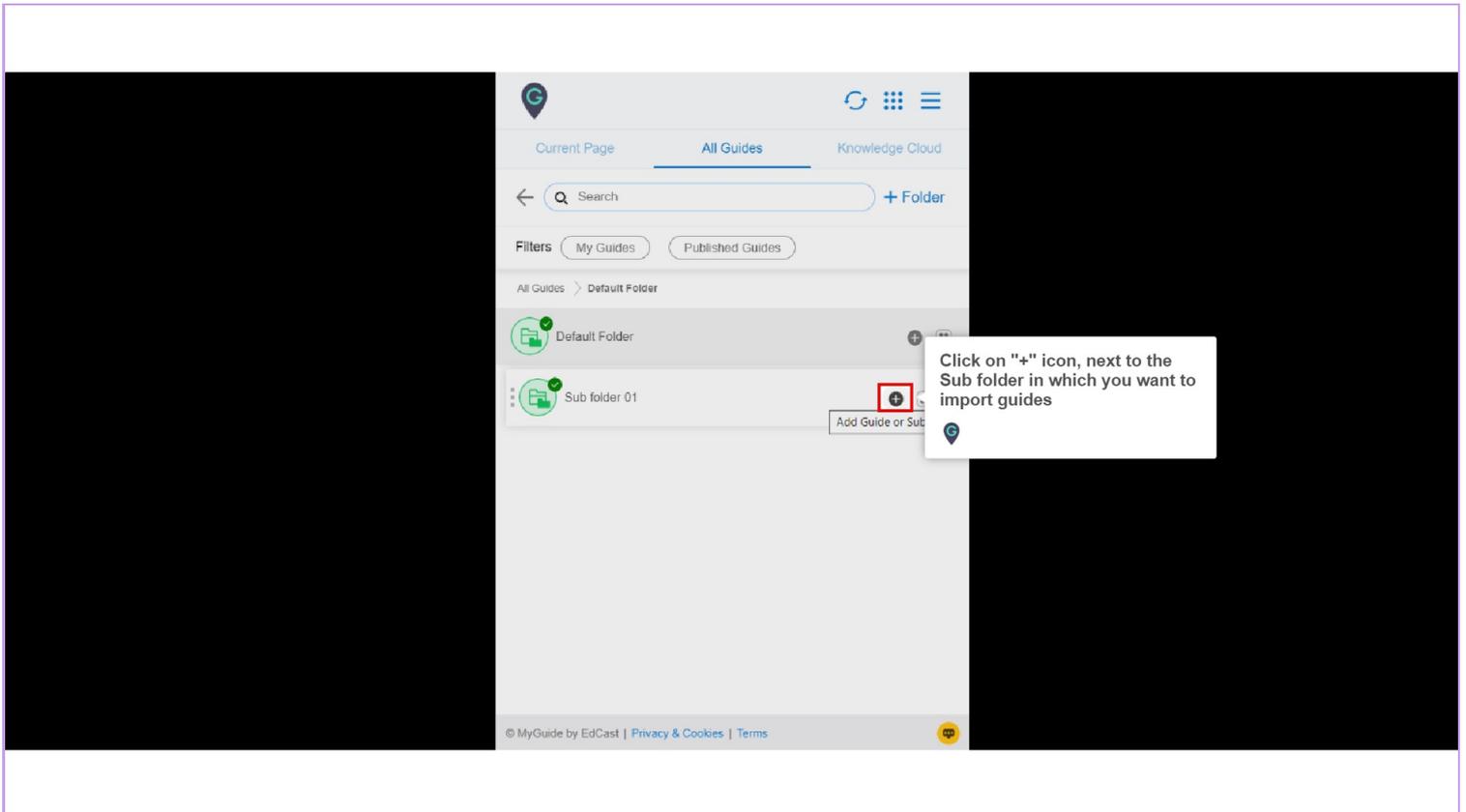




## How to Import and Export Guides

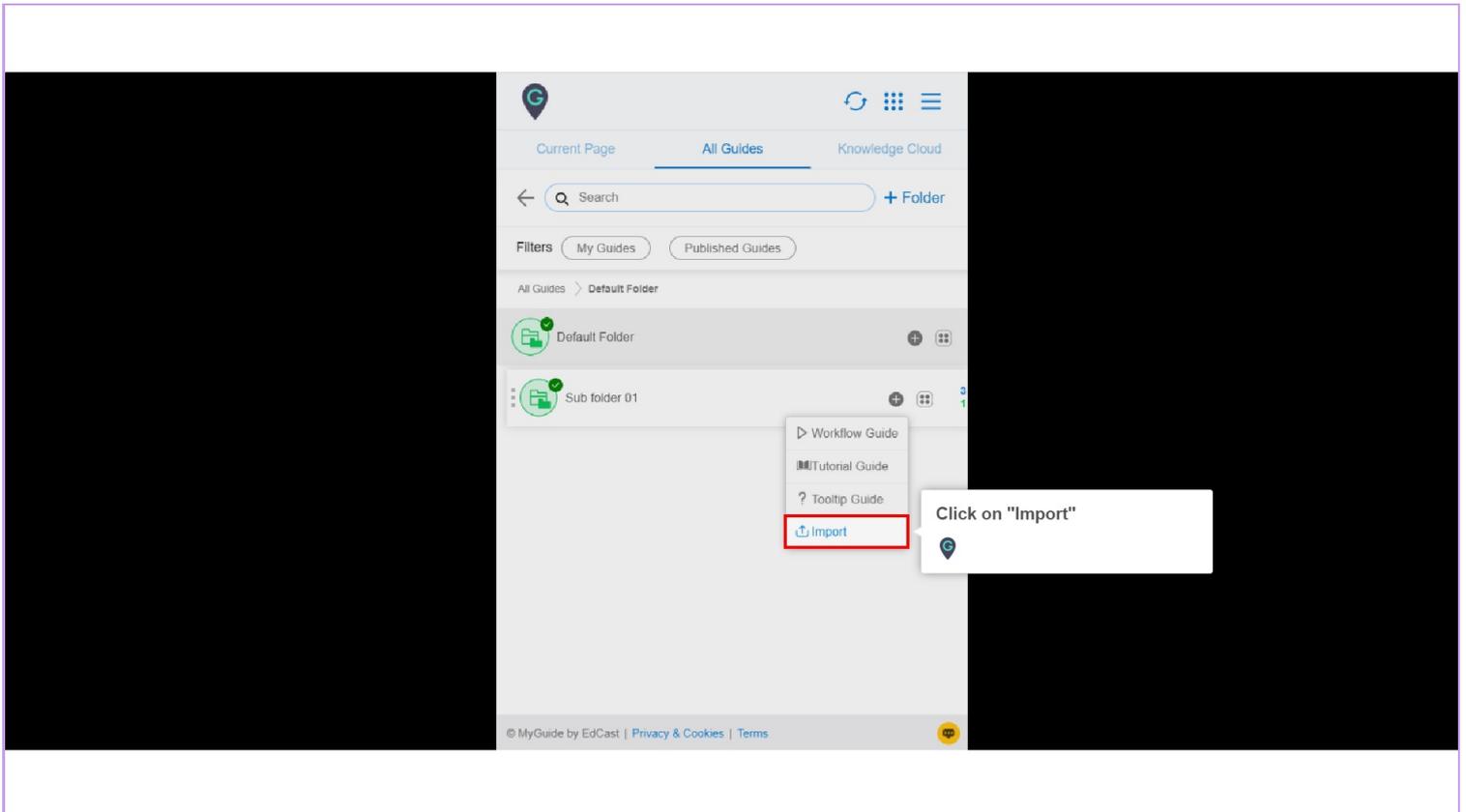
## Step: 01

Click on "+" icon, next to the Sub folder in which you want to import guides



