

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.

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.

