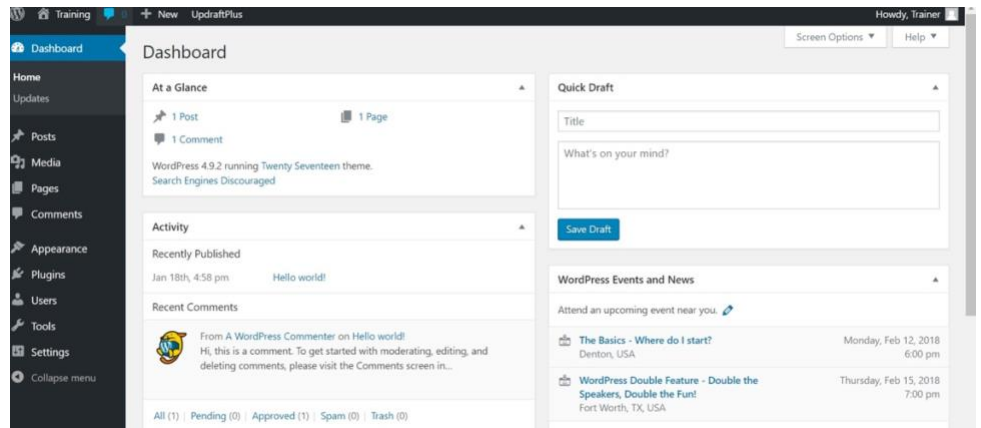


How to Back Up Your WordPress Site for Free

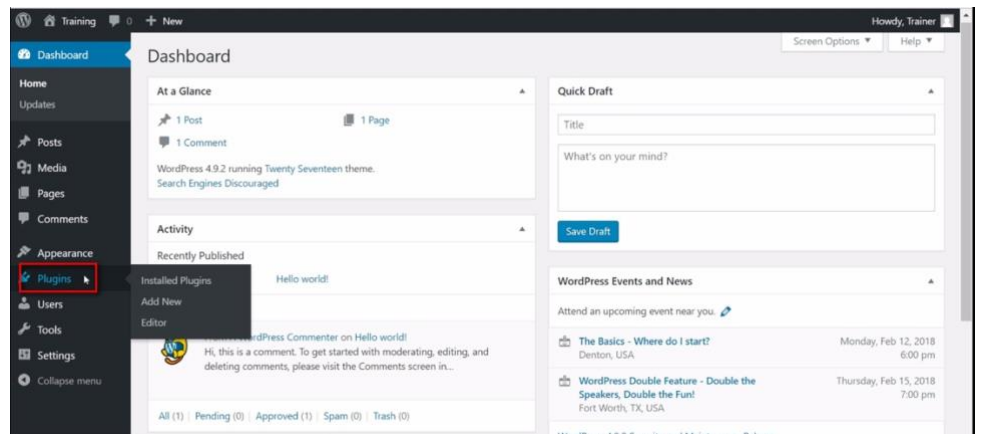
1. Log into WordPress

Log into your site's WordPress administration area using a profile with administrative privileges.



2. Display Installed Plugins

From the admin menu on the **left** click on the **Plugins menu option**.

