

# 4. Portfolio

## 4.7. Export

Portfolio > Export

You can export your portfolio to keep your files and Mahara-created content offline. You can create an export at any time and as often as you wish. You have two options for the export:

- **Standalone HTML web site:** A zip file containing a web site with your portfolio data is created. You cannot import this into Mahara or another portfolio system again, but it is readable in a standard web browser and you do not need a Mahara in order to view it. To view this web site, extract the zip file and click on the index.html file that is in the folder.
- **Leap2A:** A zip file containing a folder in the Leap2A standard format is created. You can then import this into another Leap2A-compliant system or have it imported by an administrator into your current Mahara or another one. A new user is created during the import process.

*It is recommended that you export your portfolio both in HTML and Leap2A because you never know whether you will be able to import it back into Mahara or maybe even another ePortfolio system.*

### Export your portfolio

This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups.

#### Choose an export format ①

☒ **Standalone HTML web site**  
This creates a self-contained website with your portfolio data. You cannot import this again, but it is readable in a standard web browser.

☐ **Leap2A**  
This gives you an export in the **Leap2A standard format**. You can later use this to import your data into other Leap2A-compliant systems, although the export is hard for humans to read.

#### What do you want to export? ②

☐ All my data  
☒ Just some of my pages  
☐ Just some of my collections

##### Pages to export

Select all | Reverse selection

<input type="checkbox"/> <b>Internship</b> Click to preview	<input type="checkbox"/> <b>Learning journey</b> Click to preview	<input type="checkbox"/> <b>Overseas experience</b> Click to preview
<input type="checkbox"/> <b>Presentations over the years</b> Click to preview ④	<input type="checkbox"/> <b>(Daily) Blogs</b> Click to preview	<input type="checkbox"/> <b>1 2 3 GO!</b> Introduction to my portfolio Click to preview
<input type="checkbox"/> <b>Work (and) interests</b> Click to preview		

☒ **Include user feedback ⑤**  
All user comments will be included in the HTML export.

**Generate export ⑥**

Export your portfolio

To export your portfolio on [Portfolio](#) > [Export](#):

1. Choose either **Standalone HTML web site** or **Leap2A**. You can run through the export twice in order to get both formats.
2. Choose what you want to export:
  - **All my data**: Everything that is stored in your account in [Content](#) and [Portfolio](#). Excluded are any of your group contributions.
  - **Just some of my pages**: You can choose which pages and the artefacts that are contained within them you want to export.
  - **Just some of my collections**: You can select which collections and the artefacts that are contained within them you want to export.
3. If you have chosen to export just some pages or collections, you can select them here by ticking the individual check boxes to mark them for inclusion. With the links [Select all](#) or [Reverse selection](#) you can more quickly decide which portfolio pages or collections to include in the export.
4. Click the [Click to preview](#) link to preview a page or collection before you select it.
5. Tick the check box for [Include user feedback](#) if you want to keep that in your export.
6. Click the [Generate export](#) button to start the export process.

Depending on the size of your portfolio, the export may take a little bit. Once everything has been processed, a file will either be downloaded automatically to your computer or you can decide to save it. That depends on your browser settings.