# BI Office Back Up and Restore a PAXL File

Users can back up and restore content by exporting it into a BI Office PAXL file. They can then import the files back into BI Office, choose the desired location, and choose to overwrite existing content or create new custom elements. PAXL files are proprietary files that can only be opened in BI Office.

▶ Export Content

Under the Content Management notice the System **Utilites Menu.**

From the **Open** tab in the BI Office Backstage, navigate to **Folders**.

In the Content Management System under the **Folders** tree, navigate to the desired content to export.
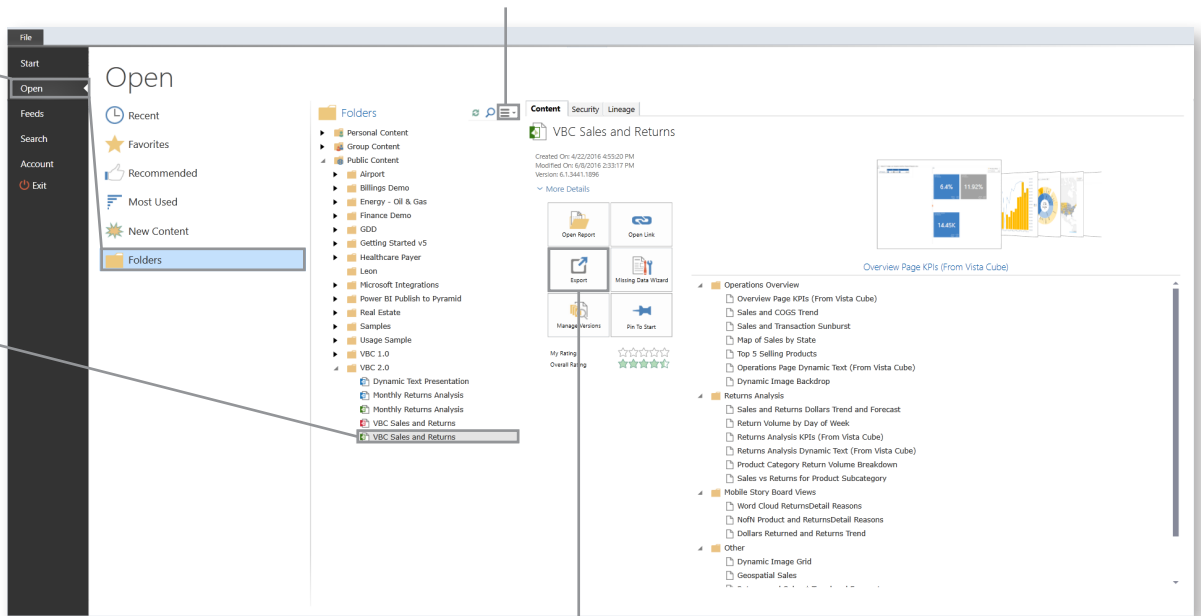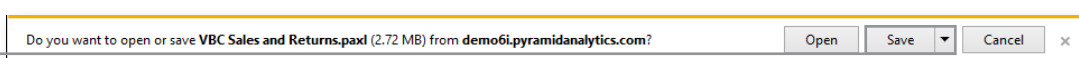
Choose **Export**.

