

Chromebook How To's

How To Edit PDF Documents

The pdf file editor for the chromebooks is Kami.

Kami is automatically installed on each device.

This is a link to a youtube video with a tutorial about using Kami.

<https://www.youtube.com/watch?v=0ihLRcrd6lo>

To open Kami you click on the blue icon with a K on it on the top right of the browser.

Sign in with your google account information and open Kami.

Browse your google drive for pdf files and then double click on them to open them.

The annotation bar is on the left of the screen. Select and use the tools you need.

You can save the file, it goes to the Kami folder in your google docs. You can also download the file to your chromebook.

If you do not have internet connection, when you open Kami, you can select open a file from a folder. You then select the download folder and select the file you want to open. Work on the file and the annotations are saved locally. When you reconnect to the internet these changes will automatically be synced and will appear the next time you open the file in Kami.

Here is a link to the Kami Help Center for Saving & downloading

http://support.kamihq.com/knowledge_base/categories/saving-slash-downloading