

No Wifi--No Problem

WHILE ON WIFI AT SCHOOL:

Step 1: Open your Google Drive

Step 2: Click on the GEAR symbol in the top right, and choose "Settings"

Step 3: Check the box by "Offline"



(Steps 1-3 ONLY need to be done ONCE. Once set-up, you can skip to Step 4 for each assignment you need to work on in a NON-WIFI place.)

Step 4: Open your "Files"



Step 5: Find the file you need to work on, RIGHT CLICK (2 fingers) on it, and choose "Available Offline"

WHILE HOME OR IN NON-WIFI

Step 6: Open your "Files"



Step 7: Goto the "Offline" section on the far left.

Step 8: Open the file you need to work on.

Step 9: Do NOT shutdown your chromebook UNTIL you enter wifi again. Do NOT let it shutdown...or you'll lose all your work. Once you enter wifi again, it will sync...and you'll be fine.

