

# Tools

## Tools panel in wordpress?

01) Access your Administrative Panel [www.yoursite.com/wp-admin](http://www.yoursite.com/wp-admin)

02) After Login click on Tools

### Tools → Import

On this screen there is a list with links to plugins that import data from other blogs / content management platforms. Choose the platform from which you want to import data and click Install Now when prompted. If your platform is not listed, click the link to navigate to the plugin repository and search for another plugin for your platform.

In previous versions, all importers were integrated into the WordPress core, but were turned into plugins in version 3.0, since most people use them only once or sporadically. This also allows for independent enhancement of such plugins.

See also Importing content for detailed import explanations.

### Import

If you have posts or comments on another system, WordPress can import them into this site. To get started, choose a system to import from below:

#### Blogger

Install Blogger's importer to import posts, comments, and users from a Blogger blog.

#### Category and Tag Converter

Install the category / tag converter to cover existing categories for tags, or tags for categories, selectively.

#### List of Links

Install the link list importer to import links in OPML format.

#### LiveJournal

Install the LiveJournal importer to import LiveJournal posts using your API.

#### Move Type and TypePad

Install the Movable Type importer to import posts and comments from a Movable Type or Typepad blog.

#### RSS Feed

Install RSS feeder to import from an RSS feed

#### WordPress

Import posts, pages, comments, custom fields, categories and tags from a WordPress export file.

If the importer you need is not listed, search the plugins directory to see if an importer is available.

# Tools

## Tools → Export

Exporting data from your WordPress (posts, pages, custom post types, comments, custom fields, categories, tags, taxonomies and users) is sometimes necessary and useful.

Whether you are moving to a new server or just want a backup of your site's data, exporting your website is the answer. After the export file is created, this file can be used for import by the Import SubPainel.

The Export SubPainel is quite simple - just specify the desired filters, if any, and you want to apply, then click the Download Export File button to save the file to your local computer.

## Export

When you click the Export button, WordPress will create an XML file for you to save to your computer.

This format, which we call WordPress eXtended RSS or WXR, will contain your posts, pages, comments, custom fields, categories and tags.

After saving the download file, use the Import function in another WordPress installation to import this site.

## Select what to export

You can choose what to import, which can be useful if your site has enough content. There are three export options:

### All Content

Create a file with all the content of your site, including menus, post types etc. Indicated to create a general backup file.

### View Forum Posts

Creates a file with all posts and offers filter options. Click the radio button and the filter options will appear. Through the filter, you can combine which posts to export, for example, posts of a certain category of the author x etc.

### Pages

Creates a file with all pages and offers filter options.

### Filters

Click a content type - pages or posts - to show filter options:

Categories - Select only one category with this drop down or leave in all terms.

Authors - use this drop-down box to select a certain author, in order to limit the exported posts, or leave in All Authors to export all the authors content.

Date Range

# Tools

Start Date - the content to be exported starting on this date.

Final Date - the content is exported ending on this date.

Status - Export content with a specific status that can be Posted, Scheduled, Draft, Draft, Pending, Protected, Any Custom Status, or All.

Post types - if you have custom post types.

Export File Download - Click this button and the file, with the selected filters, will be created and you will be prompted to save the file to your local computer.

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