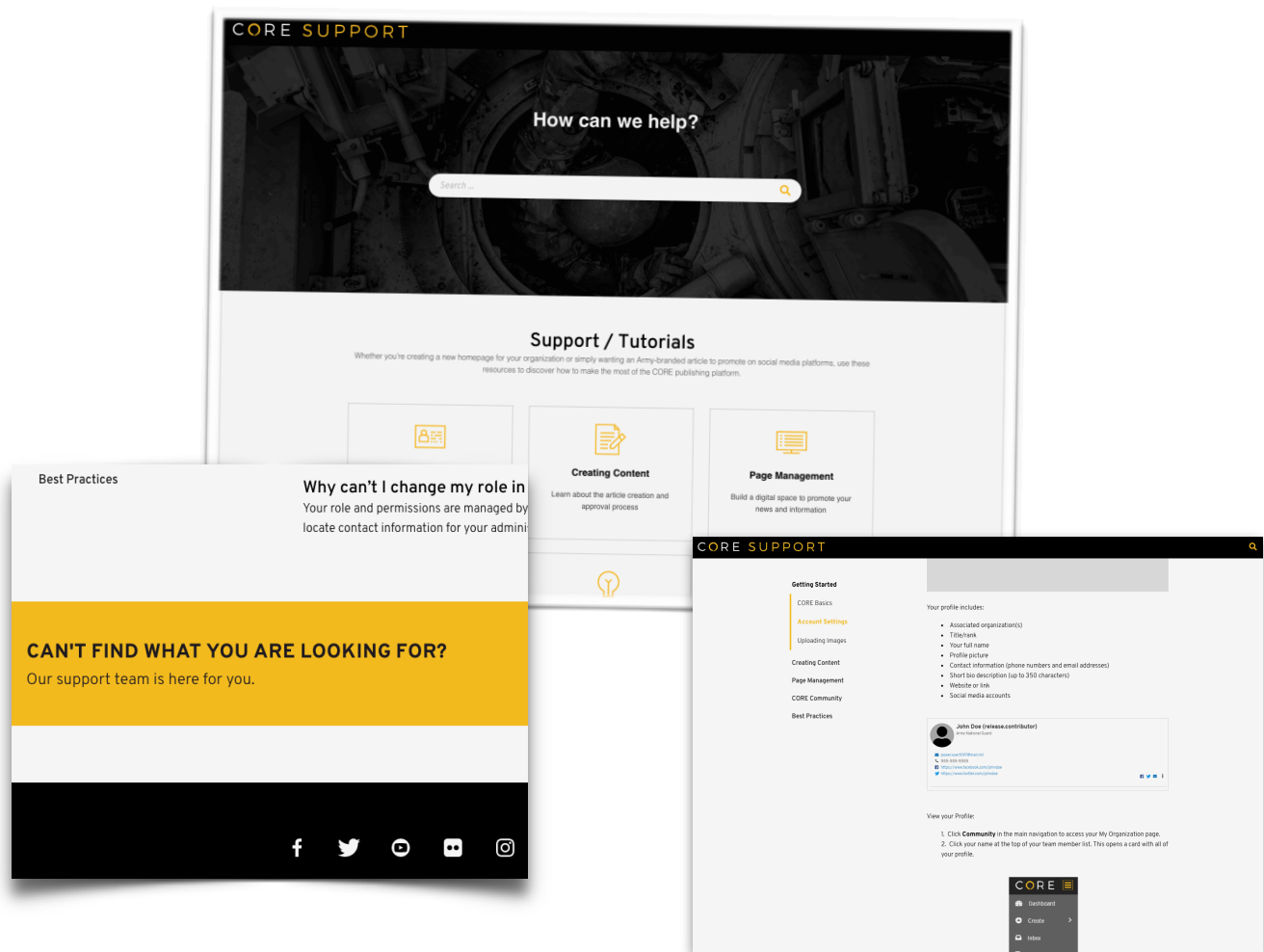




Media and Yaml Guide



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.
```

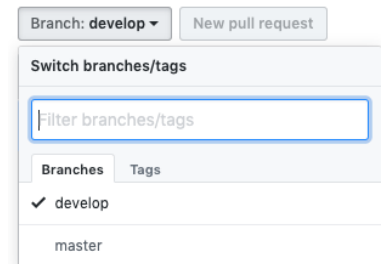
3) Levels are distinguished by the indentation of that column and the use of a dash '-'.

