



Drive

About Google Docs, Sheets, Slides, and Drawings offline

You're able to view Google documents, spreadsheets, presentations, and drawings even when you don't have an Internet connection. You're also able to edit Google documents, presentations, and drawings offline. It's really handy when you're on an airplane or train without wireless Internet!

Here are some important things to know about using Google Docs, Sheets, and Slides when you're offline:

- **You'll first need to set it up.** [Enabling offline access](#) is easy, and it takes just a minute. As soon as you do, all of your Google documents, spreadsheets, presentations, and drawings will be made available for offline viewing and editing. (Because of space limitations, Drive stores at most 4,000 items or 5 GB of data offline.)
- **Set up computers individually.** If you want to enable offline access on both your laptop and desktop computers, you'll need to set it up twice — once on each computer.
- **It's Chrome-only.** Offline access is unavailable in other browsers. But if you haven't already, give [Chrome](#) a try! Offline access is also available for Chrome OS users.
- **It's not currently available for all of your stuff.** Check out the chart below to see what types of files you can view and edit while offline.

Where offline access is available

Offline access isn't currently available for every part of your Google Drive. The table below indicates what you're able to view and edit while offline.

	Web		Android		iOS	
	View	Edit	View	Edit	View	Edit
My Drive	✓		✓	✓	✓	✓
Documents	✓	✓	✓		✓	
Spreadsheets	✓		✓		✓	

Presentations						
Drawings						
Other Drive files						

Note: Editing My Drive on Android and iOS is limited to starring files and folders.

Intermittent Internet connection

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

Use Google Docs, Sheets, and Slides 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, spreadsheets, presentations, and drawings without an Internet connection. Offline copies of your documents, spreadsheets, presentations, and drawings will be synced to each computer where you've enabled offline, and anyone who uses those computers will have access to those documents. To help keep your documents secure, allow offline access on computers only you have access to.

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