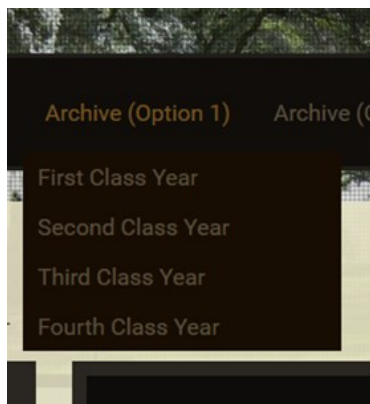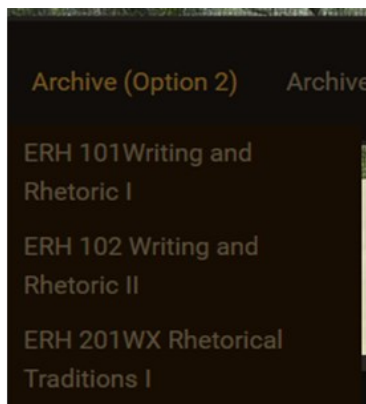# THE WRITING CENTER

Creating Your Archives

You and your professors may want to look at work you've done in the past. Rather than deleting your work from ePortfolio, we suggest that you create an **Archives** menu.

1. Go to your dashboard and hover your mouse over **Posts** on the left hand side of your screen. Select **Categories** from the submenu.

2. You will create a new category by writing "Archives" into the **Add a New Category** text field.

3. Click **Add New Category** at the bottom of the screen.

4. Add new categories to help you organize your archives. (See the suggested methods/ categories on the bottom of this guide)

5. Before you add these categories for your archives, select "Archives" as the **Parent** category.

6. Click **Add New Category**.

7. Hover your mouse over **Appearances**, select **Menus**, and click on **Categories**

8. Click **View All.** This will show you all the categories you've made.

9. Check the boxes for Archives and all of the subcategories.

10. Click **Add To Menu** at the bottom right of the **Categories** box. (see the Creating a Menu Handout)

11. Make sure you click **Save Menu.**

12. There are several suggested methods for organizing your archives:

By Class Year	By Course	Combination