**Editing JSON Files**

Our website uses JSON files as small databases to hold the text and images on each website. This allows for information on a webpage to be edited to suit your needs *without* changing the respective webpage’s HTML file.

**Writing JSON Files:** JSON files (i.e. *“aboutUs.json”*) use a **Key-Value Pair** system, starting with an open curly bracket *“{“* and the key and value in quotation marks on the next line (i.e. *“title”* and *“About Us”*). A colon *“:”* is placed between the two items joining the pair. At first a file looks like:

**{ <- open bracket**

*“title” : ”About Us”*

If there are more data pairs, a comma is placed after the value, and the next key is placed on the next line. The last data pair does not need a comma.

“title” : “About Us”**, *<- comma separating the two data pairs***

“bodyText” : “Welcome to COTRAIC!”

After the data has been modified, the bracket that was opened at the top of the file needs to be closed. A properly formatted JSON file should look like this:

***{***

*“title” : “About Us”,*

*“bodyText” : “Welcome to COTRAIC!”*

***} <- closed bracket***

**Key-Value Pairs:** the **Key** (*“title”*) is the unique name that the code behind the site uses to find the data. ***It is recommended not to edit the name of the key as the website relies on those names to be correct; the names are hard-coded into the website*.** Editing the **Value** of *“title”* (*“About Us”*) will change what the title says on the website.

*{*

*“title” : “About Us”,*

*“bodyText” : “Welcome to* ***Pittsburgh****!”*

*}*

In the above case, when viewed on a browser, the title on the About Us page will display *“About Us”* as before, but now the body text will have been changed to *“Welcome to Pittsburgh!”* by changing *“aboutUs.json”* and leaving *“aboutUs.html”* in its original condition.

**Advanced JSON Editing**

**Arrays:** arrays have a **Key** just like any other data pair, but their value can contain multiple entities. First, after the key name, there is an open square bracket *“[“*. A JSON file with an array will at first look like:

*{*

*“arrayname”:* ***[ <- open bracket***

The file will then have another open curly bracket *“{“* to denote the first entity of data, and then multiple keys inside. Arrays usually contain multiple entities of like data – here is the beginning of an array of cars as an example:

*{*

*“cars”: [*

*{*

*“make”: “ford”,*

*“model”: “escape”,* ***<- multiple Keys***

*“year”: “2003”*

Comma rules still apply here, and they apply even for members of arrays. Before that, the curly brace *"}”* that opened the entity needs to be closed first. A finished array will also have a closed square brace *“]”*. This will look like:

*{*

*“cars”: [*

*{*

*“make”: “Ford”,*

*“model”: “Escape”,*

*“year”: “2003”*

***},******<-closed brace and comma separating entities***

*{*

*“make”: ”Chevrolet”,*

*“model”: “El Camino”,*

*“year”: “1969”*

*}* ***<-no comma needed on last entity***

***] <- closed square brace on array***

*}* ***<- closed brace on JSON file***

The purpose of arrays is that they can contain multiple entities, and the pages configured to use them, like **Board Members** and **Careers**, only need another member added to its respective array to add another section of information to the page.

**About Us** – Informational page with a Title, slide show, and three columns of text.

**Editing text:** *Navigate to Content > app > js > aboutUs and open* “aboutUs.json”.

*Slideshow: you should save images in the Content/app/img directory with a name of your choice. Some images may need to be scaled to fit the 500 x 300px rectangle. Some portrait sized photos may not be able to be used. You would then simply change the name of the image (Ex. “/Content/app/img/splashImage → “/Content/app/img/splashImage6”).*

**There will be seven pairs of data:** *“title”, “columnOneHeader”, “columnOneText”, “columnTwoHeader”, “columnTwoText”, “columnThreeHeader”, “columnThreeText”. Where “title” is your title, “columnOneHeader” is the title for the left colum, “columnOneText” is the body of text for the left column, “columnTwoHeader” is the title for the middle column, “columnTwoText” is the body of text for the middle column, “columnThreeHeader” is the title for the right colum, and “columnThreeText” is the body of text for the right column.*

**History and Purpose** – Informational page with a Tile and Text.

**Editing text:** *Navigate to Content > app > js > historyAndPurpose and open* “historyAndPurpose.json”.

**There will be two pairs of data:**  *“titletext”, “historyandpurposetext”, “copyrightdate”, and copyrighttext”. Where “titletext” is your title and “historyandpurposetext” is your body of text”.*

**Annual Report** – This is a PDF file.

**Editing pdf:** *Navigate to Content > app > js> annualReport and open “annualReport.json”*

*Here you should have access to a PDF type file saved in the /Content/app/pdf directory with a name of your choice.*

**There will be two pairs of data:** *“title” and “link”. Where “title” is your title and “link” is you PDF file name. (Ex. “Content/app/pdf/pdfName”)*