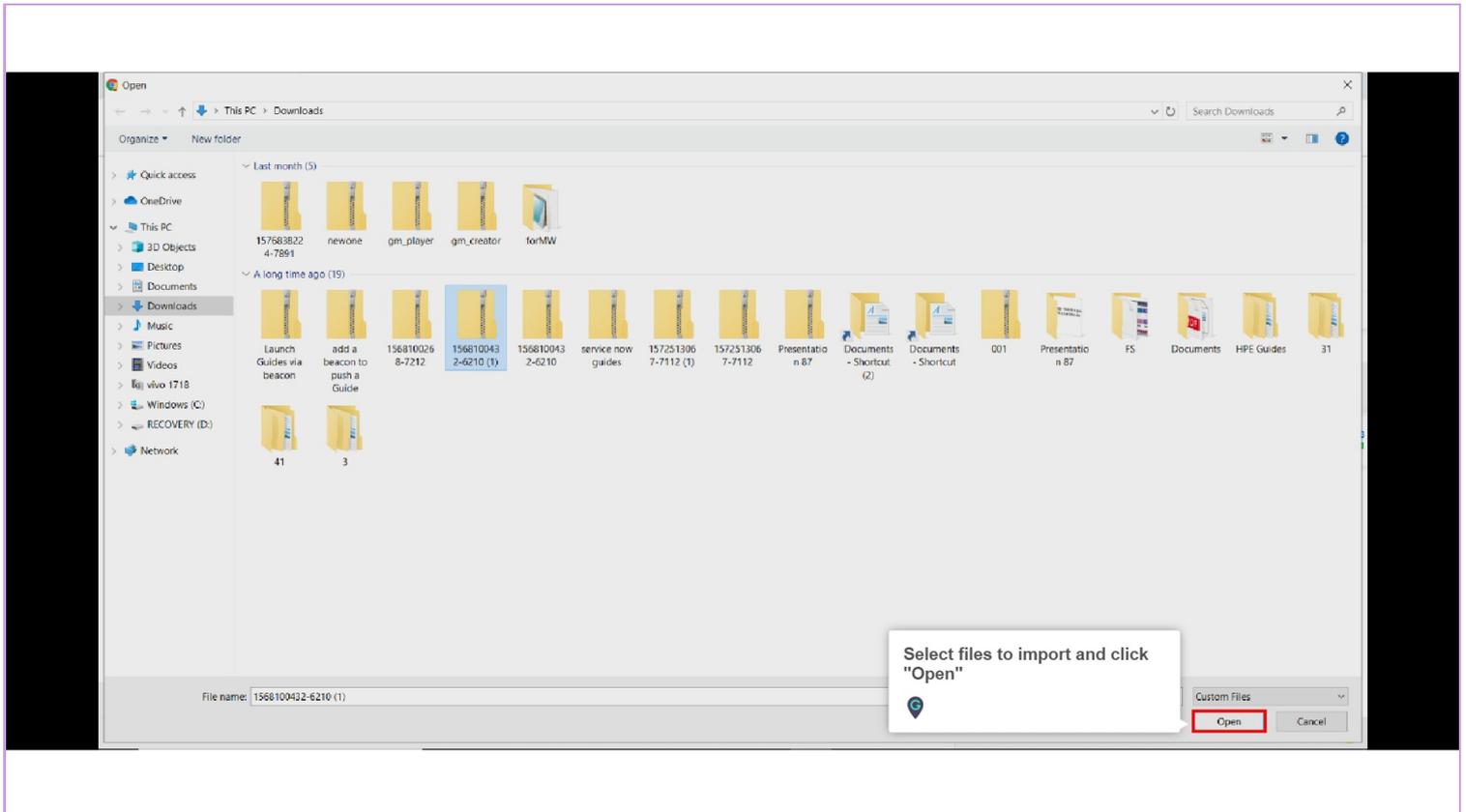
## Step: 02

Click on "Import"



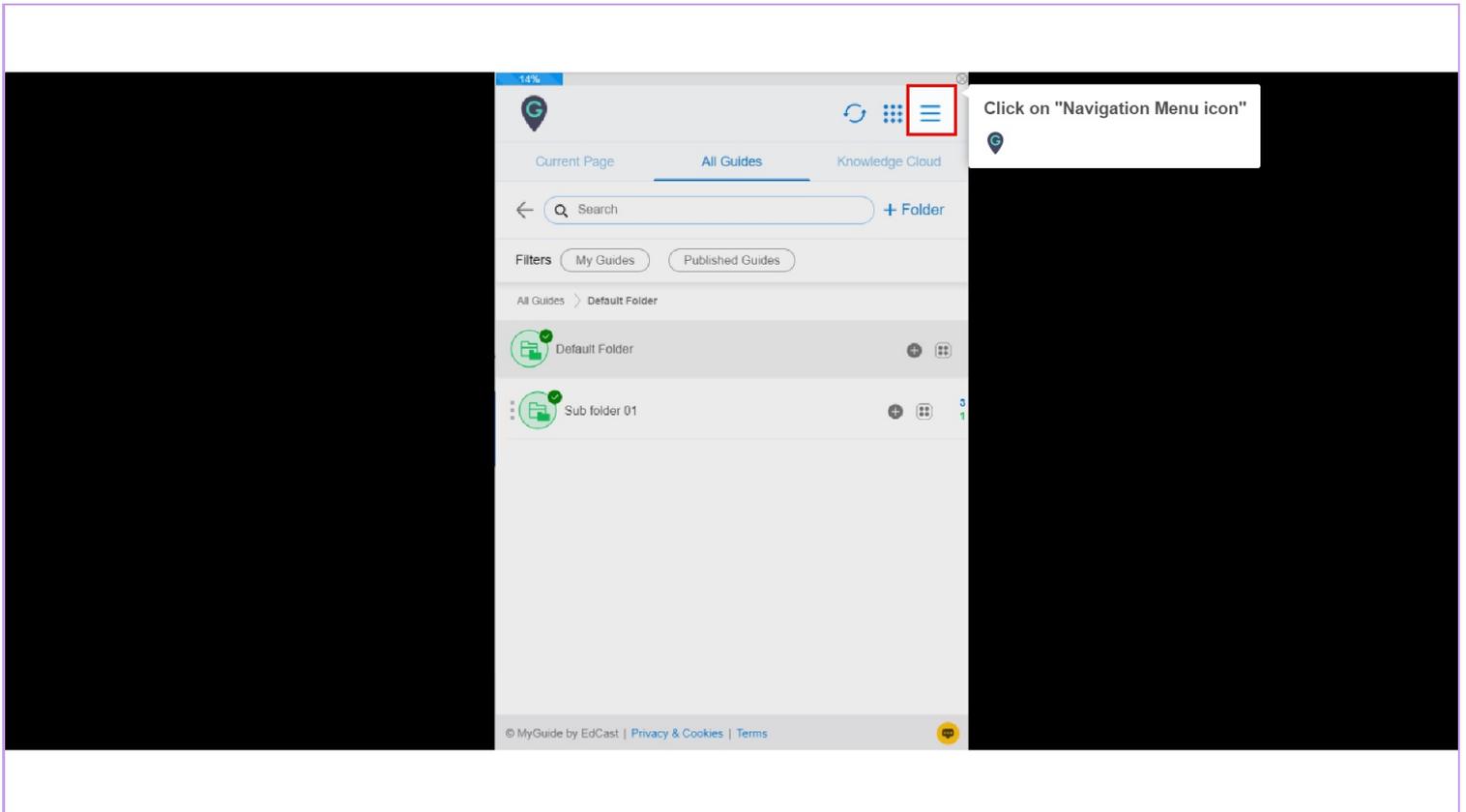
## Step: 03

Select files to import and click "Open"



