



Embed a single PDF document in an article with a preview

Last modified on 09/22/2026 11:59 am EDT

Use this import option if you have an existing PDF document that you'd like to keep in PDF format and embed it in an article with a preview of the PDF.

How the PDF import works

For this import option, the importer will:

1. Upload your PDF document to your knowledge base's Files storage.
2. Create a new article using the document's name or title.
3. Insert an iframe into the body of the article to preview the PDF.
4. Insert a link to that PDF document in the body of the article.

How to embed a single PDF document with a preview in an article

Follow these steps to embed a PDF with a preview in an 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 PDF document.
3. Select **+ Add > Import**. The **Import file** modal opens.
4. Add your PDF 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 option to **Embed with a preview**.
7. Select **Continue**. The modal updates so you can **Add details**.
8. 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.

9. 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 title in the document, but you may want to edit this. If the Page title reads Document Extraction Error, our converter couldn't read the text properly to convert it. Refer to [PDF extraction errors](#) for more information.
10. Review and update the **Summary** as necessary. We quick-process the PDF's contents to generate this, so you may want to edit it for substance or to fit your knowledge base's voice. If the Summary reads PDF extraction in corrupted or unreadable text content unsuitable for knowledge base conversion., our converter couldn't process this PDF file. Refer to [PDF extraction errors](#) for more information.
11. Once you've finished making changes, select **Create article**.

The article editor opens to display an article with the **Title** and **Summary** you entered. The article body contains an iframe displaying the PDF and a link to **View or download file**. The author who completed this import is listed as the author for the article. You can now edit and publish the article just like any other article.
