

## Chapter 3: News Story Photo Uploads

### About Photo Uploads

To populate your unit's photo gallery with News Story Photos, you must create/edit the file in another program and then add it to the gallery.

To upload images to AFPIMS you must complete the following steps.

- ◆ [Assign a Visual Information Record Identification Number – File Name](#)
- ◆ [Populate File Info in Adobe Photoshop](#)  
This step is optional, but it is required in order to upload multiple photos which will save time during the Image Upload procedure.
- ◆ [Upload Individual News Story Photos](#)

or

- ◆ [Upload Multiple News Story Photos](#)

➤ <b>Visual Information Record Identification Number - Filename</b>
---------------------------------------------------------------------

[back](#)

Assign each image a filename equivalent to a unique VIRIN. A VIRIN consists of 15 alphanumeric characters separated by hyphens into four fields organized in the alpha (A) numeric (N) format YYMMDD-A-AANNN-NNN.

Field One: YYMMDD - the first six characters, is the date the imagery was shot

Field Two: the seventh character, represents the Service of the photographer.

- A: Army, uniformed member or civilian employee
- D: Department of Defense, uniformed member, civilian employee, or contract employee of the Department of Defense not falling into one of the other categories
- F: Air Force, uniformed member or civilian employee
- G: Coast Guard, uniformed member or civilian employee
- H: Department of Homeland Security, not including Coast Guard
- M: Marine Corps, uniformed member or civilian employee
- N: Navy, uniformed member or civilian employee
- O: Any person not falling into another category, including foreign nationals
- S: Department of State
- Z: National Guard (any branch), uniformed member or civilian employee

Field Three: AANNN - In the case of all categories above except O, field three shall consist of the Visual Information Identification (Vision ID) of the image originator, which is assigned by DIMOC through the Defense Imagery website at [www.defenseimagery.mil](http://www.defenseimagery.mil). In the case of category O, such as a member of a foreign military not registered with a Vision ID, a civilian not affiliated with the Department of Defense, or for an

image with undetermined or system-based origin, use the identifier ZZ999 in field three.

Field Four: the last three digits - identify unique images and are assigned in the order in which the images were shot.

➤ **Populate File Info in Adobe Photoshop** [back](#)

There are several fields in Adobe Photoshop’s File Info structure that have been mapped to AFPIMS image properties. You MUST populate before using AFPIMS to publish your image.

The following table illustrates the Adobe Photoshop File Info fields and their corresponding AFPIMS required Image Properties.

Photoshop 7.0 File Info Fields	Photoshop CS2/3 File Info Fields	Photoshop CS4/5 File Info Fields	AFPIMS Property
Title:	Document Title:	Document Title:	Name:
Author:	Author:	Author:	Byline:
Caption:	Description:	Description:	Caption:
Country:	Country:	Country:	Country:

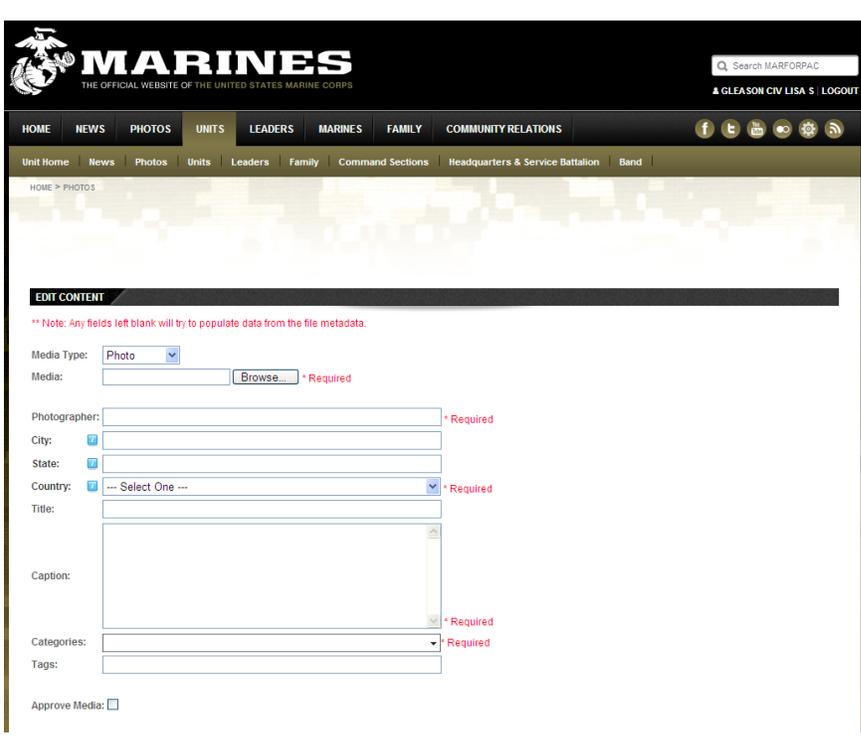
**Note:** A [country name list](#) is included at the end of this chapter for your reference.