```
- 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**. (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 Updat		
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;		
		section margin-top: 2.1875rem; Margin-bottom: 2.1875rem;
		section

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 ## See List section for more details
	<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>lexicon</code>	## Same as rules for a normal lexicon key, reference the lexicon below in this table	## See Lexicon Section for more details
	<code>sublist</code>	padding-left: 0.5rem; margin-left: 4rem; list-style-type: circle;	## See Embedded-list section for more details
	<code>namewithcolon</code>		## Provides a sublist title with a colon ":" additionally making it an item in the parent list
	<code>namewithout</code>		## Same above, but no colon
	<code>namednoneitem</code>		## A title and no addition to parent list item length
	<code>noname</code>		## No title and no addition to parent list item length
	<code>subnumlist</code>	## Same as sublist but numbered items. Currently max of 3 'subnumlist' in one section	## See Embedded-list section for more details

note	padding: 10px; color: #06363C	border-left: 5px solid #D1CAAD background-color: #FBF2D0	margin-bottom: 1rem
learn	## 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
faq	background-color: #f5f5f5 padding: 10px	margin-bottom: 30px border-bottom: 1px solid #cccccc	## See faq Section for more details
	title	margin-bottom: 30px border-bottom: 1px solid #cccccc font-size: 1.5em font-weight: 600	## Requires a dash next to key in yams file. ##H2 element
	qa		## Requires a dash next to key in yams file. Creates content box for question and answer sections described next.
	question	padding: 10px border-bottom: 1px solid #cccccc font-size: 1em. font-weight: 600	## H3 element
	answer	padding: 10px border-bottom: 1px solid #cccccc font-size: 1em font-weight: 400	## itemlist and numlist are allowed in answer section.

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.

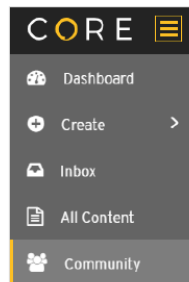
Figure 1

```
- 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. 
```

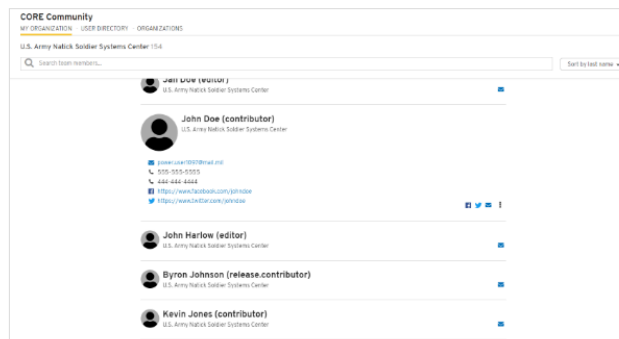
Figure 2

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-list in any List: This is an embedded-list (Two styles: *'sublist'* or *'subnumlist'*) with an optional title, followed by subitems, all within the parent list. The *'sublist'* will be styled with hollow bulletized items and the *'subnumlist'* will be numbered. The first item in any embedded-list is one of the following title choices: *'noname'*, *'namewithout'*, *'namewithcolon'*, or *'namednoneitem'*. The title choice is followed by numbered items like *'one'*, *'two'*, etc for the individual embedded-list items just like a regular itemlist.

(See Figure 1 and Figure 2 for code and browser output of an embedded *'subnumlist'*)

(See Figure 3 and Figure 4 for code and browser output of an embedded *'sublist'*)

Figure 1

Figure 2

```

para1: Whether you're a new user trying to create an account or a more experienced member of the
CORE community, you can login to CORE using EAMS-A with just a few clicks.
numlist:
  - listname:
    one: From the <a class="underline-link" href="https://static.ardev.us/core/">CORE homepage</a>,
    click Login with EAMS-A in the page banner. This will direct you to the EAMS-A Single Sign-On
    page. 
    two: There are two ways to login to CORE from EAMS-A Single Sign-On page.
    subnumlist:
      namednoneitem: <strong>OPTION 1 - Drag and Drop</strong> (title of a sublist not added to
      the parent list)
      one: Insert your CAC into a card reader and click <strong>CAC/PKI Login</strong>.
      two: If you do not have a CAC reader, enter your AKO username and password and click
      <strong>Login</strong>.
    subnumlist2:
      namewithout: <strong>OPTION 2 - Browse Computer</strong>
      one: Insert your CAC into a card reader and click <strong>CAC/PKI Login</strong>.
      two: Do this second option made up action by clicking <strong>Second Thing</strong>.
      three: This will be a third step.
      four: To do the fourth step, click <strong>Forth Thing</strong>.
      three: Once your account has been successfully authenticated, you will be redirected to the
      CORE Dashboard. 
    subnumlist3:
      namewithcolon: A 3rd Example added to parent list items with a colon also here
      one: Insert your CAC into a card reader and click <strong>CAC/PKI Login</strong>.
      two: Do another second option here.
      three: Another example of a third step.

```

Whether you're a new user trying to create an account or a more experienced member of the CORE community, you can login to CORE using EAMS-A with just a few clicks.

1. From the [CORE homepage](#), click Login with EAMS-A in the page banner. This will direct you to the EAMS-A Single Sign-On page.



