The purpose of this guide is to ensure we speak with a consistent voice by following the established Associated Press Style Guide and the Army.mil Style Guide. Every public affairs office should have a current copy of the AP Style Guide. We just purchased the latest 2013 guide for \$15 to \$20. Also if you follow AP Style on Twitter (@APStylebook) you can find out the latest news. For example, they relented and now you can use "over" instead of "more than" to indicate greater numerical value. Editors are sighing everywhere.

AP	AP Styleb AP Style tij indicate gr	ook @APStyle o: New to the eater numeric	ebook · Mar 20 e Stylebook: over, as well as more than, is acceptable to rical value. #ACES2014					
	Collapse		🛧 Reply 🛟 Retweet \star Favorite 🚥 More	🥞 HootSuite				
	RETWEETS	FAVORITES	D 🐮 💿 🚺 🎆 🕷 🕥					
	3:34 PM - 2	20 Mar 2014 · D	Details					

To log in to CORE go to <a href="https://core.us.army.mil/login/">https://core.us.army.mil/login/</a>.

When you first log into CORE you will land in the Released Content section.

To create and place content on a CORE-powered page, remember the mnemonic phrase, "**M.A.P.** it out," which stands for: **Make** it, **Approve** it , and **Place** it.

# Make it, Approve it, Place it

1. To create content you can click on the words "Create Content" at the top left corner, or the bottom left, of the window/page. See the highlighted text in the two images below.

At the top of the page here:

🖥 Army Public Affairs - CORE Version 2   Released Content - Mozilla Firefox	
Elle Edit View Higtory Bookmarks Tools Help	
Army Public Affairs - CORE Version 2   Relea +	
Ohttps://core.us.army.mil/content/released_content/	☆ マ C 🚼 - Google 🔎 🏫
Content Web Pages Community	ADMIN FEEDBACK SUPPORT YOUR ACCOUNT LOGOUT
	CORE Search Q CO Advanced
Create Content   Your Content   Editor Inbox Released Content   Search Form   Search Results	
Released CORE Packages	DVIDS Feed
93542 - McGraw takes second in ORS singing contest NCO Academy Soldier sings his heart out during Operation Rising Star competition at Fort Sam Houston score: 0 11. hours and Learner Buddemains	DVIDS Search Options
11 Hours ago Jeremy Buddemeier	Rakkasan Chaplains bring Christmas is often a difficult time to be separated from 12/27/2012 Preview Import Share
93544 - Sergeant Morales Club plays Santa VFW club donates toys to underprivileged kids in Germany - score: 0 11 hours ago Jeremy Buddemeier	Rakkasans receive support During this holiday season, Soldiers with the 3rd

Or at the bottom of the page here:

The case				(		
NL2	11 hours ago Abra	m J Pinnington		C Share	Retract	dutida
Mary Ingram	93559 - Faces of	the Force: Newly	y minted engineer tra	cks environment	al regs for	12/27/2012
6	"Faces of the Force" Produced by the U.S	' is an online feature 5. Army Acquisition	e highlighting members o Support Center Strategic	f the Army Acquisit	tion Workforce.	12/2//2012
				17 Share	( A Datast	14 million (1997)
	11 hours ago Tara ( Thu, Dec 27   Wed, I	Clements Dec 26   Tue, Dec 25	Mon, Dec 24   Sun, Dec 23	Sat. Dec 22   Fri, Dec	21 Next	
	11 hours ago Tara ( Thu, Dec 27   Wed, I Content Create Content	Clements Dec 26   Tue, Dec 25   1 Web Pages Approve Content	Mon, Dec 24   Sun, Dec 23   Community Core Talk	Sat, Dec 22   Fri, Dec	21 Next	<u></u>
	11 hours ago Tara o Thu, Dec 27   Wed, I Create Content Your Content Editor Inbox	Clements Dec 26   Tue, Dec 25   1 Web Pages Approve Content Place Content	Mon, Dec 24   Sun, Dec 23   Community Core Talk Core Blog User Directory	Sat, Dec 22   Fri, Dec	21 Next	

## 2. Type in a headline

3. Type in an author's name (Rank, name, and organization). Ranks are not needed for civilians. Please remove any courtesy titles that CORE may insert. Also, remove the parenthesis from around the organization. See examples below.

