# How to Print an Ed Plan in Degree Works

Click on the box next to "Add term."



After you click on that box, the view will change to the following:

Press CTRL+P to print, and then chose PDF to save.
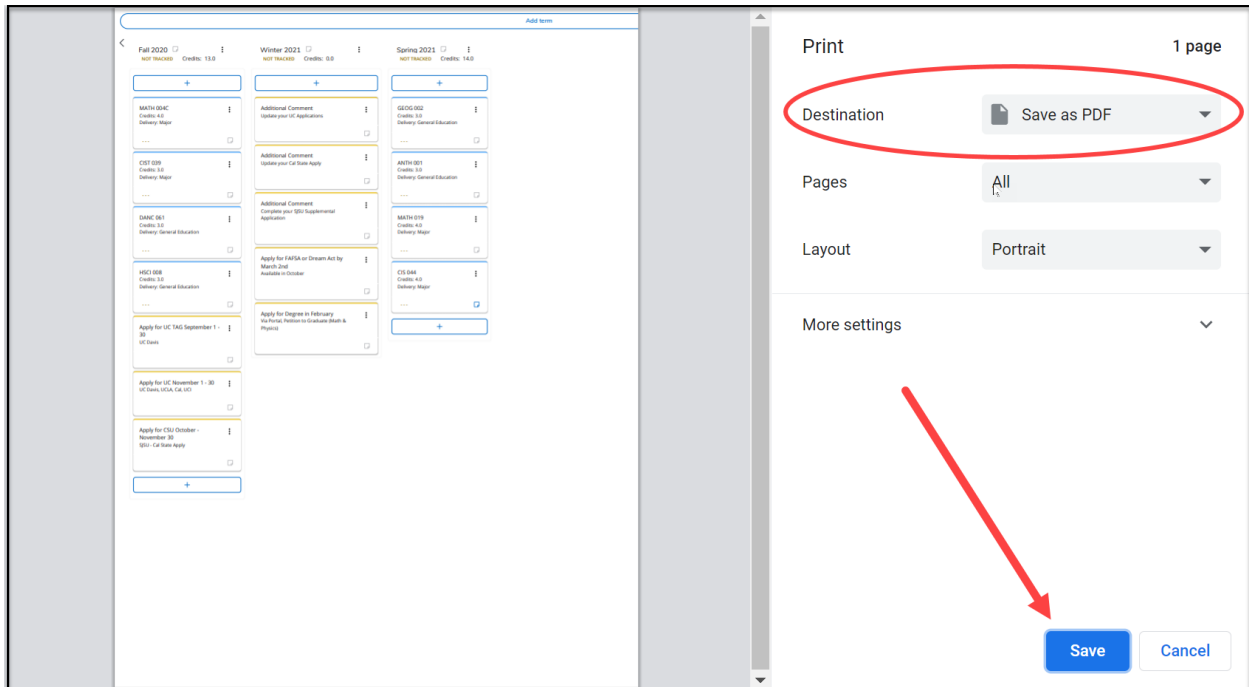


If you have more than 3 semesters, you should change the layout to landscape so that more semesters can fit more clearly on the page. You can also decrease the scale in order to have more terms fit on a page. Unfortunately, this works best with up to 5-6 terms. After that, the font becomes too small to be legible. You can change the scale by clicking on "More Settings."