➤ **Upload Individual News Story Photos** [back](#)

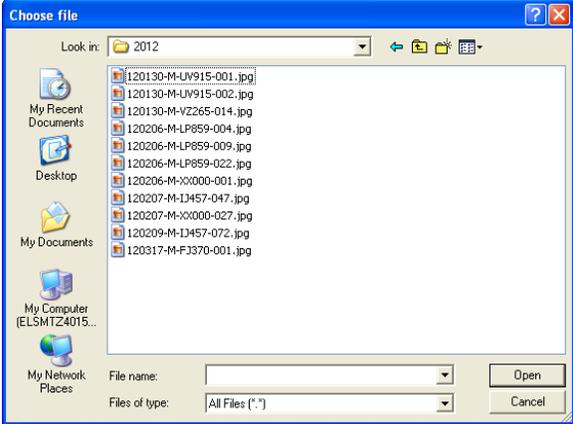
Use the following instructions to upload individual news story photos to your unit site:

Step	Action
<b>1</b>	Access and login to your AFPIMS unit site.
<b>2</b>	<p>Navigate to the Photos area of your unit’s site.</p>  <p><b>Result:</b> All news story photos for your unit display.</p>

Chapter 3  
News Story Photo Uploads

Step	Action
	
3	Click the <i>Load new media</i> link.
	<a href="#">Load new media</a>
	<b>Result:</b> The Edit Content dialog displays.
	

Chapter 3  
News Story Photo Uploads

Step	Action
4	Ensure <i>Photo</i> is selected in the Media Type drop-down list.  Media Type: <input type="text" value="Photo"/>
5	Click the <i>Browse</i> button.  <input type="button" value="Browse..."/>  <b>Result:</b> The Choose file dialog displays.  
6	Navigate to the location of the Image and select the image.
7	Click the <i>Open</i> button.  <input type="button" value="Open"/>
8	Click the <i>Upload</i> link.  <b>Note:</b> Adobe Photoshop File Info will automatically populate the Photographer, Country, Title and Caption fields in AFPIMS.
9	Verify the following information in the associated AFPIMS fields:  Photographer:            Byline Country:                   Country (not abbreviated) Title:                      Vision ID Caption:                   Caption
10	Select one or more Categories.
11	Enter one or more Tags (Keywords) separated by commas.
12	If you have Approver permissions, select the Approve Media checkbox.  Approve Media: <input type="checkbox"/>
13	Click the <i>Upload</i> link again.

