

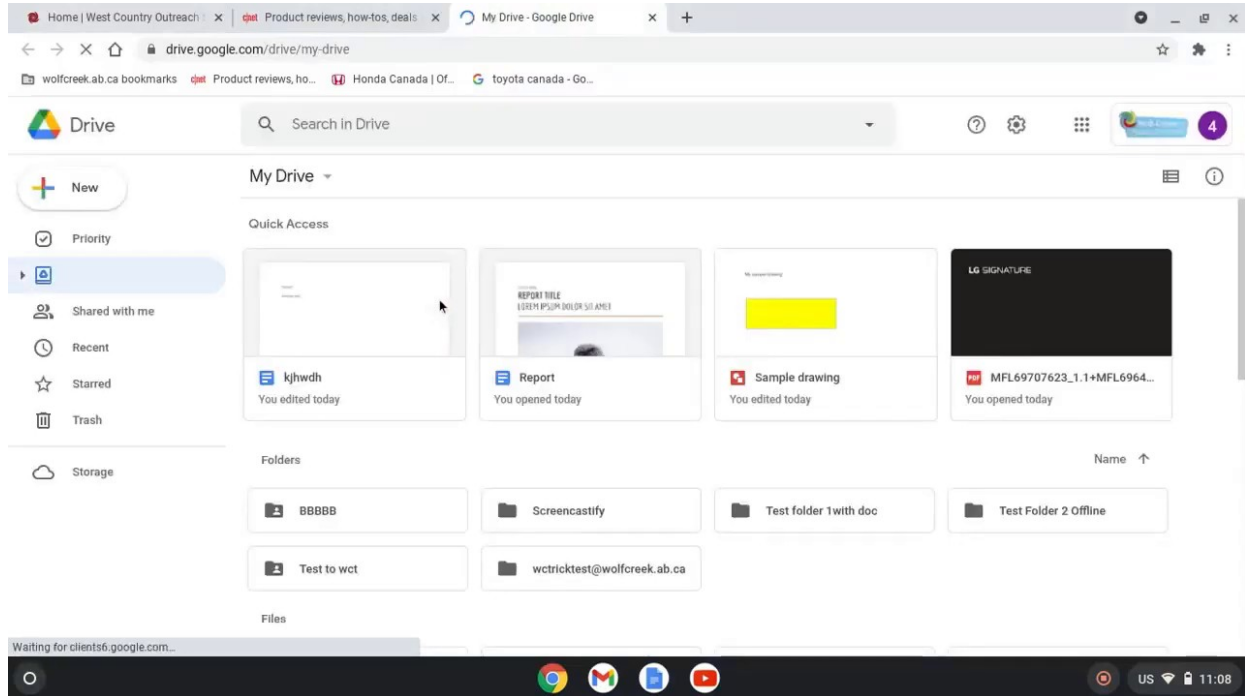
Use Google Drive Offline Files

Make selected Google Drive files available on a Chromebook when an internet connection is unavailable.

Before you begin: Offline copies use storage on the device. Always reconnect and allow Drive to synchronize before relying on changes made offline.

