



# Add files to articles

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Images, screenshots, and sample files can add examples and detail to your documentation. Use the **Upload File** option in the editor to add non-image, non-video files to your articles, such as Microsoft Word or Excel documents, PDFs, .zip files, and more.

Files added this way display a hyperlink to the file followed by a paperclip icon. For example, here we've inserted a link to a PDF example file: [Example-Article.pdf](#) .

In most cases, selecting the hyperlink will prompt the reader to download the file to open it, though browsers may open PDFs directly.

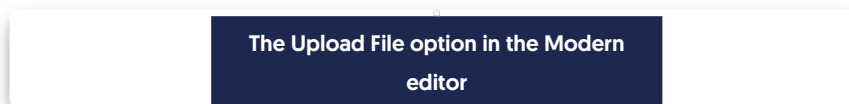


## Display files rather than prompt download

If you'd like to display the contents of a file directly in KnowledgeOwl without this download process, see [Display Microsoft Office OneDrive files in articles](#), [Display Microsoft Office file in articles](#), or [Display PDF file in articles](#) for more details!

To add files to an article:

1. Open the article in the editor.
2. In the editor toolbar, select the **Upload File** editor control (document icon):



Once you select Upload File, a small modal opens where you select how you want to add the file. Choose from these options:

1. **Drop file:** Upload a new file to KnowledgeOwl. Follow the [Upload new file](#) instructions.
2. **Add From Library:** Add a file you've already uploaded to KnowledgeOwl. Follow the [Add existing file](#) instructions.

## Upload new file

Use the **Drop file** option to upload a new file to KnowledgeOwl. Files can't be larger than 200MB.

To use this option:

1. In KnowledgeOwl, select **Upload File**. The Upload File modal opens.
2. Drag and drop your file into the **Drop file** section, or click anywhere in the **Drop file** section, browse to the file you want to upload, select it, and select **Open**.
3. The file uploads to your **Files** page and is added to your article.

The file hyperlink displays the file name, but you can edit this text. Refer to [Edit the inserted file](#) instructions.

## Add existing file

Use the **Add From Library** option (folder icon) to insert a file that you've already uploaded to your **Files**. This is a great way to keep your **Files** storage organized and reuse files in multiple pages.

To use this option:

1. In KnowledgeOwl, select **Upload File**.
2. Select the **Add From Library** folder icon in the Upload File modal. The **Add from Library** modal opens.
3. Browse or search for the file you want to insert. Once you find it, select it.
4. Select **Insert File** to insert the file into your article.

The file hyperlink displays the file name, but you can edit this text. Refer to [Edit the inserted file](#) instructions.

## Edit the inserted file

Once your image has been added, you can further tweak how it displays by selecting the file's hyperlink. You can make these changes:

1. **Open Link:** Use this option to test opening the file. PDFs should open in your browser or PDF reader; all other files should download to your browser's designated Downloads. This mimics what your readers will experience when they select the link.
2. **Edit Link:** Use this option to edit the **Text** for the file, which lets you change it from a version of the file's name to whatever text you want. You can also add a **Title**, which displays when the reader hovers over the link.
3. **Unlink:** Use this option if you want to remove the link to the file entirely.