Add files to articles: Legacy Editor

Last Modified on 04/03/2024 1:22 pm EDT

Images, screenshots, and sample files can add examples and detail to your documentation. The process of adding files and images to articles differs a little between the **Modern Editor** and the Legacy Editor. Here, we walk through adding a file in the Legacy Editor.
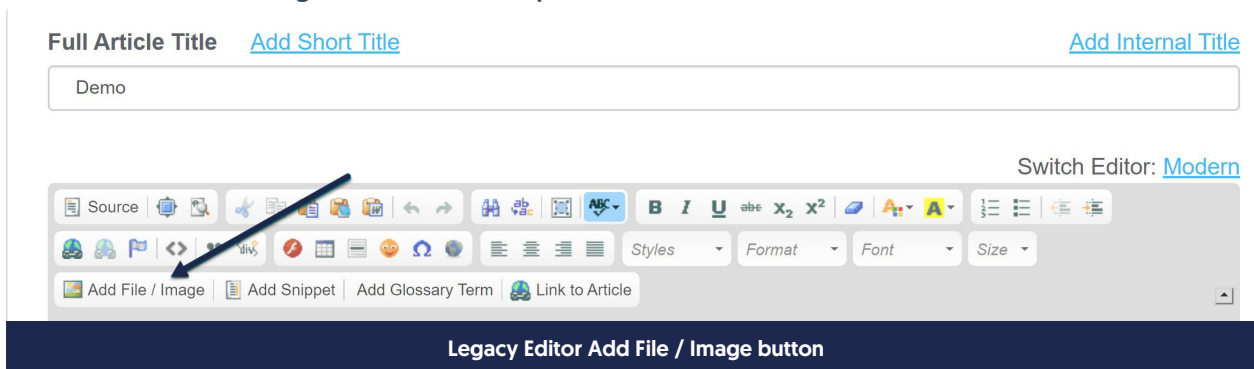
Files added using this method will display a hyperlink to the file. In most cases, clicking that hyperlink will prompt the reader to download the file to open it. For example, here we've inserted a link to a PDF example file: **Example-Article.pdf** 📎 .

> 🦉 **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!**
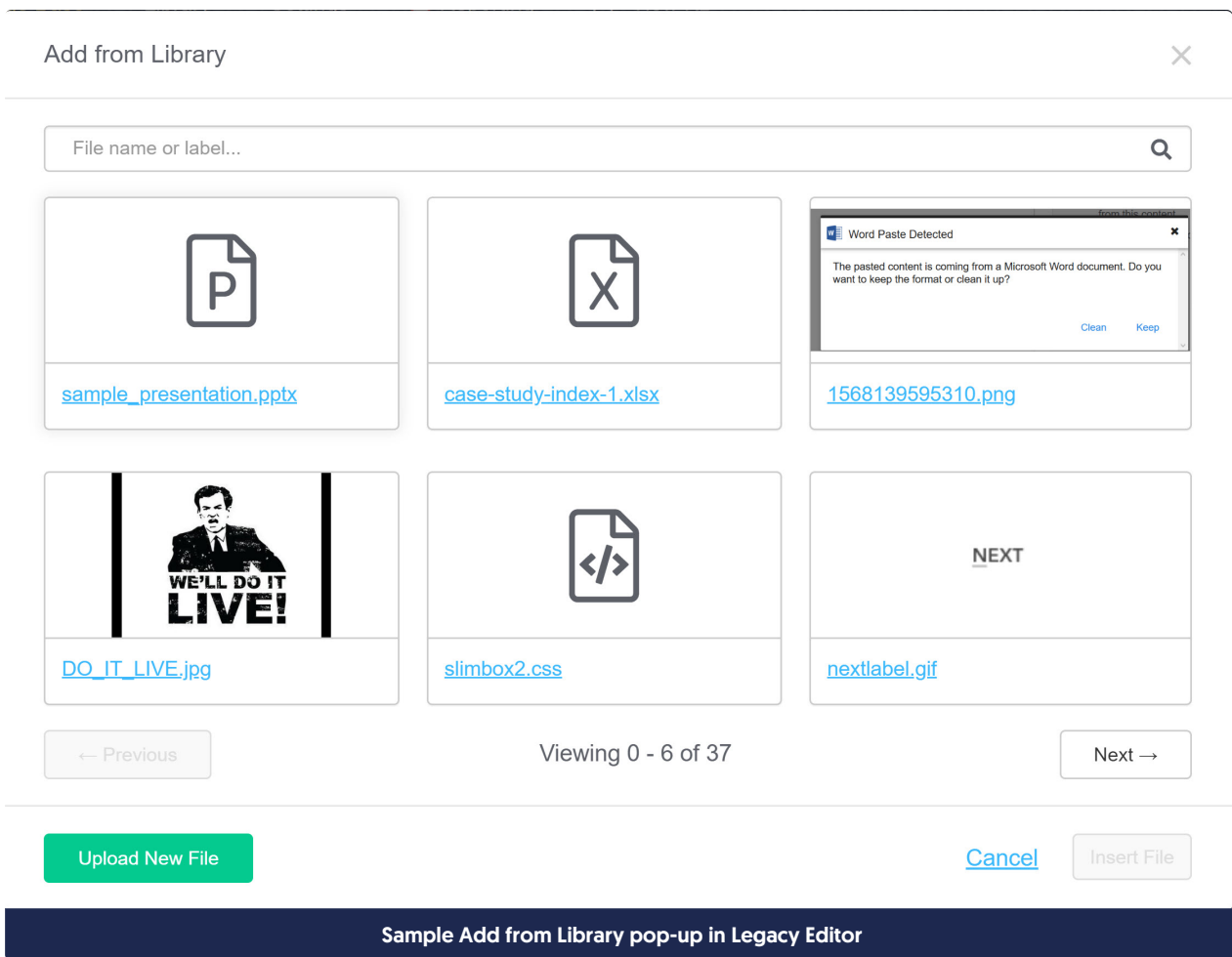
To add images or files into your articles using our Legacy editor:

