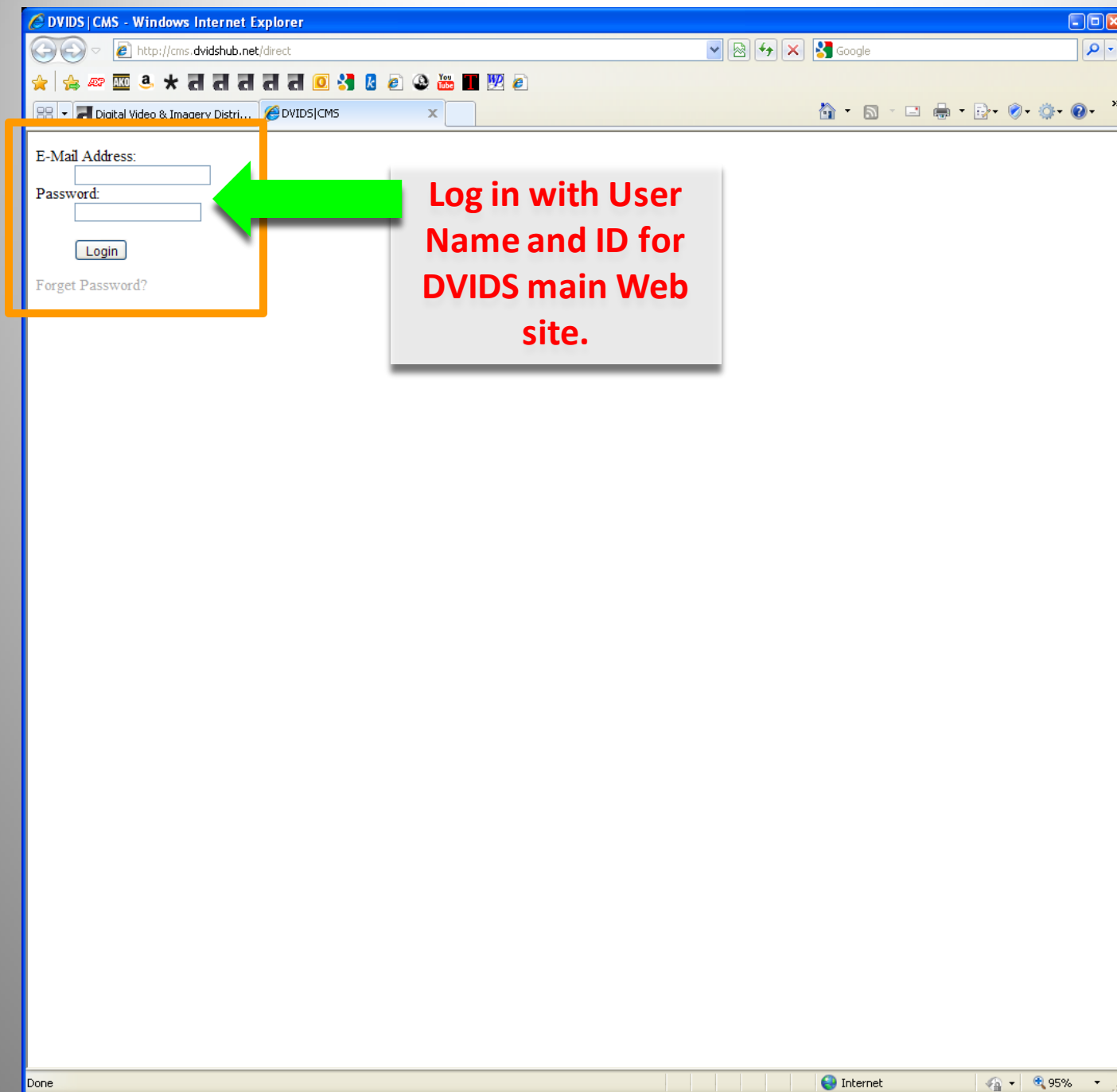


# Upload Audio on DVIDS DIRECT



**Navigate to**  
**<http://direct.dvidshub.net>**



**Log in with User  
Name and ID for  
DVIDS main Web  
site.**

DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1

File Edit View Favorites Tools Help

Digital Video & Imagery Distribution DVIDS | CMS

[Log Out](#)

**Your Batch # is 258962**

Web Upload

To begin, please select your media for upload

**Click to Upload**

Files Queued:  
Files Uploaded:  
Errors:

Current Speed:  
Time Remaining:  
Percent Uploaded:

**Files:**

Filename Review Status Delete  
[Add News Story](#)

Alternate Upload Methods  
[FTP](#) [Aspera](#) [AFT](#)

Username: DVIDS360  
Password: dvids360


After uploading all files with FTP or Aspera, please click the "Upload Complete" button to prepare your uploaded files for metadata editing.

