

Quickstart: your first 15 minutes in your site editor

Log in, look around, change a line of text, swap a photo, check it on a phone, publish, and ask us for help, with a link for each step.

This is the shortest path from your first login to a published change. Each step is one short paragraph, with a link to the full steps.

Steps

1. Open the invite email we sent you and click the link. Choose your own password: a long one that you don't use anywhere else, with two-step verification turned on if the editor offers it. We never set or see your password. Next time, sign in from the login page and bookmark it on your phone and computer. See [Log in to your site editor](#).
2. You'll see a bar across the top, a panel down the left side and your page in the middle. Pick a page from the page list at the top, then click any text, photo or button to work on it. If you click the wrong thing, **Undo** is in the top bar. See [Find your way around your site editor](#).
3. Open a page and click the text you want to change. Drag over the words you want to replace and type the new ones. When you're done, click the check mark in the bar above the text. See [Edit text on a page](#).
4. Click the photo and look for a button such as **Replace** or **Change image**, or the picture icon. Upload the new photo from your device and add a short description of what it shows. Check the crop, so nobody's head or the main dish is cut off. Use the original file from your phone or camera, not a screenshot. See [Add or replace a photo](#).
5. Click **Preview Changes** in the top bar to see your site with changes that aren't live yet. Look at the computer, tablet and phone screens, read your text out loud and check each button. See [Preview your changes before you publish](#).
6. Visitors don't see your edits until you publish. Click **Publish** in the top bar, then open your site in a new browser tab and check the page. Then open it on your own phone for a final look. If you don't see a **Publish** button, tell us and we'll publish it for you. See [Publish your changes](#).
7. To ask us instead, email hello@zossoz.com with your business name in the subject. Tell us what to change, in the exact words if you can, which page it's on, any photos or files, and when you need it by. Send several changes in one email. We reply within one business day, and we aim to finish small changes within 3 business days. See [Request a change](#).

One habit to start now

Use a different password for each account, turn on two-step verification, and never share a password by email or text. We will never ask you for one. See [Keep your logins safe](#).

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](#) · [Edit text on a page](#) · [Publish your changes](#) · [Request a change](#) · [Cheat sheet: the jobs owners do most](#)

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