

**DEPARTMENT OF DEFENSE  
MILITARY PHOTOGRAPHER OF THE YEAR  
2002 STANDARD OPERATING PROCEDURE MODIFICATIONS  
FOR ADOBE PHOTOSHOP 7 USERS**

The following modifications to the 2002 Military Photographer of the Year Standard Operating Procedures are meant to clarify differences in the File Info dialog boxes presented in Adobe Photoshop 7.0 from previous versions. These changes only apply to Attachment 3, Still Image IPTC Fields. Users of previous releases of Adobe Photoshop or users who will be inserting the required information using Media Grid can disregard this amendment.

With the release of Photoshop 7, Adobe has changed the names of some of the fields used in the File Info dialog box as well as the name and number of the sections used to display the fields. A synopsis of the changes follows, with a detailed re-release of Attachment 3 following. Note that the Title field is used for the VIRIN number, not the title of the image.

<b>Photoshop 7 Section : Field Name</b>	<b>Information to insert</b>
*General : Title	VIRIN Number
*General : Author	Entrants Name, Rank and Service
*General : Author's Position	Entrants Home Unit
*General : Caption	Caption
General : Caption Writer	Leave Blank
General : Job Name	New Field - Leave Blank
General : Copyright Status	New Selection - Leave Unmarked
General : Copyright Notice	Leave Blank
General : Owner URL	Leave Blank
Keywords : Keyword	Image Keywords
*Categories : Category	Category image is entered in
*Categories : Supplemental Categories	Entrants home unit E-Mail and phone number
*Origin : Date Created	Date image was shot
*Origin : City	Base or locale of shoot
*Origin : State/Province	State or province of shoot
*Origin : Country	Country or area of shoot
Origin : Credit	Entrants TDY Unit (if TDY during shoot)
*Origin : Source	Media originally used to capture image
*Origin : Headline	Image Title
*Origin : Instructions	Public Release Authority
Origin : Transmission Reference	Major Command or unit photographed
Origin : Urgency	Leave as None

(\* indicates required field)

## STILL IMAGE IPTC FIELDS (MODIFIED FOR ADOBE PHOTOSHOP 7 USERS)

Portions of the information contained in this attachment have been extracted from the DoD Imagery and Caption Style Guide.

### Inputting Caption and Entry Information

It is recommended that each entrant first get all images scanned, acquired, adjusted and saved before entering the caption and entry information as this process will be much easier to do as a group, one right after another.

All information will be input using the FILE INFO command of Adobe Photoshop (by selecting File > File Info) or using the captioning capabilities of SCC MediaGrid (the MediaGrid field name, if different than the Photoshop File Info field name, is annotated in square braces [ ]). All sections annotated as Required must be filled out or the entry may be disqualified from competition. With the exceptions of the Caption, Category and Headline fields, the information to be input will follow the guidelines of the DoD Imagery and Caption Style Guide.

#### Section: General

1. Field: **Title** [VIRIN] (Required)

- a. Enter the Visual Information Record Identification Number (VIRIN). NOTE: For Picture Story entries, only the composite image is required to have a VIRIN. Individual components of the layout do not need to have a VIRIN.

- b. The format of the VIRIN is as follows:

YYMMDD-S-NNNNA-XXX

- i. Field 1 (YYMMDD): Date the image was acquired or originated, in the year, month, and date format.
- ii. Field 2 (S): The service affiliation or status of the photographer. The code abbreviations are:

A = Army

N = Navy

F = Air Force

M = Marine Corps

G = Coast Guard

- iii. Field 3 (NNNNA): Last four digits of the photographer's SSAN and the first initial of the photographer's last name.
- Field 4 (XXX): Image or unit of media number in sequential order for images shot on the day specified in Field 1. Numbering should follow the approximate order in which each unit of

The screenshot shows the 'File Info' dialog box in Adobe Photoshop 7. The 'Section' dropdown is set to 'General'. The fields are filled with the following information:

- Title:** 020101-F-12345-001
- Author:** John A. Smith, TSgt, USAF
- Author's Position:** 123 Combat Camera Sq.
- Caption:** An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting
- Caption Writer:** (empty)
- Job Name:** (empty)
- Copyright Status:** Unmarked
- Copyright Notice:** (empty)
- Owner URL:** (empty)

Buttons on the right side include OK, Cancel, Load..., Save..., and Append... A 'Go To URL' button is located at the bottom of the dialog.

media was acquired or originated by the photographer on the day specified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. No two images shot on the same day should have the same values in this field.

