

Rename, move or delete a photo or file

Change a file's name, put it in a folder, or remove it for good from your media library.

Tidy up your media library when a file has a confusing name, sits in the wrong place or isn't needed any more.

Rename a file

1. Log in to your site editor.
2. In the side panel, click **CMS**, then **Media Manager**.
3. Open the tab with the file: **Images**, **Icons**, **Videos**, **Audio** or **Files**.
4. Hover over the file and click **Select**. Its name, size and source appear in the panel beside the list.
5. Click **Rename** and type the new name.

Move files into a folder

1. Select one file, or several (use the option to select multiple files).
2. Open the folder list in the management options and pick a folder. That list only appears once you have made at least one folder. To make one, click **+ Add Folder**.

A file in a folder no longer shows in the main list for its tab. Open the folder, or click **Uploaded**, to find it.

Delete a file

1. To delete a single file, point at it and click the X. Or select several files and click **Delete selected**.

WATCH OUT

Deleting a file removes it from your library for good, and deleting a folder takes its files with it. If the file is on a page, ask us before you delete it.

From a photo picker

You can do the same from the picker that opens when you choose a photo on a page. Turn on the toggle that reads **Manage Images** (or **Manage Videos**, **Manage Icons**, **Manage Audio**, **Manage Files**, depending on what you are picking) and the same options appear.

Need a hand?

Email hello@zossoz.com with your business name and which files to rename or remove, and we'll take care of it. We reply within one business day. See [Request a change](#).

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