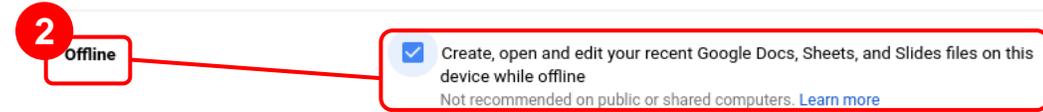
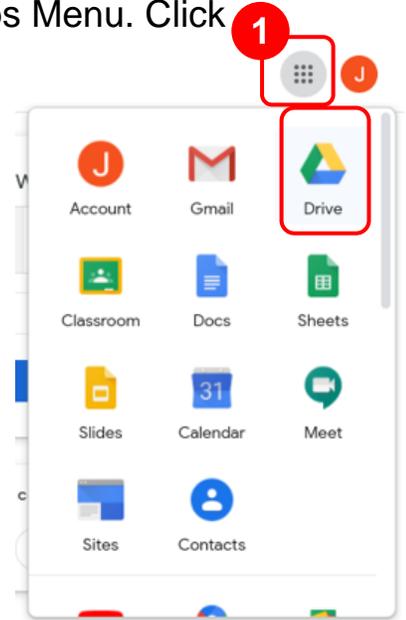


Downloading Google Docs vs Google Docs Offline Mode

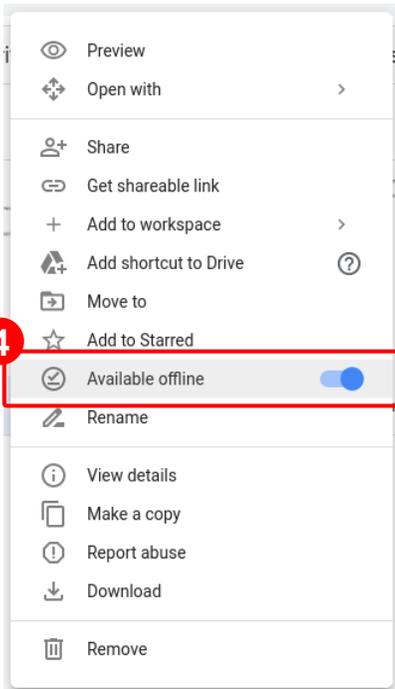
(1) Navigate to Google Drive. You can access drive from the Apps Menu. Click “Drive” to go into your Google Drive.

(2) You will need to enable Google Drive offline. To do this, click on the “⚙️” icon to access the Google Drive settings. Then scroll down to the “Offline” section and enable offline.

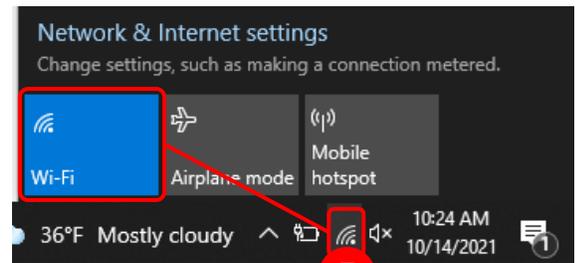


(3) Navigate to the document you want to edit offline.

(4) Right click on the doc you want and click “Available Offline.”



(5) Verify by turning on airplane mode in the lower-right-hand corner under network settings.



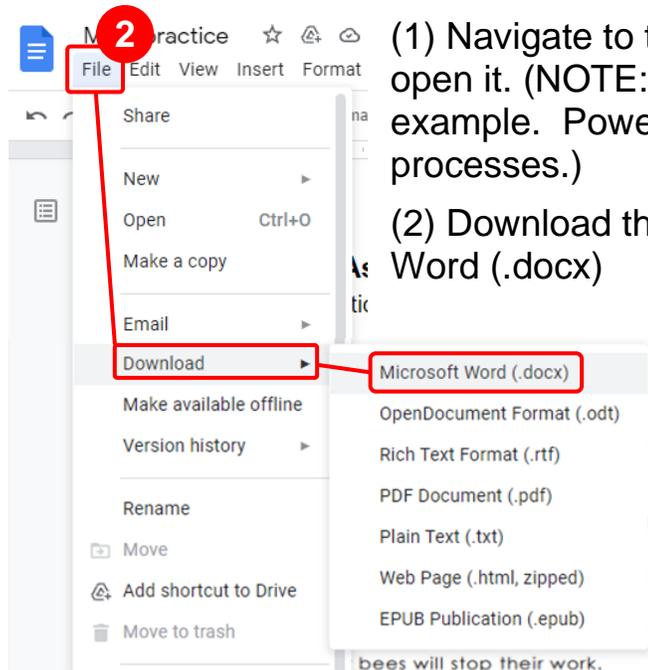
(6) Access your documents as normal from Google Drive within Chrome while offline.

