

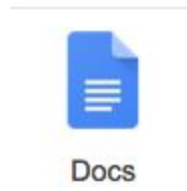
How to use Google Docs Offline

To turn on offline access for your entire Google Drive,

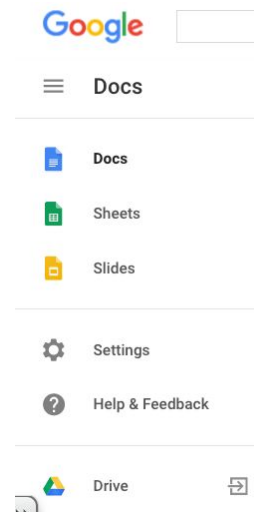
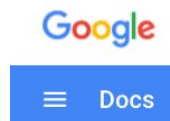
1. You must use Google Chrome as the Internet browser and you must have installed Google Drive on your computer.
2. Open Chrome. Make sure you're [signed in to Chrome](#).
3. Click on the nine boxes located in the upper right-hand side of your screen.



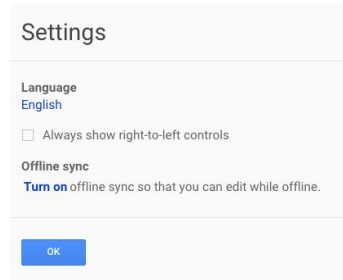
4. Double click on Docs.



5. Click on the three horizontal bars (located in upper left hand side) and click settings.



6. Click to turn on offline synchronization.



7. Click the “Enable Offline” button.

