



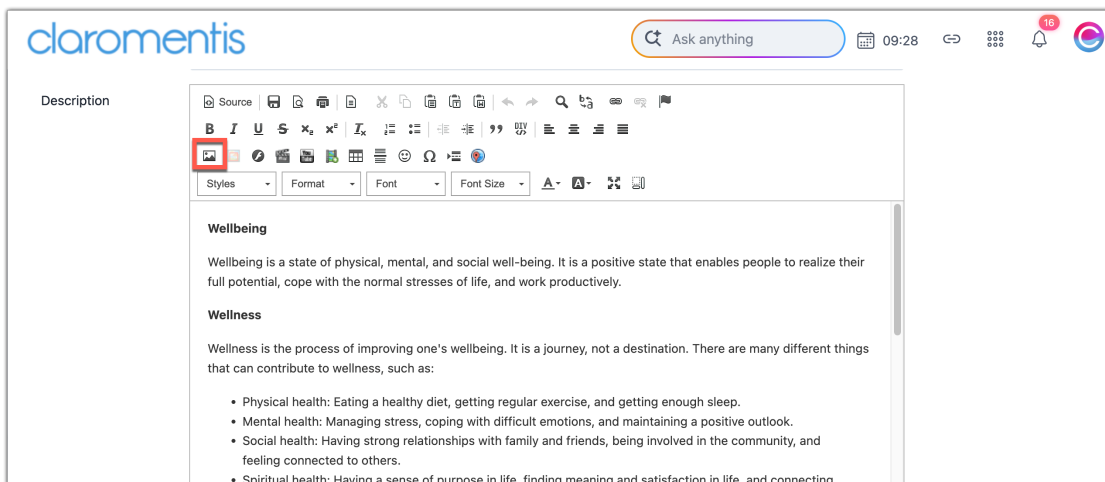
## How to upload images to articles

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

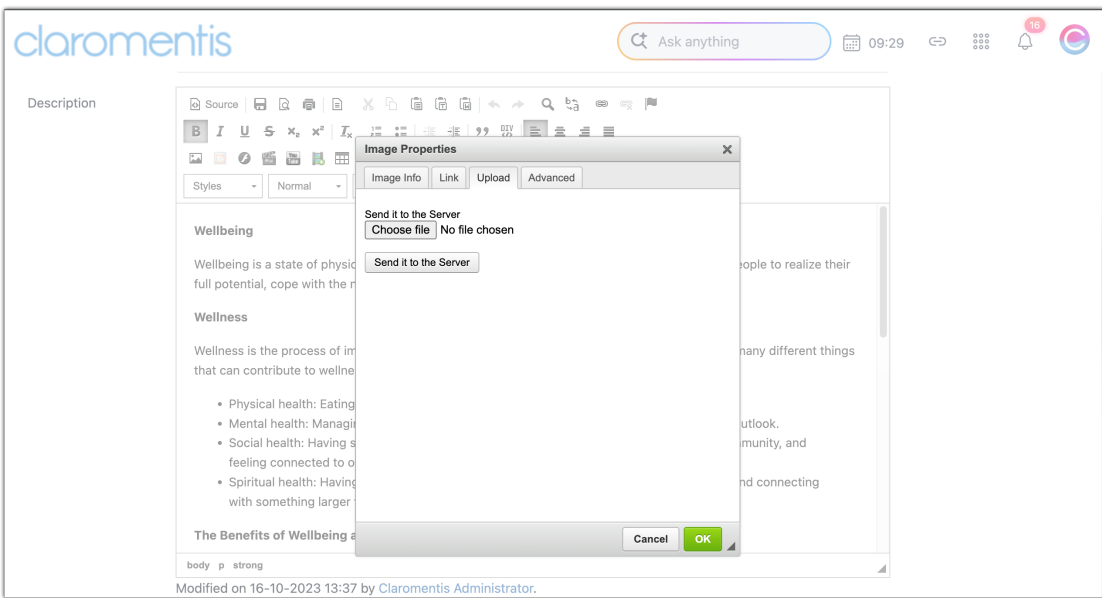
This guide details how to use CK Editor to add images in content creation areas e.g. News articles, Knowledge Base guides etc

