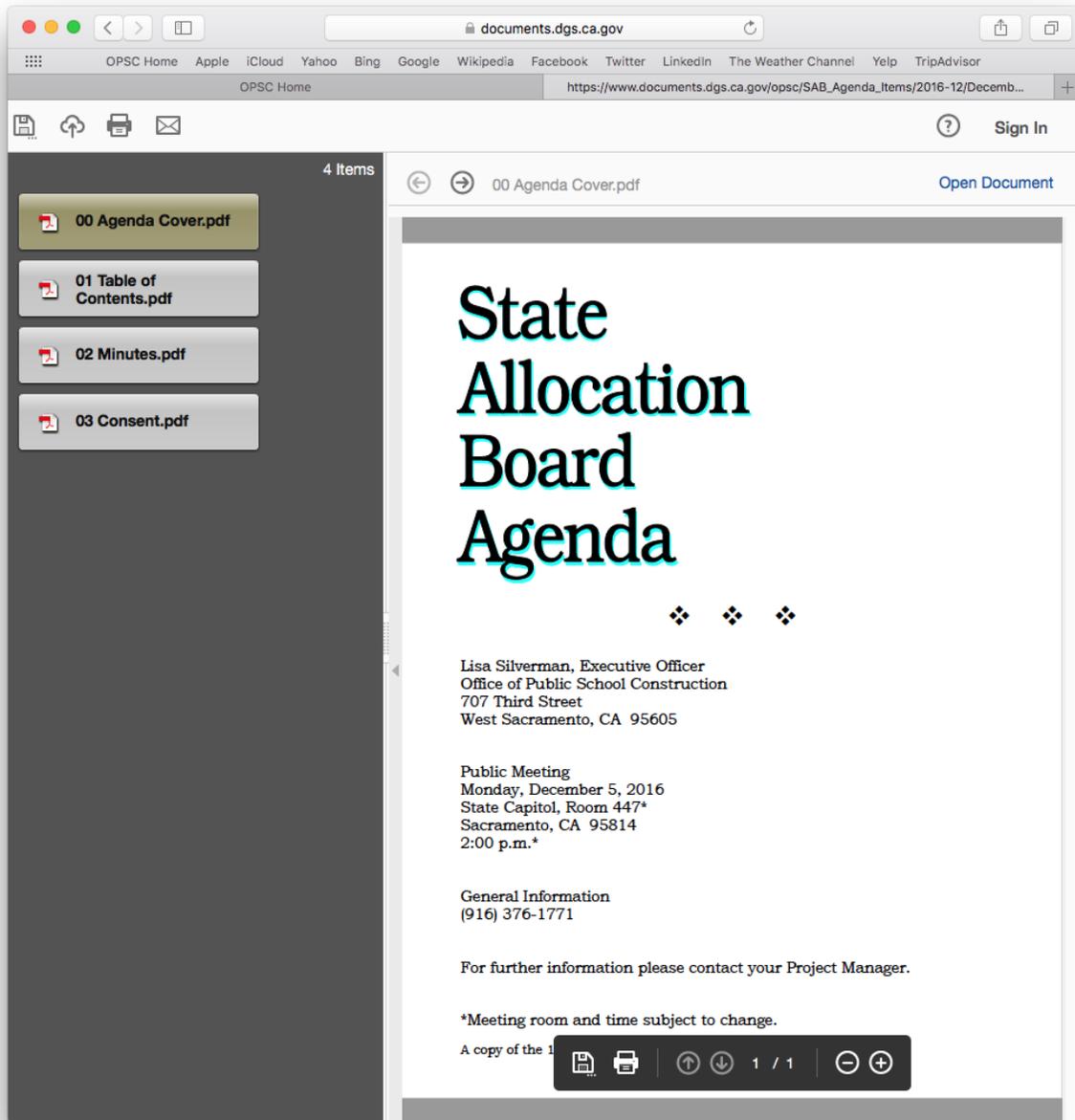


14. Click Done, then close the Safari Preferences window.

15. Navigate to OPSC’s [Home Page](#) and find the hyperlink to the SAB Agenda that you would like to view.

16. “Click” on the Agenda.

17. The following is how the Agenda should look when opened in the Safari web browser window. There should be navigation buttons to move through the sections of the Agenda.



Mozilla Firefox and Google Chrome

1. Install Adobe Acrobat Pro, Adobe Reader, or other pdf viewing software.
2. From OPSC's Home Page find the hyperlink to the Agenda that you would like to view.
3. "Right-click" and select "Save link as...".
4. Select a location and click "Save".
5. Navigate to the Agenda pdf file and "Double-click" on the file to open it.
6. The following is how the Agenda should look when opened in Adobe Acrobat Pro DC. There should be navigation buttons to move through the sections of the Agenda.

