

## Table of Contents

*Introduction 2*

*What Is ZSocial 3*

*Contacts 5*

*Groups 9*

*Events 11*

*News Feeds / Walls 12*

*Media 14*

*Blog 17*

*Inbox 18*

*Your Account 19*



### **The ZSocial Staff**

- Marcelo Ribeiro
- Rafael Iga
- Eric Sargent
- Michael Albert

Contacts:  
[sysop@zmag.org](mailto:sysop@zmag.org)  
[ribeirodesenv@gmail.com](mailto:ribeirodesenv@gmail.com)

# Getting the Most Out of ZSocial

## Introduction

This short manual has three purposes.

- First, to acclimate those who have never used social media to the basics of doing so with ZSocial.
- Second, to provide tips and guidance, even for the initiated, in getting the most out of ZSocial. There are features here that go beyond offerings on social networking in general.
- Third, to indicate some of the refinements and additional features we have in mind for the future.

It won't take long to read this manual, so please don't hesitate to do so, especially if you are new to social networking, though even the most accomplished social networker and computer user is likely to benefit from some of the tips included here.

If, after reading, you have more questions, you can write us at [sysop@zmag.org](mailto:sysop@zmag.org)

Finally, in case you wish to examine only part of this manual, it is divided by topic:

- **What is ZSocial** offers an overview of what the system encompasses and hopes to achieve.
- **Contacts** explains what ZSocial Contacts are, the benefits and debits of having Contacts, and how you form them.
- **Groups** explains what a group is, how they work, and their benefits - including some innovative ways to use them.
- **Events** explains how to set up and relate to events.
- **Media** explains how to use ZSocial's Media facilities for accessing content of your choosing from all around the internet directly in ZSocial's display.
- **Blogs** explains how to post your own blogs and how to see blogs by others.
- **Inbox** explains what your inbox is and how it might assist you.
- **Your Account** explains how to upload your photo, enter your profile information, and maintain your account for payments.

# Getting the Most Out of ZSocial

## What Is ZSocial

ZSocial is a Social Networking facility for people:

- concerned about social change and who want a congenial and friendly place to interact with others.
- who do not want their privacy compromised or commercially exploited.
- interested in socializing and keeping in touch, but also organizing, sharing, and engaging in more serious debate and exploration of ideas.

ZSocial is not meant to replicate or replace

Facebook. Facebook is about making profits for owners in a context of corporate and political hierarchy in the broader society. ZSocial is about providing social networking in a way that facilitates not only socializing, but addressing society's ills in an effort to win another world. No commercial sale of user information, no ads, no surveillance. And while we want to enable general socializing, we also want to enable substantial exchange.

For these reasons, ZSocial includes a **Blog** system for substantive communications, a **Groups** facility for getting together to engage with each other, pursue joint projects, share materials with group members, etc, and an **Events** facility to organize meetings and other shared activities.

The screenshot displays the ZSocial interface. On the left is a sidebar menu with categories: News Feed, Events, Groups, Media, Contacts, Inbox (2), and Blog. Below these are 'My Events' (a calendar for October 2012), 'Content Type' (All, Status, Comments, Blogs, Photos, Videos, Links, Invitations), 'Content Source' (All), 'Contacts' (Groups, Events, Media), and 'My Media' (All, ZNet Recent Items, ZCommunications RSS - zmag, ZCommunications RSS - blogs, International - Blog, ROAR, Monthly Review). The main area is titled 'News Feed' and features a status update input field with a 'Share' button. Below are several posts: one from onli Satya to Michael Albert asking about Zsocial's security for activists; a post from Michael Albert announcing a new friendship with onli Satya; a post from Özgür Uçkan about Turkish plans to use IDs for internet access; a post from Mindenki Joga about a music and politics update; a post from Mindenki Joga about joining a group; a post from Michael Albert announcing new friendships with ernesto restrepo and Mark Barrett; and a post from Marcelo Ribeiro to Michael Albert about updating sheet items.

# Getting the Most Out of ZSocial

With ZSocial, you can:

- establish contacts and groups of Contacts
- openly or privately communicate with others
- post and view brief status reports
- post and view longer comments
- post and view photo albums
- post and view blogs
- comment on all kinds of content, blog, photos, status reports, etc.
- access content from web systems and media all over the internet, all accessible in one place - ZSocial
- comment on content from all over the internet - and follow other's comment on media you are interested in
- establish and relate to events you care about or initiate
- create and follow or join groups you care about or initiate
- mutually aid others and get aid for yourself
- organize connections and actions with individuals and/or groups
- share and access content from individuals, groups, and media as you choose, filtering for whatever types of content and sources of content that suits you, ignoring what doesn't
- receive email notifications of all kinds of content, invitations, etc., again, as you choose

The only thing you are not permitted to do with ZSocial is to engage in oppressive anti social behavior or behavior that compromises the system or other users. Aside from that, basically, anything goes.

ZSocial's guiding theme is simple.

