

# Discussion Board

## Navigating in the Discussion Board

The discussion board contains some specific navigational tools used to navigate between messages. When moving throughout the messages and threads, be sure to use the following features:

- **View Unread Messages:** Allows you to switch from reading all unread messages only or all messages.
- **Expand All:** Opens a thread to view the topic and the associated responses.
- **Collapse All:** Hides all responses and displays only the main thread.
- **Show Options:** Brings up several quick key buttons that can be used when reading notes.



- **Select All:** Allows you to select all of the messages in the forum (usually for collection).
- **Unselect:** Unselects all of your previously selected items.
- **Invert:** Switches the selection mode of your items. For instance, if they were previously selected, they now become unselected.
- **Read:** Marks all of the selected messages as Read.
- **Unread:** Marks all of the selected messages as Unread.
- **Collect:** Collects all of the selected messages onto one page, usually for printing.