Once the export is finished processing, a **Export succeeded** message box will appear. Click on the **Click here to get file** link then **Close**.
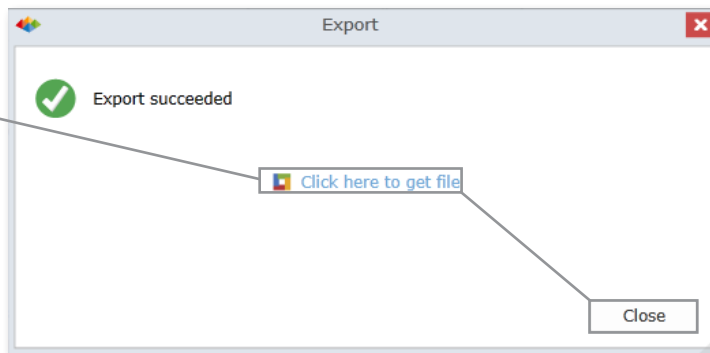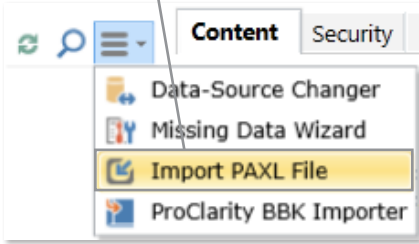
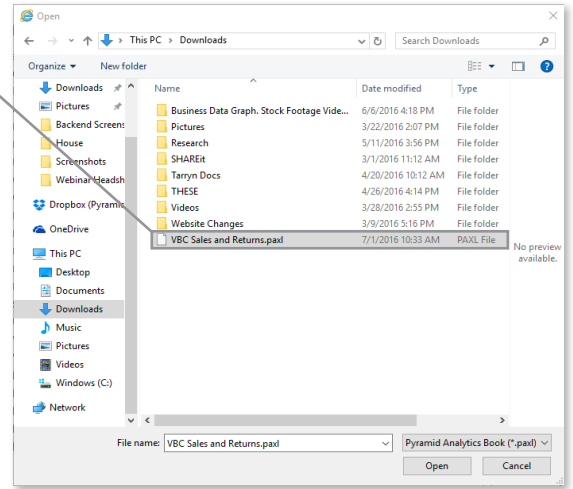**Save** the file in a location that it will be easy to retrieve.

Import the PAXL file to restore the content to a different folder. From the **utilities menu** import the file into a BI Office **folder**.

**Navigate** to where the file was saved. **Open** it.

Notice the **import** options. First navigate to the folder the content will be **restored** to.

Match all public role access to copy the security settings from the backed up version of the content.

Choose to move all of the **custom calculations to a private workspace.**

Overwrite any existing content if desired.

Create new custom elements instead of moving them to a **private** folder to change how they are used but leave them in the public or group folder that they currently exsist in.
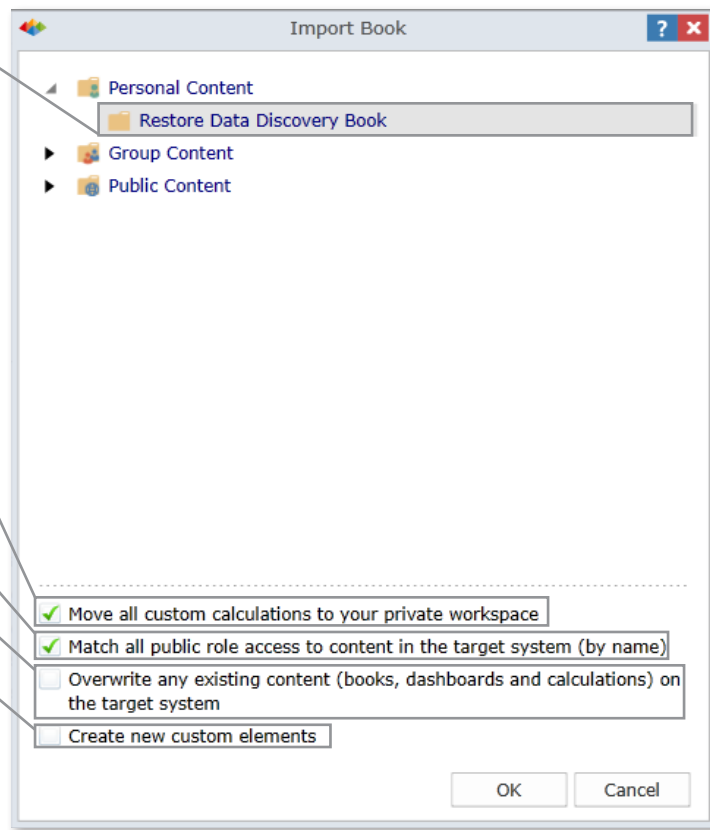
Notice the restored content creates the files in the desired location.

NOTE* Story Board restoration creates two files; one for the Story Board and one for the Data Discovery elements. This allows access to underlying **Dashboard** content that is used in the Story Board.