People desiring to make a better world should have a place of their own to congregate. It should be free from corporate oversight. It should repel government spying. It should have a tone and tenor consistent with serious as well as light hearted communications. It should constantly and creatively innovate, not to earn profits, but to be socially relevant and useful.

# Getting the Most Out of ZSocial

## Contacts

A contact is a person within ZSocial who you wish to be in sustained touch with, whose updates and contents you want to see, and who you would like to have following your posts and contents.

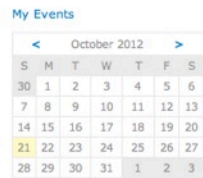
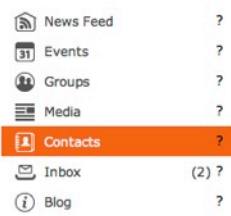
If Joe is your contact, you are also his contact. Unless it is expressly

prevented, or you filter it out, you will see Joe's status reports, shared links, video shares, and other content updates, blog posts, comments, etc. Similarly, Joe will see yours, unless you block his being able to do so for some or all of your information. (For how to affect what of yours is visible in public, go to the Your Account section of this manual, please.)

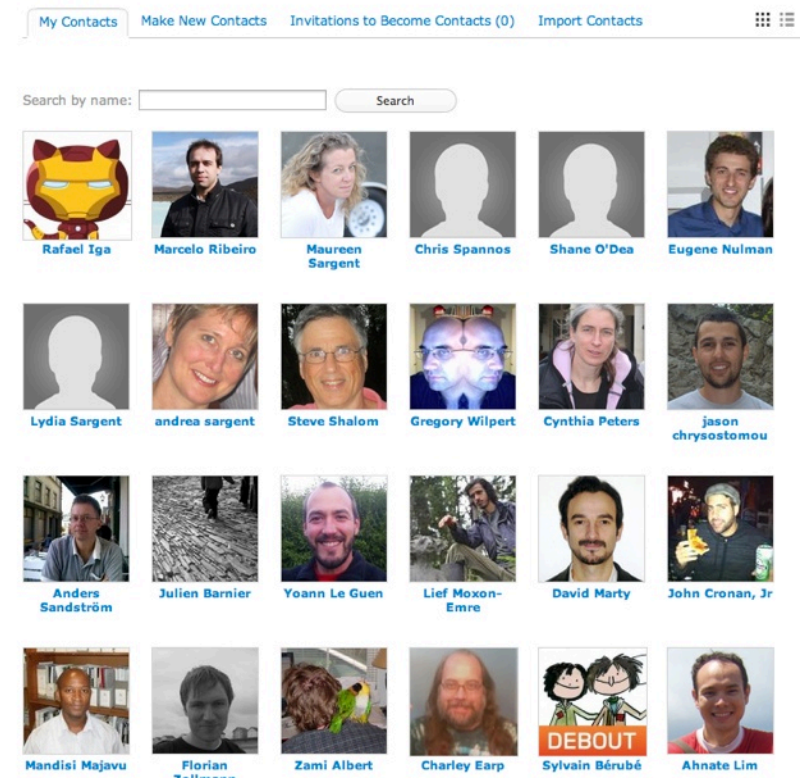
"Contact" is a two way relation. But soon ZSocial will add a one way relation called "Follow."

With Follow, if you want to see Joe's materials but do not want him to see yours, you can "Follow" Joe. If he wants to see yours, but not have you see his, he can "Follow" you. When you Follow another member, you can see whatever of theirs they permit to be seen.

What does "what they permit to be seen" mean? Regarding all matters in ZSocial, each user has a set of permissions, which allows users to disallow people from seeing particular or all types of content. Both privacy and public visibility are possible, and at each user's discretion.)



## Contacts





# Getting the Most Out of ZSocial

To see your Contacts from the ZSocial top page, (which you can always access by clicking the ZSocial graphic in the upper left corner of whatever other page you may be on), just click Contacts in the left menu.

You will see your Contacts listed in the viewing area, as in the graphic to the right, from early beta days. (Notice the folks who don't have photos. Not so nice. Please upload a profile photo that will appear in such displays.)

You will also notice that you are on a tab titled My Contacts, as above. If you select My Contacts, at any time, you will see all your contacts. (Soon there will be a link under each contact to use to terminate a contact connection.)

The screenshot shows the ZSocial profile for Maureen Sargent. The header includes the ZSocial logo and a search bar. The profile picture is on the left. The main content area displays her name, current location (Dedham, MA), and basic information: birthday (11/03/1966), gender (Female), high school, college, and workplace. A biography section follows, stating she is an engineer, photographer, mom, and Z staff. A left-hand navigation menu is visible with options for Wall, Info, Photos, Blog, and Contacts.

