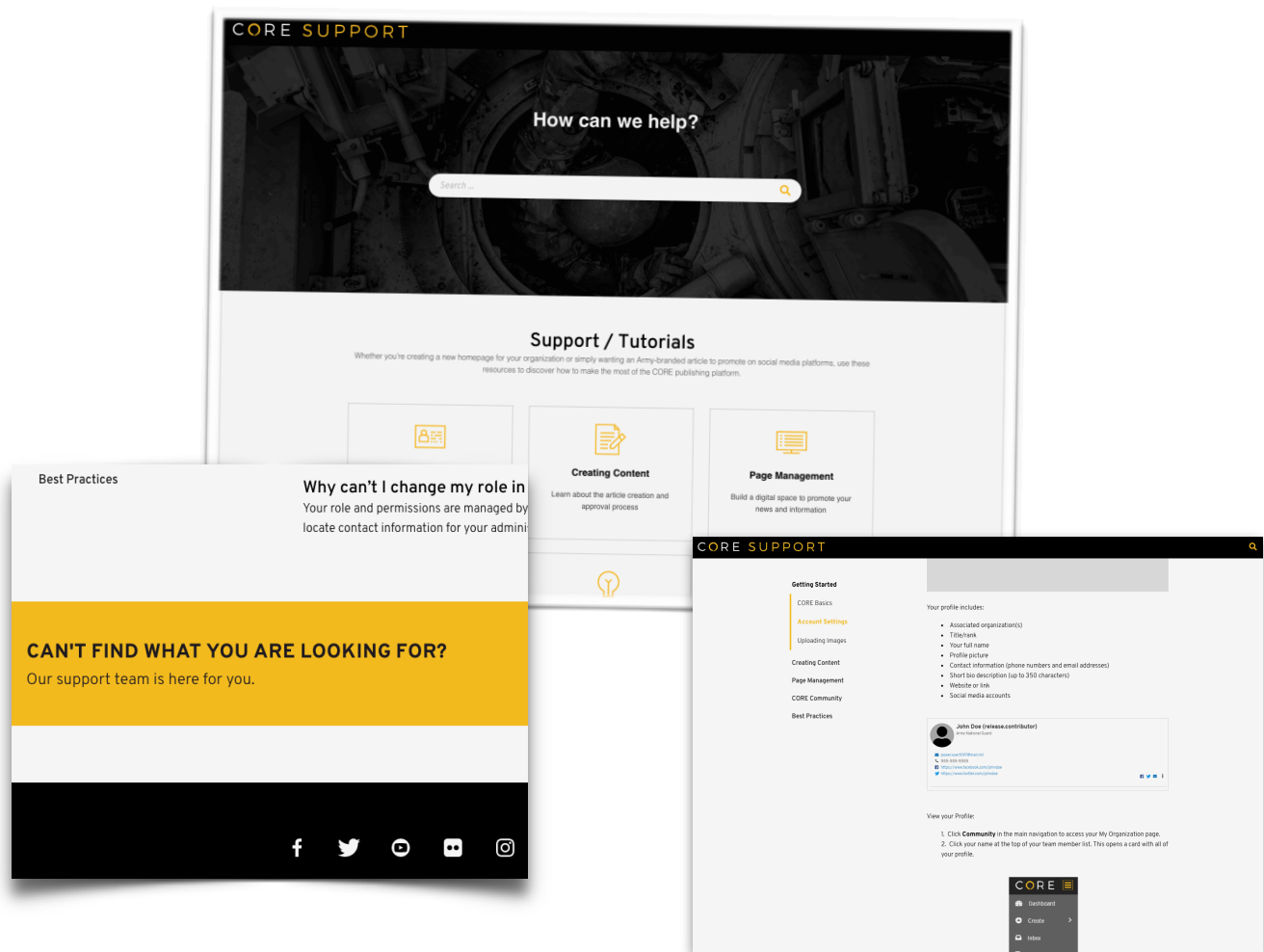




Media and Yaml Guide



Yaml Basics

The CORE Support yaml files are always stored in the project GitHub **_data** folder. These files provide the details to populate each subtopic article page. These details are placed in the yaml file in a certain format to allow the project to build out. FYI: The website dynamically builds every time you make a change to these data files!

