

# Use Google Drive files offline

Computer Android iPhone & iPad

If you aren't connected to the Internet, you can still view and edit files, including:

- Google Docs
- Google Sheets
- Google Slides

## Save and open Google Docs, Sheets & Slides offline

### Before you turn on offline access

- You must be connected to the internet.
- You must use the [Google Chrome](#) browser.
- Don't use private browsing.
- Install and turn on [Google Docs Offline Chrome extension](#).
- Make sure you have enough available space on your device to save your files.

### Open Google Docs, Sheets, and Slides offline


1. Open Chrome. Make sure you're [signed in to Chrome](#).
2. Go to [drive.google.com/drive/settings](https://drive.google.com/drive/settings).
3. Check the box next to "Create, open, and edit your recent Google Docs, Sheets, and Slides files on this device while offline."

### Save Google Docs, Sheets & Slides for offline use

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. Right click the Google Docs, Sheets, or Slides file you want to save offline.
3. Turn on "Available offline."

To save multiple files offline, press **Shift** or **Command** (Mac)/**Ctrl** (Windows) while you click other files.

### Preview offline files

1. On your computer, go to [drive.google.com](https://drive.google.com).
  - Make sure you turn on offline access first.
2. At the top right, click Ready for offline .
3. Click **Offline preview**.

If you use a Google Account through work or school and have installed Drive File Stream, [learn how to save files offline on your computer.](#)

[Learn about Drive File Stream and Backup and Sync.](#)