

Viewing Adobe Acrobat Reader Documents in Firefox		
STEP	ACTION	RESULT
1	Open Mozilla Firefox.	A Mozilla Firefox browser window opens on your desktop.
2	Move your mouse cursor to the top of the Mozilla Firefox browser window and right-click your mouse button.	A menu dropdown box opens.
3	If the "Menu Bar" option does not have a check mark next to it, click the "Menu Bar" option.	The Menu Bar appears in the top left-hand corner of your Mozilla Firefox browser window.
4	Left-click the Tools dropdown menu on the Menu Bar in the upper left-hand corner of the Mozilla Firefox browser window.	The Tools dropdown menu appears.
5	Click the "Options" option in the dropdown menu.	The Options window opens.
6	Click the "Applications" option in the top ribbon menu of the Options window.	The Applications tab opens.
7	In the <i>Search</i> field type the following text: pdf	The contents of the window changes to reflect all applications in Firefox that are associated with the PDF format.
8	Select the "Portable Document Format (PDF)" option.	The "Portable Document Format (PDF)" option is selected.
9	Under the "Action" header, click the dropdown box.	The Action dropdown menu opens.
10	Select the "Use Adobe Acrobat (in Firefox)" option.	The Action changes from "Preview in Firefox" to "Use Adobe Acrobat (in Firefox)".
11	Click the "OK" button in the Options window.	The Options window closes.
12	Click the "Refresh" button in your Mozilla Firefox browser window.	The Mozilla Firefox browser window refreshes.
13	Click on the "IPM Plan for Schools, PDF" link found at the following address: <a href="http://apps.cdpr.ca.gov/schoolipm/">http://apps.cdpr.ca.gov/schoolipm/</a>	The ipm_plan.pdf file opens inside of the Mozilla Firefox browser window. The window will be dark grey and have a text message that reads: <u>Activate Adobe Acrobat.</u>
14	Click on the <u>Activate Adobe Acrobat</u> link.	A popup window opens that reads: Allow <i>apps.cdpr.ca.gov</i> to run "Adobe Acrobat"?
15	Click the "Allow and Remember" option.	The ipm_plan.pdf file opens.

<b>Viewing Adobe Acrobat Reader Documents in Chrome</b>		
<b>STEP</b>	<b>ACTION</b>	<b>RESULT</b>
<b>1</b>	Open Google Chrome.	A Google Chrome browser window opens on your desktop.
<b>2</b>	In the address bar type the following text: chrome://plugins/	The Plug-ins tab opens.
<b>3</b>	Scroll down until you find the “Adobe PDF Plug-In For Firefox and Netscape” option and click the blue “Enable” link.	Adobe Reader is activated and Adobe PDFs are viewable in Google Chrome.
<b>4</b>	Close the Plug-ins tab.	The Plug-ins tab is closed.
<b>5</b>	Click the “Refresh” button in your Google Chrome browser window.	The Google Chrome browser window refreshes.
<b>6</b>	Click on the “IPM Plan for Schools, PDF” link found at the following address: <a href="http://apps.cdpr.ca.gov/schoolipm/">http://apps.cdpr.ca.gov/schoolipm/</a>	The ipm_plan.pdf file opens inside of the Google Chrome browser window. The window will be light grey and have a text message that reads: Adobe Reader needs your permission to run.
<b>7</b>	Click the “Always allow plug-ins on apps.cdpr.ca.gov” radio button and then click the Done button.	The ipm_plan.pdf file opens.

<b>Using the IPM Plan template</b>
<p>Once you are able to access the IPM template PDF from the DPR website you should then be able to fill in the form by typing in the shaded boxes. If you are using Adobe Reader (most common software), you will only be able to fill in the form and then print your completed IPM plan. Note that you will not be able to save a filled out form electronically if using Adobe Reader; Reader will only save it as a blank form. We apologize for this inconvenience and will be working on a resolution so editing will be easier for you in the future.</p>