

# The Menu Bar Explained

A breakdown of the different Menu Bar items and where to find them.



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Updated over a week ago

The menu bar functions as your navigation centre for the whole Kami app. It contains all the tools you need to save, find and send work, alongside your general profile settings.

The menu bar always appears as a purple bar located along the top of the screen. Let's have a look at how to use the menu bar commands. Moving from the left of your screen to the right we start with:



## 1. Kami Account

This displays the user segment and the license applied to the account. There are multiple types of Kami accounts. The differences between license types can be found [here](#).



## 2. Toggle Sidebar

Clicking this will enable you to view and navigate the different pages within a PDF, and access a summary of the annotations on the document that lets you jump to their location.



### 3. Find in Document

When you click the Find in Document icon, a drop down box will appear with a search bar. Here you can type a word or phrase, and Kami will recognise and highlight every place in the document that word or phrase appears. You can also select to highlight all occurrences at once.



### 4. File Name

This tells you the name of the file. If you click this area, you can rename the file. Kami does not have access to local files, so this will not update a local file's name until you export the file out.



### 5. Zoom Bar

You can zoom in and out manually by clicking the plus or minus symbol. The dropdown contains a variety of pre-set zoom levels.



### 6. Open File

When you click this button, you will be presented with a drop-down menu, which shows different locations in which you can open a file from, as well as a list of recent files, and tracked copies of a document. Tracked copies are a way to keep multiple versions of the same file.



### 7. Share Document

This will allow you to share your file with collaborators. You can share your document with a direct link and control various sharing settings.



## 8. Print Document

Click this button to print your document, either with your annotations or as the original document.



## 9. Save

This allows you to upload your file to Google Drive, and save back to that file as well as enabling auto-saving to drive and downloading the file.



## 10. Download

You can use this button to download the file, with or without annotations, locally or to Google Drive. You can also download an annotation summary without the document content.



## 11. Help

This button allows you to see recent Kami updates and provides links to the knowledge base, forum, Kami Facebook page and the support contact information.



## 12. Menu

This button provides a variety of options, such such as jump to page, rotate, and two page view. You can also access the OCR and Split & Merge Tools from here.





 Split and Merge Document

 OCR For Scanned PDFs

 Document Properties

 Notification Settings

 Go to First Page

 Go to Last Page

 Jump to Page

 Undelete Annotations

 Rotate Clockwise

 Rotate Counterclockwise

 One Page View

 Two Page View

 Presentation Mode

 Hide Comments

Undo

Redo

### 13. Profile

The profile button will usually be your initials, unless you have added your own profile image. If you ever need to access your settings or log out, this is the way to get there. This also allows you to add a license to your account if you have a coupon or license key.

