

**2012 DoD Worldwide Military Photography Workshop
Image Submission Criteria**

STILL IMAGE IPTC FIELDS

Follow directions on the following link provided by DIMOC.
<http://www.defenseimagery.mil/learning/howto/metadateref.html>

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.

IMAGE SUBMISSION SPECIFICATIONS

Portions of the information contained in these specifications have been extracted from the DoD Captioning Style Guide (<http://www.defenseimagery.mil/default/dms/dvi-documents/StyleGuide-111027-print.pdf>) as directed by DoDI 5040.02 (<http://www.dtic.mil/whs/directives/corres/pdf/504002p.pdf>).

Image Specifications for Digital Camera Originals

1. Submit digital entries at their original file size. When cropping, do not specify a size and resolution as this will change the number of pixels and the file size of the image.
2. Convert the dimensions of the image so that the longest dimension is 10 inches, but do so without increasing the file size. (This should be done in the Image Size dialog box with Resample Image turned off.)
3. Save the image as a JPEG with a minimum quality level of 8.
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

Scanning Specifications for Negative or Transparency Film

1. Scan images as RGB or Grayscale. Do not use CMYK.
2. The final image size should be 10 inches at the largest dimension at a resolution no higher than 300PPI. (All attempts should be made to scan at 300PPI, but do not resize the image in Adobe Photoshop in order to obtain this resolution.)
3. Save the image as a JPEG with a minimum quality level of 8
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

Submitting Entries via Mail:

1. Images should be saved onto a CD-ROM. The format of the CD-ROM must be ISO9660 compliant if being created on a Windows operating system computer or Mac Files and Folders if being burned from a Macintosh. DVD and Zip disc will also be accepted.
2. Mail media to:
Defense Information School
ATTN: Photography Workshop Coordinator
6500 Mapes Road, Ste 5620
Ft. George G. Meade, MD 20755-5620

Note: Media will not be returned.

Submitting Entries via E-Submission:

Go to: <https://safe.amrdec.army.mil/safe2/Welcome.aspx>

1. Click the link: “To begin using SAFE please click on one of the links below. [“CAC Users - I Have A Common Access Card \(CAC\) and I want to use SAFE. Choose this option in order to send files to someone that does not have a ".MIL" or ".GOV" and to manually enter multiple recipients using ":". IMPORTANT: If asked to choose a certificate, please choose the one with "EMAIL" in the name.”](#)”, then click the icon for your CAC credentials.
2. Once open, simply fill in the provided fields. Under “Description of File(s)”, put “DoD Worldwide Military Photography Workshop Submission
3. Include in the download section all images and a PDF signed copy of the Commander’s Recommendation Letter. Please ensure a good contact email and contact phone numbers are also in the description in case we need to contact you about your submission.
4. Recipient Information: Provide an email address to give access to: Put [**dinfosphotographyworkshop@dinfos.dma.mil**](mailto:dinfosphotographyworkshop@dinfos.dma.mil) in this field, then click “ADD”
5. Email settings: Do nothing in this section.
6. Click “Upload” at the bottom, then “Agree” to the terms in the warning box.