This is incorrect.

ackage	Information	_	Current S	Status	
Headline	Army.mil content team creates CORE training package	*	• Draft	O Submitted	O Released
Creator	Max Maxfield, Army.mil		Shared W	/ith	
Author	Mr. Max Maxfield (Army.mil)		Army.mil		
Description Jews Lead)			Media As	sets	
			■ 0 Chara	octers	
			■ 1 Word	5	

## This is correct.

ackage	Information		Current S	Status	
Headline	Army.mil content team creates CORE training package	*	🔴 Draft	O Submitted	ORelease
Creator	Max Maxfield, Army.mil	Shared With			
Author	Max Maxfield, Army.mil	3 🕂	Army.mil		
Description News Lead)			Media As	sets	
			■ 0 Chara	icters	
			■ 1 Word	5	

4. Write a description for your news story.

If this is a hard news story it is recommended that you use a hard news lead that includes who did what, when and where. This may not work for feature stories. Keep in mind, a limited amount of text in the description will show up on the news page. Do put DATELINES from the story into the description.

This may require you to include state names and dates that are not in stories written for external release. For example, an external-release news lead from Fort Meade, Md., might start off with:

FORT MEADE, Md. (Jan. 1, 2013) – Some people here did something today.

That would have to be rewritten for the description as:

Some people at Fort Meade, Md., did something here, Jan. 1, 2013.

Use common sense when deciding what to put in the description. See the image below. The descriptions in the CORE packages are what Army.mil readers see in the areas highlighted in yellow.



5. Insert the body text of a story.

Note that all stories on Army.mil are written as externally released stories. This is because they are often picked up by civilian news agencies. For that reason, please include a properly formatted DATELINE in all stories.

This may mean than you can delete state names and certain parts of a date, if they are included in a DATELINE. See example below.

A https://core	us.army.mil/content/edit_content/93563/		∀ C"	- Google		٩
	Content Web Pages Community	ADMIN	FEEDBAC	K SUPPORT	YOUR ACCOUNT	LOGO
Com	RE MUNICATE for Effect Int Your Content   Editor Inbox   Released Content   Search Form   Search Results		A	CORE Search dvanced	1	<b>Q</b> 60
ackage	Information	Cu	rrent	Status		
Headline	Army.mil content team creates CORE training package	•	Draft	O Subm	itted O Relea	ased
Creator	Max Maxfield, Army.mil	Sh	ared \	Nith		
Author	Max Maxfield, Army.mil 🛛 🕸 🕂	Ar	my.mil			
Description (News Lead)	The Army.mil web team created a CORE training package Dec. 27, 2012, in Arlington, Va., to train new CORE users on all aspects of creating and placing content on CORE-powered pages on Army.mil.	<b>M</b> € ■ ■	o Char 1 Wor 1 Para	acters ds graphs		
Keywords			0 Ima	ges		
Location		Þ	0 Vide	05		
ody Toy	•	Pa	ckage	History	1	
ARLINGTON,	<ul> <li>Va. (Dec. 27, 2012) The Army.mil web team created a CORE training package Dec.</li> </ul>		Create Decem	ed by Max Max ber 27, 2012 11	cfield (:28:59	
27, in Arlingt CORE-power	on, to train new CORE users on all aspects of creating and placing content on red pages on Army.mil.	Sta	atistic	s		
The Army mi	web team noticed that many news stories, or nackages as they called in the COBE	Co	ombined	Totals		
content man organization mailed out to	agement system. To ensure consistency across all CORE-powered news and pages on Army.mil, instructions for the correct formatting of CORE packages were o the CORE community.	0 0 0 <	Visits Page Vie Unique P 1s Avera	ws age Views ge Time on	Page	
Some of the	key instructions were also included in a CORE training package, which can be found at					

## 6. Upload images.

The instructions below will help you insert multiple images. You may, of course, insert one image, or no images at all. If you do not insert an image in a CORE package, CORE will automatically place an Army seal on the page where the package is placed. NOTE: CORE does not place the Army seal in the package itself. It simply places an Army seal on the page when you use a story without a photo.

