How to Move, Duplicate, Reorder and Delete Elements

Learn how to Move, Duplicate, Reorder and Delete Elements in your BeatKongs producer website using Kong Builder. 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.** Select the correct section or element and identify its floating controls.

> SCREENSHOT TO ADD: Screenshot needed: Floating toolbar with move, duplicate and delete actions

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Screenshot to capture: Floating toolbar with move, duplicate and delete actions.

2. **Step 2.** Use Move or reorder controls to position it; check the result on the canvas.
3. **Step 3.** Use Duplicate only when you want a second independent copy, then edit the copy.

> SCREENSHOT TO ADD: Screenshot needed: Before and after position of the selected section

Screenshot to capture: Before and after position of the selected section.

4. **Step 4.** Before Delete, verify that the selection outline surrounds only the intended item; save after reviewing.

> SCREENSHOT TO ADD: YouTube demo thumbnail needed: How to Move, Duplicate, Reorder and Delete Elements

YouTube demo to record (2–4 minutes): How to Move, Duplicate, Reorder and Delete Elements. Show the full sequence in the steps above; replace this thumbnail with the real YouTube embed when ready.

Important: Deleting a parent section may also remove everything inside it. Confirm the selected outline before deleting.

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

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URL: https://help.beatkongs.com/content/0cat=2/26/en/how-to-move-duplicate-reorder-and-delete-elements.html

from your producer dashboard and describe the page, control and expected result.

Attached files:

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