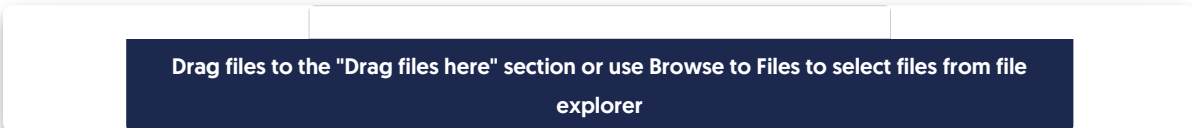


Add files in bulk

Last Modified on 05/29/2024 5:27 pm EDT

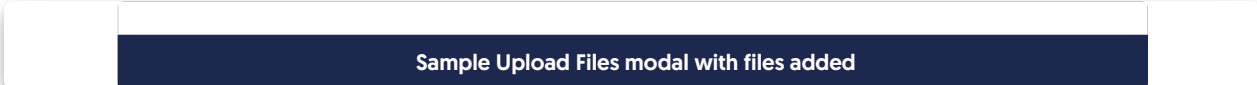
To add multiple images, videos, or files at once:

1. Go to **Library > Files**.
2. Select the **+ Add Files** button in the upper left. The **Upload Files** modal opens.
3. Add files by:
 - a. Dragging files from your desktop or File Explorer and dropping them in the modal near **Drag files here**.
 - b. Selecting **Browse to Files**, selecting the files you want to add, and opening them.



Drag files to the "Drag files here" section or use **Browse to Files** to select files from file explorer

4. Once you've added the files you'd like to upload, select **Upload Files...** to complete the upload.



Sample Upload Files modal with files added

5. A progress bar displays in the modal while the upload runs. Once upload is complete, the modal closes.



Duplicate files

If you upload a file with the same name as something that already exists in your File Library, KnowledgeOwl appends a random 6 character code on the end, using a-f0-9. This helps enforce uniqueness in the file names and URLs and makes it easier to identify when you may have duplicate files.