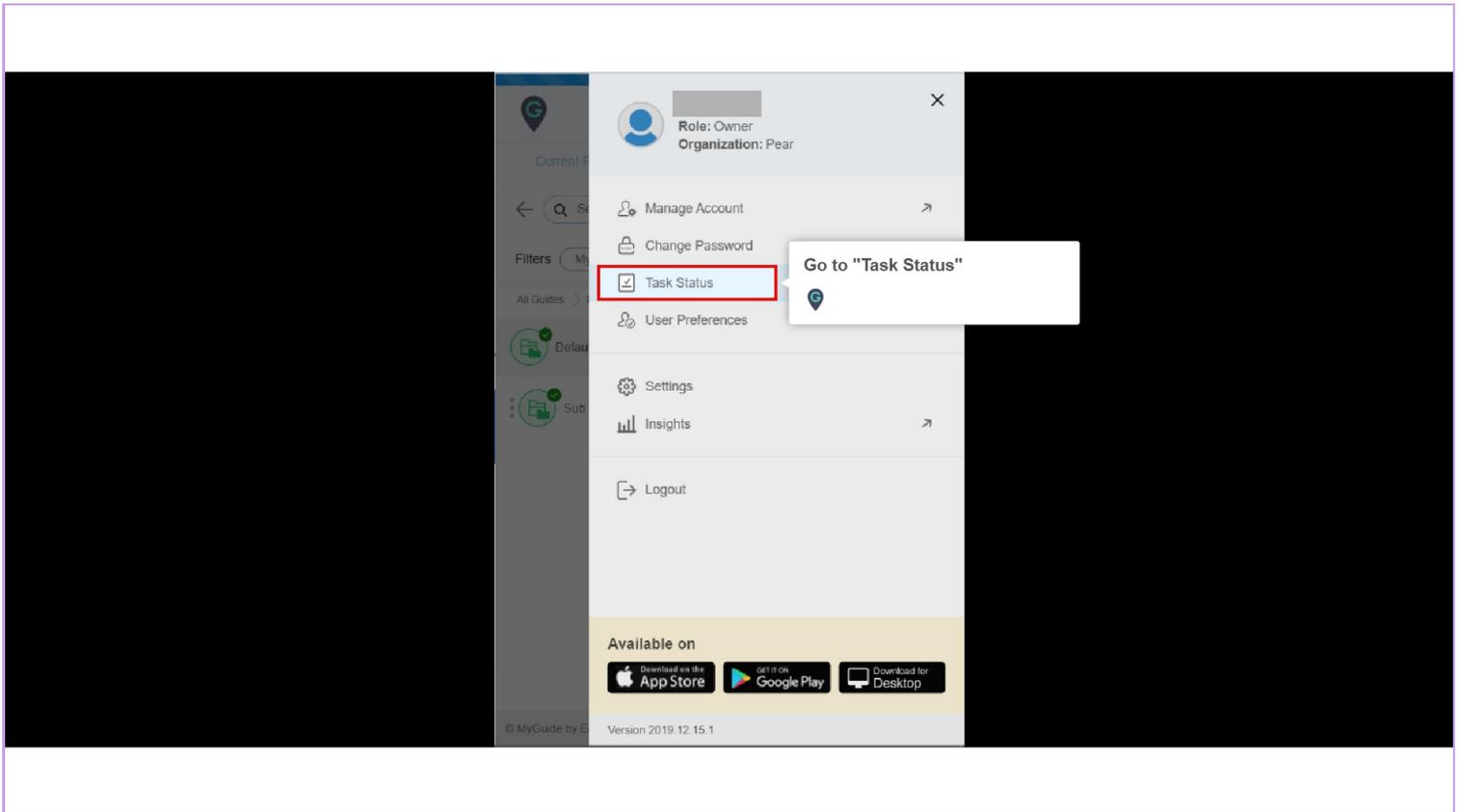
## Step: 04

Click on "Navigation Menu icon"



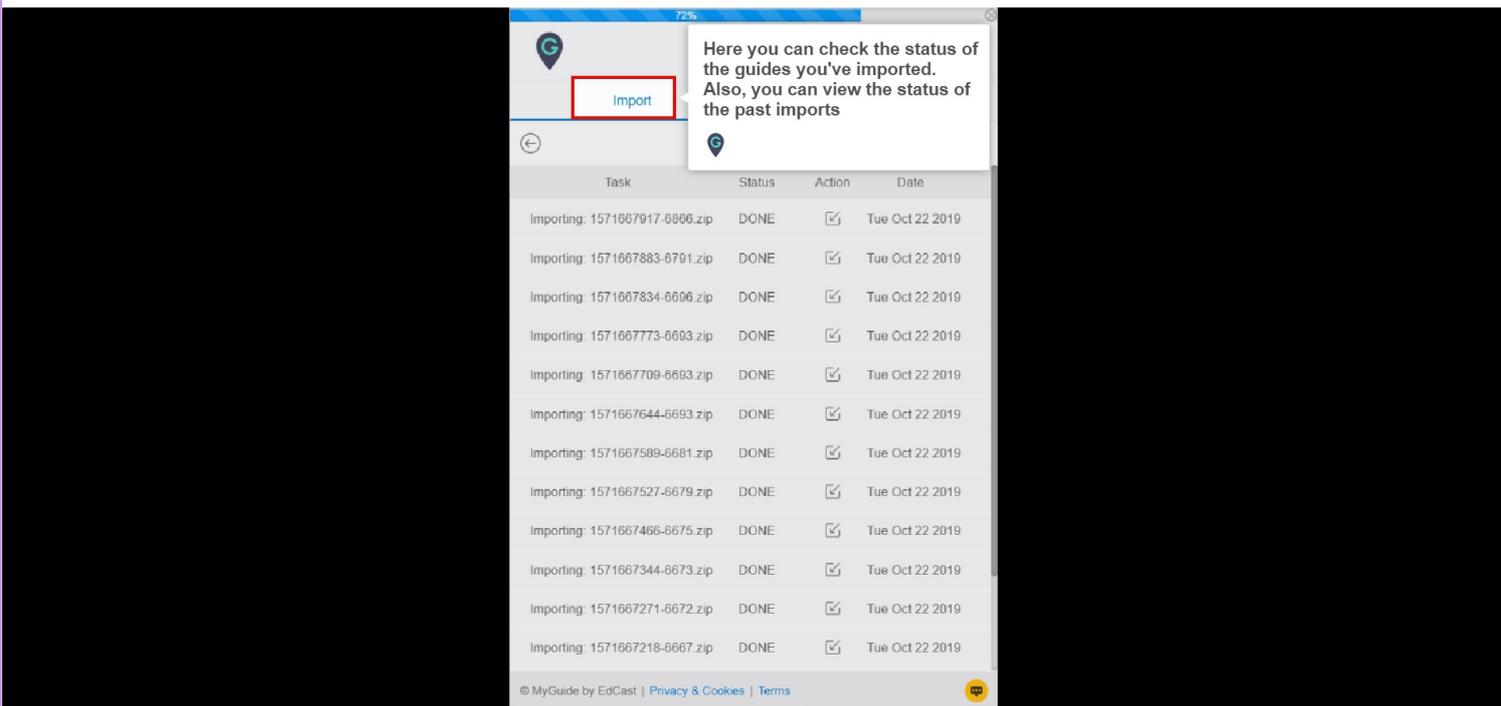
## Step: 05

Go to "Task Status"



## Step: 06

Here you can check the status of the guides you've imported. Also, you can view the status of the past imports



