

Work on Google Docs, Sheets, & Slides offline

Choose your device [Computer](#), [iPad & iPhone](#), [Android](#)

[How to reconnect to the internet and upload work](#)

For additional support on this topic for any of the listed devices [click here](#).

Computer

Before you turn on offline access

You must be connected to the internet.


You must use the [Google Chrome](#) browser.

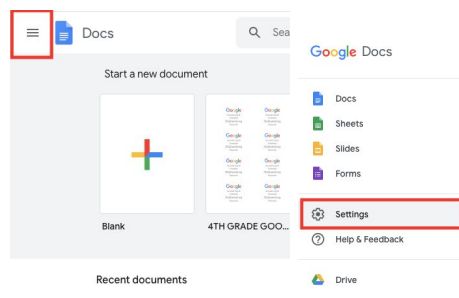
Don't use private browsing.

Install and turn on [Google Docs Offline Chrome extension](#).

Make sure you have enough available space on your device to save your files.

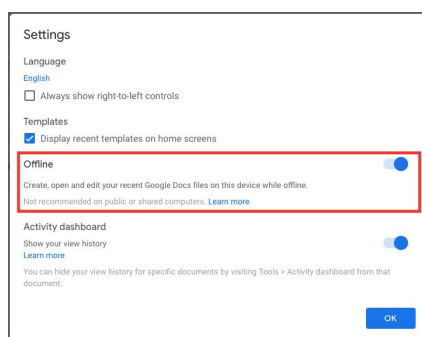
How to turn on offline access

1. On your computer, open the Google [Docs](#), [Sheets](#), or [Slides](#) home screen.
2. At the top left, click Main menu  > Settings.



3. Turn on Offline.


Note: If you turn on offline access for Docs, Sheets, Slides, or Drive, then the rest will also be available offline.

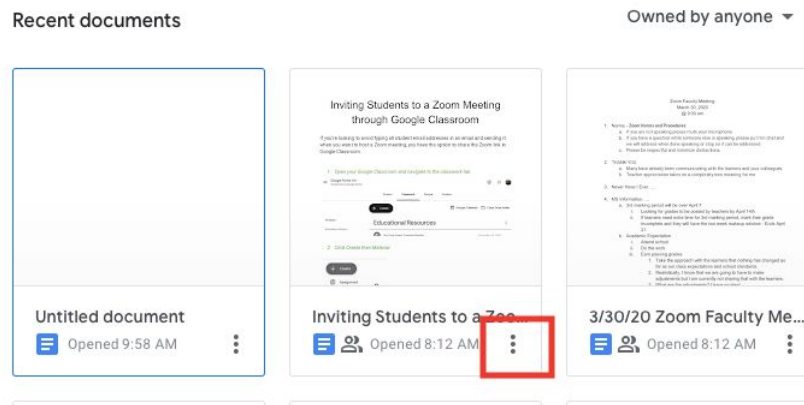


4. Open Google Docs, Sheets, or Slides in your Chrome browser to work offline.

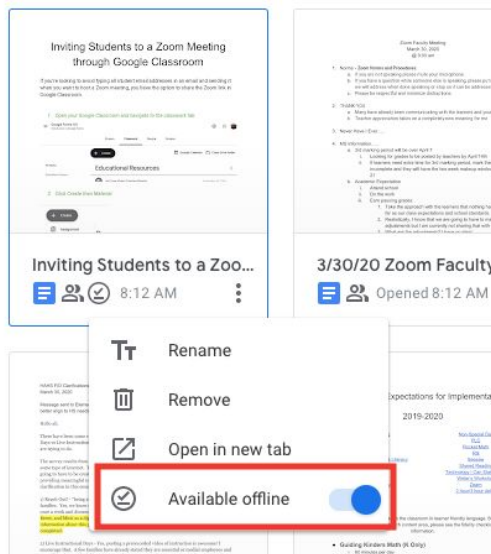
Make specific files available offline

If you have enough storage, some of your most recent files will be automatically saved offline. To manually select files to save offline:

1. Open the Google Docs, Sheets, or Slides home screen.
2. On the file you want to use offline, click More .



3. Click Available offline. A check mark will appear in the bottom left corner to show that the file is available offline.

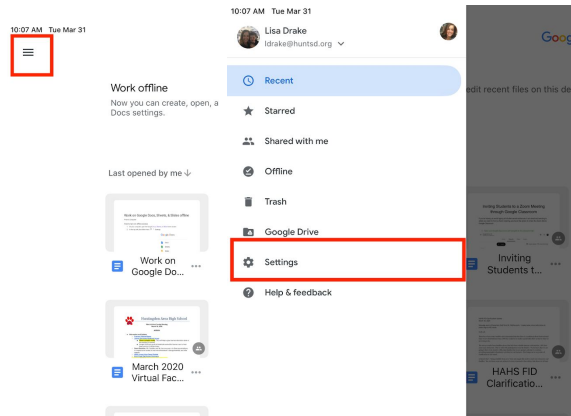


Tip: You can also make a file available offline by opening a Google document, spreadsheet, or presentation, and clicking File > Make available offline.

