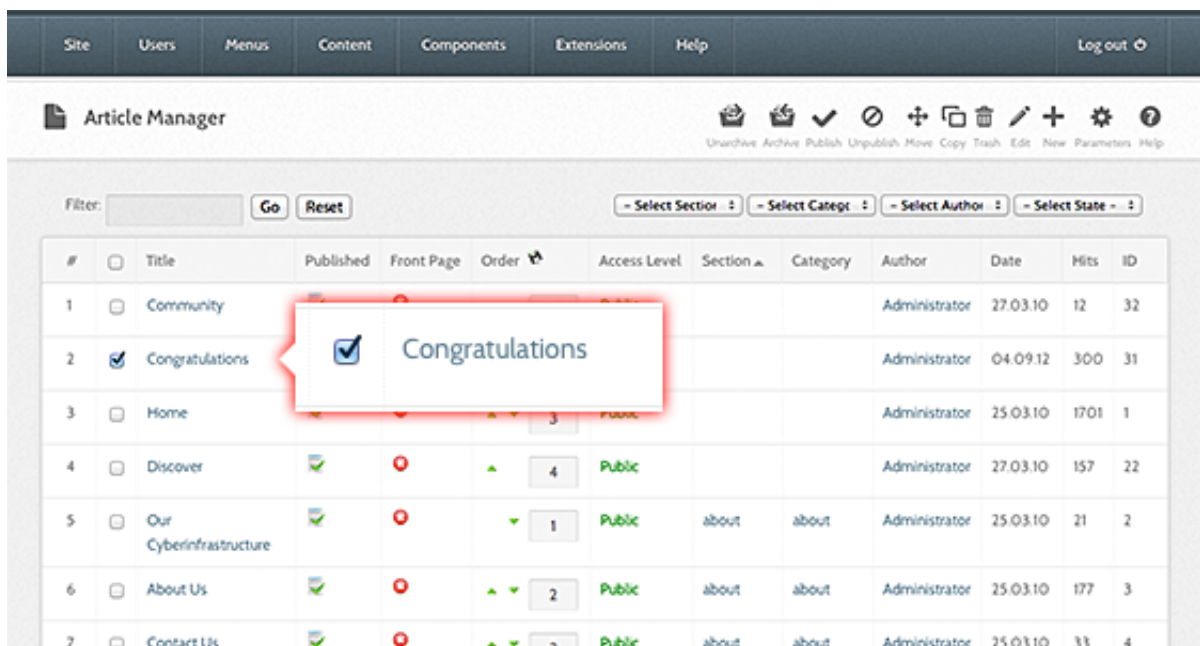


## Archiving

### 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.

The screenshot shows the Joomla! Article Manager interface. The top navigation bar includes 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'Log out'. Below the navigation bar, the 'Article Manager' toolbar contains several icons, with the 'Archive' icon (a folder with a document) highlighted by a red circle. Below the toolbar, there is a filter section with a search box and 'Go' and 'Reset' buttons. Below the filter, there are four dropdown menus: 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content area is a table with the following columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	Community	<input type="checkbox"/>	<input type="radio"/>	1	Public			Administrator	27.03.10	12	32
2	Congratulations	<input checked="" type="checkbox"/>	<input type="radio"/>	2	Public			Administrator	04.09.12	300	31
3	Home	<input type="checkbox"/>	<input type="radio"/>	3	Public			Administrator	25.03.10	1701	1
4	Discover	<input type="checkbox"/>	<input type="radio"/>	4	Public			Administrator	27.03.10	157	22
5	Our Cyberinfrastructure	<input type="checkbox"/>	<input type="radio"/>	1	Public	about	about	Administrator	25.03.10	21	2
6	About Us	<input type="checkbox"/>	<input type="radio"/>	2	Public	about	about	Administrator	25.03.10	177	3
7	Contact Us	<input type="checkbox"/>	<input type="radio"/>	1	Public	about	about	Administrator	25.03.10	33	4

## 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.

The screenshot shows the Joomla! Article Manager interface. The top navigation bar includes 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'Log out'. Below the navigation bar, the 'Article Manager' toolbar contains several icons, with the 'Unarchive' icon (a folder with a document and a checkmark) highlighted by a red circle. Below the toolbar, there is a filter section with a search box and 'Go' and 'Reset' buttons. Below the filter, there are four dropdown menus: 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content area is a table with the following columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	Congratulations [Archived]	<input checked="" type="checkbox"/>	<input type="radio"/>	1	Public			Administrator	04.09.12	301	31
2	Community	<input type="checkbox"/>	<input type="radio"/>	2	Public			Administrator	27.03.10	12	32
3	Home	<input type="checkbox"/>	<input type="radio"/>	3	Public			Administrator	25.03.10	1701	1
4	Discover	<input type="checkbox"/>	<input type="radio"/>	4	Public			Administrator	27.03.10	157	22
5	Our Cyberinfrastructure	<input type="checkbox"/>	<input type="radio"/>	1	Public	about	about	Administrator	25.03.10	21	2
6	About Us	<input type="checkbox"/>	<input type="radio"/>	2	Public	about	about	Administrator	25.03.10	177	3

4. Then click "Unarchive" button.

# ARCHIVING

The screenshot displays the Joomla! Article Manager interface. At the top, there is a navigation menu with options: Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below this, the 'Article Manager' header is visible. A toolbar contains various icons, with the 'Unarchive' icon (a folder with a checkmark) highlighted by a red circle. Below the toolbar, there are filter options: 'Filter: [ ] Go Reset' and dropdown menus for 'Select Section', 'Select Category', 'Select Author', and 'Select State'. The main content area is a table listing articles.

#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	<input checked="" type="checkbox"/>	Congratulations [ Archived ]			▼ 1	Public			Administrator	04.09.12	301	31
2	<input type="checkbox"/>	Community			▲ ▼ 2	Public			Administrator	27.03.10	12	32
3	<input type="checkbox"/>	Home			▲ ▼ 3	Public			Administrator	25.03.10	1701	1
4	<input type="checkbox"/>	Discover			▲ 4	Public			Administrator	27.03.10	157	22
5	<input type="checkbox"/>	Our Cyberinfrastructure			▼ 1	Public	about	about	Administrator	25.03.10	21	2
6	<input type="checkbox"/>	About Us			▲ ▼ 2	Public	about	about	Administrator	25.03.10	177	3