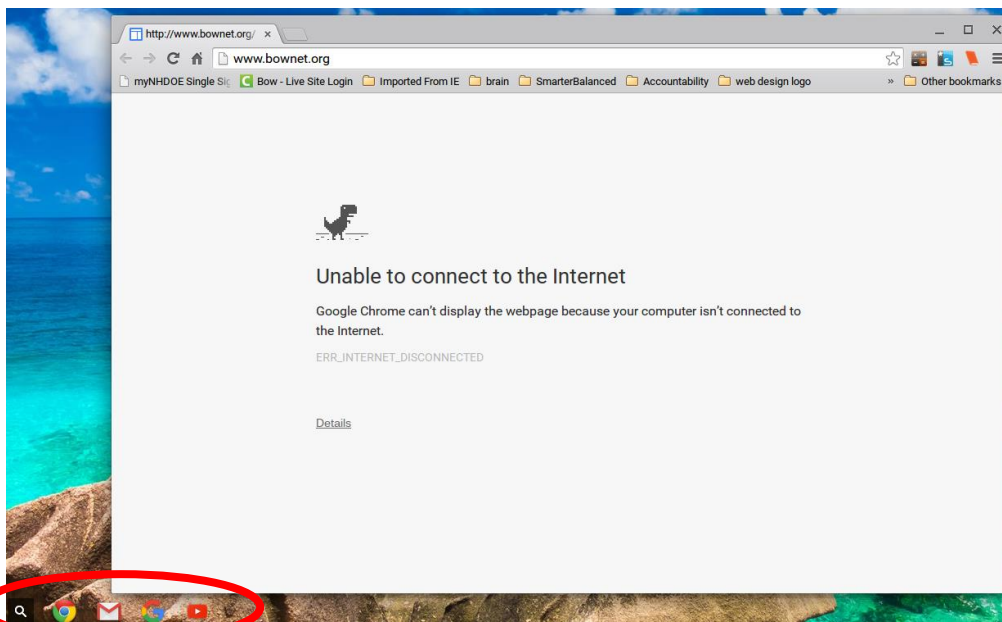


## At-A-Glance

### Google Chrome Offline

#### Docs and Drive

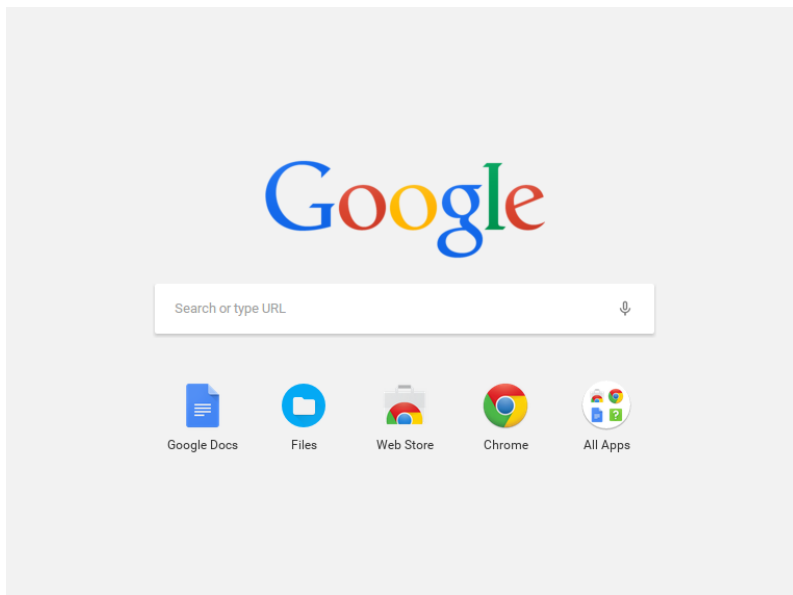
1. If you are not logged in you need to login. In some instances you will get a message that the internet is not available – look at the bottom of the page for a link to “[Sign in as an existing user.](#)”
2. Once you have logged in you should see the following screen. Focus on the bottom of this screen...