To insert photos in a CORE package, click on the "Add Media" button just below the Body Text. You will get a pop up window that looks like the image below. **NOTE:** It can take up to two minutes for the pop-up box to appear, depending on the processing capacity of your computer and the speed of your internet connection. Supported File Types (100 MB limit) - .jpg, .gif, .mp3, .mov, .pdf.

Once the pop-up box appears, click on the green button titled "Upload Media."

Add Media Upload Media Upload Photos or PDF Documents Supported File Typesjpg, .gif, .mp3, .pdf (100 MB Limit)	+ Add YouTube Video CORE no longer supports video files, please use YouTube for all videos. For details, please see: https://core.us.army.mil/community/blog/235
Search CORE Library	Search Library Q
0 selected	🕂 Add Selected

You will get another pop-up window that will allow you to select which location you want to select the photo from. This is the same as any Windows program.

Once you've clicked on an image you'd like to upload click the button labeled "Open."

) 🕖 🛌 Desktop 👻	👻 🛂 Search	2
Organize 🔻 🔛 Views 👻 📑 New Folder		0
avorite Links Documents Desktop Deset Places	Name         -         Size         -         Date modified         +         -           CORE_training_feature.jpp Pice         Coreating & placing content on Army.mil.docx         Orceating & placing content on Army.mil.docx         Microsoft Office Word Doc	
More >> olders >> © Desktop >>	Bortaut     Shortaut     S. 56 KB     Sortaut     S. 56 KB     Sortaut     Sortaut	
Maxfield, Max Z Mr CTR US USA OCPA  Lublic  Computer  Vetwork	Top 30 Army ml Articles - 2012.xls Microsoft Office Excel 97	
Control Panel Recycle Bin Army.mil files	THE JOB docx (2).docx Microsoft Office Word Doc Microsoft Office Word Doc Metrics request staff 2012 AP Stylebook	

While you are waiting for the first image to upload, you can click on the green "Upload Media" button again to select another photo. There is no specific limit to the number of photos you can put in a CORE package. However, CORE packages cannot exceed 100mb. So, you a may only put 10 photos sized 10mb. If the photos are smaller in (file) size, you may use more.

When all of your images are ready successfully uploaded, click on the "Review Media" button. See image below.

+ Add Media + Upload Media	Add YouTube Video
Upload Photos or PDF Documents Supported File Typesjpg, .gif, .mp3, .pdf (100 MB Limit)	CORE no longer supports video files, please use YouTube for all videos. For details, please see: https://core.us.army.mil/community/blog/235
Search CORE Library	Search Library
File Upload Queue Click "Upload Media	" to add more media
Successfully uploaded 4.jpg	
Successfully uploaded 258w_q75.jpg	
Successfully uploaded 3.jpg	
0 selected	🖌 Review Media

## 7. Add information to images.

Include a title, photographer and cutline for each photo. NOTE: Do not put internal tracking numbers in the title box. Either write a simple description, or use the headline from the story.

Since people sometimes search for images only, you should write your cutline so that they can stand alone without the stories they accompany. That means using full dates, state names, etc. Do not put DATELINES in cutlines. The photographer's name does not need to be included in the cutline with words such as Released. The fact that the photo is on Army.mil means it has been released. Also, you may use the headline from the story as the Title above, if you want to make it easier for people searching for images to find the related story.

## 8. Cropping images.

After you've added in a Title, Photographer and Caption (cutline) for a photo, place the cursor near the photo. You will get a cross-haired looking cursor similar to a plus sign. This is your cropping tool. Use the cropping tool to zoom in to a specific part of the image you want displayed when the package is placed on a page. Once you've selected a portion of the photo, you will see a box with "handles" for zooming. It will look like the image below.



Once you are done cropping the image, click on the Save & Continue button to move on to the next image. After you've added the information to each photo, and cropped each image, click the "Finish and Add to Package" button. Once you are done, you will see the photos in the package, like below.



