

{slide=ZONEZERO}

1. What is **ZoneZero**?

ZoneZero is a website dedicated to the use, publication and analysis of images and to the wide spectrum of photography. Founded in 1995 by Pedro Meyer, **ZoneZero** has both witnessed and actively participated in the current digital revolution.

ZoneZero

appeared online for the first time when the Internet was made accessible to the public, and became the first website dedicated to photography that is still running and growing. We can proudly state that

ZoneZero

paved the way for the computer to be recognized as a valid means of generating, viewing and sharing photographs.

ZoneZero's name originates from a metaphor on the transformation that photography underwent from analogue to digital. The name refers to Ansel Adams's *Zone System* as a starting point in the analogue tradition, and to the ones and zeros that have become the basic DNA for everything digital.

2. What is the objective of this site?

The objective of **ZoneZero** is to offer a platform for intelligent photography. In other words, photography which offers a sensible and informed vision of what is happening in our world, and which understands the relevance of technology in the creative process. We also wish to provide the necessary tools for dialogue and the exchange of ideas on those topics; we therefore offer a fertile space for an international community interested in seeing, thinking, creating, sharing and discussing images.

3. How can I take part?

The active participation of our visitors and users is the essence of our website. Users can take part free of charge in a variety of ways and at different levels.

*a) As a **non-registered** visitor.*

You can visit all the sections of the site including **Community**, and have the possibility of leaving commentaries on the articles only.

*b) As a subscriber to the **News** bulletin.*

You can register your e-mail account to receive the bulletin published periodically on **ZoneZero** with new articles, sections, galleries, etc., as well as events and special editions on the website.

*c) As a **Community** user.*

When you sign up in the **Community** section you will have access to all the services of that section: **Portfolios, Events** and Classified advertisements (coming soon). Moreover, you will be able to create a user profile with the personal information, photographic work and commentaries you wish to share with other users. For further information on the benefits and services of this section please consult **What is the Community?**

*d) As an exhibitor in the **Galleries** section*

This section is destined for the exhibition of professional photographic work, via a minimum series of 12 images, which can even employ multimedia elements. (Audio, video and/or animation). The design of each gallery is unique and is the result of coordination between ZoneZero's editing and development team and the author. To take part in this section please consult the following [link](#).

4. How can I subscribe to the **News** bulletin?

From the Register option located in the top left corner of the website you can sign up your e-mail account to receive the bulletin published periodically on ZoneZero with new articles, sections, galleries, etc. You will also receive events and special editions inside the website.

5. How can I unsubscribe from the **News** bulletin?

If you wish to cancel your subscription, open the last news bulletin that you received and in the latter part of the message click on Cancel Subscription.

6. What is the **Galleries** section?

The galleries section presents the work of professional photographers, following their application and the acceptance of **ZoneZero**'s editorial team. This section has more than 350 online exhibitions from authors from 45 different countries. Each gallery has its own presentation and curatorship, to enhance the photographic message of each author.

7. How can I enter my work in the **Galleries** section?

You can consult all the information and requirements for publishing your work in the **Galleries** section at the following [link](#).

8. What is a **Portfolio**?

In the **Portfolio** category inside the **Community** section you will be able to share photographic series, whether finished or still in process. It is very simple for you to publish your photographs and group them in different portfolios as series or albums, with a maximum quota of 15 MB per user.

9. What is the **Podcast** section?

In the **Podcast** section you can find videos on a variety of themes, shared by the directors themselves. If you subscribe to this section, via *iTunes* or any *RSS* system, you will be able to automatically view and download the new clips that are added periodically.

10. What is the **Community** section?

The **Community** section is a specialized social network open to the public. It is an excellent means of exhibiting your work, publishing **events** and **classified advertisements**

(coming soon) and participating in specialized groups. Moreover, in this section you will be able to keep in touch with other photographers, directors and people related to the medium, and debate, express opinions and comment on your own and others' work, as well as themes related to the world of photography. We invite you to sign up for free and take part in our photographic community.

