



Submitting Photo VIRINs with Stories in the CMS

Enter the image VIRINs into the Content Management System (CMS) when you submit your story to ensure photos automatically attach to your stories on Navy.mil.

After editing and formatting your story in the story submission window in the CMS, select the “Add Story” link at the bottom left of the page. A new window will appear with your formatted story and several new options in a pane on the left of the story. Select the “Submit Photos: Enter/Edit VIRINs” link. It has a red header and is on the left of the submission window. This will open a smaller window over the “Story Manager” window with five places for VIRINs. You can set the CMS to automatically link up to five images to each story.

You can submit more images, but only the VIRINs in the “Enter/Edit VIRINs” boxes will link with the story. Select the “Save VIRINs” button at the bottom of the “Add/Edit VIRINs” window.

Click the “Save Changes” button on the bottom left of the page and the image photo will be associated with the story when the images are posted.

Problems to avoid:

Make sure you are using a proper VIRIN. If you do not have a VIRIN or need instructions on how to VIRIN an image file please visit this [link](#). The CMS will not accept the old VIRIN format.

Do not crop images to 5x7. If you need instructions on image compression visit: http://imagery.navy.mil/training/JPG_Compression.pdf.

The screenshot shows the 'Edit Story/Set Story Priority' interface in the Navy CMS. The left sidebar contains several sections: 'Edit Functions' (Edit Story, Update Status), 'View Functions' (Story, Alibi, Status: Pending), 'Add Elements' (Photo, Graphic, All Hands Photo, Related Story), 'Forward Story' (Forward to: News Service Staff, Another Group, Another User), 'Submit Photos: Enter/Edit VIRINs' (highlighted with a red circle), and 'Story Comments' (View All Comments, Search Comments, Close Comments). The main content area shows story details for 'Battleship Iowa Formally Transferred to Pacific Battleship Center', including byline, dateline, event date, story lead, and story body. At the bottom, there are 'Save Changes' and 'Revert To Saved' buttons.