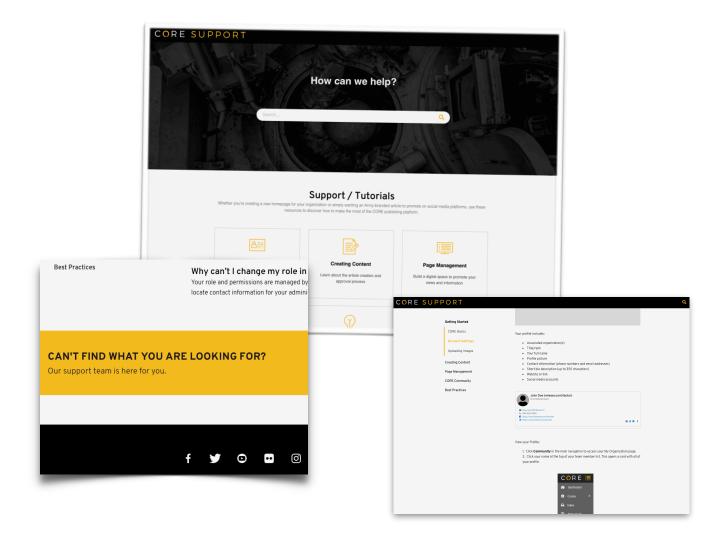




# **Media and Yaml Guide**





# **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/jy96WKme3Mo" 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 intented for one: 460/46K/46Z or 46A Soldiers, two: 1035- or 1082-series DA civilians, and three: Contractors and DA civilians serving in a public affairs capacity.
```

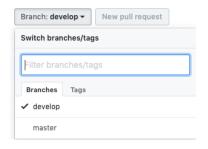
3) Levels are distinguished by the indentation of that column and the use of a dash '-'.

```
- title: CORE Basics First Level
articles: Second Level
- subtitle: What is CORE? Third Level
- sections: Forth Level
- sectionititle: 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 intented for one: 460/46A/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 <a href="http://www.google.com">Google</a> and internal as <a href="/topics/#as">Account Settings</a>
- 5) Use the strong element for bold content in parts by surrounding it like so: <strong> your bold content </strong>, as <em>your italic content</em> 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.)

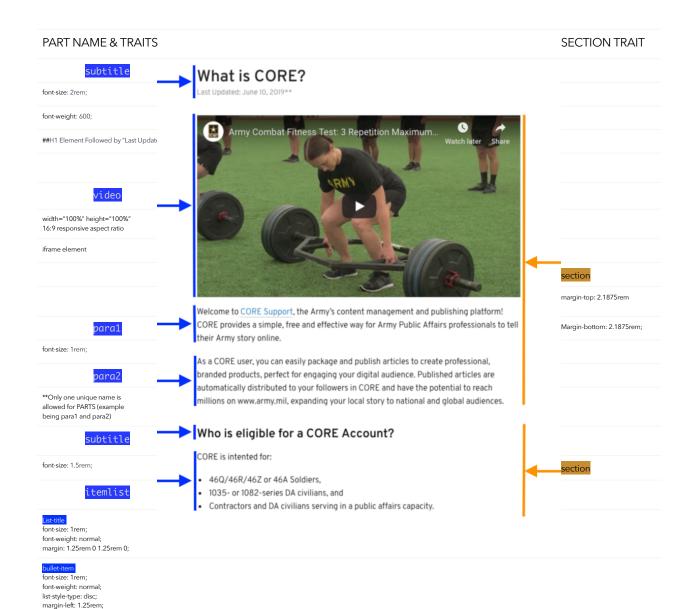
```
title: CORE Basics
   subtitle: What is CORE?
                                                                   This is a "Section'
       video: src="https://www.youtube.com/embed/jv96WKme3Mo
       description: Welcome to CORE Support
           two: 1035- or 1082-series DA civilians, and
```



padding-left: 0.25rem;

