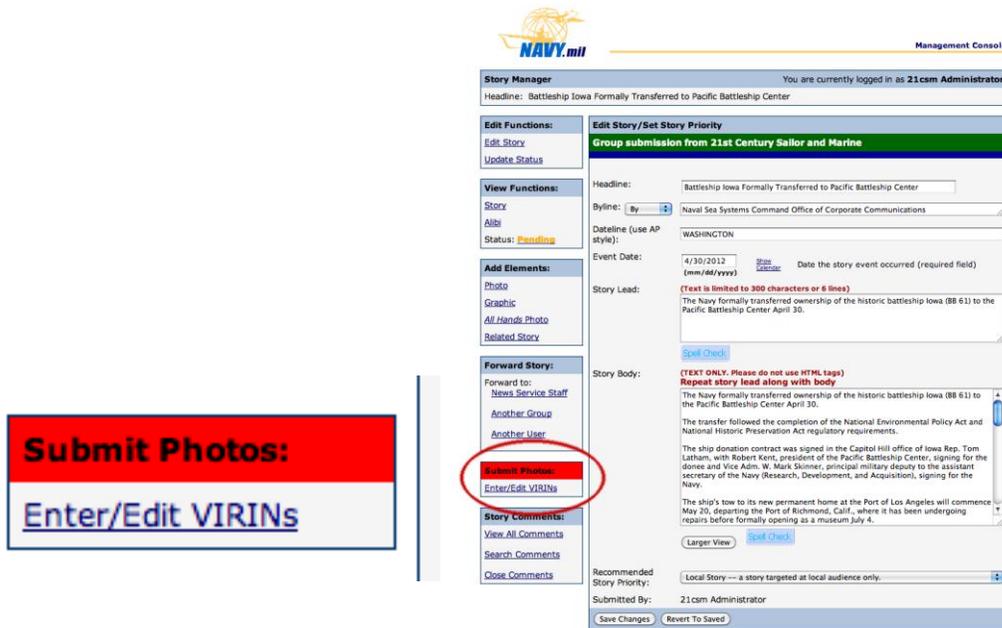


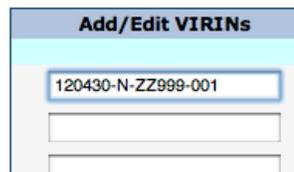
Submitting Photo VIRINs with Stories in the CMS

The easiest way to ensure photos attach to your stories on Navy.mil is to enter the image VIRINs into the Content Management System when you submit your story.

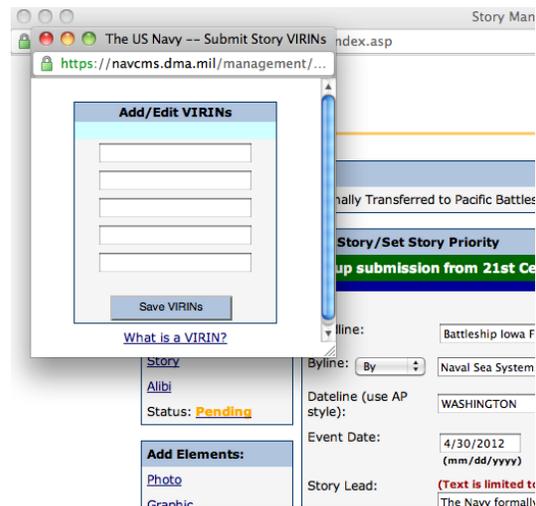
After editing and formatting your story in the story submission window in the CMS, select the “Add Story” link at the bottom left of the page. A new window will appear with your formatted story and several new options in a pane on the left of the story. Select the “Submit Photos: Enter/Edit VIRINs” link. It has a red header and is on the left of the submission window. This will open a smaller window over the story formatting window.



This will open a smaller window over the story formatting window with five places for VIRINs. You can set the CMS to automatically link up to five images to each story. You can send more images, but only the VIRINs in the “Submit Photos” boxes will link with the story. When you have entered the VIRINs you want associated with the story select the “Save VIRINs” button at the bottom of the “Add/Edit VIRINs” window.



Click the “Save Changes” button on the bottom left of the page and the image files will be associated with the story when the images are posted.



Problems to avoid:

Make sure you are using a proper VIRIN. A VIRIN consists of 15 data elements in four fields, separated by three hyphens, for a total of 18 characters organized in the alphanumeric format: YYMMDD-N-XX000-000.

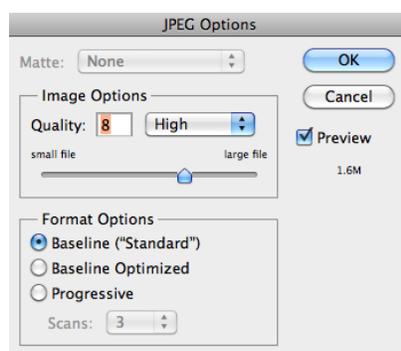
Do not use the old-style VIRIN format. If you do not have a new VIRIN please go to Defense Imagery.mil and create one: <http://defenseimagery.mil/learning/howto/virin.html>

The CMS will not accept the old format and we will have to change the image name to a generic VIRIN in order to upload the image to the CMS. The CMS also requires the last field in the VIRIN to contain three numbers. If you attempt to link an improperly VIRINed image with your story, we will have to change the VIRIN to post the image. The image will not be automatically linked with the story and you will not be able to find the image on Navy.mil with a VIRIN search.

Please make sure you are using three character file extensions and that they are lowercase. The latest versions of Photoshop give the option to save the files as “.jpg” or “.jpeg”. The CMS will only accept file extensions ending in “.jpg”. We have to correct all “.jpeg” extensions to “.jpg” one at a time and convert uppercase extensions to lowercase.

It is absolutely essential that you provide contact information for the releasing authority. If you can embed the captions, please also embed the contact information. That way it will stay with the image.

We do not want images cropped to 5x7. Please send us full-frame images at 300 ppi. If you are having bandwidth issues you can compress the file to a 10, but do not compress lower than 8.



When you save an image in Photoshop a small box appears asking you at what quality you want to save the file. The default is “12.” That will give you a pretty beefy file, usually around six to eight megabytes for a full-frame, high resolution image. If, however, you choose a quality of “10” or “8” you can reduce the file size by up to 80 percent with no perceivable quality loss. In other words, a six megabyte file is now two megabytes or less. That simple step can save you a lot of transmission time.