

Leave us a comment on your site

Pin a note right on the page you mean, so we can see exactly which line, photo or button you want looked at.

Sometimes the easiest way to say what you want changed is to point at it. A comment sits on the page, on the exact spot you mean. It's useful when words alone are hard ("the second photo, the one that looks blurry").

A comment is a note about the page, not a change to it.

Leave a comment

1. Log in to your site editor and open the page.
2. Find the comments icon along the top of the editor and click it.
3. Click the item on the page you want to talk about. Hover over it first so the note lands in the right place.
4. Type your note. You can attach a picture with the image icon at the bottom right of the comment box.
5. Click **Submit**.

You can also click an item, click the three dots in its small floating menu and choose **Add comment**.

If the editor asks who can see the comment, pick the choice that includes you, not the internal, team only one. Then you can follow the conversation.

Read and reply

1. Use that same icon to open the comments log, which lists every note.
2. Open the comment, or click **Reply** in the log.
3. Type your answer and click **Submit**.

Tidy up

- Edit or delete: hover over your comment, click the more icon, then choose **Edit** or **Delete**. A deleted comment can't be brought back, and an edit can't be undone.
- **Resolve**: click **Resolve** at the top right of a comment when it's dealt with. It stays in the log as a record.
- Bring one back: open the log, switch its filter so resolved comments appear, and reopen the one you need.
- Hide comments: click the hide comments icon if the notes are in your way.

DON'T SEE THIS?

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

Tips

- One comment per thing. It's easier to answer than one long note about the whole page.
- For anything with photos, files or a deadline, email us as well. See [Request a change](#).

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: [Request a change](#) · [Send us photos and files](#) · [Preview your changes before you publish](#) · [Find your way around your site editor](#)

More guides: [the Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com