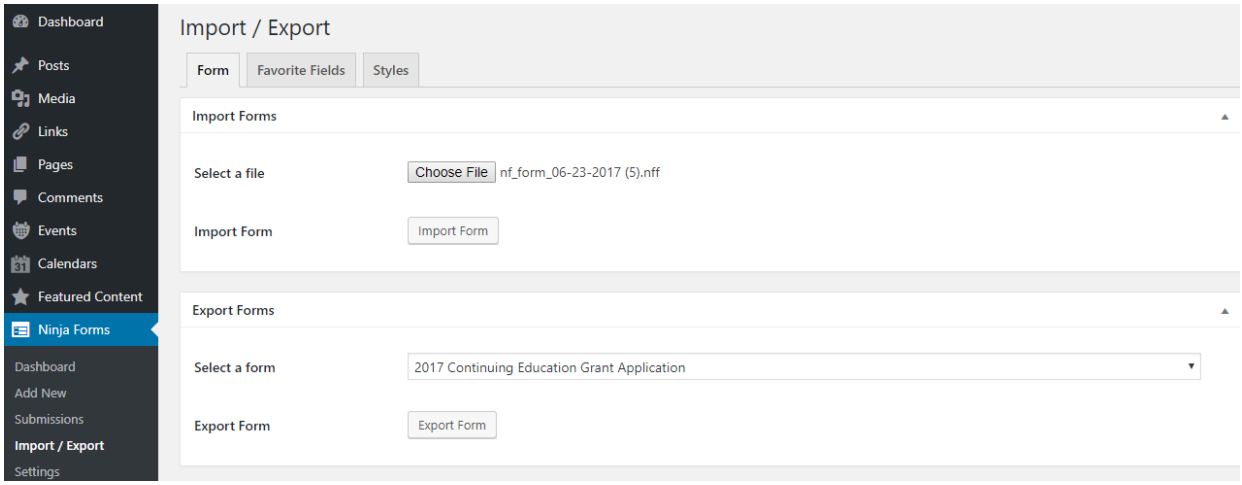
Ninja Forms in Word Press

Backing up your Ninja Form

1. Login as Administrator to your Word Press site
2. From the **WordPress Dashboard**, select **Ninja Forms**
3. Click **Import/Export** (see the image below)
4. Where is says "Export Forms" "Select a form" click the **down arrow**
5. Select the desired form
6. Click the **Export Form** button
7. The form will go to your downloads folder unless otherwise directed. Look at the bottom left of your browser window for a file named something like **nf_form_07-06-2017.nff.** The filename explains it is a Ninja form, dated the current date, with the file extension of .nff.
8. Click the Show all button on the bottom right of your Chrome Browser windows to see what folder the file resides in and make note of where.
9. If something were to happen to your Ninja form, you will have this backup on your PC to restore back to your website. See **Restoring your Ninja Form (if need be)** below, to get your form back if it would disappear.

Restoring your Ninja Form (if need be)

1. Login as Administrator to your Word Press site
2. From the **WordPress Dashboard**, select **Ninja Forms**
3. Click **Import/Export** (see the image below)
4. Where it says "Import Forms" and "Select a file" click the button to **Choose File**
5. Navigate to where your file is located. After the desired file is selected, click **Open**.
6. You will come back to this window. Notice the name of the file you selected now displaying beside the Choose File button.
7. Click the **Import Form** button
8. You will see a message that the **Form was imported successfully** at the top.
9. Click **Ninja Forms**. The selected form will display.