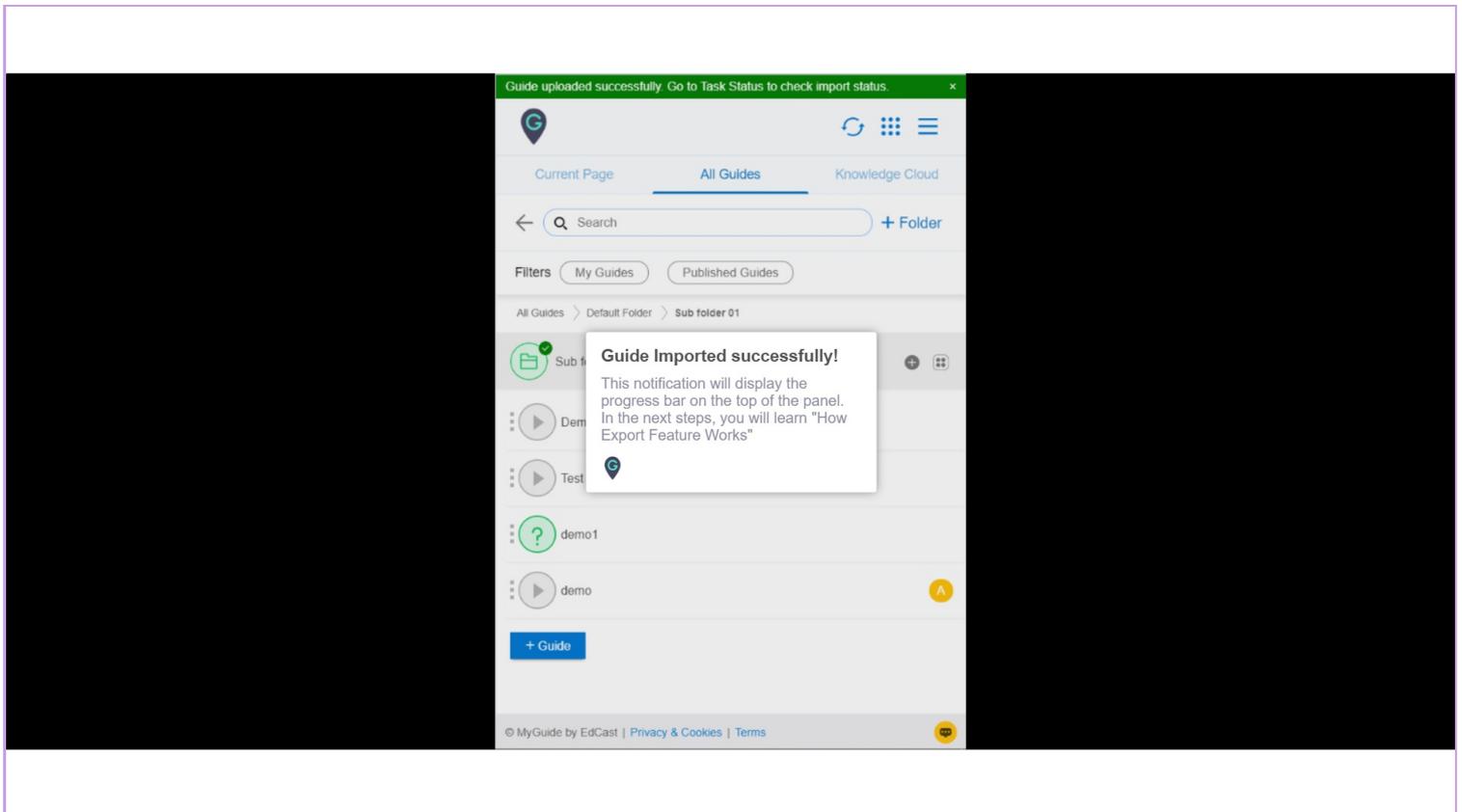
The screenshot displays the MyGuide interface. At the top, there is a navigation bar with a location pin icon and a blue 'Import' button. Below the navigation bar is a table with the following columns: Task, Status, Action, and Date. The table lists 12 import tasks, all with a status of 'DONE' and a date of 'Tue Oct 22 2019'. Each row includes a checkmark icon in the Action column. A tooltip is visible over the 'Import' button, containing the text: 'Here you can check the status of the guides you've imported. Also, you can view the status of the past imports'. At the bottom of the interface, there is a footer with the text '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small yellow icon.

Task	Status	Action	Date
Importing: 1571667917-6866.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667883-6791.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667834-6896.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667773-6693.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667709-6693.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667644-6693.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667589-6681.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667527-6679.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667466-6675.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667344-6673.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667271-6672.zip	DONE	☑	Tue Oct 22 2019
Importing: 1571667218-6667.zip	DONE	☑	Tue Oct 22 2019

## Step: 07

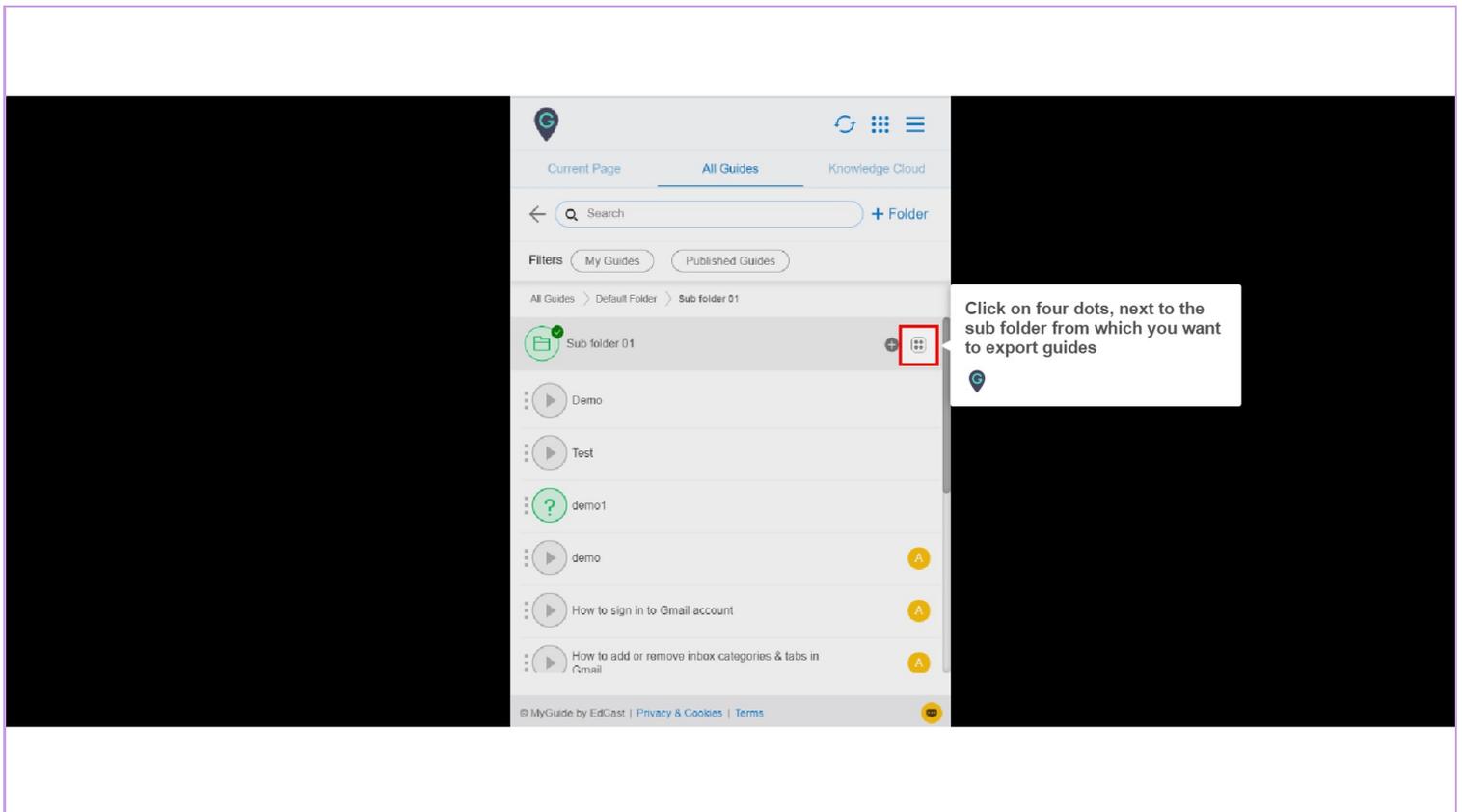
### Guide Imported successfully!

This notification will display the progress bar on the top of the panel. In the next steps, you will learn "How Export Feature Works"



