

Write or rewrite text with AI

Use the AI assistant in a text block to write a new title or paragraph, or to shorten, lengthen or fix the words already there.

The AI assistant can polish text you already have, or write a first draft of a title or paragraph. Nothing changes on your page until you say so. Read about the setup first in [How the editor's AI tools work](#).

Fix or change text you already have

1. Log in to your site editor and open the page.
2. Right-click the text block and choose **Edit Text**.
3. Click the **AI Assistant** drop-down and pick an action:
 - **Make longer** or **Make shorter**
 - **Improve writing**: gives the same message a smoother rewrite
 - **Fix grammar & spelling**
 - **Change tone**: pick a tone from the list, such as more informative or more conversational
 - **Translate**: pick a language from the list
4. To compare with your old words, expand **Original text**.
5. Not right? Click **Try again**. Happy with it? Click **Use this text** and it replaces the words in the block. There are also options to preview it or copy it.
6. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Write something new

1. Right-click an empty or existing text block and choose **Edit Text**.
2. Click the **AI Assistant** drop-down and pick an action:
 - **New title**: you describe the page, paragraph or section, and it suggests a heading.
 - **Title for this text**: puts a bold heading above the words already in the block and leaves those words alone.
 - **Paragraph**: you describe what to say and choose short, medium or long, and it writes it.
3. Fill in the boxes. What you type gives the assistant its context. It also uses your business profile.
4. Click **Try again** for another version, or **Use this text** to put it in the block.
5. Publish.

Tips

- Check names, prices, hours and any claim, every time. The assistant can get them wrong.
- **Translate** works on one block of text. Have someone who reads the language check it before you publish. It isn't the same as adding a second language to your whole site.
- Changed your mind after you used the text? See [Undo a change](#).
- Better request, better draft: see [Write a good AI prompt](#).

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 written or fixed, 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: [How the editor's AI tools work](#) · [Tell the AI about your business](#) · [Write a good AI prompt](#) · [Edit text on a page](#) · [Undo a change](#)

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