



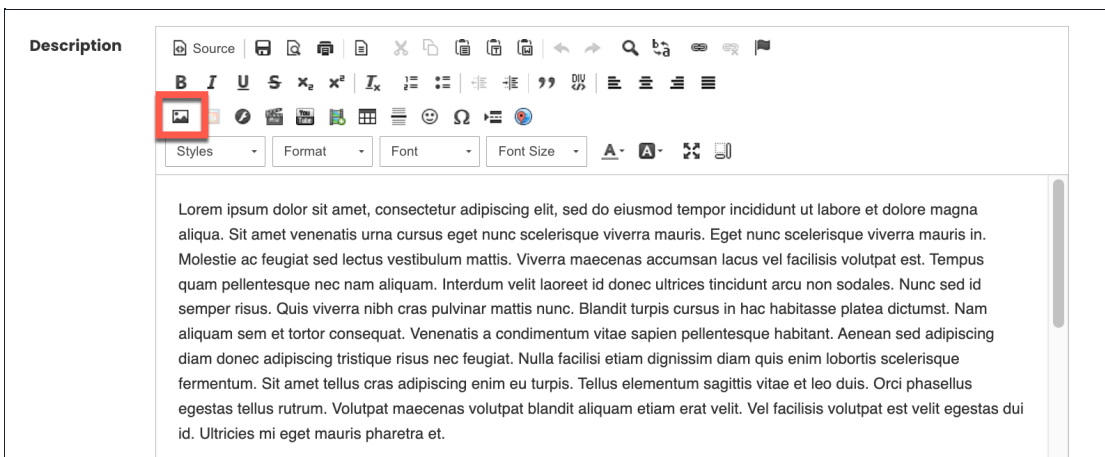
How to upload images to articles

The content creation tools available in Claromentis are from CK Editor, a third party provider.

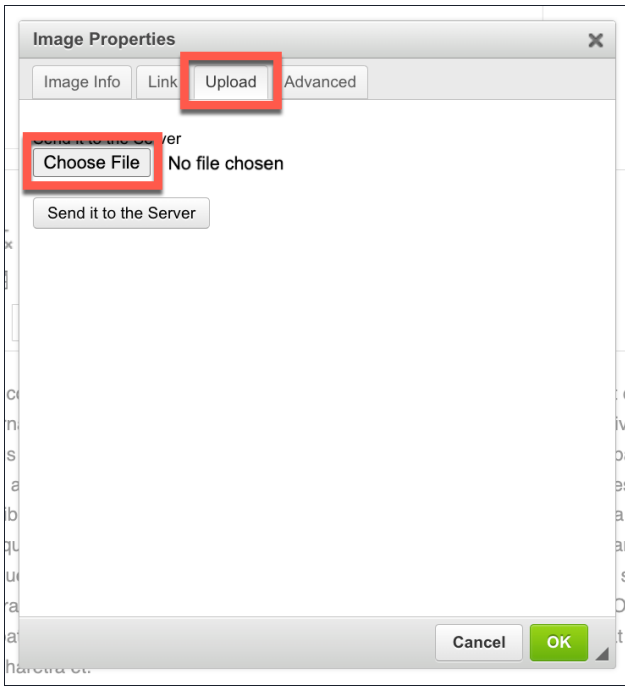
This guide details how to use CK Editor to add images in content creation areas e.g. News articles, Knowledge Base guides etc

Steps to add an Image

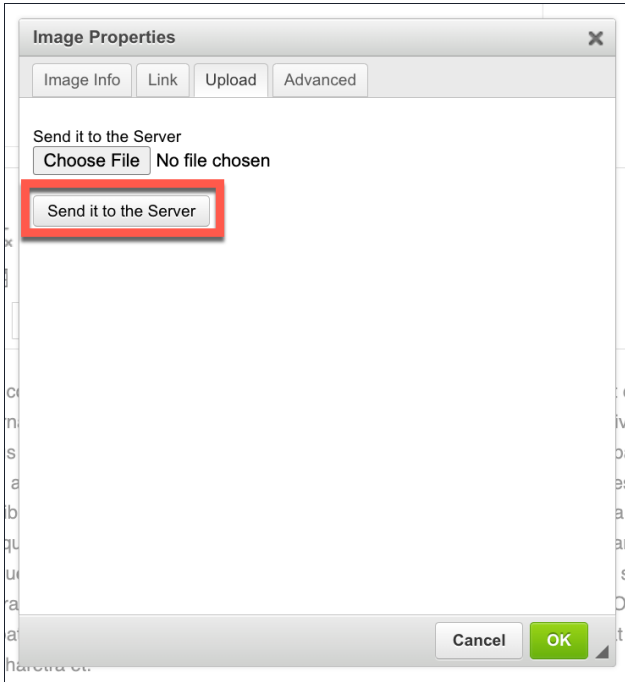
1. Click on the 'Image' icon in CK Editor:



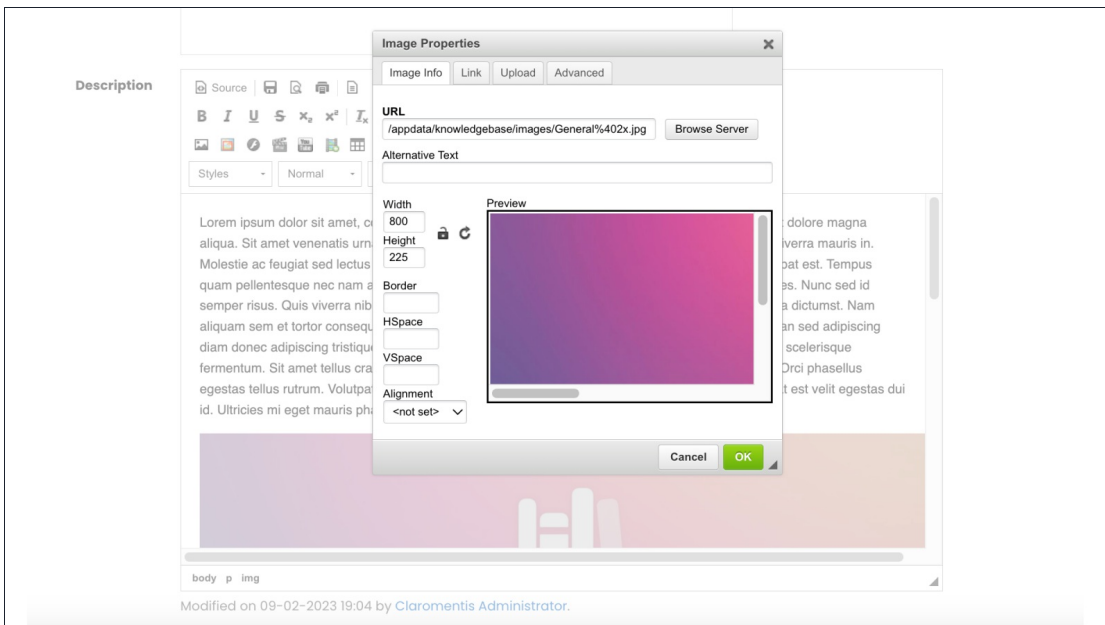
2. A pop-up will appear. Click into the '**Upload**' tab and then 'Choose file'. Select the image from your device.



3. Next select the **'Send it to the server'** option. You will be returned to the **'Image info'** tab.



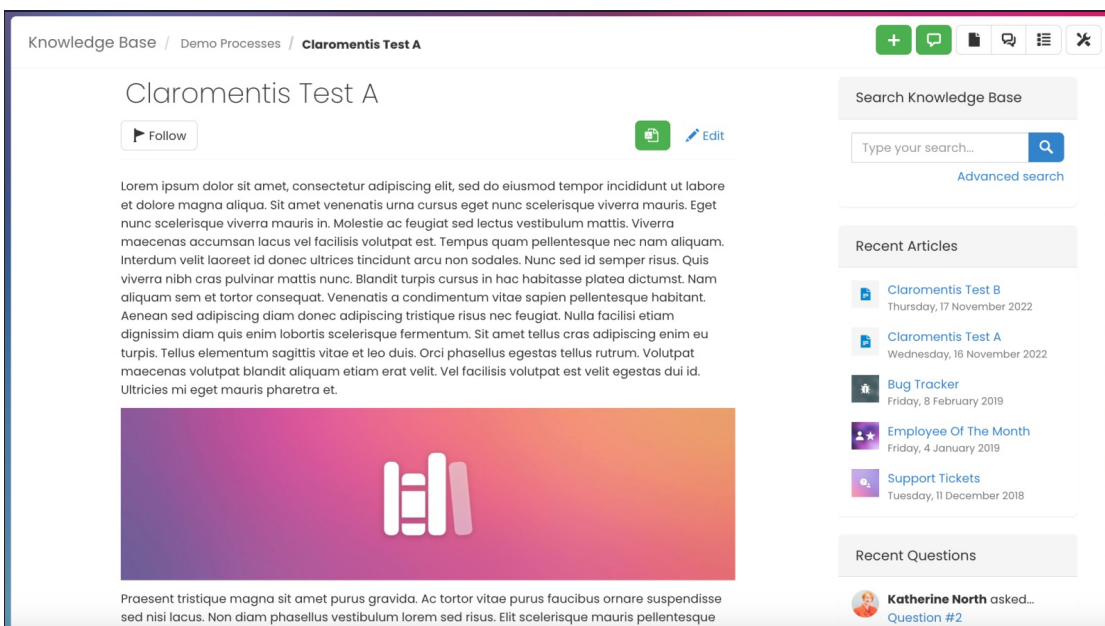
4. (Optional) Edit the image properties, including the width & height of the image as needed by changing the values:



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:



Created on 16 June 2026 by [Hannah Door](#)

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