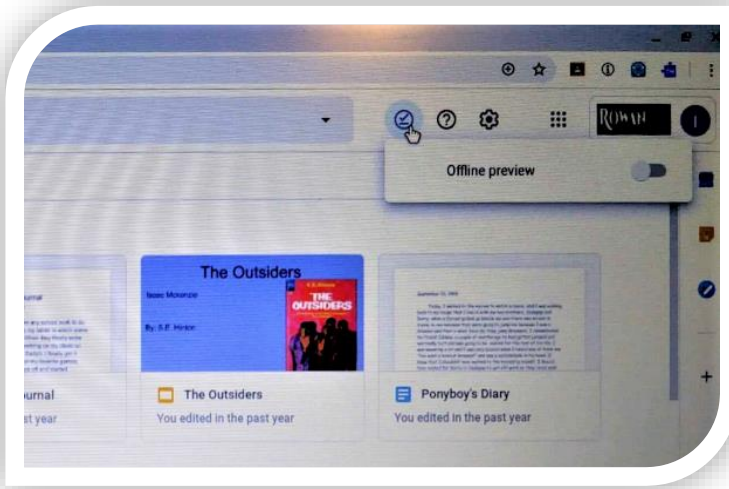


Make Google Drive available offline

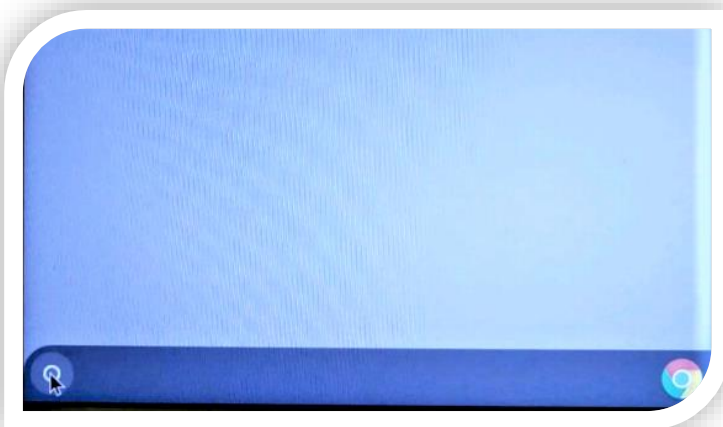
1. Connect to the Internet.
2. Login and Open the Google Docs.



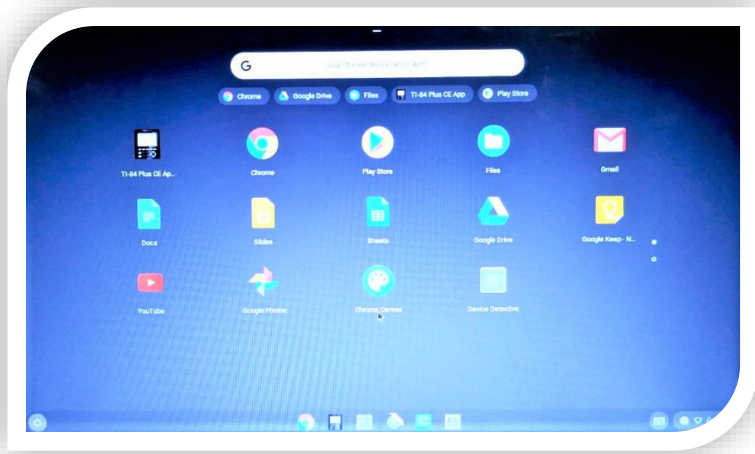
3. In the "Offline" area, toggle it on. It might take a few minutes for the offline access setting to turn on.
Your Chromebook saves your most recently opened documents so you can work on them offline.

Work on a file offline

1. When your Chromebook isn't connected to the Internet:



2. In the corner of your screen, click the Launcher and then Up arrow.



3. Click Google Drive.
4. Find the file you would like to work on, and double-click it to open.

Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the Internet.

Stop seeing files offline

1. To free up hard drive space, you can delete the offline versions of your files:
2. In the "Offline" area, toggle it off.

You will still see your files in Google Drive when you're connected to the Internet.