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How to save a google docs offline

Using Google Docs offline Google Docs is a great tool for creating and sharing documents online. It also has a useful feature that allows you to edit documents while you are offline. This can be helpful if you plan to use your laptop, tablet or smartphone anywhere without internet access. Any changes you make to your documents while offline are stored and applied to your files the next time you connect to the Internet. There are two methods you can use to work offline, and both are covered by this lesson. Watch the video below to learn how to view and edit documents when you're offline. Before you set up offline features, you must be connected to the Internet. To use Google Docs offline on your computer: For this method, you'll need to use Google Chrome as your browser. In drive.google.com, click the gear in the upper-right corner, Settings. In the Settings menu, check the box in the Offline section. This gives you the ability to enable the offline feature for any of your Google Drive files. Open Google Docs and find the document you want to edit offline. Click the button with the three vertical dots, and then click the switch next to where it reads Available offline. How to use Google Docs offline on your mobile device: You can also easily make your documents available offline using your mobile device. For this method, you'll need to have the Google Docs app downloaded on your mobile device. It is available for both iOS and Android. Open the Google Docs app and locate the file you want to edit offline. Press the More button. Tap the Available Offline button. The app will let you know when it's done making the document available offline. Unavailable features while you're offline While viewing and editing your documents without an Internet connection, there are some features and features that won't be available. You won't be able to see edits online users make to your documents. You can't share your documents with others until you reconnect to the Internet. Spell check feature, add pictures, and any add-ons you may have installed will no longer be available. Services like Google Drive can be a lifesaver if you typically use more than one device for work. If you create a file in Google Docs, it means it's accessible from all devices, as long as you're signed in to your Google Account. The downside of using a cloud-based service like this, however, is that they are often limited when you are stuck without an internet connection. However, you can still view and edit files offline in Google Docs by following a few quick steps. Remember that you need Internet connection to complete this initial setup process. How to: Set up offline mode If you're using an Android phone, you can turn on mode by opening the Google Drive or Docs app, tapping and holding a file that you want to access offline, and tapping the icon that looks like a checkmark. You can do the same on your iPhone by launching the app and tapping the More option next to the file you want to access offline. That option looks three points stacked on top of each other. Then tap the selection that says Available offline. If you work in the Google Chrome browser on your computer, you can choose to sync and save all your files for offline use instead of selecting them individually. Just make sure you're signed in to Google Chrome, open Google Drive, and click or tap the Settings icon, which looks like a cog. Then check the box in the Offline field that says Sync Google Docs, Sheets, Pictures & Draw Files to this computer so you can edit offline. Find your offline files After you select the files you want to access offline, you can find them in the Google Drive app for Android or iPhone by tapping the menu button at the top of the screen next to the My Device heading. Then select the field that says Offline to view any saved files. To view and work with offline files on a desktop or laptop, download the Google Drive app, which is available for Mac and Windows. For your safety, we have sent a confirmation message to the address you provided. Click on the link to confirm your subscription and start receiving our newsletters. If you do not receive the confirmation within 10 minutes, please check your spam folder. Contact us at letters@time.com. Google Docs is great — until you lose your internet connection and suddenly like that little-but-vital supplement so there just popped into your head having to stay unwritten until you reconnect. It's frustratingly common, but you can avoid: Google Drive files, such as Documents, Sheets, and Slides, can be edited offline if you have the foresight to enable that feature. There are a few other things you need to do before you can turn on offline editing: Sign in to your Google Account, if you're not already signed in. Use the Chrome browser (and don't use a private browser tab). Have access to an internet connection. Install the Google Docs browser extension offline. Make sure your device has enough space to save the files you plan to edit when you're offline. After you manage them, here's how to enable and use the extension on your desktop or through the mobile app: How to edit Google Docs offline: Desktop 1. Open Google Chrome and go to drive.google.com/drive/settings. 