

How to Archive Your Lotus Notes Database

Archiving is a process in which you remove selected documents from the FSUNOTES1 server and store them to a location of your choice, i.e., the Novell drive or your computer's hard drive. By archiving, documents removed from the inbox, freeing more space in the mailbox. Once the documents have been archived from the server to the local drive ***they are deleted from the server***, so it is important to adopt a back-up procedure for this archive database. Save the archive on your Novell drive or burn it to a CD to make sure the files are backed up.

Before you archive, try the following approaches to reduce the size of your database:

- Save any large attachments to the hard drive.
- Clean out any e-mail that is not related to work.
- Check the "Sent" folder to see if any documents with attachments can be removed.
- After performing any of the above suggestions, be sure to empty your trash and then compact the database in order to reclaim any unused space.

Viewing Archive Settings

Please use the following steps to view your archive settings.

1. Click **File**
2. Select **Database**
3. Choose **Properties** (Figure 1)

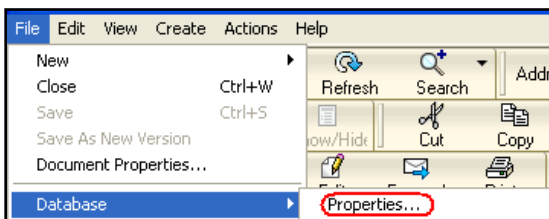


Figure 1

4. Click **Archive Settings** (Figure 2)

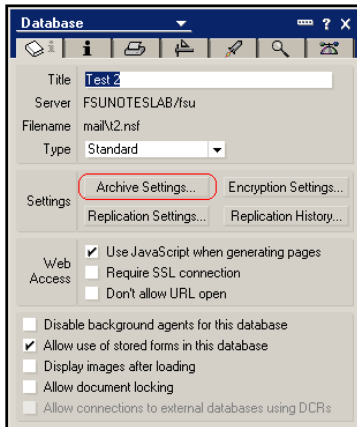


Figure 2

5. This should bring up a dialog box where you can view, create, and modify the settings for archiving your messages. (Figure 3)

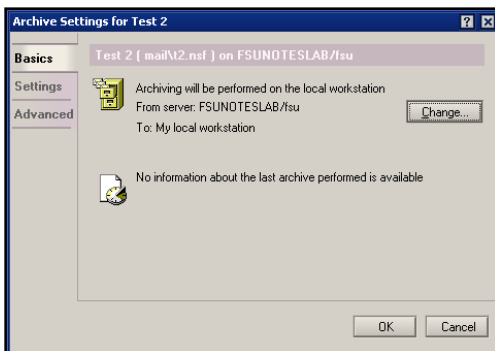


Figure 3

Defining Archive Settings

(If you have archived before and already have settings skip to “To archive a database:”)

1. Click the **Settings** tab
2. Choose **Add** (Figure 1)

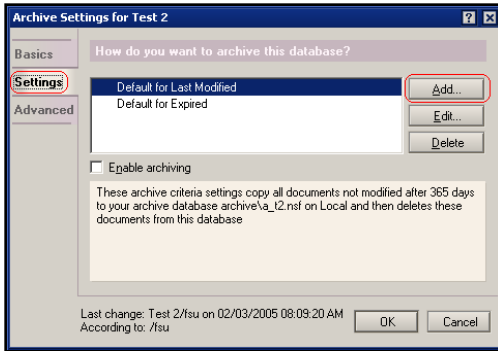


Figure 1

Note: The “Default for Last Modified” will archive all documents that you have not modified within the last 365 days. The “Default for Expired” will archive anything that is expired after 5 days.