STEP 1 Open Google Drive

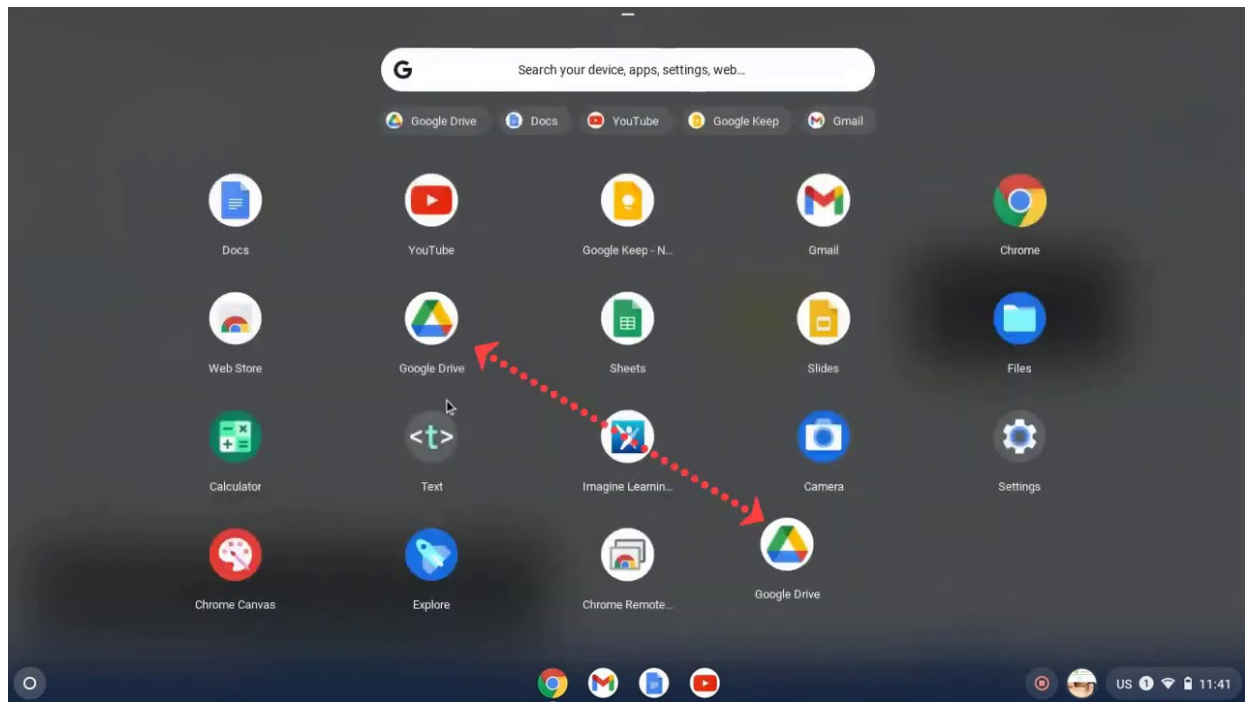
Open Google Drive in Chrome and locate the file you want to use without an internet connection.



Open Google Drive.

STEP 2 Open the Drive application

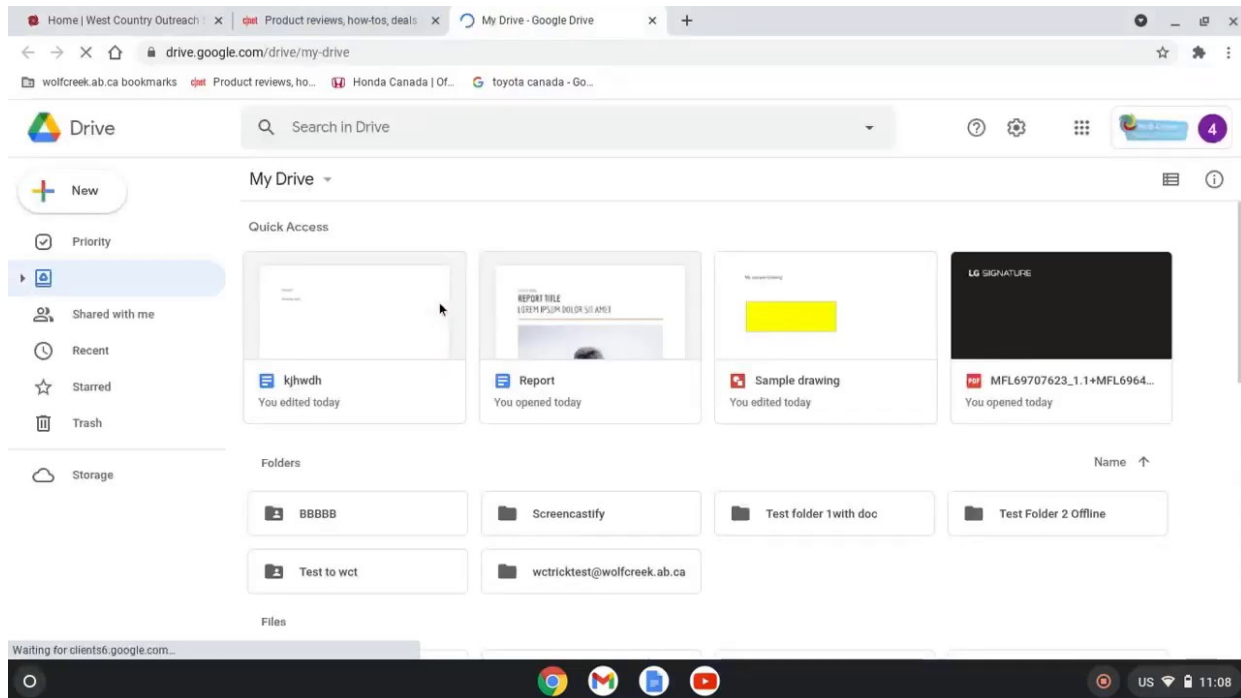
From the Chromebook launcher, open the Google Drive application. If prompted, allow Drive to prepare offline access.