Chapter 3  
News Story Photo Uploads

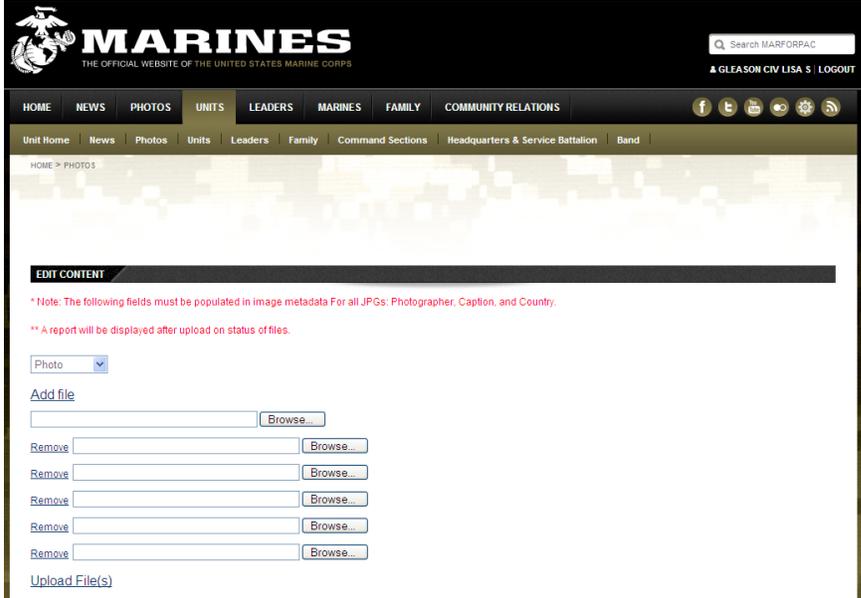
Step	Action
	<p><b>Result:</b> The file will be uploaded to the unit site's photo gallery. If you have Approver permissions, its status will be Approved. If you do not have Approver permissions, it will require approval before it is published to the public servers.</p> 

➤ **Upload Multiple News Story Photos** [back](#)

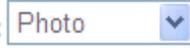
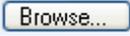
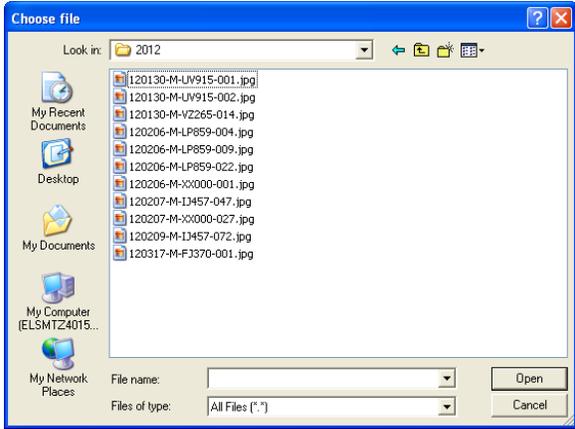
Use the following instructions to upload multiple news story photos to your unit site:

Step	Action
1	Access and login to your AFPIMS unit site.
2	<p>Navigate to the Photos area of your unit's site.</p>  <p><b>Result:</b> All news story photos for your unit display.</p>

Chapter 3  
News Story Photo Uploads

Step	Action
	 <p>The screenshot shows the official website of the United States Marine Corps. The main navigation bar includes 'HOME', 'NEWS', 'PHOTOS', 'UNITS', 'LEADERS', 'MARINES', 'FAMILY', and 'COMMUNITY RELATIONS'. The current page is 'HOME &gt; PHOTOS'. The featured content is a photo gallery titled 'U.S. Marine Corps Forces, Pacific In Any Clime and Place'. Below the title, there is a search bar and a 'Now Viewing' dropdown set to 'My Loaded Images'. Two photo entries are visible:</p> <ul style="list-style-type: none"><li><b>120222-M-UV915-001.JPG</b>: Status: Approved. Title: CAMP H.M. SMITH, Hawaii. Description: Lt. Gen. Duane D. Thiessen (right), commander, U.S. Marine Corps Forces, Pacific, stands with Cpl. Angellina V. Weatherspoon, an administrative clerk at MarForPac, while he speaks during a black history presentation in the Pollock Theater here Feb. 22. This year, the focus of black history was African-American women, with several African-American women at MarForPac being recognized. Created by: Igleason. Created on: March 04, 2012.</li><li><b>120229-M-XX000-006.JPG</b>: Status: Approved. Title: Command Master Chief. Description: U.S. Marine Corps Forces, Pacific Command Master Chief. Created by: Igleason. Created on: February 28, 2012.</li></ul>
3	<p>Click the <i>Load multiple media</i> link.</p> <p><a href="#">Load multiple media</a></p> <p><b>Result:</b> The Edit Content dialog displays.</p>  <p>The screenshot shows the 'EDIT CONTENT' dialog box. It features a 'Photo' dropdown menu set to 'Photo'. Below it is an 'Add file' section with a 'Browse...' button. There are five 'Remove' buttons next to empty input fields, indicating a list of files to be managed. A note at the top states: '* Note: The following fields must be populated in image metadata For all JPGs: Photographer, Caption, and Country.' Another note states: '** A report will be displayed after upload on status of files.'</p>
4	Ensure <i>Photo</i> is selected in the Media Type drop-down list.

