

Change a menu item or a price

Edit one line of your menu or price list, add or remove an item, and keep prices matching everywhere.

Your menu or price list is page text, not a picture and not a PDF. That is deliberate: it loads fast on a phone, and anyone can read it. It also means you can change one line without redoing the whole thing.

Steps

1. Decide the change first. For a price, write the exact number you want shown. We only publish prices that come from you.
2. Log in to your site editor and open your Menu, Services or Price page.
3. Click the line you want to change. Edit the name, the description or the price.
4. To add an item, copy a line next to it and change the words, so it matches the rest.
5. To remove an item, delete the whole line, not only the name.
6. Check it in the phone preview. Make sure nothing wraps in an odd place.
7. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

A format that reads well

SECTION NAME Item name. One plain line about it. Price.

For example, from a made-up Cuban coffee window:

COFFEE Cafecito. A thimble of sweet, dark espresso. [price] Colada. A big sweet shot with its foam, in thimble cups to share. [price]

Good to know

- If a price differs between your menu, your delivery or ordering tool and your Google profile, customers notice. Change them together.
- Seasonal items can go on a short "This season" list. Remove it when the season ends.
- Allergy and dietary notes should be ones you're sure of. If you're not sure, leave them off.
- If your whole menu is changing, that's more than a small change. Send us the new menu and we'll tell you how we'd handle it before we start.

Need a hand?

Email hello@zossoz.com with the item, the new words or price, and the page. A change to a few lines counts as one of your small changes for the month. If the whole menu is changing, we'll write back before we start.

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