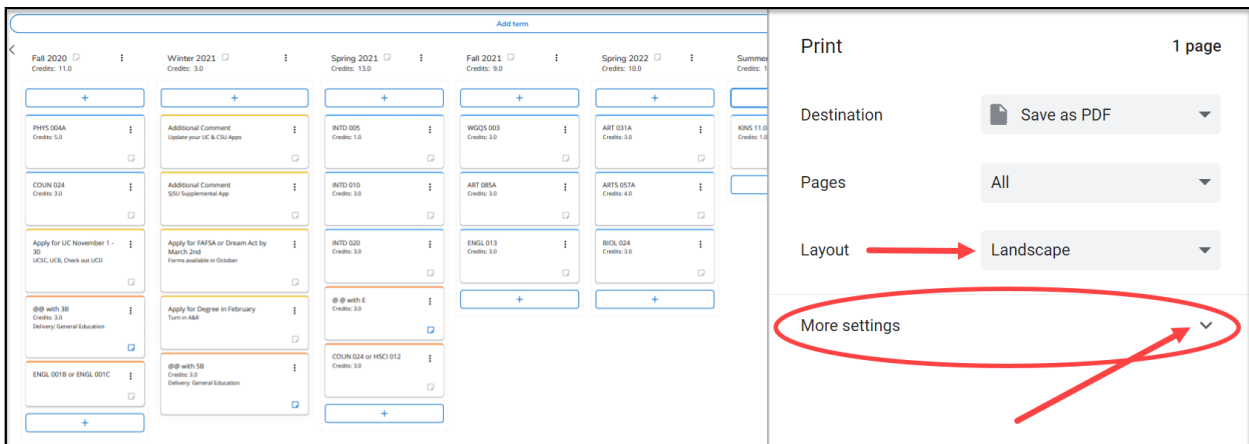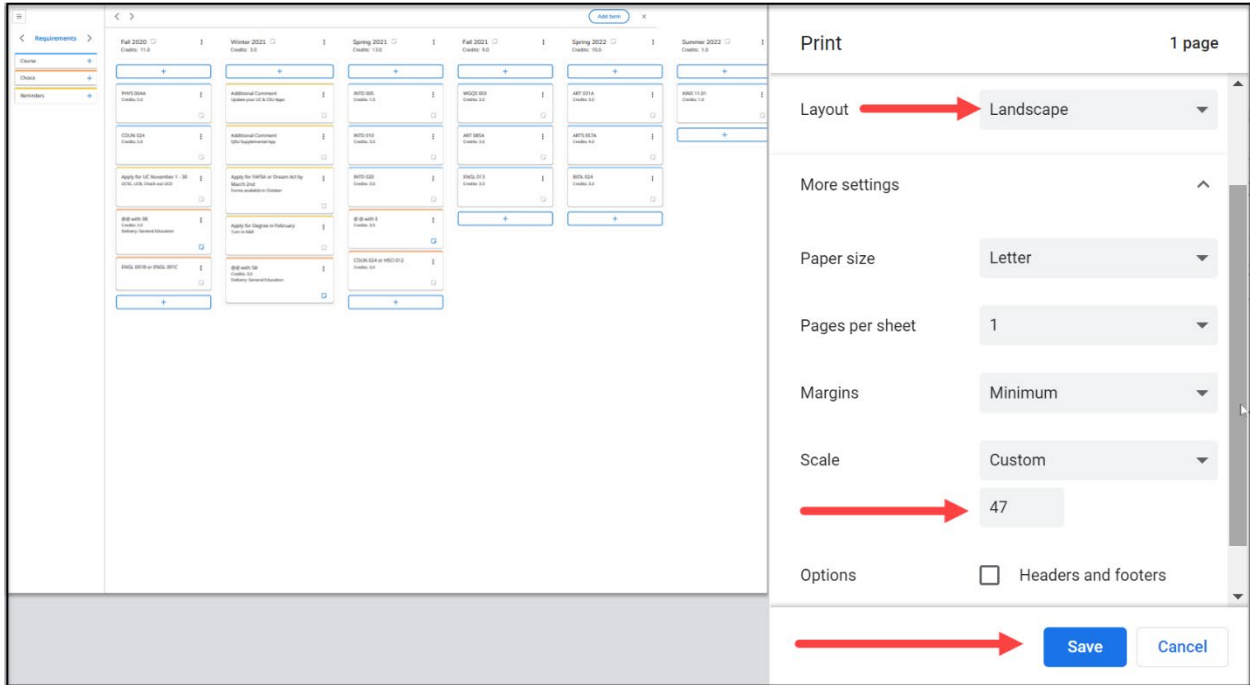
After you save the ed plan as a PDF, you can proceed to open the PDF file and add the student's name and ID# by clicking on "Fill and Sign."
