

DEFENSE VISUAL INFORMATION DISTRIBUTION SERVICE

UPLOAD PROCEDURES



DESKTOP PROCEDURES

2024

DEFENSE VISUAL INFORMATION DISTRIBUTION SERVICE

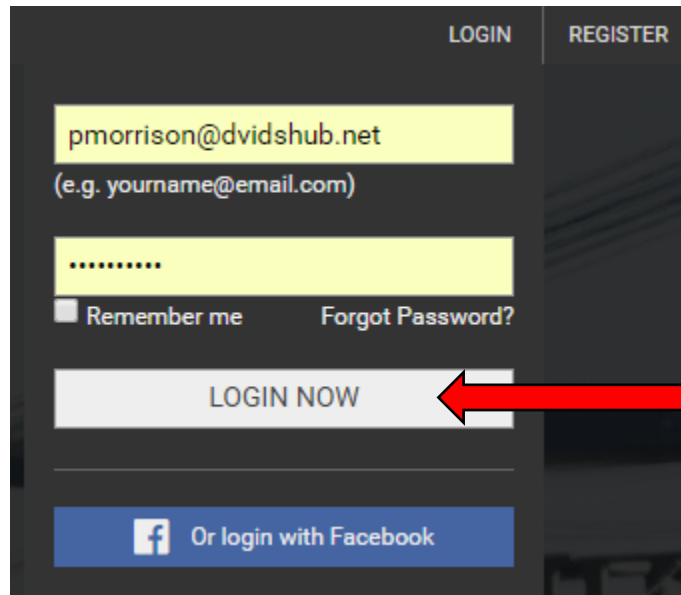
DVIDS DIRECT DESKTOP PROCEDURES 2019

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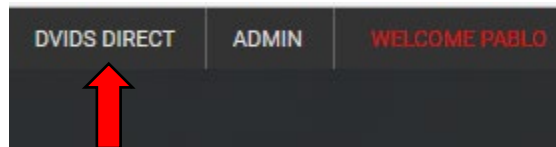
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I. **LOGIN AND ACCESS**

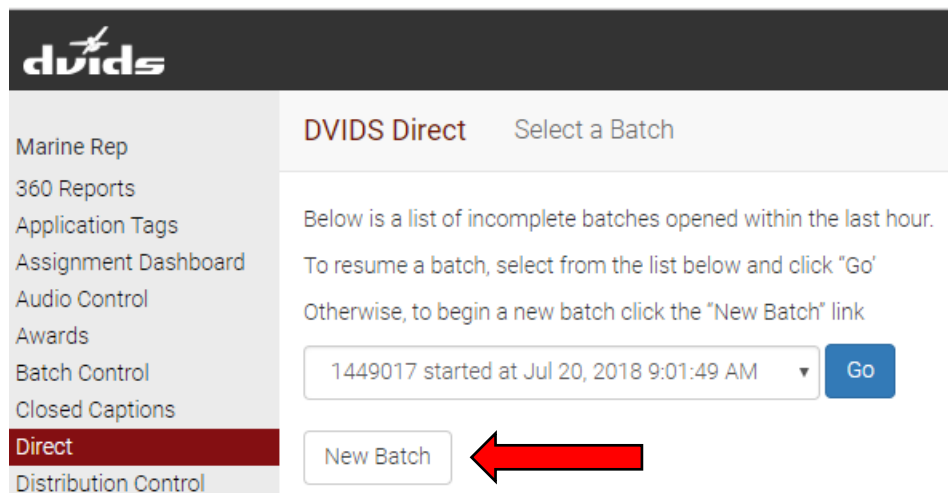
1. Login to your DVIDS account.



2. Once you are logged in, your name should be displayed at the left top corner of the page. Click DVIDS DIRECT.



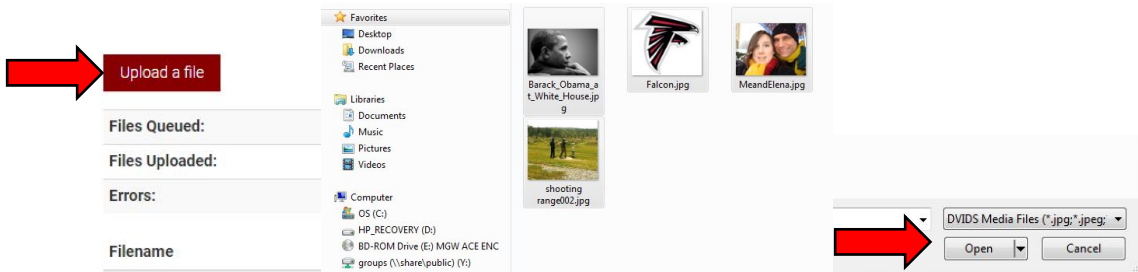
3. Once in DVIDS DIRECT select NEW BATCH



II. UPLOAD IMAGES

Prior to upload content ensure all metadata information is correct. This will save you time in the review process.

