The basics: adding documents, files, and more

Last Modified on 12/16/2025 12:35 pm EST

For most standards, you'll need to include documents as part of your documentation/evidence of compliance. File management is one of the places where KnowledgeOwl can save you a lot of time and effort.

With CAPRA accreditation, you're often referencing the same files over and over again in different standards. For these frequently-referenced files, we recommend uploading them all directly to your **Files** page, available in the lefthand navigation on most pages. Refer to **Add files and images directly in your Files page** for more detailed instructions.

Then, when you're editing an individual standard, use **Insert Image, Insert Video,** or **Upload File** in the editor and select the folder icon to **Add from Library**. This creates a link to that existing file in the Files page. Refer to **Add images and files to articles** and **Add videos to your articles** for more information.

You can always add individual PDFs, images, documents, etc., within a standard using the **Insert Image, Insert Video,** or **Upload File** editor controls and upload a new file that way rather than going to the **Files** page, too.

But we strongly encourage you to train yourself and any other authors to Insert from Library whenever possible.

Why do we recommend adding files this way, rather than uploading them fresh to each standard?

Reason #1: Easier file management

When you use the **Add from Library** option, each standard that is referencing, say, your 2026 budget document is referencing the **exact same** budget document in the **Files** page.

If that document changes--maybe to the 2027 budget--you can go into the **Files** page, update the file stored there, and every standard that referenced that budget document using the Add from Library option will automatically update to have that 2027 budget document, instead. (It won't update the text of the hyperlink to the file, but it will update the underlying file.) We've seen CAPRA authors keep spreadsheets or notepads with lists of which standards referenced each document, so they could remember where to update the files, and we'd like you to avoid having to do that!

Refer to **Edit and update files** for more instructions on how to update an existing file.

Reason #2: Fewer files

When you upload a new file from scratch, it creates that file as a new file in the **Files** page--even if the file

identically matches something else already in the Files page.

When you **Add from Library,** it points the link you're adding to that existing file.

So this is one way to keep your Files page tidy, without conflicting versions of a file. It's much easier to use **Add from Library,** search "budget", get a search result with one budget document, and know that you're adding the right file than it is to find 12 budget documents all named identically, added at different times.