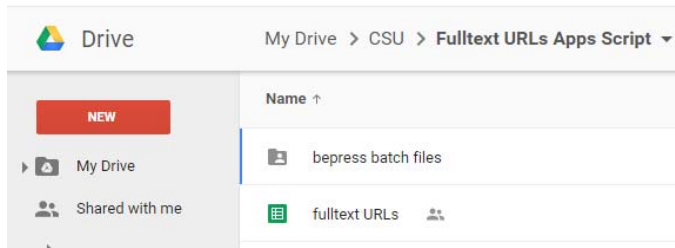
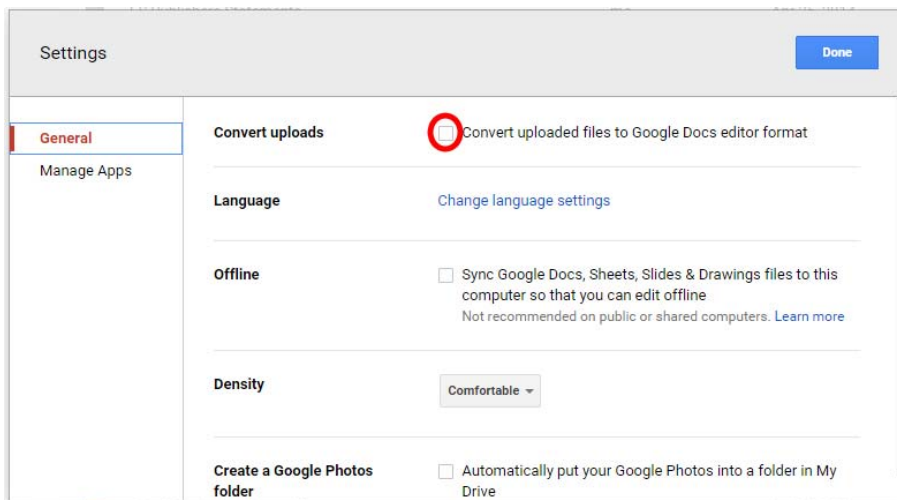


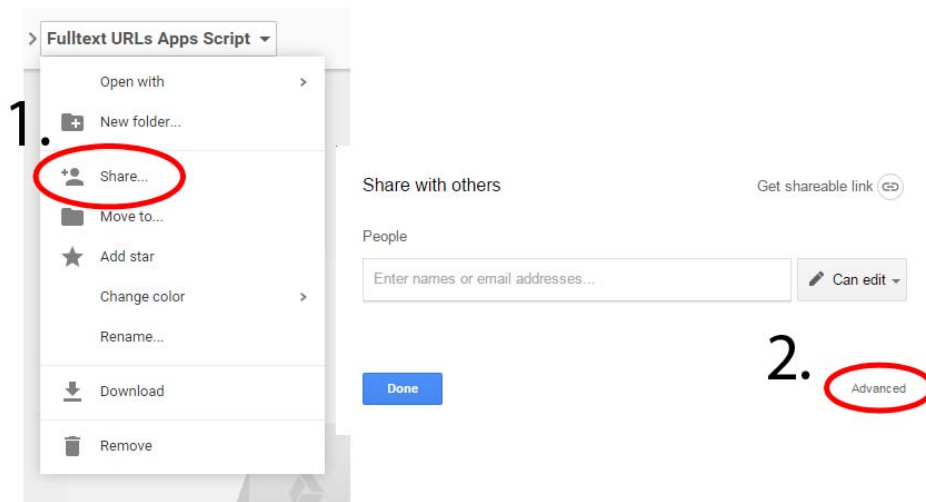
Setup for Batch Loading using Google Drive



1. Click the gear in the upper right and select “Settings.” Make sure your Google Drive Upload settings are **NOT** set for conversion. (If there is a check next to either convert option, the script will not work.)



2. Create a folder in your Google Drive called “Fulltext URLs Apps Script.”
3. Within the “Fulltext URLs Apps Script” folder:
 - a. Create a folder for your files to upload (change share settings for "bepress batch files" folder to “Public on the Web”).




Sharing settings

Link to share (only accessible by collaborators)

[72xMeHFDTY3oMvNjZzhJ7jgtekxUWjh2U016T096X1BFR2hVkiUWDA&usp=sharing](https://www.google.com/drive/u/0/uc?id=72xMeHFDTY3oMvNjZzhJ7jgtekxUWjh2U016T096X1BFR2hVkiUWDA&usp=sharing)

Share link via:    

Who has access

 Private - Only you can access

3.

[Change...](#)

 Marsha Miles (you)
marsha.a.miles@gmail.com Is owner

Invite people:

Enter names or email addresses...

 Can edit

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

4. Link sharing

 On - Public on the web
Anyone on the Internet can find and access. No sign-in required.

 On - Anyone with the link
Anyone who has the link can access. No sign-in required.