1. Click "Upload a file" and select the image/images you want to upload. Click OPEN



NOTE: To select more than one file at the same time you need Adobe Flash Player

2. A window with the batch information will open. Wait for all selected images to be uploaded. Click the magnifying glass to review.

Filename	Review	Status	Delete
finish.JPG			

NOTE: You can only review one image at a time. It is important to upload all the metadata information correctly prior to upload to save time

3. Review all the metadata is correct and make changes if necessary. Click SAVE

Edit Metadata

X

All fields are required unless otherwise indicated

Headline

Caption



Caption Writer

Tags

Release Authority Information

Released
Staff Sgt. Pablo Morrison
Office of Marine Corps Communication
pmorrison@dvidshub.net
via DVIDS

XMP Metadata

caption
caption_writer
city
copyright
country
countryName
credit
date_created
headline
instructions
job_identifier
keywords
notes
operation_name
provider
source
subdiv
unit
virin

Operation/Exercise Name

Command Shown

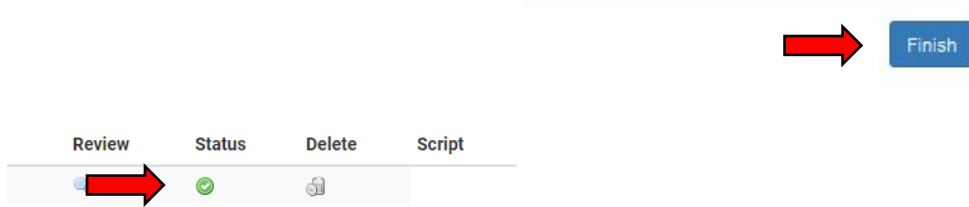
Date Taken

07/19/2018

Save



- Once you have reviewed all images. The status field will show a green checkmark indicating the file/files are ready for command revision/approval and publish. Click FINISH



III. UPLOAD NEWS STORIES

Prior to upload content ensure all metadata information is correct. This will save you time in the review process.

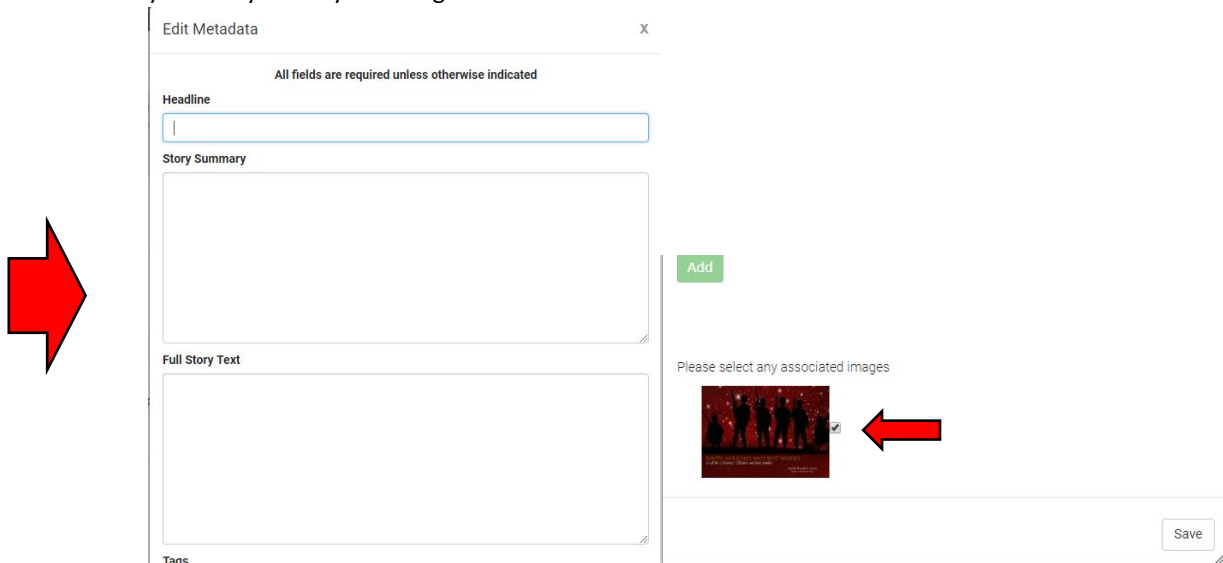
- Repeat step 1 through 3 of “upload images”
- Click “Add News Story”

Files Queued:	0	Current Speed:	N/A
Files Uploaded:	1	Time Remaining:	N/A
Errors:		Percent Uploaded:	N/A

Filename	Review	Status	Delete	Script
SMMC Holiday card.jpg				



- Review all metadata is correct and make changes if necessary. Select the image you want to associate your story with by checking the box next to it. Click Save



- Once the image and the news story have been uploaded properly you will see a green checkmark below status. Click Finish

