

# Upload Video on DVIDS DIRECT FTP



**dvids**

DIGITAL VIDEO IMAGERY DISTRIBUTION SYSTEM



**Navigate to**

**<http://cms.dvidshub.net/direct>**

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 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

<b>Files Queued:</b>	<b>Current Speed:</b>
<b>Files Uploaded:</b>	<b>Time Remaining:</b>
<b>Errors:</b>	<b>Percent Uploaded:</b>

### Files:

Filename	Review	Status	Delete
Add News Story			

**Download and install FileZilla for your operating system**

### 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

DVIDS Direct accepts both standard definition (SD) and high definition (HD) video. For details on video formats click [here](#). Please note that it is imperative that you hit the "Finish" button to end your session. Hitting the "Finish" button alerts the video editors to process your submission. Please include the hometown(s) of the subjects in your media. This helps assist us in marketing your products better.

### Photos

- Please download the [SOP for Photos](#)
- Fill in ALL the fields. Do not leave any blank.
- The date field is for when the photo was taken, not uploaded.
- 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.
- Avoid acronyms at all costs! Spell them out in first reference.
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**Use this information in the Host field of FileZilla**

Click to Upload

Files Queued:  Current Speed:

Files Uploaded:  Time Remaining:

Errors:

## Files:

Filename Review Status

Add News Story

## FTP Upload

### Settings

Hostname

Path

Port

Username epajak@dvidshub.net

Password DVIDS account password

### FileZilla Client Download

- [FileZilla for Windows](#)
- [FileZilla for Intel Mac \(OS X 10.5 and up\)](#)
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- [sample config file to import](#)

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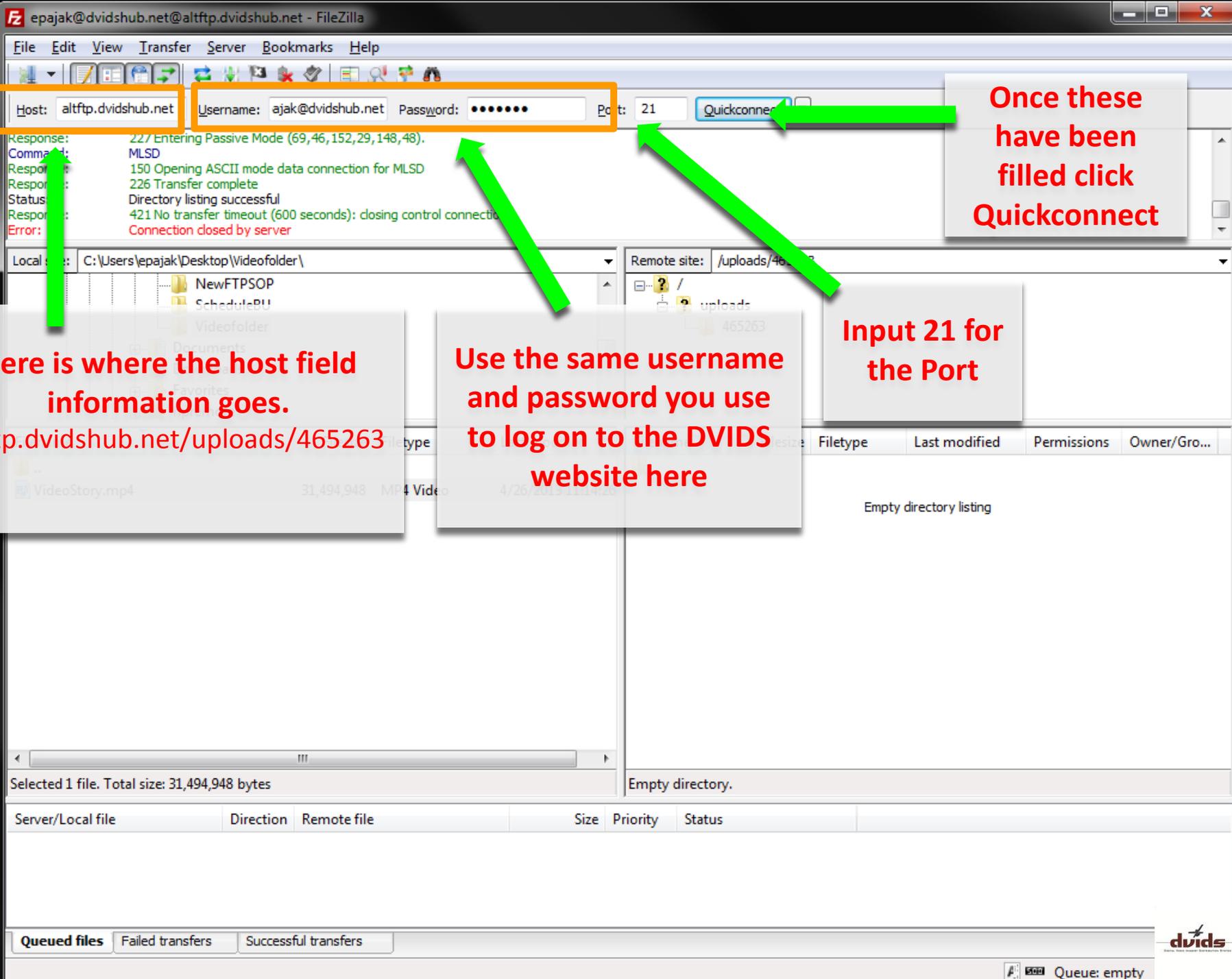
### Video

