









Using Chromebooks Offline

(a cheat sheet)

If you...	You can do <i>this</i> offline...
<p>Check the offline sync box under Settings at drive.google.com:</p> <p><input checked="" type="checkbox"/> Sync Google Docs, Sheets, Slides & Drawings files to edit offline</p> <p>Restart your Chromebook.</p>	<p>Work with Google Docs , Sheets , Slides , and Drawings  .</p> <p>They save offline in My Drive in the Files app </p> <p>Check for “<i>All changes saved locally</i>” on the menu bar.</p>
<p>Right-click any file or group of files and select “Available offline” in the files app. A check will appear:</p> <p></p> <p>Restart your Chromebook.</p>	<p>Open and do basic editing of Microsoft Word, Excel, Powerpoint files. Open PDF files. (Another step needed to edit.)</p> <p>Open most other files (pictures, audio, etc.)</p> <p><i>This works for recent files without checking “Available offline.”</i></p>
<p>Sign in to Kami, click your initials & Settings. Check the “Install to Google Drive” link. Give it permission for offline access. Restart your Chromebook.</p>	<p>Edit PDF files by typing or drawing on them in Kami. </p> <p>Open the Kami extension and drag or click to add your file.</p> <p><i>Be sure to keep the file open in Kami (don't close the tab) until you get back to wifi.</i></p>
<p>Use other local/offline apps</p> <p></p> <p>Restart Your Chromebook after installing apps.</p>	<p>Many functions like the camera and screenshots, and any apps or extensions that have a lightning bolt icon in the web store, will work offline. If there is a tool you would like to use, let your teacher know.</p>