Files Queued:	0	Current Speed:	N/A
Files Uploaded:	1	Time Remaining:	N/A
Errors:		Percent Uploaded:	N/A

Filename	Review	Status	Delete	Script
SMMC Holiday card.jpg				
SMMC Holiday Card News Story				

Add News Story

Finish

IV. UPLOAD NEWS STORIES W/O IMAGES

- Select Add News Story

Upload a file

Files Queued:

Files Uploaded:

Errors:

Filename	Review

Add News Story

- Review/edit the metadata

Edit Metadata x

All fields are required unless otherwise indicated

Headline

Story Summary

Full Story Text

Tags

3. Select Finish for Unit approval/Publish

Upload a file

Files Queued:	Current Speed:	N/A
Files Uploaded:	Time Remaining:	N/A
Errors:	Percent Uploaded:	N/A

Filename	Review	Status	Delete	Script
AWESOME STORY				

Add News Story

[Finish](#)

V. UPLOAD IMAGES TO AND EXISTING NEWS STORY

1. In the admin section select 'Unit Media Control'

- Ticket System
- Training
- Unit Contacts
- Unit Dashboard
- Unit Media Control**
- Unit Page Control
- URL Shrink
- Video Chat

2. Select "news" in the top bar. Locate the asset in question and select edit.

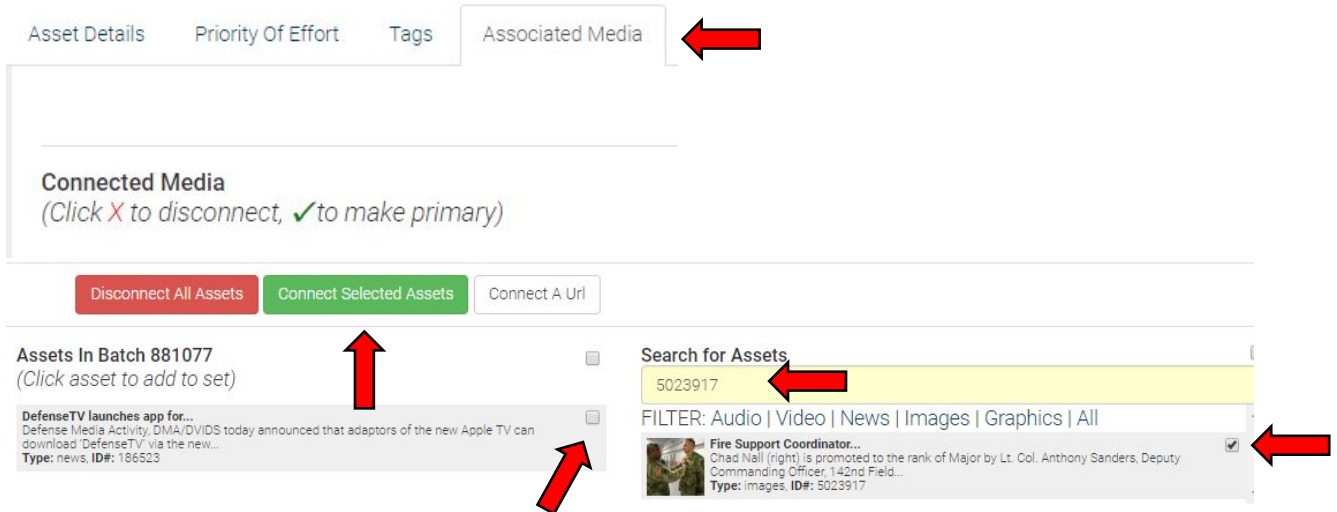
Audio Images **News** Publications Video Graphics Needs Approval Published Assets Archived Assets

IMAGE
PLACEHOLDER

Title: AppleTV launches app for new Apple TV
Type a ID: News 186523
Date Cred: 01-19-16 12:00 AM
Date Pushed: 01-19-16 11:15 AM
Last Revied by: Benjamin Carr
Credit: Scott Betts

3. Select associated media. Input the photo ID of the image you want to associate with the story in the “Search for Assets” box. Select the photo and the news story. Click “Connect Selected Assets”

