

# Upload News with Photos on DVIDS DIRECT



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

DVIDS | CMS - Windows Internet Explorer

http://cms.dvidshub.net/direct

E-Mail Address:

Password:

Login

[Forget Password?](#)

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

Done Internet 95%

DVIDS | CMS - Windows Internet Explorer

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

File Edit View Favorites Tools Help

DVIDS Images: 1st MLG Mari... DVIDS/CMS

[Log Out](#)

**Your Batch # is 258148**

[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


[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. Click here to upload your photos.
2. The gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is relevant to the photo. Remove the photo credit line at the end of the caption. Remove the photo credit line at the end of the caption. 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](#).

DVIDS | CMS - Windows Internet Explorer

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

File Edit View Favorites Tools Help

DVIDS Images: 1st MLG Mari... DVIDS | CMS

[Log Out](#)

## Your Batch # is 258148

### 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

[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](#)

2. Navigate to the pictures you wish to upload and select them.

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

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

3. **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.

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

5. 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](#).

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

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258148

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.

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.

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3. Click on "Open" to upload each of the photos selected.

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

Look in: DVIDS Direct Samples


My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

241019 279108 292340

File name: "241019.jpg" "279108.jpg" "292340.jpg"

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](#).

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DVIDS | CMS - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Log Out

Your Batch # is 258148

Web Upload

To begin, please select your media for upload

Click to Upload

Files Queued: 0  
Files Uploaded: 3  
Errors: 0

Current Speed: 338.53  
Time Remaining: 0 s  
Percent Uploaded: 100.00 %

Files:

Filename	Review	Status	Delete
241019.jpg			
279108.jpg			
292340.jpg			

Add News Story

Alternate Upload Methods  
FTP Aspera AFT

NOTE: The filenames of the photos you uploaded will appear.

4. Click the magnifying glass to review each photo's metadata.

Review each photo ONE AT A TIME.

Uploading Images  
Instructions and Tips

Ensure the "File" fields in the gallery are identical for each photo. When adding photos to a news story, ensure the headline of the story is added 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.

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.

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](#).

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**5. Review all metadata or add metadata to the photo to ensure compliance with DoD Directive 5040.6**

### Edit Metadata

All fields are required unless otherwise indicated

Headline  
Chowkay District VETCAP

Caption  
U.S. Army Sgt. Jason Stevens from Lynchburg, Va., of 40th Infantry Division Agricultural Development Team, California Army National Guard, helps an Afghan boy and his father gather their sheep so they can receive treatment at the Veterinary Civil Action Program held at

Keywords  
Afghanistan, Vetcap, 40th ID ADT

Date Taken  
05/02/2010

Unit  
55th Combat Camera

Credit  
Idleburg, Corey

VIRIN  
100502-A-18391-059 [Generate VIRIN](#)

Country  
Afghanistan

State (optional)

City (optional)  
BARBUR VILLAGE



Virin  
100502-A-18391-059

Instructions  
MAJ T.G Taylor  
4-4ID PAO 831-1013

Date  
20100502

Author  
Sgt. Corey Idleburg

AuthorTitle  
55th Signal Company (Combat Came

City  
BARBUR VILLAGE

State  
Chowkay District, Konar Province

Country  
Afghanistan

CommandShown  
40th Infantry Division ADT

Credit  
U.S. Army

Unit  
Digital

Copyright  
Public Domain

Save

**NOTE: All required IPTC headers are shown.**

**NOTE: The date listed in the caption should match the Date Taken field as well as the date in the VIRIN. All dates should represent when the photo was taken, not when the caption was written.**

**6. Click the SAVE button once metadata review is complete.**



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http://cms.dvidshub.net/direct#

File Edit View Favorites Tools Help

Log Out

**Your Batch # is 258148**

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
241019.jpg			
279108.jpg			
292340.jpg			

[Add News Story](#)

Alternate Upload Methods  
[FTP Aspera AFT](#)

Username: DVIDS360  
Password: dvids360

After uploading all files, click the "Upload Complete" button to go to the "Review" page.