(7) Completely shut down the device before taking the device offline.

Troubleshooting Tips

Issue	Google Drive or Google Docs does not allow you to load the page when offline.
Common Resolution	<p>(1) Reconnect to the internet and navigate to Google Drive</p> <p>(2) Toggle offline mode off by following step 2 of the section above.</p> <p>(3) After turning offline mode off completely close out of Chrome.</p> <p>(4) Reopen Chrome and navigate to the offline drive setting and re-enable offline drive.</p> <p>(5) Test that the files are now available by following step 5 found in the section above.</p>

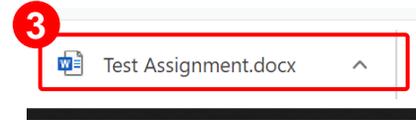
How to Download Google Docs to Microsoft Word



(1) Navigate to the Google Doc you want use in MS Word and open it. (NOTE: Google Docs and MS Word are used as an example. PowerPoint/Slides and Excel/Sheets are identical processes.)

(2) Download the file by clicking File > Download > Microsoft Word (.docx)

(3) Click on the downloaded file

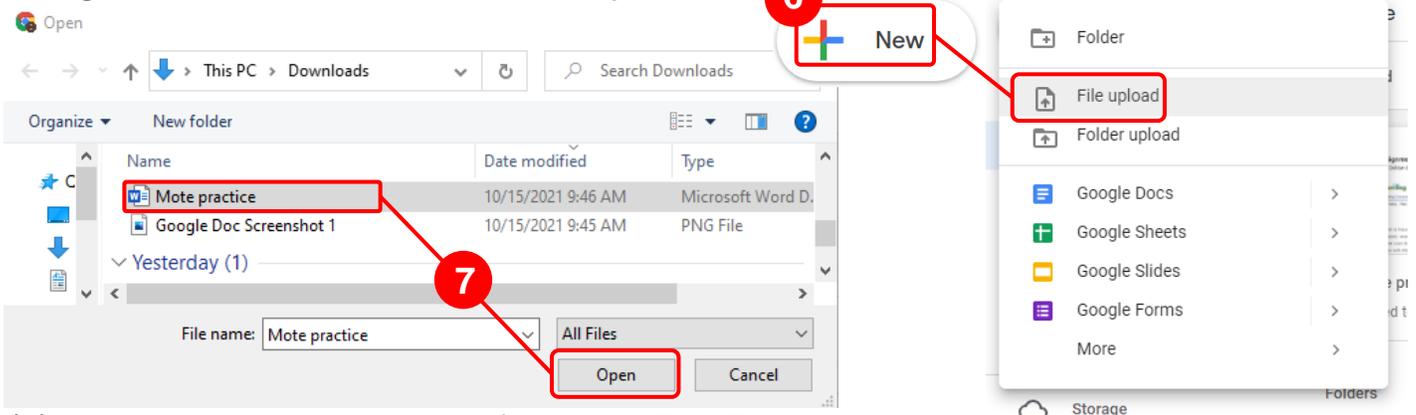


located in the lower-right-hand corner of the Chrome window to open the file.

(4) The file will open in protected view. You must click on to edit the document.

(5) You can now edit the document, be sure to save periodically in Word while offline.

(6) When you are back online and ready to upload, open Google Drive and Click New > File Upload.



(7) Navigate to the document file in the File Explorer window then click on open. The file will automatically be uploaded to Google Drive.

(8) Once the file is uploaded, locate the file within Google Drive and open it.

(9) Once the file is open, you can share the document or upload it to Classroom as you would with any Google Doc.