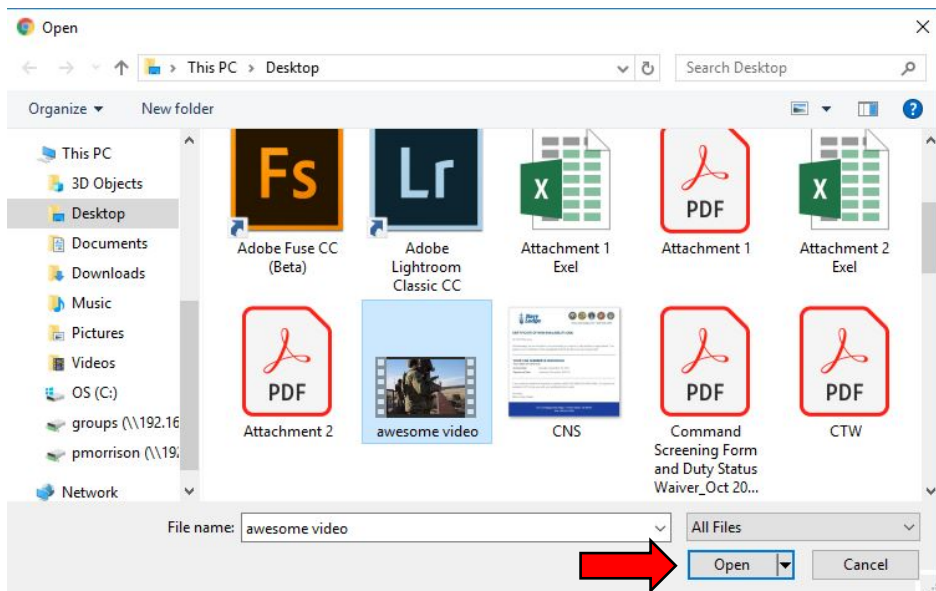
the assets box and select the asset



VI. UPLOAD VIDEOS

Prior to upload content ensure all metadata information is correct. This will save you time in the review process.

1. Click “Upload a file” and select video/videos you want to upload. Click OPEN






NOTE: To select more than one file at the same time you need Adobe Flash Player

2. A window with the batch information will open. Wait for all selected videos to be uploaded. Click the magnifying glass to review.

Upload a file

- awesome video.mp4

Files Queued:	0	Current Speed:	
Files Uploaded:	1	Time Remaining:	
Errors:		Percent Uploaded:	

Filename	Review	Status	Delete
awesome video.mp4			

Add News Story

NOTE: You can only review one video at a time. It is important to upload all the metadata information correctly prior to upload to save time

3. Review all the metadata is correct and make changes if necessary. Click SAVE

Edit Metadata X

All fields are required unless otherwise indicated

XMP Metadata
Filesize 1.97 MB

Category

-- Please Select --

Title

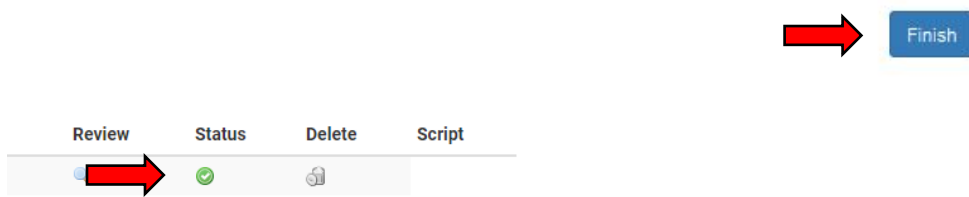
Description

Caption Writer

Language

English

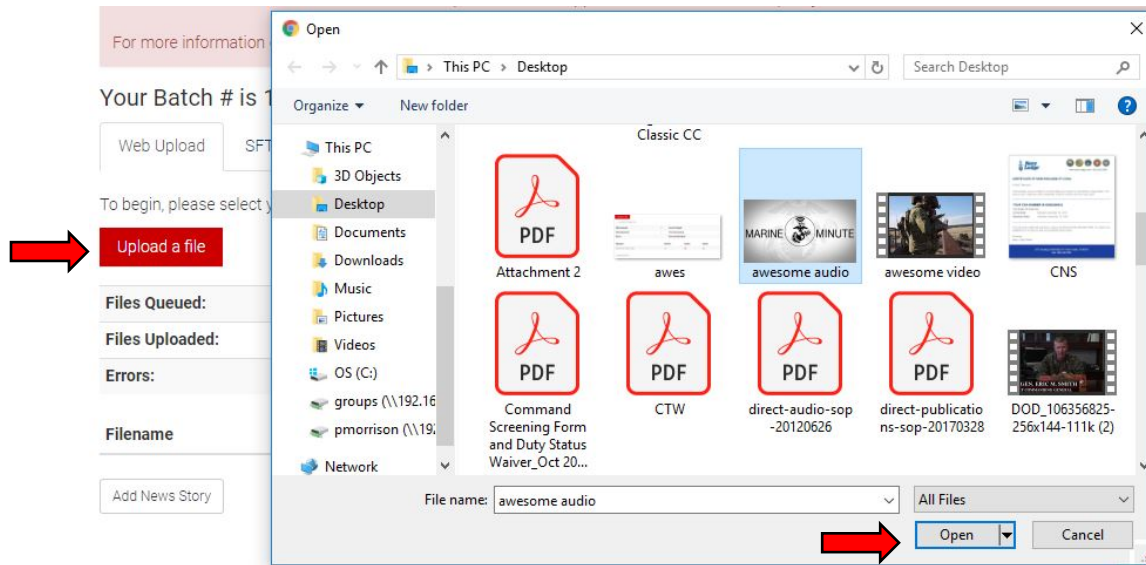
- Once you have reviewed all videos. The status field will show a green checkmark indicating the file/files are ready for command revision and approval. Click FINISH



