KIT's KI-Toolbox: Working with Documents

Version 1; 10.11.2025

One of the most practical features of the KI-Toolbox is the ability to process your own documents. They can give the AI more context that it does not know on its own – be it project outlines, measurement data or meeting minutes.

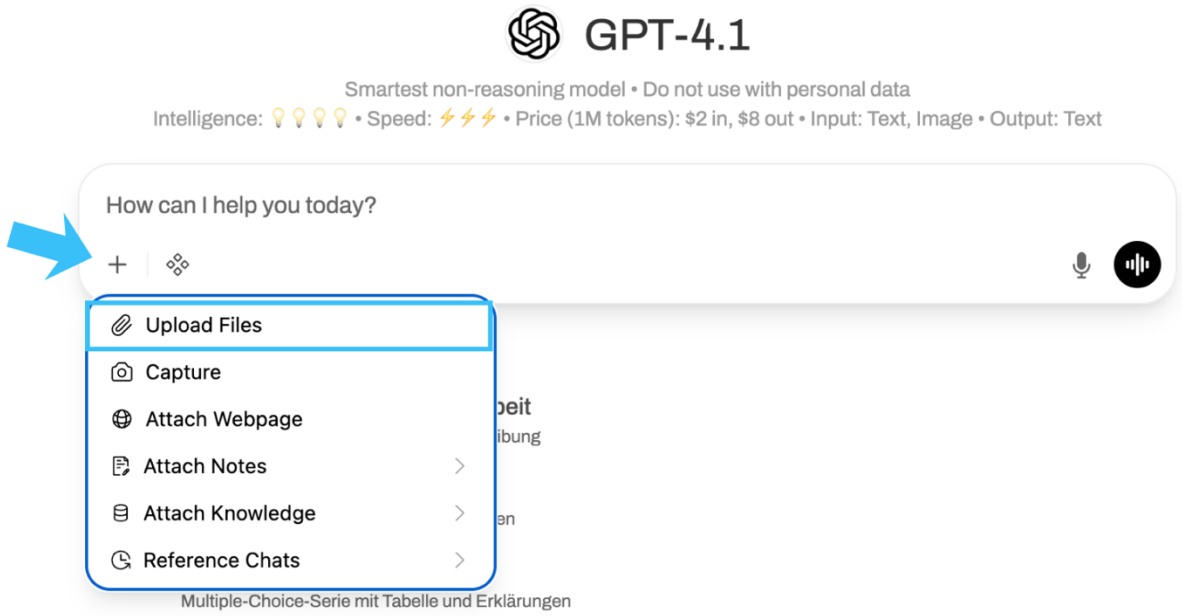
There are two basic ways to use documents. This quick guide will walk you through both ways step by step.

Option 1: Fast document upload directly in the chat

This method is ideal if you want to have one or more files analyzed once for a specific conversation. The uploaded data is only available in this one chat.

Here's how to do it:

1. Start a new chat and choose a suitable model.
2. Click on the plus symbol in the input field.
3. Select one or more files from your computer (z.B. PDF, TXT, Markdown).
4. Once the file is uploaded, you can ask a question about it.



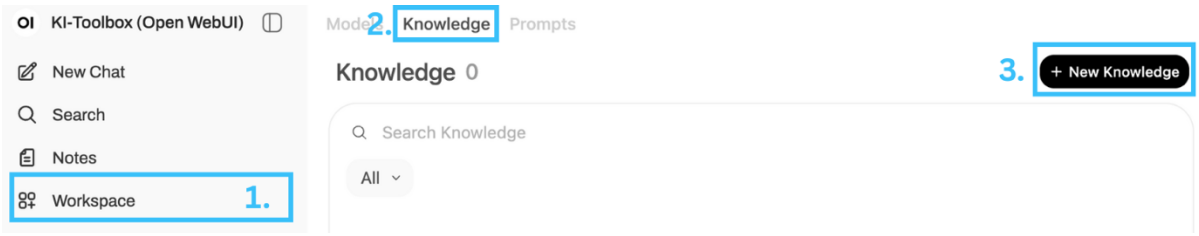
Option 2: The knowledge repository for permanent use

The Knowledge Store is the method of choice if you want to use documents repeatedly in different chats as a knowledge base. You create a kind of private library that you can access when you need it.