The photo in the Number 1 position will be the photo that shows up on the page. If you decided that you like one of the other photos better, you can rearrange them simply by dragging them with the mouse.

See below.



NOTE: You can add PDFs to CORE packages the same way you added in photos. Keep in mind, they will not show up as images in a CORE package. You can save the PDF as an image and load it into CORE as well, if you'd like the front of the PDF to show up. You will not need to crop PDFs loaded into the package.

The will look like the image below, if you add them in.



For uploading videos from Youtube please follow the directions seen on the screen shot below.



9. Add related links to your package.

Click on the "Add Link" button to add related links to your package. You may add links to a package from any of the following domains:

.mil .gov .org .edu Official .com address such as <u>www.GoArmy.com</u> or <u>www.armytenmiler.com</u> Official unit or command pages on social media such as <u>www.facebook.com/USarmy</u>, <u>http://www.flickr.com/photos/soldiersmediacenter</u> or <u>http://www.youtube.com/user/soldiersmediacenter</u> Do not add links to commercial entities, even if they are partners with the Army, such as Lockheed

Martin, L3, or Boeing.

NOTE: Your links must include the http://. This should not be a problem, as CORE automatically adds that in for you when you go to add in a link. You would have to type over it or delete the http:// to break the link.



10. Share you package.

In order to place a package on a particular page in CORE, or to help increase its visibility with other editors in CORE, you can share a package with other sections where you think it might be of interest.

DO NOT SPAM other editors. Sharing your content with every other section in CORE often makes those editors view you as a spammer. Over time they will simply ignore your content when they see who put the package in CORE.

Be realistic about who else might want to use your content. For example, a public affairs NCO with the 1<sup>st</sup> Brigade Combat Team, 2<sup>nd</sup> Infantry Division, at Joint Base Lewis-McChord, Wash., might want to share his or her content with the 2<sup>nd</sup> Infantry Division, the 7<sup>th</sup> Infantry Division, I Corps, and the Americas news page.

To share a package with other editors, click on the "Share" button, just below the "Add Link" button. Look at the button highlighted in the image above

When you are done selecting locations/editors in CORE to share your content with, click the "Share Content" button. See below.



## 11. Release Content.

Click on the green "Release" button in the lower left corner of the page. See below.



# Make it, Approve it, Place it

12. Approve your package.

Click on the text "Approve Content" at the bottom left of the page. See the words highlighted in yellow in the image below.



Depending on your CORE permissions, you will likely have only one site in CORE to choose from when approving content. If you have admin privileges for multiple pages on Army.mil you can use the drop down menu to choose which section you want to approve the content for. See the image below for reference.

	CORE Communicate for Ef	fect		
Site	Current Operations	Category Inbox	munity Talk Blog Directory Jser ort back	New Category

**NOTE:** If you started creating the package a day or more before you are trying to approve it, you may not see it. This also occurs if you are approving content for your subordinates who do not have the authority to release their own packages in CORE. You may need to change the date range of the packages you want to look at. In the first image below you can see that there are no Science and Technology stories that were released today.

	mmunicate for l	Effect		
Approve	Content Place Conte	ent		
Appro	ve Conten	t for Web	nade	
	ve conten		page	
Site	cience and Technol	Category Inbo	x	New Category
Range:	Day Week Month	All		
			V	
				1
	Content Create Content Your Content	Web Pages Approve Content Place Content	Core Talk Core Blog User Directory	

By increasing the date range from Day to either Week or Month, you should be able to locate the package you want to approve. Once you locate the package you want to approve, simply click the "Approve" button highlighted below.



Once you approve the package it will disappear from the Approve Content page. You can them Place it on a page.

## Make it, Approve it, Place it

## 13. Place the content

Click on the "Place Content" tab to the right of the "Approve Content" tab, or click on the words Place Content and menu at the bottom of the page. See highlighted areas in the image below.

