

WebSpace - Take Your WebSpace With You When You Graduate

Topics Covered In This Article

- [Hosting](#)
- [Exporting Your Content](#)
- [Importing Your Content](#)
 - [My Site Dashboard](#), or
 - [WP Admin Dashboard](#)
- [Final Steps](#)

Hosting

When moving your WebSpace content, you can either open:

- a free account on [WordPress.com](#), or
- a free account on [Edublogs.org](#), or
- pay for an account with a web hosting company

This article will show how to import your content your WordPress.com account. If paying for a hosting company, once you have WordPress and the Importer installed the steps should be similar. Please contact the host company for any other questions.

Open and create a WordPress.com account and site

To open a WordPress.com account, click their [Get Started](#) link and select the theme that you are using or one close to it.

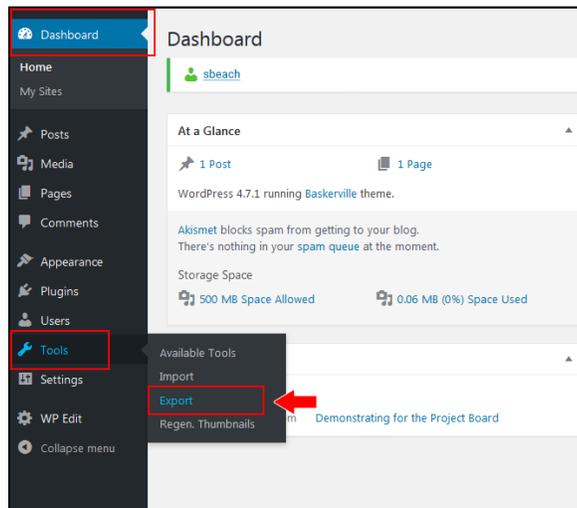
Not all themes on WebSpace are available on WordPress.com. If you are using one of the premium Elegant Theme themes, choose a theme that closely matches what you are using on your WebSpace.

If you wish to continue using a Elegant Themes theme or the Divi Builder plugin, a license will need to be purchased from them, and an external a web hosting account set up with WordPress installed on it.

Exporting Your Content

Step 1:

- Go to your **Dashboard** on your WebSpace and select the **Export** item from the **Tools** section.

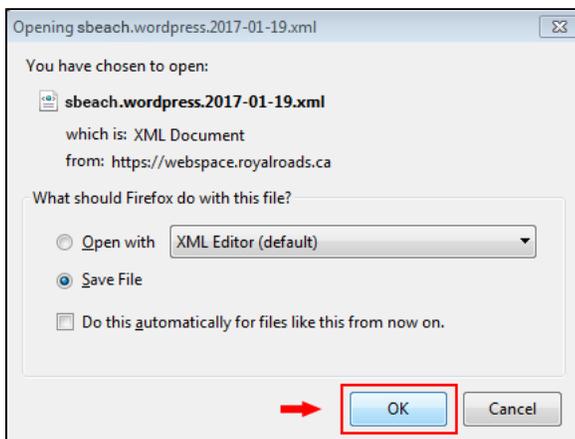
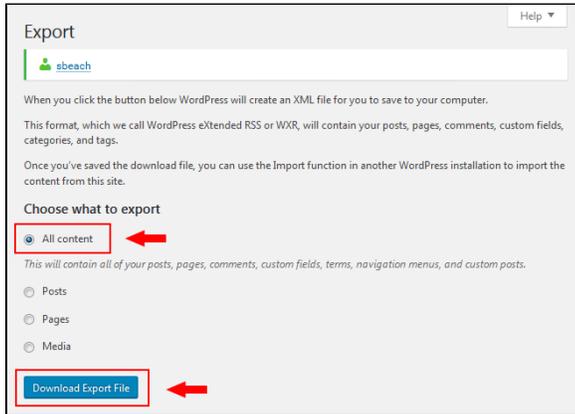


Step 2:

Related Articles

- [WebSpace - Creating Content, Pages, And Posts](#)
- [WebSpace - Take Your WebSpace With You When You Graduate](#)
- [WebSpace - Adding An Editor, Author Or Contributor To Your WebSpace](#)
- [WebSpace - Putting Up A Under Construction Or Maintenance Mode Page](#)
- [WebSpace - Optional Plugins](#)

- Leave **All content** selected and click the **Download Export File** button. An XML file will be created. Download it to your computer and go to your WordPress.com site.