**7. Review the metadata for all other uploaded photos – ONE AT A TIME.**

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

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

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DVIDS | CMS# - Windows Internet Explorer

http://cms.dvidshub.net/direct#

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258148

### Uploading Images Instructions and Tips

**Web Upload**

To begin, please select your media for upload

**Click to Upload**

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

**Files:**

Filename
241019.jpg
279108.jpg
292140.jpg

[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 upload for review.

**8. If a news story accompanies the photos, click the Add News Story link.**

**NOTE: The news story will be automatically attached to the photos you select.**

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 out in first reference.
- Be sure to consult your *Associated Press Style Book* for correct abbreviations of ranks, cities, and months.

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.


3. Enter the VIRIN number of your photograph in the VIRIN block.

4. 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.

5. Select your country.

6. Input the date the photograph was taken.

7. Select the photographer. If not listed, be sure to contact your DVIDS representative to have your unit roster updated.

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

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

10. 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.

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

12. 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

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DVIDS CMS# - Windows Internet Explorer

http://cms.dvidshub.net/direct#

File Edit View Favorites Tools Help

Log Out

Your Batch # is 258148

Web Upload

To begin, please select your media for upload.

[Click to Upload](#)

11. Body: Insert the main body of the news story.

19. Headline: Insert the news headline.

20. Introduction: Insert the first paragraph of the news story without the dateline.

21. Add keywords: any words you would use to search for your own material.

22. Add the date the story took place, not the date it was written.

Filename

241019.jpg

279108.jpg

292340.jpg

[Add News Story](#)

Alternate Upload Methods

[FTP Aspera AFT](#)

Username: DVIDS360

Password: dvids360

[Upload Complete](#)

After uploading all files with FTP or Aspera, click the "Upload Complete" button to prepare your upload for processing.

Headline

Units encouraged to upload on their own

Introduction

Public affairs units are given several options for submitting their material to DVIDS, but each unit is highly encouraged to keep the process "hands-on" by uploading their own stories, photos, video and audio products.

Body

ATLANTA - Public affairs units are given several options for submitting their material to DVIDS, but each unit is highly encouraged to keep the process "hands-on" by uploading their own stories, photos, video and audio products.

Keywords

upload, public affairs, DVIDS, unit members

Date

07/30/2010

Unit

DVIDS Hub

Credit

Kiel, Jonathan

Country

United States



State

Georgia

City (optional)

Atlanta

Please select any associated images

[Save](#)

DVIDS | CMS# - Windows Internet Explorer

http://cms.dvidshub.net/direct#

File Edit View Favorites Tools Help

Log Out

Your Batch # is 258148

Web Upload

To begin, please select your media for upload

**Click to Upload**

Files Queued:  
Files Uploaded:  
Errors:

Files:

Filename
241019.jpg
279108.jpg
292340.jpg

Username: DVIDS360  
Password: dvids360

Upload Complete

After uploading all files with FTP or Aspera, click the "Complete" button to prepare your upload for processing.

### Edit Metadata

All fields are required unless otherwise indicated

Headline  
Units encouraged to upload on their own

Introduction  
Public affairs units are given several options for submitting their material to DVIDS, but each unit is highly encouraged to keep the process "hands-on" by uploading their own stories, photos, video and audio products.

Body  
ATLANTA - Public affairs units are given several options for submitting their material to DVIDS, but each unit is highly encouraged to keep the process "hands-on" by uploading their own stories, photos, video and audio products.

Keywords  
upload, public affairs, DVIDS, unit members


Date  
07/30/2010


Unit  
DVIDS Hub

Credit  
Kiel, Jonathan

Country  
United States (optional)  
Georgia (optional)  
ATLANTA

Please select any associated images

☒ 

☒ 

**Save**

**15. Ensure the correct country and city are selected.**

**16. Select the photos, previously uploaded, that belong with the story.**

**14. Ensure the correct unit and journalist are given credit.**

**17. Click Save to complete uploading the story and attaching photos.**

DVIDS | CMS# - Windows Internet Explorer

http://cms.dvidshub.net/direct#

File Edit View Favorites Tools Help

Log Out

## Your Batch # is 258148

### Uploading Images Instructions and Tips

**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
241019.jpg			
279108.jpg			
292340.jpg			
Units encouraged to upload on their own			

[Add News Story](#)

**Alternate Upload Methods**

[FTP Asper](#) [AFT](#)

