

Edit text on a page

Click any words on a page, type your change and use the bar above the text for bold, color, links and more.

Most changes to a site are changes to words: a price, a sentence, a phone number written out in a paragraph. You change them right on the page, the way you'd edit a document.

Steps

1. Log in to your site editor and open the page from the page list at the top.
2. Click the text you want to change. The text opens for editing.
3. Click and drag over the words you want to replace, then type the new ones. To add words, click where they go and type.
4. For bold, color, links and other changes, use the bar that appears above the text.
5. Click the check mark in that bar when you're done.
6. Check the page in the phone preview.
7. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

What the bar above the text does

- **Basic formatting options** are bold, italic and underline.
- **More formatting options** (the three dots icon) hold a few extras: strike through, all caps, letter spacing and text shadow.
- **Text color** changes the color of the words you've selected.
- **Text type** switches between a paragraph and the heading levels. See [Change a heading's size, font or color](#).
- **Typography settings** change the font and size of the selected words.
- **Link text** turns the selected words into a link. See [Link text or a photo to another page](#).
- **Alignment**, **Line height** and **List options** set how the text sits. See [Make a bulleted or numbered list](#).
- **Clear Formatting** sends the selected words back to the look set for your whole site.
- The **AI Assistant** can help you write text. See [Write or rewrite text with AI](#).

Tips

- You can paste in text from an email or a document. It takes on your site's text style, and bold, italic and underline carry over.
- One text box can hold a heading, a paragraph and a smaller heading together. Put each on its own line by pressing Enter.
- If text looks odd after a change, select it and click **Clear Formatting**.
- Changed the wrong thing? Click **Undo** at the top, or see [Undo a change](#).
- Phone screens are narrow. Keep sentences short so they don't turn into long blocks.

Need a hand?

Email hello@zossoz.com with your business name, the page, and the exact words you'd like, and we'll take care of it. We reply within one business day. It counts as one of your small changes for the month. See [Request a change](#).

Related guides: [Change a heading's size, font or color](#) · [Make a bulleted or numbered list](#) · [Link text or a photo to another page](#) · [Write or rewrite text with AI](#) · [Undo a change](#)

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