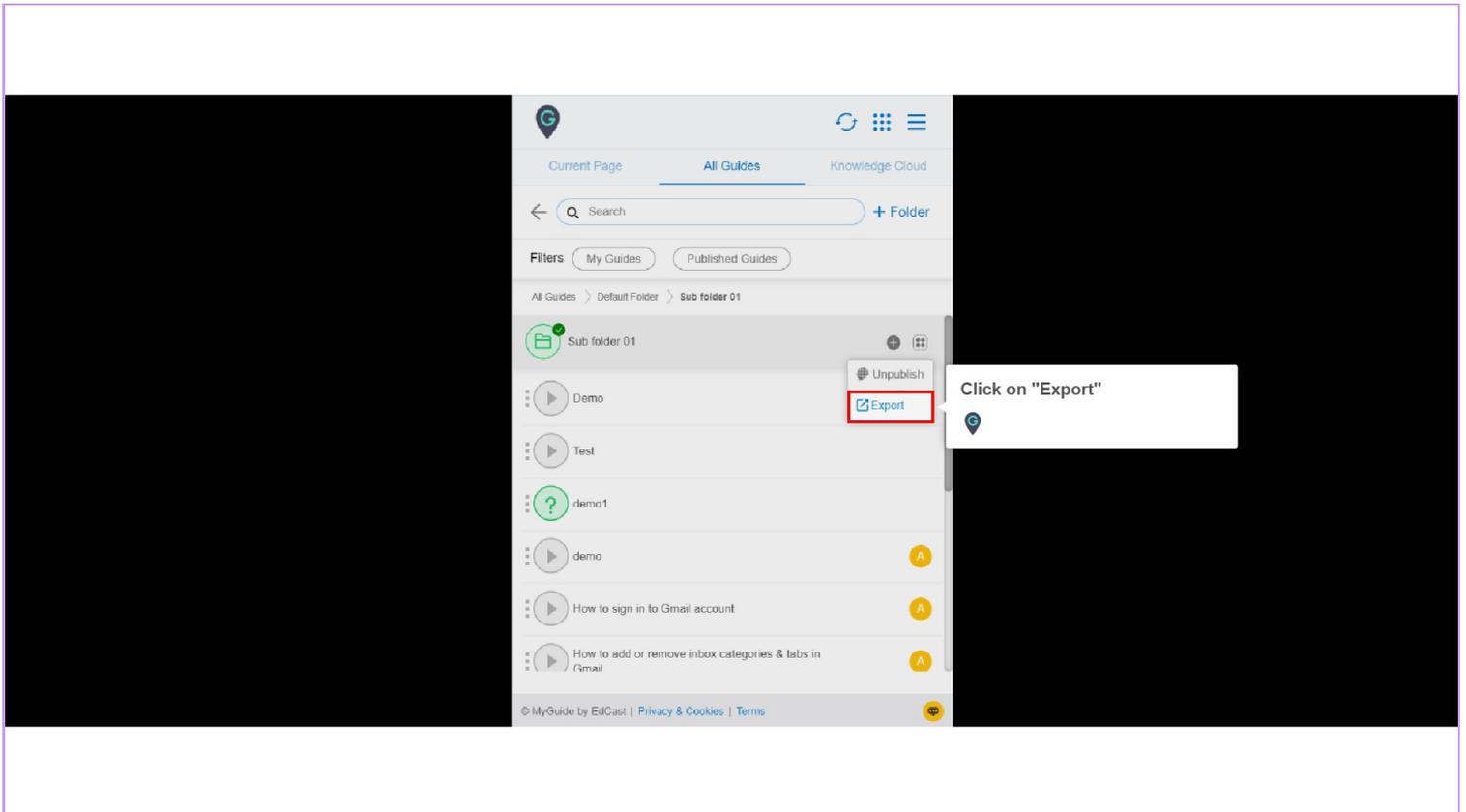
## Step: 08

Click on four dots, next to the sub folder from which you want to export guides



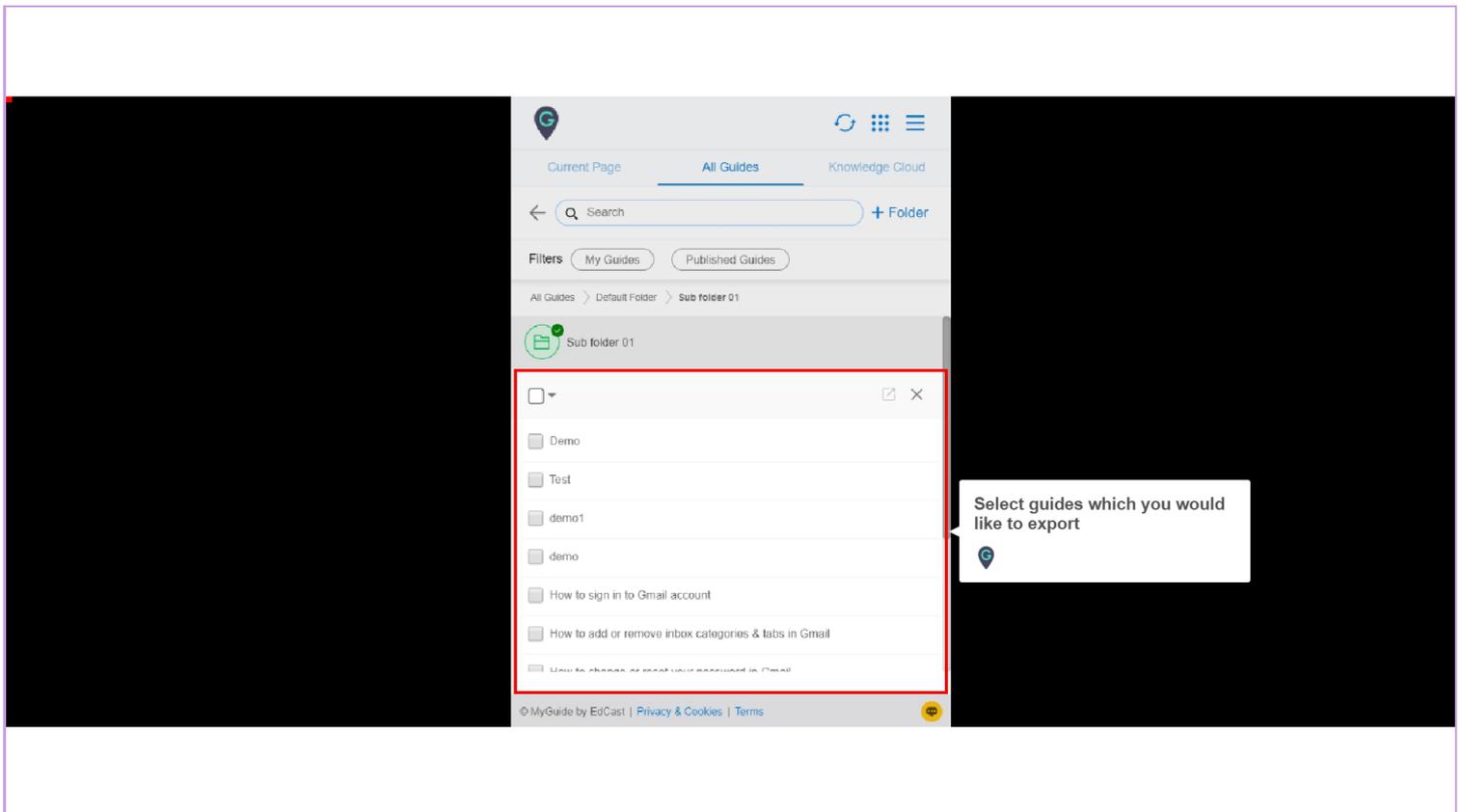
## Step: 09

Click on "Export"



