

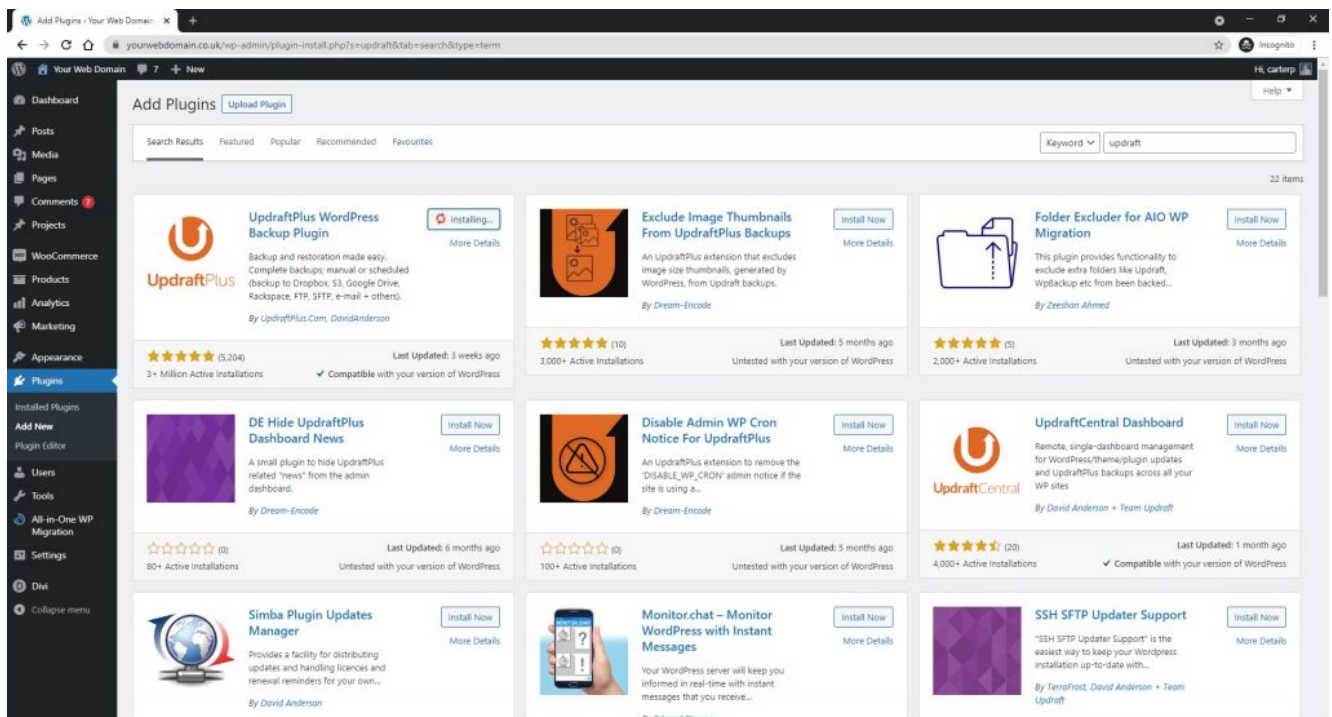
This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