VII. UPLOAD AUDIO

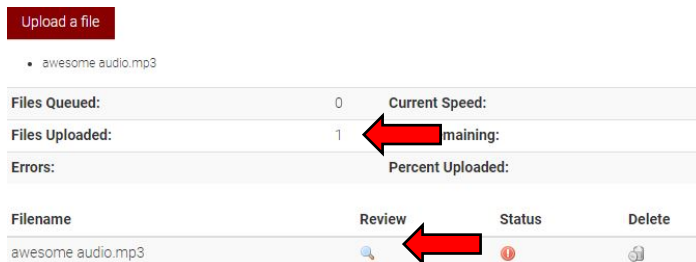
Prior to upload content ensure all metadata information is correct. This will save you time in the review process.

- Click "Upload a file" and select audio file you want to upload. Click OPEN



NOTE: To select more than one file at the same time you need Adobe Flash Player

- A window with the batch information will open. Wait for all selected files to be uploaded. Click the magnifying glass to review.



7. Review all the metadata is correct and make changes if necessary. Click SAVE

Edit Metadata X

All fields are required unless otherwise indicated XMP Metadata
Filesize 1.97 MB

Category
-- Please Select --

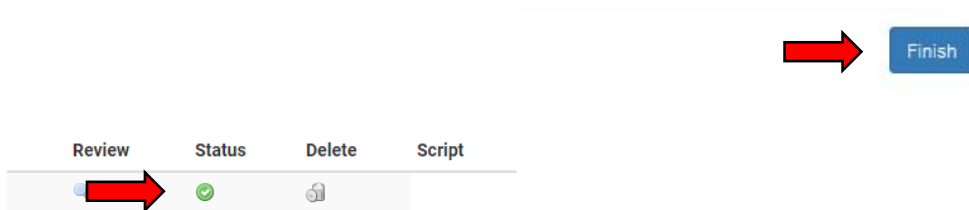
Title

Description

Caption Writer

Language
English

8. Once you have reviewed all files. The status field will show a green checkmark indicating the file/files are ready for command revision/approval and publish. Click FINISH

