How to collect posts

Overview
On a thread page, you can read all the posts made to the initial post. If many posts appear, you can reduce the list using the collect function. After collecting posts, you can filter, sort, print, and tag them.

The collect function is also available from the forum page where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

Collecting posts
Use the following steps to collect posts in a thread.

To select all but a few posts in a long list in a thread, click Select: All on the action bar. All check boxes for all the posts are selected and you can clear the check boxes for the posts you do not need.

1. Access a forum and select a thread.
2. On the thread's page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on a collection page, select the check boxes for those messages.
3. On the action bar, point to the Message Actions and click Collect.

On the Collection page, you can read and print the results. On the action bar, click Print Preview to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort By and Order drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages read or unread. Click the Quote function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

Further support
- Further resources and support are available in the TEL Toolkit: [www.bournemouth.ac.uk/tel-toolkit](http://www.bournemouth.ac.uk/tel-toolkit)
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.