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**Combine the host name and path so it looks like altftp.dvidshub.net/uploads/465263**

**When you input this into the host field of FileZilla**

- Please download the SOP for Photos
- Fill in ALL the fields. Do not leave any blank.
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Once these have been filled click Quickconnect

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

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:	Remote site:
C:\Users\epajak\Desktop\videofolder\ NewFTPSOP ScheduleBU videofolder Documents Favorites	/uploads/465263 uploads 465263

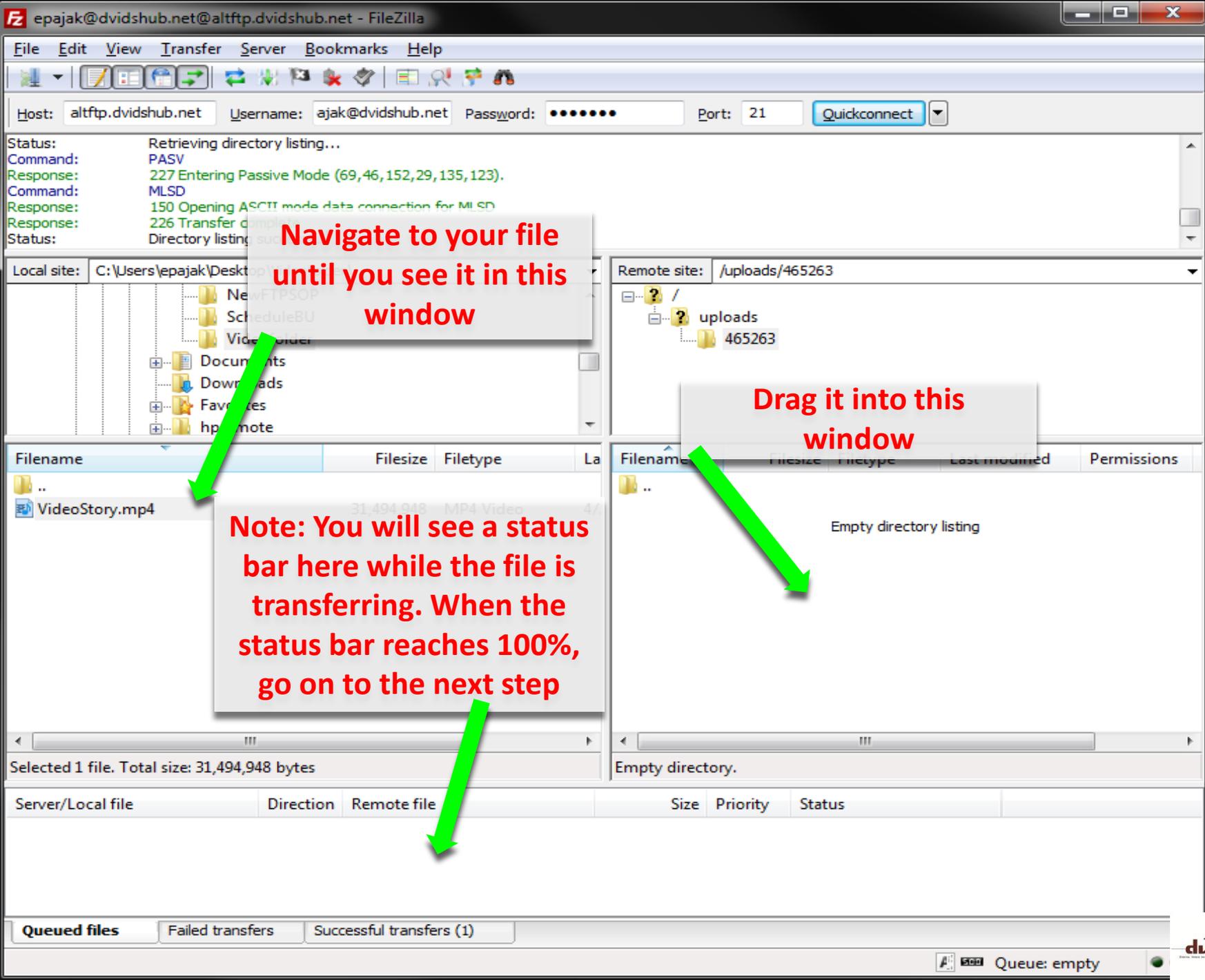
  

Filetype	Last modified	Permissions	Owner/Gro...
..			
VideoStory.mp4	31,494,948	MP4 Video	4/26/2015 11:14:20

Empty directory listing

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

Server/Local file	Direction	Remote file	Size	Priority	Status
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**Navigate to your file until you see it in this window**

**Drag it into this window**

**Note: You will see a status bar here while the file is transferring. When the status bar reaches 100%, go on to the next step**

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### Files:

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

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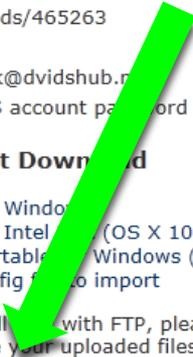
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[FTP Upload Complete](#)

[Finish](#)

**Click**  
**FTP Upload Complete**



## 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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notice your file appears here

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### Files:

Filename
VideoStory.mp4

Review Status	Delete
	 

Add News Story

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Upload Complete

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

Review each video ONE AT A TIME.

Uploading requirements and tips  
 Watch photos and video DVIDS are automatically forwarded to DIMOC (Defense Imagery) on a daily basis.  
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Files:

VideoStory.mp4

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Upload Complete

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