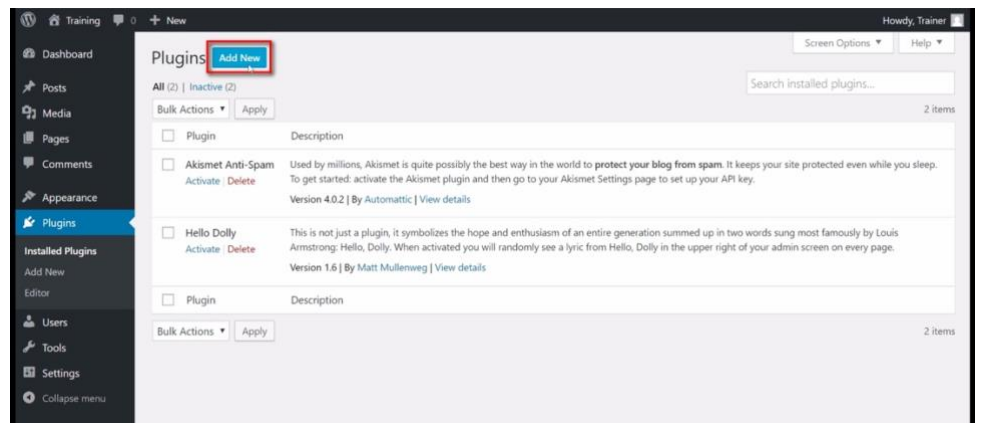


3. Add a New Plugin

Once you click on the Plugins menu option you will be shown a list of all the plugins currently installed on your WordPress site.

Some sites will have a lot of plugins installed and some will only have a few.

Click the blue "Add New" button at the top of the screen to add a new plugin.

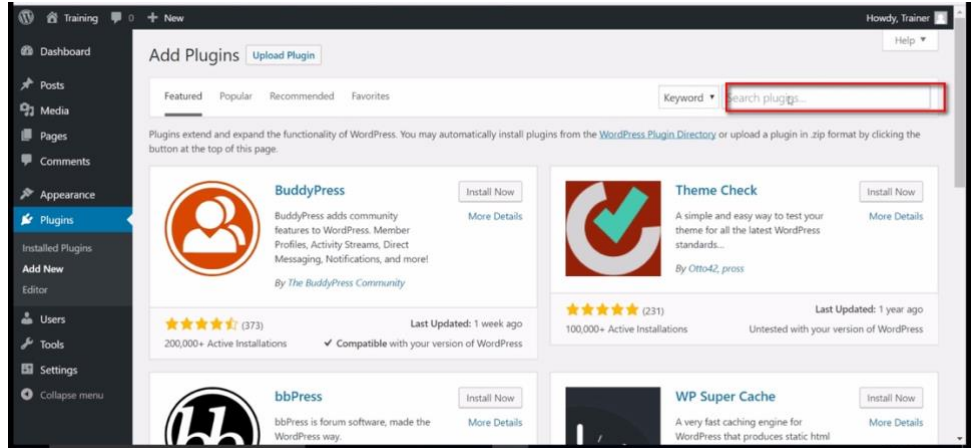


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4. Search For Backup Plugin

Once you have clicked the Add New button you will be shown a list of the available plugins in the WordPress repository.

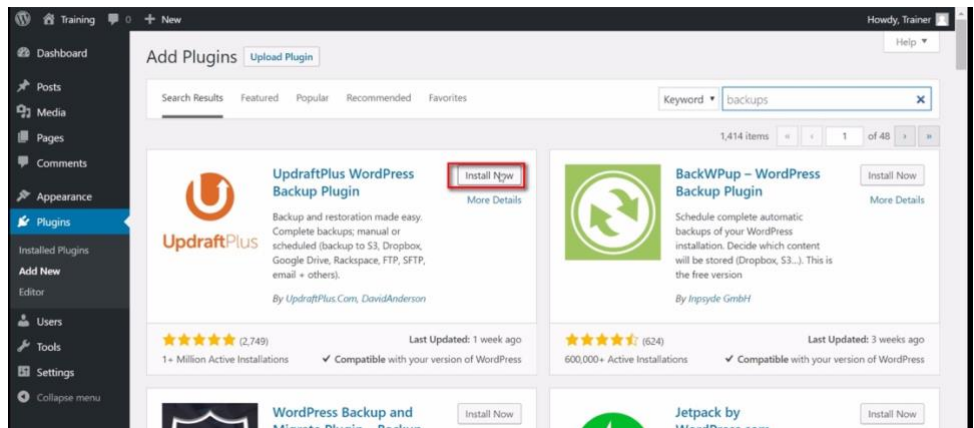
At the top right hand corner is a search box. **In the search box type in "backup"** to show only the WordPress backup plugins available.



5. Install Plugin

The first result in the search results will be UpdraftPlus WordPress Backup Plugin.

