



Embed a single Word document in an article

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Use this import option if you have an existing Microsoft Word document that you'd like to keep in Microsoft Word and link to it from within an article in KnowledgeOwl.

How the Word import works

For this import option, the importer will:

1. Upload your Word document to your knowledge base's **Files** storage.
2. Create a new article using the document's name or title.
3. Insert a link to that Word document in the body of the article.

How to embed a single Word document in an article

Follow these steps to embed a single Word document in a new article:

1. In KnowledgeOwl, go to **Pages**.
2. Use the **Top-Level Content** and secondary content panes to navigate to the category or subcategory where you want to import your Word document{s}.
3. Select **+ Add > Import**. The **Import file** modal opens.
4. Add your Word file by dragging and dropping it into the modal or select **Browse files** to navigate your computer and select the file for upload. The modal updates to display the name of the file you selected.
5. Select **Continue**. Our file importer process your file, then the modal updates to **What would you like to do?**
6. Choose the **Embed** option. Then select **Continue**.
7. Choose the **Category** you'd like your article created within. This defaults to the category you were in when you began **+ Add**. Select the **X** next to that category name if it's the wrong place. If you didn't select a category to begin or you've removed the category, start typing the name of the category. Use the autosuggest to select the correct category.
8. Review the **Page title**. This is the article's title and will be displayed in the table of contents, at the top of the

page as the Heading 1, and anywhere else the article is referenced. The modal should automatically grab the file's name, but you may want to edit this.

9. Review and update the **Summary**. The summary is displayed on category landing pages and may be used in search results. It's indexed for search. Refer to [Summary](#) for more information on working with this field.

10. Select **Create article**.

The Word document is uploaded to your **Files** storage. A new article with the title and summary you selected is created, containing a link to **View or download file**. The author who completed this import is listed as the author for the article.

You can add text above or below the link or click on the link and select **Edit Link** to change the link text itself.