3. Type a descriptive name for the settings, i.e., “My Notes” or “My Archive.”
4. Use the default setting for “How do you want to archive documents”
5. Use the default setting for “How do you want to clean up documents” (Figure 2)

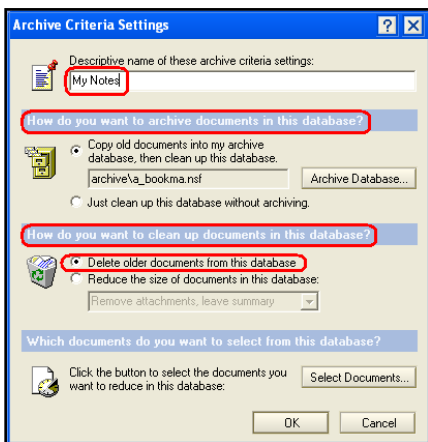


Figure 2

6. Click **Select Documents** to choose which documents to archive. (Figure 3)

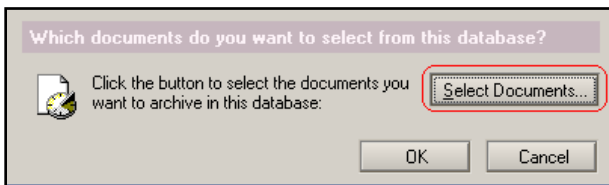


Figure 3

7. Select the documents you would like to archive. (Choose the default selection of “not modified” or choose after a given numbers days, months, or years. For this example we choose to archive documents that haven’t been changed for six months.
8. Select the folders you would like archived (Figure 4)

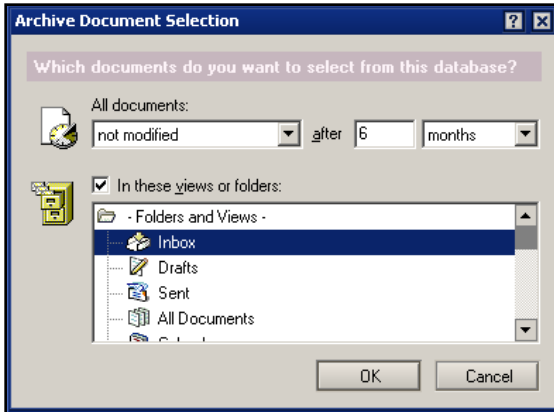


Figure 4

Note: Choose multiple folders by holding down the *Ctrl* button on the keyboard while selecting the folders.

9. Select “My Notes,” or whatever name you gave the archive
10. Click the check box to “Enable archiving”
11. Click **OK** (Figure 5)

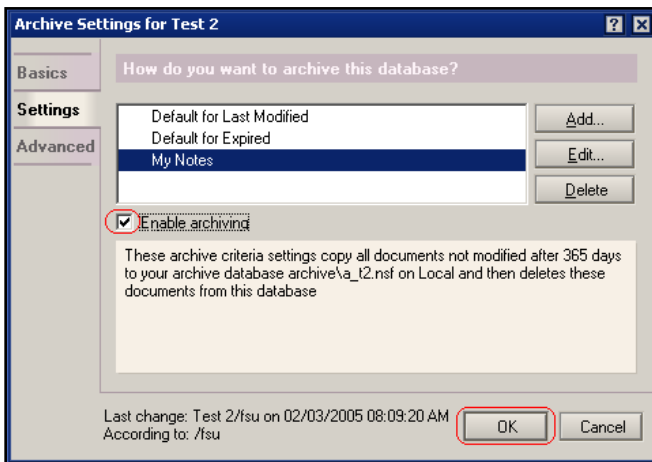


Figure 5

To Archive A Database

Now that you have defined your settings, you are now ready to archive your messages.