1) The basic blocks for a yaml file is

Key : **Value** pairings (ie para1: I am the first paragraph)

and

Levels (ie the 'topic', 'article', 'section', and 'part' levels)

2) Layout of Levels:

topic\ (ie CORE Basics)

article\ (ie What is CORE?)

section\ (ie Who is eligible for a CORE Account?)

part\ (ie titles, paragraphs, images, notes, learns, tips, itemlists, numlists, etc.)

```
- title: CORE Basics
  articles:
    - subtitle: What is CORE?
      sections:
        - sectiontitle:
            video: src="https://www.youtube.com/embed/jv96WKme3Mo"
            description: Welcome to CORE Support
            paral: As a CORE user, you can easily package and publish articles ...
        - sectiontitle: Who is eligible for a CORE Account?
          itemList:
            - listname: CORE is intended for
              one: 46Q/46R/46Z or 46A Soldiers,
              two: 1035- or 1082-series DA civilians, and
              three: Contractors and DA civilians serving in a public affairs capacity.
```

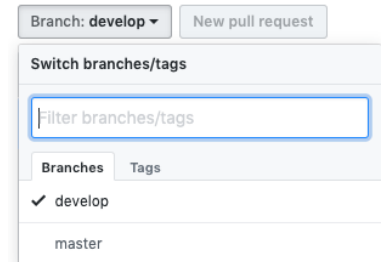
3) Levels are distinguished by the indentation of that column and the use of a dash '-'.

```
- title: CORE Basics
  articles:
    - subtitle: What is CORE?
      sections:
        - sectiontitle:
            video: src="https://www.youtube.com/embed/jv96WKme3Mo"
            description: Welcome to CORE Support
            paral: As a CORE user, you can easily package and publish articles ...
        - sectiontitle: Who is eligible for a CORE Account?
          itemList:
            - listname: CORE is intended for
              one: 46Q/46R/46Z or 46A Soldiers,
              two: 1035- or 1082-series DA civilians, and
```

Rules when writing yaml code!

(if this section is confusing, skip to "**Using Parts**" below, and ref back to this later)

- 1) DO NOT write to the Master Branch, when logged into Github, ensure you use the Develop branch when making/committing changes.
- 2) Keys can NOT have the same name inside a Level (A good example to use is 'para1' followed by 'para2')
- 3) Do not use tabs when building yaml files, use two spaces when declaring a new level. (See existing yaml files for examples)
- 4) In **parts**, write external links as `Google` and internal as `Account Settings`
- 5) Use the strong element for bold content in **parts** by surrounding it like so: ` your bold content `, as `your italic content` will emphasize text.
- 6) DON'T use colons ':' anywhere in any text or titles for keys or **values** except in link urls.
- 7) Code Assumption - Titles are always ordered first, with content following in **sections**, and only one title per level.
- 8) Code Assumption - **Article** titles always get followed by the "Updated Last:" statement.
- 9) Code Assumption - You can have one of each Note, Tip, and Learn **parts** per **section**. If you need more than one, make a new **section**. (ie In the scenario having A section with a Tip and a Note is fine. A section with a Tip and 2 Note parts, not fine.)









```
- title: CORE Basics
  articles:
    - subtitle: What is CORE?
      sections:
        - sectiontitle: Welcome to CORE Support
          video: src="https://www.youtube.com/embed/jv96wKme3Mo"
          description: Welcome to CORE Support
          para1: As a CORE user, you can easily package and publish articles ...
        - sectiontitle: Who is eligible for a CORE Account?
          itemlist:
            - listname: CORE is intended for
              one: 46Q/46R/46Z or 46A Soldiers,
              two: 1035- or 1082-series DA civilians, and
              three: Contractors and DA civilians serving in a public affairs capacity.
```

Annotations in the image:

- Yellow arrow pointing to the first `sectiontitle`: This is a "Section"
- Blue arrow pointing to the `description` field: This description is a "Part"
- Yellow arrow pointing to the second `sectiontitle`: This is a "Section"
- Blue arrow pointing to the `itemlist` field: This Itemlist is a "Part"

Using Parts

You can mix and match different **parts** to assemble your subtopic articles. Some **parts** provide two column layouts while others give larger font for titles, and others provide a numbered list formatting of the text you provide. Below is an example layout, but refer to the **Parts Styling Section** for more details.