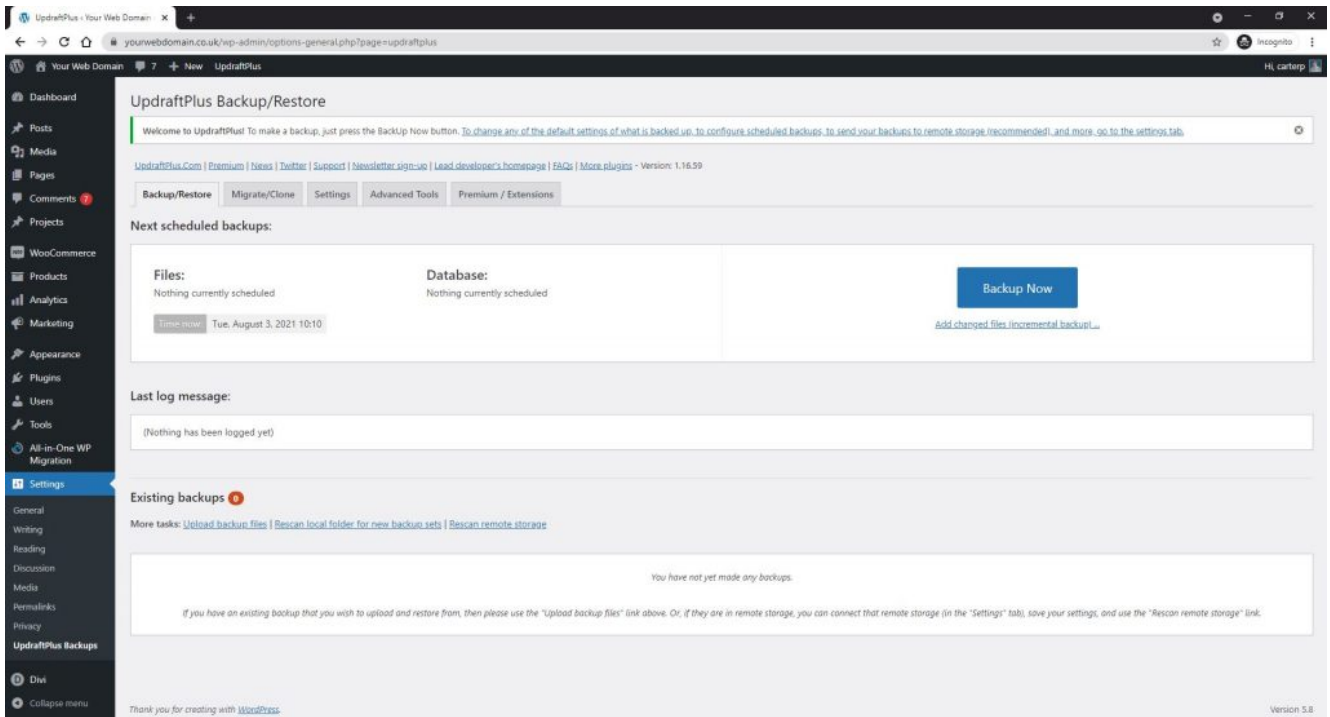
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How do I backup my WordPress website?

1. Go into [Dashboard] [plugins] and install and activate [UpdraftPlus](#) WordPress Backup Plugin, if you do not know how to install plugins take a look at this [article first](#).