	Content	Web Pages	Community		 ADMIN	FEEDBACK	SUPPORT	YOUR ACCOUNT	LOGOUT
LE JARKY Approve C	DRE Inmunicate for I	Effect				CC Adv	RE Search anced		<b>G</b>
Appro Site Sc Range: D	ience and Technol <b></b>	Category Inbox	page	💌 🜵 New Category					
	Content Create Content Your Content Editor Inbox Released Content	Web Pages Approve Content Place Content	Community Core Talk Core Blog User Directory Add User Support Feedback						

Similar to approving content, most users will likely only have one choice of pages to place content on. Use the same dropdown menu to choose where to place a story.

Once you are on the page you want to place content you will see areas shaded in yellow. If you hover the mouse over a box you will see the word Edit appear in the top right corner of any box you have permissions to edit. See image below.



Once you click on the area of the page you want to place your package in, you will see a pop-up window. On the left side of the pop-up window is the content that is available to be placed on the page. On the right side of the pop-up window are slots(places) on the page within that section that you can place the content.

To place an approved package on the page, click on the package you want on the left side of the pop-up box. The background color should shift from white to yellow, indicating that is the package you are working with. See image below.



Next, click on a package on the right side of the window that you want to replace. You will then see the package you wished to place on the page appear where the "old" content was.

## 14. Rearranging content

If you want to rearrange packages within a section on a page, simply drag and drop them within the pop-up. In the image below, the Army.mil content team package has been placed in the #3 slot in that part of the page.



To move it into the #1 slot in this area you can just drag it up to that slot and the other content will automatically shift down.

The image below shows this move as the drag is about 90 percent complete.



When you are done arranging your content, simply hit the green "Save Changes" button. If you can't remember what a specific package is, hover over it with your mouse. The package number, headline and description will pop up.

Once you've placed your new content, publish the page by clicking on the "Publish Page" button at the top center of the page. See yellow highlighted area of image below.

	Content	Web Pages	Community			EEDBACK	SUPPORT	YOUR ACCOUNT	LOGOUT
		or Effect				COR Advar	E Search nced		9, 60
Approve C	ontent Place Co	ntent							
Site: Sc	ence and Technol	ogy	✓ Publish Page	Preview Page					
U.S.ARM	WWI THE OFFIC	N. ARM	<b>Y. MIL</b> of the United STA	TES ARMY				1	
Home	News	Features Med	ia Info Lea	lers Army Life	Join				Q.
Science an	d Technology 🥖	Homepage > News	Front Page > Science & Tech	nology		0	SCIEN	ICE & TECHNOI	
SECTIONS				Public Heal	th Command	1			-

One the page has successfully been published, you will get a pop-up box that reads, "The page has published successfully." Click OK and you are done. See below.

U.S.ARMY WWW THE OFFIC	<b>N. ARMY. MI</b>	The page has published successfully	V SAR		The second
Home News F	eatures Media In	fi .	Join	_	Q
cience and Technology 💋	Homepage > News Front Page >	OK		0	SCIENCE & TECHNOLOG
ECTIONS		Public H complet assessn underw	ealth Command tes health hazard tent of ballistic ear		

# Unmake it, Unapprove it, Unplace it

If you need to retract a piece of content for any reason you can retract and discard it. **Retracting** it will leave it in CORE if you plan on making corrections, reproving and re-placing it on a page. After you've retracted a story you can **Discard** it if you want it to be permanently removed from CORE. This is usually done when something in a CORE package violates Operational Security regulations.

To retract a released package click on the "Retract" button in the lower-left corner of the window, to the right of the "Edit" button. See area highlighted in the image below.

	20, 2012		
omments			
Retract			
	34		
Content	Web Pages	Community	
Content Create Cont	Web Pages tent Approve Content	Community Core Talk	
Content Create Cont Your Conter Editor Inbox	Web Pages tent Approve Content place Content	Community Core Talk Core Blog	
Content Create Cont Your Conter Editor Inbox Released Co	tent Approve Content nt Place Content	Community Core Talk Core Blog User Directory Add User	
Content Create Cont Your Conter Editor Inbox Released Co	tent Approve Content nt Place Content	Community Core Talk Core Blog User Directory	

Once the package has been retracted you can edit and re-release it, or discard it completely. Once a package has been retracted the word Discard shows up at the bottom of the page near the green "Release" button. See area highlighted in yellow in the image below.

