

# How to Use a Chromebook Offline

One misconception many students believe about Chromebooks is that there isn't much you can do on a Chromebook without an internet connection. However, there are many ways to continue to use a Chromebook in offline mode.

What is offline mode? [Offline mode](#) allows you to use a Chromebook to do basic functions. You can work on:

- Google Docs, Slides, Sheets, etc.
- Read saved web pages/screenshots
- Take photos with the Chromebook's camera app

Whatever work is completed (i.e. typing in a Google Doc) will automatically sync and update the file the next time the Chromebook is connected to wifi. So it is possible to work at home in offline mode - typing up an assignment, viewing saved web pages, or creating a slide deck - and the Google Drive files will update when the student brings the Chromebook back to school the next day.

## **\*\*IMPORTANT\*\***

**To use offline mode smoothly, students need to do a little bit of prep in advance.**

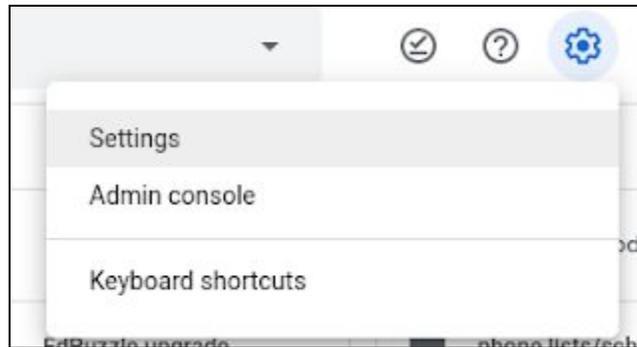
If the teacher has assigned something on Google Classroom to be done outside of class, students should open the assignment **RIGHT AWAY** and open any Google files associated with the assignment so they appear in the student's Google Drive later for them to work on. Students will also want to **IMMEDIATELY** preview the assignment to see if any web pages should be saved.

## **To Work on Google Drive Files Offline**

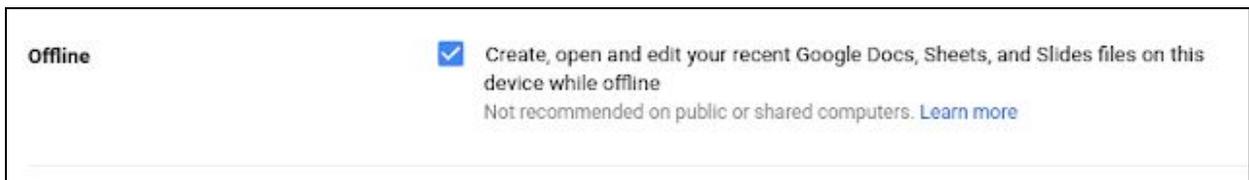
1. Students should open Google Drive on their Chromebooks.



2. Click on the gear symbol on the top right side of the screen and select Settings.



3. Check the box next to Offline.



4. Click Done.

For more information about using Google Drive files offline, visit [this link](#).

## Saving or Screenshotting Web Pages for Offline Viewing

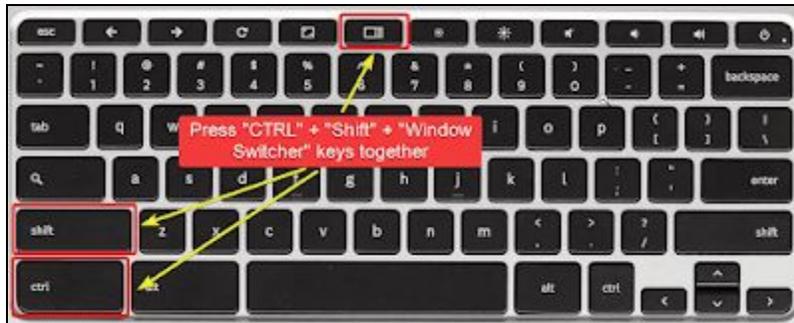
Students will need to take screenshots of or save any web pages they may need to reference for homework. Often screenshots work better at capturing the integrity of the web page. Web pages saved for offline viewing may be incomplete and lack important features such as images or interactive elements.

