

# Export and Import with Built-in WordPress Tool

**NOTE:** This method only exports the WordPress database options for you. It will not include your plugins or themes files.

# Export Site – Current WordPress site

**Step 1.** Log into WordPress Backend of your current site

**Step 2.** Go to **Tools > Export**

**Step 3.** Choose what you want to export:

- All
- Posts
- Pages
- Media

**Step 4.** Click **Download Export File**. This will download a .xml file to your computer.

## Export Site – Staging WordPress site

**Step 1.** Log into WordPress Backend of your staging site.

**Step 2.** Go to **Tools > Import**

**Step 3.** Find the option called **WordPress**, click **Run Importer** under the option.

**Step 4.** Upload the .xml file you exported and import.