



## Upload images in CK Editor

Images can be added to various Claromentis applications via CK editor.

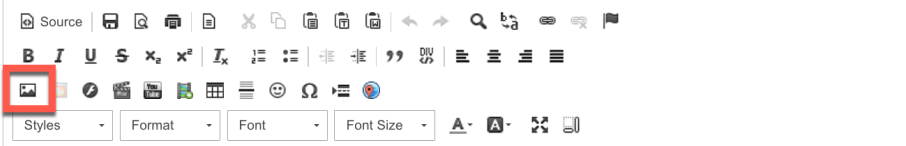
Applications include Knowledge Base, News, and Blogs.

### Adding an image

Follow the 6 steps to upload an image using CK editor

1. Use the **Image** option in CK editor.

**Description**

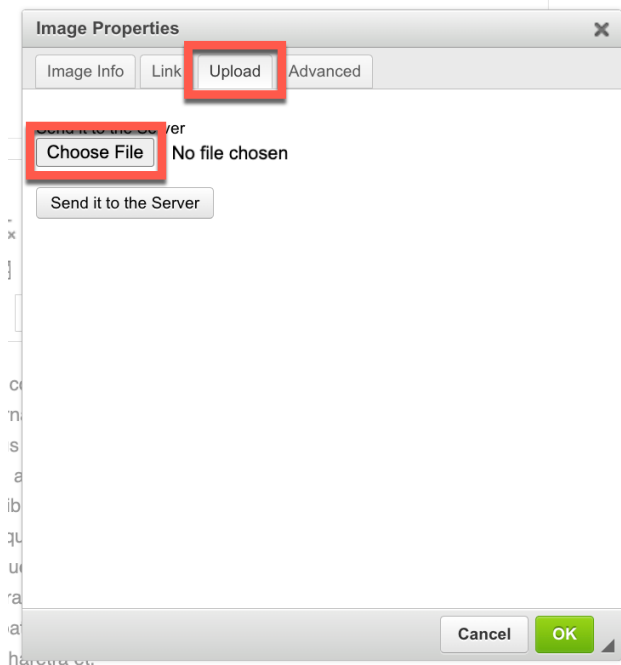


The screenshot shows the CK Editor toolbar with various icons. The 'Image' icon, which depicts a small landscape picture, is highlighted with a red rectangular box. Below the toolbar, there is a text area containing a paragraph of Lorem Ipsum placeholder text.

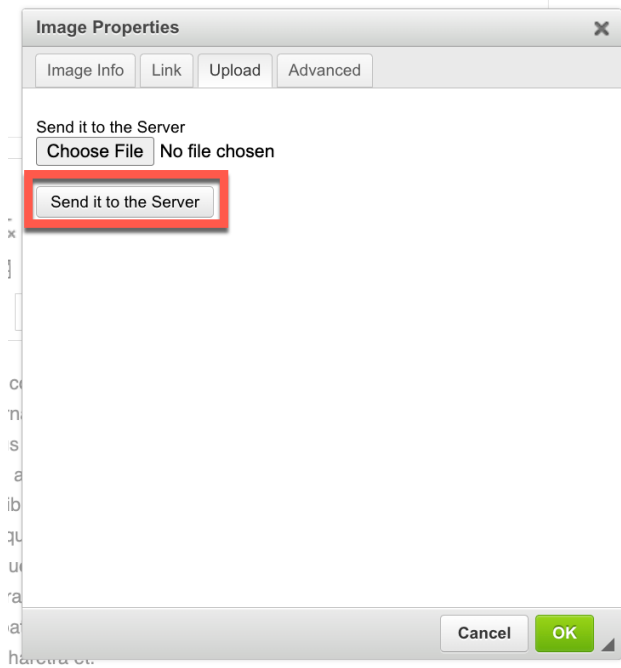
Styles - Format - Font - Font Size - A - A - [Link] [Image]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Sit amet venenatis urna cursus eget nunc scelerisque viverra mauris. Eget nunc scelerisque viverra mauris in. Molestie ac feugiat sed lectus vestibulum mattis. Viverra maecenas accumsan lacus vel facilisis volutpat est. Tempus quam pellentesque nec nam aliquam. Interdum velit laoreet id donec ultrices tincidunt arcu non sodales. Nunc sed id semper risus. Quis viverra nibh cras pulvinar mattis nunc. Blandit turpis cursus in hac habitasse platea dictumst. Nam aliquam sem et tortor consequat. Venenatis a condimentum vitae sapien pellentesque habitant. Aenean sed adipiscing diam donec adipiscing tristique risus nec feugiat. Nulla facilisi etiam dignissim diam quis enim lobortis scelerisque fermentum. Sit amet tellus cras adipiscing enim eu turpis. Tellus elementum sagittis vitae et leo duis. Orci phasellus egestas tellus rutrum. Volutpat maecenas volutpat blandit aliquam etiam erat velit. Vel facilisis volutpat est velit egestas dui id. Ultricies mi eget mauris pharetra et.

