

Google Docs Offline

Overview

You're able to view Google documents and spreadsheets even when you don't have an Internet connection. This is particularly useful when you're on an airplane or train without wireless Internet.

Here are some important notes about using Google Docs when you're offline:

- You'll need to [Set up Docs offline](#) from your Documents List to start accessing your documents and spreadsheets without an Internet connection.
- Offline access is available in the [Google Chrome web browser](#) only.
- Offline access is available only for documents and spreadsheets. Presentations, drawings and other items from your Documents List are not available offline at this time.
- Documents and spreadsheets are only available in view-only mode. You must restore your Internet connection to make any edits.
- You can't create new documents and spreadsheets while you're offline.
- You'll need to allow offline access separately on each computer where you want to view your Google Docs offline.

Intermittent Internet connection

If you're working with an intermittent Internet connection, type <https://docs.google.com/offline> into your Chrome browser for a more stable view of your offline Documents List.

Use Google Docs offline securely

Offline access is allowed on a computer-by-computer basis. In other words, you must allow offline access for each individual computer where you'd like to view your documents and spreadsheets without an Internet connection. Offline copies of your documents and spreadsheets will be synced to each computer where you've enabled Google Docs offline. Anyone with access to a computer with offline access enabled will be able to view all of your synced documents and spreadsheets when they open Chrome. To help protect the security of your data, we strongly advise that you don't allow offline access on public or shared computers. Instead, allow offline access on personal computers where only you have access, and where your access to the computer is password protected.

Allow offline access for your computer

Follow these steps to enable offline access on your computer. Keep in mind that offline access is only available in [Chrome](#).

1. Click the grey gear icon just above your Documents List.
2. Select **Set up Docs offline** from the drop-down menu.
3. The "Set up offline viewing of Google Docs" dialog will appear.
4. Click the blue button that says **Allow offline docs**. After a few seconds, you'll be able to move on to the next step.
5. On the right side of the dialog, click the blue button that says **Install from Chrome web store**. If you already have the app installed, you won't need to complete this step.
6. You'll be taken to the Chrome web store, where you'll need to click **Install** on the right-hand side of the browser window.
7. Once the app is installed, you'll be taken to a Chrome page with the Google Docs app icon. Click the icon to go back to your Documents List.

Sync items to view offline

When you return to your Documents List after authorizing offline access, you'll see a notification box in the upper left, indicating that your docs are being synced offline. While you have an Internet connection and are signed into your Google account, your most recently opened documents and spreadsheets will sync and be available for offline viewing when you open [Chrome](#).

To sync documents and spreadsheets, you must have an Internet connection. To view sync progress, click the gear icon in the upper right of your browser window. You'll see a grey status message indicating sync progress or the time when your Documents List was last synced.

You can view all of the items you have available offline by selecting the **View offline Docs** menu item. You can also disable offline access by selecting **Stop using Docs offline**. Disabling offline will also remove the offline copies of Docs stored on this computer.

How to view Google Docs offline

After allowing offline access on your computer, you have two ways to view your synced documents and spreadsheets offline:

- **Without Internet connection.**

When your computer is disconnected from the Internet, open [Chrome](#). Click the Google Docs app icon or visit docs.google.com. The offline version of your Documents List will load.

- **After losing Internet connection.**

If you're using Google Docs in Chrome and suddenly lose your Internet connection, reload the browser window. This will show the offline version of your Documents List and each of the Google documents and spreadsheets you have open.

When you're using your Google Docs in offline mode and regain access to the Internet, click "Return to online mode" in the bar at the top of your browser window. This will reload the online

version of your Documents List if you're signed into your Google account.

A few seconds after you regain Internet access, your documents and spreadsheets will return to online mode automatically. You can always speed this process up by reloading the document or spreadsheet.

A few things to remember:

- Offline access is available in [Chrome](#) only.
- Offline access is available only for Google documents and spreadsheets.
- Documents and spreadsheets are only available in view-only mode offline. You must restore your internet connection to make any edits.
- New documents and spreadsheets can't be created without an Internet connection.