Importing Your Content

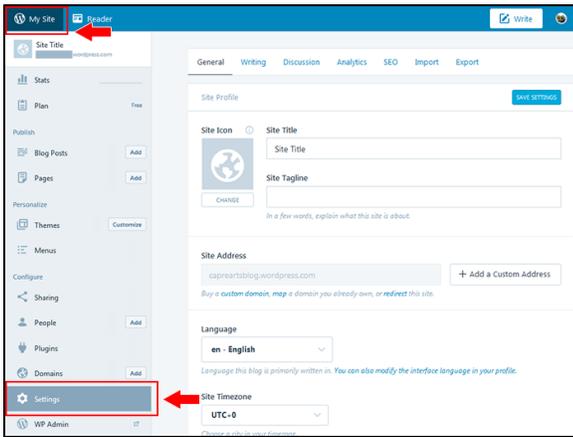
There are two ways you can to import your content on WordPress.com.

1. Using the My Site dashboard, or
2. WP Admin dashboard (the colours and layout are similar to your WebSpace dashboard)

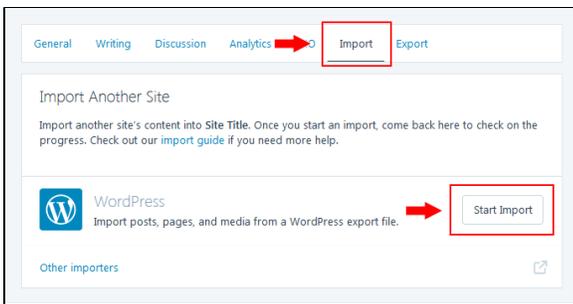
Option 1: My Site Dashboard

Step 1:

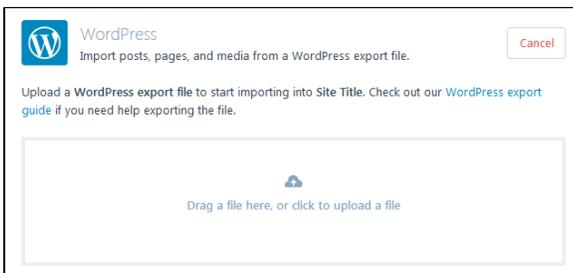
- Log into your WordPress.com site
- Click on **My Site**, then click on **Settings**



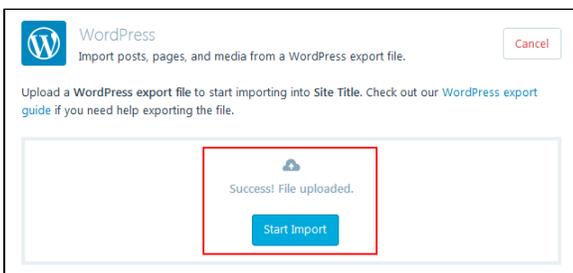
- Select the **Import** tab, then click **Start Import**



- Find the xml file that you downloaded to your computer
- Drag the xml file into the box or click to upload the file



- Click **Start Import**



- Follow the steps and click **Done**.

- Click on **Pages** and **Posts** to see your imported content.



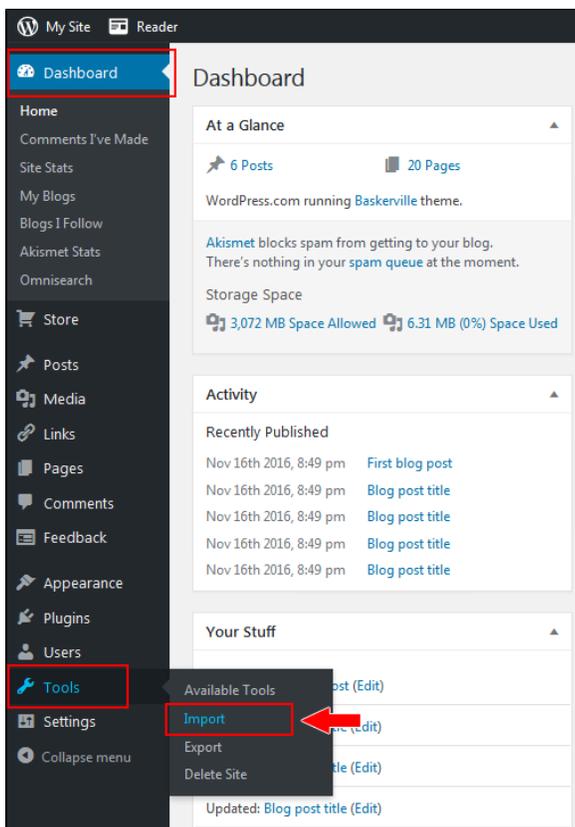
Option 2: WP Admin Dashboard

Step 1:

