

# Use Google Drive Files Offline

Prepare Google Docs, Sheets and Slides before you lose internet access

Set up offline access **while connected to the internet**, on the device and WCPS Chrome profile you will use. This guide covers Google files in the browser, including on a Chromebook.

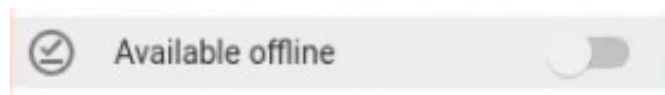
## STEP 1 Check your account and offline settings

Use Chrome normally, outside Incognito, and open [Drive settings](#). Confirm your WCPS account. Under **Offline**, enable creating, opening and editing recent Google Docs, Sheets and Slides on this device if it is not already enabled.

Use the **Google Docs Offline** extension if Chrome requests it and your school permits it. Check that the device has free storage. If school management prevents setup, contact Technology Services.

## STEP 2 Choose the specific files you need

In [Google Drive](#), right-click a Google Doc, Sheet or Slide and choose **Make available offline**. Wait for preparation to finish. Repeat for the other files you will need.



*Older WCPS example: Available offline. Current help calls this  
Make available offline.*

Do not assume every file in Drive is ready. Prepare and test the actual lesson or work files you plan to open.

### STEP 3 Check readiness before leaving

In Drive, select the **Ready for offline** icon near the top-right and turn on **Offline preview**. Confirm the needed files are available. Turn the preview off when finished.

**Practical test:** Open an intended file, briefly disconnect Wi-Fi, and confirm it still opens and accepts an edit. Reconnect and confirm the edit syncs before relying on offline access.

### STEP 4 Work offline on the prepared device

Use the same WCPS Chrome profile and device. Open the prepared Google file from Drive or the corresponding Docs, Sheets or Slides app. Keep track of changes made while disconnected.

### STEP 5 Reconnect and confirm syncing

Reconnect to the internet and leave the file open while changes sync. Check its saved/sync status, then reopen it from Drive online to confirm the latest work is present.

**Word files, PDFs and other formats:** The browser workflow above is for Google Docs, Sheets and Slides. On Windows or Mac, streamed non-Google files use **Drive for desktop > Available offline**. You also need an app that can open them without internet.

*The screenshot is a focused crop of the WCPS Chromebook example. Menu labels may differ in your version of Drive.*

[Google: Offline setup, readiness and Drive for desktop](#)

WCPS video: [Original Chromebook demonstration](#)

[Technology Services](#) | Revised October 21, 2026