Username: DVIDS360  
Password: dvids360

Upload Complete

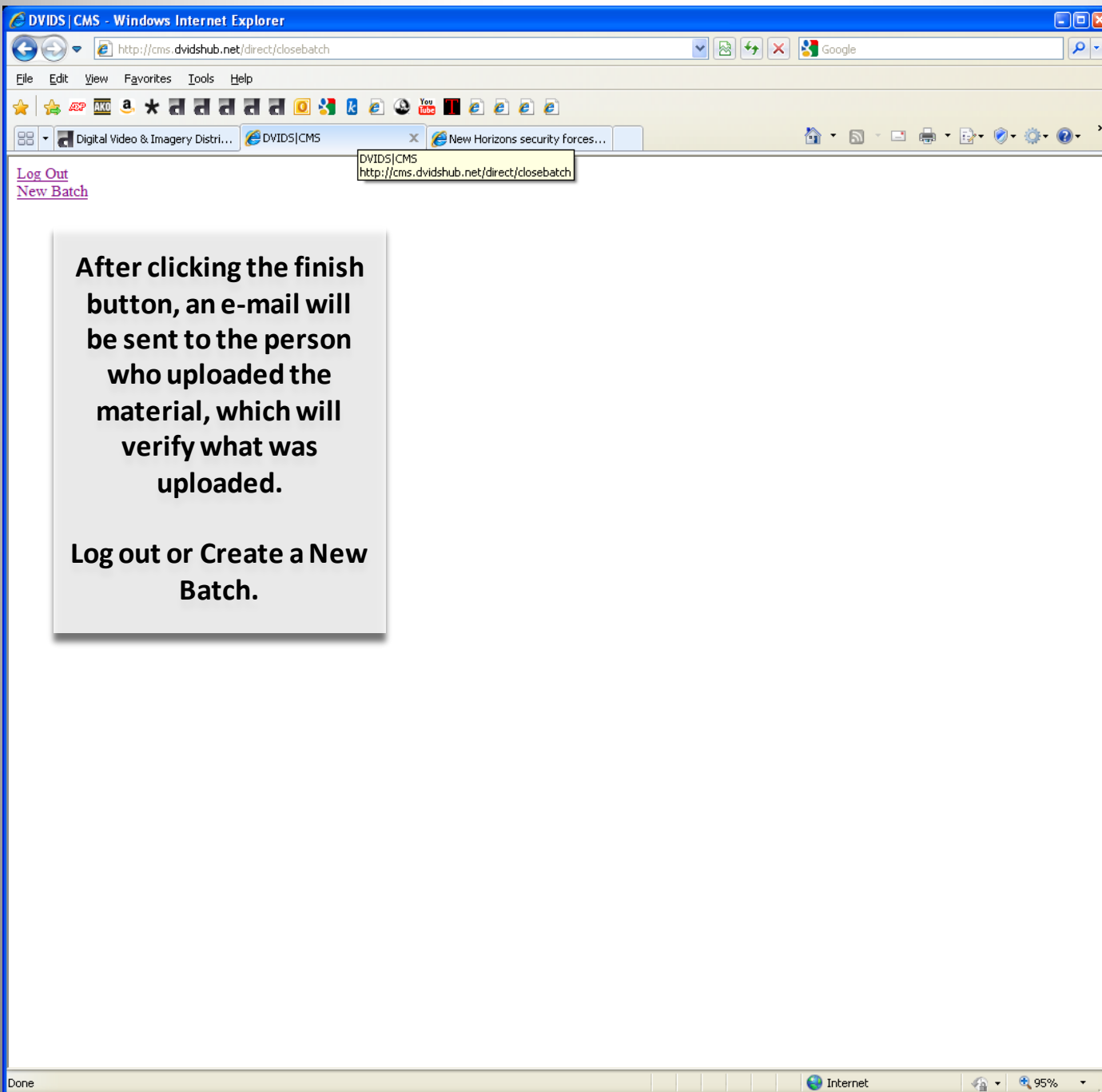
After upload Complete\*\* button to prepare your uploaded files for metadata editing.

**18. Click the FINISH button once each photo's metadata has been reviewed and the story has been uploaded.**

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

For detailed instructions on up...

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**COMPLETE**