Chapter 3  
News Story Photo Uploads

Step	Action
	
<p><b>5</b></p>	<p>Click the <i>Browse</i> button.</p>  <p><b>Result:</b> The Choose file dialog displays.</p> 
<p><b>6</b></p>	<p>Navigate to the location of the image and select the image.</p>
<p><b>7</b></p>	<p>Click the <i>Open</i> button.</p> 
<p><b>8</b></p>	<p>Continue to browse for/select images to open and add to your upload list.</p>
<p><b>9</b></p>	<p>Click the <i>Upload File(s)</i> link.</p> <p><b>Result:</b> The files will be uploaded to your AFPIMS unit site and be assigned a Draft Status.</p> <div data-bbox="423 1381 1252 1669">  <p><b>120416-F-ZB249-498.JPG</b>            Status: Draft            Title: 120416-F-ZB249-498            Description: Brig. Gen. Frederick M. Padilla, Balikatan 2012 exercise director for U.S. forces, and Philippine Navy Rear Adm. Victor Emmanuel C. Martir, Philippine exercise director, stand shoulder to shoulder, displaying the partnership of their respective countries April 16 at Camp Aguinaldo, Philippines. Balikatan 2012 is the twenty-eighth iteration of the annual exercise and the third humanitarian assistance disaster response focused exercise for the Philippines and the U.S. Padilla is the 3rd Marine Division commanding general, Okinawa, Japan. (U.S. Air Force photo/Staff Sgt. Mike Meares/RELEASED)            Created by: Igleason            Created on: May 07, 2012            Tags:</p> <p><a href="#">Download</a>  <a href="#">Edit</a>  <a href="#">Delete</a>  <a href="#">Approve</a></p> </div> <hr/> <div data-bbox="423 1669 1252 1869">  <p><b>120408-M-TN436-002.JPG</b>            Status: Draft            Title: 120408-M-TN436-002            Description: Marines and sailors from Combat Logistics Battalion 3 unload their gear from a truck upon arrival to Crow Valley in the Philippines, April 8. More than 500 Marines and sailors will conduct a field training exercise in the area with the Armed Forces of the Philippines starting April 16.            Created by: Igleason            Created on: May 07, 2012            Tags:</p> <p><a href="#">Download</a>  <a href="#">Edit</a>  <a href="#">Delete</a>  <a href="#">Approve</a></p> </div>

Chapter 3  
News Story Photo Uploads

Step	Action
10	For each photo with a Draft Status, click its <i>Edit</i> link.   <a href="#">Edit</a>
11	Verify the following information in the associated AFPIMS fields:  Photographer:           Byline Country:                 Country (not abbreviated) Title:                     Vision ID Caption:                 Caption
12	Select one or more Categories.
13	Enter one or more Tags (Keywords) separated by commas.
14	If you have Approver permissions, select the Approve Media checkbox.  Approve Media: <input type="checkbox"/>
15	Click the <i>Upload</i> link again.  <b>Result:</b> The file will be uploaded to the unit site's photo gallery. If you have Approver permissions, its status will be Approved. If you do not have Approver permissions, it will require approval before it is published to the public servers.  

