

## Backup and Restore Sites using SharePoint Designer

In this video, I will be showing how you can backup and restore your SharePoint sites or SharePoint in any sub sites using SharePoint Designer. So let us get started.

I currently have this site, which is called Team Site 1. It resides under the Site Directory. What I wish to do is to backup this site using SharePoint Designer and I am going to restore this site also under Site Directory but then I am going to be labeling it the Sales Site. So, my first step here is going to open up SharePoint Designer, Start → All Programs → and it is always under Microsoft Office → so here we go Microsoft Office SharePoint Designer 2007. The first step always after opening SharePoint Designer 2007 is to open up the site. So I am going to go to File → Open Site and here I need to put the URL of my Team Site 1, so let me go ahead and flip back. Here is the URL from my browser, copy to the Clipboard, and paste it and then click on Open. It is going to authenticate, I am going to authenticate as myself. Here we go.

The next step to actually to back up this site is going to be to go to the Site Menu → from the Site Menu → Administration → Backup Web Site. Now as you can see here, you can also backup Sub Sites also if you wanted to. In this case I just want to back up this site, so I will go ahead and click on Ok. It is going to ask me for the location, I will go under My Computer → C Drive → Backup folder, in which I will save this site. I will just save with the same name as the actual site name, so Team Site 1, and this is going to be a Content Migration Package with the .cmp extension, I am going to Save it. Okay so my backup has completed successfully. Click on OK.

Now the next thing is to actually create an empty container as a place where I wish to restore my site. Now to do that I need to go to File → New → Web Site; under Web Site, what I want to do is actually give it the location where I want to create my site. So it is going to be under Site Directory and it is going to be called Sales and very important here, I need to click on the General section here and then click on Empty Web site. An Empty Web site is going to create a new web site and will not apply a site template to it and that is very very important while I am restoring a web site. I am going to click on OK.

My site has gotten created, as you can see that, unlike a regular Team Site or a Meeting Site, this does not give the default.aspx page because there is no site template that has been applied to it yet.

At this point in time if I were to navigate to this address, the Sales Site address, here is what I will see. I will go ahead and put in Sale Site address, click on Enter and it is telling me that there is a blank web site out there and it is asking me to pick a template to make a new site. Now instead of picking a template here, I am going to go back to my SharePoint Designer, within SharePoint Designer, I am going to go to Site → Administration → Restore Website, and in here I am going to go under my C → Backup folder → click on the Team Site 1.cmp, make sure that I have the Sales Site open right now in my SharePoint Designer, click on Open. It is asking me 'Do you want to take this backup Team Site 1.cmp and apply this template to the current site?' I am going to click on Yes → OK. Okay, so my web site restore has completed successfully. Right now I am clicking OK.

Go back to my Sale Site, once I try to navigate to the Sale Site, here we go now under the Site Directory there is a site called Sales, which has been made and Team Site 1 template and all of its content has been applied to it. Now to rename this site from Team Site 1 to Sales, easy enough, go to Site Actions → Site Settings → Change the Title, Description and Icon → and here just relabel it to Sales → and OK. So here we go, now it is labeled Sales.

So in this presentation, we saw how easy it is for a site owner or a business lead to back up a site using SharePoint Designer and also to restore a site in a matter of minutes. This has been a presentation of SharePoint-eLearning.com.