

Find your way around your site editor

A short tour of the top bar, the side panel and the page itself, so you know where to click to change something.

When you open a page in your site editor, you see a bar across the top, a panel down the left side and your page in the middle. Here is what each one does, so you can find the right button quickly.

The top bar

- **Page list.** A drop-down of your pages. Pick one to open it.
- **Device icons.** Switch between the computer, tablet and phone views of the page you're on.
- **Undo and Redo.** Step back or forward through your changes.
- **Check mark.** Shows whether your latest changes have been saved.
- **Site comments.** Opens the comments panel. A red dot means a new comment has arrived. See [Leave us a comment on your site](#).
- **Share.** Shows a preview link for each screen size.
- **Preview Changes.** Shows your site with changes that aren't live yet.
- **Publish (or Republish).** Puts your changes on the live site.
- **Home icon.** Takes you back to your site dashboard.
- **Menu icon,** far left. Holds shortcuts such as your site dashboard.

The side panel

These buttons run down the left side. You may see a few more or fewer on your site.

- **Add.** The items you can drag onto a page, such as buttons, photos and text.
- **Pages.** Your list of pages and popups, and the place to add new ones.
- **Layers.** Lists everything on the page in order, which helps when an item is tucked inside another.
- **Theme.** The fonts, colors, button looks and spacing used across the whole site.
- **CMS.** Lists that feed your pages, if your site uses any.
- **SEO/AEO.** Opens your site dashboard, where the search settings and site checks live.
- **More.** Holds **Settings**, **Site Dashboard** and any apps you've installed.

A blog, store or bookings get their own button in the side panel once they're installed on your site.

The page itself

The big area in the middle is your page. Click any text, photo or button to work on it. A small floating menu appears beside it with options for that item, such as **Edit Design**. That opens a design panel on the right with settings for the item you picked, such as spacing, alignment and background.

Your first edit, start to finish

1. Open the page list at the top and pick the page.
2. Click the text, photo or button you want to change.
3. Make the change.
4. Click the device icons to see how it looks on a tablet and a phone.
5. Click **Preview Changes** to check the whole page.
6. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Tips

- Your changes stay as a draft until you publish them.
- If you click the wrong thing, **Undo** is at the top.
- Settings that can break the site if they're changed by mistake are kept with us. If you need one changed, ask.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Log in to your site editor](#) · [Preview your changes before you publish](#) · [Publish your changes](#) · [Check how your site looks on a phone](#) · [Find your site settings](#)

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