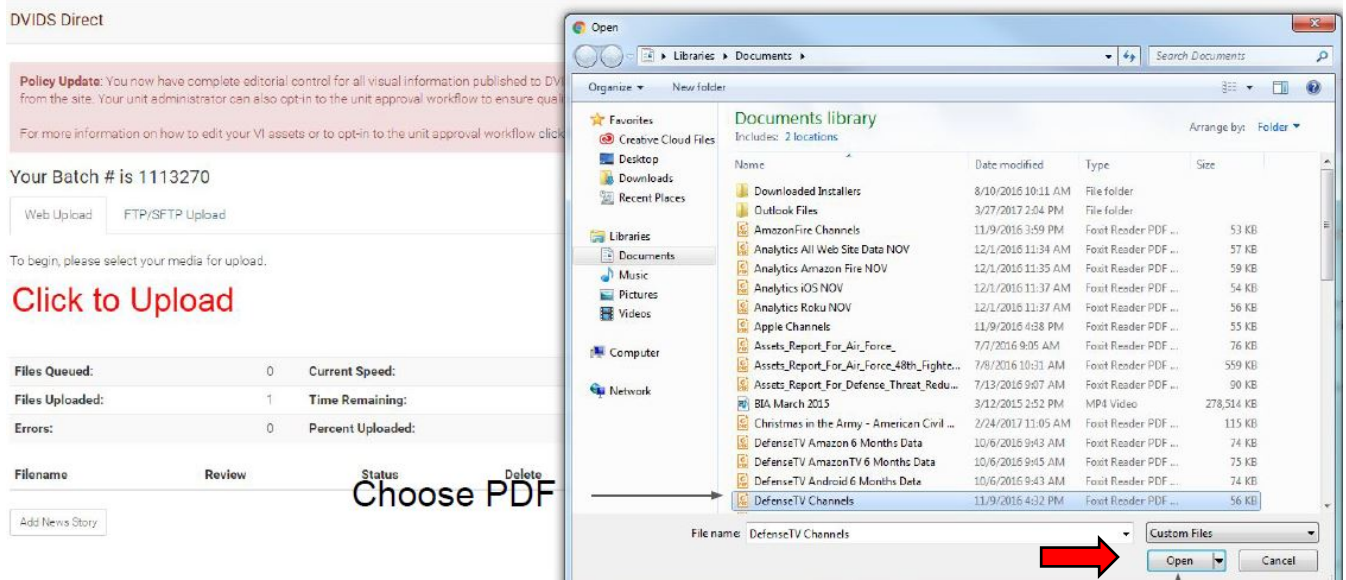


VIII. UPLOAD PUBLICATIONS (Only on Direct 3.0)

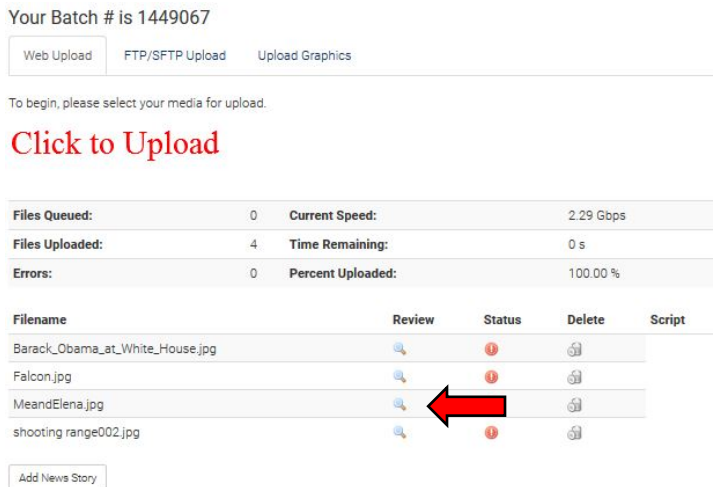
1. To establish a publications page on DVIDS - email dvidsservicedesk@dvidshub.net with the following information. You will be notified when the page is ready for uploads.

- Logo - 255x60 jpg only
- Publication name
- Unit
- Description
- Date created

2. Click “click to upload” and select the publication you want to upload. Select OPEN



3. Click on Review magnifying glass icon to enter metadata.



- Select Publication title from drop down menu (note there could be more than one based on permission settings). Enter description of the publication episode, if applicable. Set date the publication was created – not uploaded to DVIDS. Save

- Status will change to green checkmark – select Finish to upload

Web Upload FTP/SFTP Upload

To begin, please select your media for upload.

Click to Upload

Files Queued:	0	Current Speed:	6.59 Mbps
Files Uploaded:	1	Time Remaining:	0 s
Errors:	0	Percent Uploaded:	100.00 %

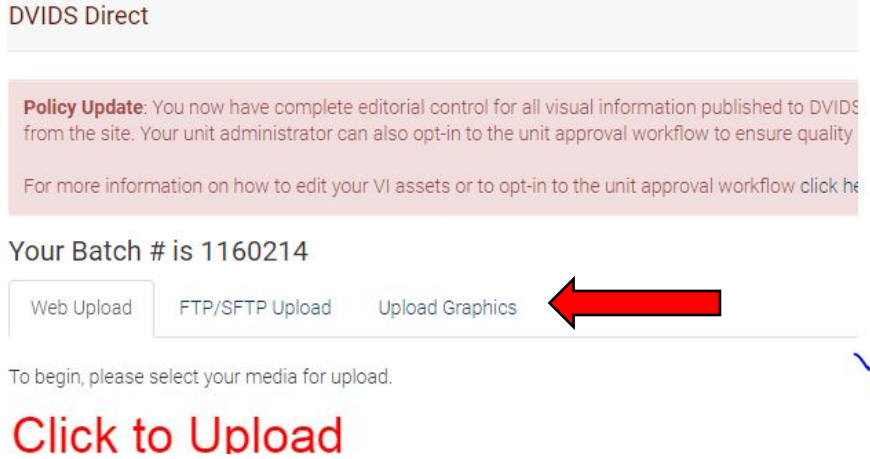
Filename	Review	Status	Delete	Script
DefenseTV Channels.pdf				

Add News Story

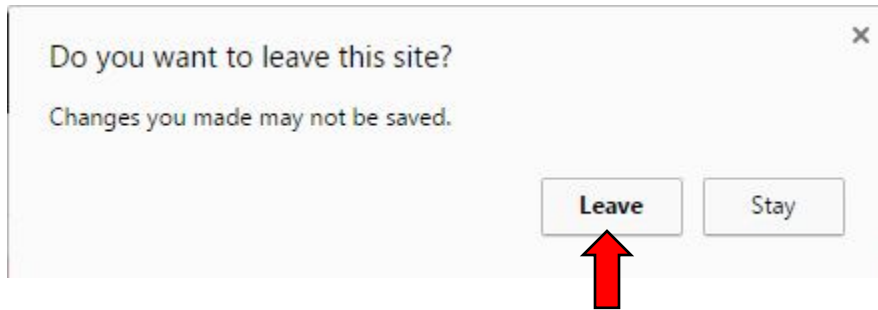
Finish

IX. UPLOAD GRAPHICS

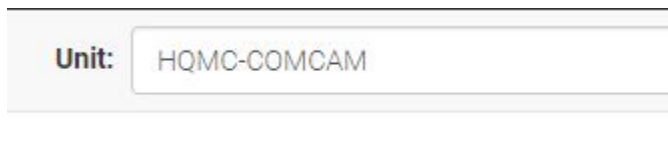
1. Once in DVIDS DIRECT select Upload Graphics. (Refer to “Graphics Upload Guidelines” in the training portal prior to upload source files)