The screenshot shows the ZSocial profile for Marcelo Ribeiro. The header includes the ZSocial logo and a search bar. The profile picture is on the left. The main content area displays his name, current location (São Paulo, São Paulo, Brazil), and a "Wall" section. The wall post shows a conversation between Maureen Sargent and Marcelo Ribeiro. Maureen asks for photo upload guidance, and Marcelo replies with a note about a size limit. Maureen then replies that she has added contacts but they are not listed. Marcelo replies that he doesn't know why. A left-hand navigation menu is visible with options for Wall, Info, Photos, Blog, and Contacts.

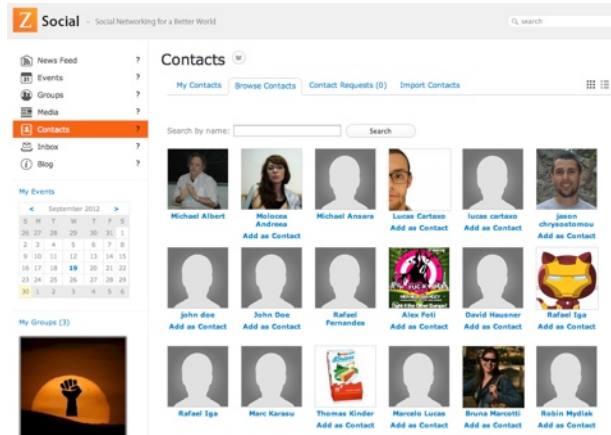
The screenshot shows the ZSocial profile for Marcelo Ribeiro. The header includes the ZSocial logo and a search bar. The profile picture is on the left. The main content area displays his name, current location (São Paulo, São Paulo, Brazil), and a "Friends" section. The friends list includes Rafael Iga, Michael Albert, and Maureen Sargent. A left-hand navigation menu is visible with options for Wall, Info, Photos, Blog, and Contacts.

# Getting the Most Out of ZSocial

If you click on any Contact's name, which appears in blue below their photo, you will visit that person's profile page. There you can see that person's accumulated blogs and other content and information (as they permit), and from there you can also send that person a private message.

Any time you click a person's name (link) from anywhere in ZSocial, you will go to that person's profile page.

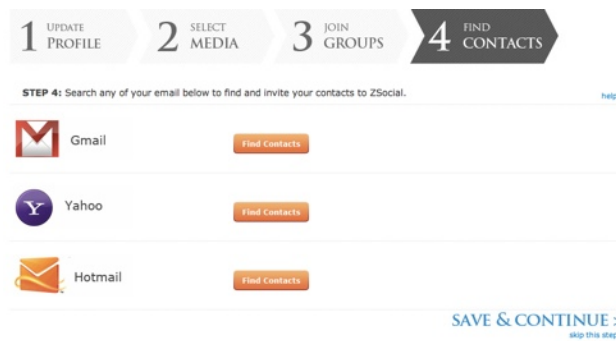
The left menu, when you are on a person's profile page, applies only to that person. If you click Wall on a particular person's profile page, Marcelo, to the right above, you will see that person's Wall. Click contacts in the left menu on a particular person's profile page, such as Marcelo's, to see that person's contacts, or click on blog to see that person's blog posts, and so on. Again, users may choose to not permit such viewing of their personal content.



## Creating Contacts

If you want to create a new contact:

- Choose the tab labelled Browse For Contacts. It shows everyone in the system.
- Use the search to find a particular person.
- Click Add as Contact below the person's name, and the person will be sent your request to become a contact and see it, as well, when they look on the site. If they accept the invitation, you will become contacts (called friends in the Facebook system).
- Select Contact Requests and you will see invitations that others have sent you to become a contact. You can accept or reject such requests.



## Getting the Most Out of ZSocial

The tab to Import Contacts gives you a convenient tool to write invitations to people you may have in a gmail, hotmail, or yahoo email system account address book. For other people, just use your usual email to write them and deliver your message. This tool is merely a convenience and we are working on a way to simplify inviting Facebook friends, too. Meanwhile, you can of course invite anyone by simply posting within Facebook, your invitation, to your friends or emailing anyone you have in mind to invite.

One little hiccup: When you are in Import Contacts, you need to click either Save and Continue, or Skip This Step, to get back into ZSocial proper.

Removing Contacts will soon be possible too. We will also be adding a means for you to categorize your contacts into subgroups such as friends, family, workmates, or whatever you choose. You will then be able to address each group separately, or all together.



