

# **SDL Content Porter 2013 User Manual**

**Content Management Technologies Division of SDL**



# SDL Content Porter 2013 User Manual

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# Chapter 1 Migrating content using Content Porter

Content Porter allows you to migrate content from one Content Manager to another. Migrating content involves exporting content from the source Content Manager to an intermediate file and importing content from the intermediate file into the destination Content Manager.

You can export or import content by running the Content Porter wizard or using the Command Line.



Note: Before migrating content, it is recommended to read the section on implementing Content Porter to understand the transfer rules and restrictions that apply to content migration.

## Running the Content Porter wizard

Use the Content Porter wizard to step through the Export or Import wizard. On the start screen of the Content Porter wizard, load the settings of a previous export or import, then change them as needed and run the export or import.

## Running the Command Line

Run Content Porter from the command line using the console client to apply previously saved export or import settings so that you can run the export or import as part of a batch process.



Note: Content Porter does not migrate content directly from one Content Manager to another because the two Content Managers may not be able to communicate directly. Also, Content Porter does not support using one version of the Content Porter client with a different version of the Content Porter server. For example, importing or exporting content using a version 2009 SP2 Content Porter client will not work if the Content Porter server is version 2013.

## 1.1 Running Content Porter from the command prompt

Use the Content Porter console client to perform exports or imports from the command line, unattended or in a batch file.

Apart from using the Content Porter wizard, you can also run Content Porter using a console client from the Windows command prompt. Use this client if you want to import or export content unattended, or as part of a non-interactive batch process.



The command line executable that is the console client, called `cpcmd.exe`, is located in a randomly named folder under the folder `c:\Documents and Settings\\Local Settings\Apps\2.0\`, where `<your username>` is the name of the user who installed the client. You can find out the exact location of the executable by accessing the Windows Start menu and navigating to **Programs > SDL Tridion > Content Porter Program Folder**. This opens the folder that contains `cpcmd.exe`.

This executable has a number of command line parameters. Parameters start with a slash (/). You set parameter values by using the format `/param:value` (so, for example: `/user:DOMAIN\jlocke`). The following table lists all the command line parameters.

The parameters are as follows:

**config**

Use to specify a configuration file, created in the client, that tells Content Porter what to do. This parameter is mandatory.

**user**

Use to specify a user name (and domain) for the Content Manager you are importing into, or exporting from, for example `DOMAIN\user`.

**password**

Specify a password for the Content Manager you are importing into, or exporting from. Note that you must escape the characters '|', '^', '&', '(' and ')' by typing a '^' in front of them.

**abortondisconnect**

(optional) This flag, which defaults to the value `false`, is intended for use in scheduled exports or imports, or in batch files. In this case, you can set the flag to `false` and start an import or export as a background process. Closing the command console will not stop the process. If you set this flag to `true`, your command console must remain open while the import or export runs.

**mappings**

(optional) Uses an explicit mappings file that you created earlier. Refer to the implementation topic to learn more about explicit mappings.

**help**

(optional) Shows Content Porter help information.

## 1.2 Saving and loading export, import or undo settings

Content Porter lets you save the settings of a specific export, import or undo for reuse at a later time.

Saving the settings is useful when you want to:

- perform the same export, import or undo multiple times, or perform a similar export, import or undo



- retry an export, import or undo of items that initially failed to export or import

### **Saving settings**

You can save the settings of a specific export, import or undo in the Export, Import or Undo wizard. You do this in the wizard step called **Summary**, just before you start the actual export, import or undo, by clicking **Save configuration**.

Selecting this option saves your settings, as specified while stepping through the wizard, to an XML file. It does not save the general Content Porter settings, which you see when you click the **Settings** button.

Alternatively, you can create a special export or import configuration file that refers only to items that failed the export or import.

### **Loading settings**

You can use saved settings in the following ways:

#### **In the Content Porter wizard**

In the first screen of the Content Porter wizard, select **Load wizard settings from a file** and either type the full path and filename of the XML file, or click **Browse** and select the file in the popup dialog that opens. After loading the file, you can still step through the wizard and make changes to the loaded settings before rerunning the export, import or undo.

#### **In the Content Porter console client**

On the command line, using the Content Porter console client, you can set the `/config` parameter to the name of the XML file. For example, `/config:Export26-06-2013.xml`.



## Chapter 2 Exporting content

Use Content Porter to export content from a Content Manager to an intermediate file (a ZIP archive file). After the export, you can import (some of) this content from the intermediate file into another Content Manager.

To export content from a Content Manager, do one of the following:

- In the Content Porter wizard, step through the Content Porter Exporter wizard.
- In the Content Porter wizard, load a previously saved file with export settings, change those settings as needed, and perform the export.
- On the command line, use the Content Porter console client to run an export using a previously saved file with export settings.

### 2.1 Using the export wizard

Use the Content Porter client export wizard to export content to an intermediate file.

#### Steps to execute

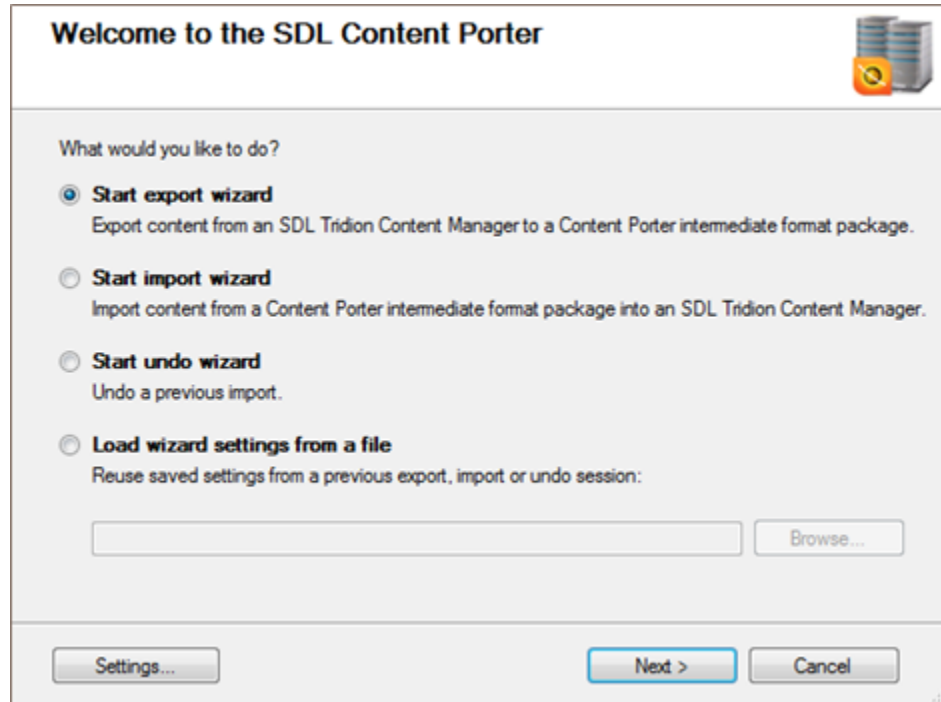
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1. Do one of the following:
  - In the Content Manager Explorer browser interface, open the Ribbon **Tools** node and double-click **Content Porter**.
  - From the Windows Start Menu, access the **SDL Tridion** programs group and select **SDL Content Porter**.

The Content Porter wizard starts, showing its start screen.







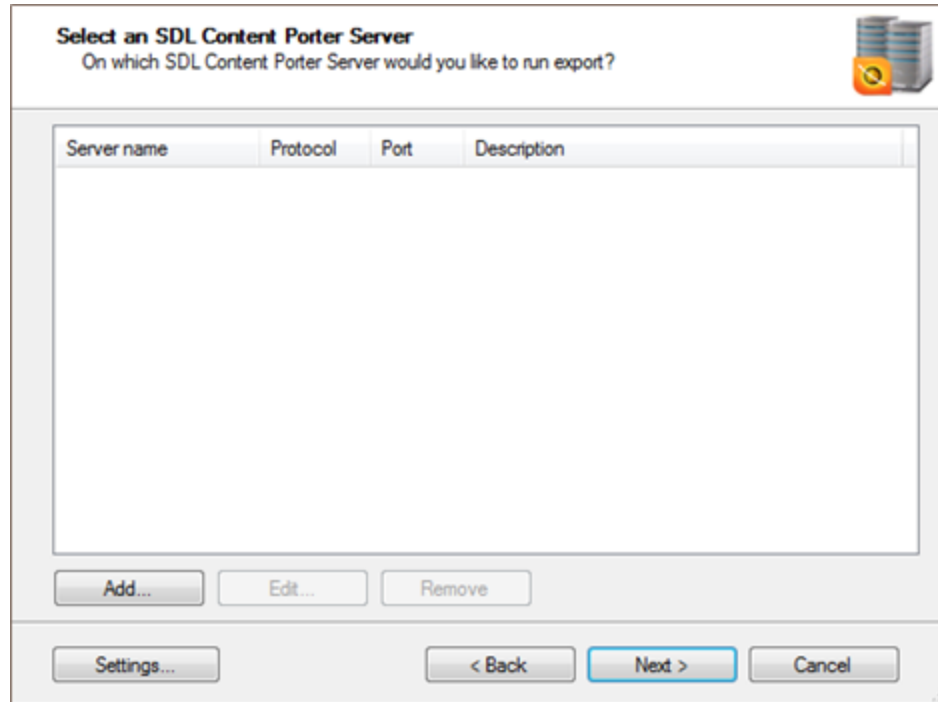
2. Select the option **Start export wizard** and click **Next**.  
Content Porter shows the first screen of the export wizard.

## 2.2 Step 1: Selecting a Content Manager

The first step of exporting content is selecting the Content Manager to export from.



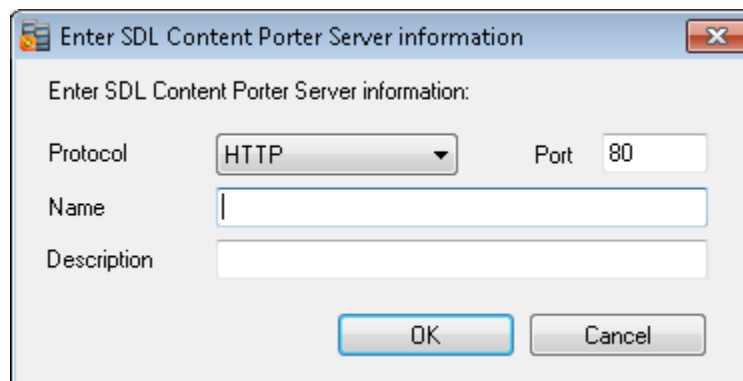
## Context



## Steps to execute

1. If you see the Content Manager instance from which you want to export displayed, skip ahead to step 5.
2. Alternatively, if you do not see the Content Manager listed from which you want to export, click **Add**.

