How to Archive a Guide

This guide demonstrates how to archive a guide by flagging it.

Written By: Dozuki System


This document was generated on 2022-08-22 03:02:34 PM (MST).

Step 1 — How to Archive a Guide
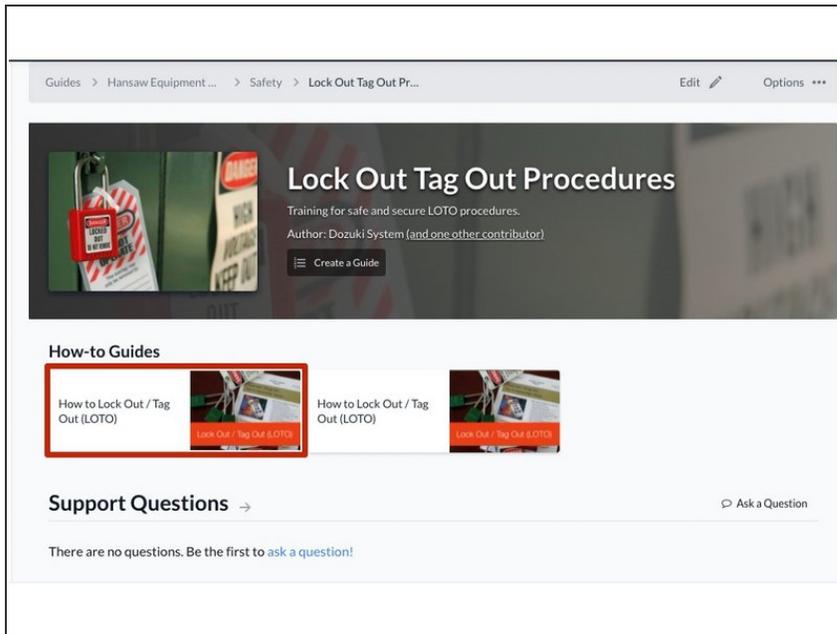
- Navigate to the guide that you want to archive.

Step 2
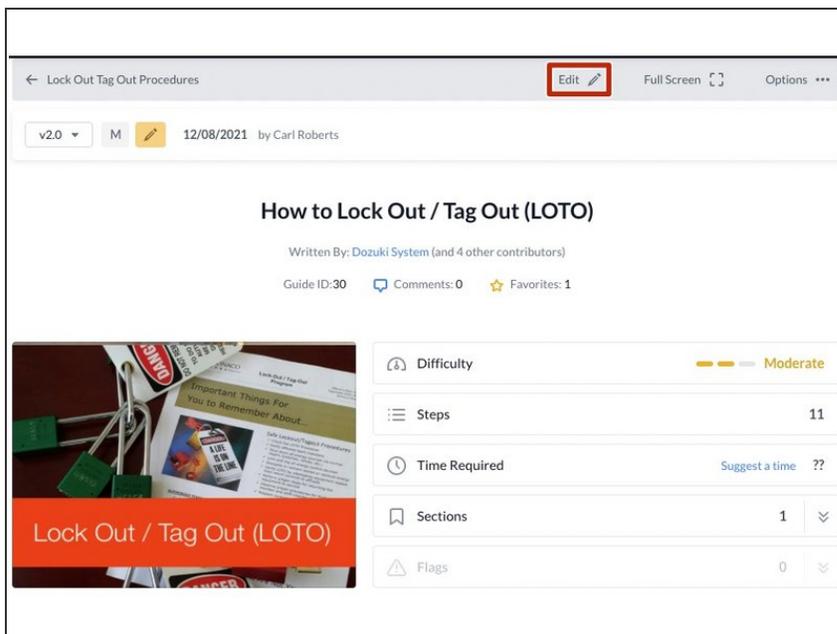
- Click on the **Edit** button to open the edit page.

This document was generated on 2022-08-22 03:02:34 PM (MST).