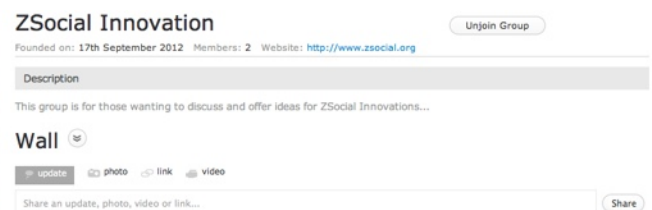
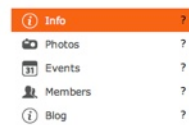
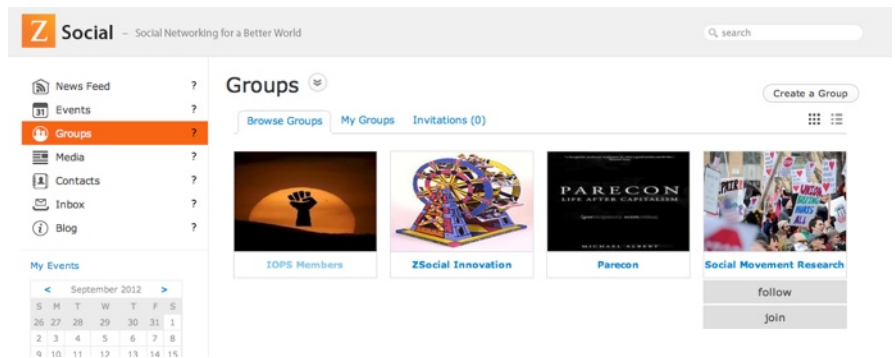
# Getting the Most Out of ZSocial

## Groups

A group is typically a bunch of users concerned with some issue, project, or whatever the case may be. Perhaps there is a subject people want to explore together - maybe a reading group, or a group project. Or perhaps people in an organization want to create their own group. Or a group can also be a bunch of people who want to exchange info and status reports and longer messages, and

so on, but just among themselves. Group members can let others see their group and its Wall, for example, but not take part, or they can opt to not even let non group members see it. Groups can require that people who want to join be accepted, or can make it open to all.

Members of a group see content related to their group in the Group Wall but also in their own NewsFeed, and can add to it. The person setting up the group has many options for making its contents visible to visitors, or not, and for people being able to join freely or only with permission, and to post to the Group freely or not, etc.



### *Joining and Creating a Group*

To join groups, click Group in the left menu from the ZSocial top page, and then click the Browse Groups tab, to ask to join them (see the graphic above)

# Getting the Most Out of ZSocial

To create a new group, choose Create A Group in the upper right of the main Group page.

In the picture above, the person is in the first three groups, but is looking at the browse groups tab, showing all Groups in the system. The person could follow the fourth group, or join it, by clicking the appropriate link. If there were many more groups in the system, he could use the search option, in the upper right.

Group members can see group contents in their NewsFeed, as well as by visiting the group's page. The content is filterable, as with all other content.

The My Groups tab shows the groups you are in. So for the above person, it would show the first three.

If you click on a particular Group's name, appearing as a blue link, you will go to that Group's page. To the right is a graphic of the page for the ZSocial Innovation Group, during the beta stage. You will notice that the group page has its own left menu.

Click any item any Group's left menu and you will see relevant content for that Group. You may opt to see info about the group, or photos the group has uploaded, or events set up by the group, or a display of the group's members, or the group's blog. The group wall will display typical wall contents, but just for the group - and depending as the group permits.

If you opt to Create a Group, from the main group page, you have many options. You can toggle choices to make your group easier or harder to join, and you can make its contents and exchanges more or less visible.

You use the form that appears to the right here, and when you click Create a Group. You enter a name, set privacy terms, membership terms, and content posting conditions. You enter a description. You can upload photos and an image for the group. Please don't create a group without confidence it will have members. Having lots of empty groups won't be helpful.

The image shows a web form titled "Register a Group". It is divided into several sections:

- Basic Information:** Includes fields for Name, Type, and Tags. There is a "Location" dropdown menu and a "Website (URL)" field.
- Privacy:** Two radio button options: "Open Group" (allows all users and makes group contents public) and "Closed Group" (only members can view group contents).
- Membership:** Two radio button options: "Approval" (users must be approved by a Group Admin) and "Auto" (users can join without needing approval).
- Adding Content:** Two radio button options: "Admins" (only Group Admins can add content) and "Members" (all Group members can add content).
- Organisational Description:** A large text area for "Description".
- Admins:** A text input field for adding group administrators.
- Members:** A text input field for adding group members.
- Upload Photos:** A section with a "Choose File" button and a note "(Maximum total size: 2MB)". Below it is an "Add more photos" link.
- Other:** A section with a "Choose File" button and a "Big Image" field.
- Site style:** A large text area for selecting a site style.

An orange "Register Group" button is located at the bottom right of the form.

# Getting the Most Out of ZSocial

## Events

Any user can enter an event - with a description, time, etc. Any user can subscribe to any event.

To see events in the system, you click Events in the left menu of the top page. You will see something like the image above, but with many more events listed.

If you click Browse Events you see all those events are in the system. Above, it is only one...the system is in beta!

You can subscribe to any event you may wish to - and then you will see notes and reports associated with it in your News Feed, filterable, as with all content there.

If you click My Events you can see the ones you have subscribed to. You can send an invitation to relate to an event you are part of, and you may receive invitations from others, to events they are part of.

To create a new event, you just click that option in the upper right. You get a big form and with it you can name the event, put information bearing on it, dates and times, an address, if it is recurring, and privacy conditions. You can also add photos and an event image.