**Uploading Images Instructions and Tips**

1. Ensure the "Title" fields in the gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is the same for all photos.
2. Do not use VIRIN numbers or file names in the caption field. Remove the photo credit line at the end of the caption.
3. For "Keywords", select keywords that describe what is occurring in the photo, not necessarily the subject itself. If possible, choose descriptors that are NOT in the caption, but identify what the photograph is about.
4. Place the VIRIN number of your photograph in the VIRIN block.
5. Ensure you have a base/installation, city, province, or current body of water listed. DO NOT use acronyms here. Spell out FT or FOB or COB.
6. Select your country.
7. Input the date the photograph was taken.
8. Select the photographer. If not listed, be sure to contact your DVIDS unit representative to have your unit roster updated.

Tips for captions:

- Don't be afraid to have TOO much information in a caption. Make your photos as marketable as possible.
- Avoid acronyms at all costs. Spell them out in first reference.
- Be sure to consult your *Associated Press Style Book* for correct abbreviations of ranks, cities, and months.

• You must review and "approve" every image prior to submission. Do this by clicking on the  next to the file name.

• Ensure the thumbnail is correctly associated to the image you've uploaded.

• **ALL metadata fields MUST be filled in.** If you've used correctly filled out metadata information in your graphics software, the system will pull that data out and fill in the metadata field for you.

• Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.

• Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258962

Web Upload

To begin, please select your media for upload

**Click to Upload**

Files Queued:  
Files Uploaded:  
Errors:

Files:

Filename Review Status Delete  
[Add News Story](#)

Alternate Upload Methods  
[FTP](#) [Aspera](#) [AFT](#)

Username: DVIDS360  
Password: dvids360

[Upload Complete](#)

After uploading all files with FTP or Aspera, please click the "Upload Complete" button to prepare your uploaded files for metadata editing.

[Finish](#)

### Uploading Images Instructions and Tips

1. Ensure the "Title" fields in the gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is used as the title for each photo.

**2. Navigate to the mp3 files you wish to upload and select them.**

Select file(s) to upload by cms.dvidshub.net

Look in: DVIDS Direct


DVIDS Direct is great...

My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

File name: DVIDS Direct is great.mp3

Files of type: DVIDS Media Files (\*.jpg;\*.mp3;\*.pdf;\*.mov;\*.av)


Open  
Cancel

- You must review and "approve" every image prior to submission. Do this by clicking on the  next to the file name.
- Ensure the thumbnail is correctly associated to the image you've uploaded.
- **ALL metadata fields MUST be filled in.** If you've used correctly filled out metadata information in your graphics software, the system will pull that data out and fill in the metadata field for you.
- Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.
- Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

Done

Internet 95%





DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258962

### Uploading Images

#### Instructions and Tips

1. Ensure the "Title" fields in the gallery are identical for each photo.  
When adding photos to a news story, ensure the headline of the story is used as the title for each photo.

Web Upload

To begin, please select your media for upload

# Click to Upload

**Files Queued:**  
**Files Uploaded:**  
**Errors:**

**Files:**

**Filename Review Status Delete**  
[Add News Story](#)

[Alternate Upload Methods](#)  
[FTP Aspera AFT](#)

Username: DVIDS360  
Password: dvids360

After uploading all files with FTP or Aspera, please click the "Upload Complete" button to prepare your uploaded files for metadata editing.

**Select file(s) to upload by cms.dvidshub.net**

Look in: DVIDS Direct

DVIDS Direct is grea...

My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

File name: DVIDS Direct is great.mp3

Files of type: DVIDS Media Files (\*.jpg;\*.mp3;\*.pdf;\*.mov;\*.av)


caption field.  
photo credit line at

tion in a caption.  
in first reference.  
Style Book for  
onths.

at is occurring in  
sible, choose  
y what the

e VIRIN block.  
or current body of  
ut FT or FOB or

## 3. Click on "Open" to upload each of the mp3 files selected.

- You must review and "approve" every image prior to submission. Do this by clicking on the  next to the file name.
- Ensure the thumbnail is correctly associated to the image you've uploaded.
- ALL metadata fields MUST be filled in.** If you've used correctly filled out metadata information in your graphics software, the system will pull that data out and fill in the metadata field for you.
- Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.
- Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

Done

Internet 95%

DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258962

### Web Upload

To begin, please select your media for upload

**Click to Upload**

Files Queued:	0	Current Speed:	25.03 MB/s
Files Uploaded:	1	Time Remaining:	0 s
Errors:	0	Percent Uploaded:	100.00 %

### Files:

Filename	Review	Status	Delete
DVIDS Direct is great.mp3.mp3			

[Add News Story](#)

### Alternate Upload Methods

[FTP Aspera AFT](#)

Username: DVIDS360  
Password: dvids360

After uploading all files with FTP or Aspera, please click the "Upload Complete" button to prepare your uploaded files for metadata editing.