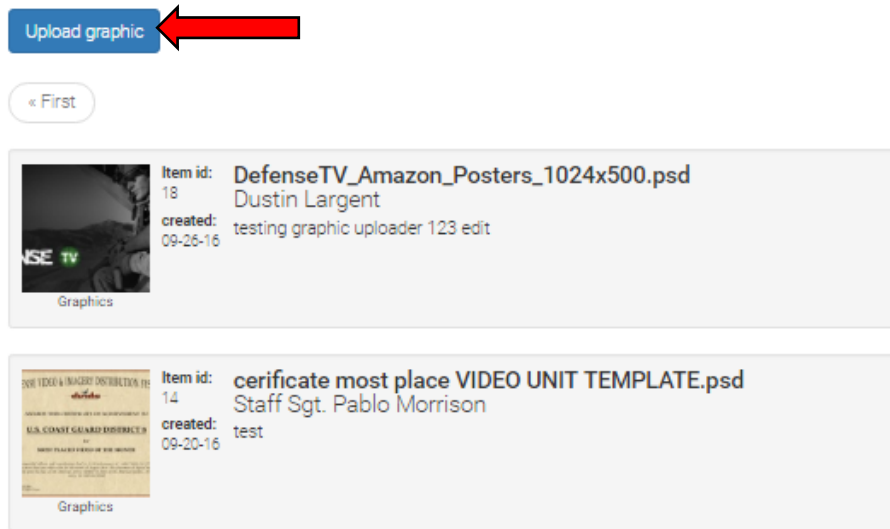
2. A pop-out window will open, select LEAVE



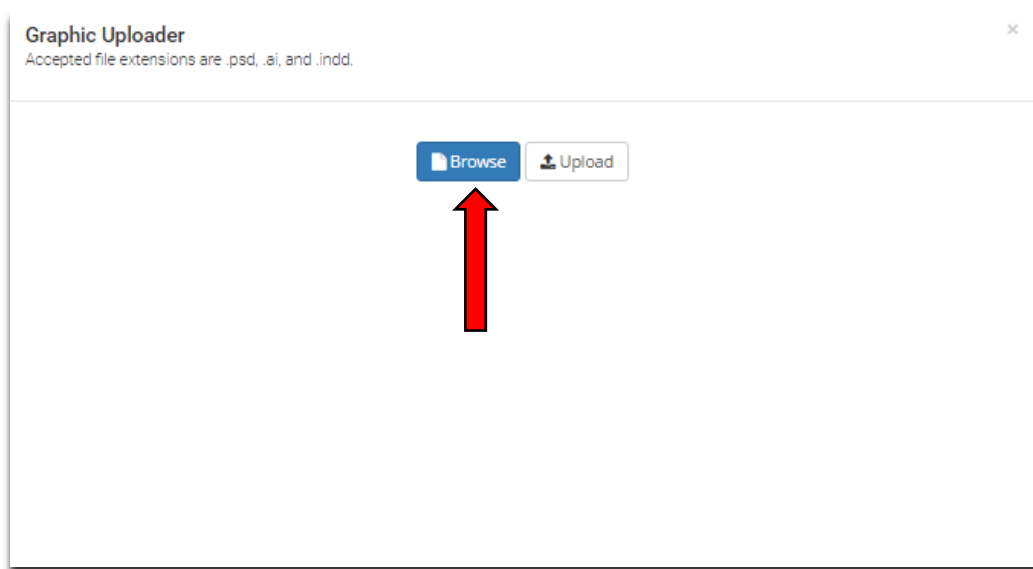
3. Now you are in the graphic uploader site. Make sure your unit is displayed in the unit bar. If your unit is not displayed type your unit’s name and set the unit.