Content Porter opens a dialog that prompts you for the following information:



### Protocol

The protocol you use to connect to the Content Manager, either **HTTP** or **HTTPS**

### Port

The port number you use to connect to the Content Manager, 80 by default



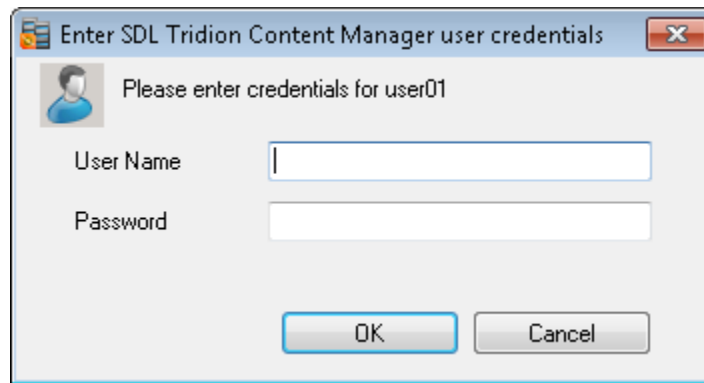
**Name**

The network name of the server on which the Content Manager is located.

**Description**

A text field in which you can enter text (for example, "Staging server") that helps you and other Content Porter users to identify this Content Manager instance. Content Porter does not use this information.

3. Click **OK**.
4. Content Porter opens a dialog that prompts you to enter credentials. Enter your **User Name** (for example DOMAIN\user) and **Password** and click **OK** to connect to this server:



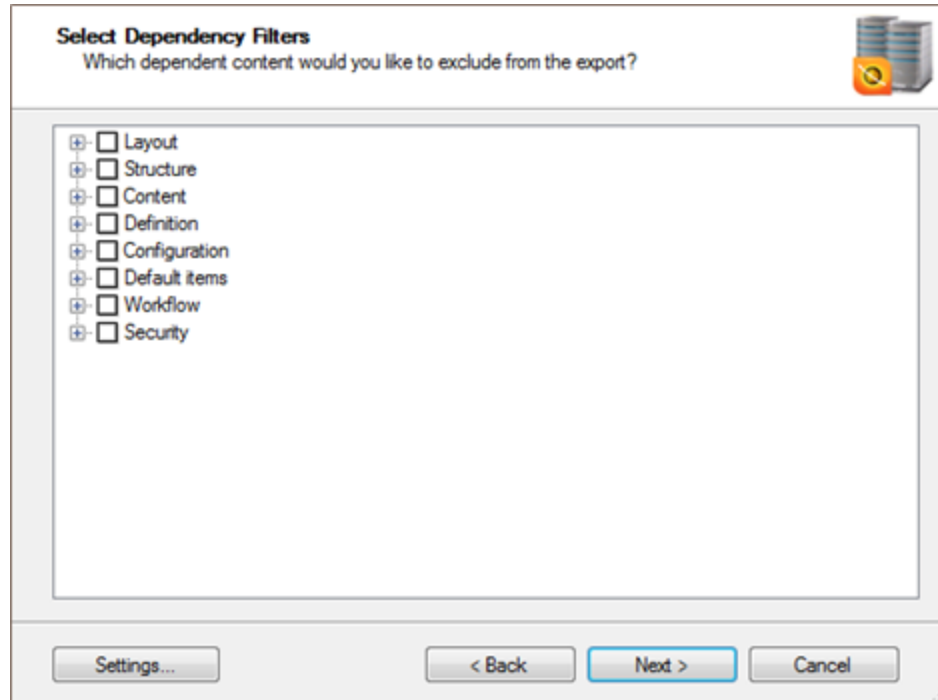
5. Select the Content Manager from which you want to export content and click **Next**.  
You may be prompted to enter a valid user name including domain (for example DOMAIN\user) and password to connect to the Content Manager you selected. If this happens, enter the required credentials and click **OK**.
6. Click **Next**.  
The wizard proceeds to the next step.

## 2.3 Step 2: Filtering out dependencies from export

The second step of exporting content is selecting which item dependencies to ignore.



## Context



It is not necessary to filter out any dependencies, but the more dependencies you filter out, the less time the export takes. As long as you know that the dependent items you are filtering are present on the destination Content Manager and you don't want to update them, feel free to filter them.



Note: If Content Porter is configured without any dependency filters, this wizard step does not appear.

## Steps to execute

1. In the **Select Dependency Filters**, select zero or more types of dependencies to filter out. Hover over the top-level checkboxes to see more information about this group of dependency filters in a tooltip. Expand a node to see the exact list of dependencies filtered by that node.

You have now selected which types of dependencies you want to filter.

2. Click **Next**.

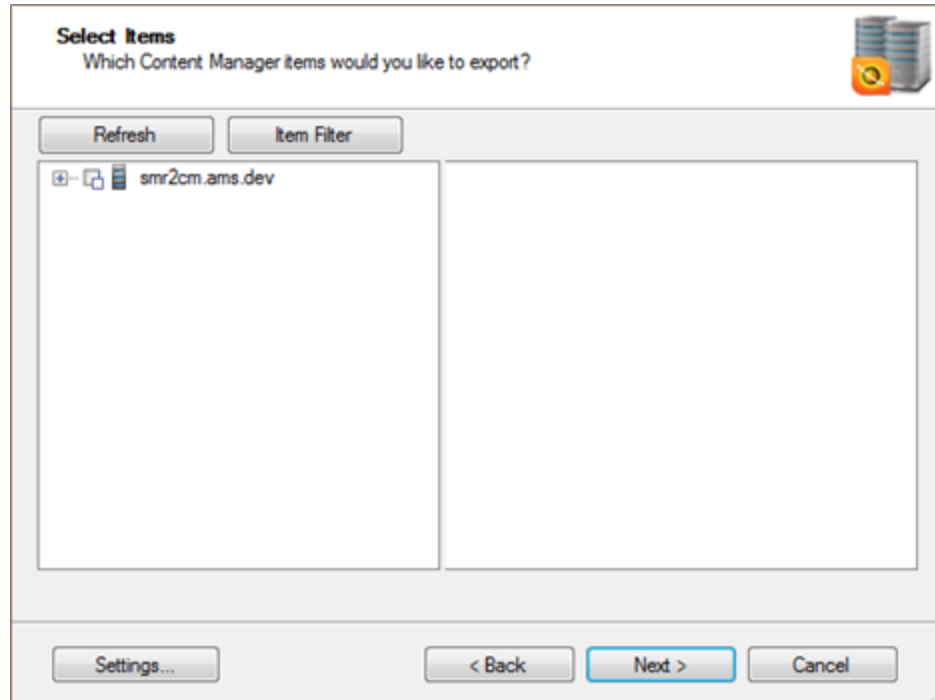
The wizard proceeds to the next step.

## 2.4 Step 3: Selecting items

The third step of exporting content is selecting which items you want to export.



## Context



By default, the export wizard shows all items in the Content Manager instance, but you can select to hide certain item types.

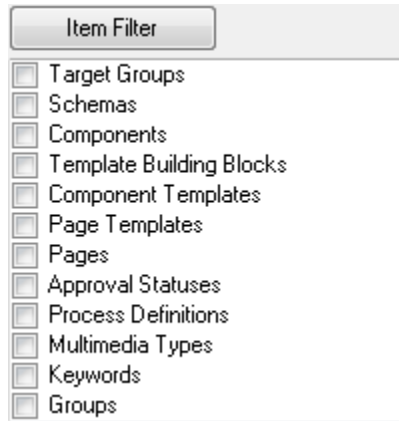


Note: By default, Content Porter exports not just the items you select in this screen, but also their dependent items. So, for example, if you select a Component, Content Porter also exports the Schema on which the Component is based. To prevent these dependent items from being exported also, go back one step in the wizard and select the appropriate dependency filter(s).

## Steps to execute

1. In the **Select Items** wizard step, navigate through the tree to select which items in this Content Manager you want to export. To select all exportable items in the Content Manager, select the top node.  
You have now selected which items you want to export.
2. To hide certain types of items, click **Item Filter** and in the dropdown that appears, select types of items you do not want to see or select. (Content Porter may still export those types of items as dependencies.)





3. If you do not want to export all exportable items, you can make selections in the following ways:

For all nodes, you can do the following:

- Deselect the node and its contents by right-clicking the node and selecting **None** from the context menu.
- Click the **Refresh** button to ensure that you are looking at the most up-to-date view of the Content Manager items.

If your node is a Folder, Structure Group, Category or Publication, you can do the following:

- To select both a node itself and all of its contents, including child nodes, click on the node.
- Click on the name of a node to see its contents displayed on the right hand side of the screen. You can select or clear individual items on the right. By default, the node itself is included in the selection; to deselect the node but not its children, right-click the node and select **Selected children only** from the context menu.
- To select a node without any of its contents, right-click on the node and select **Folder only**, **Structure Group only**, **Category only** or **Publication only** from the context menu (depending on the type of node you select).
- To select all contents of a node, but not the node itself, right-click the node and select **Children only**.

If your node is a Virtual Folder, you can do the following:

- To select both the definition of the Virtual Folder (its search criteria) and the actual items returned by the search query at the exact moment you start the export, right-click on the node and select **Virtual Folder & Content**.
- To select only the definition of the Virtual Folder (its search criteria), right-click on the node and select **Virtual Folder only**. (Some or all of the items returned by the search query may still be included as part of an explicit selection, or as dependencies of explicitly selected items.)
- To select only the actual items returned by the search query at the exact moment you start the export, right-click on the node and select **Content only**.





Note: Changing the selection of an item may also affect the selection for the parent node. For example, if you selected **Folder & Children** and then deselect all of its child nodes, the selection of the parent of the folder changes to **Folder only** also. Alternatively, if you selected **Children only** and deselect all child nodes, the selection changes to **None**.

