

Print Discussion Forum Posts



8/28/2009

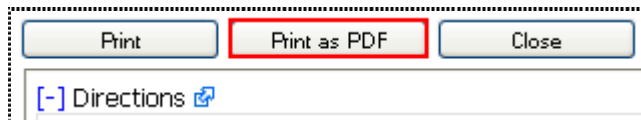
To print all posts in a discussion forum, first of all, you would need to display the full text of all posts in the discussion forum on the computer screen. Second, “print” the text into a PDF file that you can save on the hard drive or thump drive on the computer. Last, open the PDF file and print it to the printer. Please follow the detailed instructions below.

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.

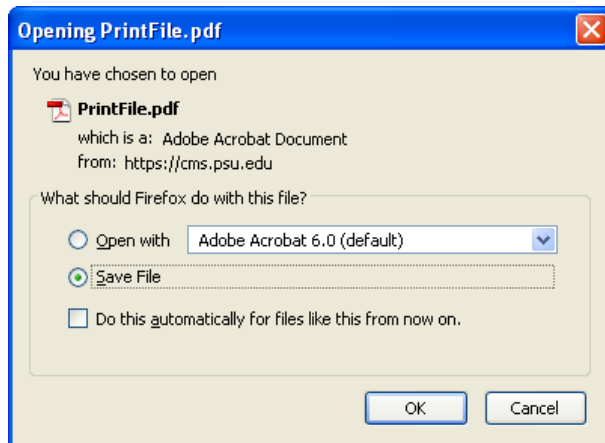
The screenshot shows the 'Discussion Forum' interface. At the top, there are links for 'Settings', 'Reports', 'Utilities', and 'Delete'. Below these are navigation links: 'Print', 'My Notes', 'Previous', 'Next', 'Up', 'Top', and 'Index'. A 'New Post' button is on the left. A dropdown menu is set to 'Nested View' (labeled 'a'). To its right is a blue arrow button pointing up (labeled 'b'). Further right is a 'Navigate:' section with a search box containing 'All posts' and several navigation icons, including a printer icon (labeled 'd'). 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 (labeled 'c').

[+]	Post Title	Flag	Score	Author	Date Posted	Replies	Rating
+	hello	▽	--	ORIENTATION, STUD08/19/2009		1	☆☆☆☆☆
	hi						
	Select one	Go					Mark as read
	post	▽	--	ORIENTATION, STUD08/17/2009		0	☆☆☆☆☆
	i made a post.						
	Select one	Go					Mark as read
	hil	▽	--	ORIENTATION, STUD08/17/2009		0	☆☆☆☆☆

- If the replies to the initial posts were not displayed, click on the top plus sign **[+]** (c). You should see all plus signs on the screen change to minor signs: **[-]** and .
- Click on the printer icon  (d) on the top of the discussion forum. Do NOT use the link “Print” or the print command in the browser’s File menu. They wouldn’t work.
- In the pop-up menu, click on the button in the middle **Print as PDF**. The first button would NOT work. (I hear you.)



- 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.



- Last, open the PDF file just saved and print to the printer. This is the only way that you can print all pages of the entire discussion forum.