About the General Content Type

General Content is used for basic pages and is the most commonly used content type on most GW Drupal sites. General Content pages include text and images, and can include sidebars.

This guide provides...
A step-by-step walkthrough on how to create General Content as well as tips on various elements.

This reference guide is for:
✔ Content Contributors
✔ Content Supervisors
✔ Site Administrators

GW Drupal Reference Series:
• GW Drupal Foundation
✔ Daily GW Drupal
• Advanced GW Drupal
Selecting a Sub-type allows you to categorize your General Content for the purpose of displaying it differently on your site. Subtypes include: Basic, FAQ, and Policy.

Enter your Title. You can include a Subtitle if needed.

Although the Summary is not a required field, it is recommended if this content will be pulled into views elsewhere on the site. If a 1-2 line Summary is not included, then a portion of the first paragraph of the Body will be used instead. This is not optimal since it may get cut off mid-sentence and won’t serve to concisely summarize the article. The Summary also appears as the synopsis for a video.

Enter the main content of your page into the Body field. Use the WYSIWYG (What You See Is What You Get) editor to format your text and add inline links and images. When copying your content from Word, you may want to use Paste as Plain Text, Paste From Word or Remove Format buttons. Otherwise, unintended formatting may be applied, causing page content to become inconsistent.

The Main Image will display at the top of your General Content page and also be pulled into views if this page is referenced elsewhere in your site. Adding a Main Image can be done in two ways: 1) You can use the Upload approach and select an image from your computer, or 2) You can select an existing image using the File browser. The ideal image dimensions are 460x220 or 220x220. Alternate Text is required for compliance and SEO (Search Engine Optimization) purposes, while the Caption and Title are optional.
To include a video, first add a main image to your content and then add a Video Title and Link. The main image will appear with a play button that, when clicked, will open an overlay where the video will play.

Locate the video on YouTube or Vimeo. Click Share, and then copy the link from the Embed field. Extract the URL from the embed code, following these examples:

**YouTube:**
```
<iframe width="420" height="315" src="http://www.youtube.com/embed/9fx9nkNqBg4" frameborder="0" allowfullscreen></iframe>
```

**Vimeo:**
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The Right and Left Sidebar Content fields provide an opportunity to extend the value of the content by directing traffic to related parts of your site. Start typing the name of the related content into the field and the titles of matching content will appear. Select the content’s title and it will appear in the sidebar once the General Content page is published. The Sidebar Content will remain even if the Site Placement for the Sidebar’s Content changes.

Choose the Site Placement value(s) that best fit this content. Select from the list and hold down Control (Command if you are on a Mac) to select multiple values. For more on Site Placement, see the GW Drupal Foundation: Site Placement reference guide.