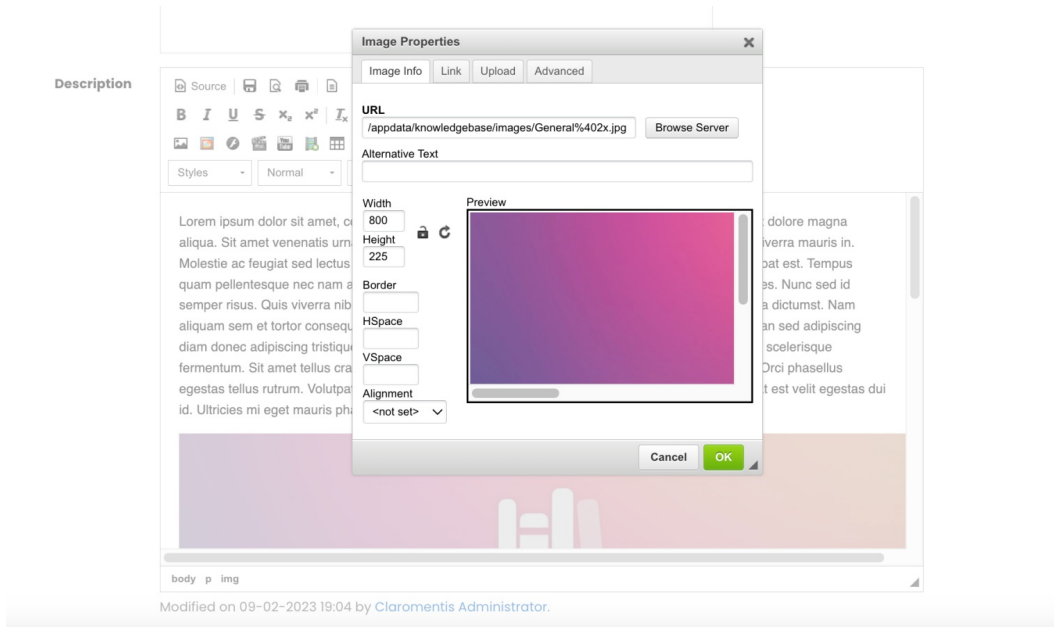
2. Head to the **Upload** tab and select the image from your device.



3. Select the **Send it to the server** option. The server URL will then automatically populate.

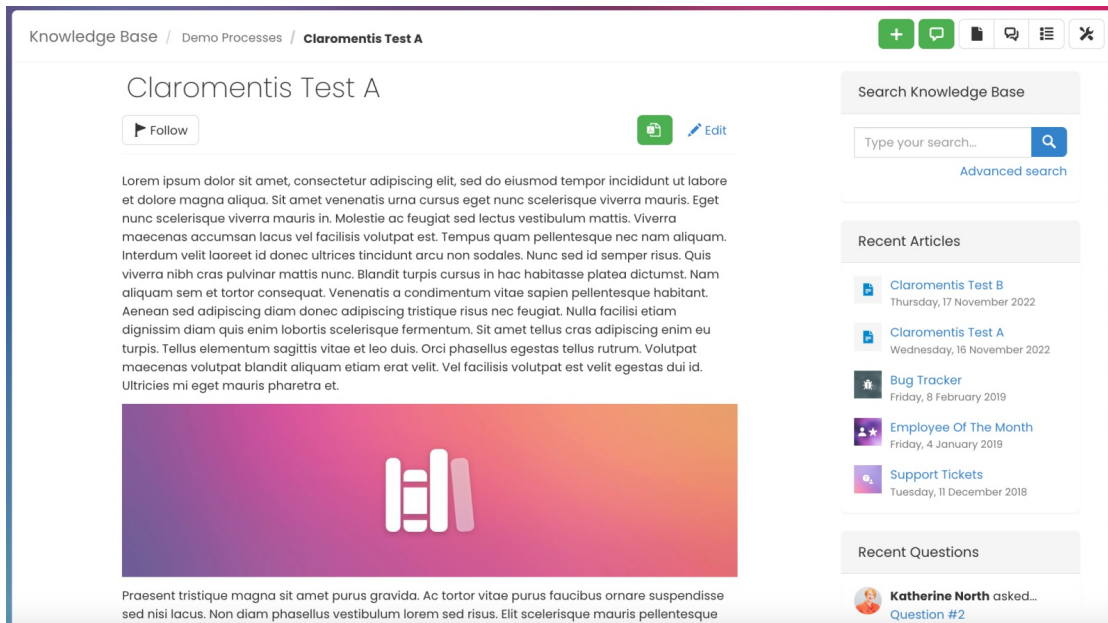


4. (Optional) Edit the image properties, including the width & height of the image as needed.



5. Select **OK** and the image will be added to the article body. Double click on images to open the pop up again and make further tweaks to properties as required.

6. Save your content as a draft (or publish it) to save all changes



Last modified on 30 November 2023 by [Hannah Door](#)

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Tags: [blog](#), [ckeditor](#), [images](#), [intranet](#), [knowledgebase](#), [news](#)