

## Working offline with GCdocs

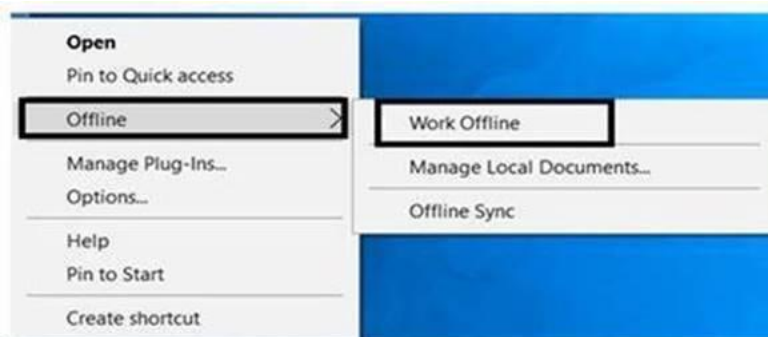
As many public servants will be working remotely in the upcoming weeks, we would like to ensure a seamless transition, especially if employees are not able to connect to their virtual network or are concerned about losing connection, particularly when working on important files.

Please see the directions below for how to work offline using the GCdocs web portal and Enterprise Connect.

The offline function only works through Enterprise Connect. It is important to follow these instructions.

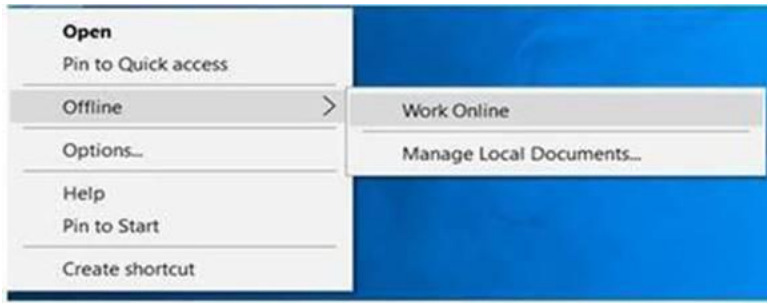
To work on an item offline:

1. In GCdocs, navigate to the item you want to work on offline and reserve it by clicking on the item's **Functions menu** ▾ and selecting **Reserve**. Reserving the item prohibits other users from making changes while it is offline.
2. Your name should be highlighted in the Reserve by field; click **Submit**.
3. On your desktop, double-click the Enterprise Connect icon to open it.
4. Navigate to and select the item(s) you want to work on offline.
5. Right click and select **Download Offline Version**.
6. A status pane will open to show that the item(s) is being processed for downloading in offline mode. The pane will disappear once the offline version has been downloaded.
7. In the Enterprise Connect pane where you selected to download an offline version of the document, the Offline column status will change to "**Yes**" to indicate that the item is offline.
8. When you are ready to work offline, **double-click** on the Enterprise Connect icon to open it. The Enterprise Connect pane opens.
9. In the left pane, **right-click** on Enterprise Connect.



10. Select Offline > Work Offline.
11. In the right pane, expand GCdocs - Offline and navigate to the downloaded items.
12. **Double-click** on the item(s) to open it in its native (MS Office) application.
13. Edit as desired.
14. Click **Save**.

15. **Close** the item.
16. When you are ready to work online, open Enterprise Connect on the desktop.
17. From the top Enterprise Connect menu, select **Offline > Work Online**.



18. Your changes will be saved as a new version in GCdocs.

**Note:**

When working with items offline, you cannot modify metadata or move or copy them. You cannot add new items to folders in a folder structure that is offline. If you delete an item that is offline, the online version of that item will not be deleted.

For another way to work offline, visit the quick reference card on [Working in GCdocs Offline](#)


### Best Practices for using GCdocs on Telework:

If you need to work on important files online and are connecting through the Citrix Telework environment, here are some best practices to ensure that all your work is saved:

1. Make sure you connect to the NRCan Desktop if you will be **editing** files in GCdocs.



2. Telework will automatically disconnect you after an idling period of 30 minutes or longer. Make sure that before you leave for lunch, you **save and close** any files you were working on to avoid losing the edits you made prior to your break. After your break, reconnect to Telework and go back to GCdocs to continue editing.

3. Save your file regularly by clicking on the diskette icon .

4. Take your document offline if you have a lot of editing to do.