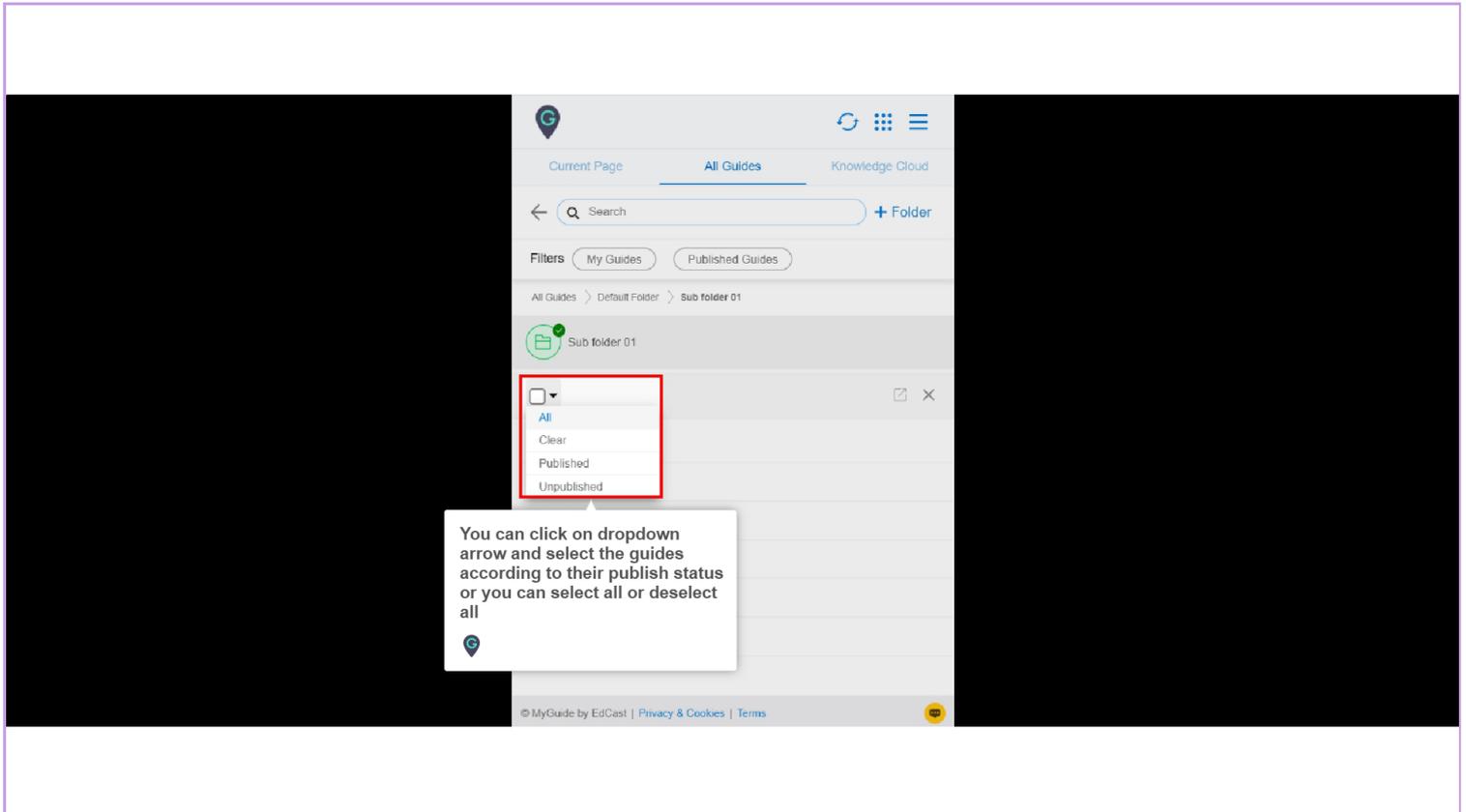
## Step: 10

Select guides which you would like to export



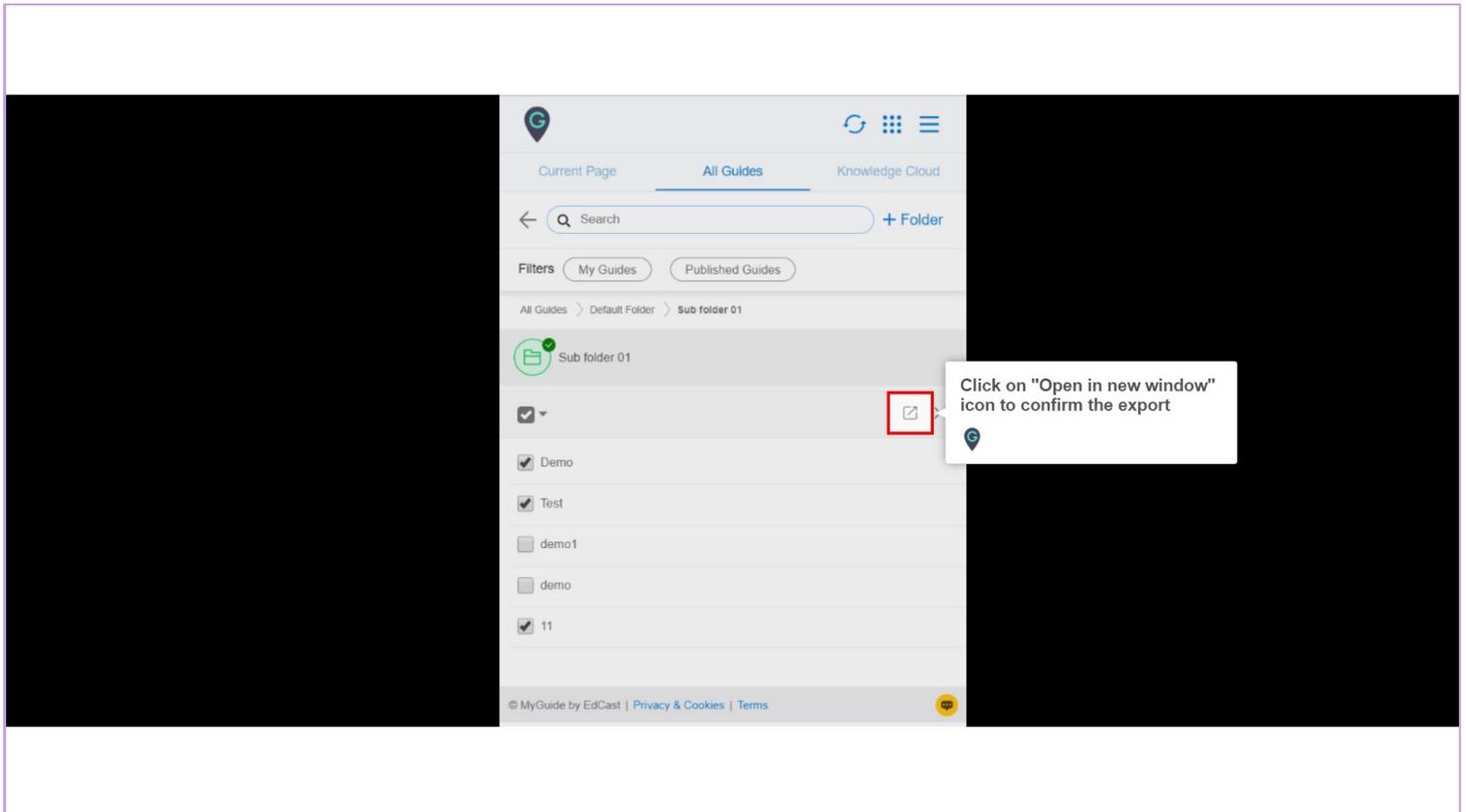
## Step: 11

You can click on dropdown arrow and select the guides according to their publish status or you can select all or deselect all



