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How do I import a PDF?

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Context

You want to import a PDF into your knowledge base.

Resolution

You can embed or link to the PDF file rather instead of converting it to HTML. Here are 3 methods:

1. Use a **URL redirect article** to automatically load the PDF from the article

   a. *Optional*: Add a link to the PDF in the article body so the PDF content is indexed for search.

2. **Embed the PDF** in the article so readers can view it within the page.

3. Use a combination: embed the PDF *and* provide a link for readers to view or download the PDF.

> **Want to convert your PDF to a KO article instead?** Embedding or linking is the right choice for most situations, but you may want to recreate the content directly in KO if:
> - **You need to edit or update the content regularly**
> - **You want the content to use KO's formatting and match your knowledge base's look and feel**
> - **You plan to use KO's PDF export to generate a PDF from your article going forward**
>
> **If any of these apply, copy the content from your PDF and paste it into a new KO article, then reformat as needed.**

Background

You can share PDFs in your knowledge base to avoid converting them to HTML format. Here's why:
- KnowledgeOwl allows you to **upload PDF files to your file library** or **add files directly inside your articles**.
- You can share links to the files, embed them in your articles, or URL redirect articles to the PDF.
- KnowledgeOwl automatically indexes PDFs for search when they are added to the article body.