Saving and Printing Student Audits

ATHENS STATE UNIVERSITY

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Topics

- Saving Student Audits as PDF Documents
- Saving or Printing the PDF Audits

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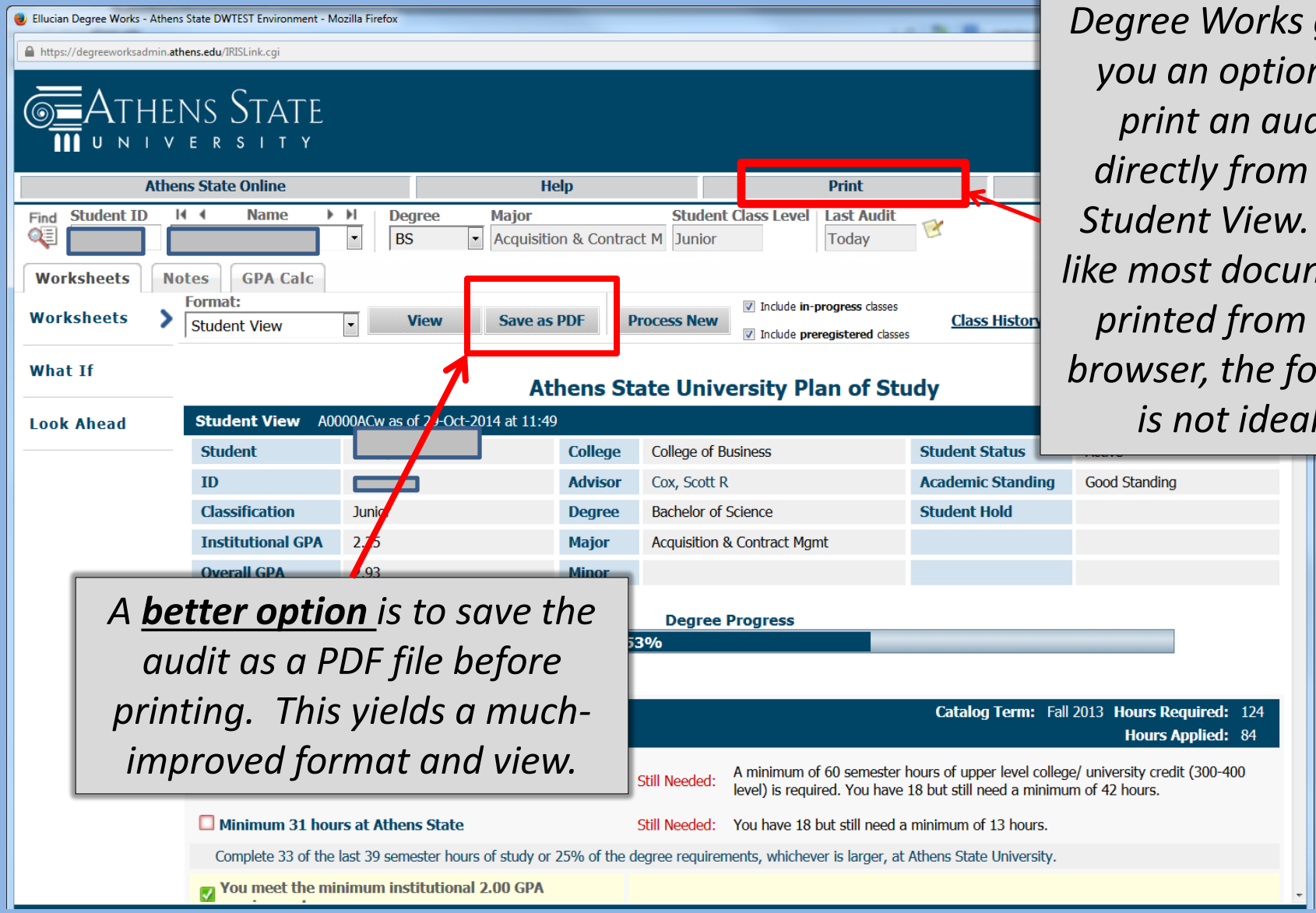
Save As PDF Before Printing