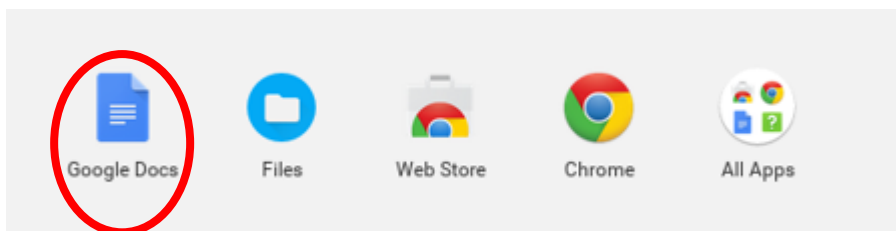
3. Select the magnifying glass



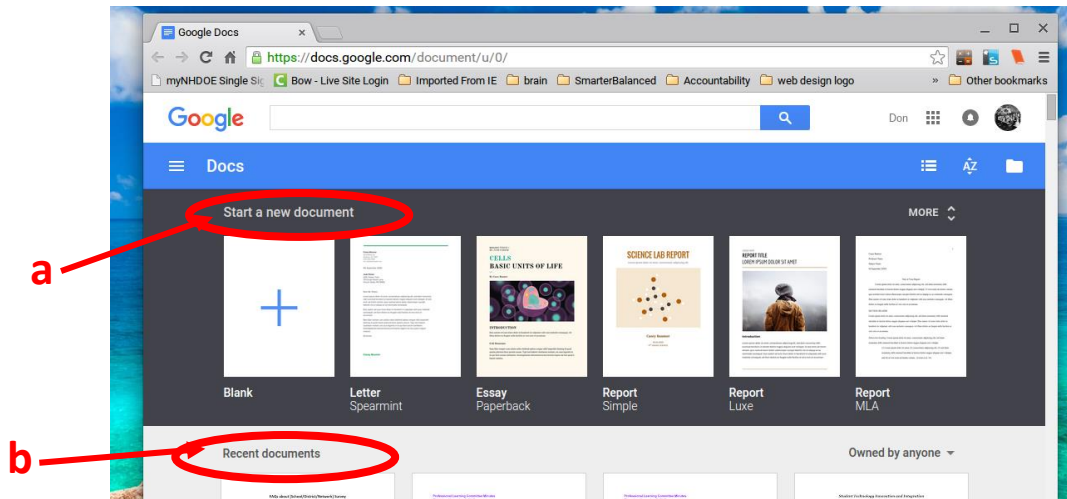
4. It will take you to this screen.



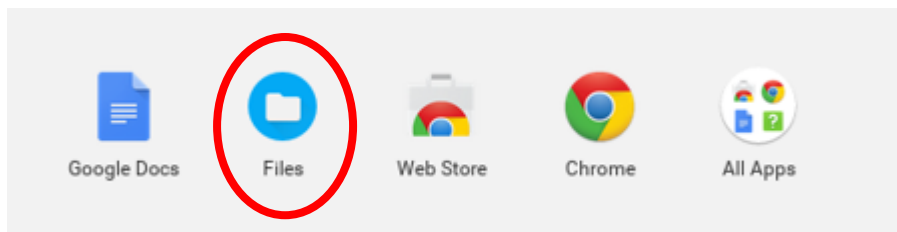
5. If you select the google docs link – it will take you to your google docs. You will be able to access them and work on them just as if you were online. When you go back online your documents will be synced and saved to the online drive.



6. After selecting Google Docs you will see a screen that allows you to “create a new document” at the top of the screen (a) and that also shows the most recent docs that you have opened (b).







7. If you select the file icon it will take you to your Google Drive and you will see your most recent files. You can access them and when you are back online all of the changes you have made will sync with your online files.



8. When you select File you will see your locally available files.

My Drive			
	Name	Size	Type
Google Drive			
> My Drive	Photos 2015-16	--	Folder
Shared with me	PEG writing	--	Folder
Recent	Dec 16 Rick Wormeli	--	Folder
Offline	st math	--	Folder
Downloads	Survey-Final 2015-2016	--	Folder

9. When you open your files you will notice that some Google docs appear shaded or greyed. This indicates that these documents are not accessible offline. In general if you accessed the file recently, while online, it will be available.

Name	Size	Type
 1. Help Desk Syllabus-2014-2015.gdoc	--	Google document
 ILE-SMART Goal Planning Sheet.gdoc	--	Google document
 4. Technology demonstration evaluation.pdf	128 KB	PDF document
 3. WIRED-5 Rules of Customer Service.gdoc	--	Google document