PART NAME & TRAITS		SECTION TRAIT
subtitle font-size: 2rem; font-weight: 600; ##H1 Element Followed by "Last Updated"		
video width="100%" height="100%" 16:9 responsive aspect ratio iframe element		
para1 font-size: 1rem;		
para2 **Only one unique name is allowed for PARTS (example being para1 and para2)		
subtitle font-size: 1.5rem;		
itemlist list-title font-size: 1rem; font-weight: normal; margin: 1.25rem 0 1.25rem 0; bullet-item font-size: 1rem; font-weight: normal; list-style-type: disc; margin-left: 1.25rem; padding-left: 0.25rem;		

What is CORE?

Last Updated: June 10, 2019**



Welcome to [CORE Support](#), the Army's content management and publishing platform! CORE provides a simple, free and effective way for Army Public Affairs professionals to tell their Army story online.

As a CORE user, you can easily package and publish articles to create professional, branded products, perfect for engaging your digital audience. Published articles are automatically distributed to your followers in CORE and have the potential to reach millions on [www.army.mil](#), expanding your local story to national and global audiences.

Who is eligible for a CORE Account?

CORE is intended for:

- 46Q/46R/46Z or 46A Soldiers,
- 1035- or 1082-series DA civilians, and
- Contractors and DA civilians serving in a public affairs capacity.

All PART Options and Styling

<code>subtitle</code>	font-size: 2rem; text-align: left;	font-weight: 600; color: #252525	## Followed by "Last Updated" ## H1 Element
<code>section</code>	overflow: visible;	margin: 2.1875rem 0 2.1875rem 0;	
<code>sectiontitle</code>	font-size: 1.5rem; font-weight: 600	margin: 1.25em 0 1.25em 0	## H2 Element
<code>paratitle</code>	color: black font-weight: bold	font-size: 1rem	## H3 Element
<code>video</code>	width="100%"	height="100%"	## iframe element ## 16:9 responsive aspect ratio ## See Video section for more details
<code>para1</code>	font-size: 1rem;	margin-bottom: 1.25rem;	
<code>itemlist / numlist</code>	<code>listname</code>	margin: 1.25rem 0 1.25rem 0 font-size: 1rem font-weight: normal color: black	## H4 Element
	<code>one</code>	padding-left: 0.25rem margin-left: 1.25rem list-style-type: disc ## or decimal	## Each item needs a new name (Ex "one", "two", "three", "list")
	<code>list</code>	padding-left: 0.5rem; margin-left: 4rem; list-style-type: circle;	# See List section for more details
<code>note</code>	padding: 10px; color: #06363C	border-left: 5px solid #D1CAAD background-color: #FBF2D0	margin-bottom: 1rem
<code>learn</code>			## same as NOTE

tip	padding: 10px; color: #06363C	background-color: #DEF1F4 border-left: 5px solid #BECFD1	margin-bottom: 1rem
image1	border: 1px solid #ddd; display: block;	margin: 25px 0 10px 0;	## See Image Section for more details
lexicon	title	font-weight: 600; margin-bottom: 1.25rem;	## Two column part (col1/title - 25% and col2/definition - 75%)
	definition	font-weight: normal	## All font-size is 1rem ## See Lexicon Section for more details
hr	background-color: #ddd height: 1px	margin: 1.75em 0 border: none	#See hr Section for more details
table	title	border: 1px solid #ccc padding: 5px 15px 2px 15px background-color: #ddd;	## Two column part (col1/title - 40% and col2/definition - 60%)
	definition	font-weight: normal; margin-bottom: 1.25rem;	#See Table Section for more details

Making different 'List' parts

To make a proper list in a yaml file, accurate dash '-' placement and space indentation is essential. Follow the examples below to guide your list additions.