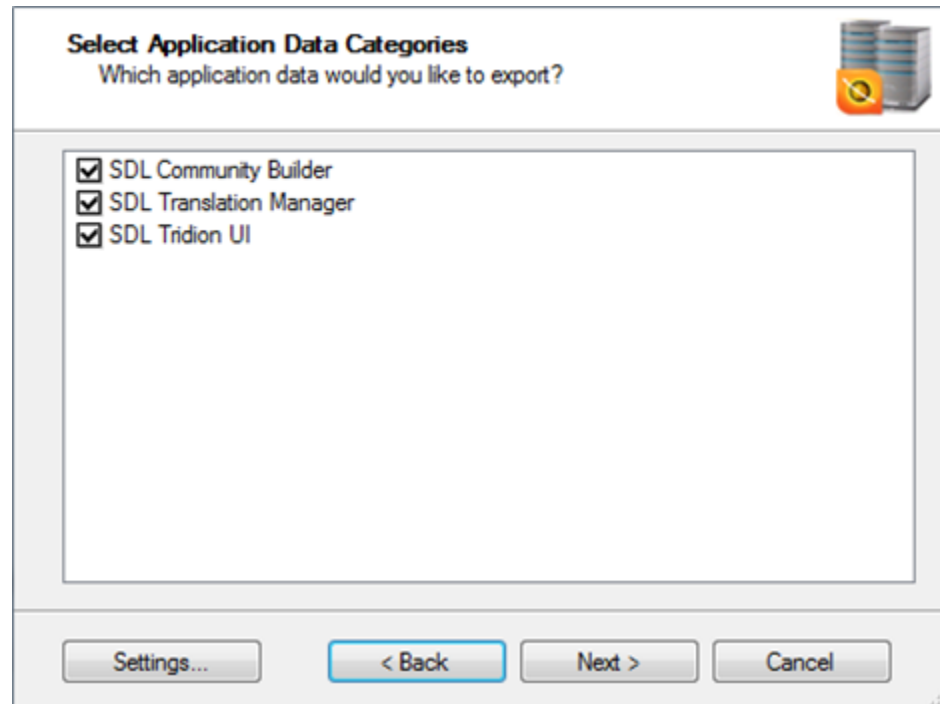
4. Click **Next**.

The wizard proceeds to the next step.

## 2.5 Step 4: Selecting application data

If you are exporting from an SDL Tridion installation that includes Community Builder, the user interface update for SDL Tridion 2011 SP1, Translation Manager and/or a custom extension, then the items you export and their dependencies may contain associated with these software components. You can select to export the application data.

### Context



The items in the intermediate package you are exporting may contain application data associated with one or more software components in the source SDL Tridion system. If this is the case, you see a step called **Application Data Categories**, showing a list of software components (all selected by default).

If you do nothing and click **Next**, Content Porter imports the following:



- The application data of all the items that you selected for export, if associated with one of the software components you see
- The application data of the dependencies of those items, if associated with one of the software components you see
- Any system-wide application data, if associated with one of the software components you see

Only if you have a specific reason not to want to export certain application data, make changes in this screen.

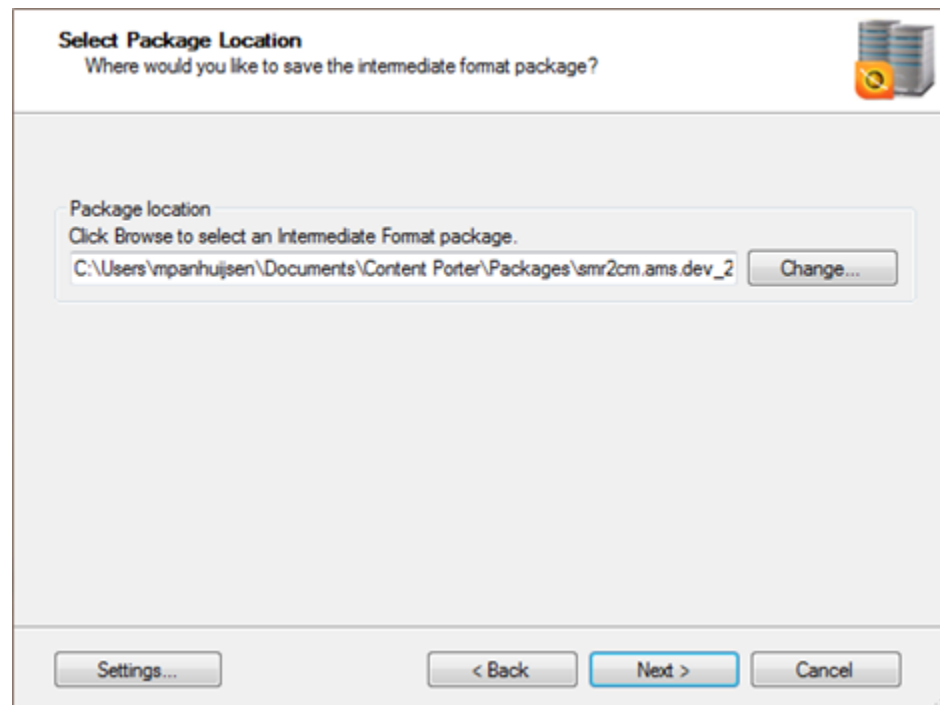
### Steps to execute

1. To exclude any application data associated with a specific software component from export, clear that software component in the list. For example, to not export any application data related to Translation Manager, clear **Translation Manager** (if shown).
2. Click **Next**.  
The wizard proceeds to the next step.

## 2.6 Step 5: Specifying a package

The fourth step of exporting content is selecting a location and filename for your export package.

### Context





Content Porter stores all the items you select to export in a single ZIP archive file. The client suggests a location (as configured in the Content Porter settings) and filename (generated using the server name and a timestamp) for you. If left unchanged, the location in which Content Porter stores the exported content is the `Content Porter\Packages` subfolder of your Windows personal folder (either `c:\Users\<USERNAME>\Documents` \ or `c:\Documents and Settings\<USERNAME>\My Documents\`), or their localized equivalents; analogously, Content Porter saves log files to the `Content Porter\Logs` subfolder by default.

## Steps to execute

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1. To set the package, do one of the following:
  - Leave the path and filename as they are.
  - Alternatively, modify the path and/or package filename displayed by directly editing the text box.
  - Alternatively, click **Browse** and, in the standard Windows **Save As** dialog that appears, change the filename and/or folder as you like, and click **Save**. The dialog closes and shows the selected location and name in the main screen.

You have now confirmed or set the name and location of the package.

2. Click **Next**.

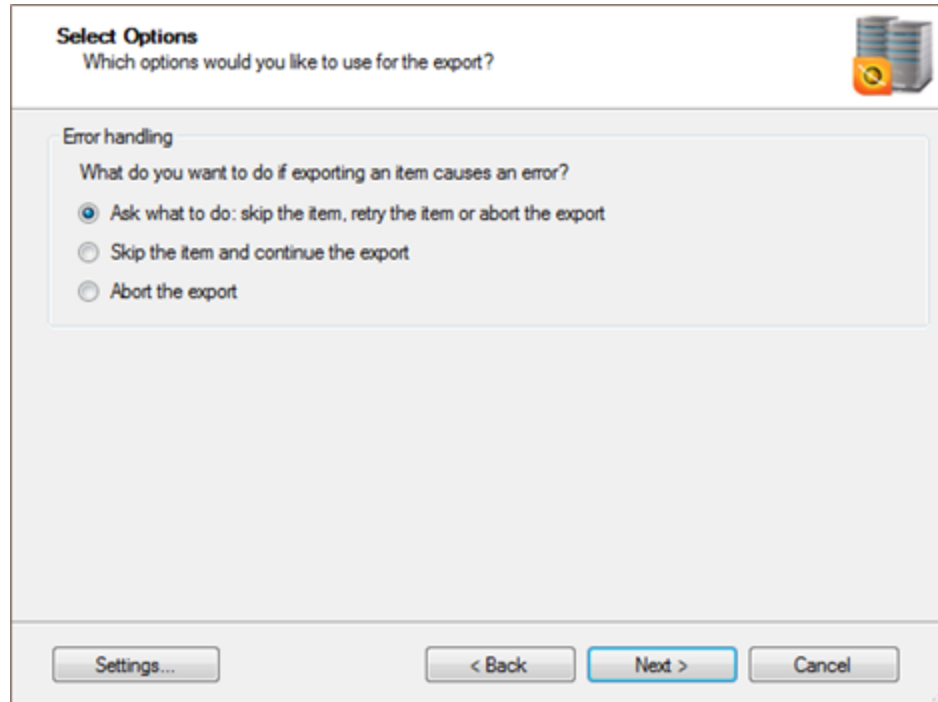
The wizard proceeds to the next step.

## 2.7 Step 6: Configuring this export

The fifth step of exporting content is to configure settings for this specific export.



## Context



## Steps to execute

1. Select how you want Content Porter to respond when an error occurs during export. Choose one of the following options:

### **Ask what to do: skip the item, retry the item or abort the export**

Select this option to have full control of the export process. Content Porter prompts you for every error it encounters. Only use this option if you expect the export to be fast, and if you expect to be in front of the machine the entire time to monitor the process. This option is best if you export a few items.

### **Skip the item and continue the export**

Select this option to get as many items exported as possible, fast.

### **Abort the export**

Select this option if the full success of the export outweighs the speed, or if you are certain that the export cannot fail.

You have now specified how you want Content Porter to respond to export problems.

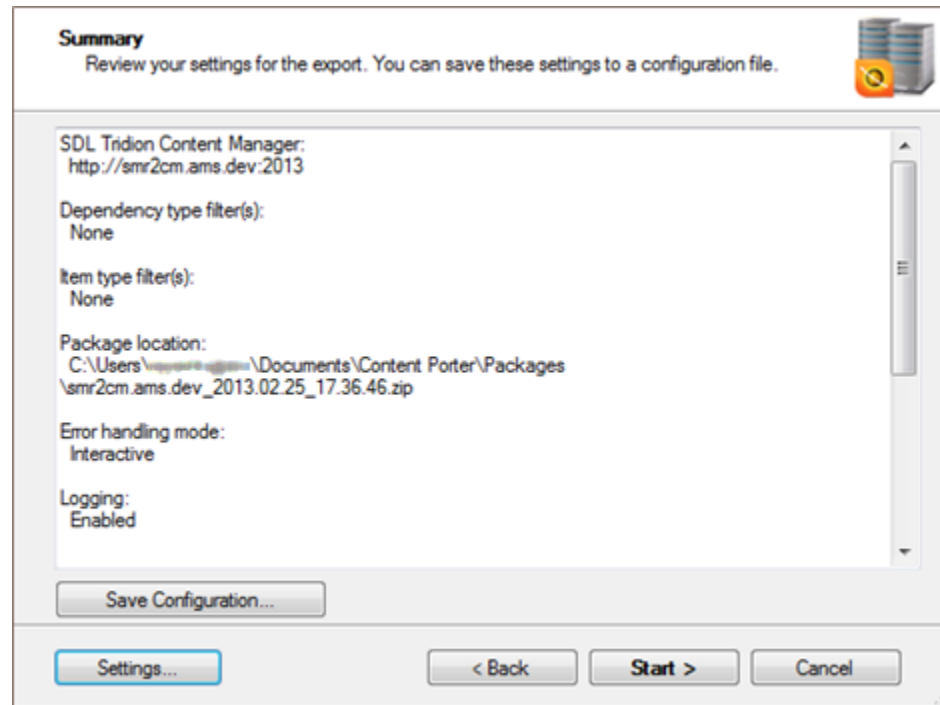
2. Click **Next**.  
The wizard proceeds to the next step.



