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## Importing and Exporting Component Pacs

The **Component Pac** export/import allows you to specify selected elements of your system, such as a page or series of pages or some other individual component of the system. A Component Pac file is much smaller than the All Settings file and is often small enough to be e-mailed.

### To export component pacs

1. Click the **System** button.
2. Click **Import/Export Pages & Components**.
3. Click the **Export** and **Component Pac** buttons.
4. Click **OK**. The wizard begins.
5. The wizard begins with a full explanation of this process. It is best to take the time to read this section. Click **Next**.
6. Choose a location to save the .pac file and file name, set a password if necessary, and then click **Next**. The location and file name should now appear in the **New Pac Full File Name** field.
7. One by one, click on a button (Conditions, Pages, Portfolios, etc.) and select the portfolios to include in the pac, and then click Next.
8. With the **All** button selected, click on each component and select password and copy settings. If you select a password, you can then also choose **Read Only**, **Deny Copy**, and **Deny Export**. Deny indicates a prohibited action. To apply the same settings to all components, click the **Apply** settings to all button.
9. Click **Next**. You will be notified whether or not there are missing dependencies. A dependency is defined at the beginning of the wizard.
10. Click **Finish**, and then click **OK** on the success message.

The file can now be transported to another system via removable media or e-mail and imported.

## To import component pacs

1. Verify that the .pac file is saved to your computer.
2. Click the **System** button.
3. Click **Import/Export Pages & Components**.
4. Click the **Import** and **Component Pac** buttons.
5. Click **OK**. The wizard begins.
6. Browse to find the file, and then click **Next**.
7. Make note of the details of the pac, and then click **Next**.
8. Make note of the pac components, and then click **Next**.
9. Make note that all of the components necessary to load the pac (dependencies) have been located on your system, and then click **Next**.
10. If components of this pac were previously installed on your computer, then they will be listed on the **Overwrite Components** window.
11. Click **Finish**. Click OK to close the success messages.