**All fields are required unless otherwise indicated**

Filesize 30.04 MB  
Duration 71 seconds

Category -- Optional --

Title Video Story

Description Here is where you describe all of the details of what the video is about.

Language English

Keywords video, story

Date Taken 04/26/2013

Marketing Notes - Please provide distribution guidance to your media specialist. How would you like this product marketed?  
News outlets near my area  
military media outlets  
websites  
blogs

Unit DVIDS Hub

Credit Micheletto, Jon  
Micheletto, Jon  
Morton, Brian  
Pajak, Edward

Theme (optional) \*\*hold ctrl and click for multiple  
Branch Themes  
Army Force Generation (Army)  
Army Investment Strategy (Army)  
Communication (Army)

VIRIN 042613-A-1234X-001

Country United States

State (optional) Georgia

City (optional) Atlanta

Subject Hometown

Send to YouTube? No

*You will need to provide us with your units youtube username, password, and developer key to use the YouTube feature. To update/create your units youtube information please have an administrator go to the unit contacts section and upload youtube information*

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



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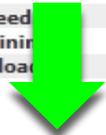
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After uploading all files with FTP, please click the "FTP Upload Complete" button to prepare your uploaded files for metadata editing.

Upload Complete

Finish

Notice that the status now shows a green check mark



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](mailto:video@dvidshub.net)

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- Please ensure your photos are not blank.
- Ensure the "Title" field is not blank.
- Ensure the "Description" field is not blank.
- Ensure the "Keywords" field is not blank.
- Ensure the "EXIF" field is not blank.
- Ensure the "IPTC" field is not blank.
- Ensure the "EXIF DateTimeOriginal" is used if it exists.
- Ensure the "IPTC Field 55" is used if it exists.
- Ensure the "Title" field is identical for each photo.
- Ensure the "Description" field is used as the main text of the story.
- Ensure the "Keywords" field is used as the main text of the photo.
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**COMPLETE**