2. Field: **Author** [PH Rank & Name] (Required)
  - a. Enter the entrants Name, Rank and Service (e.g. John A. Smith, TSgt, USAF).
3. Field: **Author's Position** [PH Home Unit] (Required)
  - a. The entrants Home Unit.
4. Field: **Caption** (Required)
  - a. Enter the caption information as follows:
    - i. Action. The first sentence of the caption describes the action in the photo, in the present tense, and states when and where the photo was taken. If a person is the subject, include full name, rank, and unit of assignment (do not include hometowns).
      1. Who. The “who” description should include name, rank, and military unit or organization of identifiable individuals (do not include hometowns).
      2. What. The “what” description should include the name and nomenclature of any weaponry or equipment; the name and hull designator of any ship; the name and designator of any aircraft or missile; and the unit name and designator of any unit shown. The description should also include any special field gear (such as backpacks, nuclear-biological-chemical protective suits, or utility belts) that people are wearing or carrying. If the subject is a building, facility, fort or site, then include the name and appropriate designator. If unable to obtain information by inquiry, then record the relevant nomenclature plates, logos, signs, flags or other identifiers.
      3. When. The “when” description should include the date and also approximate time if this is relevant to understanding the content of the image.
      4. Where. The “where” description should include the geographic name of the place where shot. If an aerial shot, the “where” should state: “aerial shot of [subject] over [what geographic place or area].” If shot at sea, the “where” should indicate the body of water and some indication of where (such as “on board the USS Kennedy 200 miles NE of Norfolk” or 55°N 100°W). If an interior shot, the “where” should indicate what the scene is the interior of (such as “interior of C-141 cockpit” or “room 2C147 of the Pentagon”).
      5. How. The “how” description should include the significance of the actions, subjects, or events depicted unless it is otherwise obvious, i.e. how is the imagery important? If the subjects are performing some action or activity, identify it.
      6. Why. The “why” description should include the purpose of the operation or exercise that the imagery documents.
    - ii. Background. The second sentence of the caption gives background on the news event or describes why the photo is significant to the DoD. This usually gives the “big picture.”
    - iii. Whenever possible, try to keep captions to no more than two concise sentences, approximately 100-150 words, while including the relevant information.
  - b. For the purposes of this competition, **do not** include a credit line or any other information which might identify the photographer in the caption. Further, do not repeat information gathered elsewhere in the IPTC header information.
  - c. The following are examples of proper captions:

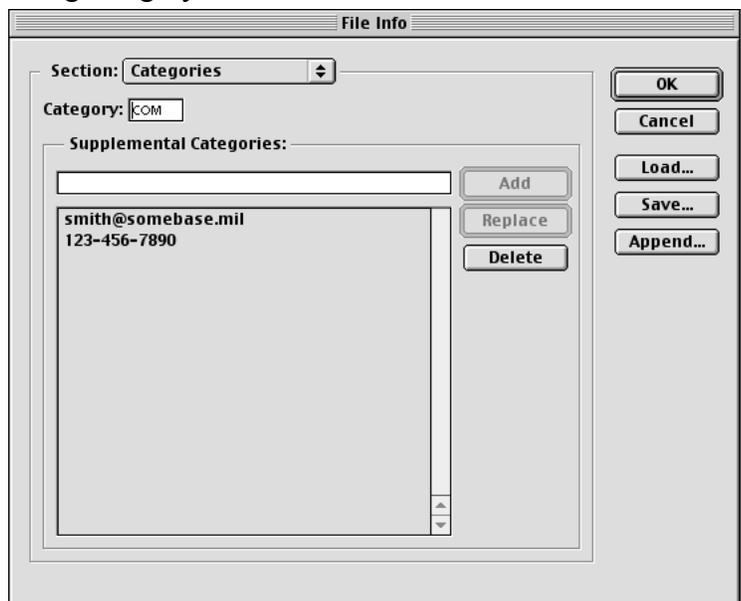
- i. An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting operations in the Persian Gulf during a six month deployment in support of Operation Southern Watch.
  - ii. Maj. Frank Cavuoti (left), U.S. Air Force, of Garden City, N.Y., and Capt. Mike Ouellette, U.S. Air Force, of Bolton, Conn., plan their sortie for exercise Global Guardian. The two B-2 Spirit stealth bomber pilots are in an area know as the Vault, a secure underground mission planning facility at Whiteman Air Force Base, where B-2 crews receive all their mission data and plan how they will complete their tasking. Cavuoti and Ouellette are attached to the 394th Bomb Squadron, 509<sup>th</sup> Bomb Wing at Whiteman.
5. Field: **Caption Writer** [Caption Editor]
    - a. Leave this field blank.
  6. Field: **Job Name** [ ]
    - a. Leave this field blank.
  7. Field: **Copyright Status** [ ]
    - a. Leave as Unmarked.
  8. Field: **Copyright Notice** [ ]
    - a. Leave this field blank
  9. Field: **Owner URL** [ ]
    - a. Leave this field blank.

