

Web Administrator Training – CK Editor

The CK Editor is used on all editable pages on the website. Select “Edit” at the bottom of a blank page and place your cursor within the page. The CK Editor operates much like Word or Power Point packages. By moving your cursor over an icon, the icon’s function will appear.

A. If copying and pasting information from a Word document, use the clipboard with the “W” function to eliminate Word formatting that may conflict with the CK Editor formatting.

B. Link to pdfs, URLs, and anchors.

C. Create anchors within a page.

D. Upload & link images

E. Create tables