### Steps to add an Image

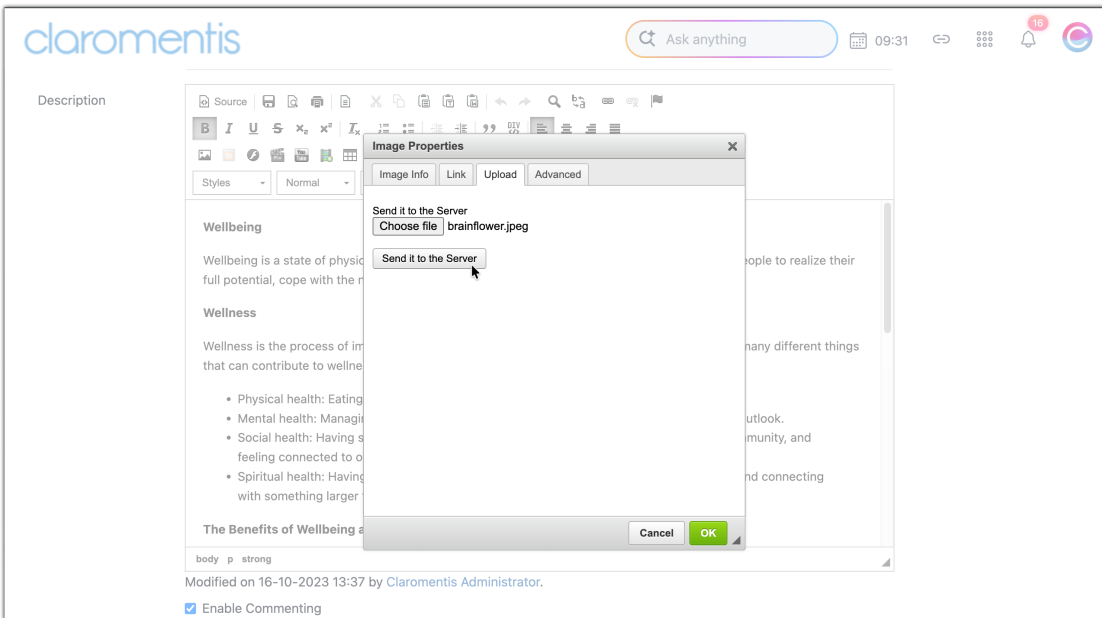
1. Click on the 'Image' icon in CK Editor:



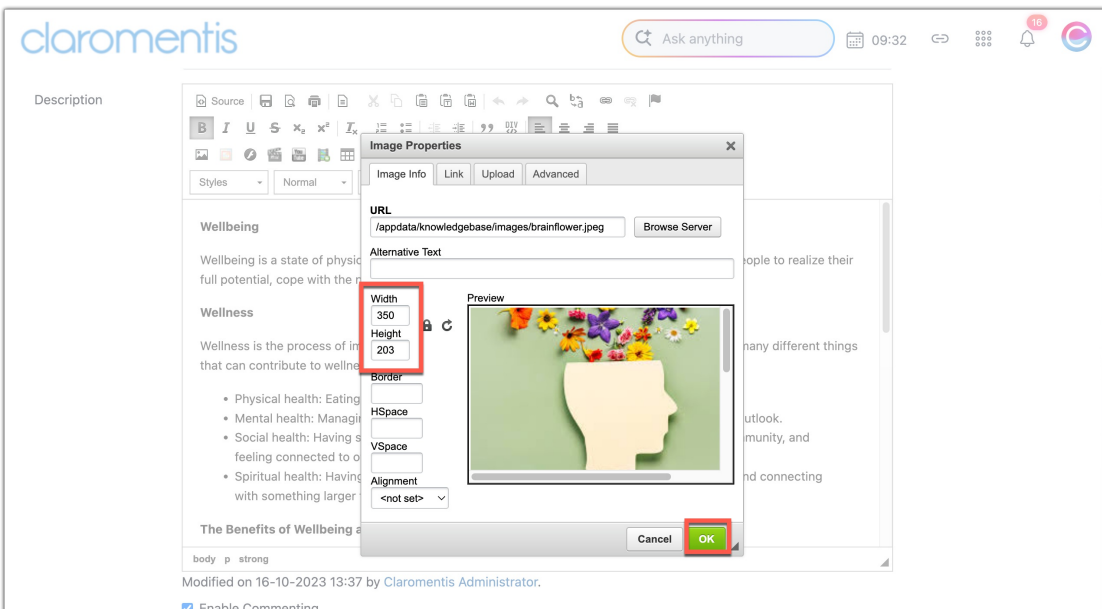
2. A pop-up will appear. Click into the '**Upload**' tab and then 'Choose file'. Select the image from your device.



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.

Use the other icons to further change the image e.g. its position



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

Knowledge Base > Human Resource > **Wellbeing and Wellness in the Workplace**

Search Knowledge Base  
Type your search...   
Advanced search

**Wellbeing and Wellness in the Workplace**  
Following

**Wellbeing**  
Wellbeing is a state of physical, mental, and social well-being. It is a positive state that enables people to realize their full potential, cope with the normal stresses of life, and work productively.





**Wellness**  
Wellness is the process of improving one's wellbeing. It is a journey, not a destination. There are many different things that can contribute to wellness, such as:

- Physical health: Eating a healthy diet, getting regular exercise, and getting enough sleep.
- Mental health: Managing stress, coping with difficult emotions, and maintaining a positive outlook.
- Social health: Having strong relationships with family and friends, being involved in the community, and feeling connected to others.
- Spiritual health: Having a sense of purpose in life, finding meaning and satisfaction in life, and connecting with something larger than oneself.

**The Benefits of Wellbeing and Wellness in the Workplace**  
There are many benefits to wellbeing and wellness in the workplace, such as:

- Increased productivity: Employees who are well are more productive. They are more likely to be absent from work, they are more likely to be engaged in their work, and they are more likely to be creative and innovative.

**Recent Articles**

-  [Wellbeing and Wellness in the Workplace](#) Following  
Monday, 16 October 2023
-  [How to Request a Leave of Absence](#)  
Tuesday, 3 October 2023

Created on 16 June 2026 by [Hannah Door](#). Last modified on 17 June 2026

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