2. There are two ways to login to CORE from EAMS-A Single Sign-On page.

OPTION 1 - Drag and Drop (title of a sublist not added to the parent list)

1. Insert your CAC into a card reader and click **CAC/PKI Login**.
2. If you do not have a CAC reader, enter your AKO username and password and click **Login**.

3. OPTION 2 - Browse Computer

1. Insert your CAC into a card reader and click **CAC/PKI Login**.
2. Do this second option made up action by clicking **Second Thing**.
3. This will be a third step.
4. To do the fourth step, click **Forth Thing**.

4. Once your account has been successfully authenticated, you will be redirected to the CORE Dashboard.



5. A 3rd Example added to parent list items with a colon also here:

1. Insert your CAC into a card reader and click **CAC/PKI Login**.
2. Do another second option here.
3. Another example of a third step.

Figure 3

```

para1: Whether you're a new user trying to create an account or a more experienced member of the
CORE community, you can login to CORE using EAMS-A with just a few clicks.
numlist:
  - listname:
    one: From the <a class="underline-link" href="https://static.ardev.us/core/">CORE homepage</a>,
    click Login with EAMS-A in the page banner. This will direct you to the EAMS-A Single Sign-On
    page. 
    two: There are two ways to login to CORE from EAMS-A Single Sign-On page.
    sublist:
      namewithout: Some new item in the parent list with it's own subitems
      one: Insert your CAC into a card reader and click <strong>CAC/PKI Login</strong>.
      two: If you do not have a CAC reader, enter your AKO username and password and click
      <strong>Login</strong>.
    four: Another example of a third step.

```

Figure 4

Whether you're a new user trying to create an account or a more experienced member of the CORE community, you can login to CORE using EAMS-A with just a few clicks.

1. From the [CORE homepage](#), click Login with EAMS-A in the page banner. This will direct you to the EAMS-A Single Sign-On page.



2. There are two ways to login to CORE from EAMS-A Single Sign-On page.

3. Some new item in the parent list with it's own subitems:

- o Insert your CAC into a card reader and click **CAC/PKI Login**.
- o If you do not have a CAC reader, enter your AKO username and password and click **Login**.

4. Another example of a third step.

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 .

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 .

Making 'faq' parts

FAQ: This provides grey cards with question and answer sections to this part's style. Keys allowed in an faq section include: **question**, **answer(*numbered)**, **numlist** and **itemlists** with a **listname**. There can be only one itemlist and/or one numlist in for each question. (See Figure 1 for code) and (Figure 2 for browser output)

Figure 1

```
- qa:
question: How do I change my page URL?
answer1: Organization publishers and administrators do not have access to change their Page's web address. Please submit a
request to the <a class="underline-link" href="mailto:usarmy.pentagon.hqda-ocpa.mbx.army-core@mail.mil?subject=Request Page
URL Change">CORE Support Team</a>.
itemlist:
- listname: ListTitle
  one: First listitem
  two: Second listitem
  sublist:
    listname: Name of sublist here
    one: Test subOne
    two: Test SubTwo
    three: Third listitem
answer2: This is Answer number Two of this question. Lots and lots of words here. A fake
numlist:
- listname: NumList Title Here
  one: First listitem
  two: Second listitem
  sublist:
    listname: Name of sublist HERE!
    one: Test subOne
    two: Test SubTwo
    three: Third listitem
```

Figure 2

Q: What happens to an article that is removed from a Page?

Publishers can manually add and remove articles from a Featured News List sections on their Page. If an article is removed from a Page, it still remains active in CORE and on www.army.mil. You must retract articles individually from the [Released Inbox list](#) to remove them from being publicly accessible.

Q: How do I change my page URL?

Organization publishers and administrators do not have access to change their Page's web address. Please submit a request to the [CORE Support Team](#).

ListTitle

- First listitem
- Second listitem
- Name of sublist here
 - Test subOne
 - Test SubTwo
- Third listitem

This is Answer number Two of this question. Lots and lots of words here. A fake paragraph full of words!

NumList Title Here

1. First listitem
2. Second listitem
3. Name of sublist HERE!
 - Test subOne
 - Test SubTwo
4. Third listitem

Adding: Videos and Images

Image Instructions

Two steps to adding image content

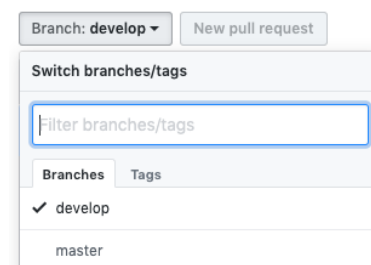
1) Put the source image file in the AWS e2 folder:

(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 article status (drafts, submissions, or released). Contributors manage their own content, while editors have the ability to update 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

1) 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?

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