How to archive an attachment
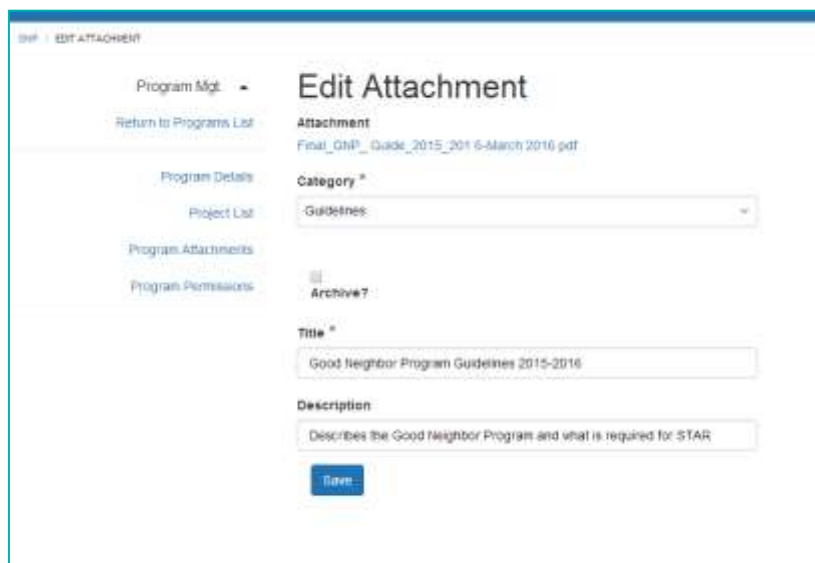
How To- Archive Attachemnts

From the list of attachments click the document title hyperlink (in the Title column).

Click the 'Archive?' Check box

Click 'Save'