Open the Drive application.

STEP 3 Select the file

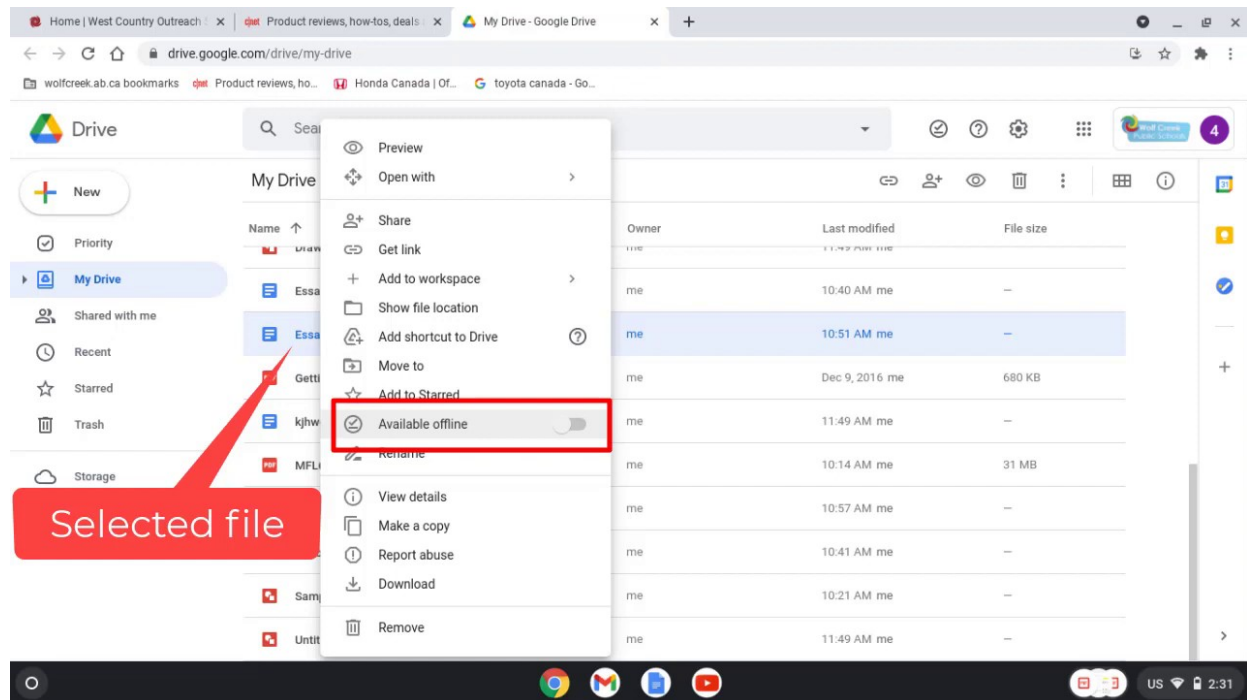
Return to Drive, select the required file, and open its More actions menu.



Select the file.

STEP 4 Make the file available offline

Turn on Available offline. Wait for Drive to finish preparing the file, then confirm it opens before disconnecting from the network.



Make the file available offline.