



# Import Word documents

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If you have a a lot of existing documentation in Microsoft Word, use our file importer to get that content into your knowledge base.

From uploading the file and linking to it, to scraping the content from the Word document into one or more articles, we should have an import process that fits what you need.

Select your desired scenario from the following list for detailed instructions:

1. **Embed a single Word document in an article:** Use this option if you want to keep the content in Microsoft Word, upload the Word document to your **Files** storage, and create an article that links to that file. Follow the instructions in [Embed a single Word document in an article](#).
2. **Convert to an article page:** Use this option if you have a Microsoft Word document you want to copy the contents of and create an article in KnowledgeOwl with. Follow the instructions in [Convert a Word document to an article page](#).
3. **Convert and split into separate articles:** Use this option if you have a Microsoft Word document that contains subheadings, and you'd like each subheading and its content to be created as an article within KnowledgeOwl. Follow the instructions in [Convert and split a Word document into separate articles](#).
4. **Create a shareable link:** Use this option if you want to keep the content in Microsoft Word, upload the Word document to your **Files** storage, and create an article that, when opened, immediately opens or downloads the Word document. Follow the instructions in [Create a Word document shareable link article](#).
5. **Add to file library:** Use this option if you just want to upload a Word document to your **Files** storage without creating any articles. Follow the instructions in [Add a Word document to your file library](#).
6. **Import from zip file:** Use this option if you have a zip file containing multiple Word documents and you want to copy the contents from each document and insert the contents of each into its own article page. Follow the instructions in [Convert multiple Word documents to multiple articles](#).