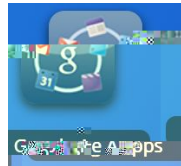## Create New PDFs from Existing Ones Using Kami Split and Merge

Log into your **East Islip** account through **Classlink**

From your **Classlink dashboard**, click the icon for **Google Apps**

You should see icons for frequently used **Google Apps >** scroll down the page a bit and look for the **Kami** icon (on the 3rd row of icons) > click on it
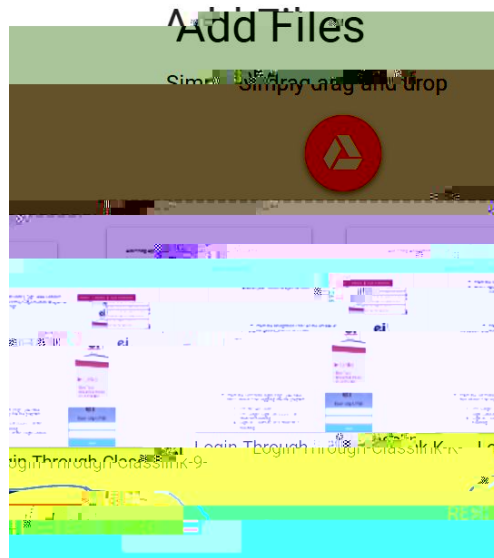

Kami - PDF and Docu...

Once in Kami, click **Split and Merge** (near the top of the **Kami** screen)

From the **Split and Merge Tool**, drag your files in from **Google Drive**. Click on the **Drive** icon to open your **Drive** and find your files. The **Search box** will open as shown here.

Find your desired files **>** click on them to bring them into **Kami >** in **Kami**, click the **Next** button

The files will be open on the next screen (shown below) **> drag and drop** desired pages to the new box to create your new **PDF** > be sure to give your **new PDF** a **new name** in the upper left of the box.
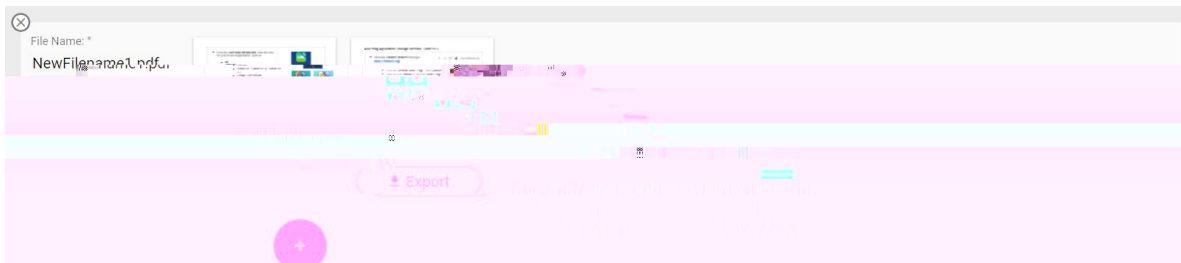
Click the **Plus sign +** on the lower right of the screen to move the file to **Google Drive**
Click **Export** to **download** the **new PDF, move** the file to **Drive**, or **open** in **Kami.**