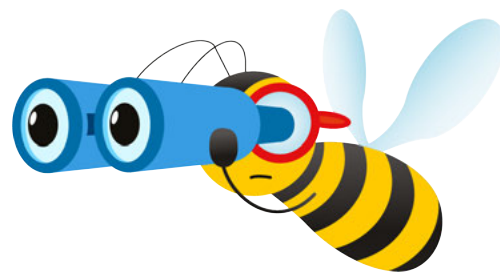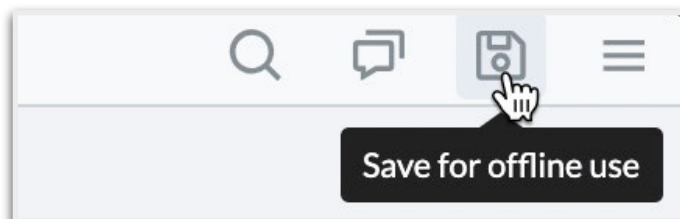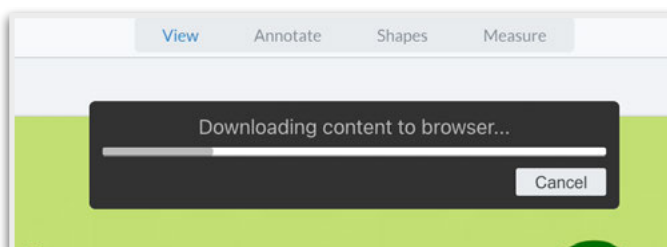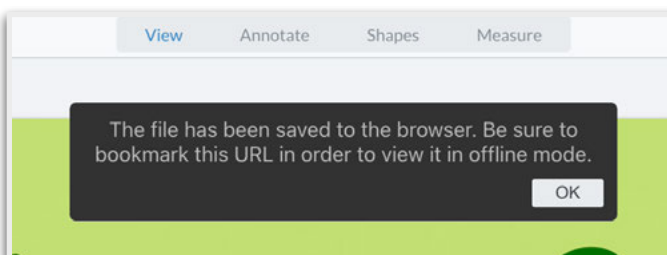# How to... save a file to use when you are offline

Open the file you want to save. Then click 'save for offline use' in the top right hand corner of the screen.
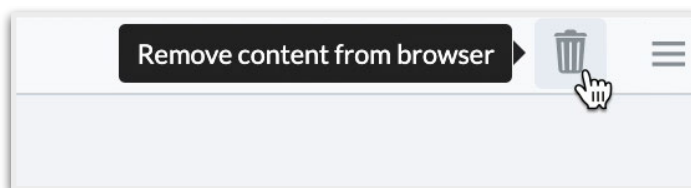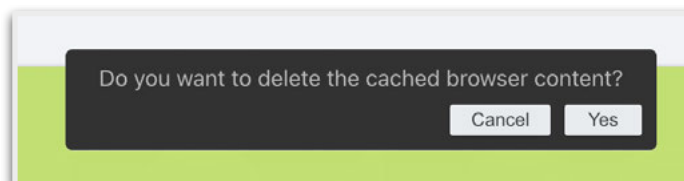
The file will download to your browser.

Bookmark the URL so it is easy to find it later.

When you are finished with the resource, click the bin to remove the content from your browser.

Removing the content will clear up space in your browser cache.

Click here to see a video showing you **how to save a file to use when you are offline.**

Click here for more information about **how a PlanBee subscription works.**