1. Click **File**
2. Choose **Database**
3. Select **Archive** (Figure 6)

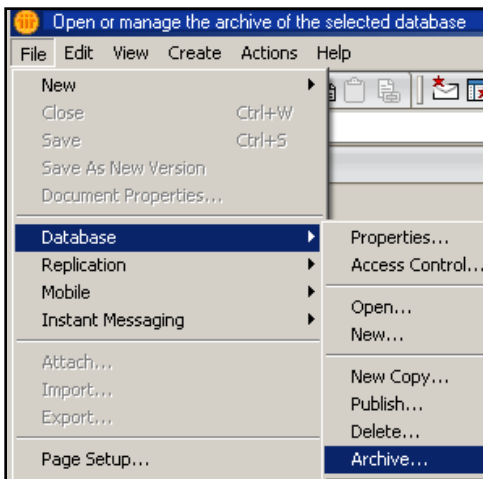
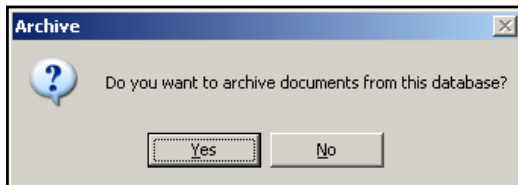


Figure 6

4. Click **Yes** to archive your messages.
Figure 7



Note: The first time you archive, it will take a few minutes. After the first time it should go faster. Be patient while it archives and **do not cancel** the process once it starts.

Locating Archived Documents

1. Click **Tools**
2. Choose **Archive**
3. Select **My Notes**, or whatever name you chose when you defined the settings (Figure 8)

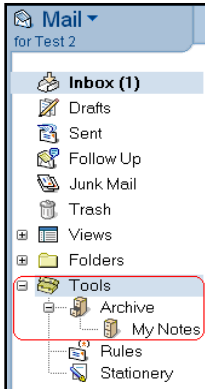


Figure 8

Retrieving Archived Documents

Please follow these steps to retrieve an archived document from a local server. (Skip to the next section for instructions on how to retrieve documents from a backup disk or zip drive.)

