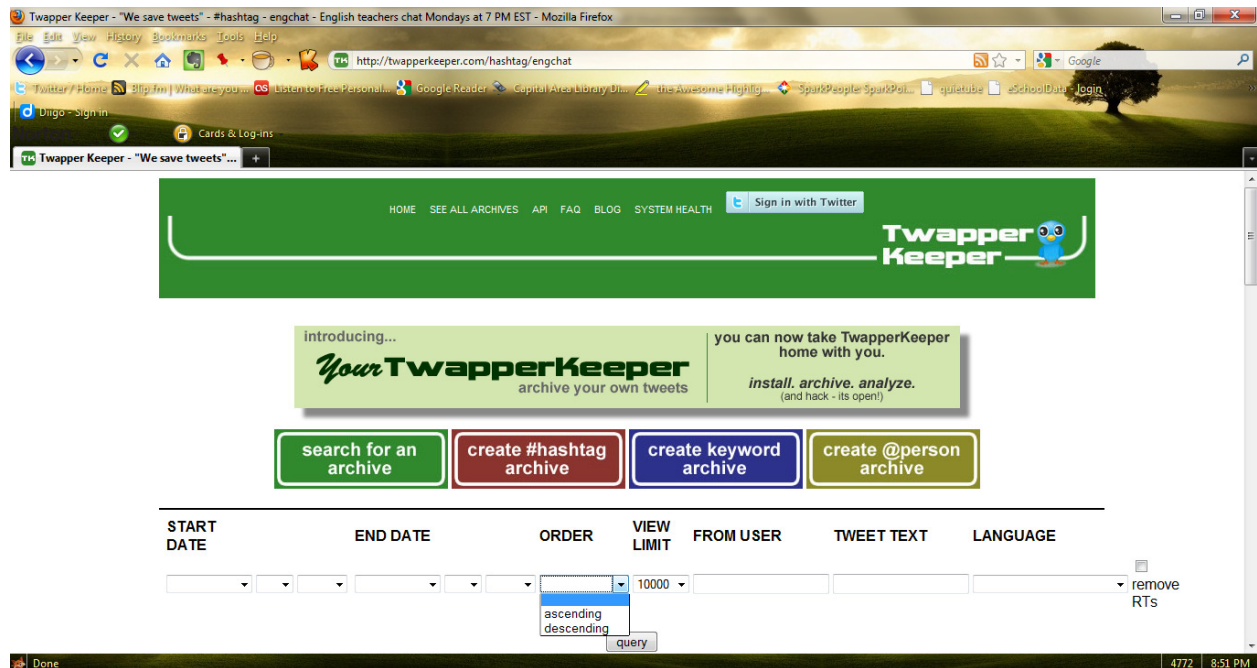


## How to Create #engchat Archive

1. Open <http://twapperkeeper.com/hashtag/engchat>



2. Choose Start Date of date of #engchat.
3. Choose End Date of day after #engchat.
4. Choose **ascending** Order.
5. Change View Limit to **10,000**.
6. You can choose to remove RTs, but it will also eliminate RTs with comments attached at the end. (I choose to leave them in.)
7. Click on Query button.
8. Double check to see if last post in archive matches last post from #engchat stream.
9. Print to pdf – I use PDF995 (available <http://www.pdf995.com/> if you'd like to download this pdf printer), but you can use whatever you prefer.
10. Upload document to <http://engchat.pbworks.com> and post link to document in <http://engchat.pbworks.com/engchat-archive>

I also have been running an archive report of posts between Monday night #engchat discussions. I use the same format as above except I make the Start Date the day after the last chat and the End Date the same as the next chat.