



# Import from Notion

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If you or one of your teams has already been using Notion, you can import that content directly into your KnowledgeOwl knowledge base. KnowledgeOwl offers two ways to import from Notion: a **Database import** for structured Notion databases, or a **Page import** to search your Notion workspace and select specific pages.

## Before you begin

Both import types require a Notion integration key. To create one and retrieve your key, refer to Notion's [Add & manage connections \(Notion\)](#) article to connect via installation access token.

If you're using the **Database import**, you'll also need your **Database ID**. To find it, open your database in Notion and look at the URL. The Database ID is the 32-character string between the `/` and the `?` in the URL. For example, let's say our URL looks like this:

```
https://www.notion.so/myworkspace/My-Database-1234567890abcdef1234567890abcdef?v=...
```

Our Database ID would be: `1234567890abcdef1234567890abcdef`.

Have your integration key (and Database ID, if applicable) ready before you begin.

## Import your content

1. In KnowledgeOwl, go to **Tools > Imports**. The **Import content** page opens.
2. Under **Third-party imports**, select **Notion**. The **Import Notion content** page opens.
3. Select the import type you want to use:
  - **Database import:** Import all pages from a Notion database. You'll map database columns to article fields. Follow the [Database import](#) instructions below.
  - **Page import:** Search your Notion workspace and select specific pages to import. Follow the [Page import](#) instructions below.

Follow the steps below for your chosen import type.

## Database import

To import your Notion content through a database import and import all pages:

1. Select **Database import** and then follow the on-screen steps.
2. In **Step 1 of 2: Connect your Notion database**:
  - a. Enter your **Notion integration key**.
  - b. Enter your **Database ID**.
  - c. Select **Load database columns**. The page updates to Step 2.
3. In **Step 2 of 2: Map columns and configure import**, map your Notion database columns to KnowledgeOwl article fields:
  - a. **Article title** is required. Select the Notion column that contains your article titles.
  - b. **Article permalink**, **Category**, and **Reader group** are optional. Map these to Notion columns if applicable, or leave them as **Not mapped**.
4. Configure your import settings. If you don't make any changes, your Notion content will be imported using these defaults:
  - a. Content hierarchy begins at the top level.
    - i. To import content into a specific category instead, select **Existing category** under **Import destination** and start entering the category name. The field will autosuggest. Select the category you want to import all content into.
  - b. All articles set to **Published** status.
    - i. To import with a different status, select it from the **Article status** dropdown.
5. To assign reader groups to all imported articles, select them from **Reader groups** (optional).
6. If you'd like to add a tag to identify all articles created from this import, enter a tag name in **Tag all imported articles** (optional).
  - a. We strongly recommend this if you're importing content alongside manually-created content, so you can easily filter to these articles in **Manage**!
7. Select **Import database** to begin the import.

Once the import completes, your content will be available in your knowledge base.

If you're testing the import in a new knowledge base and want to make changes and try to re-import, delete this knowledge base and create a new knowledge base to re-test the import. Refer to [Testing imports](#) for more details.

# Page import

To import select pages from your Notion content:

1. Select **Page import** and then follow the on-screen steps.
2. In **Step 1 of 2: Search and select pages**:
  - a. Enter your **Notion integration key**.
  - b. Enter a search term in the **Search term** field and select **Search**. Pages matching your search appear below.
  - c. Check the box next to any page you want to import.
    - i. Once you select a page, KnowledgeOwl searches for subpages automatically.
    - ii. If subpages are found, they appear below the parent page with individual checkboxes. Select **Select all** to include all subpages or check only the ones you want.
  - d. Once you've selected all your pages, select **Configure import** to advance to Step 2.
3. In **Step 2 of 2: Configure import settings**, configure your settings. If you don't make any changes, your Notion content will be imported using these defaults:
  - a. Content hierarchy begins at the top level.
    - i. To import content into a specific category instead, select **Existing category** under **Import destination** and start entering the category name. The field will autosuggest. Select the category you want to import all content into.
  - b. All articles set to **Published** status.
    - i. To import with a different status, select it from the **Article status** dropdown.
4. To assign reader groups to all imported articles, select them from **Reader groups** (optional).
5. To add a prefix to all article permalinks, enter it in **Permalink prefix** (optional). By default, page titles are used as permalinks. A prefix adds a consistent string to the beginning of each one. A preview of the permalink format displays as you type.
6. If you'd like to add a tag to identify all articles created from this import, enter a tag name in **Tag all imported articles** (optional).
  - a. We strongly recommend this if you're importing content alongside manually-created content, so you can easily filter to these articles in **Manage!**
7. Select **Import pages** to begin the import.

Once the import completes, your content will be available in your knowledge base.

If you're testing the import in a new knowledge base and want to make changes and try to re-import, delete this knowledge base and create a new knowledge base to re-test the import. Refer to [Testing imports](#) for more details.

## How the Notion import works

Notion and KnowledgeOwl have different content structures, so the importer can't handle all of Notion's configurations exactly.

### Imported content

Here's the content we import and how we import it:

- **Categories:** When using the database import, import categories using a database column.
- **Articles:** Page content is imported, including images. We try to convert Notion formatting to KnowledgeOwl equivalents.
- **Reader groups:** When using the database import, import a single reader group restriction using a database column.
- **Permalinks:** When using the database import, import a permalink from a database column. When using the page import, permalinks are imported from article titles, though you can add a prefix to all automatically generated permalinks during the import if you want.

### Import limitations

We're adding more coverage to this importer based on customer requests, so if you've tried the importer and you're missing something, [contact us](#) so we can explore if we can add the options you need!

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