1. Open your article in edit mode.

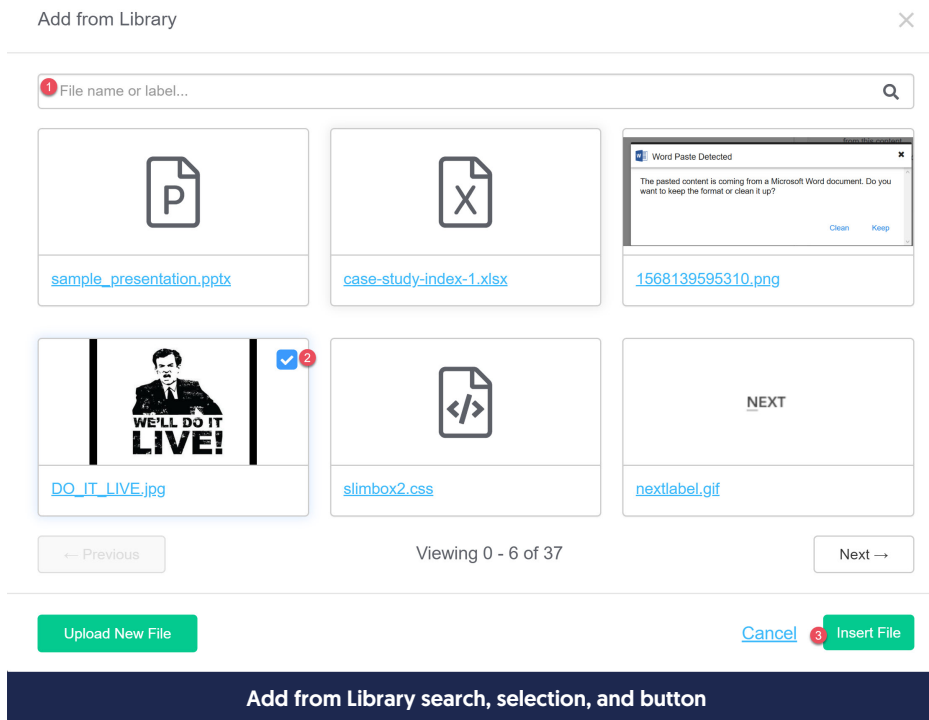2. Click on the **Add File / Image** button near the top.

Legacy Editor Add File / Image button

3. This will open the **Add from Library** pop-up, displaying the most recent files first.

Add from Library

File name or label...

P	**X**	Word Paste Detected ✖ The pasted content is coming from a Microsoft Word document. Do you want to keep the format or clean it up? Clean Keep
sample_presentation.pptx	case-study-index-1.xlsx	1568139595310.png
WE'LL DO IT LIVE!	</>	NEXT
DO_IT_LIVE.jpg	slimbox2.css	nextlabel.gif

← Previous   Viewing 0 - 6 of 37   Next →

Upload New File   Cancel   Insert File

Sample Add from Library pop-up in Legacy Editor

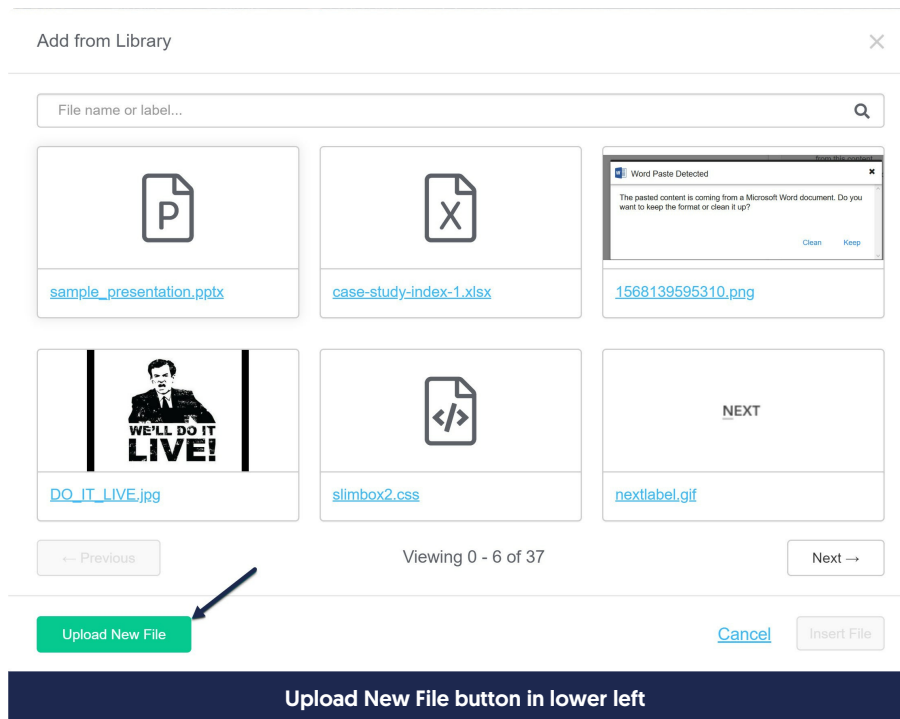4. **To use an existing file in the library:**