**Contact Cotraic –** *Email page including a button to open your local email client and an interactive map link.*

**Editing text:** *Navigate to Content > app > js >aboutUsContact and open “aboutUsContact.json”*

**There will be ten pairs of data:** *“title”, “oname”, “onameshort”, “addressLine”, “cityLine”, “phoneLine”, “faxLine”, “contactName”, “contactEmail”, and “displayPopup”. Where “title” is your title, “oname” is the full name of the location, “onameshort” is what the location is, “addressLine” is the address of the location, “cityLine” is the city where the office resides, and the zip code, “phoneLine” is the office's phone number, “faxLine” is the office's fax number, “contactName” is the name and title of the person you want receiving the email, “contactEmail”is the email of the person you named above, and “displayPopup” should be left alone.*

**Early Education -** Informational page with a Title and three columns of text.

**Editing text:** *Navigate to Content > app > js > earlyEducation and open* “earlyEducation.json”.

**There will be seven pairs of data:** *“title”, “columnOneHeader”, “columnOneText”, “columnTwoHeader”, “columnTwoText”, “columnThreeHeader”, “columnThreeText”. Where “title” is your title, “columnOneHeader” is the title for the left colum, “columnOneText” is the body of text for the left column, “columnTwoHeader” is the title for the middle column, “columnTwoText” is the body of text for the middle column, “columnThreeHeader” is the title for the right colum, and “columnThreeText” is the body of text for the right column.*

**Pre-K** - Informational page with a Tile and Text.

**Editing text:**  *Navigate to Content > app > js > preKServices and open “preKServices.json”*

**There will be eight pairs of data:** *“title”, “text”, “bullet1”, “bullet2”, “bullet3”, “bullet4”, “bullet5”, “text2”. Where “title” is your title, “text” is the first body of text, “bullet1” is the text for the first bullet, “bullet2” is the text for the second bullet, “bullet3” is the text for the third bullet, “bullet4” is the text for the fourth bullet, “bullet5” is the text for the fifth bullet, “text2” is the text below the bullets.*

**Early Headstart –** Informational page with a Title and four subheadings of text.

**Editing text:** *Navigate to Content > app > js > earlyHeadStartServices and open “earlyHeadStartServices.json”*

**There will be nine pairs of data:** *“title”, “bf1”, “text”, “bf2”, “text2”, “bf3”, “text3”, “bf4”, and “text4”. Where “title” is the title, “bf1” is the first set of bold font, “text is the first body of text, “bf2” is the second set of bold font, “text2” is the second body of text, “bf3” is the third set of bold font, “text3” is the third body of text, “bf4” is the fourth set of bold font, and “text4” is last body of text.*

**Headstart -** Informational page with a Title and a body of text.

**Editing text:**  *Navigate to Content > app > js > headStartServices and open “headStartServives.json”*

**There will be two pairs of data*: “****title” and “text”. Where “title” is your title and “text” is your body of text*

**Eligibility*****-*** informational page with a Title, a body of text, and a link.

**Editing text:**  *Navigate to Content > app > js > eligibility and open “eligibility.json”*

**There will be three pairs of data:** “*titletext”, “text”, and “link”. Where “titletext” is your title, “text” is the body of text, and “link” is the URL to the current poverty standards.*

**Contact –** Contact page with a map of each location and a button to email each one directly.

**Editing text:** *Navigate to Content > app > js >contact and open “contact.json”*

**There will be thirty six pairs of data:** *Maintenance documentation is separated by location.*

**“***title” is your Title.*

**Knoxville:** *“knoxville”, “knoxvilleCenter”, “knoxvilleAddress”, "knoxvilleZip", "knoxvillePhone", "knoxvilleFax". Where “knoxville” is the name of the location, “knoxvilleCenter” is the name of the office/center, “knoxvilleAddress” is the address of the l ocation, “knoxvilleZip” is the city and zip code of the office, “knoxvillePhone” is the phone number for the location, and “knoxvilleFax” is the fax number for the location.*

**Overbrook:** *“overbrook”, “overbrookCenter”, “overbrookAddress”, “overbrookZip”, “overbrookPhone”.Where “overbrook” is the name of the location, “overbrookCenter” is the name of the office/center, “overbrookAddress” is the address of the location, “overbrookZip” is the city and zip code of the office, and “overbrookPhone” is the phone number for the location.*

**Hazelwood: “***hazelwood”, “hazelwoodCenter”, “hazelwoodAddress”, “hazelwoodZip”, “hazelwoodPhone”. Where “hazelwood” is the name of the location, “hazelwoodCenter” is the name of the office/center, “hazelwoodAddress” is the address of the location, “hazelwoodZip” is the city and zip code of the office, and “hazelwoodPhone” is the phone number for the location.*