## 2.8 Step 7: Running the export

The sixth step of exporting content is to actually run the export. The wizard step displays the settings of this export.

### Context



### Steps to execute

1. If you expect to run this export again, or another export with similar settings, consider saving your current export settings to a file. To do so:
  - Click **Save configuration**. A **Save As** dialog appears, suggesting a location and name for the settings file.
  - Change the location and/or the filename as needed and click **Save**. The dialog closes.

You have now saved your export settings to a file for reuse.

2. Click **Start** to start the export. A new screen appears showing the progress of the export process. When the export finishes, click **Next**. A result screen appears, informing you of the successful and failed items.
3. Click **Finish**.

The wizard returns you to the start screen of the Content Porter client.

### Result

Depending on the outcome of the export process, do one of the following:



- If the export process was successful, your next step is to import the export package into a destination Content Manager.
- If the export process resulted in failed items, examine the export log file to see why items failed to export, fix the problems, delete the package, and run the export again.



## Chapter 3 Importing content

Use Content Porter to import content from an intermediate file (a ZIP archive file) into a Content Manager. The intermediate file is the result of an export.

To import content from an intermediate file, do one of the following:

- In the Content Porter wizard, step through the Content Porter import wizard.
- In the Content Porter wizard, load a previously saved file with import settings, change those settings as needed, and perform the import.
- On the command line, use the Content Porter console client to run an import using a previously saved file with import settings.

### 3.1 Using the import wizard

To Import content from a Content Manager, use the Import wizard.

#### Steps to execute

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1. Do one of the following:
  - In the Content Manager Explorer browser interface, open the Ribbon **Tools** node and double-click **Content Porter**.
  - From the Windows Start Menu, access the **SDL Tridion** programs group and select **SDL Content Porter**.

The Content Porter wizard starts, showing its start screen.

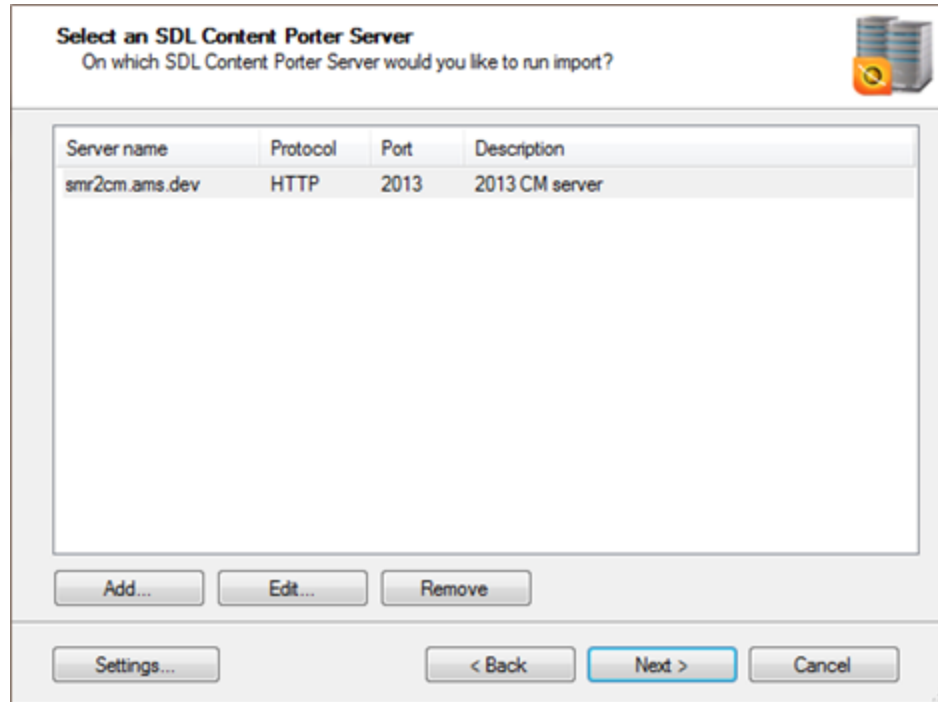
2. Select the option **Start import wizard** and click **Next**.  
Content Porter shows the first screen of the Import wizard.

### 3.2 Step 1: Selecting a Content Manager

The first step of importing content is selecting the Content Manager to import into.



## Context



## Steps to execute

1. If you see the Content Manager instance into which you want to import, skip ahead to step 5.
2. Alternatively, if you do not see the Content Manager listed into which you want to import, click **Add**.

Content Porter opens a dialog that prompts you for the following information:

### Protocol

The protocol you use to connect to the Content Manager, either **HTTP** or **HTTPS**

### Port

The port number you use to connect to the Content Manager, 80 by default



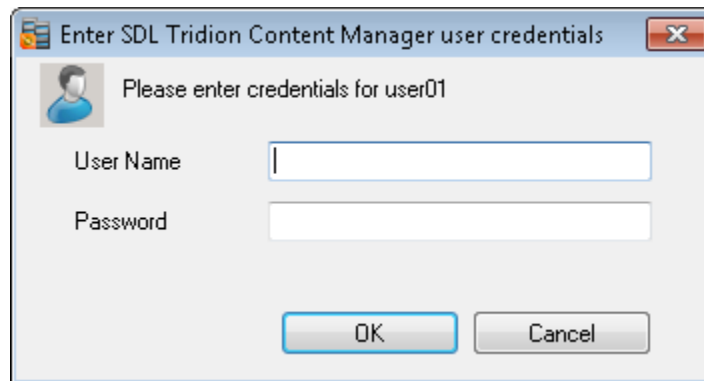
**Name**

The network name of the server on which the Content Manager is located.

**Description**

A text field in which you can enter text (for example, "Staging server") that helps you and other Content Porter users to identify this Content Manager instance. Content Porter does not use this information.

3. Click **OK**.
4. Content Porter opens a dialog that prompts you to enter credentials. Enter your **User Name** (for example DOMAIN\user) and **Password** and click **OK** to connect to this server:



5. Select the Content Manager from which you want to export content and click **Next**.

You may be prompted to enter a valid user name including domain (for example DOMAIN\user) and password to connect to the Content Manager you selected. If this happens, enter the required credentials and click **OK**.

6. Click **Next**.  
The wizard proceeds to the next step.

### 3.3 Step 2: Selecting an intermediate package

The second step of importing content is selecting an intermediate package to import. Content Porter stores exported content in a single ZIP archive file.



## Context

**Select Package Location**  
Where is the intermediate format package you want to import?

Package location  
Click Browse to select an intermediate format package.  
C:\Users\mpanhuijsen\Documents\Content Porter\Packages\smr2cm.ams.dev\_2

Item mappings  
Click Edit to modify item mappings, or leave defaults.

Import description  
Enter a short description of the import.  
This is my import. --Mathijs

## Steps to execute

1. Click **Browse** under **Package location**.  
A standard Windows **Open** dialog appears.
2. Navigate to the intermediate package from which you want to import, and click **Open**. By default, Content Porter includes a timestamp with the filename to make it unique and easy to identify. But the user who performed the export may have given the file a more descriptive name.  
The dialog closes and shows the selected location and name in the main screen.
3. Next, enter a description for the import process under **Import description**.  
You and other users can now identify this import if the need to perform an undo of the import arises.
4. Optionally, click **Edit** under **Item mappings** if you want to do any of the following:
  - Give an item a different name on the destination Content Manager than it had on the source Content Manager
  - Move an item to a different location on the destination Content Manager than its location on the source Content Manager
  - Map hard-coded URIs of your source Content Manager to URIs of your destination Content Manager







Note: You can only map an item to a new item name and/or location if an item with that name already exists in that location. In other words, you cannot use mapping to create items.

Content Porter opens the mappings XML file (with extension `.ifmappings`) associated with this import in the default application associated with the extension `.ifmappings` or, if no association exists, in Notepad.

5. To make changes to the mappings, do the following:
  - To rename an item, find the item in the mappings file and set its `ImportTitle` attribute to the new name.
  - To move an item, find the item in the mappings file and set its `ImportContext` attribute to the new location.
  - To map hard-coded URIs, find the element called `<tcccp:URIReplacements>` and inside this element, create a new element called `<tcccp:URI>`. Give it two attributes: `source`, set to the source URI, and `destination`, set to the URI of the item on the destination system.
  - If you saved a customized mappings file for this import locally, copy-paste the contents of this file over the current contents.

For more information about mapping, refer to the implementation topics.

After you have made your changes, save and close the mappings file.



Note: If you want to reuse these mappings at a later time, use **Save As** in your editor to create a local copy of the customized mappings file.

You have now specified which, if any, mappings should be performed during the import, and saved your customized mappings if necessary.

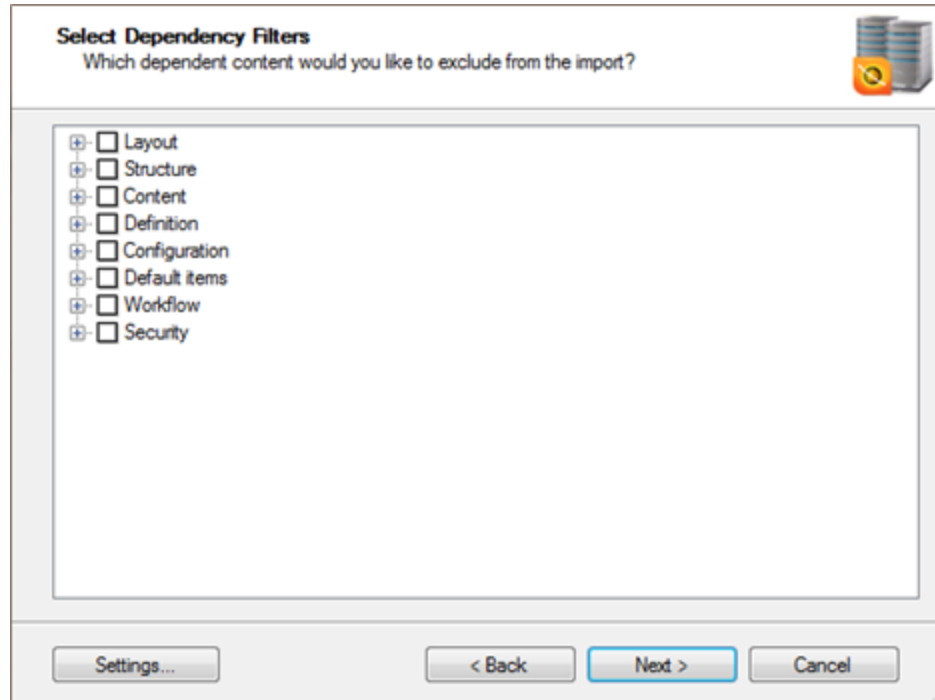
6. Click **Next**.  
The wizard proceeds to the next step.

