

Print Discussion Forum Posts

1/11/2011

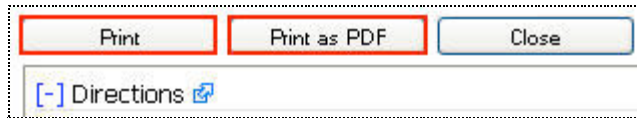
1. After you log on to ANGEL, enter the discussion forum that you would like to print.
2. Choose **Nested View** (a) and make sure the blue arrow button is pointing up (b) so that all threads are open.

The screenshot shows the 'Discussion Forum' interface. At the top, there are links for 'Settings', 'Reports', 'Utilities', and 'Delete'. Below these are navigation links: 'Print', 'My Notes', 'Previous', 'Next', 'Up', 'Top', and 'Index'. A 'New Post' button is on the left. A dropdown menu is set to 'Nested View' (labeled 'a'). To its right is a blue arrow button pointing up (labeled 'b'). Further right is a 'Print' button (labeled 'd') and a refresh button. Below the navigation is a text area with instructions: '(Normally, this is where instructor posts discussion forum directions, rules, due time, etc.) To print all posts in the discussion forum: 1. Click on the *Utilities* link under the title of the forum 2. Click on *Print Discussion Forum*. 3. Select all the threads/topics that you'd like to print and then click on *Print Threads* at the'. Below this is a table of posts with columns: Post Title, Flag, Score, Author, Date Posted, Replies, and Rating. The first post is 'hello' by 'ORIENTATION, STUDD8/19/2009' with 1 reply. The second post is 'hi' by 'ORIENTATION, STUDD8/17/2009' with 0 replies. The third post is 'post' by 'ORIENTATION, STUDD8/17/2009' with 0 replies. The fourth post is 'i made a post.' by 'ORIENTATION, STUDD8/17/2009' with 0 replies. The fifth post is 'hil' by 'ORIENTATION, STUDD8/17/2009' with 0 replies. A plus sign button (labeled 'c') is in the top left of the post list.

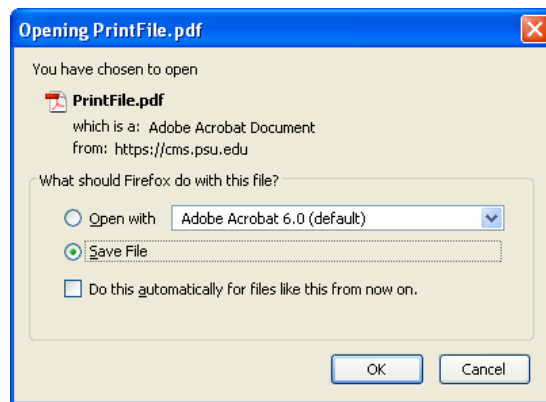
Post Title	Flag	Score	Author	Date Posted	Replies	Rating
hello	▽	--	ORIENTATION, STUDD8/19/2009		1	☆☆☆☆☆
hi						
post	▽	--	ORIENTATION, STUDD8/17/2009		0	☆☆☆☆☆
i made a post.						
hil	▽	--	ORIENTATION, STUDD8/17/2009		0	☆☆☆☆☆

3. If the replies to the initial posts are not displayed, click on the top plus sign [+] (c). You should see all plus signs on the screen change to minor signs: [-] and [≡].

4. Click on the printer icon  (d) on the top of the discussion forum. In the pop-up menu, click on **Print** or **Print as PDF**.

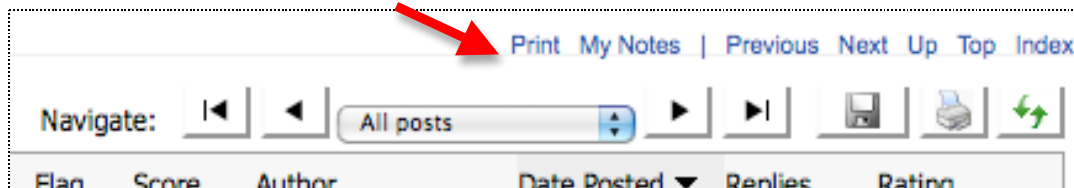


If you used **Print as PDF**, in the next pop-up window, select **Save File** and click on **OK**. Choose a location on the computer where you want the file to be saved.



5. Last, open the PDF file just saved and print to the printer.

- *Instead of taking Step 4, you can also use the **Print** link:*



- *DO NOT use the "Print" function under the browser's File menu. It wouldn't print multiple pages or the printed text would be cut short due to the size of the textbox frame.*