



Google Docs & Slides OFFLINE

(how to edit docs and slides with no internet connection)



Laptops and or Computers

If you aren't connected to the Internet, you can still view and edit files, including Google Docs, Google Sheets, and Google Slides.

How to Save and Open Google Docs, Sheets & Slides offline

Before you turn on offline access

- You must be connected to the internet.
- You must use the [Google Chrome](#) browser.
- Don't use private browsing.
- Install and turn on [Google Docs Offline Chrome extension](#).
- Make sure you have enough available space on your device to save your files.

Open Google Docs, Sheets, and Slides offline

1. Open Chrome. Make sure you're [signed in to Chrome](#).
2. Go to drive.google.com/drive/settings.
3. Check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline."

Save Google Docs, Sheets & Slides for offline use

1. On your computer, go to drive.google.com.
2. Right-click the Google Docs, Sheets, or Slides file you want to save offline.
3. Turn on "Available offline."

To save multiple files offline, press Shift or Command (Mac)/Ctrl (Windows) while you click other files.

Preview Offline Files

1. On your computer, go to drive.google.com.
 - Make sure you turn on offline access first.
2. At the top right, click Ready for offline .
3. Click Offline preview.

If you use a Google Account through work or school and have installed Drive File Stream, [learn how to save files offline on your computer](#).
[Learn about Drive File Stream and Backup and Sync](#).



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iPads and iPhones

If you aren't connected to the Internet, you can still view and edit files, including Google Docs, Google Sheets, and Google Slides.

Important: You must be connected to the Internet to turn on offline access.

Turn Offline Access On or Off

1. Open the app for Google Drive.
2. Next to the file, tap More  .
3. To save a file offline, turn on Available offline.

Find Files You Saved for Offline Access

1. Open the app for Google Drive, Docs, Sheets, or Slides.
2. Tap Menu   Offline.



Android Phones

If you aren't connected to a Wi-Fi or mobile network, you can still view and edit files, including Google Docs, Google Sheets, Google Slides, Videos, Images, PDFs

Important: You must be connected to the Internet to turn on offline access.

Turn Offline Access On or Off

1. Open Google Drive .
2. Next to the file, tap More  .
3. To save a file offline, tap Make available offline.

Find files you saved for offline access

1. Open the Drive, Docs, Sheets, or Slides app.
2. Tap Menu   Offline.