This section is divided into the following categories:

- Portfolios**
- Events**
- Classified advertisements (coming soon)**

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{slide=COMMUNITY}

ACCOUNT

11. How do I create an account?

Go to the **Community** section and in the Enter tab of the **Welcome** area click on **Create an account**. [\[link\]](#)

[\[link\]](#)

Once you have filled in the required fields, an activation link will be sent to the e-mail address which you provided. You will have to activate your account by clicking on the link before you can access the **Community** section.

12. How do I deactivate my account?

To deactivate an account you need to send an e-mail from your registered e-mail account to webmaster@zonezero.com

with the subject:

"I want to cancel my Community account"

. Within a maximum of 24 hours, your account and all the information that you have published inside the community will be eliminated. If you wish to take part again in the Community, you will have to create a new account and carry out the full sign-up process again.

13. How can I retrieve my password?

Go to the **Community** section and in the Enter tab of the **Welcome** area click on **Forgotten**

your password ?

14. How do I create and/or modify my user profile?

You need to sign into your account and go to the **Edit Profile** option which appears alongside your name in the top left-hand section of your profile page. You can define the information that you wish to present (description, location, interests, e-mail, telephone, website, etc) and the level of privacy for your information (See Can my profile be private?)

Under the profile image, you have the option of editing or publishing the image that you wish to appear as your profile's icon.

15. Can my profile be private?

Yes it can. When defining the information that you wish to present in your profile, you have the option of defining the level of privacy for each piece of information that you publish. (Visible, to all public, Not visible, Visible only to contacts, Visible only to registered users, etc.)

13. How does **My Wall** work in my user profile?

In the top right-hand area of your profile page you will find the Wall on which you can publish your status. Your contacts will be able to comment on your publications or write messages. Please note: you may only leave messages on the Wall of those contacts who have added you as a contact themselves.

14. How can I send a private message to a user?

Sign into your account, and in the top user menu click on the **messages icon** (an envelope). Once you have entered the e-mail Inbox click on

Send a message

, which is located in the right-hand column. Then choose the contact to whom the message will be sent and define the title and text. This message is private and can only be read by the contact to whom it has been sent.

15. Can I comment without having signed up?

No you cannot. To be able to leave comments on the wall of a user and/or the photographs of a portfolio you need to have signed up. You will then be able to interact within the Community.

CONTACTS

16. What is a **Contact**?

A **Contact** is a user whose activities and work you can follow and with whom you may also interact on their **Wall** and/or with private messages.

17. How do I add a **Contact**?

To add a **Contact** enter the profile of the user whom you wish to add and in the **User menu** which appears on the left-hand side, click on

Add a contact

. A notification will be sent via mail to the contact, informing them that they have been added. The contact will have to add you himself as one of his contacts, otherwise you will not be able to send him private messages.

18. How do I delete a **contact**?

To delete a contact enter the user profile of the contact whom you wish to remove, and in the User menu on the left-hand side click on **Eliminate Contact**.

19. What is a **Follower**?

A **Follower** is a user who follows your work, without your having necessarily added them as a contact. A **Follower** will not be able to send you private messages and in certain cases (depending on the type of access that you have defined for your profile) neither will he be able to leave commentaries on your **Wall**.

20. How can I leave a comment on a **Contact**?

You can comment and rate a **Contact**'s photographs directly on his Wall or profile page. You can also leave a private message via the **Message** option of your User menu (an envelope).

Please note: Access to these functions depends on the privacy configuration that the **Contact**

has given his or her profile and information.

GROUP

21. What is a **Group**?

A **Group** is a collection of users gathered under a defined theme, interest, discussion, etc. Each group can have one or more administrators and its own profile.

22. What is the purpose of the **Groups**?

By means of a group you can communicate with other users with similar interests on a defined theme or topic. You can interact with the members of the **Group** by participating on the proposed themes with photographs and commentaries.