**Section: Keywords**

1. Field: **Keyword** (Optional)
  - a. Single word entries. Please leave this blank under normal circumstances. However, when images show multi-Service subjects, please note the Services shown as individual keywords.

**Section: Categories**

1. Field: **Category** [Service Shown] (Required)
  - a. Normally, this field would contain a code for the Service branch of the subjects of the image. For the purposes of this competition, enter the three character category code using lower case letters. Use the following category codes:
    - i. COM: Combat Camera
    - ii. NEW: News
    - iii. FEA: Feature
    - iv. POR: Portrait / Personality
    - v. ILL: Illustrative
    - vi. PIC: Pictorial
    - vii. SPO: Sports
    - viii. PST: Picture Story (Each component of the picture story will have this code entered)
  - b. Entries as part of the Portfolio will have their respective category codes used.



2. Field: **Supplemental Categories** (Required)
  - a. Photographer's Home Unit Email and Phone Number.
  - b. Normally this field would contain Classification and Classification Authority information as well. All images submitted to the Military Photographer of the Year competition **must** be unclassified. **DO NOT** submit images that contain FOUO, Confidential, Secret or higher classifications.

**Section: Origin**

1. Field: **Date Created** [Date Shot] (Required)
  - a. The date the image was taken. This date must match the date in the VIRIN. The format is YYYYMMDD.
2. Field: **City** [Base/Locale] (Required)
  - a. The base or locale of the shoot
3. Field: **State/Province** [State/Prov.] (Required)
  - a. The state or province of the shoot. Use two letter codes.
4. Field: **Country** [Cntry/Area] (Required)
  - a. The country or area of the shoot. Use three letter code. For ocean areas enter the area, i.e. IOR (Indian Ocean Region), for aerials use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.
5. Field: **Credit** [PH TDY Unit] (Optional)
  - a. The unit the entrant was temporarily assigned to during the shoot (must be on official orders).
  - b. If not assigned, leave blank.
6. Field: **Source** [Image Source] (Required)
  - a. The media used to capture the image, either Digital or Film is entered here (do not enter the film type or format).
7. Field: **Headline** [Operation/Exercise Name] (Required)
  - a. Normally, this field would contain the name of the operation or exercise. For the purposes of this competition, this field will contain the Title of the photograph as designated by the entrant.
8. Field: **Instructions** [Public Release Instructions] (Required)
  - a. Enter the Name and Rank of the releasing authority for images approved for release by a field Public Affairs Officer or Installation Commanding Officer.
9. Field: **Transmission Reference** [Command Shown] (Optional)
  - a. Enter the Major Command of the unit photographed. For example: Air Mobility Command or Atlantic Fleet or FORSCOM or EUCOM.
10. Field: **Urgency** [Not Used]
  - a. Leave marked as None

The screenshot shows a 'File Info' dialog box with a 'Section: Origin' dropdown menu. The form contains the following fields and values:

- Date Created: 1/1/02 (with a 'Today' button)
- City: Somebase
- State/Province: MD
- Country: US
- Credit: (empty)
- Source: Digital
- Headline: Flying High
- Instructions: John C. Doe, LT, USN
- Transmission Reference: (empty)
- Urgency: None (with a dropdown arrow)

Buttons on the right side include OK, Cancel, Load..., Save..., and Append...

**Section: EXIF**

This section may contain information that is written by digital cameras and cannot be changed.