## How to take a screenshot on a Chromebook

For a full screenshot, press the Ctrl + Window display keys together as shown here.

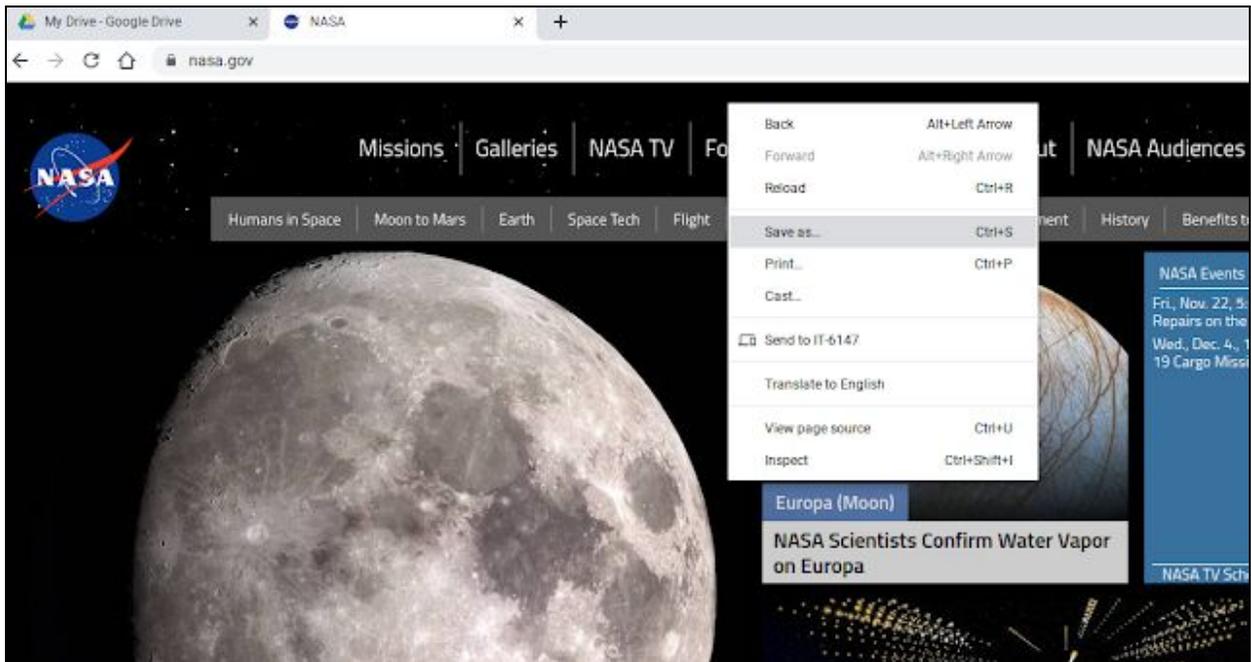


For a partial screenshot, press the Ctrl + Shift + Window display keys together.