**Dorseyville: “***dorseyville”, “dorseyvilleCenter”, “dorseyvilleAddress”, “dorseyvilleZip”, “dorseyvillePhone”, and “headStartEmail”. Where “dorseyville” is the name of the location, “dorseyvilleCenter” is the name of the office/center, “dorseyvilleAddress” is the address of the location,“dorseyvilleZip” is the city and zip code of the office, “dorseyvillePhone” is the phone number for the location, and “headStartEmail” is the email address for this location.*

**Early Headstart:** *“earlyName”, “earlyAddressLine”, “earlyCityLine”, “earlyPhone”, “earlyFax”, and “earlyHeadStartEmail”. Where “earlyName” is the name of the location, “earlyAddressLine” is the address for this location, “earlyCityLine” is the city and zip code for this location, “earlyPhone” is the phone number for this location, “earlyFax” is the fax number for this location, and “earlyHeadStartEmail” is the email address for this location.*

**Pre-K:**  *“preKName”, “preKAddressLine”, “preKCityLine”, “preKPhone”, “preKFax”, and “preKEmail”. Where “preKName” is the name of this location, “preKAddressLine” is the address for this location, “preKCityLine” is the city and zip code for this location, “preKPhone” is the phone number for this location, “preKFax” is the fax number for this location, and “preKEmail” is the email address for this location.*

*\*“displayPopup” should be left alone.*

**Assistance Programs**

The Assistance Programs page is set up with a title at the top and two columns of text with titles.

**Editing text***: Navigate to Content > app > js > AssistancePrograms and open “assistancePrograms.json”*

**There will be five pairs of data:** *title, columnOneHeader, columnOneText, columnTwoHeader,* and *columnTwoText.* The first key, *title,* is the title of the page, *columnOneHeader* is the title of the left column, and *columnOneText* is the body of text in the left column; *columnTwoHeader* and *columnTwoText* are respective to the right column.

**Elders Services**

The Elders Services page is set up with a title at the top and two columns of text with titles.

**Editing text***: Navigate to Content > app > js > AssistanceProgramsEldersServices and open “assistanceProgramsEldersServices.json”*

**There will be eleven pairs of data:** *title, bf1, information, bf2, outReach, bf3, socialization, bf4, counseling, bf5* and *emergency.* The first key, *title,* is the title of the page, *bf1* is the boldfaced text preceding the text for *information, bf2* is the boldfaced text preceding the text for *outReach, bf3* is the boldfaced text preceding the text for *socialization, bf4* is the boldfaced text preceding the text for *counseling,* and *bf5* is the boldfaced text preceding the text for *emergency*.

**WIA Eligibility**

The WIA Eligibility page is set up with a title at the top, a line of text,

a question preceding a bulleted list of criterion, three paragraphs of regular text,

a boldfaced paragraph of text, a list of webpages (*in the HTML file*), a line outlining paid sites, a line outlining free sites, a line preceding a list of external resources, and the list of external resources.

**Editing text***: Navigate to Content > app > js > wiaAmIEligible and open “wiaAmIEligible.json”*

**There will be fifteen pairs of data:** *title, text, how, one, two, three, four, text2, text3, text4, text5, text6, text7, text8,* and *text9.* The first key, *title,* is the title of the page, *text* is the first line of text, *how* is the question leading into the bulleted list of criteria, *one* is the first criterion, *two* is the second criterion, *three* is the third criterion, *four* is the fourth criterion, *text2* is the following paragraph outlining the requirements for documentation, *text3* is the paragraph outlining the requirements for identifying yourself as Native American, *text4* is the paragraph outlining the Indian Employment Program, *text5* is the boldfaced text preceding the list of websites, *text6* is a tag that says “paid sites”, *text7* is a tag that says “free sites”, *text8* is a line that introduces a paragraph of external resources, and *text8* is the paragraph of external resources.

**WIA Services**

The WIA Services page is set up with a title at the top, a line introducing a list of four bulleted bits of information.

**Editing text:** *Navigate to Content > app > js > wiaServices and open “wiaServices.json”*

**There will be six pairs of data:** *title, listTitle, employmentAndTrainingCounseling, classroomTrainingAssistance, jobPlacement,* and *counseling. .* The first key, *title,* is the title of the page, *listTitle* is the line introducing the list of bulleted information, *employmentAndTrainingCounseling* is the first bit of bulleted information; *classroomTrainingAssistance, jobPlacement* and *counseling* are the following three bits.

**WIA Contact**

WIA Contact is a contact page with a map of each location and a button to email each one directly.

**Editing text:** *Navigate to Content > app > js >wiaLocations and open “wiaLocations.json”*

**There will be forty-five pairs of data:** *Maintenance documentation is separated by location.*

The first key, *title,* is the title of the page.