NOTE: If you need another itemlist or numberlist, make a new section to put each in.

Item List:

This is a list with a title and bulletized items following.

Use the following keys: 'itemlist:' as the part name, '- listname' for the title, and numbered items like 'one' for the individual list item. (See Figure 1 for code) and (Figure 2 for browser output)

NOTE: Sublists are allowed in this scenario, see **Embedded Lists**.

Figure 1

```
- sectiontitle:
  para1: Your profile in CORE consists of information linked to your
  href="http://core.ardev.us/community/users">User Directory</a>
  para2: Keep reading below to learn about some basic features available
  video: src="https://www.youtube.com/embed/jv96WKme3Mo"
  itemlist:
    - listname: Your profile includes
      one: Associated organization(s)
      two: Title/rank
      three: Your full name
      four: Profile picture
      five: Contact information (phone numbers and email addresses)
      six: Short bio description (up to 350 characters)
      seven: Website or link
      eight: Social media accounts
```

Figure 2

Your profile includes:

- Associated organization(s)
- Title/rank
- Your full name
- Profile picture
- Contact information (phone numbers and email addresses)
- Short bio description (up to 350 characters)
- Website or link
- Social media accounts

Numbered List:

This is a list with a title and ordered /numbered items following. Use the following keys: 'numlist:' as the part name, '- listname' for the title, and numbered items like 'one' for the individual list item. (See Figure 1 for code) and (Figure 2 for browser output)

NOTE: Notice the embedded image elements (See [Image section](#) for more details) in the individual list item.

NOTE: Notice the elements added to make text bold when wrapped around words or phrases.

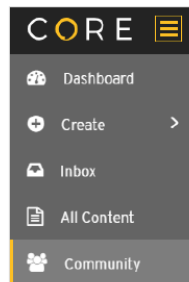
Figure 1

```
- sectiontitle:
  numlist:
    - listname: View your Profile
      one: Click Community in the main navigation to access your My Organization page. 
      two: Click your name at the top of your team member list. This opens a card with all of your profile. 
```

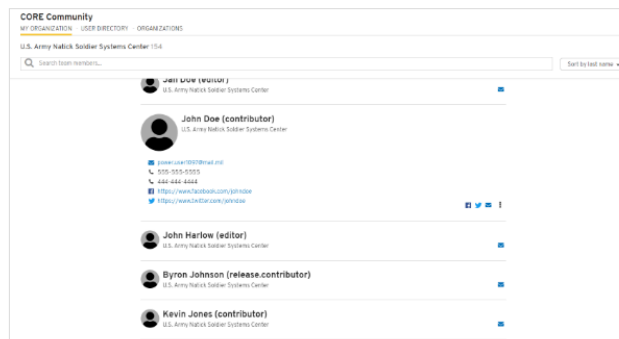
Figure 2

View your Profile:

1. Click **Community** in the main navigation to access your My Organization page.



2. Click your name at the top of your team member list. This opens a card with all of your profile.



Embedded sublist in any List: This is a sublist with an optional title and unordered items following, within the main list items. The sublist will be styled with hollow bulletized items. To include a sublist, use the following keys: `'list:'` as the subpart name. The first subitem is always `'listname'` whether blank or holding a value, followed by numbered items like `'one'` for the individual sublist item just like a regular itemlist.

NOTE: Leaving a sublist `'listname'` blank will only add the sub bullet items. Giving the `'listname'` a value (for example `"listname: From your profile page, you can"`) will result in adding a new item to the parent list as in Figure 2.

(See Figure 1 for code) and (Figure 2 for browser output)

Figure 1

```
- sectiontitle: Edit your Profile
  paral: There are two ways to edit your profile information in CORE.
  numlist:
    - listname: OPTION 1 - From your Account Settings
      one: Click on your avatar in the top-right corner of the page
      list:
        listname: From your profile page, you can
        one: Change your display name and contact information
        two: Enter a short description about yourself (up to 350 characters)
        three: Change your profile image
        three: When you're done with making changes
```

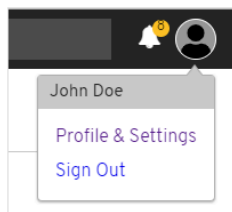
Figure 2


Edit your Profile

There are two ways to edit your profile information in CORE.