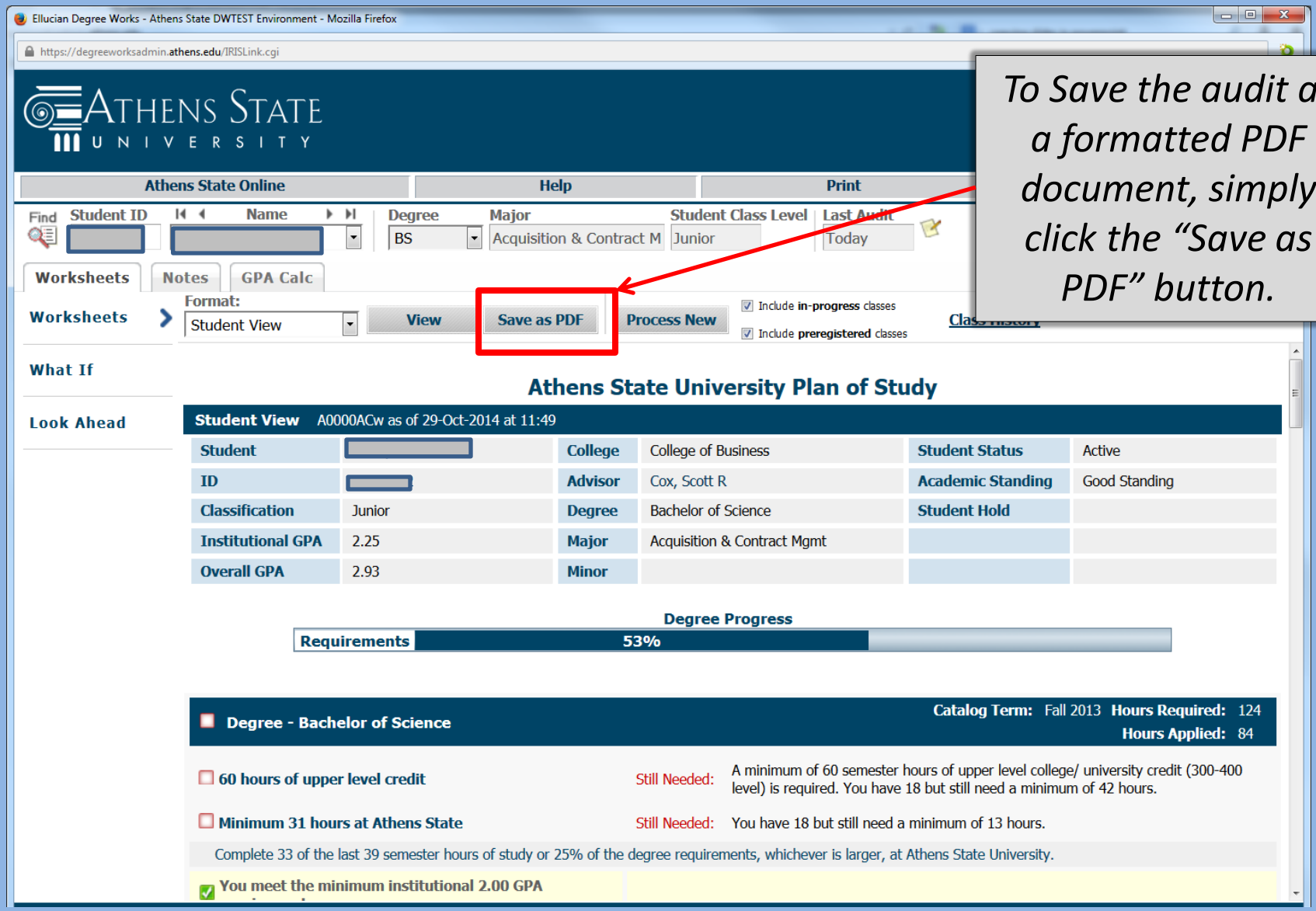
Degree Works gives you an option to print an audit directly from the Student View. But like most documents printed from the browser, the format is not ideal.

