



Add a Word document to your file library

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Use this import option if you have an existing Microsoft Word document you want to add to your **Files** storage without creating any articles.

How the Word import works

For this import option, the importer will upload your Word document to your knowledge base's **Files** storage.

How to add a Word document to your file library

Follow these steps to add a Word document to your **Files** storage:

1. In KnowledgeOwl, go to **Pages**.
2. Select **+ Add > Import**. The **Import file** modal opens.
3. 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.
4. Select **Continue**. Our file importer process your file, then the modal updates to **What would you like to do?**
5. Choose the **Add to file library** option. Then select **Continue**.
6. The modal updates to confirm the file's been added to your library.

The modal updates to read **Added to your library**. You can copy the **File URL** to share with others or add a link or URL redirect to it from any article, or **Go to library** to view the file there. Refer to [Add files to articles](#) for more information on adding files from your library to articles.