### Create an Event

**Basic Information**

Title

Event Type

Topics

Starts at

Ends at

**Location**

Address line 1

Address line 2

District

City

State

Postcode

Country

**Upload Photos**

Add a photo  no file selected (maximum total size: 2MB)

**More Information**

Information

Recurring?

Invitations

Privacy  Public Event anyone can view and attend the event  Private Event only those invited can view and attend the event

# Getting the Most Out of ZSocial

## News Feeds / Walls

ZSocial's News Feeds and Walls are where users see content or links to content you are privy to. This content can be status reports or longer comments from your contacts, links to blogs by your contacts, photos they put up, or links they wish to share, as well as requests to you, comments on things you have done, etc.

It can also be the same kinds of content but from members of groups you are in and bearing on the groups, or bearing on events you have subscribed to, or it can be links to essays from media feeds you subscribe to.

The last is unusual. The News Feed, in this last form, provides an easy way for users to establish a flow of content from other sites right to their ZSocial News Feed. It uses what are called RSS Feeds, but it makes it uncommonly easy to do. See the Media section of this Manual for more information on this.

News Feed lets you filter the media content you see in your News Feed using links you will see off to the left side. You can choose an option to see the Type of content you want to filter for. Then you can click the source you want to see content of that type, from. All is an option in both cases.

Then we have two very powerful additional tools. You can click the link for any Media you follow, and content from just that source will appear. The same for any Group you are in. This way, if you are in lots of Groups or follow many Media sources, whereas if you look at all they are jumbled together and also make for a very long list in the viewing area, if you filter for each in turn, it is far more manageable.



# Getting the Most Out of ZSocial

Using these links, the display area lists only what you filter for which is very convenient when otherwise there may be too much to handle easily. You may, for example, click Media when you want to catch up on articles from media sources and see just that material, but then instead click Contacts when you want their materials without lots of media material interspersed. You may want only Updates, or Photos, only from Contacts or perhaps only from members of Groups you are in. Sometimes you may want All types of content, or All sources, or even both. And so on. Try filtering - trust us, it is very useful feature.

Continuing, right below the title, News Feed, you have five options for things you can very quickly share with your contacts and onto your profile page wall - or with group members, or events subscribers, or

media subscribers, as the case may be (if you are on a group page, event page or media page, not your own

## News Feed

 status update  comment  photo  link  video

Share an update, photo, video or link...

top page). Update, Photo, Link, and Video, are similar to most social media. The idea is that you provide your contacts (or other group members, etc.) a brief note or update, or you share with them a photo, link, or video.

The first option of the five, however, is a bit different. Message opens a form that lets you type in a longer communication. Once you submit the communication, it appears for your contacts, (or for group members, etc.) In Feed and Wall displays, it will, however, as a default show only the first fifty words, but there will be a More link at the end. Click that link, and the person viewing it can see the whole message, however long it might be.

News Feed can get confusing for first time users. When you open ZSocial you see your News Feed, with content for you, from your contacts, with your media feeds (see below), etc.

If you go to a particular group or event, you will see its Feed, with content from and for it by its members or subscribers. (If you are a member or subscriber, you can also see the groups content or event content in your own Feed, directly, without having to visit the Group or Event page.

If you go to another user's profile page, and click Feed, you will see whatever elements of that user's feed they are permitting the public to view. Feeds exist for individuals, groups, events, and media sources and are contextual. They display what makes sense where they are.

# Getting the Most Out of ZSocial

## Media

ZSocial's Media facility is a way to draw content from all over the internet into your ZSocial News Feed.

What appears in your Feed, from sources that you click to Follow, is links. You click any link you see in your Feed that you are interested in, and it will take you to the source web system to see the full content.

The facility is basically an RSS reader (for those familiar with that terminology), made very simple and arranged to pour contents into your News Feed - when you ask for it to do so.