Default Ed	itor Army.mil	tions		
Sharing with	:	Juons		
	ranca			
TREE	ence			
→ Release	< Save as Draft	Preview Packag	e   <u>Discard</u>	
	Content	Web Pages	Community	
	Content Create Content Your Content	Web Pages Approve Content Place Content	Community Core Talk Core Blog	
	Content Create Content Your Content Editor Inbox Released Content	Web Pages Approve Content Place Content	Community Core Talk Core Blog User Directory Add User	

It can take CORE up to two minutes to discard a package. While the package is discarding you will see the words Discarding Content at the very bottom of the package. See area highlighted in yellow in the image below.

## Section

Default Editor	Army.mil			
🗘 Share wit	h other CORE sec	tions		
Sharing with:				
L Defeue				
Refere	nce			
Release	🖉 Save as Draft	Preview Package	Discard	
	ntont			

Once a package is discarded people who type the former URL will see an error message. This is how you can confirm a package has been successfully discarded.

If that story was placed on a page somewhere, CORE automatically fills in that slot with the last package that was approved for that page that is not already placed on the page.

The error message will look like the image below.



Adding Social Media to your widget in CORE: All you have to do is add the ending as you can see the beginning has already been filled out by the widget.

Social Media - v.002	C
To include a social media network icon, add the end of the URL of the organization's page next to the appropriate social media network. For example, to include a link to the US Army's Facebook page, type "USArmy" in the input box next to the Facebook URL. You only need to include the end of the URL, i.e. "USArmy", not "http://www.facebook.com/USArmy".	
Facebook http://www.facebook.com/	Ε
Facebook Alt Text Facebook	
Google+ http://plus.google.com/	
Google+ Alt Text Google Plus	
Twitter http://www.twitter.com/	
Twitter Alt Text Twitter	
Pinterest http://www.pinterest.com/ forthuachuca	
Pinterest Alt Text Pinterest	
Youtube http://www.youtube.com/ commander97	Ŧ
🖌 Save Change	s

Social media preview:



Adding your Mission Statement: To start it you will want to use before adding your type. To make the headings bold use this language, <b>Garrison Mission: </b>. Example below.

## Mission Statement

### <b>Garrison Mission: </b> :

To Provide the set of the set

<b>Vision: </b> :

#### **Mission Preview:**

MISSION

#### Garrison Mission: :

Fort Huachuca develops and tests Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, and Reconnaissance capabilities; delivers intelligence and Unmanned Aerial System training and education; designs, develops and integrates intelligence capabilities, concepts, and doctrine; and provides world class quality support services to the Huachuca Community to enable Mission Command in support of Army and Joint Operations and the continued evolution of Fort Huachuca.

#### Vision: :

Creating and adding an image and perhaps links bio to Leaders Boxes: It can take up to 15-20 seconds for adding and or changing the photo in this section so please be patience as it will change.

Leaders	
HEADING	Photo
GARRISON COMMAN	
Quote "We will maintain our commitment to the greatest and strongest alliance: The ROK-U.S. alliance."	Change Photo
Name and Title	<b>■</b>
Col. Michael E. Masley	
Links	
Title Biography	Accept Link
URL http://go.usa.gov/Zzkw	
of Korea Some of U.S. Army	Save Changes

Leaders Box preveiw per the above set up:

GARRISON COMMANDER

"We will maintain our commitment to the greatest and strongest alliance: The ROK-U.S. alliance."



Col. Michael E. Masley Biography Adding navigation links to the left side of your organization page: As you can see by example below if you want a break or heading in the left side navigation then create the title and leave the url box blank. This will also change the color from light gray to a darker gray. Also when creating these and if you need to change the order just select the link and move to the place you want it to go.