*A **better option** is to save the audit as a PDF file before printing. This yields a much-improved format and view.*

Save As PDF Before Printing

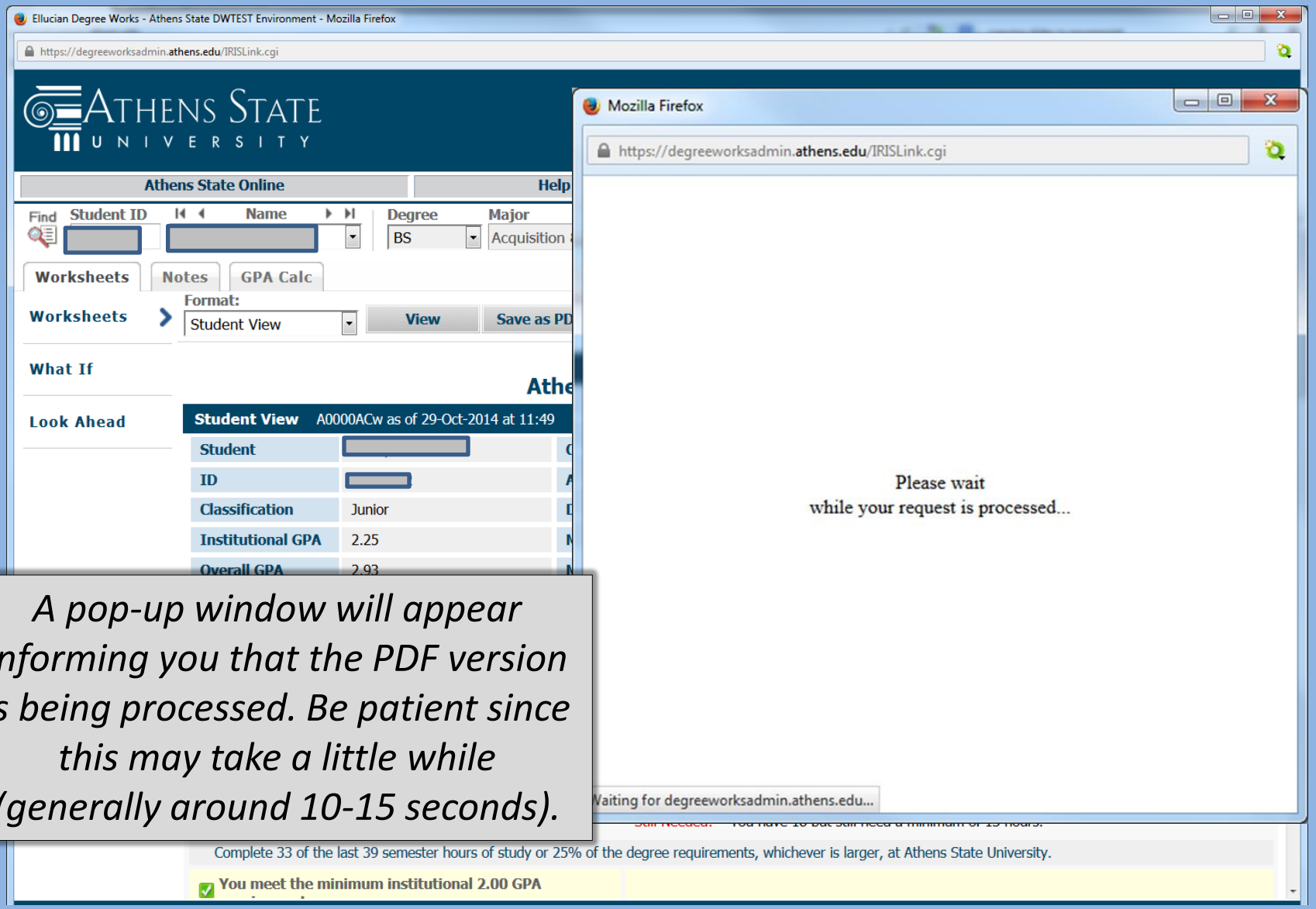
- In addition to an improved printing format, saving the audit as a PDF file also gives advisors the ability to distribute the audit to a student using official means of communication that maintain student privacy (such as through a student's Athens State email at the student's request).
- However, since the audit is always accessible to the student and advisor in the Degree Works online system, saving and printing audits should be done only when necessary.

Save As PDF



To Save the audit as a formatted PDF document, simply click the "Save as PDF" button.