**Western Pennsylvania:** *westPA, westPAText, westPACenter, westPAAddress, westPAZip,* and *westPAPhone.* The first key, *westPA,* is the name of the location, *westPAText* is the name of the counselor, *westPACenter* is the name of the office/center, *westPAAddress* is the address of the location, *westPAZip* is the city and zip code of the office, and *westPAPhone* is the phone number for the location.

**E. Pennsylvania & Mongomery County Careerlink:** *eastPA, eastPAText, eastPAAddress, eastPAZip, eastPAPhone.* The first key, *eastPA,* is the name of the location, *eastPAText* is the name of the counselor, *eastPAAddress* is the address of the location, *eastPAZip* is the city and zip code of the office, and *eastPAPhone* is the phone number for the location.

**Workforce West Virginia Center:** *wv, wvText, wvCenter, wvAddress, wvZip,* and *wvPhone.* The first key, *wv*, is the name of the location, *wvText* is the name of the counselor, *wvAddress* is the address of the location, *wvZip* is the city and zip code of the office, and *wvPhone* is the phone number for the location.

**Western Maryland Consortium:** *maryland, marylandText, marylandAddress, marylandZip,* and *marylandPhone.* The first key, *maryland*, is the name of the location, *marylandText* is the name of the counselor, *marylandAddress* is the address of the location, *marylandZip* is the city and zip code of the office, and *marylandPhone* is the phone number for the location.

**Eastpoint Workforce Development Center:** *eastpoint, eastpointText, eastpointAddress, eastpointZip,* and *eastpointPhone. Where eastpoint is the name of the location, eastpointText is the name of the counselor, eastpointAddress is the address for this location, eastpointZip is the city and zip code for this location, and eastpointPhone is the phone number for this location.*

**Central Kentucky One-Stop:**  *kentucky, kentuckyText, kentuckyAddress, kentuckyZip,* and *kentuckyPhone.* The first key, *kentucky*, is the name of this location, *kentuckyText* is the name of the counselor, *kentuckyAddress* is the address for this location, *kentuckyZip* is the city and zip code for this location, and *kentuckyPhone* is the phone number for this location.

**NIA Center:**  *nia, niaText, niaAddress, niaZip,* and *niaPhone.* The first key, *nia* is the name of this location, *niaText* is the name of the counselor, *niaAddress* is the address for this location, *niaZip* is the city and zip code for this location, and *niaPhone* is the phone number for this location.

**Editing Emails:** At the bottom of the file there are there are seven email pairs corresponding to their locations: *westernPaEmail, easternPaEmail, westVirginiaEmail, westernMarylandEmail, eastpointEmail, kentuckyEmail,* and *niaEmail.*

*\*“displayPopup” should be left alone.*

*\*\* “copyrighttext” is for copyright information.*

**Pow Wow**

The Pow Wow page is linked to a PDF file, and the flyer is automatically displayed when the link to the page is clicked.

**Editing Text:** *Navigate to Content > app > js > culturalPowWow and open “culturalPowWow.json”*

**There will be two text Data Pairs:** *title* and *content.* The first key, *title,* is the title of the page, and *content* contains the body text. These are placeholders in the case that the PDF fails to load or if there is no PDF to load.

**Editing PDF:** *Navigate to Content > app > js > culturalPowWow and open “culturalPowWow.json”. By default, the corresponding PDF file for the page is stored in Content > app > pdf.*

**There will be a data pair named *“link”*:** the value for *link* is a **Path** to a file, with the folder holding the *“Content”* folder as its root. Therefore, if your PDF file is in *Content > app > pdf*, then the value for *link* should be as follows: *“Content/app/pdf/name\_of\_pdf.pdf”*

**Note that file paths are *Case Sensitive*: if the file or folder has a capital letter in it, it must be written as such in the path to the file.**

*\* “copyrighttext” is for copyright information*

**Board Members and Careers**

Board Members is set up with a title (*in the HTML)*, and board member profiles with a picture, name, job title, and a bio.

**Editing members:**

*For Board Members: Navigate to Content > app > js > boardMembers and open “boardMembers.json”*

*For Careers: Navigate to Content > app > js > careers and open “careers.json”*

The board members and careers JSON files are set up with **Arrays**. If you have not read the section **Advanced JSON Editing** yet, refer to it for instructions on how to edit the members.

**Editing Board Member Photos:** *Navigate to Content > app > js > boardMembers and open “boardMembers.json”. By default, the corresponding image files for the page are stored in Content > app > img.*

**There will be a data pair named in each member named *“picture”*:** the value for *picture* is a **Path** to a file, with the folder holding the *“Content”* folder as its root. Therefore, if your image file is in *Content > app > img*, then the value for *picture* should be as follows: *“/Content/app/img/name\_of\_image.png”*

**Note that file paths are *Case Sensitive*: if the file or folder has a capital letter in it, it must be written as such in the path to the file.**