## 3.4 Step 3: Filtering out dependencies from import

The third step of importing content is selecting which item dependencies to ignore.



## Context



It is not necessary to filter out any dependencies, but the more dependencies you filter out, the less time the import takes. As long as you know that the dependent items you are filtering are present on the destination Content Manager and you do not want to update them, feel free to filter them.

Note also that typically, dependencies would have been filtered out already during the export process.



Note: If Content Porter is configured without any dependency filters, this wizard step does not appear.

## Steps to execute

1. In the **Select Dependency Filters**, select zero or more types of dependencies to filter out. Hover over the top-level checkboxes to see more information about this group of dependency filters in a tooltip. Expand a node to see the exact list of dependencies filtered by that node.

You have now selected which types of dependencies you want to filter.

2. Click **Next**.

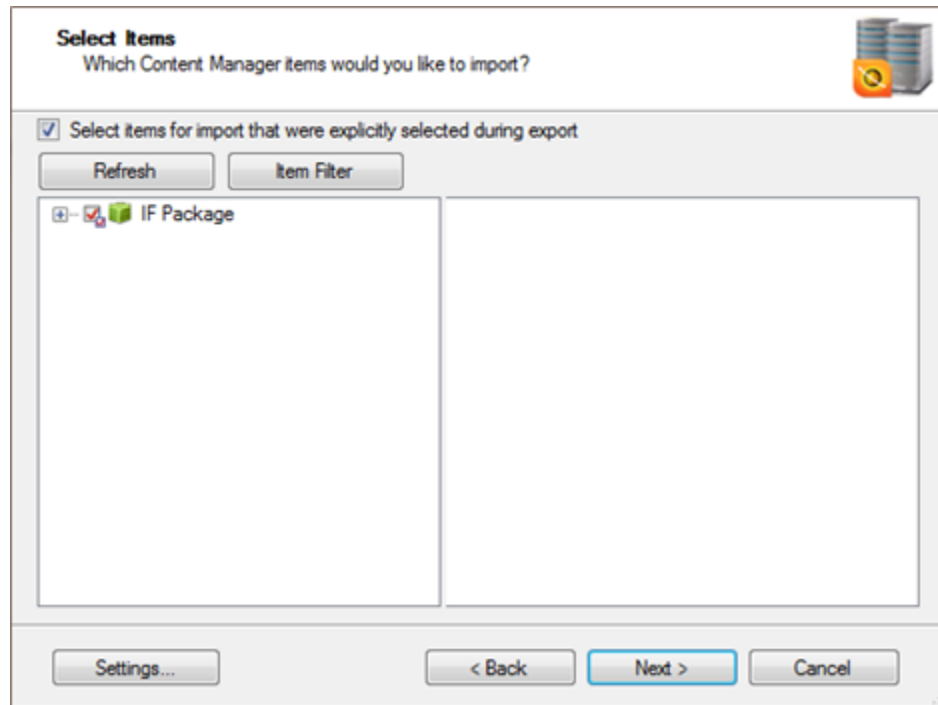
The wizard proceeds to the next step.



## 3.5 Step 4: Selecting items

The fourth step of importing content is selecting which items you want to import.

### Context



If you are retrying an import of items that failed to import previously (which you created by using the **Generate batch of failed items for retry** option), only those items are selected in this wizard step.



Note: By default, Content Porter imports not just the items you select in this screen, but also their dependent items (if present in the intermediate package). So, for example, if you select a Component, Content Porter also tries to import the Schema on which the Component is based (if the Schema was not filtered out during export). To prevent these dependent items from being imported also, go back one step in the wizard and select the appropriate dependency filter(s).

### Steps to execute

1. In the **Select Items** wizard step, navigate through the contents of the intermediate package to select which items you want to import, or use the following shortcuts:
  - To select all items in the package, select the top node.
  - To select only items that were explicitly selected when this package was being exported, select **Select items for import that were explicitly selected during export**.



You have now selected which items you want to import.

- For more detailed selection operations, you can make selections in the following ways:

For all nodes, you can do the following:

- Deselect the node and its contents by right-clicking the node and selecting **None** from the context menu.

If your node is a Folder, Structure Group, Category or Publication, you can do the following:

- To select both a node itself and all of its contents, including child nodes, click on the node.
- Click on the name of a node to see its contents displayed on the right hand side of the screen. You can select or clear individual items on the right. By default, the node itself is included in the selection; to deselect the node but not its children, right-click the node and select **Selected children only** from the context menu.
- To select a node without any of its contents, right-click on the node and select **Folder only**, **Structure Group only**, **Category only** or **Publication only** from the context menu (depending on the type of node you select).
- To select all contents of a node, but not the node itself, right-click the node and select **Children only**.

If your node is a Virtual Folder, you can select or deselect the Virtual Folder.



Note: Changing the selection of an item may also affect the selection for the parent node. For example, if you selected **Folder & Children** and then deselect all of its child nodes, the selection of the parent of the folder changes to **Folder only** also. Alternatively, if you selected **Children only** and deselect all child nodes, the selection changes to **None**.

- Click **Next**.

The wizard proceeds to the next step.

## 3.6 Step 5: Selecting add-on application data

If you are importing from an intermediate package that contains application data associated with one or more software components, then you can select to import the application data for these software components.

### Context

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The items in the intermediate package you are importing may contain application data associated with one or more software components in the source SDL Tridion system. If this is the case, and if your target SDL Tridion installation also includes at least one of these software components, you see a step called **Application Data Categories**, showing a list of software components (all selected by default) present on both systems. Only if you have a specific reason not to want to import certain application data, make changes in this screen.

If you do nothing and click **Next**, Content Porter imports the following:

- The application data of all the items that were selected for export, if associated with one of the software components you see
- The application data of the dependencies of those items, if associated with one of the software components you see
- Any system-wide application data, if associated with one of the software components you see

### Steps to execute

1. To exclude any application data associated with a specific software component from import, clear that software component in the list. For example, to not import any application data related to Translation Manager, clear **Translation Manager** (if shown).
2. Click **Next**.  
The wizard proceeds to the next step.



## 3.7 Step 6: Configuring this import

The fifth step of importing content is to configure settings for this specific import.

### Context

**Select Options (1 of 2)**  
Which options would you like to use for the import process?

**Process options**

- Run import process in transaction  
Note: If you select this option, you will not be able to fix errors during import.
- Discover potential problems before the actual import
- Resolve shared items with Blueprint mapping
  - Show popup dialog in case of failed Blueprint mapping
- Synchronize content against Schema before importing  
Note: Selecting this option can lead to data loss during the import process.

**Miscellaneous**

- Generate batch of failed items for retry
- Validate URI replacements

Settings...    < Back    Next >    Cancel

### Steps to execute

1. Select one or more options to configure the import process itself:

#### **Run import process in transaction**

Selecting this option makes the import process *transactional*; that is, the entire process can be rolled back if an error occurs.



Note: Selecting this option disables you from intervening in the import process while it is running: the import process aborts as soon as it encounters an error.

#### **Discover potential problems before the actual import**

Selecting this option causes Content Porter to analyze the intermediate package and destination Content Manager before actually starting the import, to identify potential problems before they occur. Selecting this option strongly reduces the risk of a failing import, but slows down the overall import process.

#### **Resolve shared items with BluePrint mapping**



Select this option if the Publication or Publications you are importing are BluePrinted, and if you do not want to perform manual BluePrint mapping. Select the suboption **Show popup dialog in case of failed BluePrint mapping** to resolve BluePrint mapping problems as they arise.

### Synchronize content against Schema before importing

If you import an item that depends on a Schema (specifically, a Component, or any content item that has metadata) and you do not also import the (Metadata) Schema on which it depends, the item may not be valid against the Schema found on the destination Content Manager. If you select this option, Content Porter attempts to modify the content item it imports to make it valid against the Schema:

- If the fields are not in the order as specified in the Schema, Content Porter reorders them.
- If the item has fields that are not present in the Schema, Content Porter removes them.
- If the item does not have fields that the Schema does have, Content Porter adds those fields to the item, on the condition that the fields are optional fields, or have a default value, or both.



Note:

Content Porter does not import the (Metadata) Schema if one of the following applies:

- The (Metadata) Schema is not in the intermediate package because it was filtered out during export or is selected to be filtered out during this import.
- You did not explicitly select the Schema for export *and* in the next wizard step, you leave the option **Do you want to update dependencies of the select items** set to **No**.

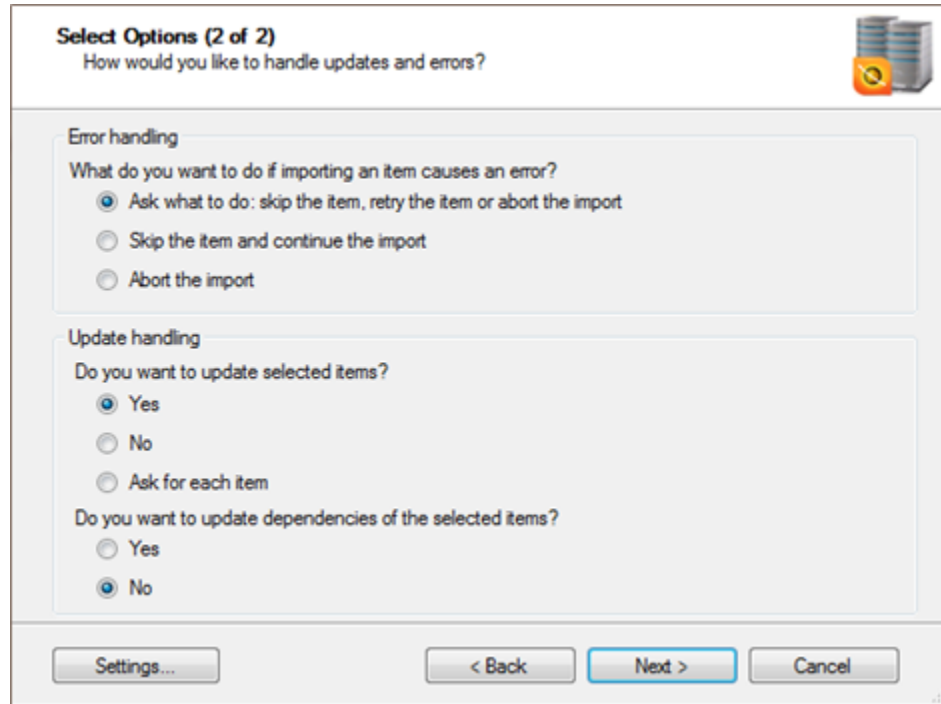
2. Select **Generate batch of failed items for retry** if you want to save the items that fail to import to a separate file. You can then check those items afterward, modify them and run an import of only those items.

