



New release: Import from Word

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While our editor has long supported copying from Word and pasting in, we've been asked for years if we could set up some kind of direct import from Word.

If you're one of the folks who's been hoping and dreaming for this feature, the future is now! We've added the option to import from Word to **Tools > Import**. So if you don't want to copy and paste from Word anymore, you don't have to.

The importer basically performs the same action as copying from a Word document, pasting into the article editor, and selecting the "Clean" formatting option.

But it's so much more than that:

- Import a single Word document into a **single article**.
- Import a single Word document but automatically **split it into multiple articles** based on a specified heading level, like Heading 2. (I'm not gonna lie--this is my favorite import option. It's a great way to handle those achingly long Word documents that have felt daunting to move into KnowledgeOwl!)
- Import a zipped file of **multiple Word documents** to create one article per document.

With each import option, you can choose which parent category the articles are created in, too!

These imports can take a few minutes to process--longer for large zip files. You can start an import and navigate away to other things while it runs.

As with all imports, we strongly recommend reviewing the imported content once it's complete. Since the importer strips out a lot of custom Word formatting, you may still need to make changes to get that content looking exactly how you want in KnowledgeOwl.

To get the full details, read the official [Import from Word](#) documentation.

Give it a try and let us know what you think!



It takes a parliament

Shout-out to Senior Developer Owl & Climber of Mountains Sue for all of her work on this feature. It was a beast to test and refine and we appreciate owl you do!