OPTION 1 - From your Account Settings:

1. Click on your avatar in the top-right corner of the page and click **Profile & Settings** from the dropdown.



2. From your profile page, you can:
 - Change your display name and contact information
 - Enter a short description about yourself (up to 350 characters)
 - Change your profile image by clicking on the  on your current avatar and select an image from your device. You can also drag and drop an image on top of the current avatar. To learn more, visit Upload Images.
3. When you're done with making changes, click the Save button in the top-right corner of the page.

Making 'hr' parts

Inserting Horizontal Rule/thematic breaks: This inserts an `<hr>` element and is a breaking line for separating content sections. NOTE: Only one hr part per section.
(See Figure 1 for code) and (Figure 2 for browser output)

Figure 1

```
- sectiontitle: TEST hr
  hr:
- sectiontitle:
  hr:
  para1: First para for testing
- sectiontitle:
  para1: Some more words for testing
  hr:
- sectiontitle:
  para1: A third para for testing
```

Figure 2 (Representing 4 sections)

TEST hr

First para for testing

Some more words for testing

A third para for testing

Making 'lexicon' parts

Lexicon: This provides a two column layout to use for terms. Two keys can be used in a lexicon section, **title** and **definition**. (See Figure 1 for code) and (Figure 2 for browser output)

Figure 1

```
- title: CORE Basics
articles:
- subtitle: CORE Glossary
  sections:
  - sectiontitle: General Terms
    lexicon:
    - title: Article
      definition: Individual story created on CORE.
    - title: Page
      definition: Pages are a way for organizations to group articles together.
    - title: Theme
      definition: Themes are the SECDEF priorities. These are tracked to ensure public affairs professionals are creating content that aligns with Army communication topics.
    - title: Tag
      definition: Tags are keywords that categorize articles around a particular topic or organization, allowing more people to discover your content on CORE and Army.mil. They are used in search results, in custom news feeds on Pages, and on published articles under Related Stories. You can follow tags if you want to filter articles about a particular interest in your All Content feed.
  - sectiontitle: Article & Inbox Actions
    lexicon:
    - title: Delete
      definition: Delete  moves a draft or released article to the creator's Deleted Inbox list. While the creator of an article can restore it to a draft, the overall intention of deleting an article is to remove it from CORE, since it will not be publicly released.
    - title: Reject
      definition: Reject  removes a "Pending Review" article from an Editor's Inbox and sends it back to the creator's Draft list. This is an indication that the article needs more work before it is ready to be released.
```

Figure 2



CORE Glossary

Last Updated: June 17, 2019**

General Terms

Article	Individual story created on CORE.
Page	Pages are a way for organizations to group articles together.
Theme	Themes are the SECDEF priorities. These are tracked to ensure public affairs professionals are creating content that aligns with Army communication topics.
Tag	Tags are keywords that categorize articles around a particular topic or organization, allowing more people to discover your content on CORE and Army.mil. They are used in search results, in custom news feeds on Pages, and on published articles under Related Stories. You can follow tags if you want to filter articles about a particular interest in your All Content feed.

Article & Inbox Actions

Delete	Delete  moves a draft or released article to the creator's Deleted Inbox list. While the creator of an article can restore it to a draft, the overall intention of deleting an article is to remove it from CORE, since it will not be publicly released.
Reject	Reject  removes a "Pending Review" article from an Editor's Inbox and sends it back to the creator's Draft list. This is an indication that the article needs more work before it is

Articles in this section

What is CORE?