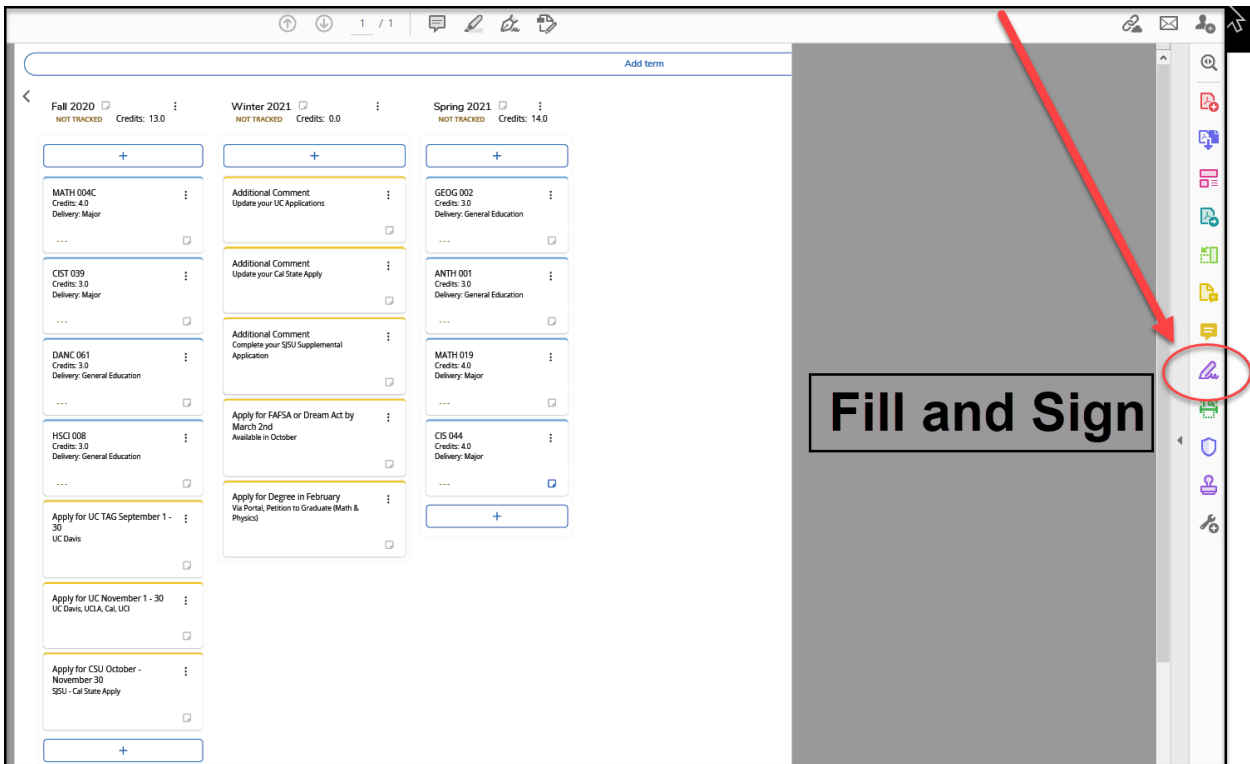
**Fill and Sign**

After you click on "Fill and Sign" a new toolbar will appear at the top of the page.
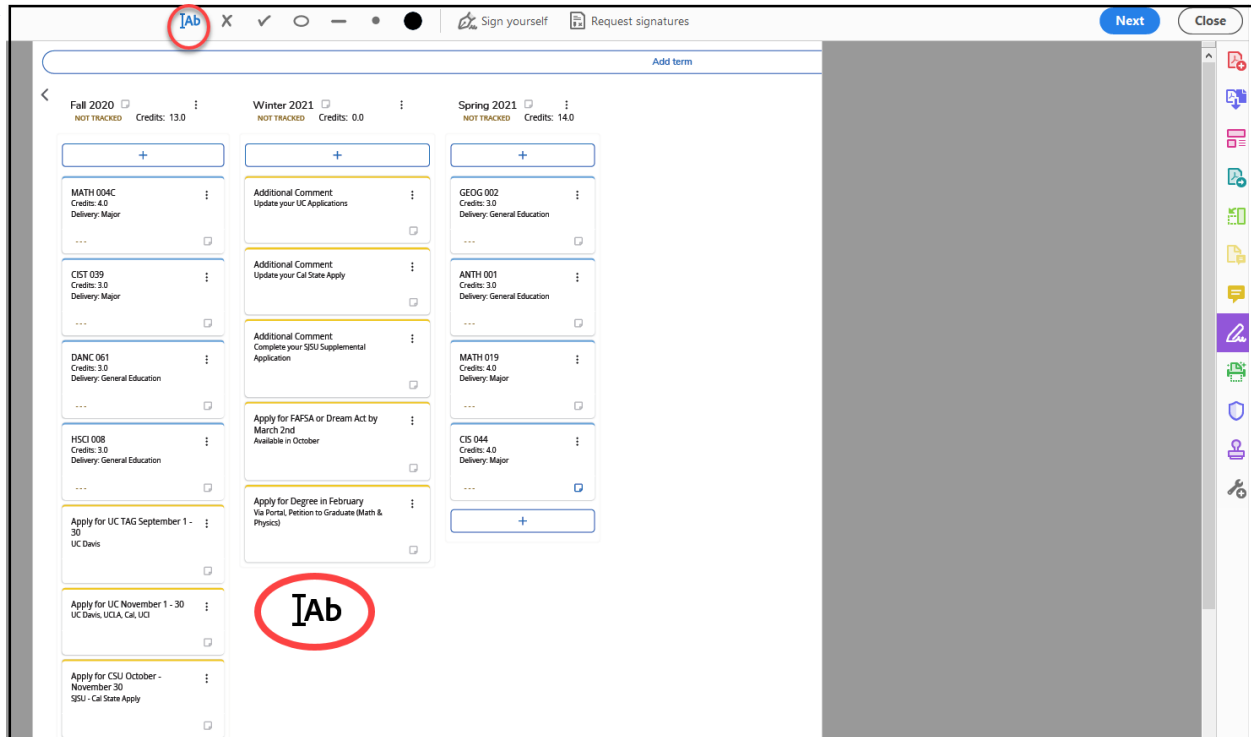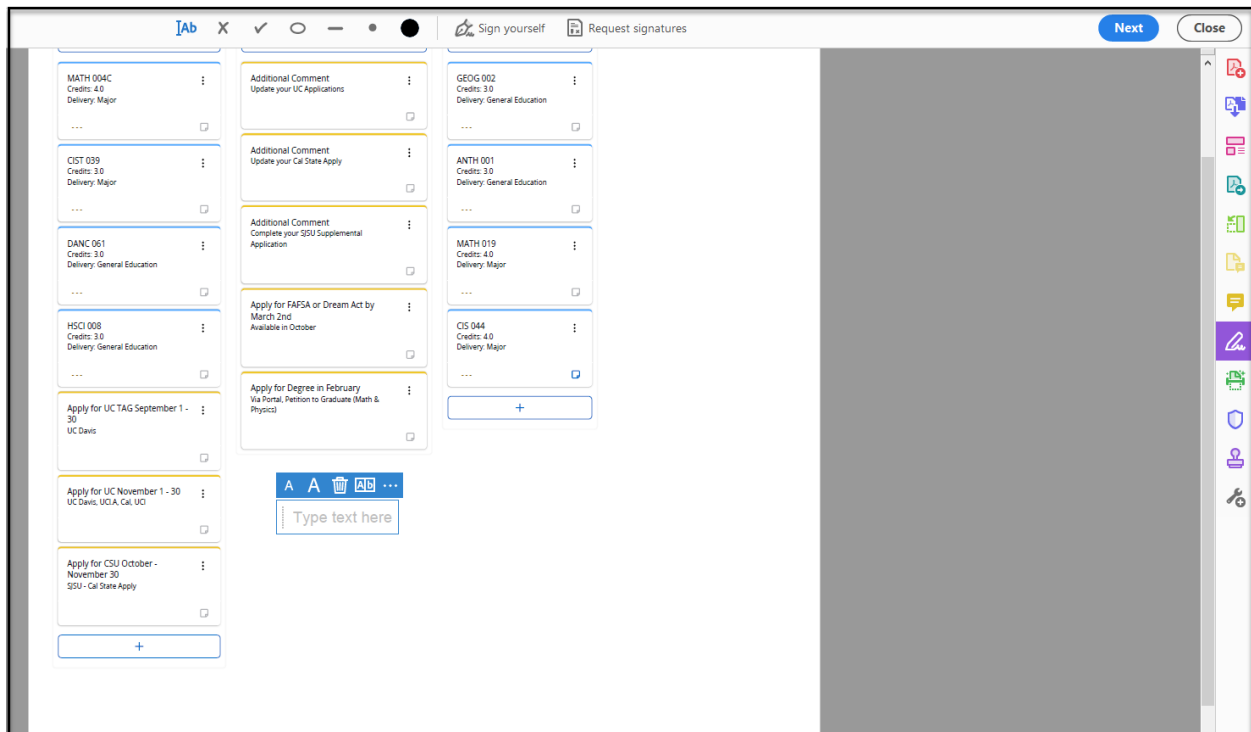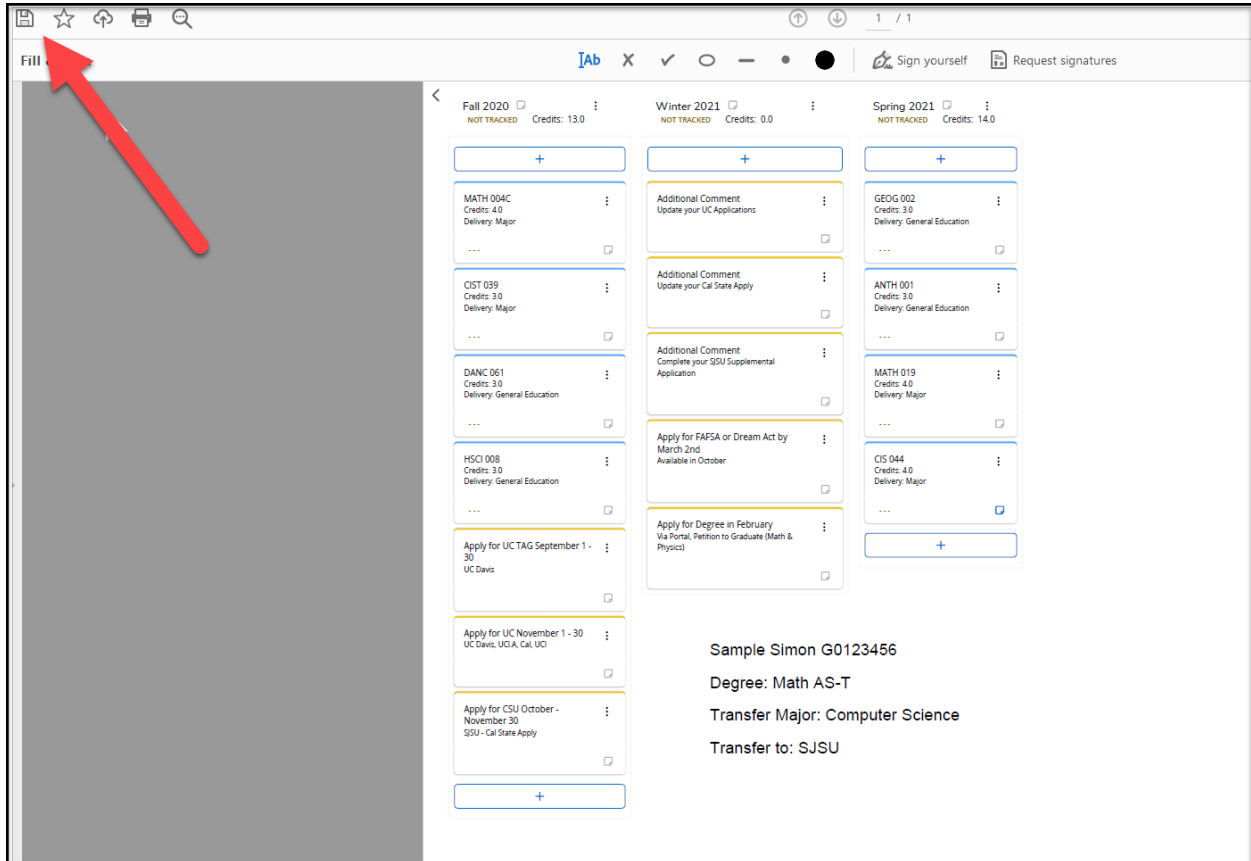
Your cursor will automatically convert to the "IAb" symbol. Place that symbol/your cursor anywhere on the page where you'd like to add the student's name, then left-click your mouse to create a text box.



The following text box will appear after you left-click:

You can proceed to type the student's name, ID#, degree, and any additional information you deem necessary.  Once you finish, click on the "Save" icon.



When you return to Degree Works, click on the "X" in the right-hand corner to exit "Full Screen" mode and return to the regular view.