Refer to the implementation topics for more information on when and why to select this option.

You have now specified whether you want to isolate failing import items.

3. Select **Validate URI replacements** if you specified URI mappings. If you did, Content Porter will check whether the mapping destination URI actually exists on the destination Content Manager.
4. Click **Next**.





The second options screen appears.

- Under **What do you want to do if importing an item causes an error**, select how you want Content Porter to respond when an error occurs during import. Choose one of the following options:

**Ask what to do: skip the item, retry the item or abort the import**

Select this option to have full control of the import process. Content Porter prompts you for every error it encounters. Only use this option if you expect the import to be fast, and if you expect to be in front of the machine the entire time to monitor the process.

**Skip the item and continue the import**

Select this option to get as many items imported as possible, fast. Any items that fail to import can be saved to a separate file, to be retried later (see above).

**Abort the import**

Select this option if the full success of the import outweighs the speed, or if you are certain that the import cannot fail.

You have now specified how you want Content Porter to respond to import problems.

- Under **Do you want to update selected items**, select one of the following:
  - Select **Yes** if you want Content Porter to always perform an update if the item being imported is already present on the destination Content Manager.





- Select **No** if you want Content Porter to never perform an update if the item being imported is already present on the destination Content Manager. This means that Content Porter only creates new items.
- Select **Ask for each item** if you want to make this decision on a case-by-case basis.

You have now specified whether you want Content Porter to update import items or not.

7. Under **Do you want to update dependencies**, select one of the following:
  - Select **Yes** if you want Content Porter to always perform an update of a dependency if the item being imported depends on an item that is already present on the destination Content Manager.
  - Select **No** if you want Content Porter to never perform an update of a dependency if the item being imported depends on an item that is already present on the destination Content Manager.

You have now specified whether you want Content Porter to update import item dependencies or not.

8. Click **Next**.

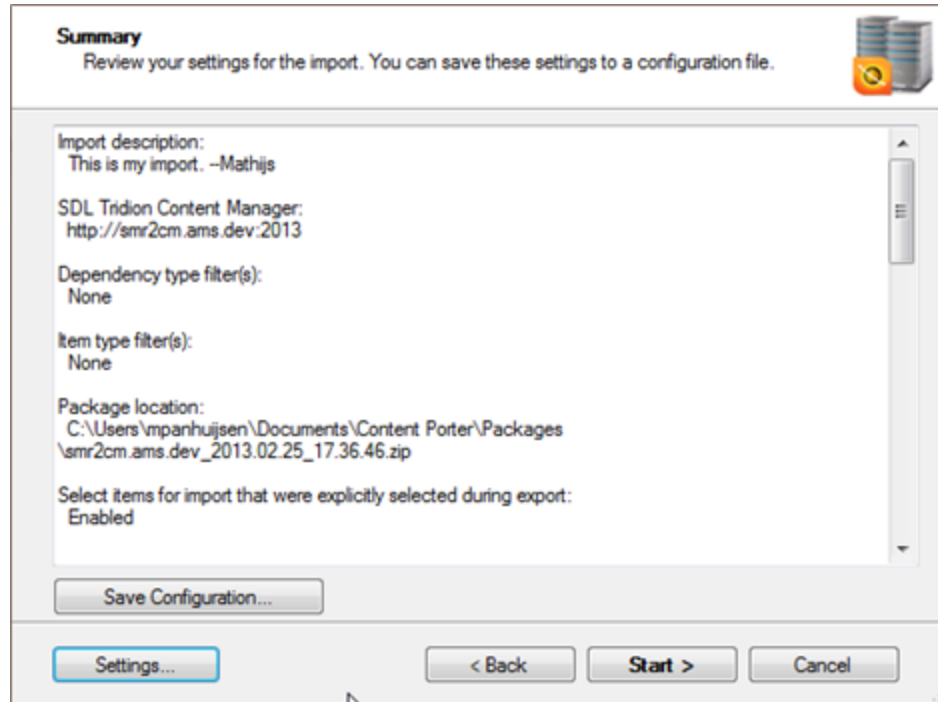
The wizard proceeds to the next step.

## 3.8 Step 7: Running the import

The sixth step of importing content is to actually run the import. The wizard step displays the settings of this import.



## Context



## Steps to execute

1. If you expect to run this import again, or another import with similar settings, consider saving your current import settings to a file. To do so:
  - Click **Save configuration**. A **Save As** dialog appears, suggesting a location and name for the settings file.
  - Change the location and/or the filename as needed and click **Save**. The dialog closes.

You have now saved your import settings to a file for reuse.

2. Click **Start** to start the import. A new screen appears showing the progress of the import process. When the import finishes, click **Next**. A result screen appears, informing you of the successful and failed items.

3. Click **Finish**. The wizard returns you to the start screen of the Content Porter client.

## Result

Depending on the outcome of the import process, do one of the following:

- If the import process was successful, check the destination Content Manager to see the results of the import. If, for whatever reason, you wish to undo the import, you can do so.



- If the import process resulted in failed items, examine the import log file to see why items failed to import, correct those mistakes, and, if you made one, use the generated batch of failed items to import those items again. Note that this new import may result in another import settings file for any items that failed this next import.

## 3.9 Undoing a successful import

When you use Content Porter, you want to undo a successful import of content items into a Content Manager instance.

### Requirements

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To perform a successful undo, the following must be the case:

- You must have created an Undo Package for the import you want to undo
- You must be logged in, either as an administrator user, or as the user who performed the import that produced the Undo Package.
- The server must be configured to create Undo Packages (this is true by default).
- The items that were imported must not have been modified, deleted, published, rolled back, or unlocalized after the import was performed.
- The items that were imported must not be in use (checked out or in workflow) during the undo process.

### Context

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You may want to undo a successful import of content items into a Content Manager instance in, for example, the following situations:

- You may be importing the same items into multiple Content Manager instances, one of which has failed. If this happens, you may want to undo the successful imports into the other instances.
- You accidentally chose the wrong import settings file, and imported the wrong items by mistake. In this case, too, you will want to undo your import.

By performing an undo, you tell Content Porter to:

- delete items that were created during the import
- replace updated items to the version of the item that existed before the import
- roll back and unlocalize items that were localized during the import
- revoke any application data that was imported.

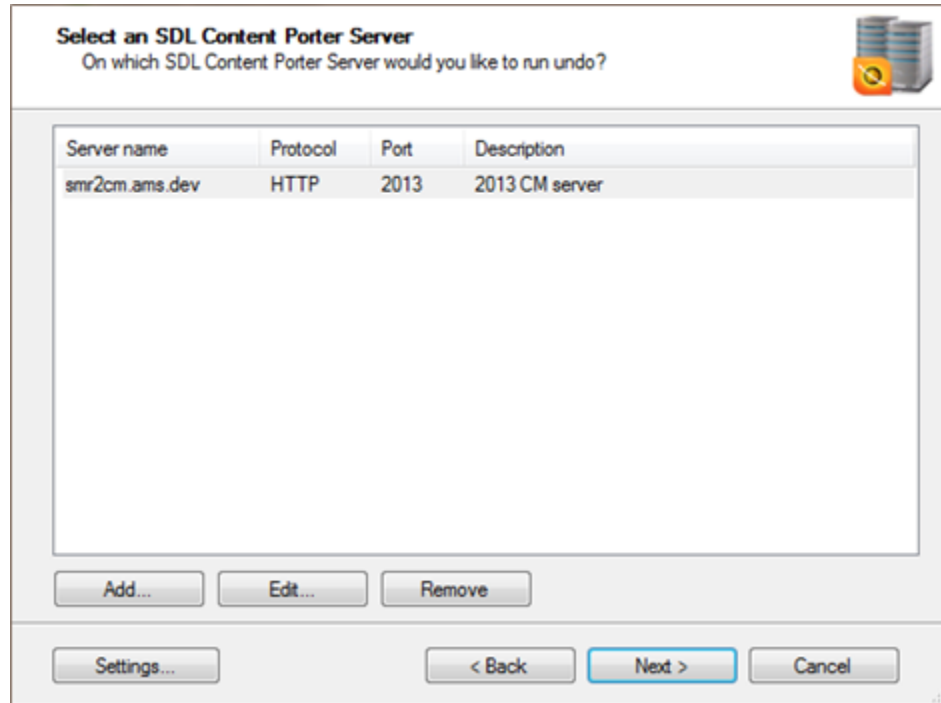
### Steps to execute

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1. In the Windows Start menu, navigate to the Programs group **SDL Tridion**, open it and select **SDL Content Porter**.  
The initial screen of Content Porter client appears.
2. Select **Start undo wizard** and click **Next**.



The next wizard step, **Select a SDL Tridion Content Manager**, appears.

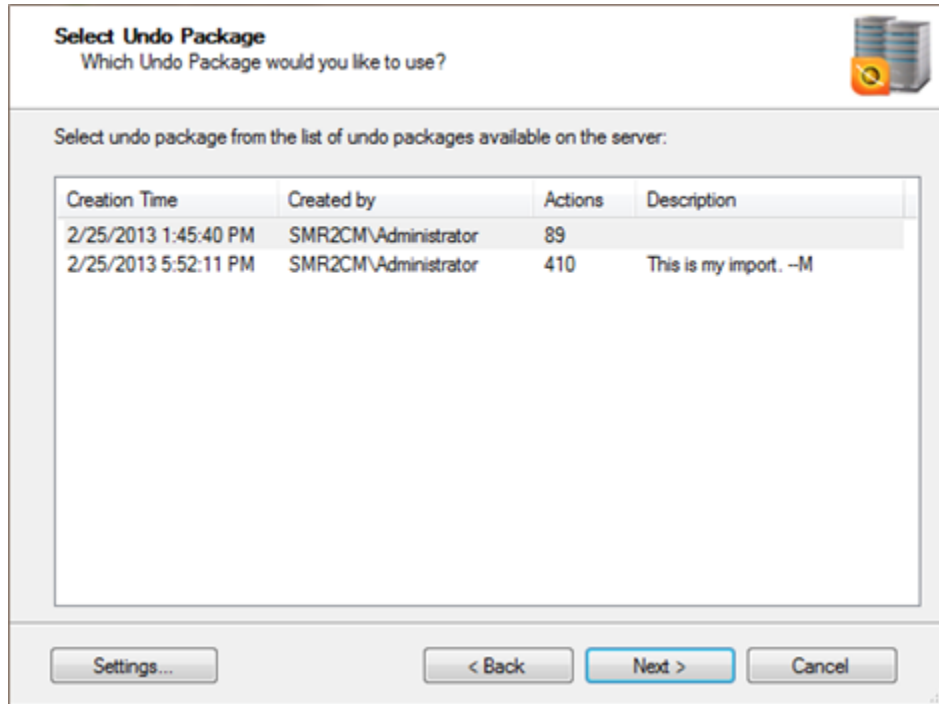


- In the list that appears, select the Content Manager instance for which you want to undo an import, and click **Next**. If the list does not contain the Content Manager instance you are looking for, click **Add** and fill in the properties of that Content Manager instance in the dialog that appears. Then click **OK** to add this instance to the list, and select it. Then click **Next**.

