## How To Setup Offline Files On Your Chromebook

The ability to work with Google Docs offline is handy in situations where WiFi is not available or spotty. In order to enable this setting, follow these directions while online.

Log in to your Chromebook and open Drive. Click the Gear icon at the top right and select Settings as shown:

		 0	\$
Last modified	Settings		
	Keyboard shortcuts		
Sep 11, 2015	Help		

At the next window select the checkbox in the Offline setting as highlighted.

Settings		DONE
<mark>General</mark> Notifications	Storage	Using 5 MB View details
Manage Apps	Convert uploads	Convert uploaded files to Google Docs editor format
	Language	Change language settings
	Offline	Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline. The Google Drive extension will be added to Chrome Not recommended on public or shared computers. Learn more
	Density	Comfortable 👻
	Quick Access	Make relevant files handy when you need them. (Page refresh required)

After checking the box, the following window pops up prompting to install the Google Docs Offline extension. Click Add Extension to install. The extension will install, and offline files will then be enabled.

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Additional info can be found here: