Moving Your WordPress Site Off the JIM Server

Congratulations! You are now ready to move your WordPress site off of the JIM server. These instructions will guide you through the process of moving your current WordPress site to your own WordPress installation.

1. Domain Name and Hosting

If you have not already done so, purchase a *domain name* and *hosting*. A *domain name* is the address that people will use when accessing your site, like www.mysite.com, for example. *Hosting* refers to the service that will host (store) all of your files and media online. You usually have to pay for a domain name annually and for hosting monthly, though several *registrars* and *hosts* allow you to pay for several months or years in advance. Some companies can provide both services.

If you choose to use a free service (such as WordPress.com), you will be assigned a domain name, but many services offer a paid-for upgrade that allows you to use your own name.

2. Set Up Your New WordPress Site On Your Hosting Provider

Many hosts provide "one-click" WordPress setups that make it really easy to set up your new WordPress site. Follow the directions provided by your host, if this is the case.

If your host does not provide this setup, you will have to manually install WordPress by: creating a MySQL database, uploading the WordPress files to your online space, and connecting your WordPress site to the database. Follow the instructions provided by WordPress at http://codex.wordpress.org/Installing_WordPress to get your site set up, if this is the case. If you've manually installed your WordPress site on the JIM server, the process is similar.

3. Export From Your Current WordPress Site

Log in to the Dashboard of your current WordPress site on the JIM server, and in the menu, go to *Tools > Export*.

You will be presented with options on what content to export. Make sure *All content* is selected, and then click on *Download Export File*.

This will create a single XML file (WordPress calls it a "WXR" file) containing all of your content—except for media, such as pictures and videos—that you can download and save. You will use this file in the next step to import all your content into your new site.

4. Import Into Your New WordPress Site

Log in to the Dashboard of your new WordPress site, and in the menu, go to *Tools > Import*.

You will be presented with a list of systems that you can import from; click on the one for WordPress. Depending on your host, you might have to install the WordPress importer first, and then you can import your content.

Once the WordPress importer is installed, or if it was already installed, you'll see a dialogue asking you for the WXR (XML) file to import. Click on *Browse…* and select the file you exported from your current WordPress site in Step 3.

This will import all your content and will try to import your media files from your old site. If it is unsuccessful in doing so, you will have to manually copy the media files from your old site into your new site.

It might be helpful to check whether or not your host allows FTP access to your site so that you can manually upload files or make corrections to the back end if you need to.

The following is a list of companies that provide both domain name registration and hosting services. You'll just have to shop around and see which one offers solutions that fit your budget. They also all offer easy, "one-click" WordPress setups:

Namecheap	http://www.namecheap.com
Bluehost	http://www.bluehost.com
GoDaddy	http://www.godaddy.com

You are more than welcome to search for and use any service you like. These are just a few suggestions to get you started on your search for a company that will suit you best.

If you have any questions or need any help migrating your site, please feel free to ask!