Left Navigation	R
Box Title	
Area I Command Group	
Area I Command Group	Ш
Area I Commander - http://www.army.mil/article/117675/	
Title       Area I CSM         URL       http://www.army.mil/article/120993/Command_Sergeant_Major_P	
Area I Deputy - http://www.army.mil/article/117677/	
USAG Casey Commander - http://www.army.mil/article/117678/	
USAG Casey CSM - http://www.army.mil/article/117679/	
USAG Casey DGC - http://www.army.mil/article/117680/	
Title     Command Policy Letters       URL     ✓ Accept Link	
Command Policy Letters - http://www.slideshare.net/USAGRedCloudandAreaIPolicyLetters	Ŧ
Save Change	es

Left navigation preview: per the above set up.

Area I Command Group
Area I Commander
Area I CSM
Area I Deputy
USAG Casey Commander
USAG Casey CSM
USAG Casey DGC
Command Policy Letters
Command Policy Letters
SHARP

Box title can be anything you'd like for it to be:

Links footer box at the bottom of your organization page is filled out like left side navigation: You have columns that can be links:

Links Footer Box	R
Box Title	
Links	
First Column Links	
Department of Defense - http://www.dod.mil	
IMCOM - http://www.imcom.army.mil/	
+ Add Link	
Second Column Links	
U.S. Army Materiel Command - http://www.amc.army.mil	
+ Add Link	
	✓ Save Changes
Links Footer preview:	

## Links Footer preview:

# LINKS Department of Defense U.S. Army Materiel Command IMCOM

OCPA has moved away from the Brightcove video player service and has replaced it with a solution from YouTube. We now have the video player widget ready and available for your organization page.

If you already have a YouTube playlist then all you have to do is add that to the widget and manage your own videos at any time and not have to go through us.

To add a YouTube playlist to this widget, past any public YouTube playlist ID number in the Playlist ID box in widget. Playlist IDs can be found in the YouTube URL after the phase list=. For example, the bold Playlist URL: <u>https://www.youtube.com/playlist?list=PLHFmcChl270SfzFDjDWJ-\_-L1JRwd6Xq</u>



## OR

Choose a playlist pre-managed by Army.mil:AfricaFArmy Now PlaylistFArmy.mil Featured VideosFArmy Media PlayerFAsia & Pacific NewsFArmy ReserveFBriefings and SpeechesFCurrent Operations, Training, and ExerciseFCentral/South America and CaribbeanFEurope NewsFEnergyFMiddle East NewsF

PLitjSv4SbrkzT9YZpycPFcR\_NfbxNip-h PLitjSv4SbrkwW5cBbQOXpaA\_5KNIL08YT PLitjSv4SbrkyshNxgc6JADYKIX1-aMeH3 PLitjSv4Sbrkz8z6DfhNkqF3UIsLBQ7gvx PLitjSv4SbrkyJp9sva5j4wwosAmzPx9 PLitjSv4SbrkyUpoSCOawr4HYkr4v0uBl\_ PLitjSv4SbrkwMcLL\_JaZWhhbcJewwNEIB PLitjSv4SbrkyxEYeSDTJnAN3mV5rpmhlo PLitjSv4SbrkyxEYeSDTJnAN3mV5rpmhlo PLitjSv4Sbrkxh1IV6WKO3t0xW8e5ISJVW PLitjSv4SbrkxGftlyb\_sI0LNEoXmIWQaB PLitjSv4Sbrky\_N9GKIst3bizXnGloUGHK PLitjSv4SbrkyAEnL\_o9Pp1rrmbVimryH- Sexual Assault Awareness Health News Human Interest News National Guard Ready and Resilient STAND-TO! Senior Leaders Science and Technology News PLitjSv4SbrkxmfOdMb2JFESaQ-iOVgTzF PLitjSv4SbrkyeDQC9ZiwD2EZpNN0jwO9J PLitjSv4SbrkyHnW5p3Uuta6dawDiOJgWH PLitjSv4SbrkxZvCKgrOwy\_zWtJC1Fj-J\_ PLitjSv4SbrkwP-O8RRyt-FEC8wGLTXwZf PLitjSv4SbrkyiKNH7apyMpNv6sa-xe\_uX PLitjSv4SbrkxuepTL1kdiHzVqBoiZxjsv PLitjSv4SbrkyVzyO2rFlInIyMeJLILTeK

If a playlist is not chosen by the CORE page manager, one will be selected for them by the Army.mil staff. We will do our best to find a channel that aligns well with your mission.