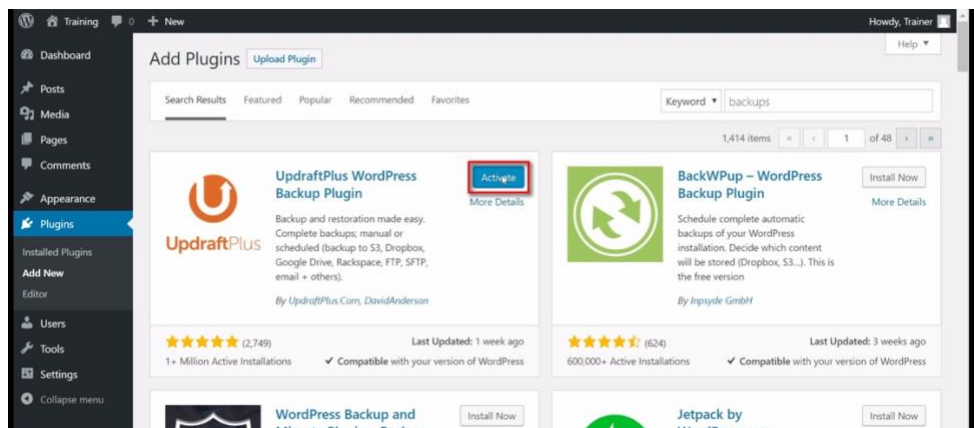
Click on the Install Now button to the right of the plugin name. This will download the UpdraftPlus WordPress Backup Plugin to your site.



6. Activate Plugin

Once the UpdraftPlus WordPress Backup Plugin has downloaded the Install Now button will turn into a blue Activate button.

Click the blue Activate button to turn the plugin on for your site.

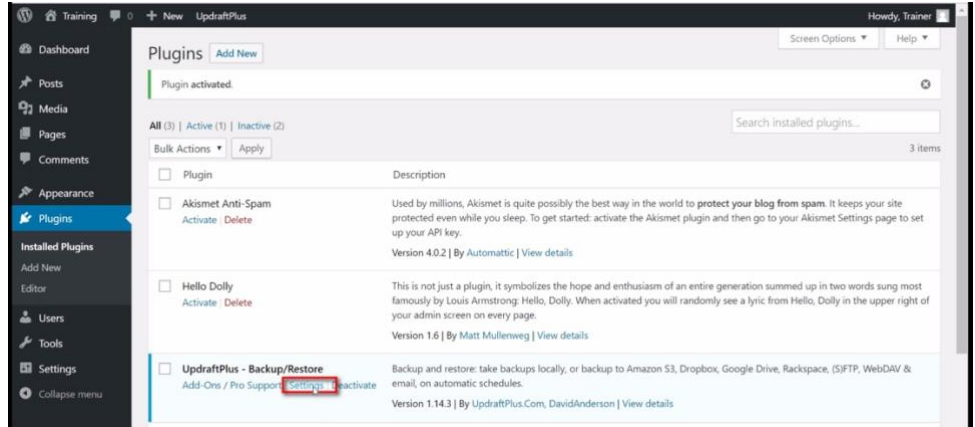


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7. Choose Settings

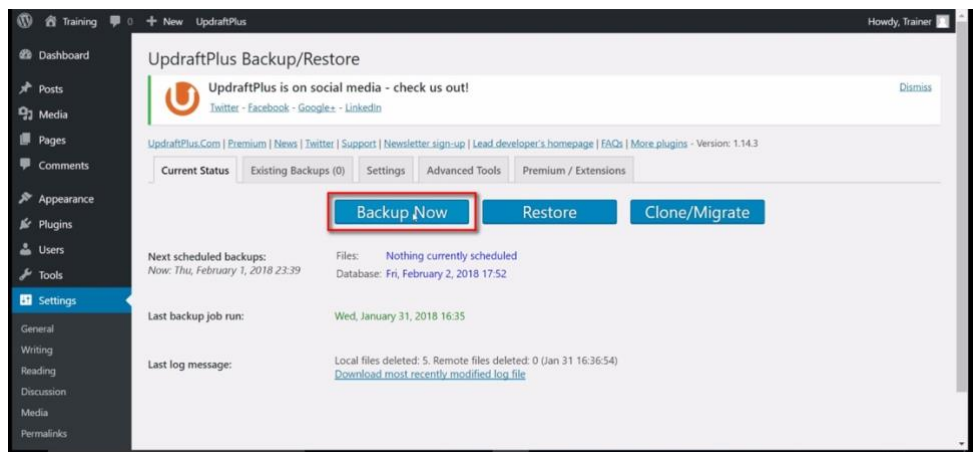
After the plugin is activated you will be, once again, shown the plugin page where the UpdraftPlus Backup plugin will now show in your list of installed plugins.