Save As PDF



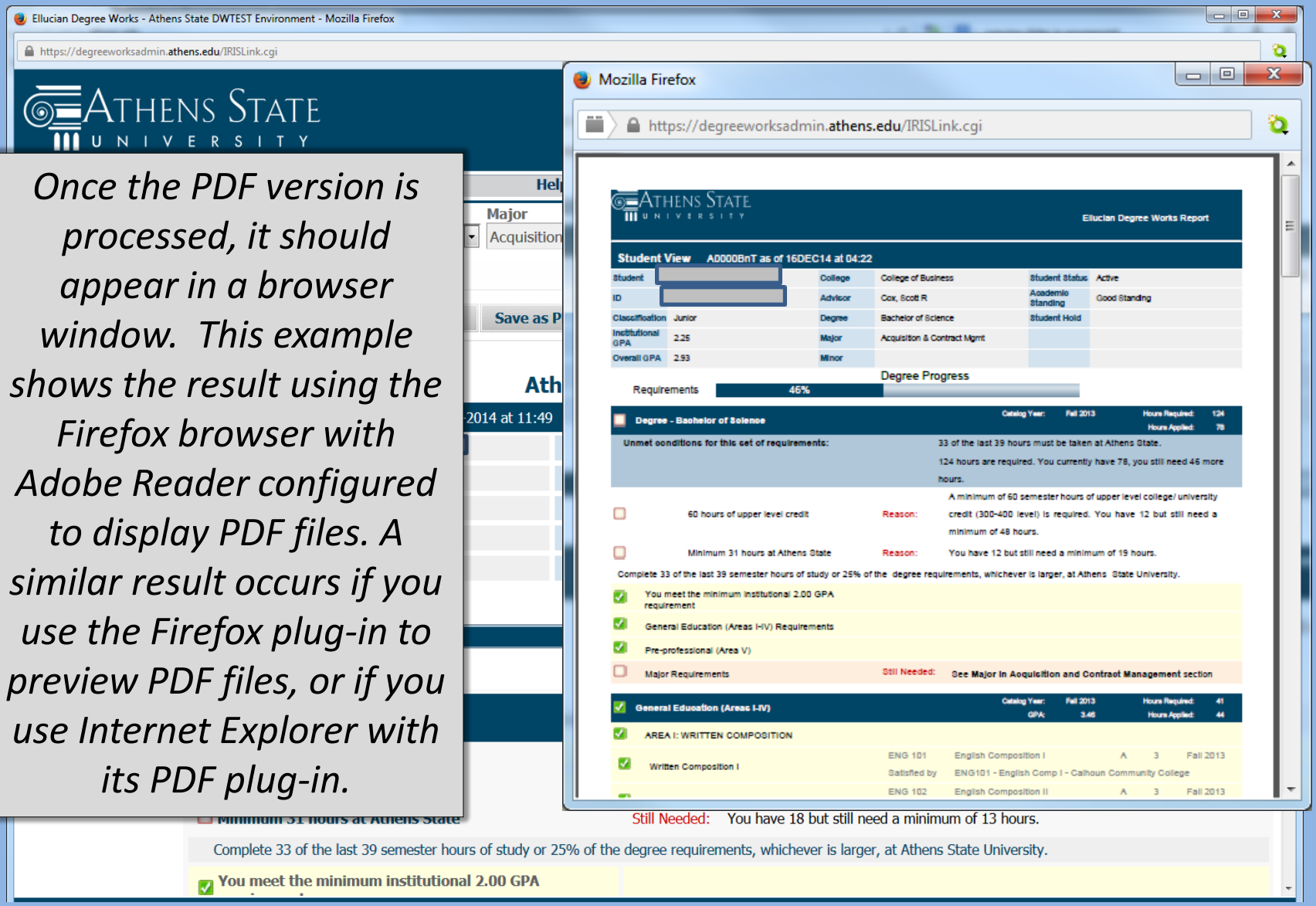
A pop-up window will appear informing you that the PDF version is being processed. Be patient since this may take a little while (generally around 10-15 seconds).