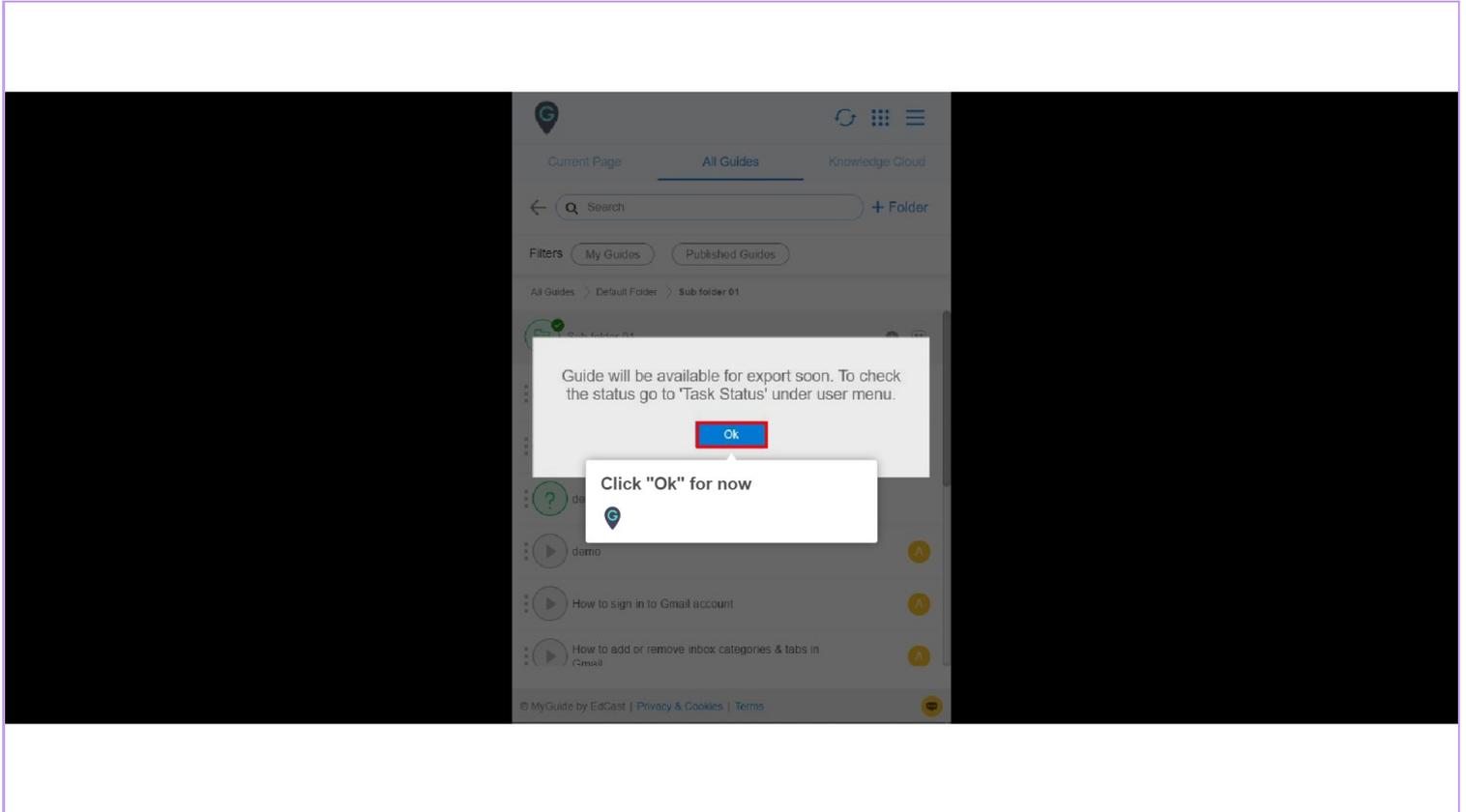
## Step: 12

Click on "Open in new window" icon to confirm the export



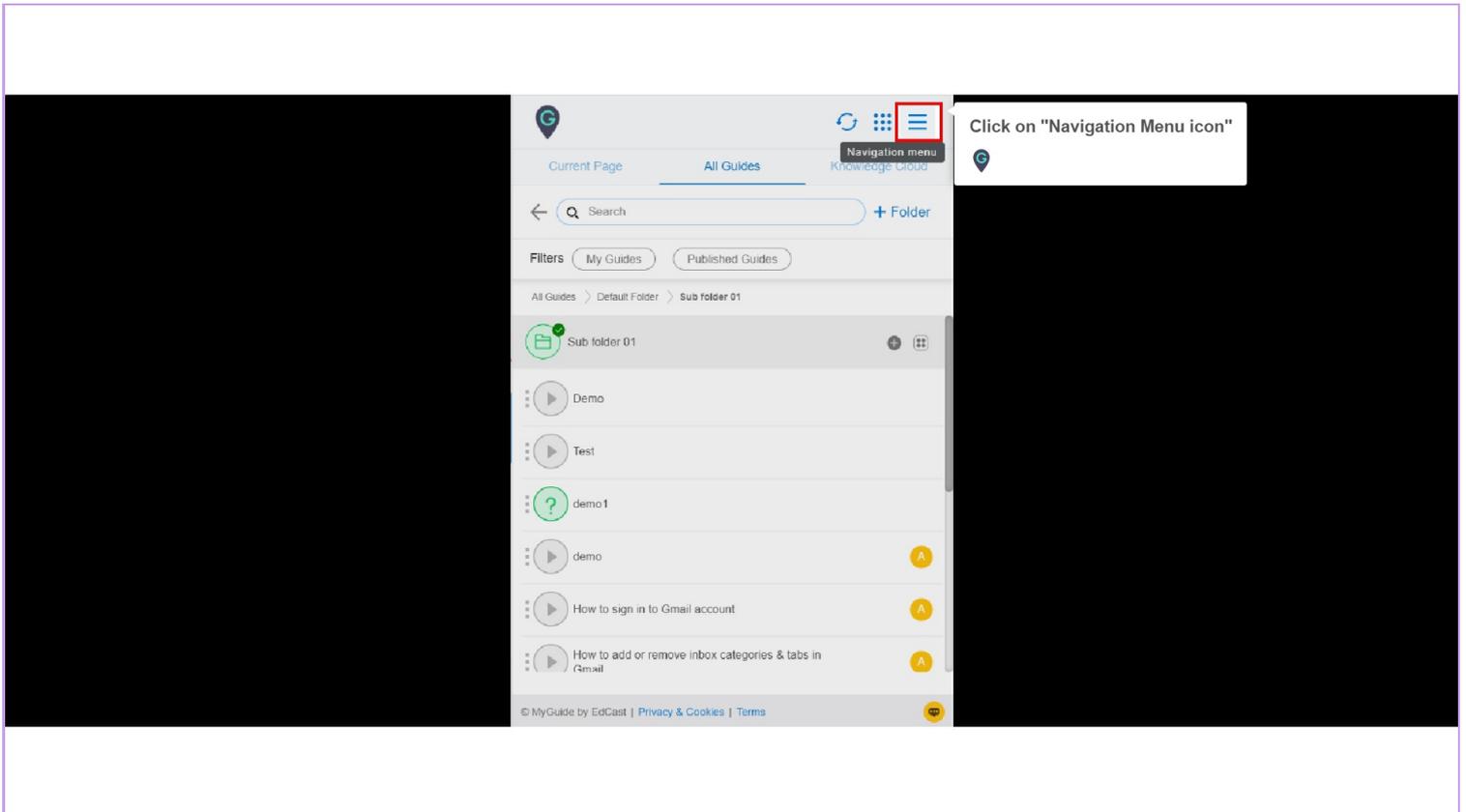
## Step: 13

Click "Ok" for now



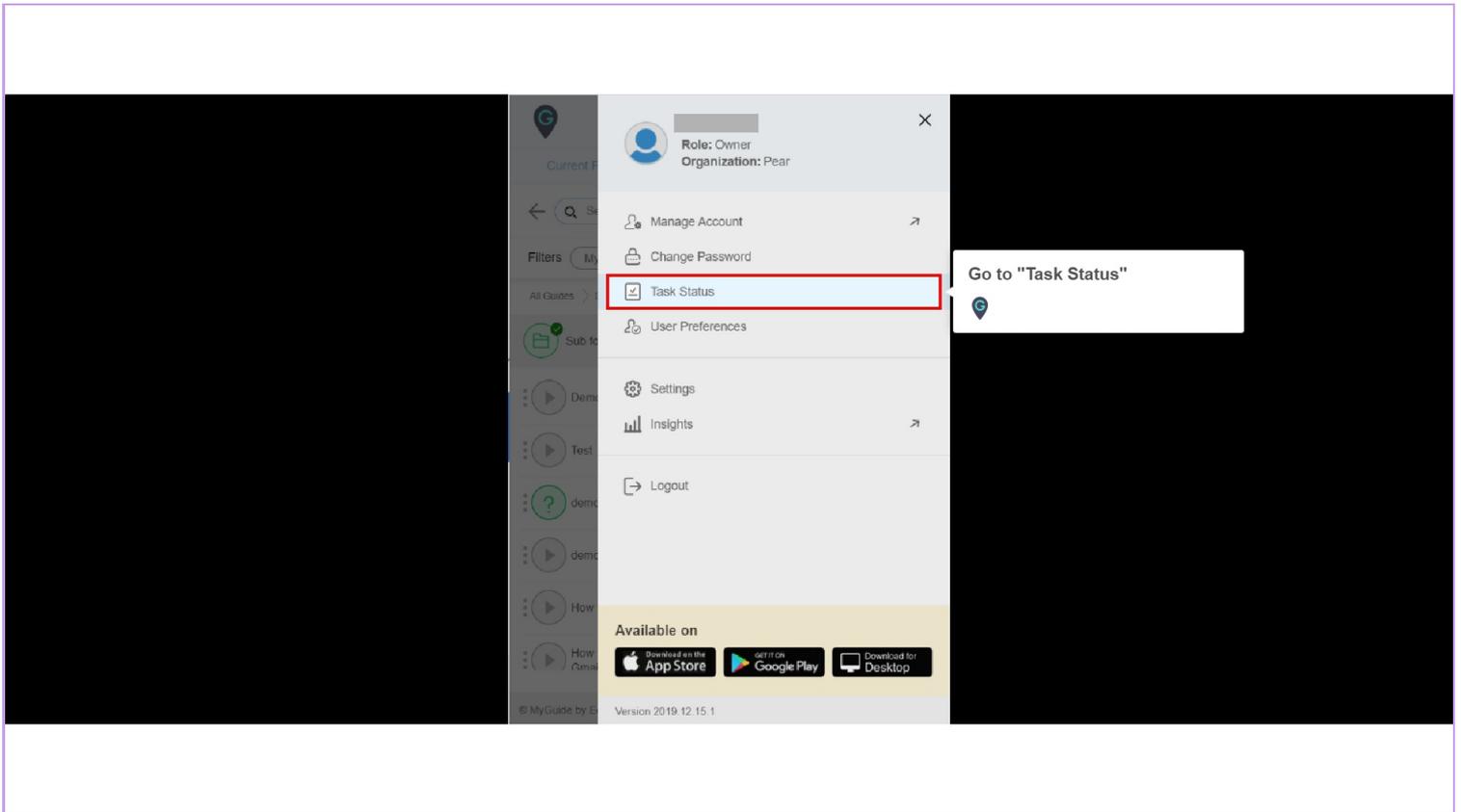
## Step: 14

Click on "Navigation Menu icon"



