OFFICE OF PUBLIC SCHOOL CONSTRUCTION

DEPARTMENT OF GENERAL SERVICES

Guide to Use Microsoft Edge to Generate a PDF of the Enrollment Projection (Form SAB 50-01)

<u>Purpose</u>

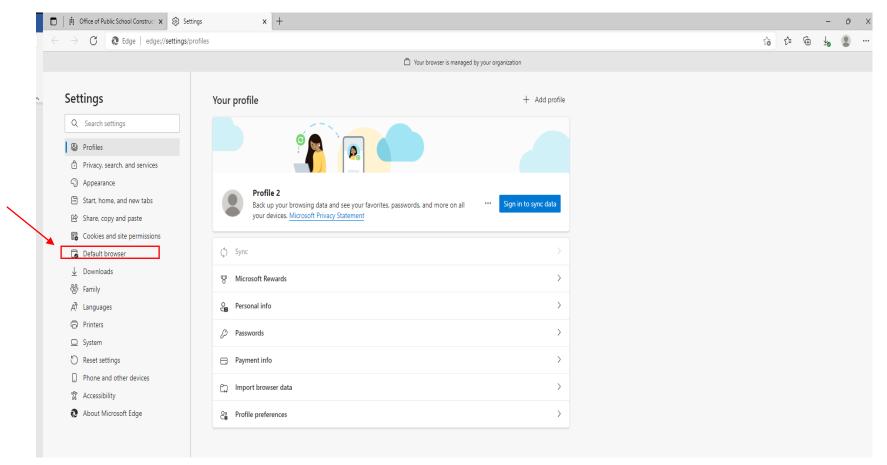
The data entered on the Office of Public School Construction's (OPSC) <u>SAB 50-01 Enrollment Projection Calculator</u> can be exported into a PDF of the *Enrollment Projection* (Form SAB 50-01). Microsoft Internet Explorer is the preferred application to be used for inputing data and values to appear on the exported PDF. Internet Explorer will no longer be supported by Microsoft on June 15, 2022. However, Microsoft Edge does allow you to use Internet Explorer as a mode option. The following information is to provide a guide on how to activate and switch to Internet Explorer mode to create a data populated Form SAB 50-01 that can be printed and saved.

Setting Change on Microsoft Edge to Allow the Ability to switch to "Internet Explorer mode".

- 1) First, open your Microsoft Edge browser.
- 2) Click on the ellipsis (...) on the right side.
- 3) Then move cursor and select 'Settings'

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4) On the left-hand side, click on 'Default Browser'



- 5) After clicking on 'Default browser', the Internet Explorer compatibility section will come up.
- 6) On the right-hand side, under "Allow sites to be reloaded in Internet Explorer mode", open the selection box and change it from 'Default' to 'Allow'.

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About Microsoft Edge											

7) Now click on the 'Restart' button.

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About Microsoft Edge			

- 8) After it reloads, you can get out of Settings section of the browser.
- 9) Go to the 'Enrollment Projection Calculator' section of the OPSC website (<u>SAB 50-01 Enrollment Certification/Projection Calculator</u>) and click on the ellipsis.
- 10) Under the drag down selection, choose 'Reload In Internet Explorer Mode.'

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11) This page below will come up. Move the dot to the right to always open in this mode.

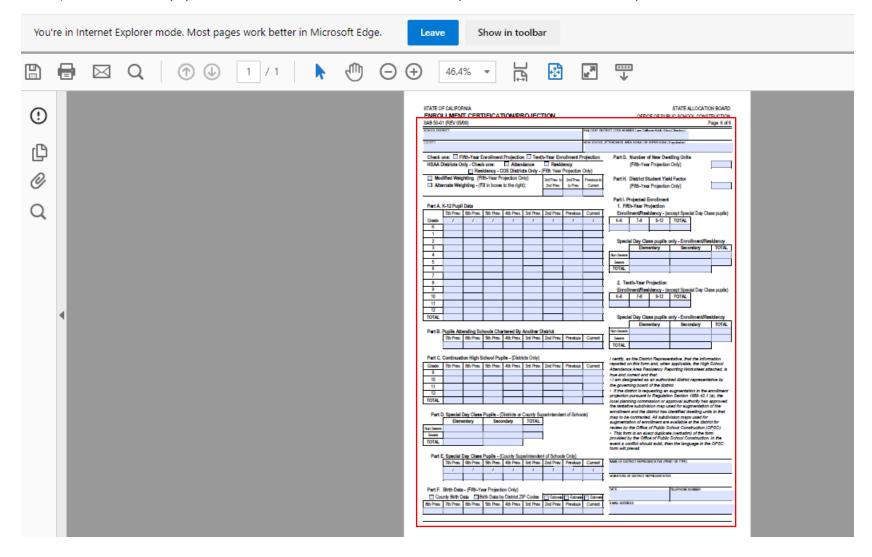
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12) Select 'Done' after you move the dot to the right.

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13) Now enter all your data in the calculator and then click on the 'Calculate Projections' button.

14) Then click on 'Create SAB 50-01' button. It'll generate a PDF.



15) If the data is not populated on the Form SAB 50-01, like the example below, follow the next steps.

16) On the left-hand side, click on the symbol that looks like an exclamation mark in a circle.

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17) A message in a yellow banner will pop up.

18) Click on the 'Options' button.

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- 19) After clicking on the 'Options' button, two selections (Trust this document one time only and Add host to Privileged Locations) will show up.
- 20) On the right-hand side of the message, select 'Add host to Privileged Locations' so that the data will always be populated.

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21) Now the data has been populated to the PDF, you can now print or save it.

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Technical Support

If the issue continues to occur, please contact OPSC at <u>OPSCCommunications@dgs.ca.gov</u> for assistance.