

# Archive

*Put old Organizer items in cold storage*

---

## The Organizer Archive

Curio now includes a special Archive section which can be used for long term storage of items that you may have been tempted to delete but want to hold onto just in case.

The Archive is a perfect long term storage place for items you want to keep around, just in case you need to reference them, but they aren't active components of your project and therefore don't need to turn up in searches, exports, etc.

### Move Items to the Archive

1. Right-click on selected Organizer items and choose Move to Archive.
2. Or, drag one or more Organizer items directly to the Archive section.
3. Or, press the Delete key then click the Move to Archive button in the confirmation dialog that appears.

### Characteristics of Items in the Archive

1. Archive items are not loaded into memory on project load but only as needed.
2. The Search shelf will ignore items in the Archive unless you specifically choose the Archive via the Search shelf's scope popup.
3. The Project Library shelf will ignore items in the Archive unless you specifically choose the Archive via the Library shelf's scope popup.
4. Archived items are not listed in the Navigator bar's popup list of project idea spaces.
5. Archived items are not exported or synced along with other project items