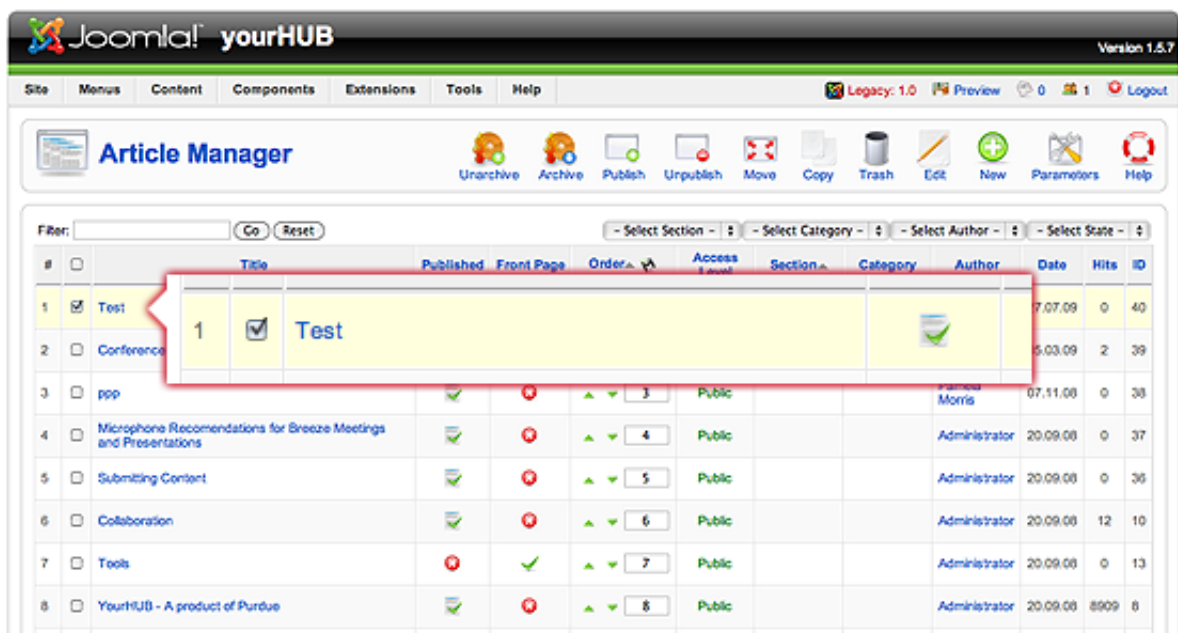


Archiving

Archiving an Article

Archiving is useful if you publish a lot of articles and which you still want to be published on the site, but have been displaced in priority by new ones.

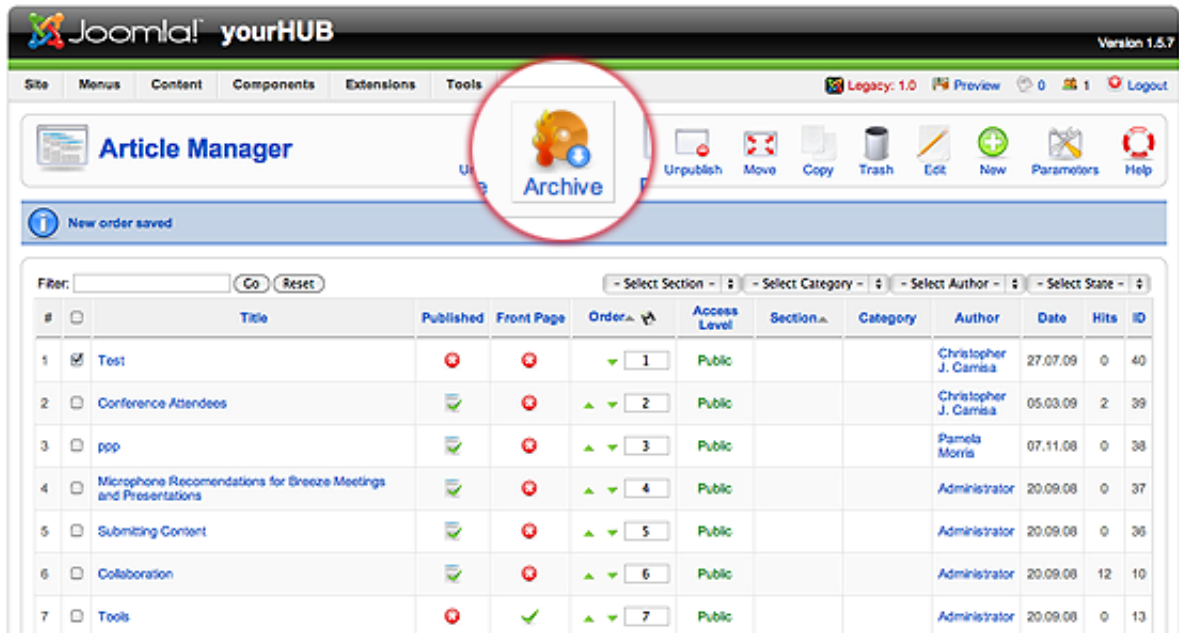
1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.
3. Check the box next to the article you want to archive.