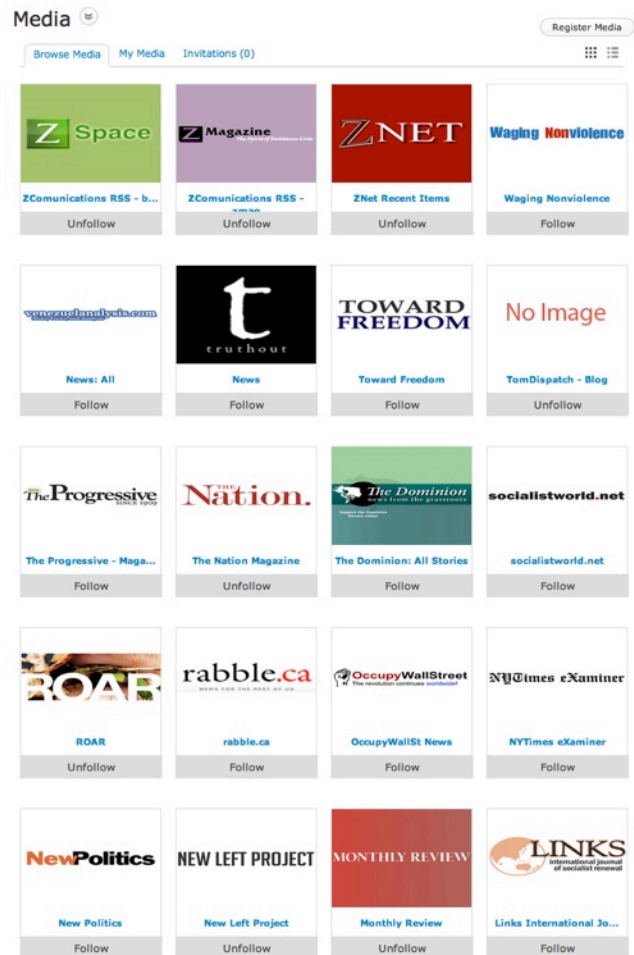
From the top page of ZSocial, click "Media" in the left hand menu.

You will see a list of media sources in the middle viewing area, if you are on the Browse Media tab, at the top, as in the graphic above, you can choose to follow any source (or unfollow any that you are already following) just by clicking the link Follow (or Unfollow) that appears with each.

Another option is to click the name of the media source which appears in blue. If you do that, you will see the feed from just that source.

Clicking the name of a source and looking at its offerings, then another, then another, lets you keep abreast of content from pretty much anywhere on the internet, but without cluttering your News Feed.

On the other hand, following some sources means their links appear in your Feed front and center for you, unless you opt to temporarily filter them out.





# Getting the Most Out of ZSocial

The Media facility doesn't stop there. Clicking the name of a media source, as we did for ZNet in the graphic below, doesn't only show you the listing of its recent content. Its Media page, as to the right, has a short left menu. If you click Wall, it shows a familiar Wall, (another name for Feed, basically) but now bearing just on that media (which is why it is called Wall).

You can share content or comments to it and others who look at the page will see your contribution, and, even more so, others who are Following that media will see it in their NewsFeeds - unless they filter it out.

The sources you can choose from listed in Browse Media have two origins. The hosts of ZSocial have put a number of sources there, at the outset of starting up ZSocial, for your quick and easy use. But, ZSocial members can add items they wish to follow, that are not already listed.

Whatever anyone adds appears on everyone's browse media tab - so the array of items you can quickly and easily select from keeps growing. There is one proviso - administrators will remove sources that are in extreme conflict with the social aims of the system, and/or totally lacking in redeeming rewards for those following them. Of course we understand researchers may wish to add diverse mainstream media, even right wing media - to a point -but not porn and the like. Descriptions should be accurate, please.

Adding a new media source to the ZSocial Media library which you can then choose to follow, and others can too, is not entirely trivial. You have to use the above form, which appears when you click Register Media on the main media page. The URL you have to enter isn't just the URL of a page or a site. It is a specific URL that generates the RSS feed. On some sites, these are quite evident. But, there is a fast and easy way to find RSS URLs, albeit using the resources of a major corporate operation.



## New RSS Feed

### Basic Information

http://www.

Upload image

Choose File no file selected

Save

# Getting the Most Out of ZSocial

Go to Google. In the More menu at the top, click to see the additional options and then choose Reader.

Then click on Subscribe toward the top of the right hand column.

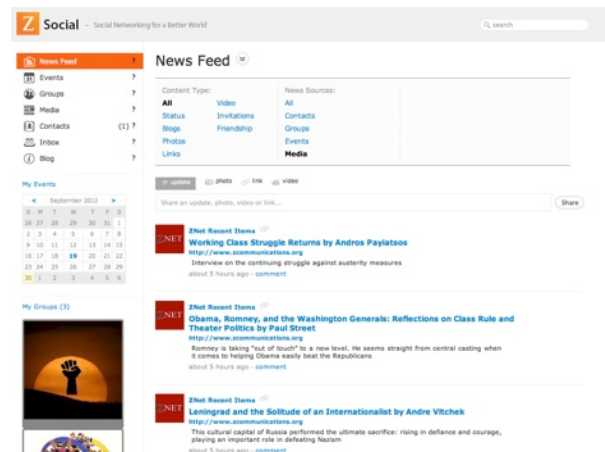
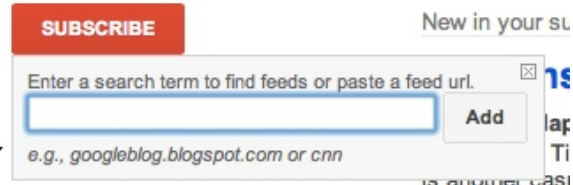
Then enter a term to find media or sites related to that term that have RSS feeds. So, as an example, you might enter ZNet, or you might enter the New York Times, or Physics Today, or Red Pepper, or whatever.