1. Click **File**
2. Choose **Database**
3. Select **Open** (Figure 8)

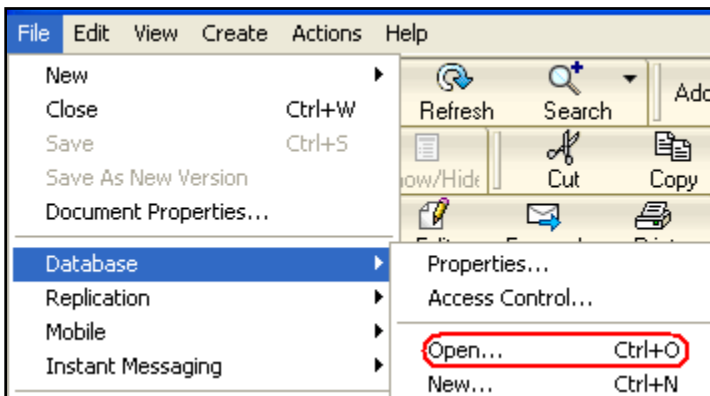


Figure 8

4. Click the **Archive** folder
5. Click **Open** (Figure 9)

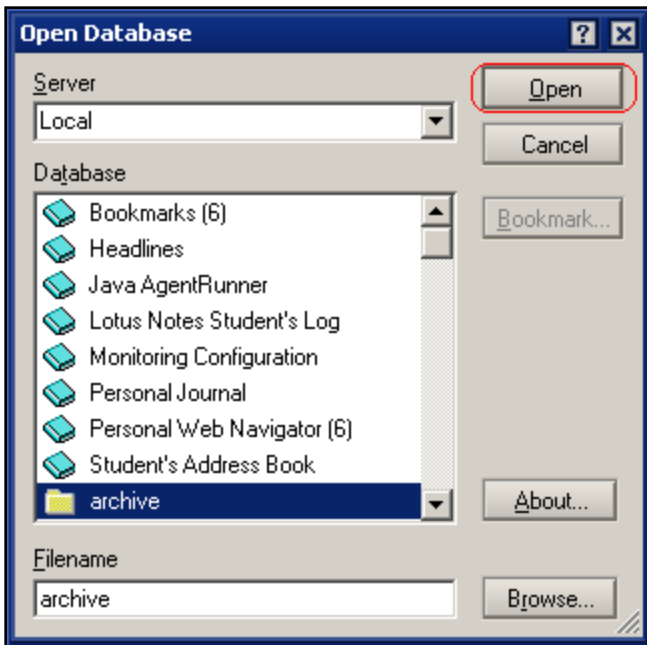


Figure 9

6. Select the archived database
7. Click **Open** (Figure 10)

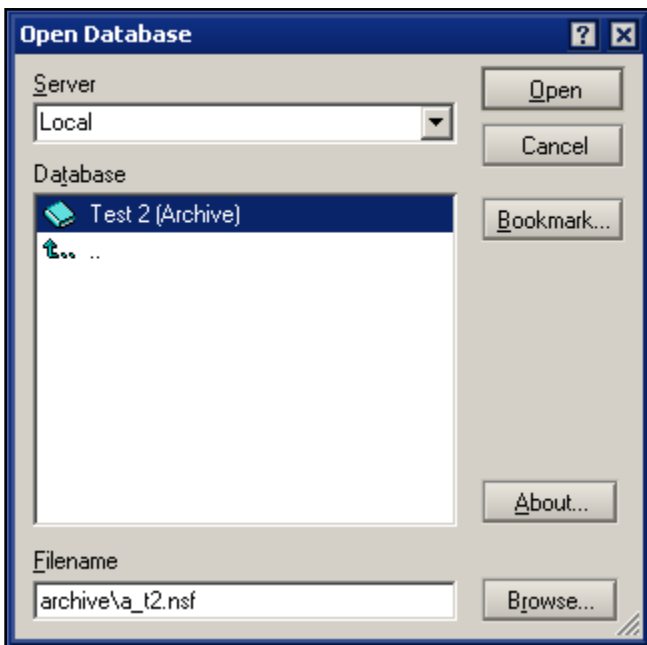


Figure 10

8. Skip to the section titled “Finishing the Retrieval”

Retrieving Documents from a Backup Disk or Zip Drive

Follow these steps to retrieve documents from CD or Zip devices.