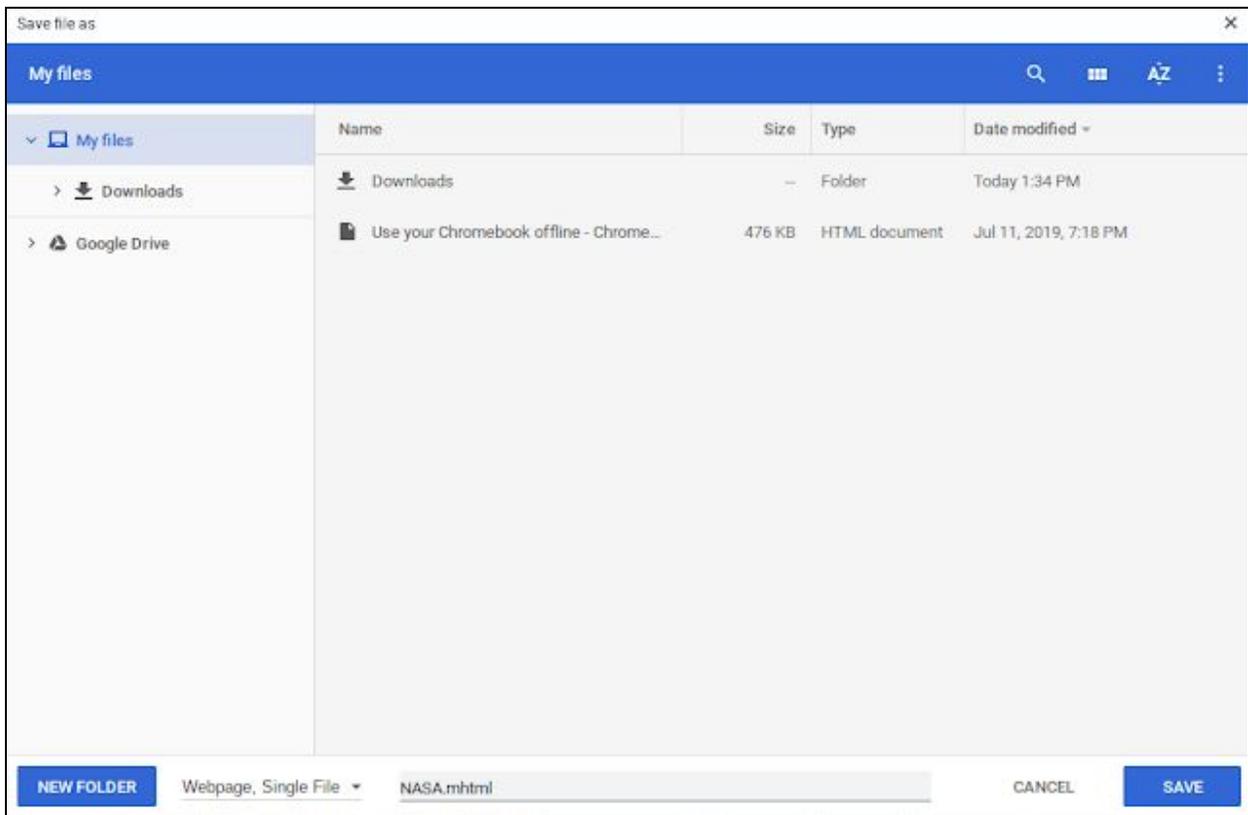


## How to save a web page

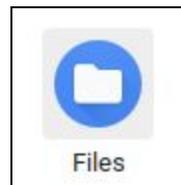
1. Open the web page to be saved
2. Right-click the web page
3. Click Save As



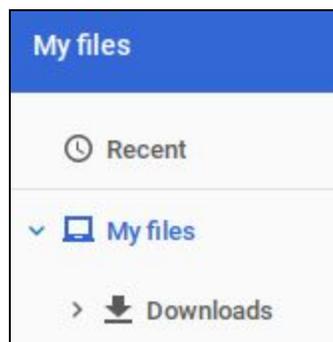
4. Save the page as an HTML (or mhtml) file



Both the screenshots and a saved web page will default to save to the Chromebook's **internal files** (NOT the student's Google Drive!).



5. To locate the saved web page, open up the Chromebook's Files (the blue folder icon) and select either Recent or the Downloads folder.



For more information about reading web pages offline, [click here](#).

## **Using the Camera in Offline Mode**

The Chromebook's camera app will still function in offline mode without changing any settings. Please be aware that the photos taken with the Chromebook camera default to be saved in the Chromebook's **internal Files**.

For more information about using the Chromebook's built-in camera, [click here](#).

### *Resources*

TechyThing.com. (11 Sept 2017). Screenshot images [digital image]. Accessed 21 Nov 2019 from <https://techything.com/take-screenshot-chromebook/>