➤ **Country Name Reference**

[back](#)

Afghanistan	Congo
Albania	Congo, Democratic Republic
Algeria	Cook Islands
American Samoa	Costa Rica
Andorra	Cote d'Ivoire
Angola	Croatia
Anguilla	Cyprus
Antarctica	Czech Republic
Antigua and Barbuda	Denmark
Argentina	Djibouti
Armenia	Dominica
Aruba	Dominican Republic
At Sea	East Timor
Australia	Ecuador
Austria	Egypt
Azerbaijan	El Salvador
Bahamas	Equatorial Guinea
Bahrain	Eritrea
Bangladesh	Estonia
Barbados	Ethiopia
Belarus	Falkland Islands (Malvinas)
Belgium	Faroe Islands
Belize	Fiji
Benin	Finland
Bermuda	France
Bhutan	French Guiana
Bolivia	French Polynesia
Bosnia and Herzegovina	French Southern Territories
Botswana	Gabon
Bouvet Island	Gambia
Brazil	Georgia
British Indian Ocean Territory	Germany
Brunei Darussalam	Ghana
Bulgaria	Gibraltar
Burkina Faso	Greece
Burundi	Greenland
Cambodia	Grenada
Cameroon	Guadeloupe
Canada	Guam
Cape Verde	Guatemala
Cayman Islands	Guinea
Central African Republic	Guinea-Bissau
Chad	Guyana
Chile	Haiti
China	Heard and McDonald Islands
Christmas Island	Honduras
Cocos (Keeling) Islands	Hong Kong
Colombia	Hungary
Comoros	Iceland
	India
	Indonesia
	Iraq
	Ireland
	Israel

Italy	Niue
Jamaica	Norfolk Island
Japan	Northern Mariana Islands
Jordan	Norway
Kazakhstan	Oman
Kenya	Pakistan
Kiribati	Palau
Kuwait	Palestinian Territory
Kyrgyzstan	Panama
Lao People's Democratic Republic	Papua New Guinea
Latvia	Paraguay
Lebanon	Peru
Lesotho	Philippines
Liberia	Pitcairn
Libya	Poland
Liechtenstein	Portugal
Lithuania	Puerto Rico
Luxembourg	Qatar
Macau	Reunion
Macedonia	Romania
Madagascar	Russian Federation
Malawi	Rwanda
Malaysia	Saint Kitts and Nevis
Maldives	Saint Lucia
Mali	Saint Vincent and the Grenadines
Malta	Samoa
Marshall Islands	San Marino
Martinique	Sao Tome and Principe
Mauritania	Saudi Arabia
Mauritius	Senegal
Mayotte	Serbia and Montenegro
Mexico	Seychelles
Micronesia	Sierra Leone
Moldova	Singapore
Monaco	Slovakia
Mongolia	Slovenia
Montserrat	Solomon Islands
Morocco	Somalia
Mozambique	South Africa
Namibia	South Georgia and The South
Nauru	Sandwich Islands
Nepal	South Korea
Netherlands	Spain
Netherlands Antilles	Sri Lanka
New Caledonia	St. Helena
New Zealand	St. Pierre and Miquelon
Nicaragua	Suriname
Niger	Svalbard and Jan Mayen Islands
Nigeria	Swaziland

Chapter 3  
News Story Photo Uploads

Sweden  
Switzerland  
Taiwan  
Tajikistan  
Tanzania  
Thailand  
Togo  
Tokelau  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Turks and Caicos Islands  
Tuvalu  
Uganda  
Ukraine  
United Arab Emirates  
United Kingdom  
United States  
United States Minor Outlying Islands  
Uruguay  
Uzbekistan  
Vanuatu  
Vatican  
Venezuela  
Viet Nam  
Virgin Islands (British)  
Virgin Islands (U.S.)  
Wallis and Futuna Islands  
Western Sahara  
Yemen  
Zambia  
Zimbabwe