

# WordPress

## Exporting Your Site

---

### Introduction

---

If you wish to move your Towson University WordPress site to another WordPress service, you can do so. Exporting your site will transfer all content and media.

**Note:** Exporting your site will not transfer any themes, plugins or widgets as these services are included in the Towson environment at no charge. WordPress environments outside of the university may charge for these extras.

### Exporting Your Site

---

1. From your preferred web browser, type **wp.towson.edu** in the address bar and then press the **Enter** key. The Towson landing page will appear.
2. Click the **LOGIN OR CREATE YOUR SITE** button.

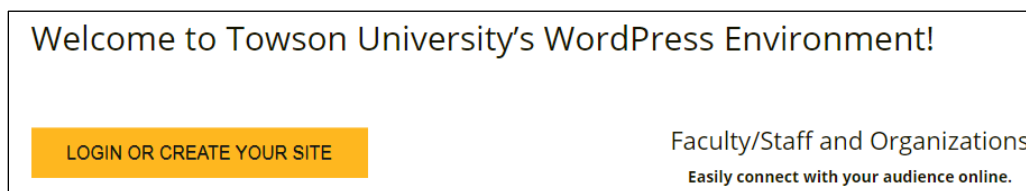


Figure 1

3. On the following screen, click the **Log in with Towson University NetID** button.

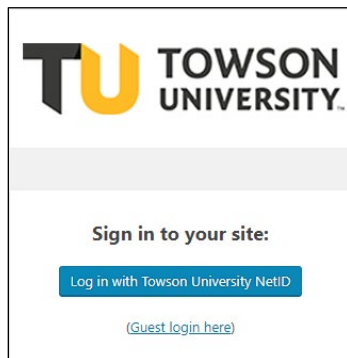


Figure 2

4. The **Towson University Authenticated Login** page will appear. Enter your **NetID** and **Password** in the login page and then click the **Login** button. You will be directed to the WordPress Dashboard.

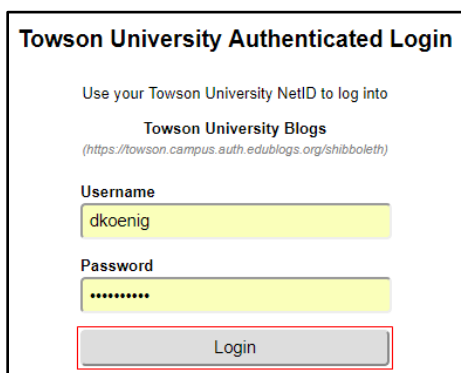


Figure 3

## Wordpress: Exporting your Site

---

5. In the dashboard menu, hover your mouse over the **Settings** option.
6. Click **Reading** in the **Settings** fly-out menu.

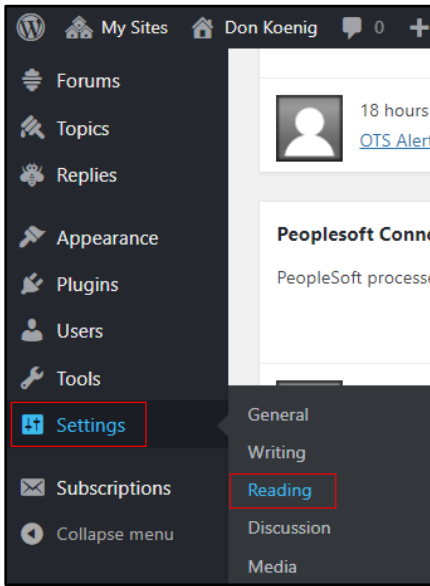


Figure 4

7. Scroll down to the **Site Visibility** section and click the **Discourage search engines from indexing this site** radio button.
8. Click the **Save Changes** button.

