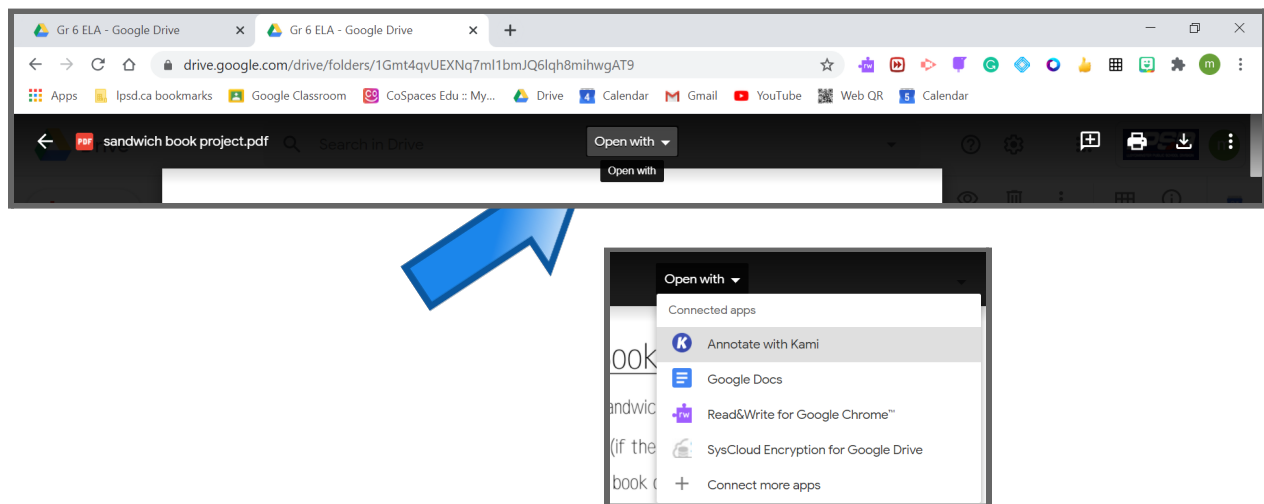


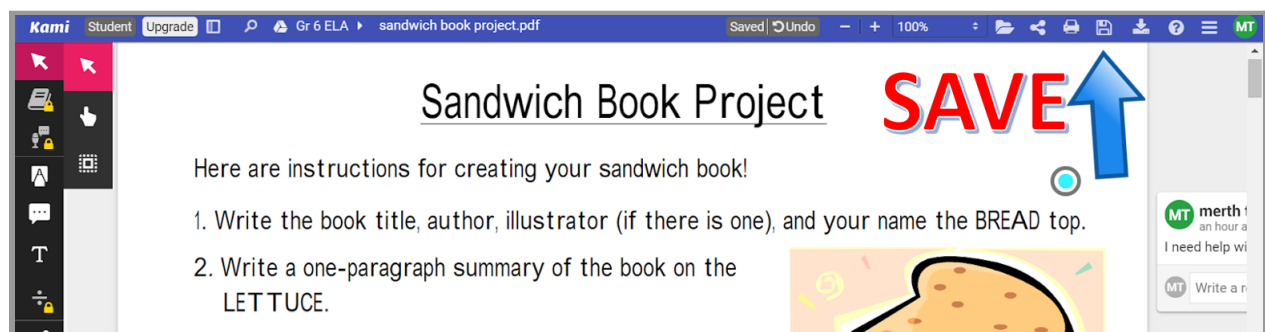
## Step by Step Instructions for Opening and Typing on a PDF Document

1. Find the document or handout you need in Sunwest or Google Drive.
2. Open with Kami.

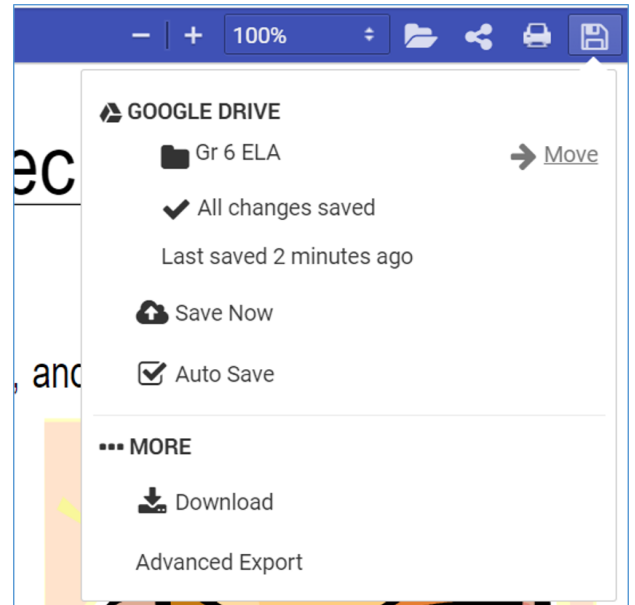


3. Select the text box to allow typing of words or numbers.
4. Do your assignment.
5. Once you are finished the assignments OR are just finished working on it for the day, press the “save icon” which looks like a disc.

This ensures that your work is SAVED. If you do not do this step, your work will be LOST.



6. Move the document into the correct subject folder in Google Drive.



7. To work on your document again, go to your Google drive folder, open the file with Kami and repeat the above steps.