
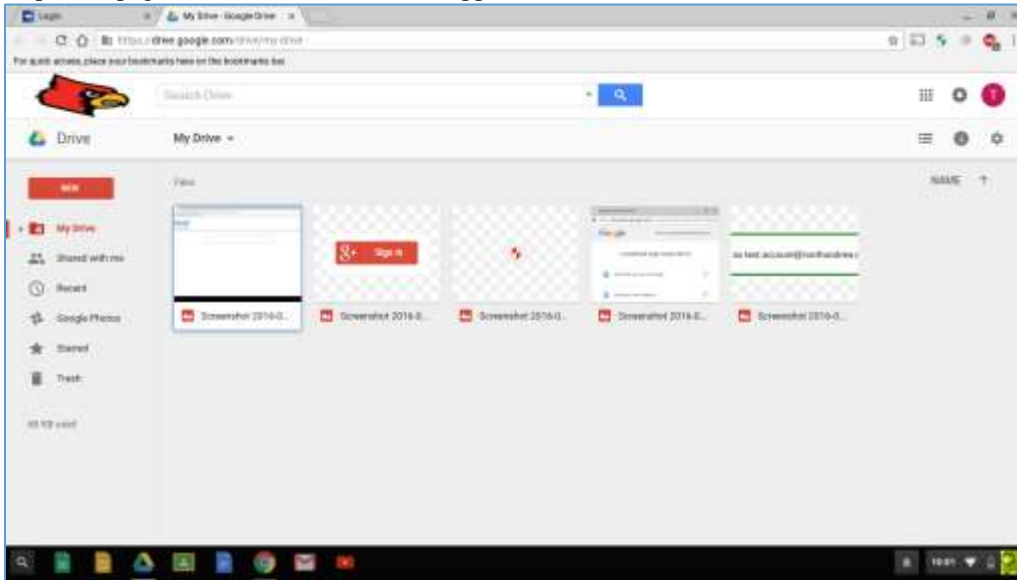


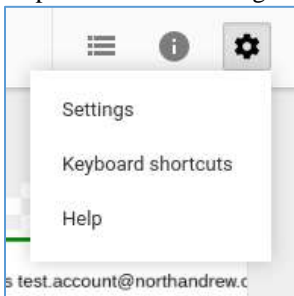
Google Offline How-To

Step 1 - Click your Google Drive shortcut, located in the bottom left corner 

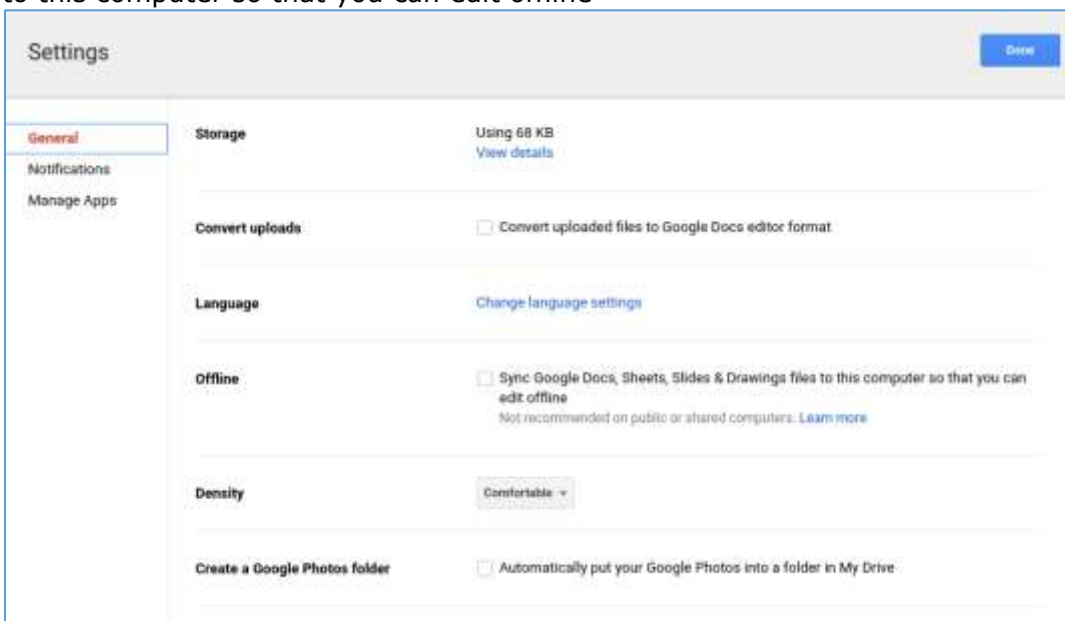
Step 2 - A page similar to this one should appear



Step 3 - Click the settings wheel located in the top(ish) right corner, then, click "Settings"



Step 4 - Scroll down to the "Offline" header and check "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline"



Step 5 - Click Done!

(Note: It will give you access to Google Docs, Sheets, Slides & Drawings only. Some of the other features may still be unavailable. This will not allow you to search the internet for pictures or search for new info. The only pictures or research that will be available are copies that were previously saved in Google Drive on THAT particular Chromebook)