The screenshot shows the Joomla! Administrator Back-end interface for the 'yourHUB' site (Version 1.5.7). The 'Article Manager' toolbar is visible, with the 'Archive' button highlighted. The article list below shows the 'Test' article selected, with a red box highlighting the 'Archive' button and the selected article row.

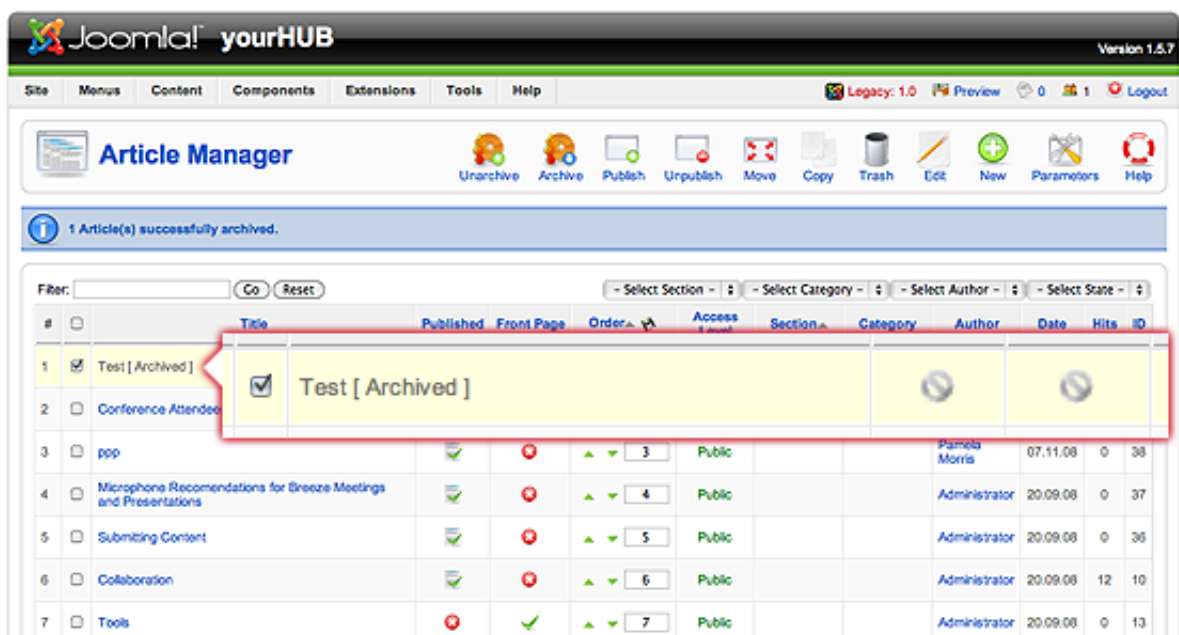
#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	<input checked="" type="checkbox"/>	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Public			Administrator	07.07.09	0	40
2	<input type="checkbox"/>	Conference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Public			Administrator	05.03.09	2	39
3	<input type="checkbox"/>	ppp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Public			Administrator	07.11.08	0	38
4	<input type="checkbox"/>	Microphone Recommendations for Breeze Meetings and Presentations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Public			Administrator	20.09.08	0	37
5	<input type="checkbox"/>	Submitting Content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Public			Administrator	20.09.08	0	36
6	<input type="checkbox"/>	Collaboration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	Public			Administrator	20.09.08	12	10
7	<input type="checkbox"/>	Tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Public			Administrator	20.09.08	0	13
8	<input type="checkbox"/>	YourHUB - A product of Purdue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Public			Administrator	20.09.08	8909	8

4. Then click "Archive" button.



Unarchiving an Article

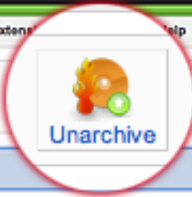
1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.
3. Check the box next to the article you want to unarchive.



4. Then click "Unarchive" button.

Joomla! yourHUB Version 1.5.7

Site Menus Content Components Extensions Help Legacy: 1.0 Preview 0 1 Logout

Article Manager  Archive Publish Unpublish Move Copy Trash Edit New Parameters Help

1 Article(s) successfully archived.

Filter: - Select Section - - Select Category - - Select Author - - Select State -

#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	<input checked="" type="checkbox"/>	Test [Archived]			▼ 1	Public			Christopher J. Camisa	27.07.09	0	40
2	<input type="checkbox"/>	Conference Attendees			▲ ▼ 2	Public			Christopher J. Camisa	05.03.09	2	39
3	<input type="checkbox"/>	ppp			▲ ▼ 3	Public			Pamela Morris	07.11.08	0	38
4	<input type="checkbox"/>	Microphone Recommendations for Breeze Meetings and Presentations			▲ ▼ 4	Public			Administrator	20.09.08	0	37
5	<input type="checkbox"/>	Submitting Content			▲ ▼ 5	Public			Administrator	20.09.08	0	36
6	<input type="checkbox"/>	Collaboration			▲ ▼ 6	Public			Administrator	20.09.08	12	10
7	<input type="checkbox"/>	Tools			▲ ▼ 7	Public			Administrator	20.09.08	0	13