PDF Display May Depend on Browser

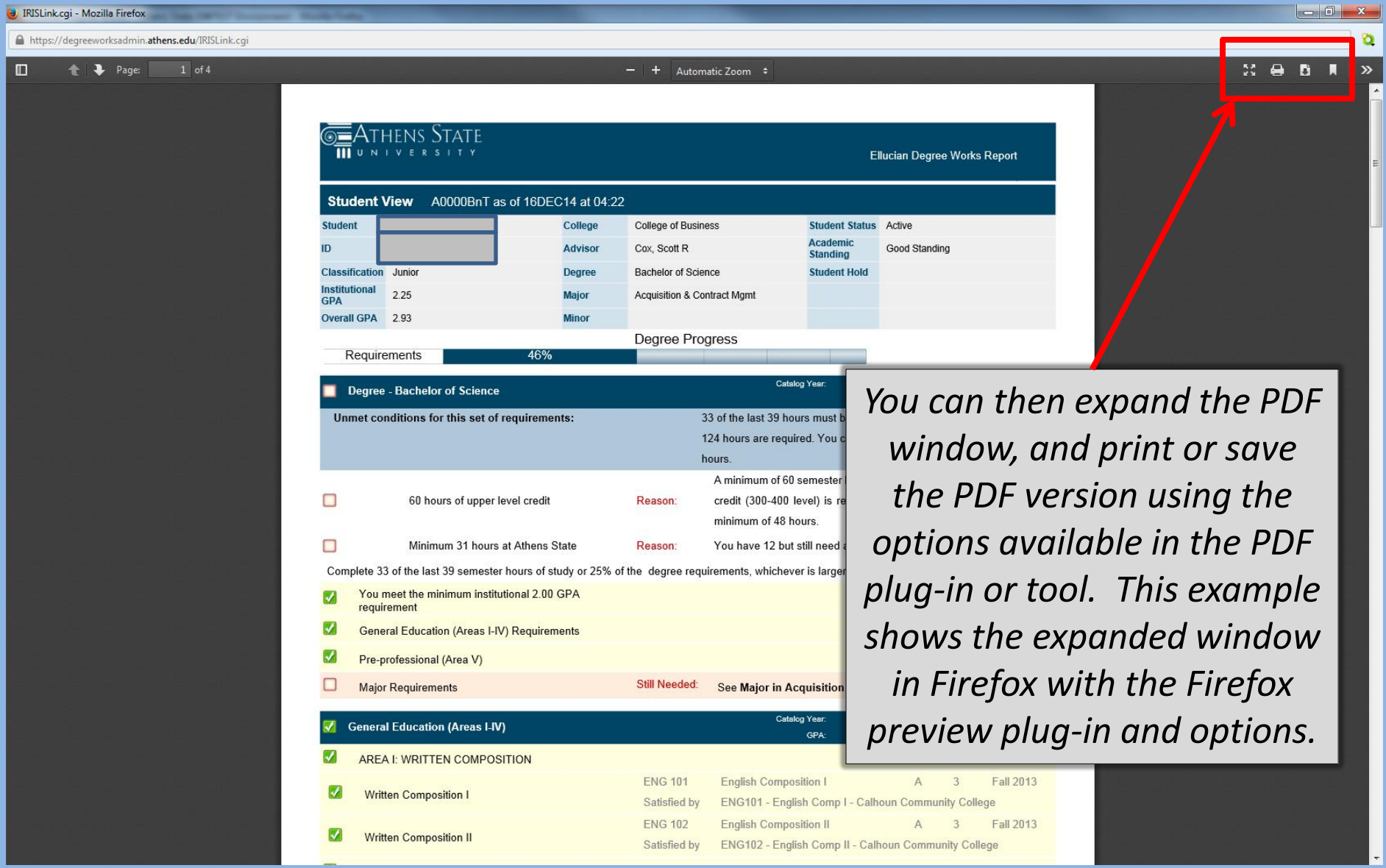
- What you see once the PDF audit is processed depends on how your browser is configured.
- Most browsers have settings that you can change that tell the browser how to deal with PDF files.
- If you are using standard “plug-ins” for PDF files in your browser, you should see the PDF audit appear in the same window that told you the PDF was being processed, or it should pop-up in a separate window.

The PDF Version

Once the PDF version is processed, it should appear in a browser window. This example shows the result using the Firefox browser with Adobe Reader configured to display PDF files. A similar result occurs if you use the Firefox plug-in to preview PDF files, or if you use Internet Explorer with its PDF plug-in.



Save or Print the PDF



You can then expand the PDF window, and print or save the PDF version using the options available in the PDF plug-in or tool. This example shows the expanded window in Firefox with the Firefox preview plug-in and options.

End of Tutorial: Saving and Printing Student Audits

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks

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