Directions for turning on Chromebook Offline

1. Go to Google Drive
2. Select the gear icon in the top right corner
3. Go to settings
4. Select offline mode
5. Select Done
6. Next open the Google Docs App
7. Select the hamburger icon (3 lines)
8. Select settings
9. Turn on Offline Mode

To make a certain file available offline

1. Right click on the document you want to make offline
2. Check "available offline"