Under the plugin title are 3 links, **click the Settings link.**



8. Backup Your WordPress Site

On the UpdraftPlus plugin settings page **click on the blue Backup Now button** in the middle of the screen to start a backup of your WordPress site.



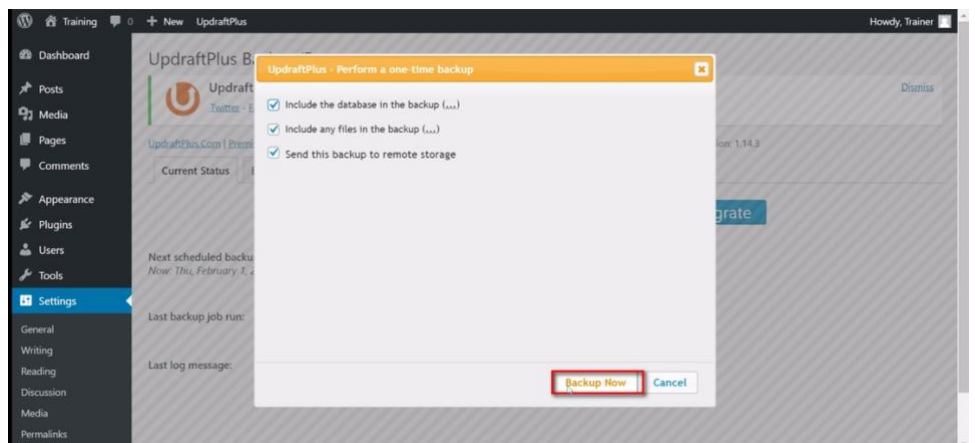
9. Backup Now

Once you have clicked the blue Backup Now button in step 8, a popup will appear asking a few questions.

Make sure the "include the database in the backup" and "include the files in the backup" are checked.

The "send this backup to remote storage" option is not important at this stage.

Once you have verified the settings **click the Backup Now button the lower left of the popup box.**

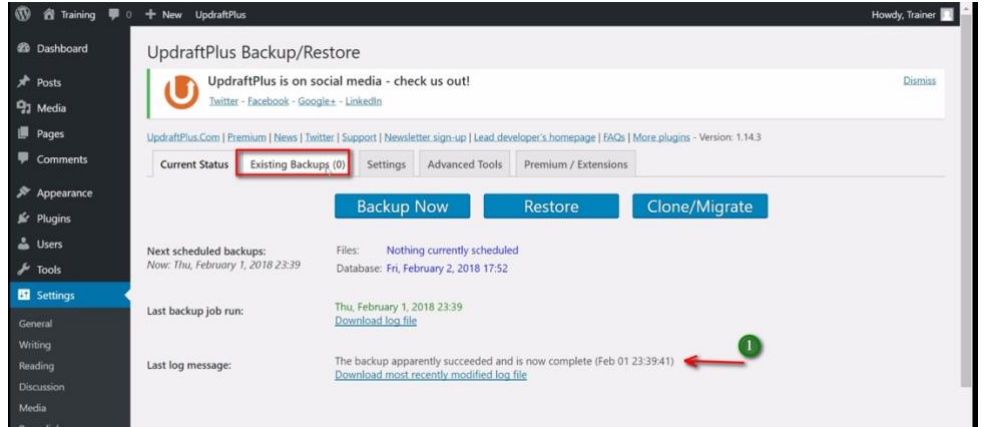


10. Backup Completed

The amount of time UpdraftPlus takes to complete a backup of your site will depend on the size of your site. It may only take a few seconds or it may take 10-15 minutes.

