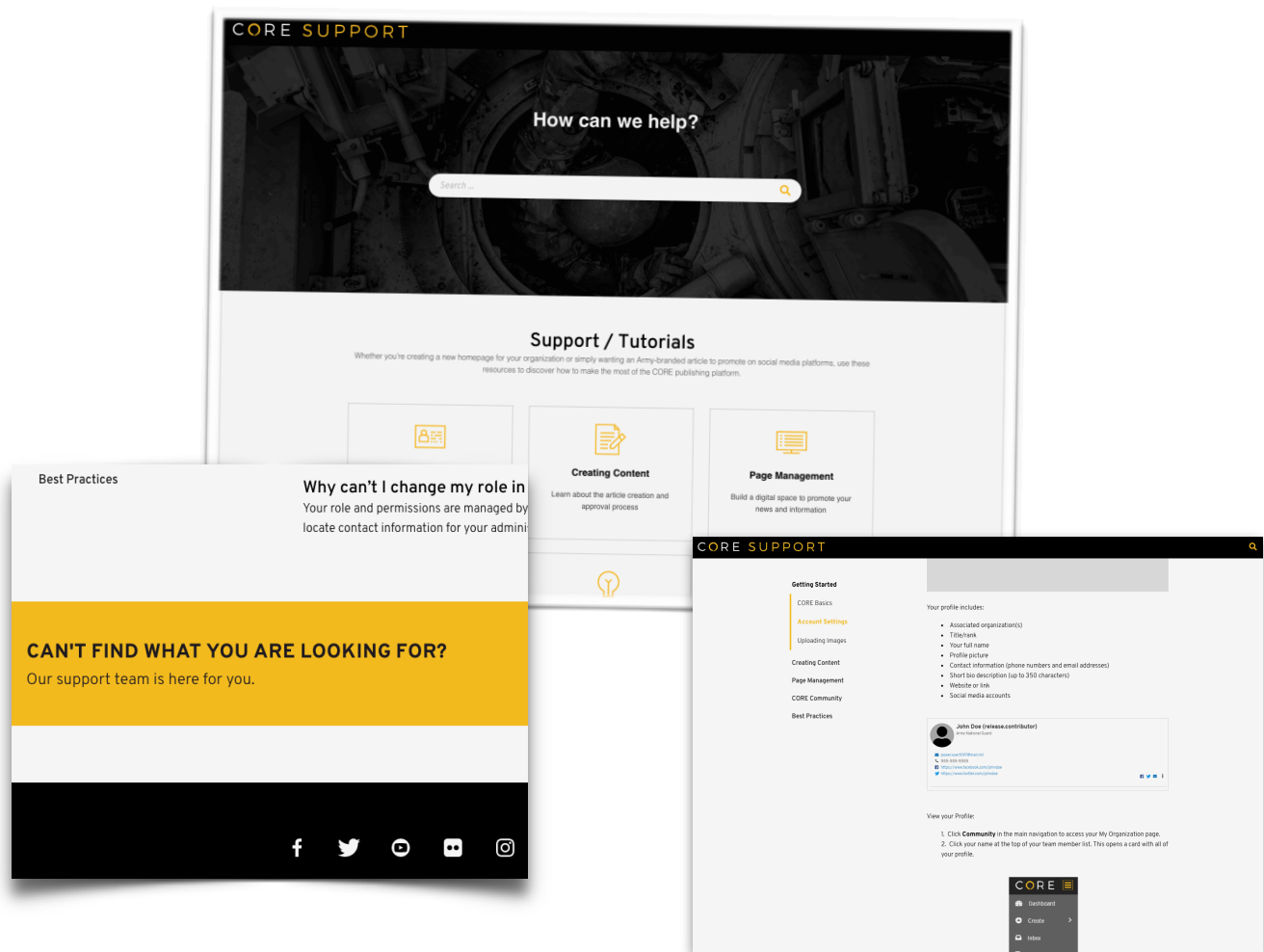# CORE SUPPORT

U.S. ARMY CORE SUPPORT

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

<u>Key</u> : **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
          para1: As a CORE user, you can easily package and publish articles ...
        - sectiontitle: Who is eligible for a CORE Account?
          itemlist:
            - listname: CORE is intented 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          First Level
  articles:                        Second Level
    - subtitle: What is CORE?            Third Level
      sections:
        - sectiontitle:                        Forth Level
          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 intented 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) Keys can NOT have the same name inside a Level (A good example to use is 'para1' followed by 'para2')

2) Do not use tabs when building yaml files, use two spaces when declaring a new level. (See existing yaml files for examples)

3) In **parts**, write external links as Google and internal as Account Settings

4) Use the strong element for bold content in **parts** by surrounding it like so: your bold content , as your italic content will emphasize text.

5) DON'T use colons':' anywhere in any text or titles for keys or **values** except in link urls.

6) Code Assumption - Titles are always ordered first, with content following in **sections**, and only one title per level.

7) Code Assumption - **Article** titles always get followed by the "Updated Last:" statement.

8) 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.)