23. How do I create a **Group**?

In the **User menu** go to **Tools > Groups**. In the **Groups category** click on the **Create a new group** option in the left-hand submenu.

From this screen you will be able to define the group's name, profile icon, description, labels, website, etc. You will also be able to define if your group is closed or open to the public. Moreover you will be able to authorize **Group** discussions and a portfolio for the group.

24. How do I join a **Group**?

In the **User menu** go to **Tools > Groups**, and choose the **Group** which you are interested in by clicking on it. Once inside the profile of the

Group

, click on the

Join the Group

option located in the left-hand submenu.

25. How do I delete a **Group**?

This action may only be carried out by the user who created the **Group**. To delete a group, once inside its profile click on the

Edit Group

option and then click on the

Erase group

option, which appears on the top right-hand side of the group's editing screen.

26. How do I administrate a **Group**?

As creator of the **Group** you can manage it by directly entering the **Group**'s profile from the **User menu, Tools > Groups**

. Inside the

Group

's profile you will find a submenu on the left-hand side which allows you to edit the group, invite users, manage requests, open new discussion themes and/or create a portfolio of photographs for the

Group

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{slide=PORTFOLIOS}

27. What is a **Portfolio**?

A Portfolio is a photographic series or album which you can publish and share inside the **Community** section. It is very simple for you to publish your photographs, comment on them and group them in one or several portfolios with a maximum quota of 15MB per user.

28. How do I create my first **Portfolio**?

From your profile page, click on the **Create a new portfolio** tab located in the options box in the top part. In the screen which opens you will be able to define the title, description, labels and type of access to your portfolio. Click on **Save to continue**.

Later you will be able to upload your photographic archives by following 3 simple steps.

1. **Choose the images**
2. **Load the images**
3. **Define the description**

An alternative method is to use the *Basic uploader* option if you do not have *Flash player* (recommended if you are accessing

ZoneZero

from a mobile device or tablet).

29. How many **Portfolios** can I create?

You can create as many portfolios as you wish, containing as many photographs as wish to publish, provided you do not exceed your account's 15 MB maximum space quota. If you exceed the quota, you will not be able to publish any more portfolios and/or images, until you eliminate several images so as to not to exceed the limit.

30. How do I eliminate a **Portfolio**?

From your profile page enter the portfolio that you wish to eliminate. Then in the submenu on the left-hand side click on the **Erase portfolio** option and continue. The portfolio and all the images it contains will be eliminated.

31. Can I modify a **Portfolio**'s information after having created it?

From your profile page enter the portfolio that you wish to modify. Then in the submenu on the left-hand side click on the **Edit Portfolio** option and continue. You will be able to edit the title, description and type of access.

32. How do I share my **Portfolios** with friends outside the zonezero.com **Community**?

You simply need to copy the url which appears in your browser once you have entered a **Portfolio**.

Then paste it in your social network, blog, post, mail, etc.

Please note: so that your portfolio may be accessible to all public you must indicate this in the Access: public option when you create or modify your profile.

33. How can I add photos to a **Portfolio**?

From your profile page enter the **Portfolio** in which you wish to publish the images. Then in the submenu on the left-hand side click on the Add photographs option and continue. In the screen which opens you will be able to upload your photographic archives by following the 3 following steps.

1. **Select the images**
2. **Load the images**
3. **Load the description**

An alternative method is the *Basic uploader* option if you do not have *Flash player* (this is recommended if you are accessing

ZoneZero

from a mobile device or tablet).

34. How many photos can I add to a **Portfolio**?

You may add as many photos as you wish, provided that you do not exceed the account's 15 MB space quota.

35. How can I optimize my photographs for the web?

For a good administration of your quota, we recommend that you create portfolios of 10 to 12 images with a resolution of 72 dpi, of jpg format, RGB colour and which do not exceed 150 KB per image.

