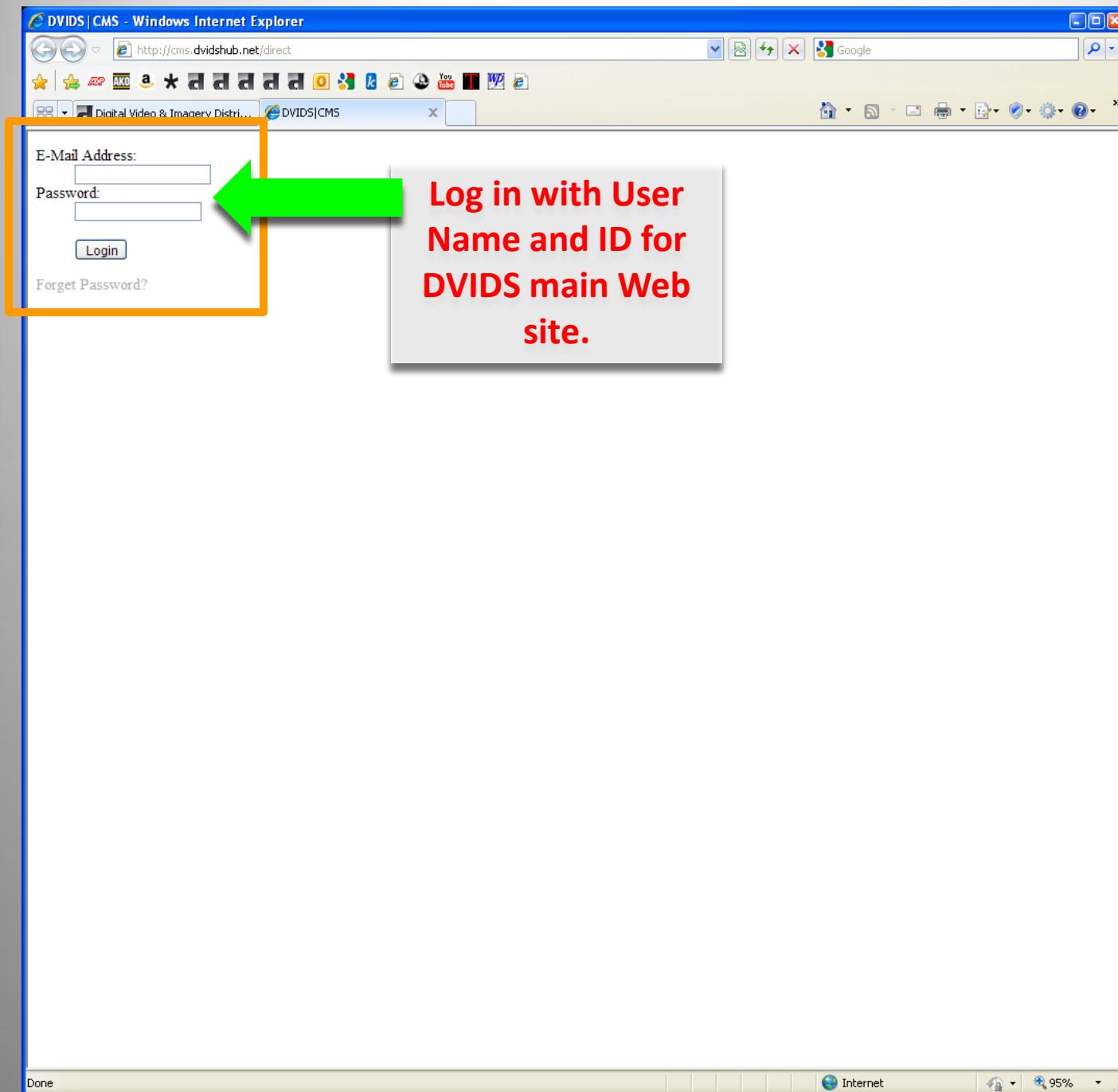


Upload Video on DVIDS DIRECT FTP



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



DVIDS 360°

Logged in as: Edward Pajak

Log Out | DVIDS Main Site |

360 Reports
Audio Control
Direct
Editorial Calendar
Features Control
Greetings Control
Images Control
Live Webcasts
MARS
News Control
Placements
Playlist Generator
Publications Control
Series Control
Ticket System
(fogbugz)
Unit Contacts
Unit Dashboard
URL Shrink
Video Control
Video Scheduler
Webmail