Here's how it works in three steps:

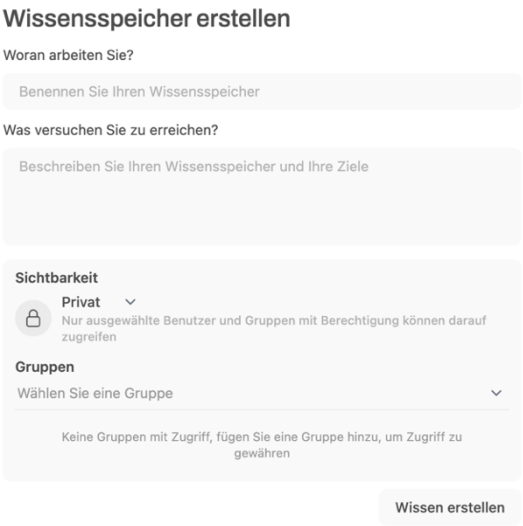
Step 1: Create & Fill

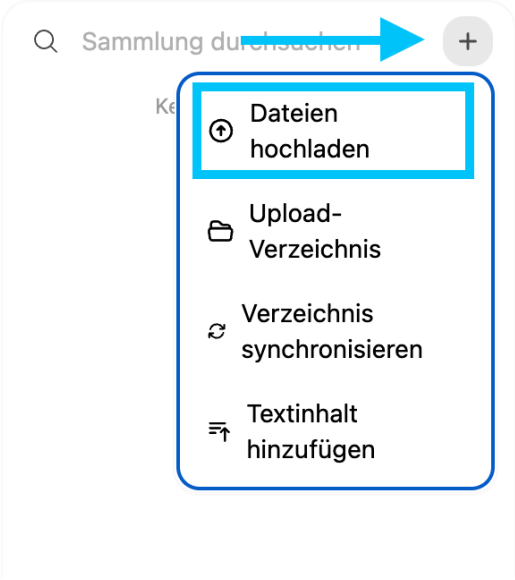
- Navigate to Workspace > Knowledge.
- Click the plus icon in the top right corner to create a new knowledge store



- Enter your name, function and visibility, then click on "Create knowledge"
- Open the storage and use the plus icon to upload your documents.

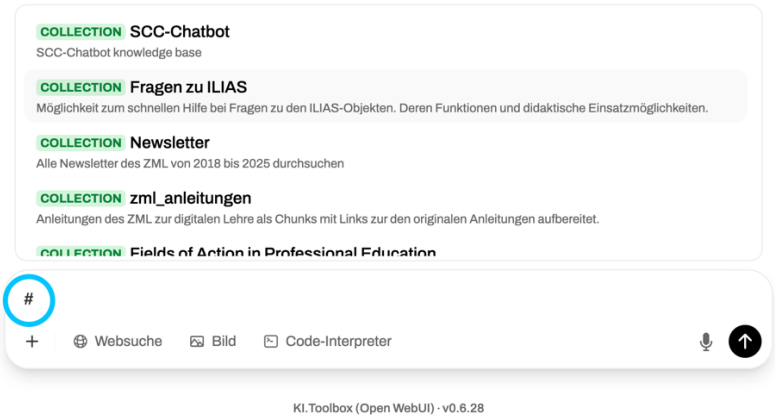
Step 2:





Activate in chat

- Start a new chat.
- Type the hash sign (#) into the input field.
- Select the desired knowledge store from the list that appears.



Step 3: Ask questions

- Once the storage is activated, the AI's responses are based on the content of your documents.

When do I use which method?

- **Option 1 "Direct Upload":** For fast, one-time analysis on one or more files in a single chat. ("Disposable Use")
- **Option 2 "Knowledge Storage":** For recurring questions about a fixed document set across many chats. ("Reusable use")

Info & Contact

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