### Uploading Images Instructions and Tips

1. Ensure the "Title" fields in the gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is used as the title for each photo.
2. Do not place VIRIN numbers or file names in the caption field. Remove the photo credit line at the end of the caption.
3. For "Keywords", select keywords that describe what is occurring in the photo, not necessarily the subject itself. If possible, choose descriptors that are NOT in the caption, but identify what the photograph is about.
4. Place the VIRIN number of your photograph in the VIRIN block.
5. Ensure you have a base/installation, city, province, or current body of water listed. DO NOT use acronyms here. Spell out FT or FOB or COB.
6. Select your country.
7. Input the date the photograph was taken.
8. Select the photographer. If not listed, be sure to contact your DVIDS unit representative to have your unit roster updated.

- You must review and "approve" every image prior to submission. Do this by clicking on the next to the file name.
- Ensure the thumbnail is correctly associated to the image you've uploaded.
- **ALL metadata fields MUST be filled in.** If you've used correctly filled out metadata information in your graphics software, the system will pull that data out and fill in the metadata field for you.
- Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.
- Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

Done Internet 95%

NOTE: The names of photos you uploaded will appear.

4. Review the audio file and add metadata ONE AT A TIME.

DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1#

File Edit View Favorites Tools Help

5. Add a description of the audio file to include a title, date, city, country.

All fields shown are required

Uploading Images  
Instructions and Tips

**Edit Metadata**

All fields are required unless otherwise indicated

Title  
DVIDS Direct is great

Description  
DVIDS Direct is a web-based, product submission portal that bypasses the main DVIDS website, allowing busy public affairs professionals to quickly upload media products from military networks and lowbandwidth environments.

Keywords  
DVIDS, Direct, release, public affairs, tool, upl

Date Taken  
08/01/2010

Unit  
DVIDS Hub

Credit  
Kiel, Jonathan

Country  
United States

State (optional)  
Georgia

City (optional)  
ATLANTA

Save

6. Click the SAVE button once all required metadata has been added.

NOTE: The date listed in the description should match the Date Taken field

After uploading all files with FTP or Aspera Complete" button to prepare your uploads

filled out metadata information in your graphics software, the system will pull that data out and fill in the metadata field for you.

- Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.
- Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

Done Internet 95%



DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct/index/newbatch/1#

File Edit View Favorites Tools Help

Log Out

Your Batch # is 25896

Web Upload

To begin, please select your photos for upload.

**Click to Upload**

Files Queued: 0 Current Speed: 0.003 Mbps  
Files Uploaded: 1 Time Remaining: 0:00  
Errors: 0 Percent Uploaded: 100.00 %

**Files:**

Filename	Review	Status	Delete
DVIDS Direct is great.mp3.mp3			

[Add News Story](#)

Alternate Upload Methods  
[FTP](#) [Aspera](#) [AFT](#)

Username: DVIDS360  
Password: dvids360

After uploading all files with FTP or Aspera, please click the "Upload Complete" button to prepare your uploaded files for metadata editing.

**7. Click the FINISH button.**

**NOTE: The FINISH button will not be available until all uploaded files have been reviewed. Each uploaded product must have been reviewed and the status must be a green circle with checkmark.**

**Once the metadata edits are finished and saved, the exclamation point will turn to a green circle with checkmark.**

**Uploading Images Instructions and Tips**

1. Ensure the "Title" fields in the gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is used as the title for each photo.
2. Do not place VIRIN numbers or file names in the caption field. Remove the dateline from the caption. Remove the photo credit line at the end of the caption.