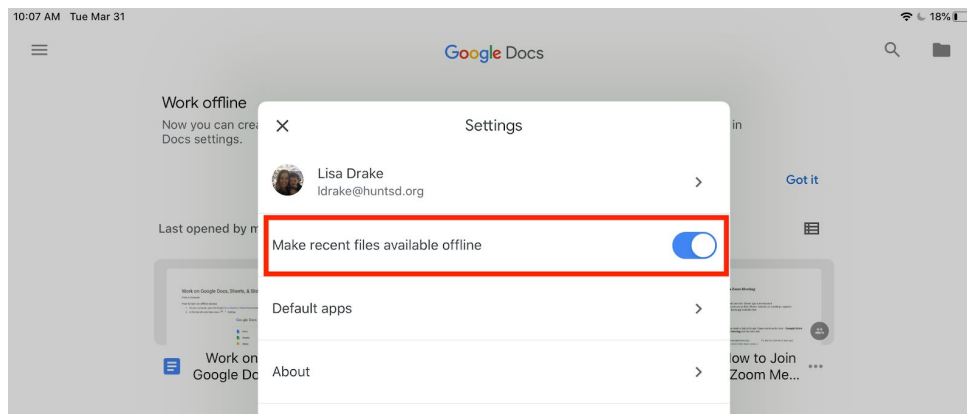
iPad & iPhone

Make Google files available offline

1. On your iPhone or iPad, open the Google Docs, Sheets, or Slides app.
2. Tap Menu ≡ > Settings.




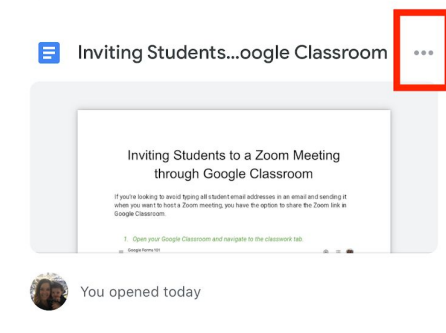
3. Turn on Make recent files available offline.



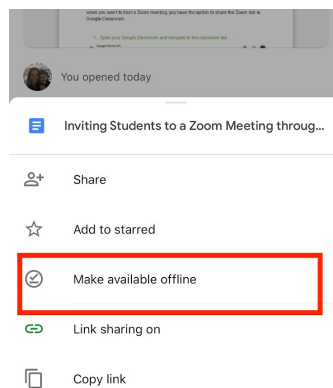
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Android

Make Google files available offline

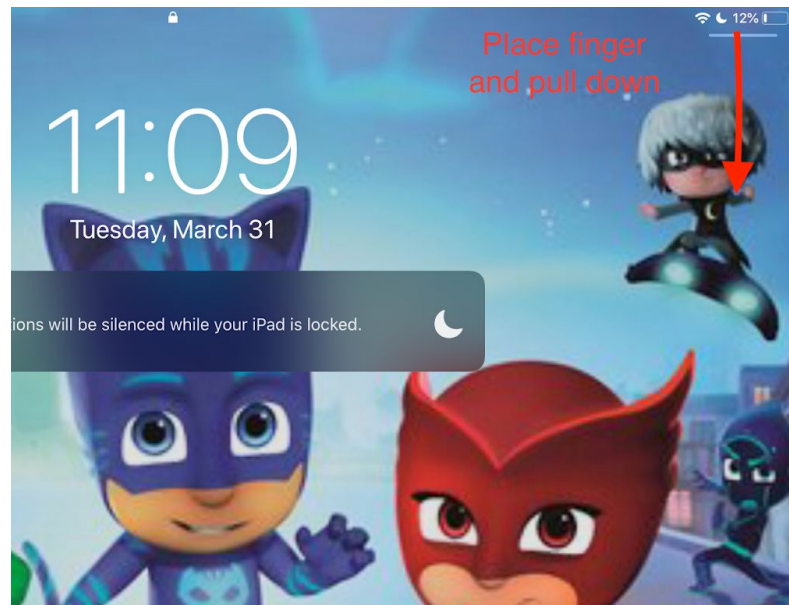
1. On your Android phone or tablet, open the Google [Docs](#), [Sheets](#), or [Slides](#) app.
2. Tap Menu  .
3. Tap Settings.
4. Tap Make recent files available offline.

Note: If you want to use Google files offline for another Google Account, [turn on offline access from a computer](#).

How to Reconnect to the Internet and Upload Work

(Screenshots shown are for the iPad)

1. Restore the Internet to your device by pulling down from the top right and displaying the control center.



2. Tap the wi-fi button to reconnect to your internet. You will upload your class assignments as you normally would.