© 2022   help.dozuki.com/   Page 2 of 6

Step 3

● Click on the **Introduction** tab, at the top-left of the edit page tabs.

Step 4

ⓘ The **Flags** drop-down menu is at the bottom of the page.

● Click in the **Flags** field to view the available flags.

This document was generated on 2022-08-22 03:02:34 PM (MST).

© 2022   help.dozuki.com/   Page 3 of 6

Step 5
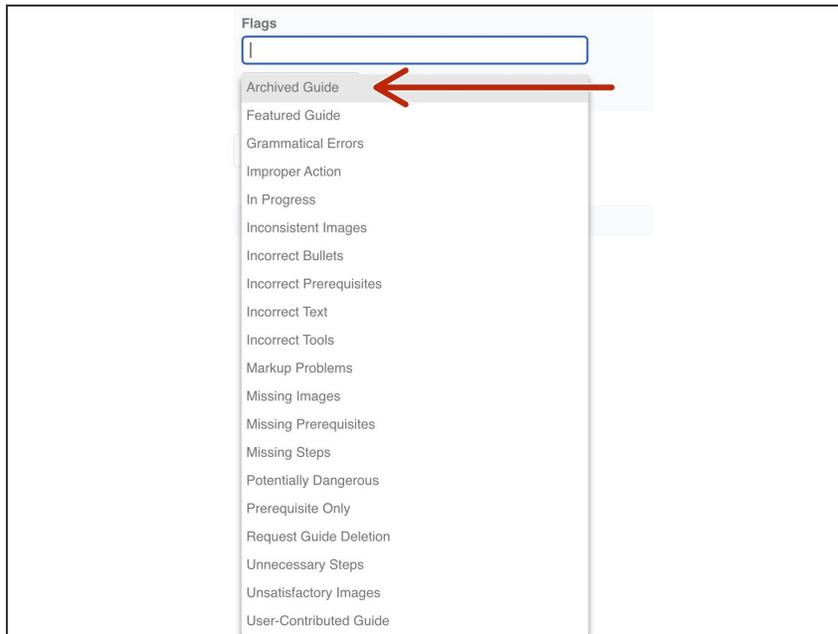
- Select **Archived Guide** from the **Flags** drop-down menu.

Step 6
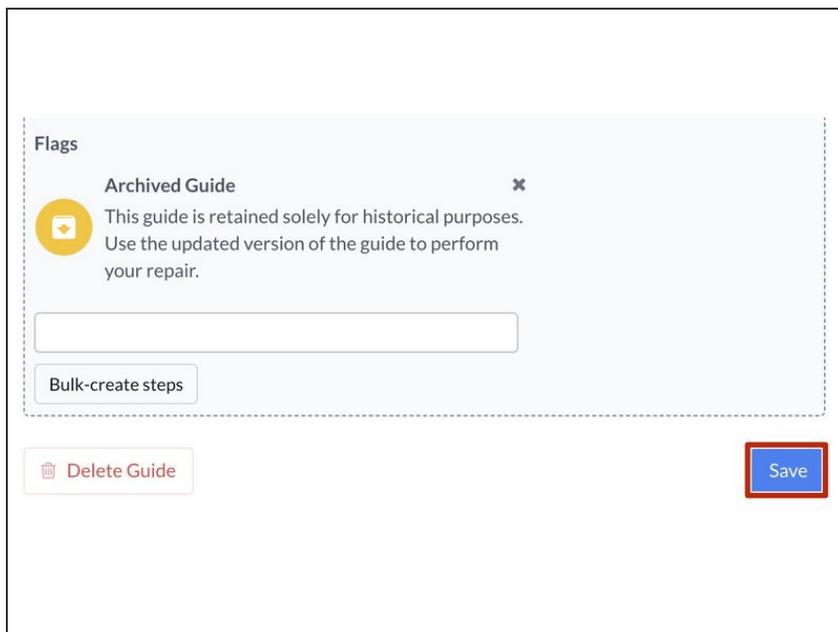
- Click on the **Save** button.