- From **My Site**, scroll down and select **WP Admin**
- Or, type in wp-admin at the end of your web site's url, e.g. sbeach.wordpress.com/wp-admin

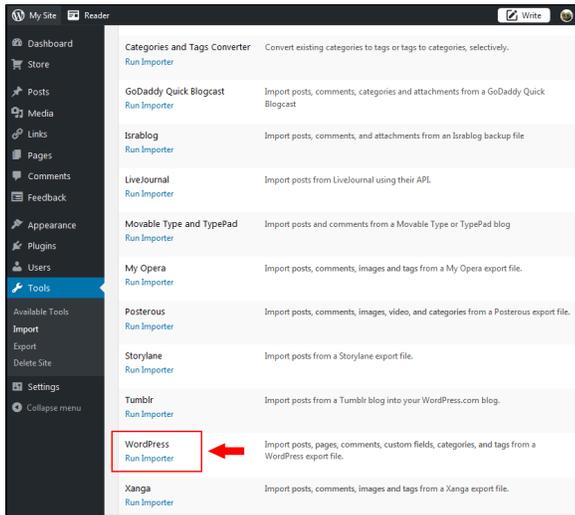
Step 2:

- From the **Dashboard**, select **Tools**, **Import**



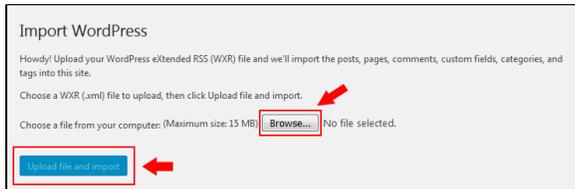
Step 3:

- Click **Run Importer**



Step 4:

- Select **Browse** and upload the downloaded WebSpace xml file
- Once the file has been uploaded, click the **Upload file and import** button

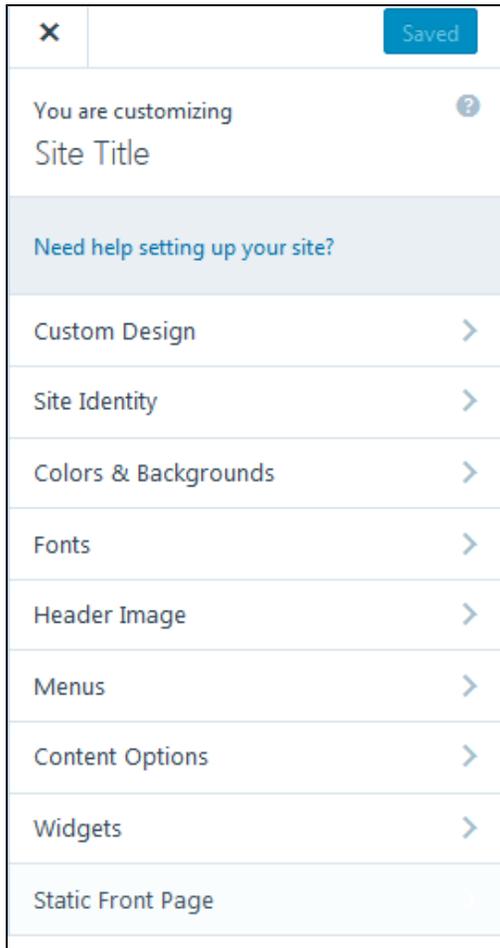


Final Steps:

Once you've imported your content using one of the above methods, go through and re-setup some of the site elements. To easily compare and sync up the settings, open your WebSpace Customizer open in another Window or Browser.

- In another window, open your **WordPress.com** site and select the **Customizer**:

1. Update the Site Identity information and Logo
2. Select your primary menu
3. Select any header and background images
4. Set up your widgets
5. Set up the Static Front page again if needed



- Go to **Pages**, **Posts** and your **Media Library** to view and check .your imported content

Note:

If you have been trying out the Divi Builder plugin, after importing you will see some text in brackets, similar to this:

```
[et_pb_section admin_label="section"][et_pb_row admin_label="row"][et_pb_column type="2_3]
[et_pb_text admin_label="Text" background_layout="light" text_orientation="left"
use_border_color="off" border_color="ffffff" border_style="solid"]
```

Since WordPress.com does not offer this plugin any images or text will need to be re-selected and fixed.



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