

# MIGRATING A WORDPRESS SITE

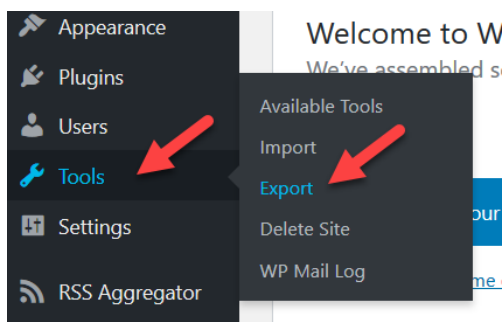
Please note: Both sites must be currently active during this process.  
Website settings are not transferred. You will need to reset some configurations such as selecting a theme and theme options.

More information from WordPress: <https://wordpress.org/support/article/importing-content/>  
Importing posts only: <https://youtu.be/em-VmP1KbRo>

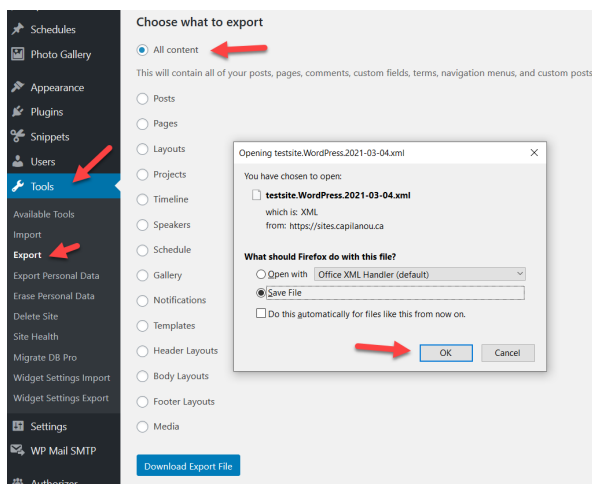
Before importing make sure the site you are going to has sufficient permissions and the appropriate available memory to host your site. You can either edit the php.ini file if you have access or ask your hosting provider to do this change.

## EXPORTING YOUR SITE

1. From the dashboard go to Tools > Export



2. Select what you want to export. A single .xml file will download to your computer.



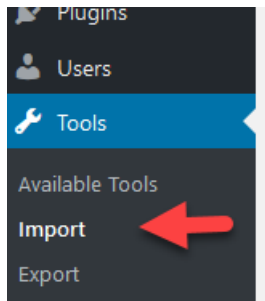
The yoursite.WordPress.the date.xml file contains information about your site's posts, pages, comments, categories, and other content.

You may use this file to transfer that content from one site to another.

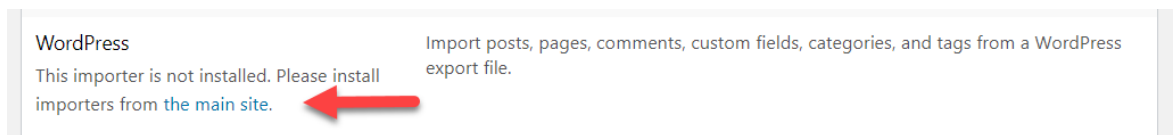
**THIS FILE IS NOT INTENDED TO SERVE AS A COMPLETE BACKUP OF YOUR SITE.**

To import this information into a WordPress site follow these steps:

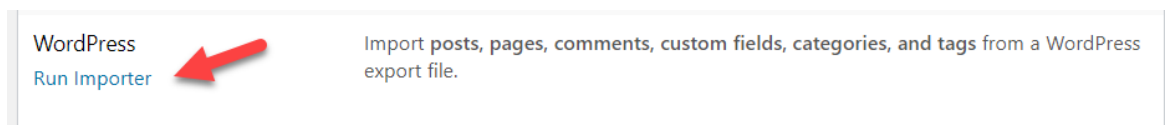
1. Log in to that site as an administrator.
2. Go to Tools: Import in the WordPress admin panel.



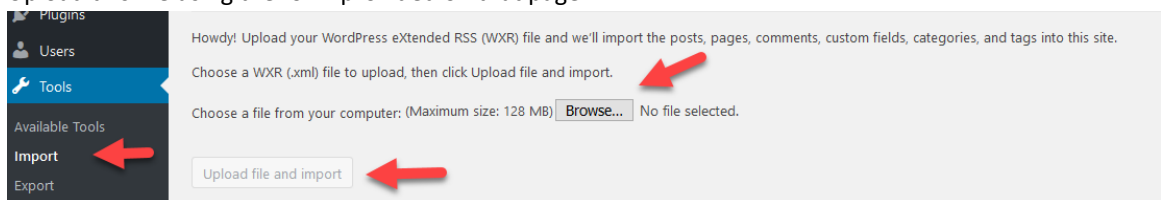
3. Install the "WordPress" importer from the list.



4. Activate & Run Importer.



5. Upload this file using the form provided on that page.



6. You will first be asked to map the authors in this export file to users on the site. For each author, you may choose to map to an existing user on the site or to create a new user.
7. WordPress will then import each of the posts, pages, comments, categories, etc. contained in this file into your site.
8. Check the media library to be sure all of your media assets are migrated.
9. You will need to reset some configurations such as selecting a theme and theme options.