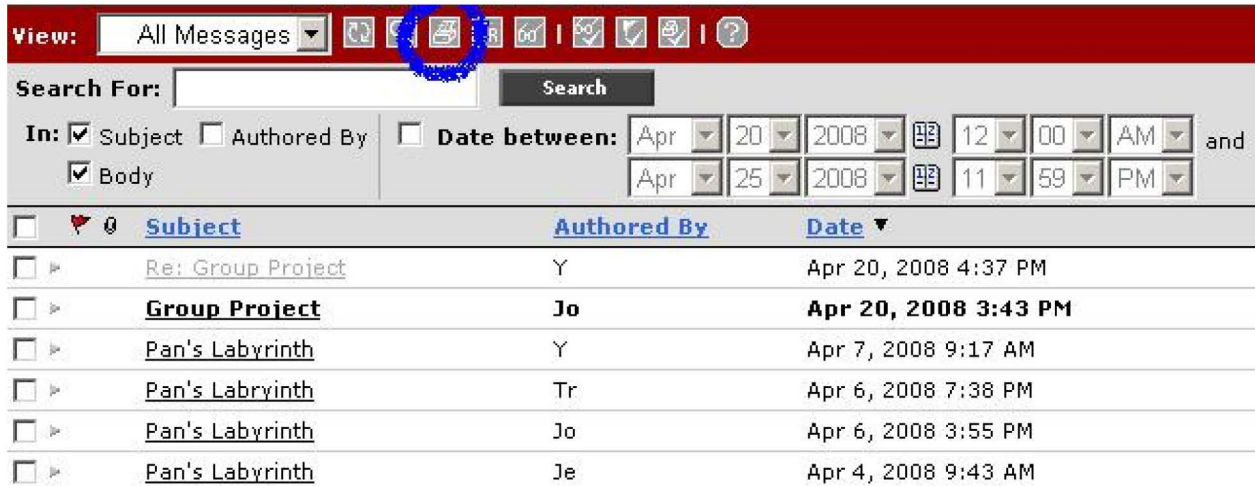


## Saving or Printing Discussion Posts

Click on the Discussion. Click on the Printer Icon.



The screenshot shows a web interface with a red top bar containing a toolbar with various icons. The 'Print' icon is circled in blue. Below the toolbar is a search bar and a 'Search' button. Underneath is a filter section with checkboxes for 'Subject', 'Body', 'Authored By', and 'Date between'. The 'Date between' section has two date pickers: 'Apr 20, 2008' and 'Apr 25, 2008'. Below this is a table of discussion posts with columns for 'Subject', 'Authored By', and 'Date'.

