

HOW TO PROPERLY SUBMIT AUXILIARY PHOTOGRAPHS

By Joseph Giannattasio, BC-ASP
Stuart Gitlow, BA-ASPC
Chris Harshfield, DVC-AS
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In terms of photo selection, your job as an Auxiliary Photographer is to choose photos that represent your photography skills and talent. You are also providing a visual representation of the Coast Guard and the Auxiliary. Use the following procedure when submitting all Auxiliary photographs, not just POTW or Award Contest submissions:

VIRIN:

1. After you have taken the photos, review them carefully; pick out what you are willing to sign your name to for submitting.
2. The “File Name” of your photo must be in VIRIN format. VIRIN or Cut Lines are to be as follows
 - a. The first six numbers are the year, month and day.
 - i. Example, June 06, 2013 would be noted as 130606.
 - b. Followed by a dash "-“
 - c. The service indicator letter "G" for Uniformed member, civilian or contract employee of the Coast Guard
 - d. Followed by a dash "-“
 - e. The last four numbers are a generic VISION ID number: ZZ999
 - i. (For security reasons and to protect members’ personal information, the CG did away with the old "photographer" sequence.)
 - f. Followed by a dash “-“
 - g. Then the photographer's daily photo sequence number.
Example of a VIRIN or Cut line “**130601-G-ZZ999-001**”
3. Add the needed metadata to the photos you’re going to upload. Minimum metadata needed
 - a. Document Title:
 - b. Author:
 - c. Description: (In the Description include the following)
 - i. Where was the photo taken, State, city, etc.
 - ii. What are we looking at, or what is happening? This will be used as the caption of the photograph.
 - d. Keyword: Auxiliary (you may add more words if you like)
 - e. Proper credit: “Coast Guard Auxiliary photo by Jane Doe.”
4. Do not PhotoShop the photo in any way that will alter the image from reality such as adding or removing items to improve the layout, including changing colors in anyway. However, minor cropping, rotating, or other procedures to define the subject are acceptable.
5. Now with all this done send your photos, (As attachments) to the Branch Chief – Photography and the Branch Assistant – Photo of the Week. Please locate the most current e-mail addresses in [AuxOfficer/AuxDirectory](#).
6. The deadline for submitting photos for POTW is 24:00 hours Saturday (This may vary depending on the number of photos submitted)

How to add metadata to your photos using Macintosh

METADATA:

iPhoto allows metadata editing.

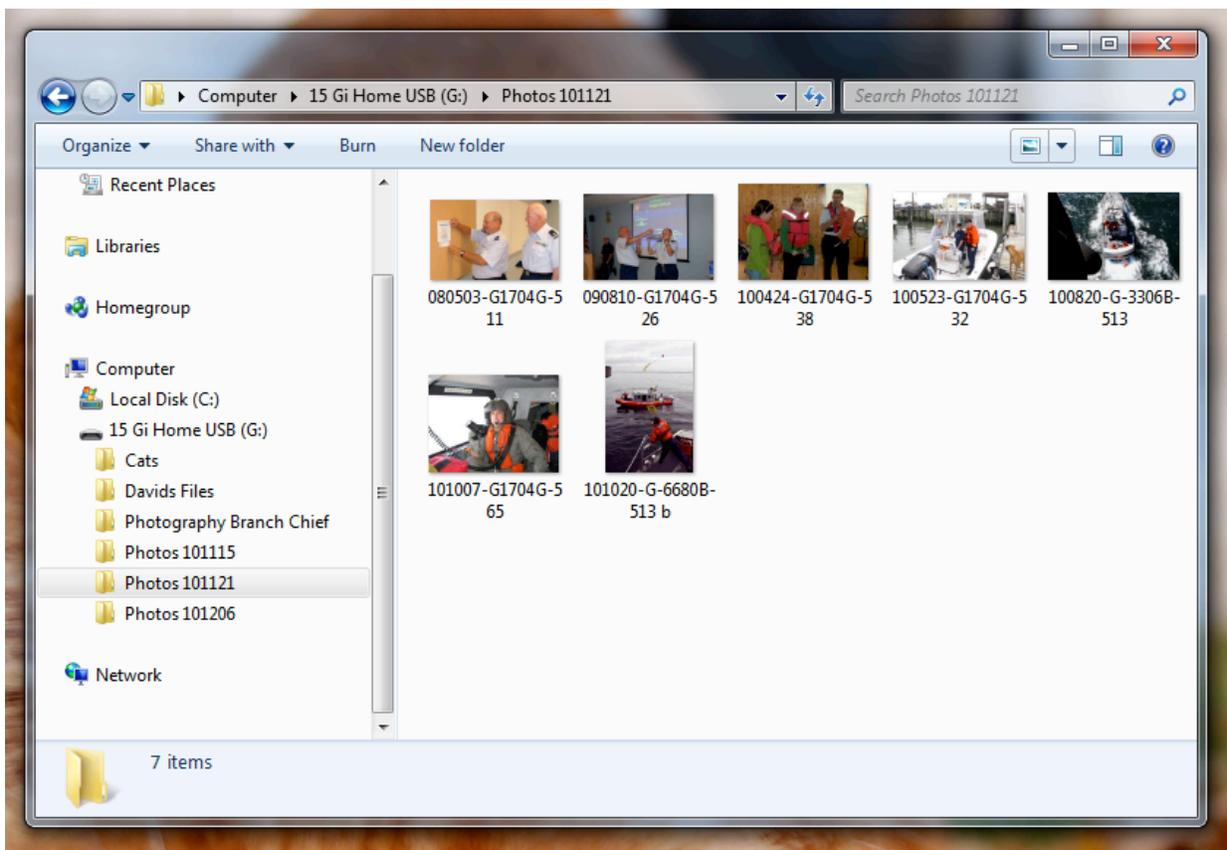
1. Simply select a photo, then click the “Info” button at the bottom of the screen.
2. That brings up the facility to add or edit title and description. Keywords can be added here as well. Lat/long is present for supporting cameras and all the photographic settings are present as well.
3. Keywords won't show up unless the user has set up keywords first. This is accomplished by hitting “Command-K” at any point in iPhoto. From the “photos” menu, you can then choose “Batch Change” to allow quick editing or adding of metadata to groups of photos simultaneously.