9) DO NOT write to the Master Branch, when logged into Github, ensure you use the Develop branch when making/committing changes.

```
- title: CORE Basics
  articles:
    - subtitle: What is CORE?
      sections:
        - sectiontitle:                          ◄──── This is a "Section"
          video: src="https://www.youtube.com/embed/jv96WKme3Mo"
          description: Welcome to CORE Support    ◄──── This description is a "Part"
          para1: As a CORE user, you can easily package and publish articles ...
        - sectiontitle: Who is eligible for a CORE Account?  ◄──── This is a "Section"
          itemlist:                              ◄──── This itemlist is a "Part"
            - listname: CORE is intented 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.
```

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 Update

What is CORE?
Last Updated: June 10, 2019**

video

width="100%" height="100%"
16:9 responsive aspect ratio

iframe element

section

margin-top: 2.1875rem

Margin-bottom: 2.1875rem;

para1

font-size: 1rem;

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.

para2

**Only one unique name is allowed for PARTS (example being para1 and para2)

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.

subtitle

font-size: 1.5rem;

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.

section

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;

All PART Options and Styling

`subtitle`	font-size: 2rem; text-align: left;	font-weight: 600; color: #252525	## Followed by "Last Updated" ## H1 Element
`section`	overflow: visible;	margin: 2.1875rem 0 2.1875rem 0;	
`sectiontitle`	font-size: 1.5rem; font-weight: 600	margin: 1.25em 0 1.25rem 0	## H2 Element
`paratitle`	color: black font-weight: bold	font-size: 1rem	## H3 Element
`video`	width="100%"	height="100%"	## iframe element ##16:9 responsive aspect ratio ## See **Video section** for more details
`para1`	font-size: 1rem;	margin-bottom: 1.25rem;	

`itemlist / numlist`	`listname`	margin: 1.25rem 0 1.25rem 0 font-size: 1rem font-weight: normal color: black	## H4 Element
	`one`	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"
	`list`	padding-left: 0.5rem; margin-left: 4rem; list-style-type: circle;	# See **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

CORE
SUPPORT

| `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   Figure 2

```
- 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 avail
  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
```

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 <strong> elements added to make text bold when wrapped around words or phrases.

Figure 1

```
- sectiontitle:
  numlist:
    - listname: View your Profile
      one: Click <strong>Community</strong> in the main navigation to access your My Organization page. <img class="data-img"
      src="/e2/images/rv7/core-support/getting-started/as/gs_as_viewyourprofile1.png">
      two: Click your name at the top of your team member list. This opens a card with all of your profile. <img class="data-img"
      src="/e2/images/rv7/core-support/getting-started/as/gs_as_viewyourprofile2.png">
```
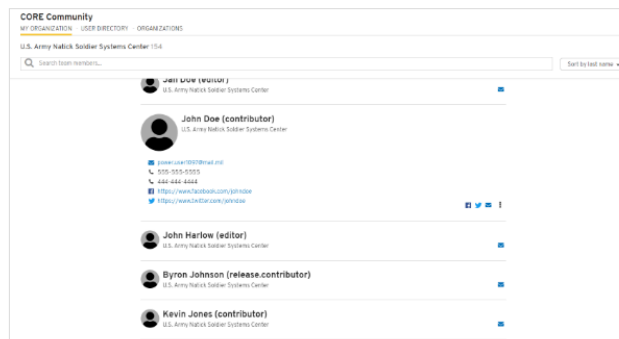
Figure 2

View your Profile:

1. Click **Community** in the main navigation to access your My Organization page.
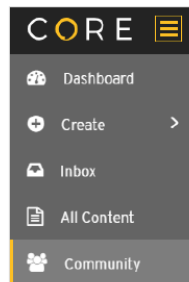
2. Click your name at the top of your team member list. This opens a card with all of your profile.

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. fThe irst subitem is always '*listname*' whether blank of 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
  para1: 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
```
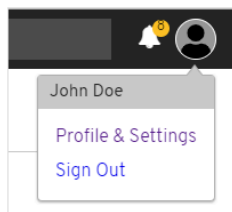
Figure 2

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   Figure 2 (Representing 4 sections)

```
- 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
```

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   Figure 2

```
- 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 <img class= "art-icons" src="/e2/images/rv7/core-support/ui-media/delete.svg"> 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 <img class= "art-icons" src="/e2/images/rv7/core-support/ui-media/reject_article.svg"> 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.
```

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 <img class="art-icons" src="/e2/images/rv7/core-support/ui-media/calendar.svg">.
      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/gs_cb_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.
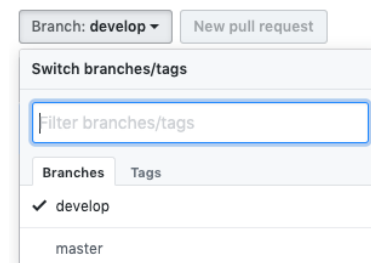
Two ways to place an image.

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: <img class="data-img-no-border" src="/e2/images/rv7/core-support/getting-started/cb/gs_cb_cap_animation_600x58px.gif">
  para1: The above workflow displays the general content approval process in CORE. Once created, all of your content is managed th
  article status (drafts, submissions, or released). Contributors manage their own content, while editors have the ability to upda
  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 <img> 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?
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.