



Convert a PDF document to an article page

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Use this option if you have content in a PDF that you want to import directly into the KnowledgeOwl editor so you can edit it and maintain it in KnowledgeOwl moving forward.

How the PDF import works

For this import option, the importer will:

1. Use Owl Intelligence to convert the PDF content to HTML.
2. Insert that converted content into a new article.

Limitations

PDFs converted in this way must be no longer than 20 pages.

How to convert a PDF into an article page with Owl Intelligence

You must have Owl Intelligence set up to **Allow authors to use AI to convert PDF files into article pages** to use this option. You also must have one available Owl Intelligence credit per PDF. Refer to [Set up Owl Intelligence](#) for more information.

Follow these steps to convert the PDF's contents using Owl Intelligence to add it directly into an article so you can maintain and edit it in KnowledgeOwl (no Files upload):

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 **Convert to a page with Owl Intelligence**.
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. Owl Intelligence automatically generates this based on the content of the PDF, 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**.

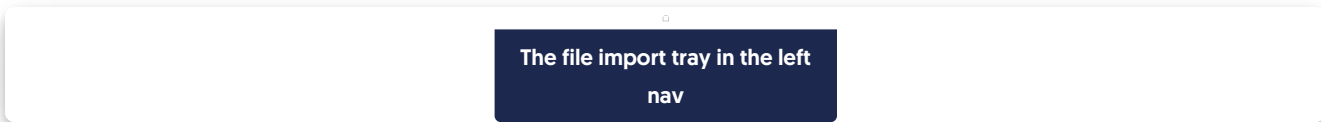
The **Converting your files** modal opens. You can choose to wait while Owl Intelligence runs or to **Close and keep working**.

If you leave the modal open, it updates once the conversion is complete, saying:

Your drafts are ready

Your files have finished converting. Find them in the file import tray in the left nav.

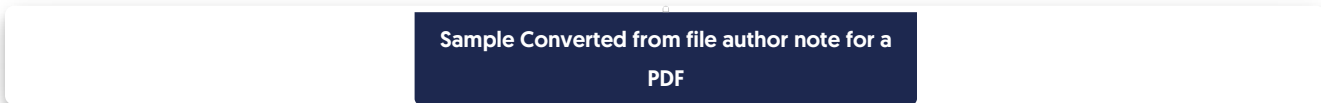
From any page in KnowledgeOwl, hover over the **1 draft ready** link in the bottom of the left nav:



The file import tray in the left
nav

Select the draft's title to open it in the article editor. The author who completed this import is listed as the author for the article. You can now edit the article like any other article in KnowledgeOwl.

Articles created this way will automatically have an **Author note** to identify the name of the PDF document they were converted from, for example:



Sample Converted from file author note for a
PDF