Once the backup is completed you will once again see the UpdraftPlus settings page. The bottom of the page shows the Last log message which will tell you if your backup was success or not. (see the red arrow labeled #1 in the screenshot)

To view the completed backup **click on the Existing Backups tab** at the top of the settings page.



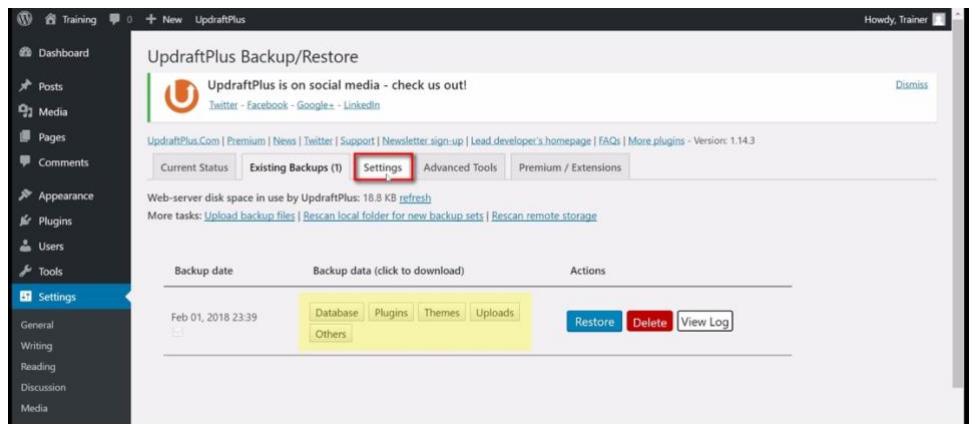
11. Review Completed Backup

Under the Existing Backups tab you will see a list of all your site's backups.

From here you can download the data, restore the data, or delete the data.

I highly recommend you download the data. You do this by clicking the 5 buttons under the "Backup Data" column - Database, Plugins, Themes, Uploads, and Others. (See the yellow highlighted area in the screenshot.) Each button will enable you to download a zip file of the data. For a complete backup you need all 5 zip files.

To automate backups for the future **click on the Setting tab at the top**.



12. Schedule Future Backups

To automate future backups of your WordPress site you need to tell UpdraftPlus how often it needs to run.

Under the Settings tab you have two options.

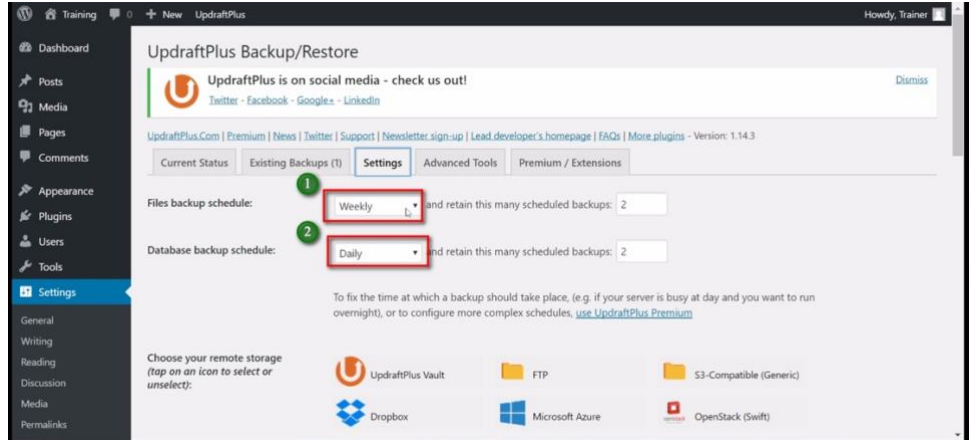
1. Files backup schedule

From the dropdown box labeled 1 in the screenshot, choose how often you would like your WordPress files backed up. This includes the plugins, theme files, and media files.