- The flag's description will open and remain on the page until it is removed.

This document was generated on 2022-08-22 03:02:34 PM (MST).

Step 7
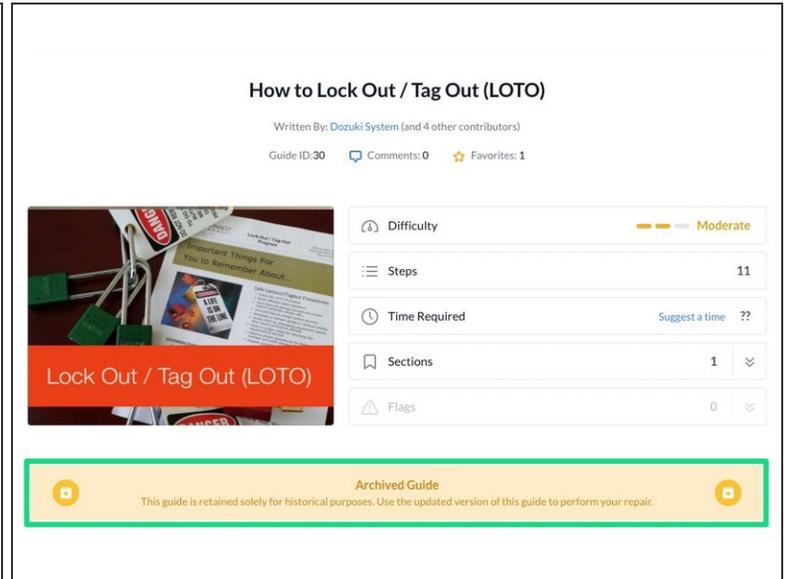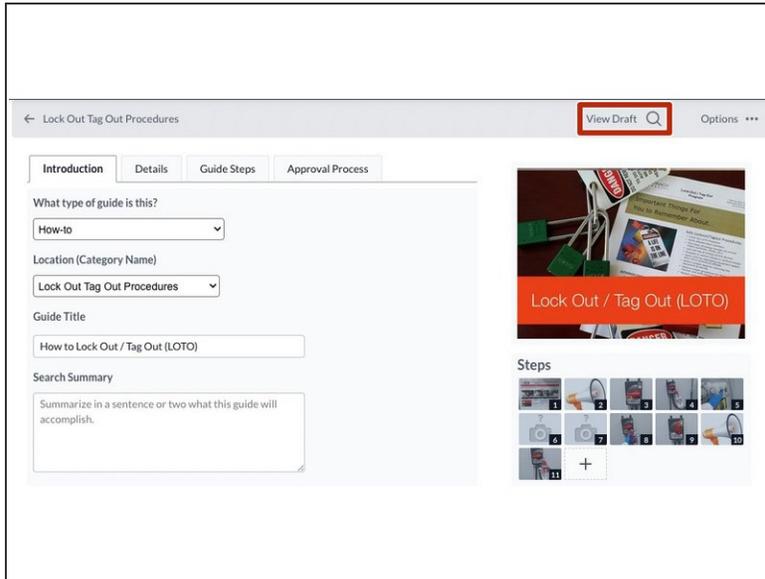
- Click on the **View Draft** button in the top-right of the introduction editing page.

- The view draft page will open displaying the Archived Guide notification.

- *(i)* For Admins and Authors, an archived guide will show up in a search. Only admins and authors can view an archived guide.

- *(i)* A standard user cannot see archived guides in a search, nor can they view an archived guide.

This document was generated on 2022-08-22 03:02:34 PM (MST).

© 2022   help.dozuki.com/   Page 5 of 6

Step 8

📌 In order for the flag to take effect, you must create a new release.

● Click on the **Create Release** button in the top-right corner of the guide view page.

ⓘ For details on creating a release, refer to the guide: [How to Publish a New Release](#).

This document was generated on 2022-08-22 03:02:34 PM (MST).

© 2022   help.dozuki.com/   Page 6 of 6