2. In the Offline section, check the box next to Create, open, and edit your latest Google Docs, Sheets, and Photos files on this device when you're offline. Switch the Offline check box. Devon Delfino/Business Insider 3. Reload for each of the Google Drive files you want to edit while you're offline (you should also see message on all open Google Docs in your browser). To save space, you can instead choose to save specific Google Docs. For that you would go to drive.google.com, find your Doc, right click on it and switch on the available offline option. You can make specific files available offline. Devon Delfino/Business Insider How to edit Google Docs offline: Mobile app The types of files you will be able to save for offline use depend on your phone. Both Android and iPhone users will be able to save Google Docs, Ark and Photos. However, only Android users can view or edit videos, images, and PDFs saved on their Drive. Regardless of your phone model, here's how to enable offline editing within your mobile app: 1. Open your Google Drive app. Open the More menu. Devon Delfino/Business Insider 2. Next to the file you want, tap More (three stacked points). Tap Make available offline. Devon Delfino/Business Insider 3. Tap Make available offline. When you're offline, you can simply open your Drive app, go to the menu (three stacked lines), and tap Offline to find and access your saved, edit-ready files. Related coverage from How to Do It All: Tech: Get the latest Google stock price here. Insider Inc. receive commission when you buy through our links. Sometimes going offline is the best way to increase productivity. Angela Lang/CNET If you are one of the millions of people now working solely from home as a result of the coronavirus pandemic, you can spend more time in your home office than usual. I do this daily, and for me, work involves Google Docs. There is an invaluable tool I urge every remote worker to make sure they have enabled, no matter how strong your home Wi-Fi connection is: Set offline mode. Offline mode in Google Docs is important even if you have a constant source of Wi-Fi. I can attest to unexpected bouts of shaky internet connection — helpfully, my ISP likes to do routine maintenance during the middle of the day. Losing my job is non-negotiable, but enabling offline sync mode means I never have to worry about happening. Google Docs automatically syncs when it regains connectivity. There's only one condition: Offline sync only works on Google's Chrome browser. If you're using Safari, Firefox, or any other browser, you're unlucky. However, Chrome is easy to install and you don't have to completely switch over to Google's browser if you don't want to; just use Chrome as your dedicated Google Docs app. Now Playing: Watch this: Pandemic: Here's what's changed about the coronavirus Install Chrome and the offline extension if you're using a different browser, you'll need to install Chrome before you can set up offline sync. Download the installer and then prompts -- it only takes a few minutes, depending on your internet connection. Once Chrome is installed, install Google Docs offline Extension. Now Playing: Watch this: How to set up and use Google Docs offline What can be saved for offline access? You can access Google Docs, Sheets, and Slides when offline sync is turned on. You only need to turn on Offline Support once, and it syncs to the rest of your Google documents. Screenshot of Jason Cipriani/CNET Setup offline sync After installing Chrome and the offline extension, follow these steps to complete the offline sync: 1. Installation. Visit Documents, Slides, or Sheets in Chrome. You only need to visit one of the three sites, as your settings are synchronized between the different services. 2. Click the menu icon in the upper-left corner followed by Settings. 3. Click the switch next to Offline. 4. An alert will pop up at the bottom of the screen, so you know offline synchronization is being setup. Once it's done, another warning will let you know that it has been set up successfully. Access your offline files Based on the amount of storage available on your computer, Google will automatically download some of your most recently used documents for offline access. You can select individual files for offline storage instead of letting Google decide what to keep. Screenshot of Jason Cipriani/CNET If there are files you want to see are always available offline, however, view your list of documents on docs, Sheets or Landing Images. Click the three-dot button to the right of the document, followed by Offline Available. A check mark will appear next to the document so that you know that the file will be available offline. You can then edit or work with the files as you usually do, and when you get back online your changes will be synced to your Google Account and it will be like you were online all the time. Fancy, isn't it? Of course, there's more to Google Drive and Google Docs than just offline syncing. Fortunately, we have a healthy roundup that makes it easy to get the most out of Drive. There is also a Google Drive shortcut that will save you so much time. Time.

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