Your Batch # is 465263

Web Upload

To begin, please select your media for upload

Click to Upload

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

Files:

Filename	Review	Status	Delete
Add News Story			

FTP Upload

Settings

Hostname altftp.dvidshub.net
Path /uploads/465263
Port 21
Username epajak@dvidshub.net
Password DVIDS account password

FileZilla Client Download

- FileZilla for Windows
- FileZilla for Intel Mac (OS X 10.5 and up)
- FileZilla portable for Windows (installs to USB device)
- sample config file to import

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

FTP Upload Complete

Finish

Uploading Requirements and Tips

Note: Photos and video BROLL are automatically forwarded to DIMOC (Defense Imagery) on a daily basis.

Video

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Photos

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- Fill in ALL the fields. Do not leave any blank.
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- Embed metadata using a graphics editor such as Photoshop or Bridge to speed up submissions. Study this excerpt of DoD Regulation 5040.6 to determine what fields to fill out.
- EXIF DateTimeOriginal is used if it exists. IPTC field 55 is used in its absence. Please make sure your camera's date is set correctly.
- 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.
- Don't be afraid to have TOO much information in a caption. Make your photos as marketable as possible.
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- Be sure to consult your *Associated Press Style Book* for correct abbreviations of ranks, cities, and months.

Download and install FileZilla for your operating system

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**Use this information in the
Host field of FileZilla**

Files Queued:
Files Uploaded:
Errors:

Current Speed:
Time Remaining:

Files:

Filename Review Status
Add News Story

FTP Upload

Settings

Hostname **altftp.dvidshub.net**
Path **/uploads/465263**
Port **21**
Username epajak@dvidshub.net
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Host: altftp.dvidshub.net

Username: ajak@dvidshub.net

Password:

Port: 21

Quickconnect

Response: 227 Entering Passive Mode (69,46,152,29,148,48).
Command: MLSD
Response: 150 Opening ASCII mode data connection for MLSD
Response: 226 Transfer complete
Status: Directory listing successful
Response: 421 No transfer timeout (600 seconds): closing control connection
Error: Connection closed by server

Local site: C:\Users\epajak\Desktop\Videofolder\

Remote site: /uploads/465263

NewFTPSOP
ScheduleBU
Videofolderuploads
465263

Here is where the host field
information goes.

altftp.dvidshub.net/uploads/465263

Use the same username
and password you use
to log on to the DVIDS
website here

Input 21 for
the Port

Once these
have been
filled click
Quickconnect

Selected 1 file. Total size: 31,494,948 bytes

Empty directory.