How to add metadata to your photos using Microsoft's Windows 7

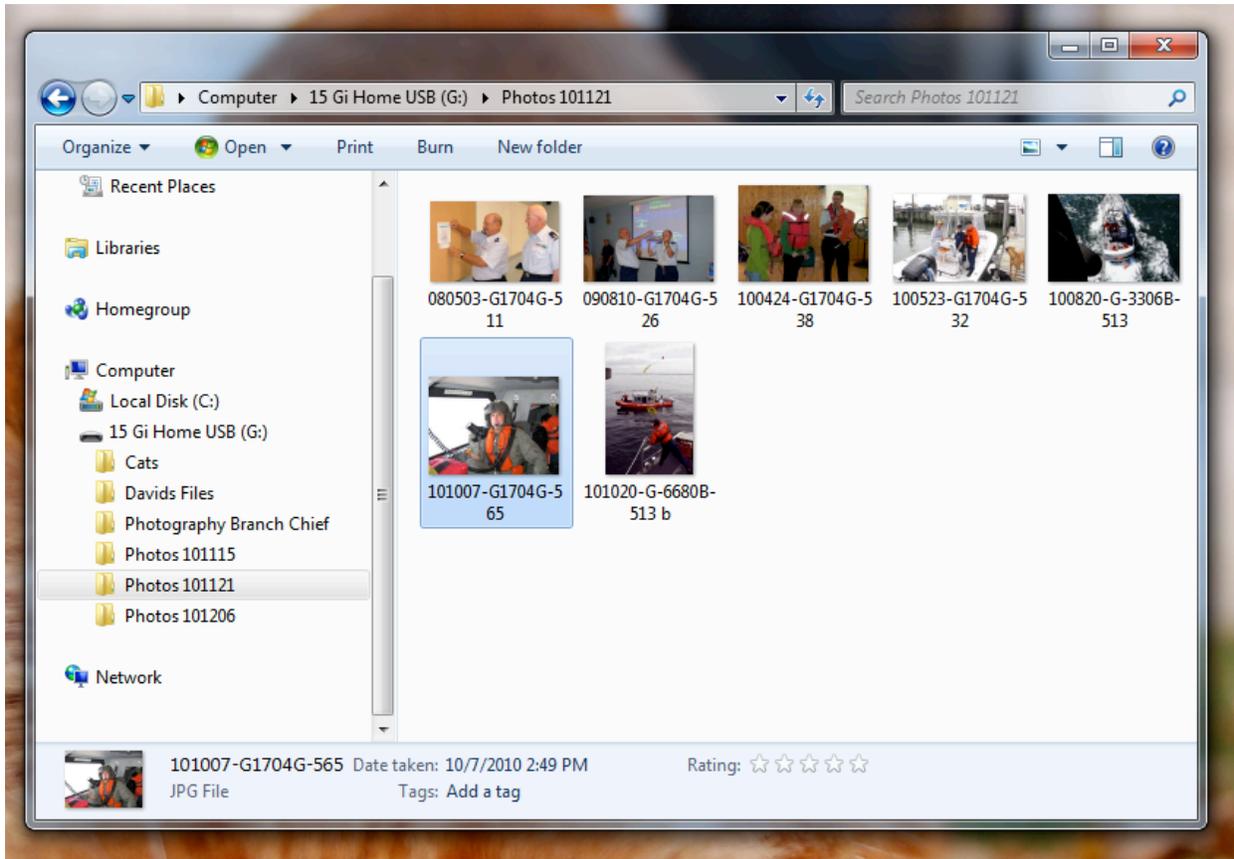
METADATA:

Windows 7 has the ability to add metadata into any graphic file. Photos to a computer are nothing more than a graphic file. They come in many formats, you may have heard of some, i.e. jpg, bmp, jfif, tiff, raw, png, etc. For our use we will be looking at the jpg format, pronounced J-PEG.

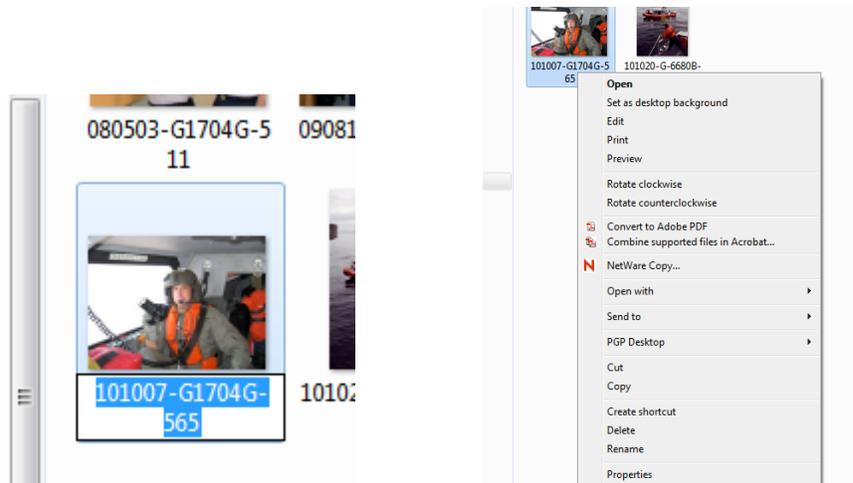
Using Libraries, Windows Explorer, or Computer applications that are part of the Windows 7 program, you find the photos you need to add metadata to.



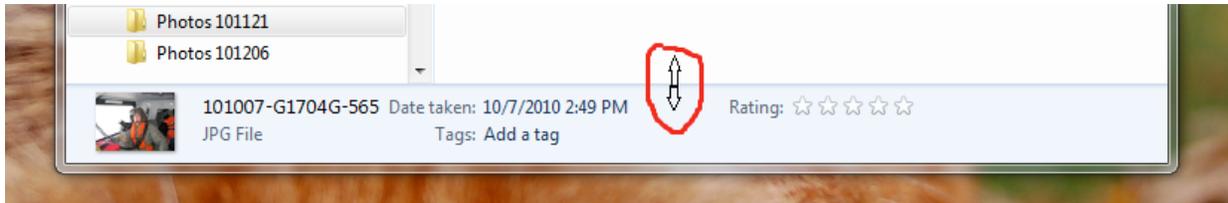
Now, just select the photo you need to add or change metadata in. As in the screen shot below.



