

Working on Google Drive Files Offline

One amazing feature of Google Drive is the ability to work offline. This comes in handy when you are traveling. It is also a great tool for students and teachers with limited or no Internet access at home. The process is slightly different depending on what type of device you are on. If you want to use offline access on your laptop and desktop computer, you will need to set it up on each machine. Below you will find instructions for enabling offline editing on different types of devices.

Note: You must be using the Chrome Browser and be SIGNED IN to Google Drive for offline sync to work between devices. You can always tell if you are signed in by looking for your name or icon in the upper right of your Chrome Browser if on a computer or in the lower right corner on a Chromebook.

Chromebooks:

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Go to drive.google.com.
5. In the upper right corner, click the settings icon  > **Settings**.
6. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
7. Click **Done**.
8. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

Turn off Google Drive offline

To turn off Google Drive offline and remove the synced files from your Chromebook:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Go to drive.google.com.
5. In the upper right corner, click the settings icon  > **Settings**.
6. In the "Offline" area, uncheck the box.
7. Click **Done**.

Computers - Desktop or Laptop:

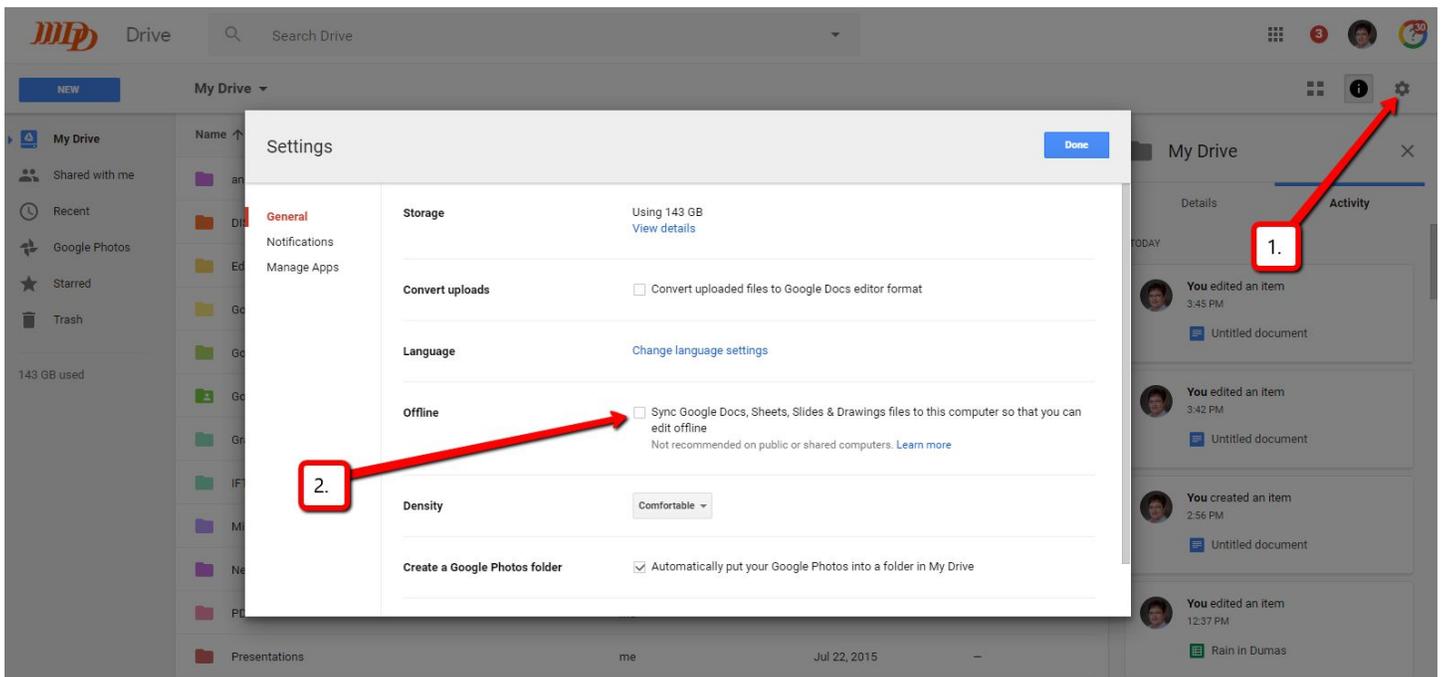
Make Google Drive files available offline

You can turn on offline access for your entire Google Drive. Offline access is only available in the [Google Chrome](#) browser.

1. Connect to the internet.
2. Go to [drive.google.com/drive/settings](#).
3. In the "Offline" section, check the box. It may take a few minutes for the offline access setting to turn on.

Make specific files available offline

1. Follow the steps above to turn on offline access in Google Drive.
2. Open the Google [Docs](#), [Sheets](#), or [Slides](#) home screen. Click the links in the previous sentence to go to the Docs, Sheets or Slides web pages where you will see a list of your files.
3. On the file you want to use offline, click More .
4. Click Available offline. A checkmark will appear in the bottom left corner to show that the file is available offline.



iPhone & iPad

If you aren't connected to the Internet, you can still create, view, and edit files on:

- Google Docs
- Google Sheets

Make Google files available offline

1. Open the Google [Docs](#), [Sheets](#), or [Slides](#) app. (click the links in the previous sentence to go to the App Store to download the apps)
2. On the file you want to use offline, tap More .
3. Tap Available offline. A pin will appear to show that the file is available offline.

Android

If you aren't connected to the Internet, you can still create, view, and edit files on:

Google Docs

Google Sheets

Google Slides

Make Google files available offline

1. Open the Google [Docs](#), [Sheets](#), or [Slides](#) app. (click the links in the previous sentence to go to the Google Play Store to download the apps)
2. On the file you want to use offline, tap More .
3. Tap Available offline. A checkmark will appear to show that the file is available offline.