



# Edit Google Drive documents offline

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.



## Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Go to [drive.google.com](https://drive.google.com).
5. In the upper right corner, click the settings icon  > **Settings**.
6. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
7. Click **Done**.
8. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

## Turn off Google Drive offline

To turn off Google Drive offline and remove the synced files from your Chromebook:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Go to [drive.google.com](https://drive.google.com).
5. In the upper right corner, click the settings icon  > **Settings**.
6. In the "Offline" area, uncheck the box.
7. Click **Done**.