1. Click **File**
2. Choose **Database**
3. Select **Open** (Figure 11)

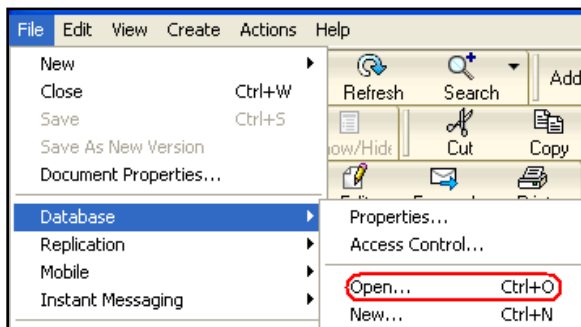


Figure 11

4. Click the **Archive** folder
5. Click **Open** (Figure 12)
6. Click **Browse**

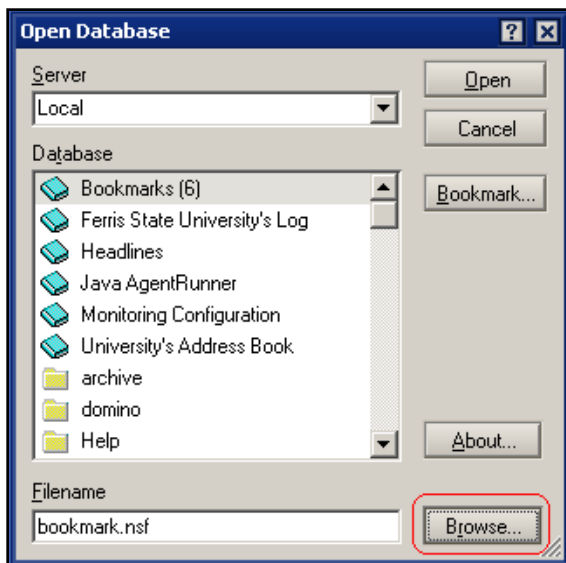


Figure 12

7. In the drop-down menu, select the drive the files are located in (Figure 13)

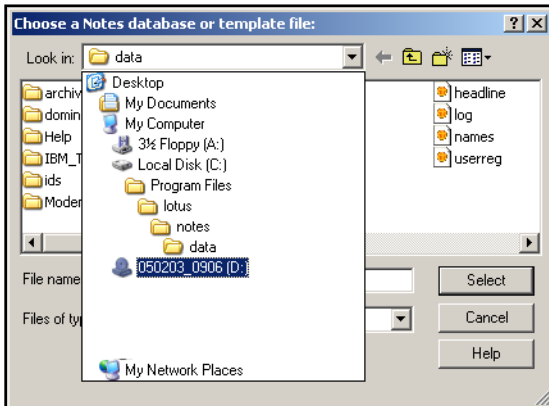


Figure 13

8. Choose the file to retrieve
9. Click **Select** (Figure 14)

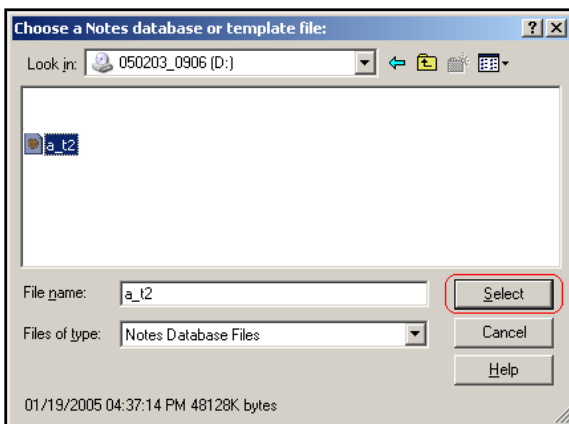


Figure 14

10. Click **Open** (Figure 15)

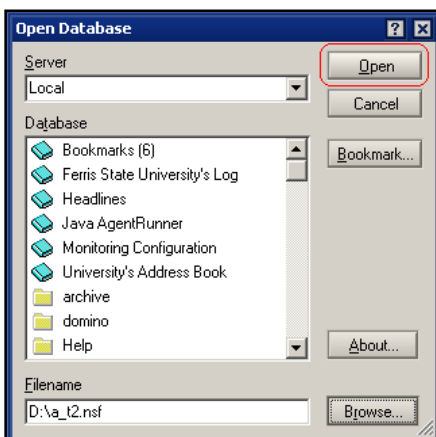


Figure 15

Finishing the Retrieval:

11. Select the document or documents to retrieve (See above)
12. Click **Edit**
13. Choose **Copy** (Notice that the active tab is the “Test 2 [Archive]”) (Figure 16)

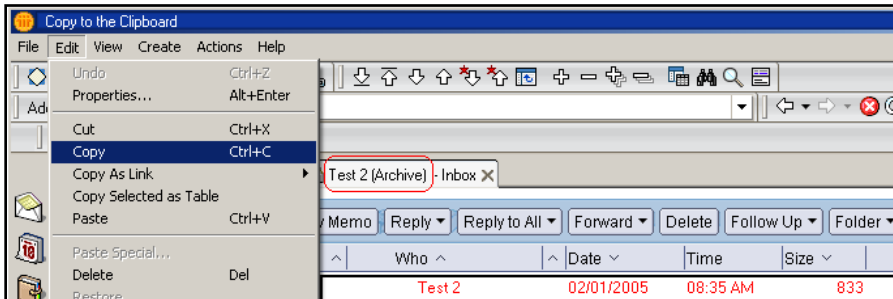


Figure 16

14. Open the current FSUNOTES1 database to the view you would like to restore the archived documents in, i.e., your **inbox**.
15. Click **Edit**
16. Click **Paste** to restore the archived documents. (Notice that the active tab is my Inbox.) (Figure 17)

