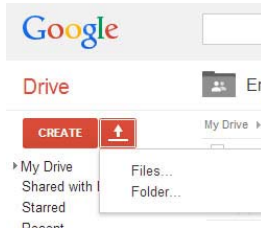


Get URLs for Digital Commons Batch Upload

1. Login to Google Drive. (drive.google.com)
2. Open **Fulltext URLs Apps Script** folder in Google Drive.

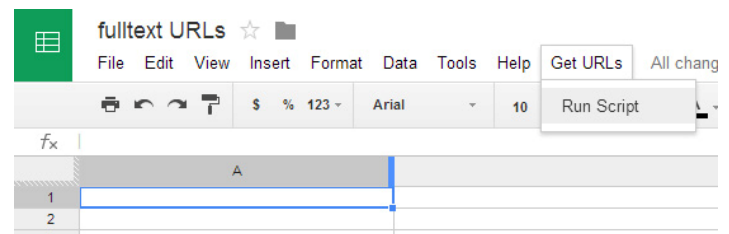
3. Upload files to **bepress batch files** folder by dragging and dropping or clicking on the orange upload button. *



*remove all spaces in filenames

4. Open **fulltext URLs** Google spreadsheet.

5. Choose "Get URLs" from the menu and click "Run Script."



6. Sort your bepress Excel spreadsheet by the "filename" column.
7. Copy the URLs from **fulltext URLs** Google spreadsheet and paste into bepress Excel spreadsheet "fulltext url" column.