## Step: 15

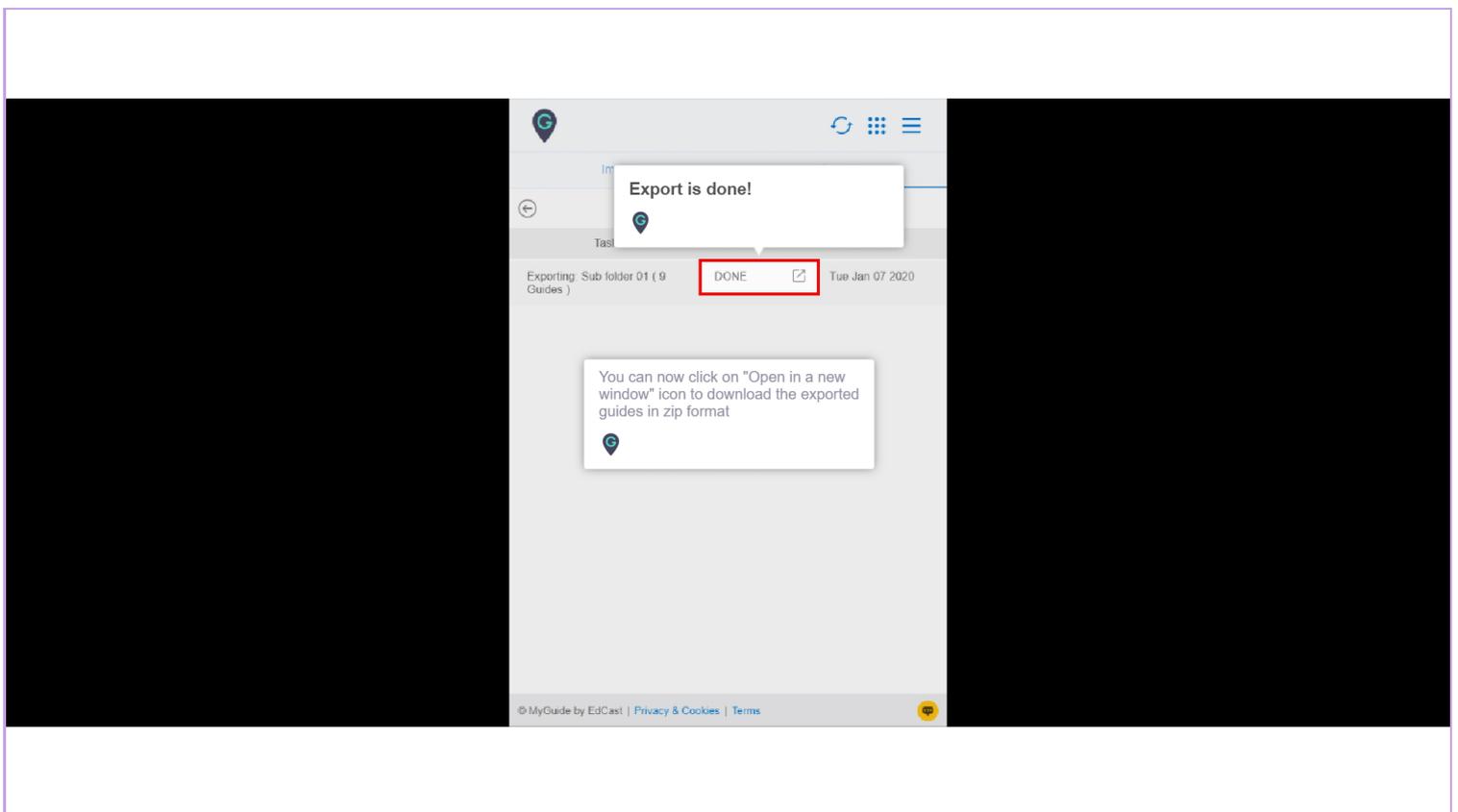
Go to "Task Status"



## Step: 16

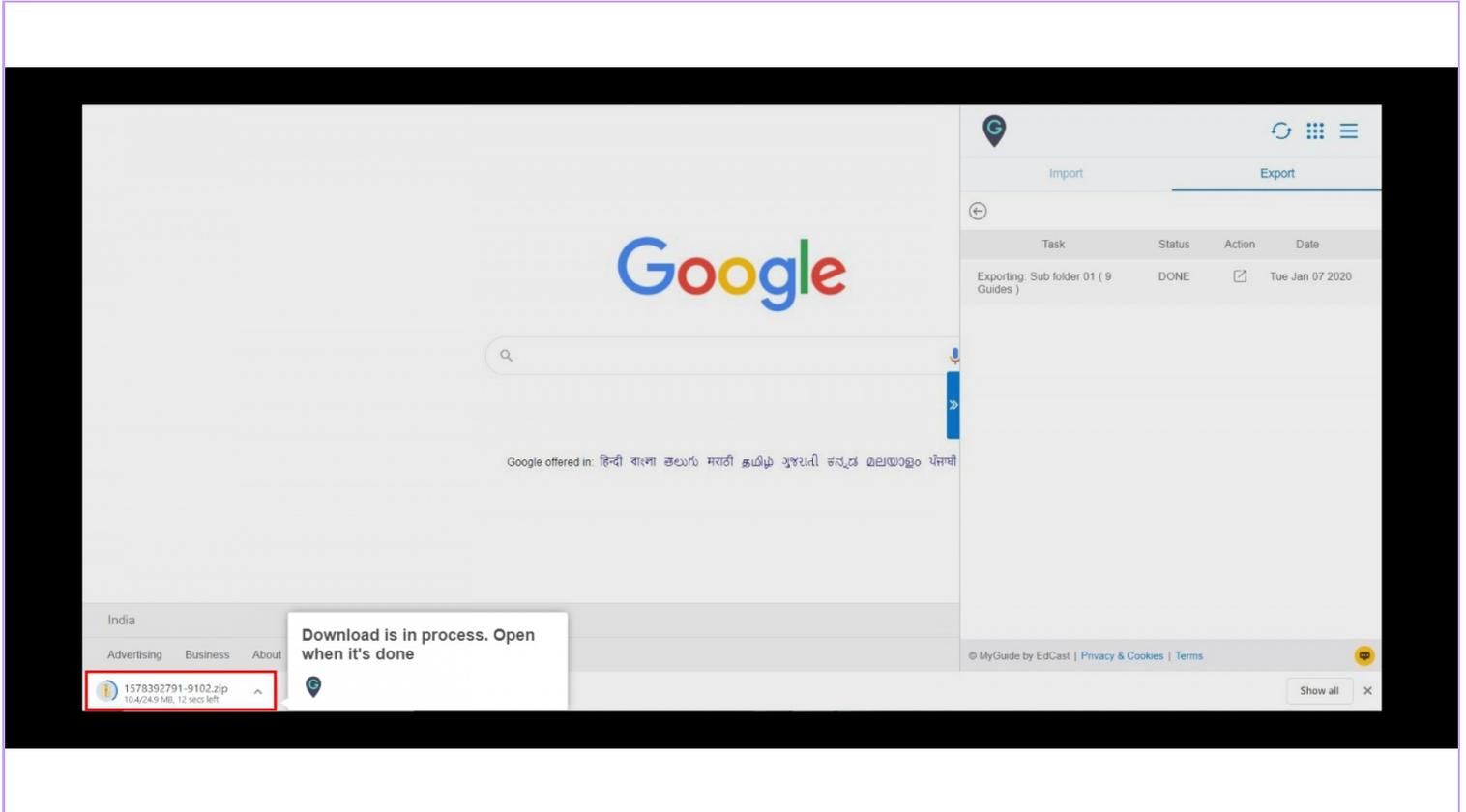
You can now click on "Open in a new window" icon to download the exported guides in zip format

Export is done!



## Step: 17

Download is in process. Open when it's done



# Thank You!

[myguide.org](https://myguide.org)