Server/Local file

Direction

Remote file

Size

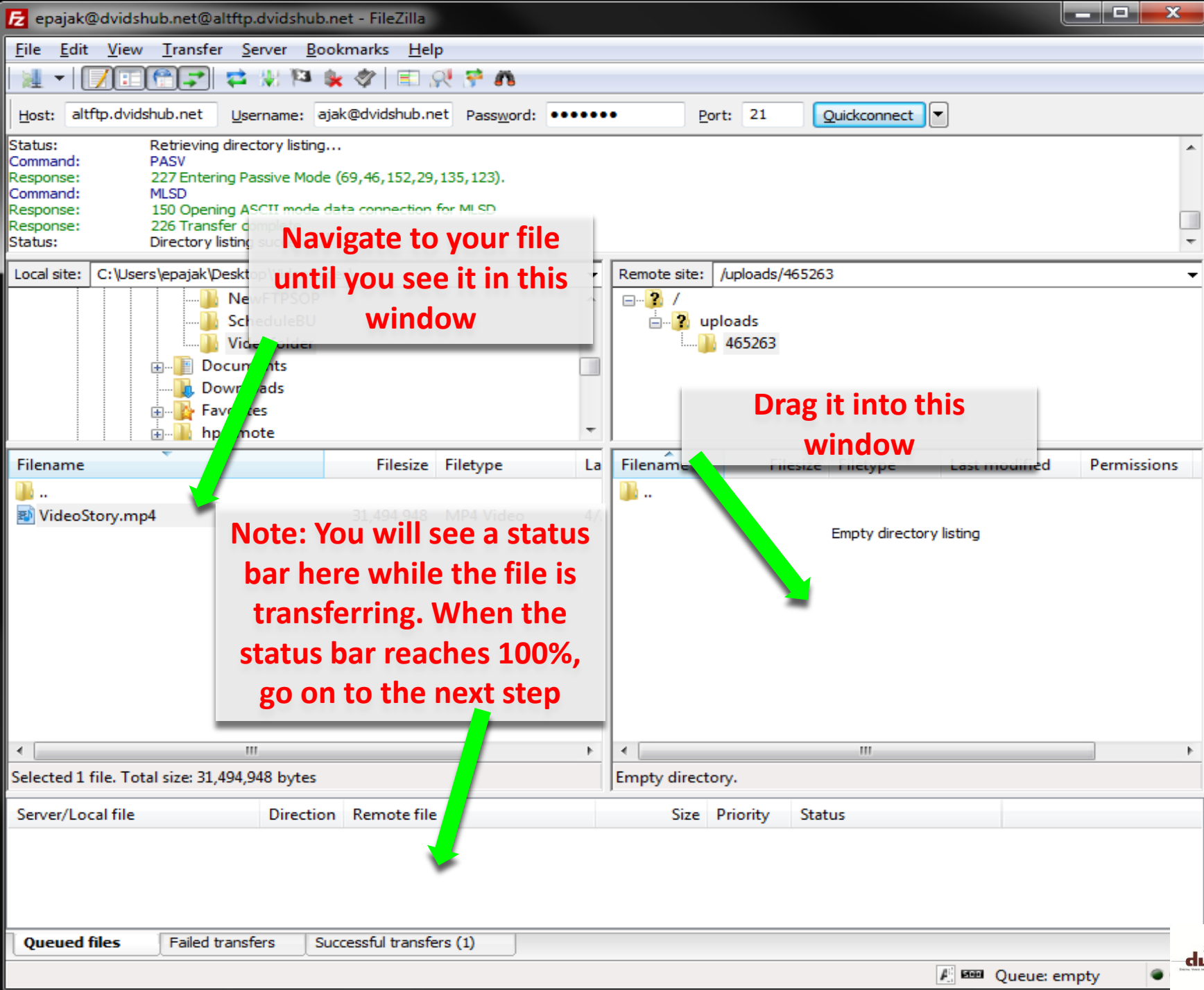
Priority

Status

Queued files

Failed transfers

Successful transfers



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Files Queued:	Current Speed:
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Errors:	Percent Uploaded:

Files:

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

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[FTP Upload Complete](#)

[Finish](#)

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To begin, please select your media for upload

Click to Upload

notice your file appears here

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

Files:

Filename
VideoStory.mp4

[Add News Story](#)

Review Status Delete



Click the magnifying glass to review a video's metadata.

Review each video ONE AT A TIME.

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Upload Complete

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**Add meta-data to
the video
describing the
product, who,
what, where, why
and how.**

Click to Upload



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After uploading all files with FTP, please click the button to prepare your uploaded files for upload.

[Upload Complete](#)

All fields are required unless otherwise indicated

Filesize 30.04 MB
Duration 71 seconds

Category

Title

Description

Language

Keywords

Date Taken

Marketing Notes - Please provide distribution guidance to your media specialist. How would you like this product marketed?

Unit

Credit

Theme (optional) **hold ctrl and click for multiple
Branch Themes

VIRIN [Generate VIRIN](#)

Country

State (optional)

City (optional)

Subject Hometown

[Add](#)

Send to YouTube?

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



Save

Publications

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Web Upload

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Click to Upload

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Errors:	Percent Upload

Files:

Filename	Review	Status	Delete
VideoStory.mp4			

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[Upload Complete](#)

Notice that the status now shows a green check mark

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YOU MUST click the "Finish" button or the editors will not know there is a file to process.

If you cannot click the "Finish" button you can email the video editors at video@dvidshub.net

[Finish](#)

COMPLETE