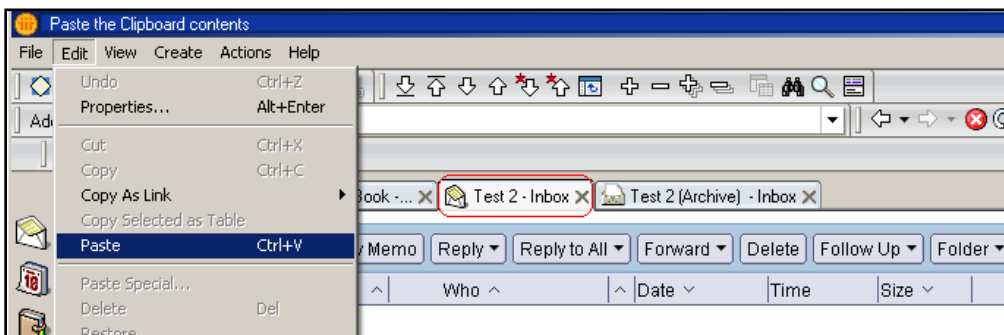
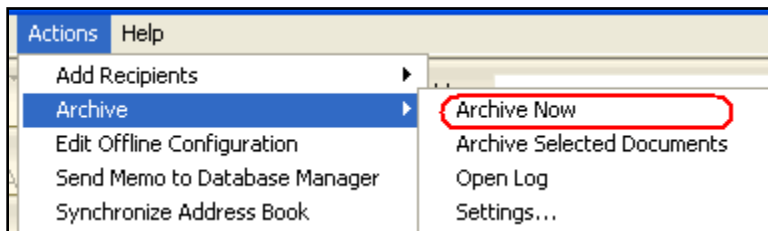


Figure 17

Other ways to archive

To Archive Selected Documents In Mail

1. Select one or more documents
2. Click **Actions**
3. Click **Archive Now**
4. Choose Documents, or drag the documents over to the archiving icon (yellow filing cabinet in the Navigation view).



Note: First set up archiving by specifying the archive settings, which we did above. In a mail database the Action menu contains Archive commands. For all other databases, you need to use the File - Database - Archive command. Also if there is more than one set of archive settings, there will be a prompt to select which archive to send the documents to.

Action Options

Archive Now - Archives documents immediately according to your archive settings.

Selected Documents - Immediately archives documents you have selected.

Open Log - Opens the Log database specified in your settings. (You need to have created a log by archiving at least once.)

Settings - Opens the Archive Settings dialog.

Notes:

- Before archiving a database, specify the archive settings.
- Use the small yellow archive filing cabinet in the Navigation view to immediately archive selected documents, first specify the archive settings.
- By default, the archive file is named archive*_xxxxxx.nsf, where archive\ is the folder, and "a_" is a prefix to the first six letters of the name of the database.
- When archiving is finished, a message box indicates how many documents were archived and how many documents were deleted.
- There are options to archive documents based on days since last activity, last modification, or expiration marking.
- "Notes" keeps a log of all document activity. By default, the archive log file is named archive*_xxxxxx.nsf, where archive\ is the folder, and "l_" is prepended to the first six letters of the name of the database. You can see the log by choosing Actions - Archive - Open Log.
- Do not delete documents that have responses - select this option if you do not want to delete documents that have responses. Ensures that parent documents are only deleted after all associated response documents are deleted. This prevents orphan documents from occurring. Orphan documents are response documents that are not visible in a hierarchical view because the associated parent documents have been deleted.
- Delete matching documents without archiving them - Select this option to delete matching documents without archiving them.
- Archive to your hard drive, burn your documents to a CD, or save to some other type of removable media to back up your documents.