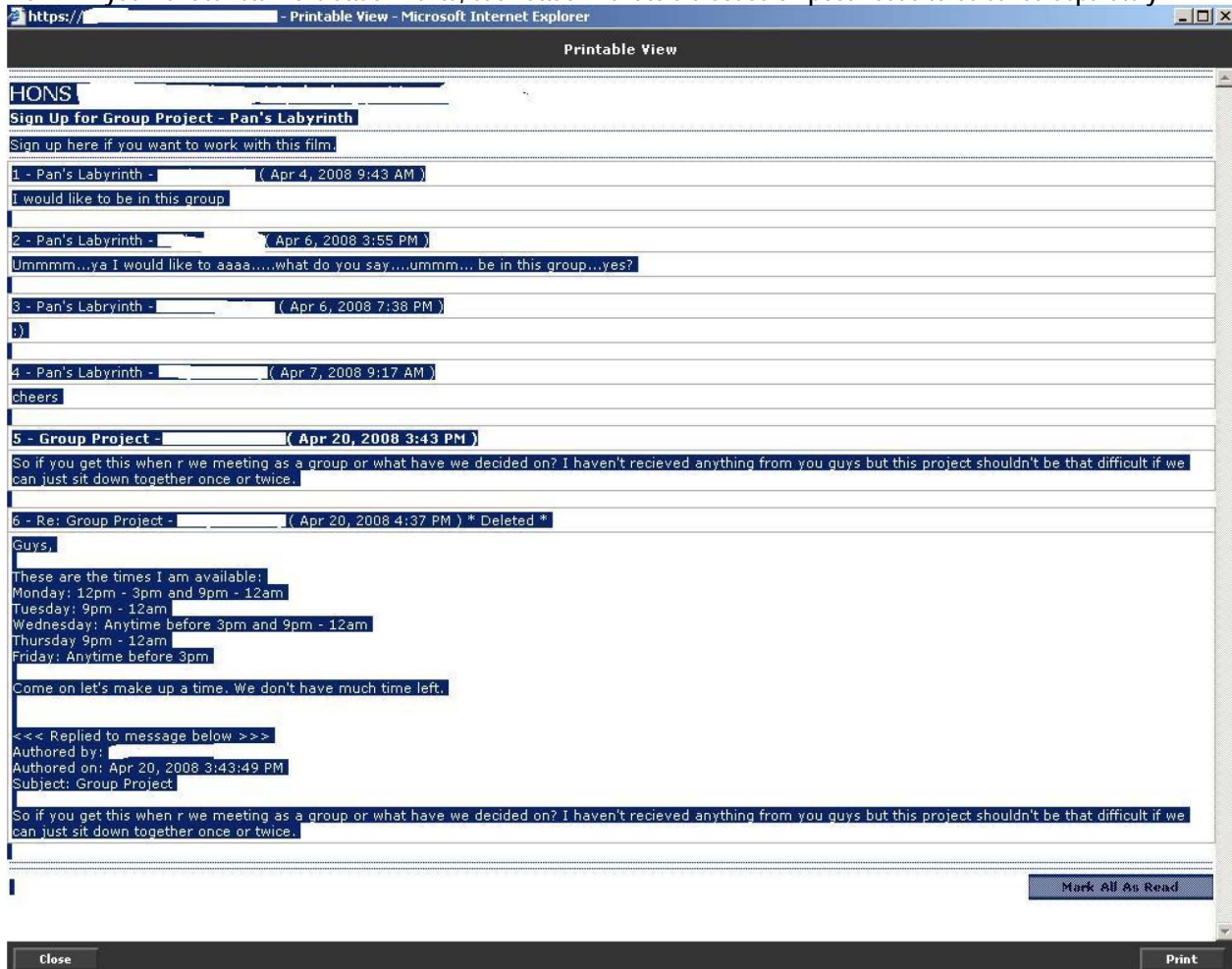
<input type="checkbox"/>	<b>Subject</b>	<b>Authored By</b>	<b>Date</b>
<input type="checkbox"/>	<a href="#">Re: Group Project</a>	Y	Apr 20, 2008 4:37 PM
<input type="checkbox"/>	<b>Group Project</b>	<b>Jo</b>	<b>Apr 20, 2008 3:43 PM</b>
<input type="checkbox"/>	<a href="#">Pan's Labyrinth</a>	Y	Apr 7, 2008 9:17 AM
<input type="checkbox"/>	<a href="#">Pan's Labryinth</a>	Tr	Apr 6, 2008 7:38 PM
<input type="checkbox"/>	<a href="#">Pan's Labyrinth</a>	Jo	Apr 6, 2008 3:55 PM
<input type="checkbox"/>	<a href="#">Pan's Labyrinth</a>	Je	Apr 4, 2008 9:43 AM

A new screen will appear listing all the discussion posts.

3 DIFFERENT OPTIONS for saving the discussion posts:

1. Click the Print icon to **print** the discussions.
2. Right-click anywhere in the text of the screen. Left-click on "Select All" and the text will be highlighted. Right-click again and the left-click on "Copy." Paste the text into Word. Save the Word document.
3. Click the Print icon and print to a PDF file.

**NOTE:** If you want to retain the attachments, each attachment to a discussion post needs to be saved separately.



The screenshot shows a 'Printable View' of a discussion thread in Microsoft Internet Explorer. The browser title bar reads 'Printable View - Microsoft Internet Explorer'. The page content includes a header 'HONS' and a link 'Sign Up for Group Project - Pan's Labyrinth'. The main content is a list of messages with their subjects and dates. The fifth message, '5 - Group Project - ( Apr 20, 2008 3:43 PM )', is highlighted. Its content reads: 'So if you get this when r we meeting as a group or what have we decided on? I haven't recieved anything from you guys but this project shouldn't be that difficult if we can just sit down together once or twice.' Below this is the sixth message, '6 - Re: Group Project - ( Apr 20, 2008 4:37 PM ) \* Deleted \*', which contains a list of available times for meetings. At the bottom of the page, there are buttons for 'Close' and 'Print', and a 'Mark All As Read' button.