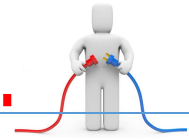
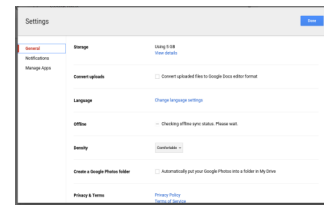


# Using your Chromebook offline.

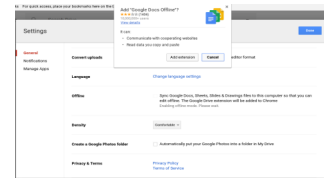


Connect to the internet on a Chromebook.  
In a Chrome browser go to **drive.google.com/  
drive/settings**

Select, “**offline**” in the window.



When asked to Add Google Docs Offline,  
select “**Add Extension**”.

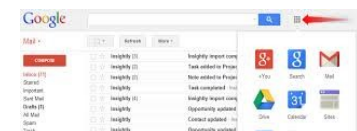


You will see a message in the left hand  
corner confirming that Google Docs Offline has  
been added to Chrome.

\*It may skip this step if you have already added this Extension.



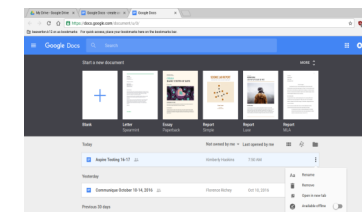
Click on the menu icon on the upper right hand  
corner to select Docs, Sheets or Slides. 



Open the Google Docs, Sheets, or Slides home  
screen.

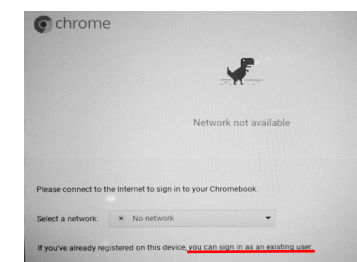
On the file you want to use offline,  
click **More** 

Slide the circle under **Available offline**. A check  
mark will appear in the bottom to left corner to  
show the file is available offline.



When you get the message **Network not availa-  
ble**, select “**sign in as an existing user.**” in this  
same window.

This will sign you in and allow you to access off  
line Docs, Sheets or Slides that have been set up  
to allow offline use.



Once signed into the offline mode, open Chrome and select the appropriate applica-  
tion from the menu. 

Files that have been enabled for off line use will be darker in appearance.