To optimize your images you can use programs such as *Adobe Photoshop*, *Graphic Converter* or *Light Room*.

35. How do I eliminate a photograph inside a **Portfolio**?

From your profile page select the **Portfolio** which contains the photograph which you wish to eliminate, then click on the photograph and in the screen which opens click on the Erase image option located in the submenu on the left-hand side.

36. How do I substitute a photograph for another one inside a **Portfolio**?

To substitute an image you will first need to eliminate the image (see how to eliminate a photograph), then publish the new photo inside the same **Portfolio** by using the Add photographs option located inside the left-hand submenu of your **Portfolio**

.

37. How can I comment on a photograph?

Under each photograph you will find a text box in which you can publish comments on your own and other users' photographs.

38. Who can see my photographs?

By default both registered and unregistered users can see the images in your portfolios. If you wish to personalize the access to your portfolios you can determine it in the Access option, when you create or edit your **Portfolio**.

39. Do I lose my copyright when I share my photos on zonezero.com?

No, copyright is owned by the author. **Zonezero** declines responsibility for the origin, use and/or distribution of the published material. We recommend that you read the terms and conditions regarding the use of Zonezero's services.

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{slide=EVENTS}

40. What is an **Event**?

Events are activities (workshops, courses, scholarships, conferences and/or announcements) that you can share inside the **Community** section.

The members of **Community** can locate geographically the published events closest to them

and also, if the event is public, can register as participants, speakers or interested parties.

41. How do I create an Event?

To create an event, from the **User Menu** go to **Tools > Events**. Inside the **Events** category click on the

Add an Event
option.

You will then have to fill in the required information for your **Event**. Then click on **Save to publish it**.

42. How do I sign up for an **Event**?

In the **Events index** select the Event to which you wish to sign up and in the top part of the **Event's information**

click on

RSVP >

. Depending on the access established by the creator of the Event you will be able to sign up as:

- Assistant
- Interested party
- Presenter
- Exhibitor
- Organizer

43. What type of participant can sign up for an **Event**?

Depending on the access established by the creator you can sign up as:

- Assistant*
- Interested party*
- Presenter*
- Exhibitor*
- Organizer*

44. Can I publish an **Event** with private access?

Yes you can. In the **Access** field which appears when you modify or create an event, you can define who can view and take part in your **Event** with the following options:

- Private*
- Public*
- Contacts*
- Registered users*
- A specific group*

45. How do I modify an **Event**?

To modify an event you must be the creator. **Access** the **Event** from the **Event index**, and in the latter part of the Event information click on the

Tools > Edit Event

link. You can then modify any of the fields that you filled in when you registered your Event.

46. How do I share an **Event** with my contacts?

When you create or modify an **Event** you can specify that access to the event is reserved exclusively for your contacts. In this way the Event will appear in the recent activities of the contact as well as their specific Events space.

47. How do I eliminate an **Event**?

To be able to eliminate an event you need to be the creator. In the **Events index**, click on the **Event** that you wish to modify, then in the latter part of the **Event's information** click on **Tools > Eliminate Events**.

48. How do I obtain the list of participants of an **Event**?

To obtain the list of people registered for the **Event** you have to be its creator. Enter the **Event** from the events index and in the latter part of the **Event's information** click on **Tools > Export people attending**.

In this manner you will be able to download a CSV archive with the list of participants and their roles inside the **Event** (Assistant, Interested party, Presenter, Exhibitor and/or organizer).

49. For how long is a published **Event** valid?

The user determines how long the published event is valid for when he is creating or modifying the **Event's information**, by specifying the dates on which the **Event** will occur. Once this period has elapsed the event will be kept as a file and will not be visible. The events index will always show the most recently published events irrespective of their period of validity.

50. Is there any charge for uploading an **Event**?

No, the publication of events is a free service for **ZoneZero's Community**. Zonezero declines responsibility for the origin, use and distribution of the material and information published. We recommend that you read the terms and conditions of use for Zonezero's services.

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