Advantages:

- Automatic captioning is not 100 percent accurate. However, you can edit the closed captioning text within YouTube, without having to transcribe the entire audio portion, from the beginning.
- The Transcribe and Set Timings feature allows you to copy and paste, or use a file upload, to automatically sync your closed captioning transcript to the video.
- Transcripts in .srt file formats can be uploaded.

YouTube Captioning

https://support.google.com/youtube/answer/2734796?hl=en

**AGAIN:** If you choose a playlist not managed by Army.mil, be advised that **all videos** within the **playlist tied to your CORE** organization page must **adhere to/comply** with **Section 508**.

Failure to caption videos on CORE-powered organization pages is a federal violation. Learn more about 508 compliance at: <u>http://www.section508.gov/</u>.

If you need additional assistance, or have questions or concerns, please contact us at <u>army.core@us.army.mil</u>

If you have an older package that you want to republish, find the package number and open and then select "edit" at the bottom of the page and then select the "reference section" and select a more recent date.

Reference			
Effort * 🔲 Policy			
People			
Resources			
Prevent-Shape-W	in (Warfighting)		
🔲 Other			
Highlights			× +
Date March 24, 2015	Select Date		
Comments		_	
→ Release 🛷 Save as Draft 🛛	Preview Package	Discard	

To place information if you have chosen to have a graphic widget placed on your organization page. This widget shows an image and when selected will do to another url:

Microsite - Image	K
Image URL http://usarmy.vo.llnwd.n	
URL http://www.youtube.com	
Alt Text Month in Review	
Css Class micrositelmageWidget	

Save Changes

To place the image url you will need to create a package with an image only. It can be either 188pixels x 100 pixels and or the largest size is 196p x 175p like example of preview below. Once the package is created and released select view released package top right side, once the image comes up select it and then select it again and you will get the image url

<u>http://usarmy.vo.llnwd.net/e2/c/images/2014/06/04/348196/original.jpg</u> needed to go into the top spot (see above) Then add the url of the place you want it to go when selecting the image. <u>http://www.youtube.com/watch?v=651uL-CGIoE</u>, Alt Text is not necessary and you can add it if you want.



Image preview.

To add to the expandable link list widget see image below.

1- give it a title,

- 2- add your sections (these will be the titles of the sections that you see on your webpage.
- 3- add row to add the links that will fall under the section headings.

Examples of this widget can be found at: <u>http://www.army.mil/ria</u>

Expandab	le links				×
Give it a title EXPANDABLE LIN	K LIST TITLE	1- title name			
Header Styling Header background Header text color goo Header text size goo Add new section Enter new section	color. Se es here. Se s here. Se Add	ection Styling ction background color ction text color goes he ction text size goes her Edit section select one Delete sectio select one	re. Titl re. Titl e. HT can ed can ed can ed	itle Styling e background color go e text color goes here. "itle text size goes here your sections here it sections and abo	ies. 3
Title	URL	Section		3- add row and nan title add oil and as	ne link sion
Link 1	http://www.army	/.mil/ Section 1 👻	Delete		
Link 2	http://www.army	/.mil/ Section 1 👻	Delete		
Link 1	http://www.army	/.mil/ Section 2 -	Delete		
Link 2	http://www.army	/.mil/ Section 2 -	Delete		
Add Row				Save (	banges

If you have people that you want to be able to write, release and publish content on your organization page please have them sign up for a CORE account and tell me what access you want them to have and or you can provide a list to me with their full name and AKO email address and I can create this and send out. <u>army.core@us.army.mil</u>

Request a account: <u>http://www.army.mil/create/req\_act.php</u>

Here is the list of permissions in CORE:

Basic User - Can create packages and upload photos.

Release Own Package - Can release their own packages, but not others.

Editor - Can review and release other people's packages within their sections.

Publisher - Can view and publish pages and manage categories of packages for pages within their sections.