# **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.





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



note	padding: 10px; color: #06363C	border-left: 5px solid #D1CAAD	margin-bottom: 1rem
	COIOT: #U0303C	background-color: #FBF2D0	
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 <u>Image Section</u> 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 <b>Lexicon Section</b> for more details
hr	background-color: #ddd height: 1px	margin: 1.75em 0 border: none	## See <u>hr Section</u> 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 <u>Table Section</u> for more details
faq	background-color: #f5f5f5 padding: 10px	margin-bottom: 30px border-bottom: 1px solid #cccccc	## See <u>faq Section</u> 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:

paral: Your profile in CORE consists of information linked to your href="http://core.ardev.us/community/users">Jser 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
```

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 <u>Image section</u> for more details) in the individual list item.

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

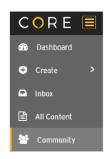
Figure 1

```
- 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-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

```
click Login.
CORE Dashboard.
```

Figure 3

```
i: whether you re a new user trying to create an account or a more exp
community, you can login to CORE using EAMS—A with just a few clicks.
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
src="/e2/images/rv7/core-support/getting-started/cb/gs_cb_eamsa_signon.png">
two: There are two ways to login to CORE from EAMS-A Single Sign-On page.
    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
```

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
- 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

- 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 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:
  - 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
- 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

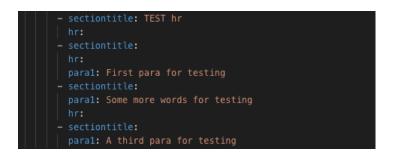


Figure 2 (Representing 4 sections)

```
TEST hr

First para for testing

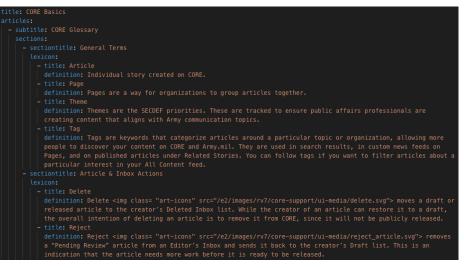
Some more words for testing

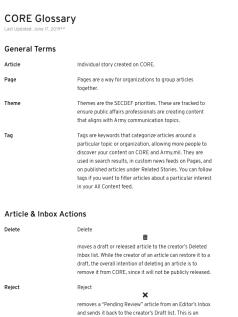
A third para for testing
```

# 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 Figure 2





indication that the article needs more work before it is  $Page\ 10$ 

What is CORE?

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

Figure 2

#### Step 7 - Save or Release

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

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



# 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

Figure 2

#### Step 7 - Save or Release

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

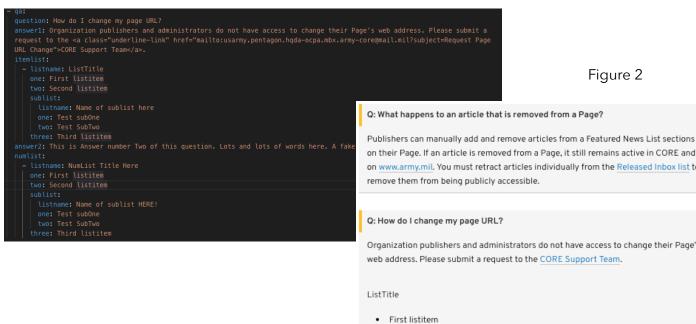
то	DO THE FOLLOWING
Save the article as a draft	Click Save.
Publish the article publicly to www.army.mil	Click <b>Release</b> .
Schedule the article to publish in the future	Click the . Select a date and time and click the <b>Schedule</b> for <b>Release</b> button. To learn more, visit <u>Schedule a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



# Making 'faq' parts

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

Figure 1



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

Organization publishers and administrators do not have access to change their Page's

- 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:

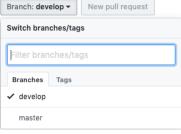
(static.ardev.us/e2/images/rv7/core-support/)...plus the name of the appropriate folder

Ex. /e2/images/rv7/core-support/getting-started/cb/gs\_cb\_cap\_animation\_600x58px.gif

2) Edit the target article yaml data file in the github repo (<a href="https://github.com/armydotmil/">https://github.com/armydotmil/</a>

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
    imagel: <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 t article status (drafts, submissions, or released). Contributors manage their own content, while editors have the ability to upd 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 <u>CORE Support</u>, 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.