2. Database backup schedule

From the dropdown labeled 2 in the screenshot, choose how often you would like your WordPress database backed up. This includes all the content on your site, settings, and comments.

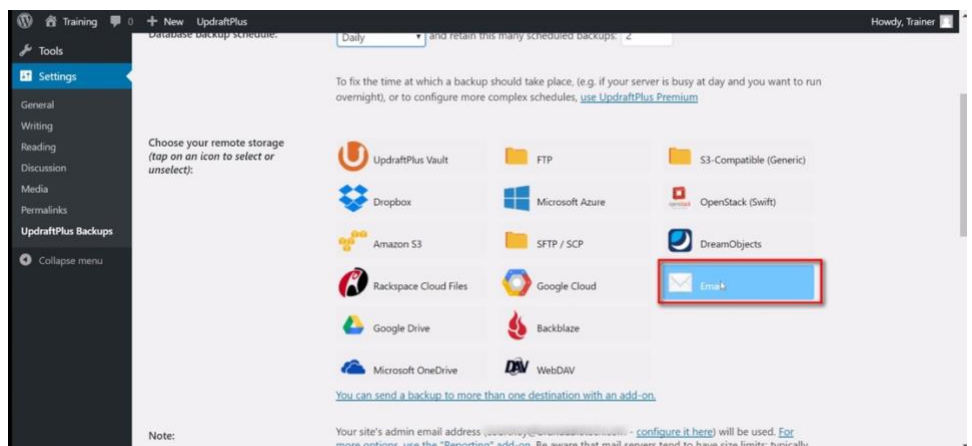
I recommend scheduling a weekly backup for the files and a daily backup for the database. Every site has different needs and you can adjust to accommodate your site.



13. Setup Remote Storage

Along with scheduling future backups you should setup a remote storage option. If something happens to your site you probably will not have access to any backups on your host.

UpdraftPlus allows you to setup many remote storage solutions.



Many popular options are Dropbox, Amazon S3, and email.

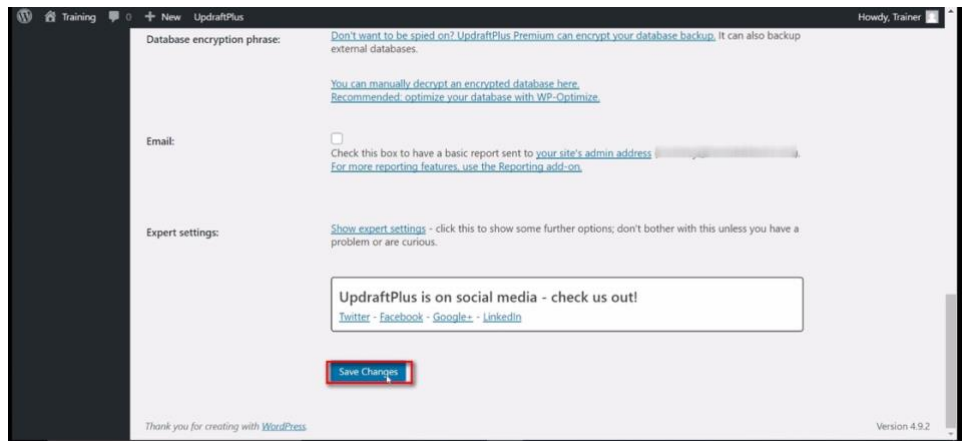
Email is the easiest option to setup, just **click on the Email icon** and it's done.

The backups will be emailed to the admin of your WordPress site automatically. There are no settings to set as long as you have Email selected as the remote storage solution you want to use.

14. Save Changes

After setting the backup schedule and remote storage destination be sure to save your changes for it to take effect.

Click on the blue Save Changes button at the bottom of the page.



Congratulations!

You just successfully backed up your WordPress and scheduled future backups!

Visit us online for more great tips and tools: Peppersville.com