How to Organize Pages into Folders

Keep page files organized as your website grows. Follow the steps below in your BeatKongs producer dashboard and verify the result on your live website.

Before you begin

Sign in to your BeatKongs producer account. You will use **Website → Pages**, **Website → Menus**, or **Website → Edit Website** depending on the task. If you are making a significant change, save a copy of important content first.

Step-by-step instructions

1. **Step 1.** Open Website → Pages and review existing folders and pages.

> SCREENSHOT TO ADD: Screenshot needed: Pages manager folder structure

Screenshot to capture: Pages manager folder structure.

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URL: https://help.beatkongs.com/content/0cat=3/74/en/how-to-organize-pages-into-folders.html

2. **Step 2.** When adding a page, use SAVE TO FOLDER to choose its intended location.
3. **Step 3.** Use a descriptive FILE NAME that will make sense later.
4. **Step 4.** For an existing page, inspect available folder or move controls before making changes.

> SCREENSHOT TO ADD: Screenshot needed: Add Page Save to Folder field

   Screenshot to capture: Add Page Save to Folder field.
5. **Step 5.** After saving, verify the page still opens and that menu links still point to the correct address.

Important: Do not assume moving an existing page preserves its URL; test published links after any folder change.

How to confirm it worked

Save your changes, open **View Live Website**, and refresh the affected page. Check the correct URL, page content, and any relevant header or footer links. Repeat the check on mobile if navigation or layout was changed.

Troubleshooting

- **Page or menu item is missing?** Confirm you are in the intended producer website and that you saved the correct page or menu.
- **Link opens a 404 page?** Copy the destination from the live page instead of guessing its file path, then update the menu link.
- **Changes are not visible?** Refresh the website and check for cached content; confirm the correct header or footer menu is selected in Kong Builder.
- **Still stuck?** Use **Report Issues** from the producer dashboard and include the page title, URL, and a screenshot.

Attached files:

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Pages and Menus

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