You will likely see a listing for the source you have in mind. If you do, there will be a little text that Google picks up somehow, and there will be a link in green. That is the link you drop into the ZSocial Media Field for entering a new source. (Notice, it also gives you an estimate of the volume of items that will be sent by that source per week.) Then you can enter any graphic also to go with it in the ZSocial library. A good way to do this is to get a logo or something from the source's web site. The source will then appear in our library. You can follow it, and so can others. It will get its own page, with members following it, with its own Wall, and so on.

Finally, if you click the tab labelled My Media, at the top, you will see only those media you have clicked to follow. You can always remove one, if you so desire - just by clicking to UnFollow it.

Again, the content from any and all feeds you choose to follow will appear when you choose News Feed in the left hand menu of the top page, and then you choose, in the middle area, using the downward pointing arrow next the the Large News Feed Heading, either All or just Media. This displays your media content.

Typically, sources provide a link and a brief description. If you click a link, you are taken to the source site to see the article in full.



# Getting the Most Out of ZSocial

## Blog

A blog is another name for an essay. If you click Blog in the top page left menu, you will be taken to your blog page.

If you click Create a Post, in the upper right, you will be able to post an essay using the form that appears. It allows rich formatting, including graphics, tables, etc.

The blog you post will appear in your display where you will see it and others will see it too if they click to visit your profile page. A link to it will also flow to all your contacts, and appear in their NewsFeed when they filter for blogs by contacts or just look at everything. If they click on it, they will see your full blog post.

Commenting On a Blog, as on anything else, occurs by clicking the appropriate link below each blog post. All comments, at all times, need to be civil. Violations will not be permitted to persist. Comments also go to Contacts, and to the blog author, and to your profile page.

Finally, to the left side, on your blog page, you can also opt to see all blogs in the system, and all blogs from your Groups, and all Blogs from your Contacts. People visiting your profile page and then your blogs, however, don't have those options.



### Create a Blog Post

A screenshot of the "Create a Blog Post" form. It has a "Basic Information" section with "Title" and "Topics" input fields. Below that is a "Content" section with a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. At the bottom right of the form are "Save" and "Save & Publish" buttons.

# Getting the Most Out of ZSocial

## Inbox

Inbox contains messages sent to you, and those that you send to others.

### Sent Messages

New Message

My Messages Sent

Delete Mark as Read Report as Spam

Date

<input type="checkbox"/>		<b>Michael Albert</b>	<b>Picture</b> Can you put up a picture on zsocial...	7 days ago
--------------------------	---	-----------------------	--	------------

In time, ZSocial will have richer direct messaging, including chatting.

# Getting the Most Out of ZSocial

## Your Account

Each user of ZSocial has an account for billing terms and information and a Profile Page which includes a bio, photo, and other information you enter. You can access your account, include a payment plan, and enter your relevant payment information, etc. And you can edit your Profile Data, add Photos, add a profile picture (also called an avatar by some), add Photo Albums, and add a Bio or Political Information all by using links that appear next to your name, in the upper left, when you are logged in.



In the same set of links next to your name in the upper left, there is also a "Settings" link. This lets you control various aspects of the system as they relate to you, such as who you want to be able to see your status and other posts, and what kinds of email notification you want to receive - or not receive - from the system.

Now, how do you do all that?

Near the top of your ZSocial display you see your name on the left side. Next to it is a pull down menu with a few options. Click that to see the options (as in the graphic a little up and to the right).

There is a link for a Help Q/A and another for this PDF Manual. Then there is a link to take you to your profile page. And finally there is a link for your settings, and one for your account.

For example, click the link for My Settings. Then click in the left menu for your EMail settings. You will see a form like the one to the right.

You can establish under what circumstances ZSocial should email you with a notice that something of interest has happened - for example, when someone comments on something by you, or posts on your wall, or requests you join a group, or to join an event, or whether you want a ZSocial Newsletter, and so on.

### Email Settings

ZSocial will send you an email whenever you get a new notification for something that involves you. You can select what notifications you receive for below (click save to update any changes you make):

Email me when:

#### PROFILE WALL

someone posts something on the wall

#### COMMENTS

someone comments on an update, photo, link, video or blog I have shared

someone replies to one of my comments

#### CONTACTS

someone sends me a contact request

someone accepts my contact request

someone sends me private message

#### GROUPS

someone invites me to join a Group

a group admin approves my request to join a Group

someone requests to join a Group requiring approval that I am admin of

someone invites me to be a Group admin

someone posts on the wall of a Group I am admin of

#### EVENTS

someone invites me to attend an Event

someone invites me to be an Event admin

an Event I'm attending is cancelled or the date/time is changed

someone posts on the wall of an Event I am admin of

#### MEDIA

someone sends me a Media recommendation

someone invites me to be a Media admin

someone posts on the wall of a Media I am admin of

#### ZSocial

receive the ZSocial Newsletter

receive a monthly email of upcoming Events in your area?