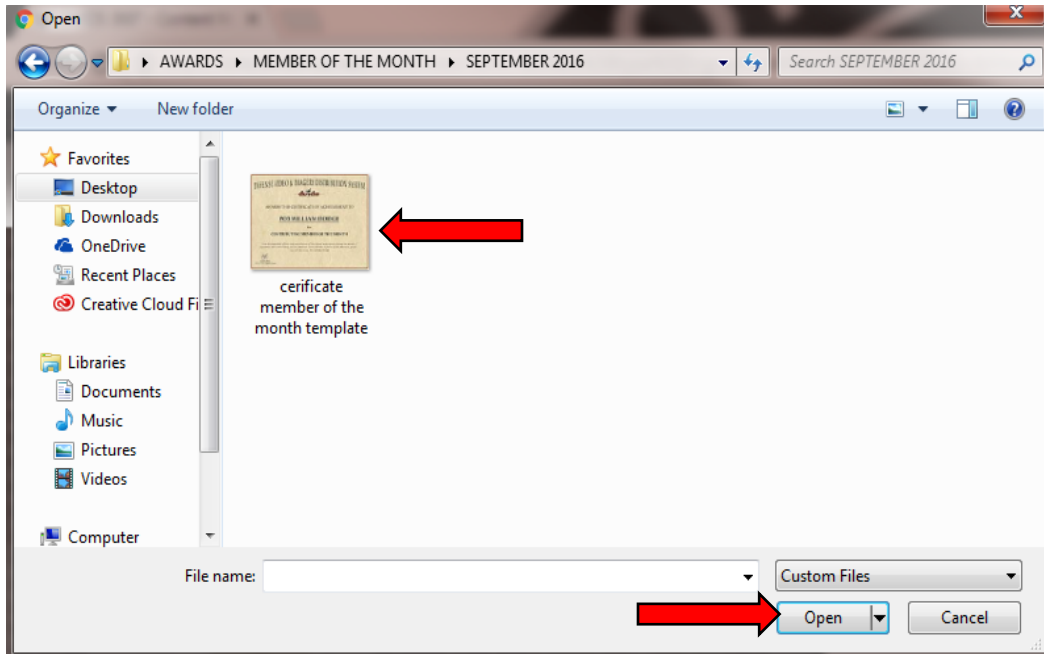
4. Select upload graphic.



5. Click browse to take you to the next step.



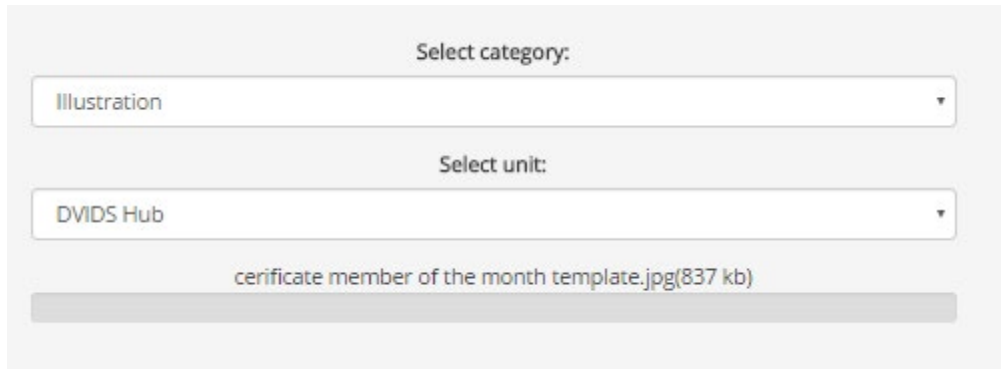
6. Search for your graphic's location and once you have found it select it and click open.



7. Fill out all the required metadata fields.

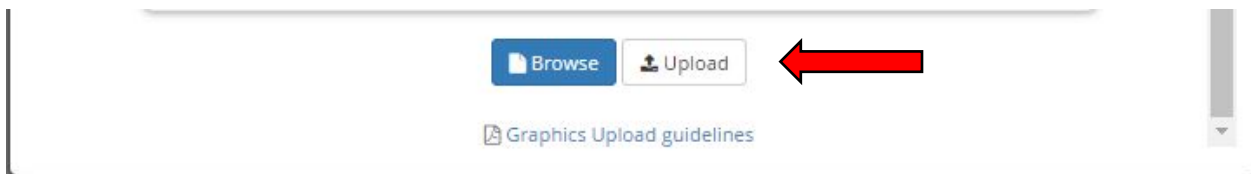
A screenshot of a 'Graphic Uploader' web form. The title is 'Graphic Uploader' and the subtitle is 'Accepted file extensions are psd, ai, indd, png, jpg, pdf, zip, and mp4.' The form contains several input fields: 'Headline', 'Caption', 'Caption Writer', and 'Released'. The 'Released' field contains the text: 'Staff Sgt. Pablo Morrison', 'Headquarters Marine Corps', 'pmorrison@dvidshub.net', and 'via DVIDS'. Below these fields is a 'Select category:' dropdown menu with 'Illustration' selected. At the bottom, there is a 'Select unit:' label. A vertical scrollbar is visible on the right side of the form.

- Before uploading, select the category and the unit the graphic belongs to. For a list of categories and their meaning, refer to the Upload Guidelines.



The screenshot shows a web form with two dropdown menus. The first dropdown is labeled "Select category:" and has "Illustration" selected. The second dropdown is labeled "Select unit:" and has "DVIDS Hub" selected. Below the dropdowns, the filename "certificate member of the month template.jpg(837 kb)" is displayed above a grey progress bar.

- If needed you can upload more graphics by selecting browse again. Once all the graphics have been selected click upload. This action will place the graphic for PAO release.



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2019-01-11