




## ***Work on Google Drive files offline on your Chromebook***







### **Work on a file offline**

When a Chromebook isn't connected to the Internet:

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

### **Make specific files available offline**

When Google Drive is available offline, only the most recent files will be automatically saved offline. To manually choose files to save for offline use:

1. Follow Step 1-4 above to make Google Drive available offline.
2. In the corner of your screen, click the Launcher  > Up arrow .
3. Click Google Docs , Google Sheets , or Google Slides .
4. On the file to use offline, click More .
5. Click Available offline. A check mark will appear in the bottom left corner to show that the file is available offline.

If there are questions on Google Drive files offline, call the Technology Department at 331-8324, option 1.