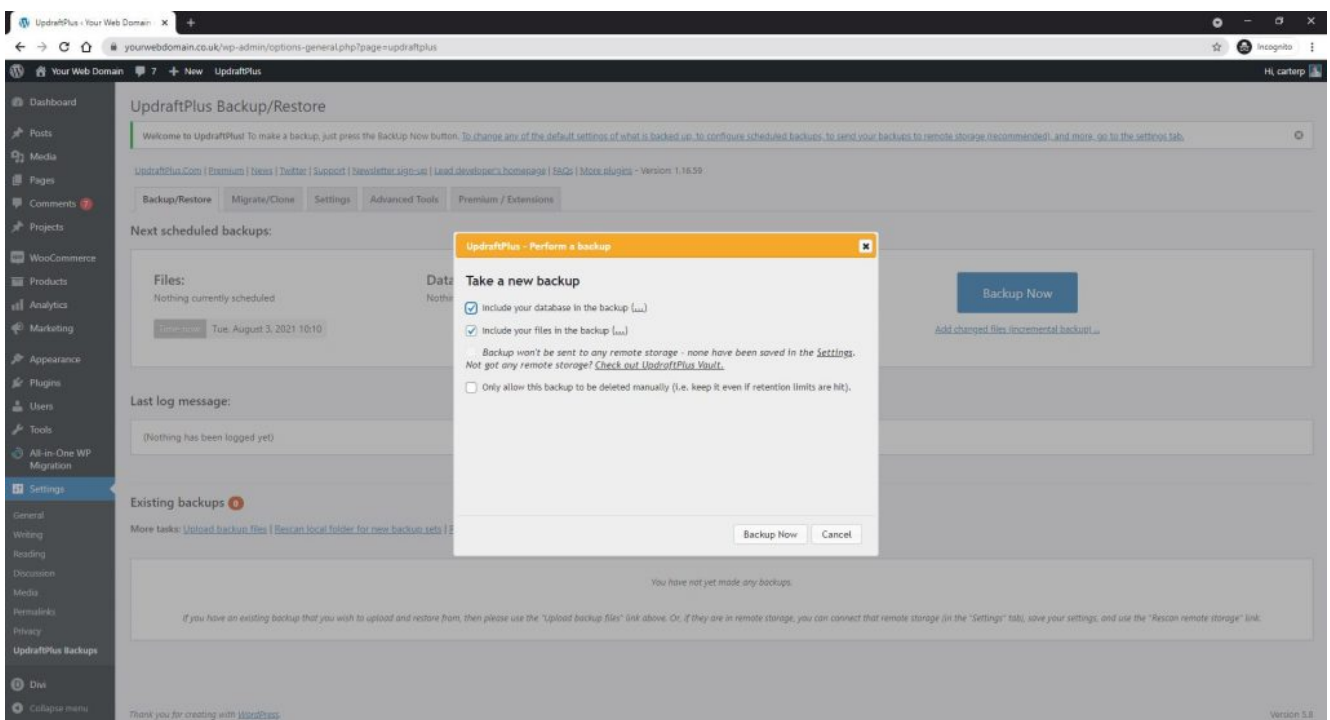


2. Once installed go to [Settings] [UpdraftPlus Backups]

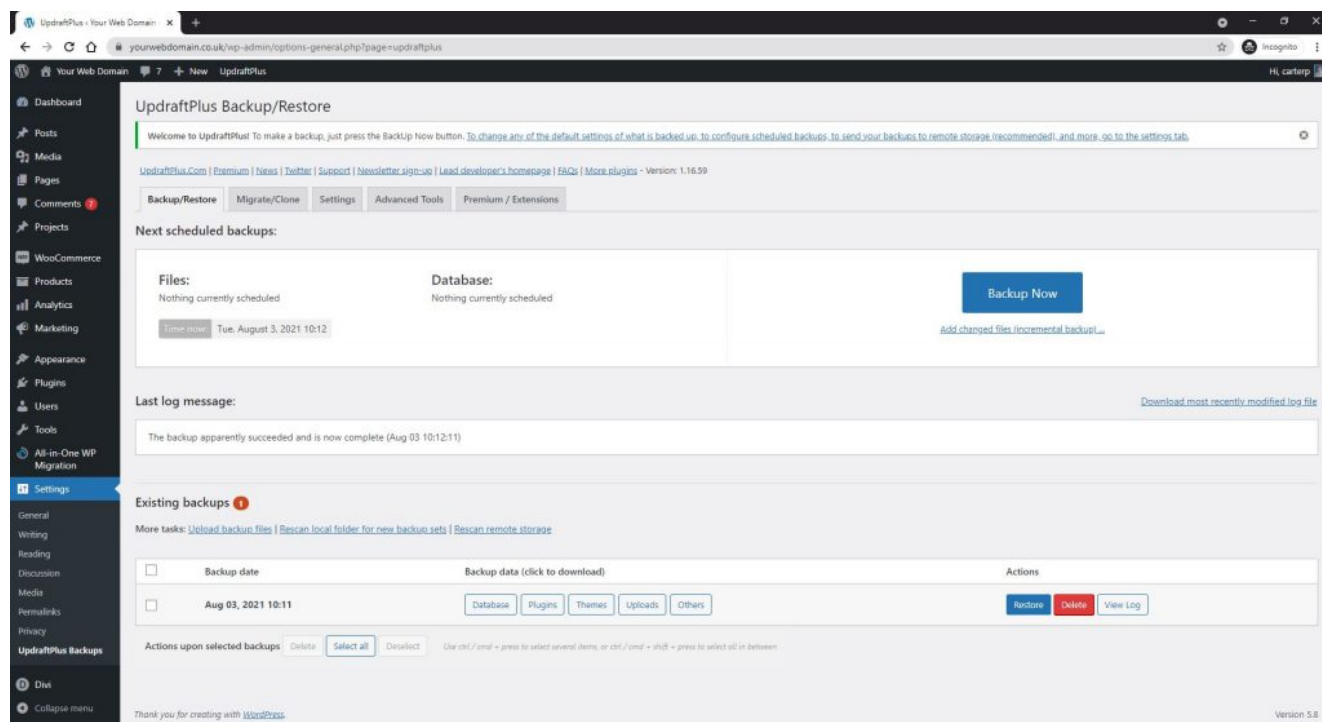


3. To run an adhoc back up click [Backup Now], This is useful if you are about to make changes or run updates on your site.

4. On the popup window that appears make sure the first two boxes “include the database...” and “Include any files” are both check and then click [Backup Now].



5. Once complete you'll see a log message saying "The backup apparently succeeded and is now complete {date}".
6. It is important you do not keep your backups on your web-server, click the [Existing Backups] tab to access and download your backups.



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