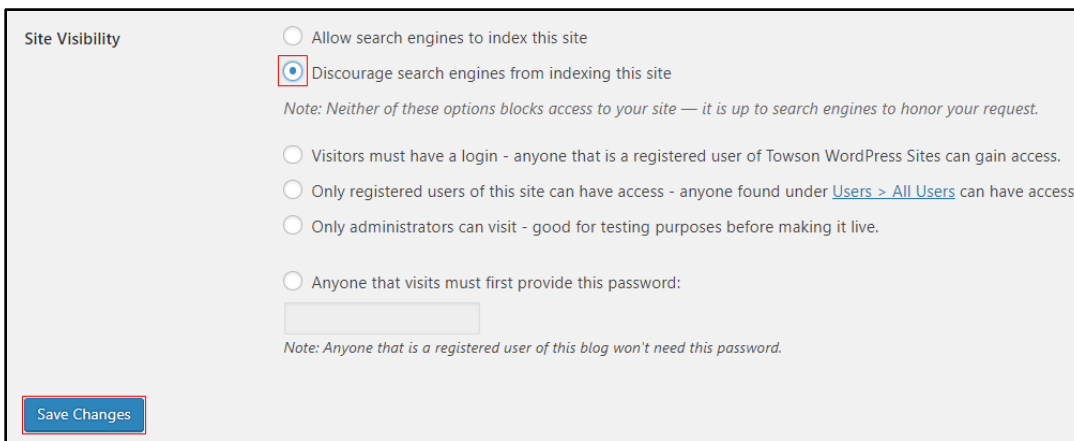


Figure 5

9. In the dashboard menu, hover your mouse over the **Tools** option.
10. The **Tools** fly-out menu will appear. Click the **Export** option.

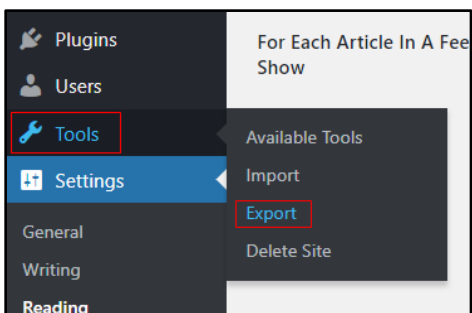
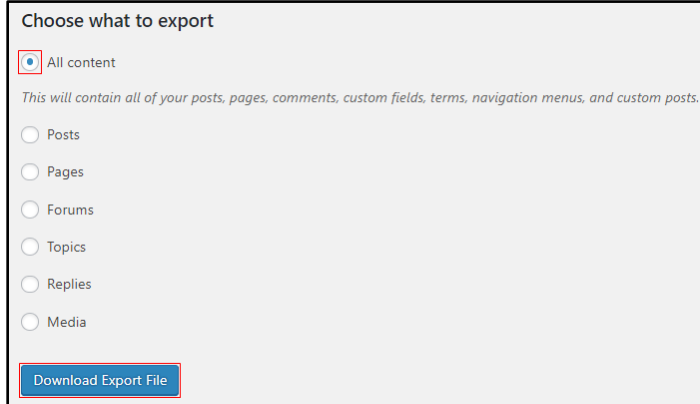


Figure 6

## Wordpress: Exporting your Site

---

11. In the **Export** screen, make sure the radio button beside **All content** is selected and then click the **Download Export File** button. The site file will be saved to your **Downloads** folder. The filename will be: **name of your site.wordpress.today's date.xml**.



The screenshot shows the 'Choose what to export' dialog box in WordPress. The title is 'Choose what to export'. There are six radio button options: 'All content', 'Posts', 'Pages', 'Forums', 'Topics', and 'Media'. The 'All content' option is selected, indicated by a blue dot in the center of the radio button. Below the options, there is a small italicized text: 'This will contain all of your posts, pages, comments, custom fields, terms, navigation menus, and custom posts.' At the bottom of the dialog, there is a blue button with white text that says 'Download Export File'.

## Importing Your Site to an External WordPress Service

---

There are many different services that offer WordPress environments. In order to import your WordPress site into one of these services, you must make sure that your Towson WordPress site stays visible until the import is complete.

1. Make sure the new site destination's **Site Visibility** setting is set to **Discourage search engines from indexing this site**.
2. Locate the **Import** section. Most likely, it will be located in the **Settings** menu of the dashboard.
3. Follow the **Import** steps on your new site and choose the export file you downloaded from your TU WordPress site.

**Note:** This transfer can take some time. Also, only the content you have created will transfer. No themes, plugins or widgets will transfer as some are paid services outside of the Towson University WordPress environment.