Tips for captions:

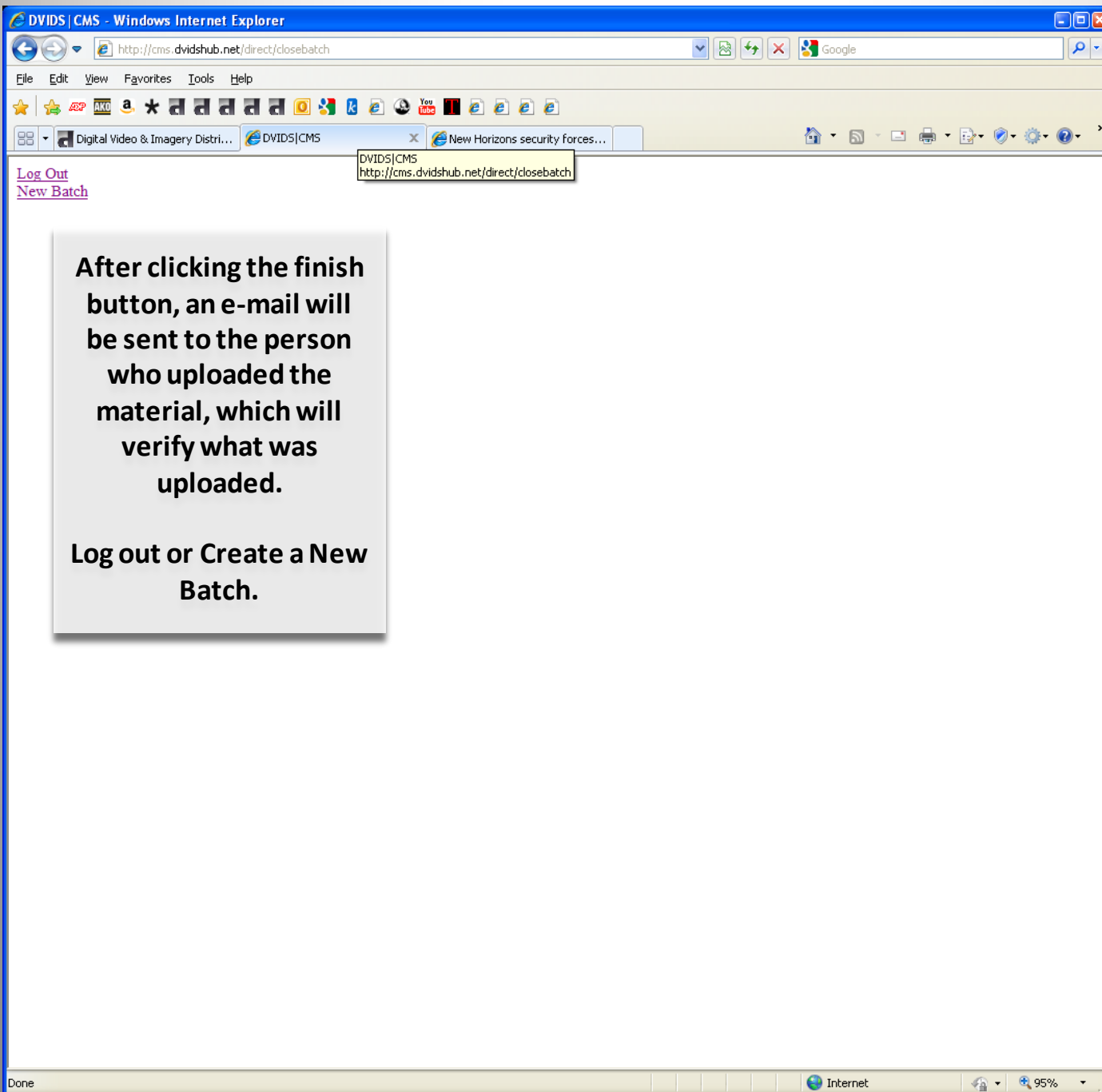
- Don't be afraid to have TOO much information in a caption. Make your photos as marketable as possible.
- Avoid acronyms at all costs! Spell them in first reference.
- Be sure to correct

3. For "Keywords", select keywords that describe what is occurring in the photo, not necessarily the subject itself. If possible, choose descriptive keywords.
4. Place the VIRIN number of your photograph in the VIRIN block.
5. Ensure you have entered the correct date in the date field.
6. Select your caption.
7. Input the date the photograph was taken.
8. Select the photo representative to have your thumbnail updated.

- You must click "Review" to ensure the thumbnail is correctly associated to the image you've uploaded.
- Ensure the metadata fields "MUS" are filled in. If you've used correctly filled out metadata information, the system will pull that data out and fill in the fields.
- Once you have verified the metadata is accurate, check "Approve" underneath the thumbnail.
- Once you have completed verifying the entire upload, click "Post Images" to submit them to DVIDS for final review.

For detailed instructions on uploading Photos, [click here](#).

Done Internet 95%



**COMPLETE**