 Off - Specific people
Shared with specific people

Access: Anyone (no sign-in required) [Can view](#)

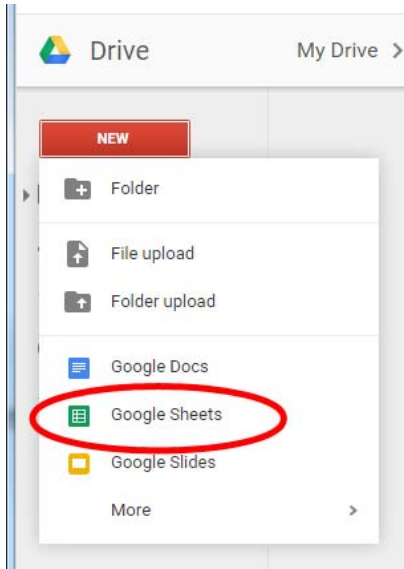
Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#)

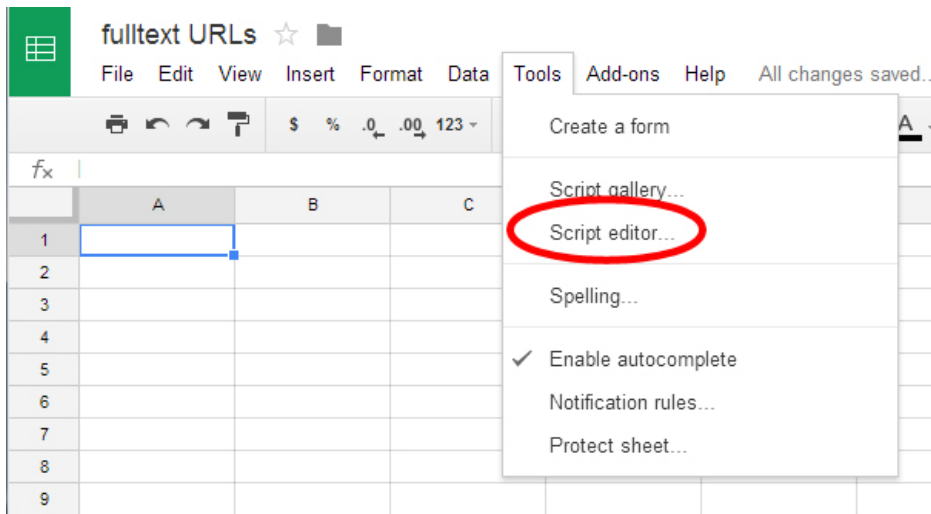
[Cancel](#)

[Learn more about link sharing](#)

b. Create a “fulltext URLs” spreadsheet.



4. Add the apps script to the spreadsheet. Open the spreadsheet, click on the Tools menu, and select “Script editor...”



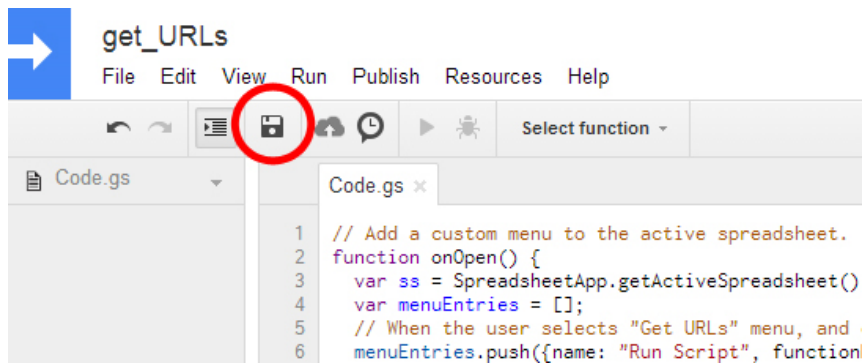
- a. Copy and paste the *getURLs_apps_script.txt* (replace the existing text in your new project).
- b. Copy the “bepress batch files” folder ID. Select the “bepress batch files” folder in your Drive and copy the end of the URL after the last “/”. Example:
<https://drive.google.com/drive/folders/0B9mCSUhedBEfmVIVJelRoSHEtTTQ/0B6CSUA0K5cJkflZmei1HQ3J2c21tc1Y3CSUYxNUFVTmo2QIIGUVCSUYnRGNIBIZUZmTGZOZ2s/0B6pD-rIBZUdCSUVAyV2p2V1pjREU/0B6pD-rICSUdTSjhmUk5VV0VYOG8>
- c. Paste the folder ID between the ‘ ’ in the script.

```

1 // Add a custom menu to the active spreadsheet. (updated 2015-04-22)
2 function onOpen() {
3   var ss = SpreadsheetApp.getActiveSpreadsheet();
4   var menuEntries = [];
5   // When the user selects "Get URLs" menu, and clicks "Run Script", the function getURLs is executed.
6   menuEntries.push({name: "Run Script", functionName: "getURLs"});
7   ss.addMenu("Get URLs", menuEntries);
8 }
9
10 function getURLs() {
11
12   // https://developers.google.com/apps-script/
13   var folderID = '0B6pD-rIBZUdTSjhmUk5VV0VYOG8' <- Put the Google Drive folderID here
14
15   var ss = SpreadsheetApp.getActiveSpreadsheet();
16   var sheet = ss.getSheets()[0];
17
18   var folder = DriveApp.getFolderById(folderID);
19   var files = folder.getFiles();
20
21   sheet.clearContents()
22
23   while (files.hasNext())
24   {
25     var file = files.next();
26     var myFiles = new Array();
27     myFiles[0] = file.getName();
28     myFiles[1] = 'https://googledrive.com/host/' + folderID + '/' + file.getName();
29     sheet.appendRow(myFiles);
30   }
31
32   sheet.sort(1, true);
33 }

```

5. Save your changes by clicking on the save button.



6. Follow the *fulltext_URLs_instructions.pdf* to run the script.*
 *Note: The first time you run the script, you will be asked to authorize it. Then, you will need to run it again.