

Using Google Drive Offline



What is the benefit of using Google Drive Offline?

Google Drive can be used without an internet connection if the drive is changed to be available offline! By doing this, students can edit any document, slideshow, or sheet, at their home without the internet. Although the offline setting is convenient, it does not work for forms, jpegs, or pdf files saved in your Google Drive.

The offline feature works by downloading documents to the Chromebook's local storage. Then when you edit them offline, it will alter that copy and later re-upload it when the internet connection is available.



How to Setup Offline Availability

This will be a step-by-step guide on making Google Drive files available offline.

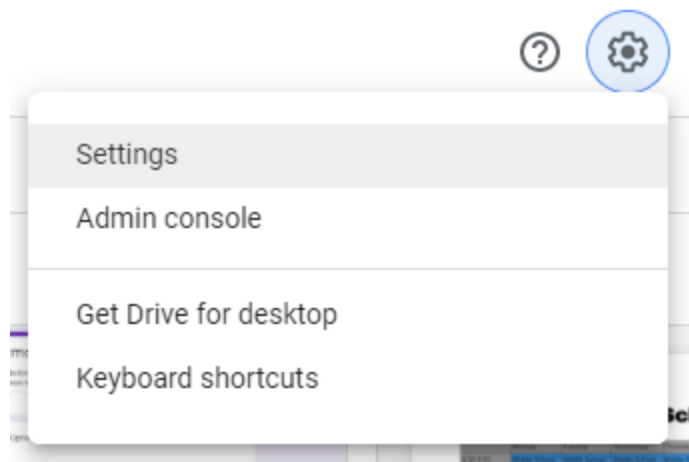
1. Go to your Google Drive.



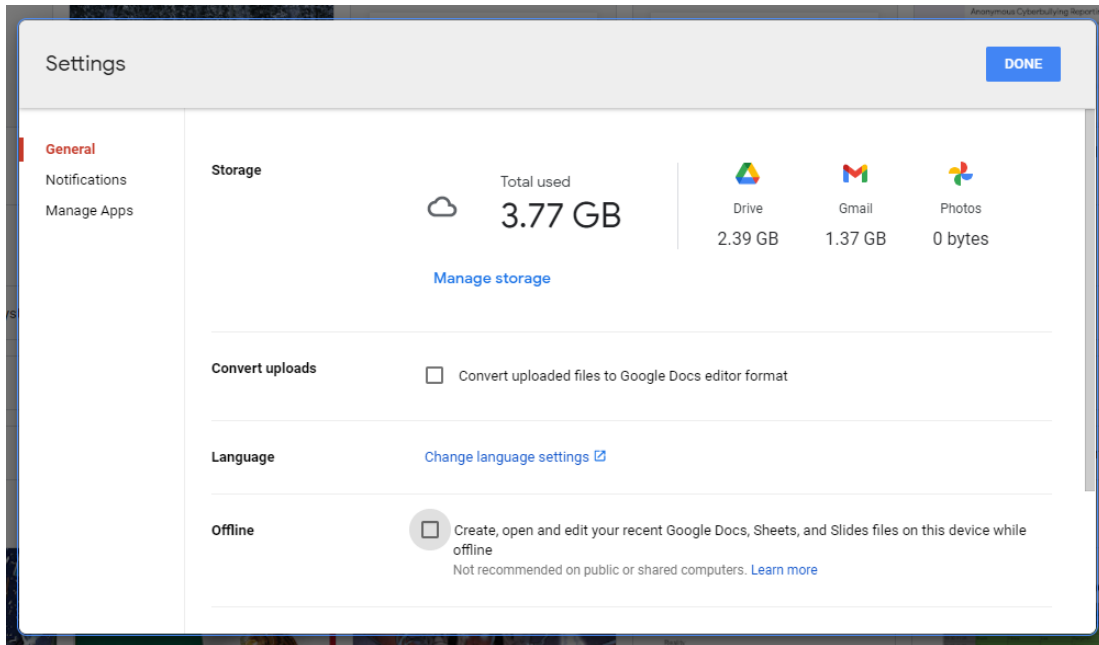
2. In the upper right corner of your drive, there will be two options. Select the second option (*gear*) to generate the drop-down menu.



3. After clicking on that, a drop-down menu will appear. In that menu, please select 'Settings'



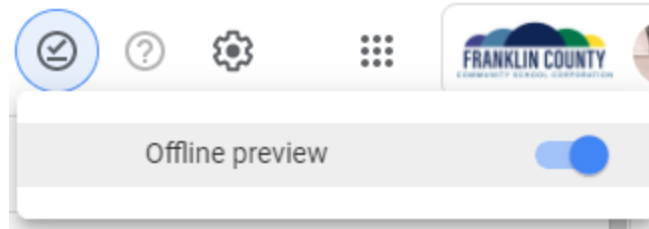
4. This box will appear. You will need to select the last option for offline. Specifically, the option for “Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline”



5. Once you have checked that box, select the blue ‘DONE’ button in the upper right-hand corner to finalize all the changes.
6. Now when you look at your Google Drive there should be an additional icon in the upper right corner indicating that your files are successfully available offline.



7. If you select the icon (circle with an underlined checkmark) it will allow you to preview your offline files. By doing this you can view exactly what is available if you were to go offline at that exact moment in time. If it is not available offline, the file icon will appear slightly opaque.



Disclaimer: All the documents that you create or gain access to after converting your Google Drive to offline should be automatically converted to offline as well. All past documents may need to be reloaded to be available offline. If you are online and you enter a document you want to be offline, it should prompt you to reload.

