How to Move and Organize Media Files

This guide explains how to Move and Organize Media Files using the BeatKongs producer dashboard.

Where to go

Website → Media Library

Steps and key details

1. Create descriptive folders for artwork, branding, and website photos.
2. Open the relevant folder using breadcrumbs.
3. Check the available file management controls before moving a file; verify any live-page references still work after reorganizing.

Before you finish

Save your changes where applicable, then check the result on your live website or in the relevant dashboard list. If a control differs from this guide, use the current dashboard label and report the

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URL: https://help.beatkongs.com/content/0cat=4/94/en/how-to-move-and-organize-media-files.html

mismatch to BeatKongs Support.

Review note: Some screens may change during platform development. Verify the current controls before publishing this article.

Attached files:

Unique solution ID: #1093
Author: BeatKongs Support
Last update: 2026-10-19 17:23

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