# Getting the Most Out of ZSocial

You make the changes you want and then save, and the conditions you set become operative.

Next, also on the Settings Page, you can click Privacy Settings.

Now you can set who can view your profile, who can post to your wall, view groups you have joined, view your contacts, send you a private message, etc.

Finally, back in the menu that is next to your name, you can choose My Account. Now you see a form that lets you alter your profile information - name, gender, email, image, location, and also the terms of your billing plan. It is like the one that appears immediately below.

It has entries for your name, first and last, your gender, your email, and your password (you can't see it, but you can change it). It has an option to Upload an Avatar which is the picture that goes with you all over the site. You can call it your profile picture!

Next, there is your location. And you can set your billing plan and billing info, by clicking that option and filling in the form. You click Update, at the bottom, to register any changes.

ZSocial charges. There are bills to pay - and we do not have advertising or otherwise sell information bearing on our users to corporations. We find that odious. So, we have fees, low, but critical to the operation.

## Privacy

At ZSocial we take your privacy very seriously. Unlike other social network sites there is no advertising and your data will not be sold on to any third parties. In fact, your data is entirely under your control, visible only to those you allow to access it. You can update your privacy settings here to set who views your information (click save to update any changes you make).

### PROFILE

Who can view my profile?

everyone  all my contacts  some of my contacts

On my profile page, who can post on my wall?

everyone  all my contacts  some of my contacts  only me

On my profile page, who can view the Groups I have joined?

everyone  all my contacts  some of my contacts  only me

On my profile page, who can view my Contacts?

everyone  all my contacts  some of my contacts  only me

### EVENTS

On an Event Page I am attending, who can view my attendance?

everyone  other attendees  only the event admins  only me

### GROUPS

On an Group Page I have joined, who can view that I am a member?

everyone  other group members  only the group admins  only me

### MESSAGING

Who can send me a private message?

everyone  all my contacts  some of my contacts  nobody

### PHOTOS

Allow people to tag me in photos?

yes  no

Save

## Michael Albert

Current Location: Home Town: Woods Hole Ma

### Edit Profile

Username michael-albert

First name

Michael

Last name

Albert

I am a

Male

Email

sysop@zmag.org

Password

(leave blank if you don't want to change it)

Password confirmation

Upload avatar

Choose File no file selected

Delete avatar



Location

--Select--

Billing plan

Free Account

Profile status

Inactive

( You can change or cancel your billing plan if your profile is Active )

Billing info

Update



# Getting the Most Out of ZSocial

To the right is the form you use to pick a billing option. The fee for ZSocial is \$3 a month - though everyone gets a thirty day free trial. The fee covers diverse costs including staffing, hosting, maintenance and updating, etc. If we have lots of ZSocial participants, funds may exceed immediate costs. The excess will go to innovation, as well as generating new projects - just as other funds from other efforts were used to generate ZSocial.

You can choose to pay monthly, every three months, every six months, or yearly. You pick your plan. You can also opt to contribute extra, by picking an option that is not in the top row... and, if you do, we thank you! But please note, once you enter a plan - you need not do that for thirty days - it does start billing right away.

But, that's not all. There is a link, in the left menu on your profile page - for photos.

This is where folks can click to see photos you decide to upload into albums.

Choose Add An Album in the upper right. In the form that appears, give the album a name. Then pick pictures to upload to it from your computer, one at a time - sorry, you can't yet do a bunch at once.

The photo album will appear, clickable, to see the entries, as in the image to the right, with your album, of course. The form you use to upload your photos will be like that to the right.

There is a 2mb limit on size of single photos. But you can do as many as you like.

Michael Albert  
Current Location: Home Town: Woods Hole Ma [Edit profile](#)

Billing Plans

Monthly \$3 Monthly <a href="#">Sign up</a>	Quarterly \$9 Every 3 months <a href="#">Sign up</a>	Semiannually \$18 Every 6 months <a href="#">Sign up</a>	Annually \$36 Yearly <a href="#">Sign up</a>
Semiannually \$30 Every 6 months <a href="#">Sign up</a>	Semiannually \$60 Every 6 months <a href="#">Sign up</a>	Monthly \$10 Monthly <a href="#">Sign up</a>	Monthly \$20 Monthly <a href="#">Sign up</a>
Monthly \$30 Monthly <a href="#">Sign up</a>	Annually \$100 Yearly <a href="#">Sign up</a>	Annually \$200 Yearly <a href="#">Sign up</a>	Annually \$300 Yearly <a href="#">Sign up</a>

Michael Albert  
Current Location: Home Town: Woods Hole Ma [Edit profile](#) [Add an album](#)

My Photo Albums

 Family Pictures (18)	 Friends (7)
--------------------------	-----------------

Michael Albert  
Current Location: Home Town: Woods Hole Ma [Edit profile](#) [Add an album](#)

New Photo Album

Name

Choose a photo Size limit: 2mb  
[Choose File](#) no file selected

[Add more photos](#) [Save](#)