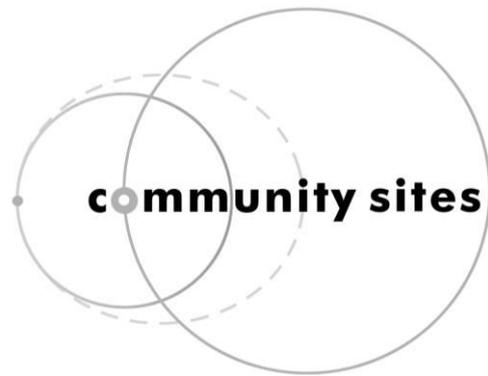


# EXPORTING DATA FROM THE WEBSITE

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## WHAT'S COVERED IN THIS TUTORIAL?

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**These instructions provide a quick introduction to exporting the content of your website and catalogue.**

WordPress provides a native way of exporting the data from the website in a format called an XML file. In addition, CommunitySites provides a way of exporting data as a CSV file.

Both XML and CSV files are common formats that are used to migrate information between different types of databases and software. Both types of file can also be opened in a spreadsheet, though the resulting spreadsheet may require a little formatting to be readable.

These instructions cover:

1. Exporting your data as a CSV file
2. Exporting a Wordpress XML file

By default, only webmasters can use this export facility.

## 1: EXPORTING YOUR DATA AS A CSV FILE

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1. Go to Dashboard > Export > Manage.
2. You will see a list of types of data you can export. For example, *Users Export* exports a list of your users. *Posts Export* exports a list of the content of the posts in your website. If your website includes a catalogue, you should see a *Catalogue Export* option. Select the export you want to run.
3. Press the button that says 'Run export'.
4. You will now see a screen with the heading 'Export to XML/CSV'
5. Click the button that says 'Confirm and run export.'
6. You should then see a screen headed 'Export in progress.' Wait until this heading has changed to 'Export complete.'
7. Click the button marked CSV and save the CSV file.
8. After downloading the file, we suggest you rename it on your computer by adding the date of the export to the filename.

9. If you open the CSV in Excel, you will get warnings about the file not being in the correct format. Just ignore those and open the file anyway. You should then see the data.

## 2: EXPORTING A WORDPRESS XML FILE

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1. Go to Dashboard > Export > Wordpress export
2. Under the heading 'Choose what to export' select 'All content'.
3. Press the button that says Download Export file.
4. Save the resulting XML file.