



**FIGURE 4-7:**  
Enabling  
offline files.

After you designate a drive as available offline, Windows takes care of the rest. Each time you log on or out of the network, Windows synchronizes your offline files. Windows compares the time stamp on each file on both the server and the local copy and then copies any files that have changed.

Here are a few other thoughts to consider about offline files:

- » If you want, you can force Windows to synchronize your offline files by right-clicking the drive or folder and choosing Sync.
- » Make sure that no files in the folder are currently open at the time you set the Make Available Offline option. If any files are open, you'll receive an error message. You have to close the open files before you can designate the folder for offline access.
- » The Properties dialog box for mapped drives includes an Offline Files tab, as shown in Figure 4-8.
- » Employers love the offline files feature because it encourages their employees to work at home during evenings and weekends. In fact, every time you use the offline files feature to work at home, your boss sends Bill Gates a nickel. That's how he got so rich.