   a. **If necessary, use the search bar at the top to search for the file you want to add.**

   b. **Click on the file or image to select it.**

   c. **Click the Insert File button to insert the file into your article.**

Add from Library search, selection, and button

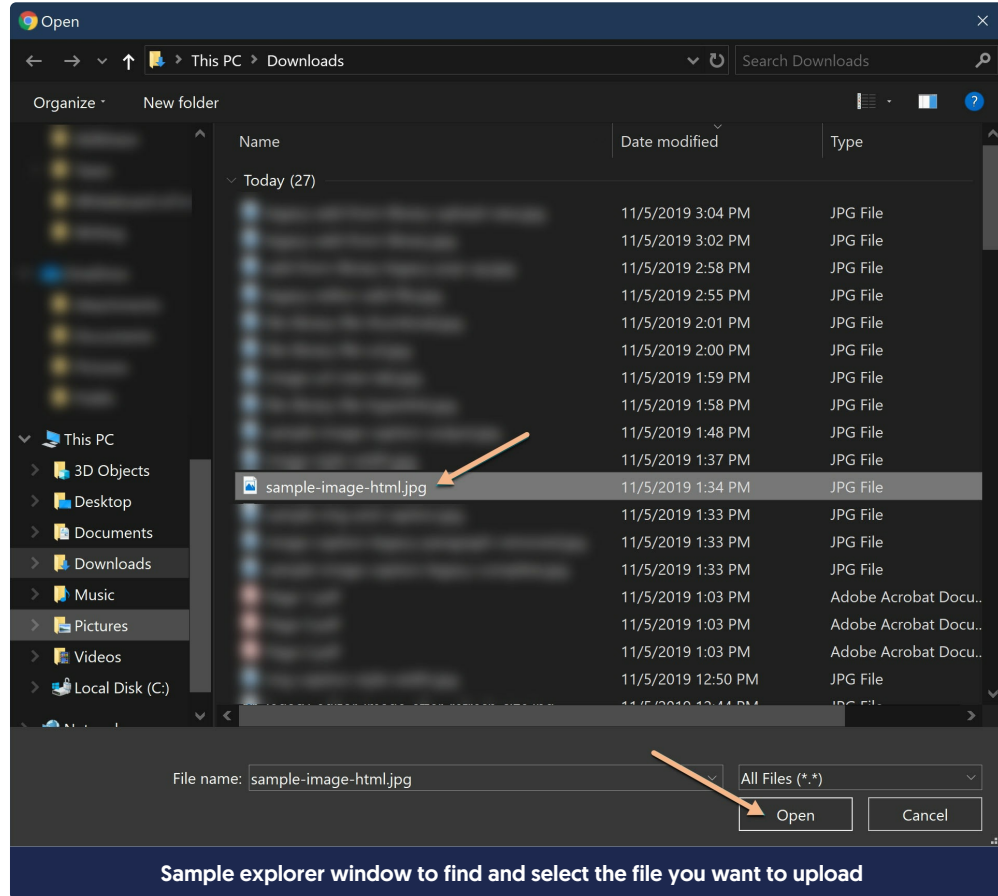   d. Select **Save** once you've added the files or images you want.

5. **To add a new file to your article and the library:**

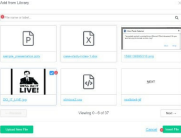   a. Click the **Upload New File** button in the lower left corner.

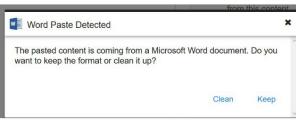**Upload New File button in lower left**

    b. This will open an explorer window; navigate to the file you wish to upload, select it, and click the Open

button in the lower right.

Sample explorer window to find and select the file you want to upload

c. You'll see the name of the file you selected for upload in the lower left. Make sure it's what you wanted. Then click the **Insert File** button to insert the file into your article.

×

File name or label...   🔍

legacy-add-from-library.jpg

sample_presentation.pptx

case-study-index-1.xlsx

1568139595310.png

DO_IT_LIVE.jpg

slimbox2.css

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sample-image-html.jpg (144 kb) **100%**   Cancel   Insert File

Uploaded file name replaces the Upload File button in lower left

d. Select Save once you've added the files or images you want.