Part 4 **Regular & Plus agency setup**

Agency Setup
Labels and addresses
Personnel
Image options
Copyright statements / Creative Commons
"About" page
Export options
Usage statistics
Checklists
Geography
Media types
Item types
Creator / Contributor roles

The additional Export options setup screen appears for Regular, Plus and News subscribers.

4.1 **Export data**

Download a complete file of all your VITA records by selecting one of the export file options on this page. The file will be generated in XML (eXtensible Markup Language).

Export

Notes	With a browser, we recommend you right click and "Save Link As ..."
Type of Export	VITA Dublin Core

Download options:
- **VITA**—contains all the information from every field included in your records
- **Dublin Core**—contains only the information from fields in your VITA records that are Dublin Core fields. These fields are marked by this symbol:

Exporting data takes time. Depending on how large your collection is (how many records, and how complex they are) it may take an hour or three nights. Doing an export during high traffic time (i.e. during regular business hours when VITA is being used by many subscribers), it may also slow the tool down for everyone.

Recommended download procedure:
- **Do your export at the end of the day, but before midnight when our servers go into backup mode**

- **Right click** on the type of export file you want to download
- "**Save link (target) as…**" to whatever directory makes sense for you
- **Add** the .xml extension to the file name
- **Save** with the character encoding of UTF-8 (if possible)