Understanding the Top Toolbar

Learn how the top toolbar works in the BeatKongs website editor. Follow the steps below in your own producer dashboard and check the result on the visitor-facing website before publishing.

Before you begin

Sign in to your BeatKongs producer account and open **Website → Edit Website**. Work on a page you can safely test. Builder controls may vary by theme, selected element and plan.

Step-by-step instructions

1. **Step 1.** Open the Builder and inspect the top toolbar before changing content.

> SCREENSHOT TO ADD: Screenshot needed: Top toolbar with Add, Pages, Order, Global, NAV, PLAYERS and Footer visible

Screenshot to capture: Top toolbar with Add, Pages, Order, Global, NAV, PLAYERS and Footer

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URL: https://help.beatkongs.com/content/0cat=2/19/en/understanding-the-top-toolbar.html

visible.

2. **Step 2.** Find the Add, Pages, Order, Global, NAV, PLAYERS and Footer controls where available in your current theme.
3. **Step 3.** Locate Undo, Redo, device preview, zoom and Save on the toolbar.

> SCREENSHOT TO ADD: Screenshot needed: Right toolbar area showing Undo, Redo, device, zoom and Save

Screenshot to capture: Right toolbar area showing Undo, Redo, device, zoom and Save.

4. **Step 4.** Open one toolbar control at a time, then close it without saving unwanted changes.

Important: The toolbar is for page-level actions; selecting content on the canvas opens element-level controls.

How to confirm it worked

Save the page, open the visitor-facing website, refresh it, and inspect the changed section on desktop and mobile. If the task involves a link, form, player, menu or other interactive feature, test that interaction directly on the live site.

Troubleshooting

- **Cannot find the control?** Select the intended element first. Some settings only appear for certain components, themes or plans.
- **Change did not appear?** Check that the correct page was saved, refresh the live page, and check whether caching is showing an older version.
- **Mobile layout looks wrong?** Reopen device preview and inspect the affected element’s width, spacing and visibility.
- **Feature is missing or not working?** Avoid deleting working content. Use Report Issues from your producer dashboard and describe the page, control and expected result.

Attached files:

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Website and Kong Builder

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