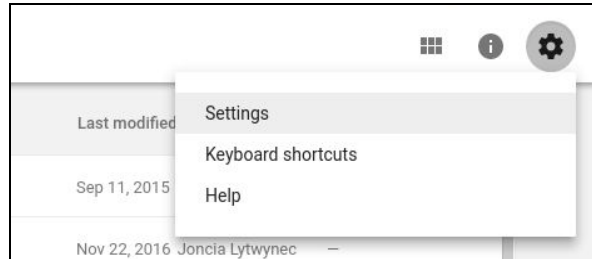


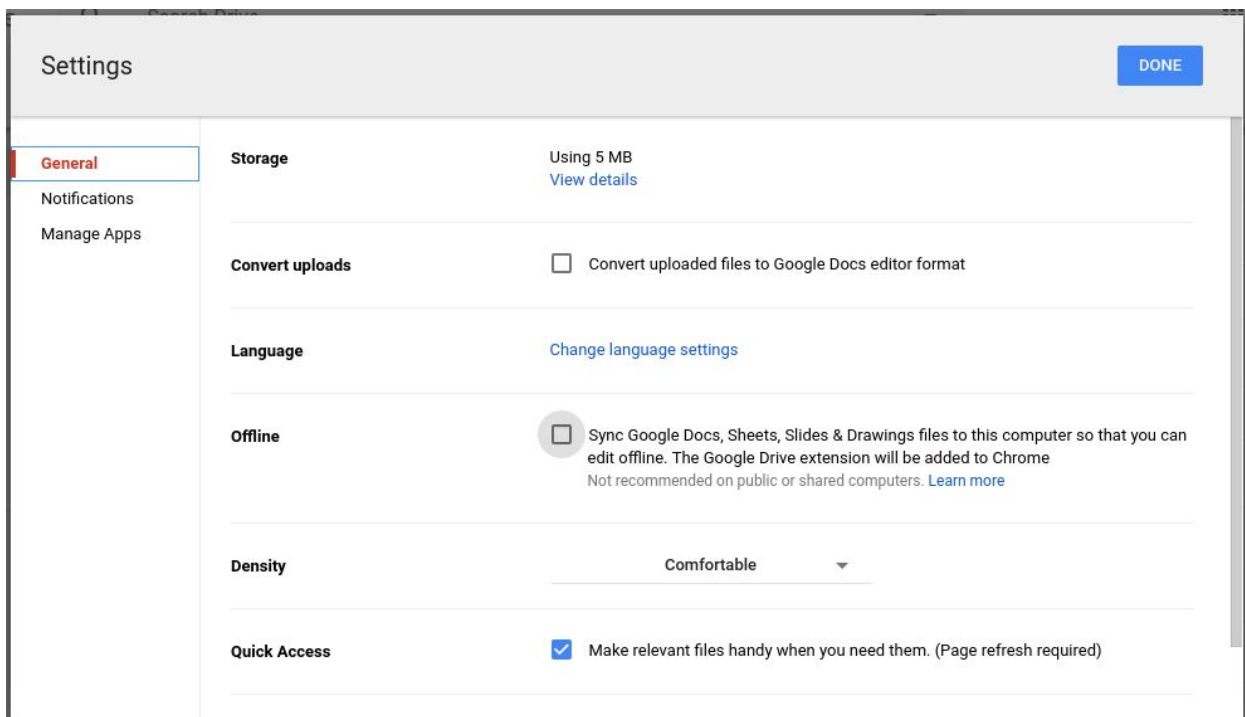
## How To Setup Offline Files On Your Chromebook

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.

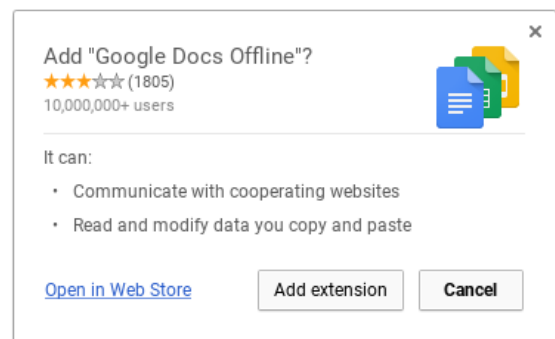
Log in to your Chromebook and open Drive. Click the Gear icon at the top right and select Settings as shown:



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



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.



Additional info can be found here:

<https://support.google.com/drive/answer/2375012?co=GENIE.Platform%3DDesktop&hl=en>