

How do I import a PDF?

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You may have PDFs containing documentation that you want to import into your knowledge base.

Instead of importing the PDF, convert it to HTML using one of these three 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. Use the [Insert File > Add From Library](#) to add the PDF you've already uploaded to KnowledgeOwl.
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. Use the [Insert File > Add From Library](#) to add the link to the PDF once you've embedded it.



Want to convert your PDF to an 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 KnowledgeOwl'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. Reasons you may want to take this approach:

- 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.