Roles and Permissions

Log in to CORE

Making 'table' parts

Table: This provides a two column layout to use for table layouts with greyed title bars. Two keys can be used in a table section, **heading** and **col**. (See Figure 1 for code) and (Figure 2 for browser output)


Figure 1

```
- sectiontitle: Step 7 - Save or Release
para1: Once you're done with your article, you have a few options
table:
  - heading1: TO
    heading2: DO THE FOLLOWING
    - col1: Save the article as a draft
      col2: Click <strong>Save</strong>.
    - col1: Publish the article publicly to <a class="underline-link"
href="https://www.army.mil">www.army.mil
      col2: Click <strong>Release</strong>.
    - col1: Schedule the article to publish in the future
      col2: Click the .
Select a date and time and click the <strong>Schedule for Release</strong> button. To learn more,
visit <a class="underline-link" href="../../creating-content/ma/scheduled_release.html">Schedule a
Release</a>.
    - col1: Submit article for review by a senior editor
      col2: Click <strong>Submit for Review</strong>. To learn more, visit <a class="underline-link"
href="../../creating-content/ma/submit_drafts.html">Submit a Draft</a>.
para2: <hr>
- sectiontitle:
paratitle: Why can't I release my article?
```

Figure 2

Step 7 - Save or Release

Once you're done with your article, you have a few options

TO	DO THE FOLLOWING
Save the article as a draft	Click Save .
Publish the article publicly to www.army.mil	Click Release .
Schedule the article to publish in the future	Click the  . Select a date and time and click the Schedule for Release button. To learn more, visit Schedule a Release .
Submit article for review by a senior editor	Click Submit for Review . To learn more, visit Submit a Draft .

Adding: Videos and Images

Image Instructions

Two steps to adding image content

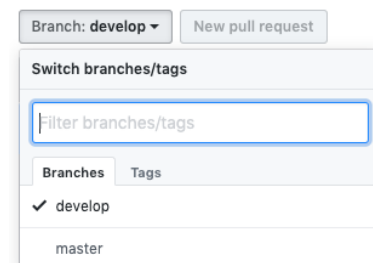
1) Put the source image file in the AWS e2 folder:

(static.ardev.us/e2/images/rv7/core-support/)...plus the name of the appropriate folder

Ex. /e2/images/rv7/core-support/getting-started/cb/gc_cap_animation_600x58px.gif

2) Edit the target article yaml data file in the github repo (<https://github.com/armydotmil/core-support/tree/develop>). Edit the 'develop' branch

ONLY (see example image), which the above link directs you to.



Two ways to place an image.

a. Create a PART as an image and reference the e2 file path in the article's yaml file (See **Parts section** in this guide and the below image for an example.)

```
- sectiontitle:
  learn: <a class="underline-link" href="./roles_and.html">Roles and permissions in CORE</a>
- sectiontitle: Content Approval Process
  image1: 
  para1: The above workflow displays the general content approval process in CORE. Once created, all of your content is managed through the content approval process (drafts, submissions, or released). Contributors manage their own content, while editors have the ability to update content for anyone in their organization.
  itemlist:
    - listname: After an article is released, it is automatically
      one: Published to www.army.mil
      two: Added to your organization's RSS feed
      three: Distributed to your followers in CORE
      four: Available in CORE search results, making it easy for other users to find and share your articles
```

b. Embed an element into another PART (para1, itemlist, etc.)
(See **Parts section** or the “Numbered List” example in this guide.)

NOTE: Two image classes exist to add to your image element

- “data-img” provides styling of: `margin: 25px 0 10px 0; border: 1px solid #ddd;`
- “data-img-no-border” provides styling of: `margin: 25px 0 10px 0; border: none;`

Video Instructions

10) Declare a “video” **part** as your **key** and set the **value** to `src=“ ...your video link”`.
(See Figure 1 for a code example and Figure 2 for a browser output example)

Figure 1

```
sections:
- sectiontitle:
  video: src="https://www.youtube.com/embed/jv96WKme3Mo"
```

Figure 2

What is CORE?

Last Updated: January 01, 1970**



Welcome to **CORE Support**, the Army's content management and publishing platform!
CORE provides a simple, free and effective way for Army Public Affairs professionals to tell their Army story online.