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PEARL HARBOR, Hawaii (Dec. 7, 2008)

The Pearl Harbor-based guided-missile destroyer USS Chung-Hoon (DDG 93) performs a pass in review during a joint U.S. Navy/National Park Service ceremony commemorating the 67th anniversary of the attack on Pearl Harbor. (U.S. Navy photo by Mass Communication Specialist 2nd Class Jay C. Pugh/Released)

○ EXTRA
ISSUE

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EDITING TIPS

Extra

Expingo express

SUBMISSION PROCESS: In this extra issue, we will discuss how to submit images and video to Navy Visual News Service and Navy.mil. It is important to get your images to Navy Visual News Service in a timely manner for external media markets, Navy.mil and Navy leadership. Wires generally do not take images more than a day old. We receive a lot of questions concerning this topic.

At a minimum, images and video received at Navy Visual News Service are reviewed for quality, newsworthiness, timeliness, correct caption and metadata. The requirements for submission are:

Still Images: highest resolution possible with a compression of 10-12.

Video: 640 x 480 or larger (.wmv, .mov or .mpeg4)

Caption: a well-written caption which follows the new DoD style guide is required. For stills, they should be embedded in metadata. For video, include it on the slate. If neither is a viable option, please send a Word document along with your imagery. This applies to both still and video imagery.

Release information: include release authority's name, phone number and email address.

To submit

- Email still images to Navy Visual News Service at navyvisualnews@navy.mil
Try to send no more than two attachments per email, preferably only one.
- Upload video and multiple images to Media Lighthouse <https://mlh.donhq.navy.mil> (request an account by emailing navyvisualnews@navy.mil) Email NVNS when transmitting via Media Lighthouse.
- Digidelivery – send email for details and account information to navyvisualnews@navy.mil.
- Send to DIMOC-P (JCCC) via FTP or FFT
- U.S. Mail or courier service (see address below)

DO NOT SEND IMAGES TO PERSONAL NMCI ACCOUNTS. The Navy Visual News account has a 500

Navy Visual News submits all published imagery to DIMOC-P, DVIDS and other DoD organizations and publications.

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