If you are prompted for a user name and password, log in as the user who performed the import you want to undo, or as an administrator user.

The next wizard step, **Select Undo Package**, appears, showing a list of Undo Packages.





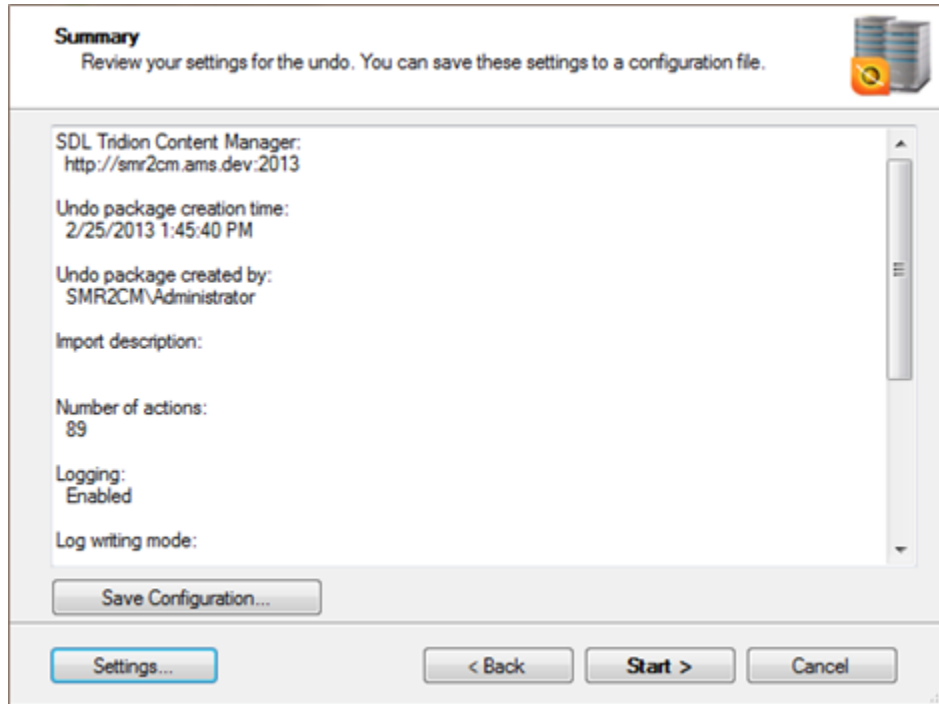
- Select the import you wish to undo. You can identify a specific import by its creation time, the user who performed the import, the number of items, and the description (filled in during import). Then click **Next**.



Note: Unless you are logged in as an administrator user, selecting an Undo Package that you did not create is not recommended. Trying to perform such an undo will likely fail, because the user who performed the import had different access rights as you.

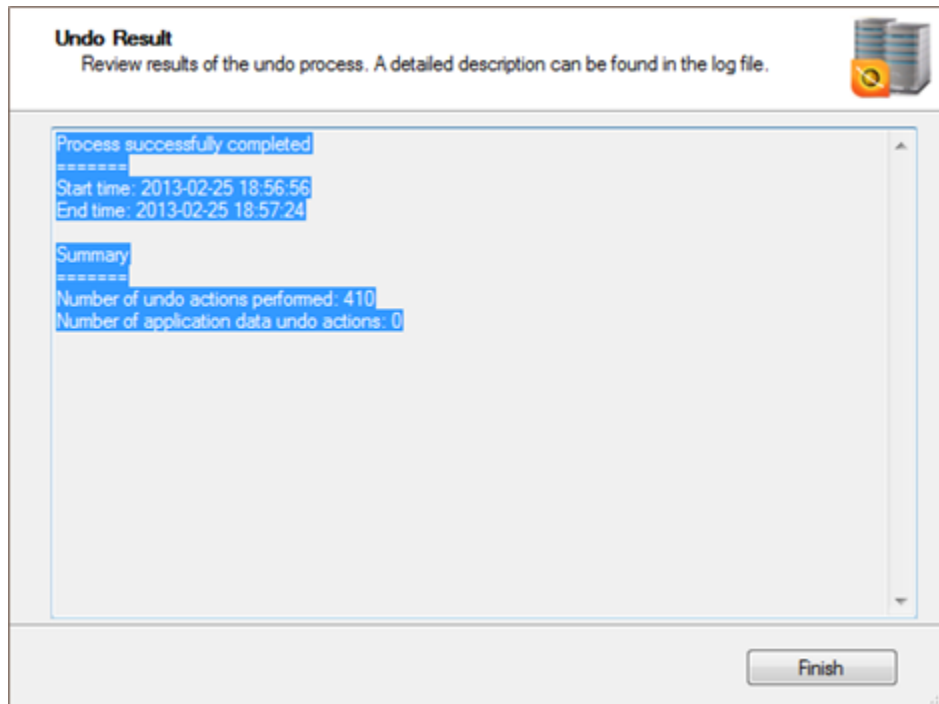
The next wizard step, **Summary**, appears.





5. In the **Summary** step, verify the settings of the undo process and, if you wish to reuse this Undo, click **Save Configuration**. Then click **Next**.

The **Undo Progress** step appears and Content Porter performs the undo non-interactively. The undo process aborts if it encounters an error. When the undo process is finished, the **Undo Result** step appears.



6. Click **Finish** to exit the wizard.



The Content Porter initial screen appears.

## Result

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If the undo is successful, Content Porter does the following:

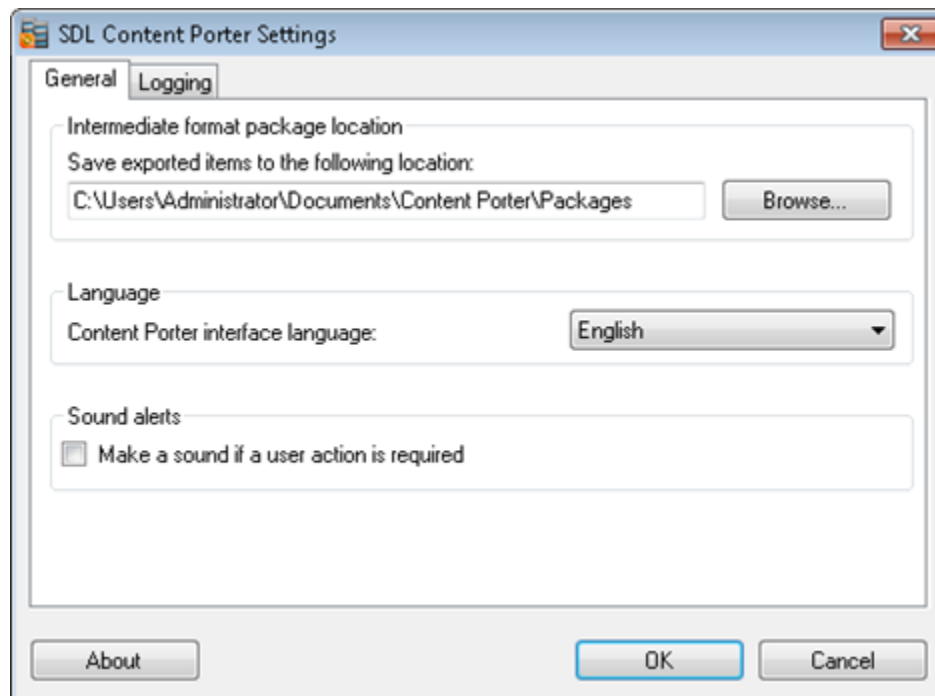
- Content Porter undoes all changes made to the Content Manager instance by this specific import.
- Content Porter removes the Undo Package from the Content Porter server.



## Chapter 4 Configuring Content Porter

You can set a number of general configuration settings that apply to all import, export or undo sessions you perform. You can access these settings from any Content Porter wizard screen by clicking **Settings**.

When you click **Settings** the **SDL Content Porter Settings** screen opens:



### 4.1 Configuring the location of the intermediate package

You can configure the default location of intermediate packages as produced by Content Porter.

#### Context

Typically, only change this setting if you have a pressing reason to do so. By default, Content Porter saves intermediate packages to the Content Porter \Packages subfolder of your Windows personal folder (either `c:\Users\<USERNAME>\Documents\` or `c:\Documents and Settings\<USERNAME>\My Documents\`), or their localized equivalents.

Note that you can still use the location of intermediate packages during the export or import.

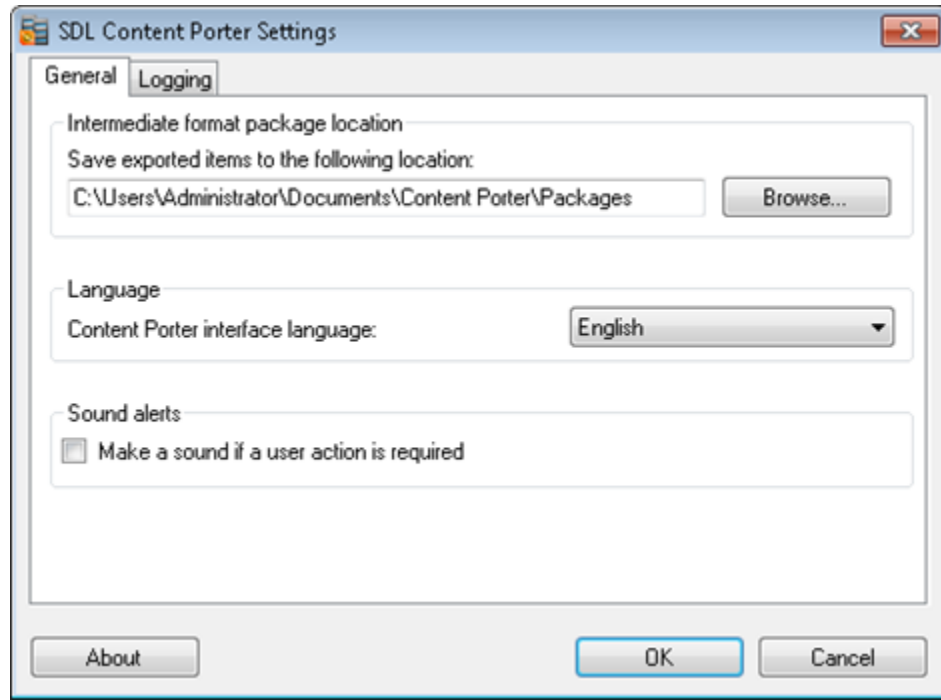
To change the default location of intermediate packages:





## Steps to execute

1. From any screen of the Content Porter client, click **Settings**.  
The **SDL Tridion Content Porter Settings** dialog opens, showing the **General** tab.