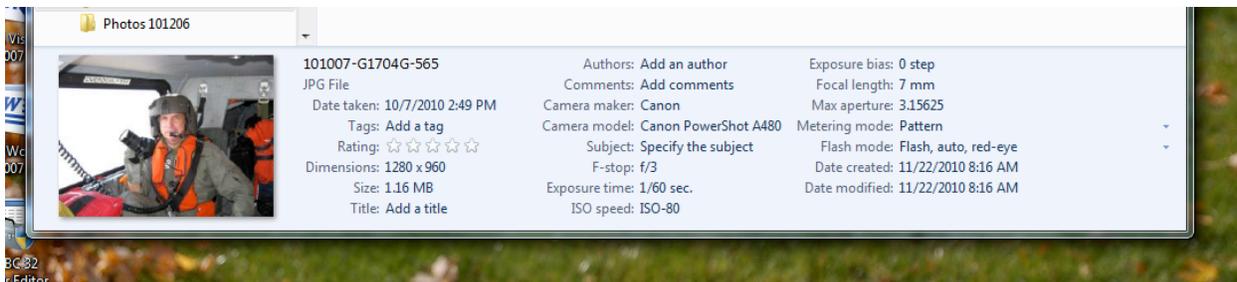
Here I have clicked on file “101007-G1704G-565”. NOTE: If you have not assigned a VIRIN or file name to your photo, you can do that here too. Just click once on the photo, wait for a few seconds and click again. This will open up the file’s name for editing. Or, you can use the right-mouse button and open up the menu from which you can pick “Rename”.



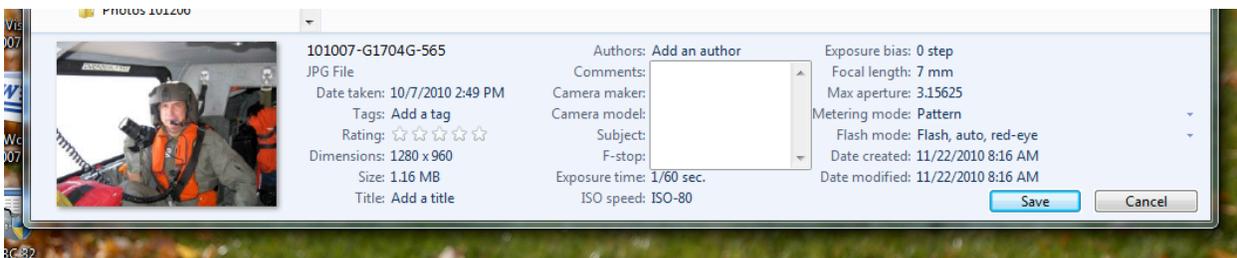
Ok, now for adding metadata to the photo. Looking at the bottom of the window you will see the file properties in which you can find the metadata information. You might need to open up this bottom area to see all the data found here. Place your mouse pointer on the upper part of the bottom section of the window as shown in the next screen shot. You will have it right when the pointer changes to a two-headed arrow as shown in the side the red circle.



Now, click down and slide up on the mouse, thus opening up the file properties section.



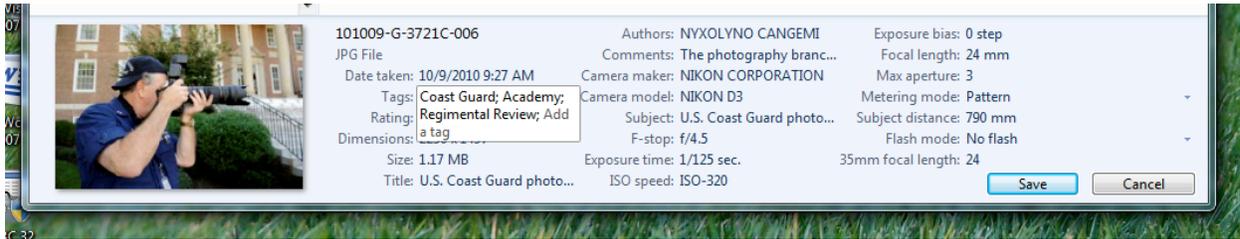
This is real nice in Windows 7; you can now edit this info. The parts in **bold** can be edited by just clicking on them as shown in the next screen shot. Here I have opened up the “Comments:” area. You will see on the lower-right the Save/Cancel buttons. This is for saving your changes to the file.



There are three areas you need to work on before sending in your photos. In the “Comments:” area you need to tell about the photos. Remember to include Who, What, When, Where in this area. It’s a good idea to copy this same info into the “Subject:” area too. Sometimes it is the “subject” section that is read by the software you’re viewing the photo in.



Remember to add your name to the photo too. This can be done in the “Authors:” or “Title:” areas. Lastly add some “Tags:” to the photo. “Tags” or “keywords” can be used to find photos. All our photos need to have the tag of “Auxiliary”.



Below is a draft of keywords or tags I used last year when moving photos into the USCG library.

