

Using Google Docs Offline

Know you'll be offline but need to work on Google Docs, Sheets, or Slides? You can make Google Drive files available offline. Here's how!




Step 1: Make Google Drive available offline

1. Connect to the Internet.
2. Open the [Google Docs Offline extension](#).
3. Click Add to Chrome. (If the button says "Added to Chrome," you've already installed the extension.)
4. Go to drive.google.com/drive/settings.
5. In the "Offline" area, check the box. It might take a few minutes for the offline access setting to turn on.



Your Chromebook saves your most recently opened documents so you can work on them offline!

Step 2: Work on a file offline

1. In the corner of your screen, click the Launcher  > U arrow  ^ .
2. Click Google Drive .
3. Find the file you'd like to work on, and double-click it to open.
4. Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the Internet.

All my life I want to be a Brickie. Work! Work! Work!