2. In the **Intermediate format package location** area, click **Browse** next to the setting **Save exported items to the following location**.  
A standard folder browser dialog opens.
3. Select (or create) a folder and click **OK** to commit your selection.  
The dialog closes and the **SDL Tridion Content Porter Settings** dialog reappears.
4. Click **OK** to commit your change to the Content Porter settings.  
Content Porter now proposes the folder you selected as a default whenever you perform an export, and looks in this folder as a default location whenever you perform an import, until you change it again.

## 4.2 Configuring the interface language

You can set the language of the Content Porter client interface which, by default, is set to English.



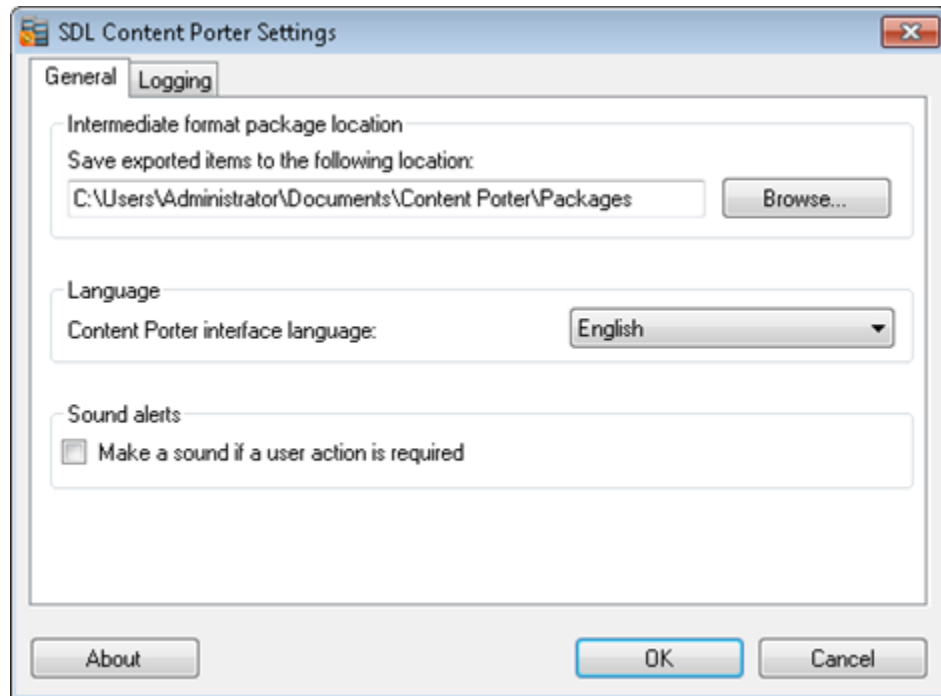
## Context

If your preferred language is not English and if you have a Content Porter Language Pack installed for that language, you can change the interface language.

## Steps to execute

1. From any screen of the Content Porter client, click **Settings**.

The **SDL Tridion Content Porter Settings** dialog opens, showing the **General** tab.



2. In the **Language** area, select the language of your choice from the **Content Porter interface language** dropdown, and click **OK** to commit your change.  
Content Porter applies the language change.
3. Exit and restart the Content Porter client.  
Content Porter now displays its interface in the language you selected.

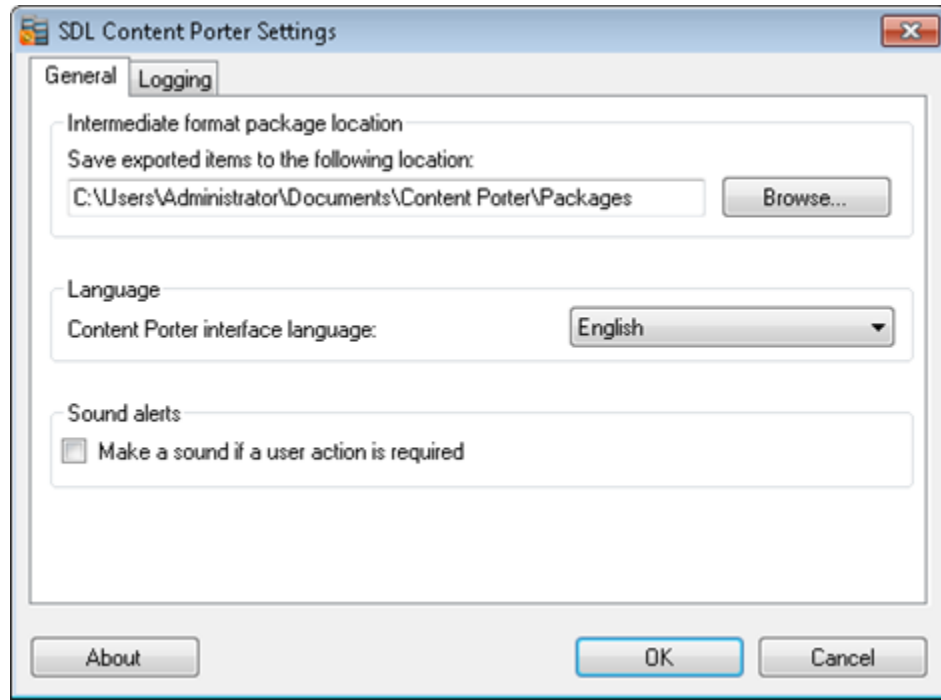
## 4.3 Configuring the sound alert

By default, during the import, export or undo process, Content Porter makes no sounds. You can switch on sound alerts to let Content Porter call your attention even if you are running the application minimized or are not behind the computer (but nearby).



## Steps to execute

1. From any screen of the Content Porter client, click **Settings**.  
The **SDL Tridion Content Porter Settings** dialog opens, showing the **General** tab.



2. In the **Sound alerts** area, select **Make a sound if a user action is required** and click **OK** to commit your change.

Content Porter now makes sounds when errors occur or decision dialogs open, also when run from the command line. This behavior continues until you change the setting again.

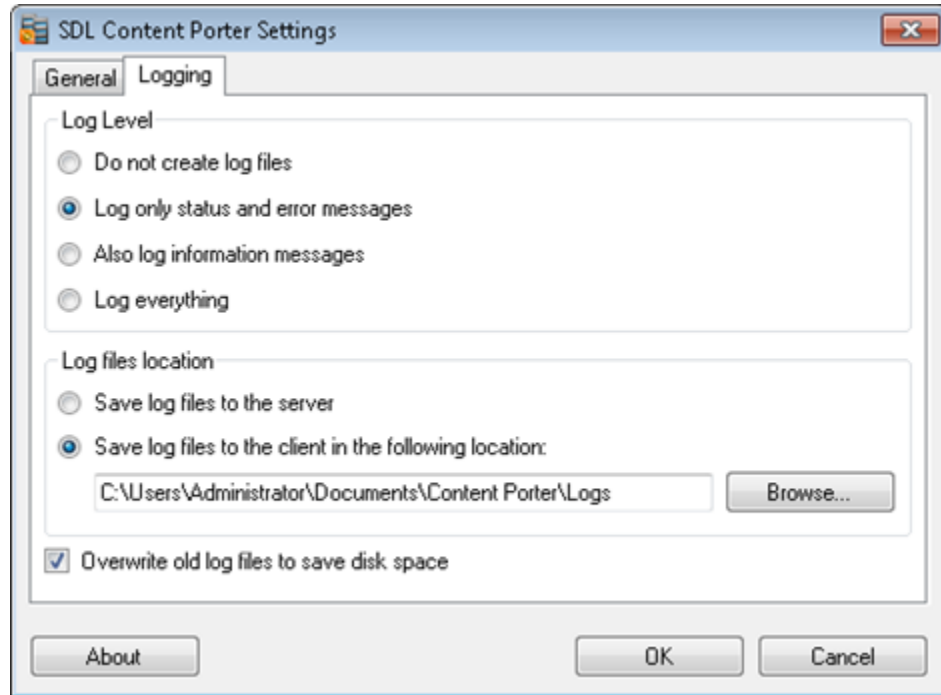
## 4.4 Configuring logging

You can configure whether, where and how Content Porter logs its activities and findings. Typically, only change these settings if you have a pressing reason to do so.

### Steps to execute

1. From any screen of the Content Porter client, click **Settings**.  
The **SDL Tridion Content Porter Settings** dialog opens, showing the **General** tab.
2. Select the **Logging** tab.  
The dialog displays the logging settings.





3. In the **Log Level** area, select the amount of logging you want Content Porter to perform:

**Do not create log files**

Content Porter performs no logging whatsoever.

**Log only status and error messages**

Content Porter only logs critical messages.

**Also log information messages**

Content Porter logs both error conditions and successful operations.

**Log everything**

Content Porter logs every action it takes. This setting is only recommended in a scenario where you need to determine the exact source of a problem. This value normally creates very large log files, and the log level should therefore be set to another value as soon as you have resolved the problem.

4. In the **Log files location** area, select where you want log files to be stored:

**Save log files to the server**

Content Porter stores log files server-side.

**Save log files to the client in the following location**

Content Porter stores log files on the client, by default in the Content Porter\Log subfolder of your Windows personal folder (either `c:\Users\<USERNAME>\Documents\` or `c:\Documents and Settings\<USERNAME>\My Documents\`), or their localized equivalents. Select **Browse** to select a different location on the client machine in which to store the log files.



5. Select **Overwrite old log files to save disk space** if you have limited disk space for your log files; clear this option to keep a complete log history of every export, import or undo you perform.
6. After you have made your changes, click **OK** to apply those changes.  
The dialog closes and Content Porter uses your new settings in every export, import or undo, until you change them again.

