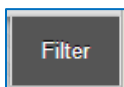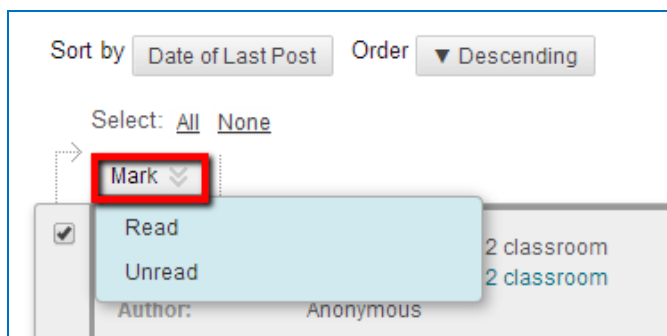# Filtering Discussion Posts after Searching or Collecting

To narrow your search results or sort a collection, you can use the **Filter** button. If you print the posts after filtering, they print in the order they appear on the page.

If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the Search Results or Collection page, click the **Filter** button on the action bar to expand the field.

2. Select options from the following drop-down lists:

- **Author:** Select All or select an author.

- **Status:** Show All or select a status.

- **Read Status:** Show All, Read, or Unread posts.

- **Tags:** Show All Tags or select a tag, if any tags are applied to the messages.

3. To mark postings as Read or Unread, click the checkbox for each message or the **All** link to select all postings; then point to the **Mark** button and select either **Read** or **Unread**.

4. Click **Go** to apply the selections. You can further organize the results using the **Sort By** and **Order** drop-down lists.

5. Click the **X** or the **Filter** button to hide the Filter fields; click **OK** to return to the Forum page.