

How to Migrate Your Commons Site To CampusPress

Create and account and a new site on CampusPress

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1. Go to <http://campuspress.yale.edu> and click the large blue button that reads "Yale: Login with CAS".
2. Once logged in, you will be in the Dashboard area of the top level blog.
3. Return to the front door of the site [<http://campuspress.yale.edu>] by clicking on the Yale University link in the top left of the admin menu bar.
4. The large blue button should now read "Yale: Create a Site". Click on that button.
5. Fill out the fields for your requested site.
6. Choose one of the top 2 privacy settings which allows the blog to be publicly viewable. Both the Commons blog and the new CampusPress blogs need to be open publicly in order to export/import your content from Commons to CampusPress.
 - You can change your Privacy settings after the migration by going to Dashboard>Settings>Readings.

Prepare the CampusPress site before you import your content.

Theme

Themes provide the look and layout of the site. There are 308 available themes on the CampusPress server.

- To activate a theme go to Dashboard>Appearance>Themes
- Click Activate
 - If you are using the YaleITG Commons Theme and are looking for a similar design, we recommend using Twenty Eleven.
 - If you are using the ITG Spring Commons Theme and are looking for a similar design, we recommend using Twenty Ten.

Plugin Activation

The CampusPress server has fewer plugins than Commons. This is due to the necessity to provide error free functionality across all sites on the CampusPress server. Many of the Plugins on the Commons server were turned on by default. Most of them you may never have used the functionality. If, however, you've turned on plugins and used them (i.e. Event calendaring, post order, or some speciality plugin) it's important to activate the plugin prior to importing content from your old site.

- To activate plugins go to your CampusPress site's **Dashboard>Plugins**.
- Click activate under the plugin you wish to use

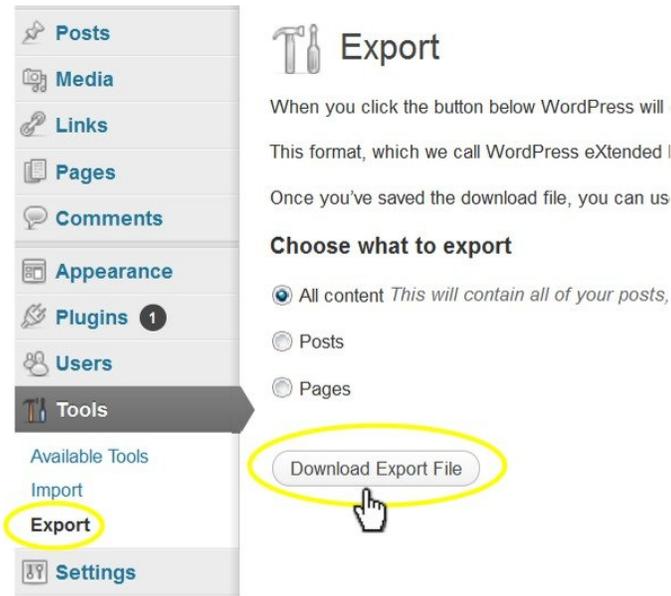
If you don't see a plugin you need or functionality that is similar, you may request a plugin by filling out the form here: <http://campuspress.yale.edu/features/>

Now you are ready to import your content from the old site.

Export Content

To bring over all content from your Commons site:

- In your Commons site's dashboard click **Tools > Export**.
- Select **All content** and click **Download Export File**.
- Save the XML file to your computer.



Import Content

To bring over your content into your new CampusPress site:

- In your CampusPress site's dashboard click **Tools > Import > WordPress**
- Click **Choose File**, select the XML File from your computer
- Click **Upload file and import**
- Under "Import Attachments" check the box next to "Download and import file attachments"
- Click **Submit**.
 - This will import all of your photos into your CampusPress Media Library and add them to the posts or pages just like the commons site. This includes your header image.

Help

There is a help tab at the top right when you are editing your site. It is context aware. If you are working on a Menu it will display information about the feature.

You may find additional help documentation and contact emails here:

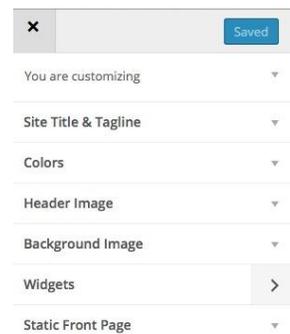
<http://campuspress.yale.edu/help-support/>

Finish up by tweaking a few items to maintain similar appearance and function of your old site.

Note : All customized settings (colors, layout, header image, site title, custom CSS and menus) that were made in Commons will need to be set manually in CampusPress.

Appearance settings

- Change Appearance settings in your dashboard under **Appearance > Customize**.
 - **To reset Header Image**
 1. Go to **Dashboard>Appearance>Customize>Header**



2. Click on Add new image
3. Select your header image from the Media Library
4. Either crop and publish or skip cropping.

Copy custom CSS to new site

If, on your commons site you've added custom CSS follow these steps to bring over that custom code:

1. Activate Custom CSS plugin on your CampusPress site
2. **Dashboard>Plugins** locate Custom CSS and activate.
3. From your commons site go to **Dashboard>Appearance>Custom CSS**
4. Copy the content of the Custom CSS to your clipboard
5. Return to your CampusPress site go to **Dashboard>Appearance>Custom CSS**
6. Paste the CSS code in the text area
7. Click Save CSS

Menu Settings

You will need to rebuild your menus on the CampusPress site

1. Go to Dashboard>Appearance>Menus
2. Name the menu
3. Click Create Menu
4. Add the pages, categories or links to your menu
5. Check the Theme Location for this menu
6. Click Save Menu

Widgets

Widgets add content and features to your sidebars Examples are the default widgets that come with WordPress; for post categories, tag clouds, navigation, search, etc. Plugins will often add their own widgets.

- To set your widgets go to Dashboard>Appearance>Widgets
- Drag and drop the widgets into the widget area(s) of your theme