

Move, copy, resize or delete something on a page

Drag a photo or button to a new spot, make a copy, change its size or take it off the page. Includes how to pick the right piece to change.

Once something is on your page, you can usually move it, copy it, change its size or delete it. Here is how, one job at a time.

Pick the right piece first

Clicking a photo selects the photo. To reach the column or section that holds the photo, click the photo, point at its name in the small menu, and choose the layer you want. You can also right-click the photo and click **Select Layer**. This helps when you're having trouble selecting the column or section.

Move

1. Click the item and hold the mouse button down.
2. Drag it to another column or section. A blue box shows where it will land.
3. Let go.

To move a whole section or column, right-click it. Arrows sit along the top of the menu that opens; click one to move the item. Not every item has them.

Copy

1. Click the item, then click the **Duplicate** icon in the small menu.
2. Or right-click the item, click **Copy**, then right-click the spot where it should go and click **Paste**. **Paste** only appears after you've copied something.

Don't copy and paste a contact form. A copied form typically has problems. Add a fresh one instead.

Resize

1. Click the item and choose **Edit Design** in the small menu.
2. Change the width and height. You can type a number or use the slider.
3. To change the space around an item, see Change the space around and inside items.

Delete

1. Right-click the item and click **Delete**.
2. Check the page.

Delete removes the item everywhere: computer, tablet and phone. If you only want it gone on one kind of screen, hide it instead. See Hide something on phones or on computers.

Tips

- A change on one screen size can affect the others. Look at all three views before you publish.
- A section always keeps at least one column, so the last column in a section can't be deleted.
- Made a mistake? See Undo a change.

Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like moved or removed, and we'll take care of it. We reply within one business day. See Request a change.

Related guides: Add a widget to a page · Add a section to a page · Hide something on phones or on computers · Change the space around and inside items

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