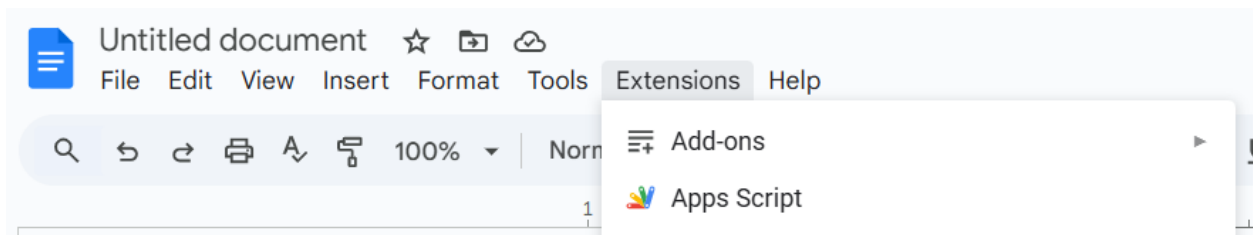


## How to use VelveX as a Google Docs Extension

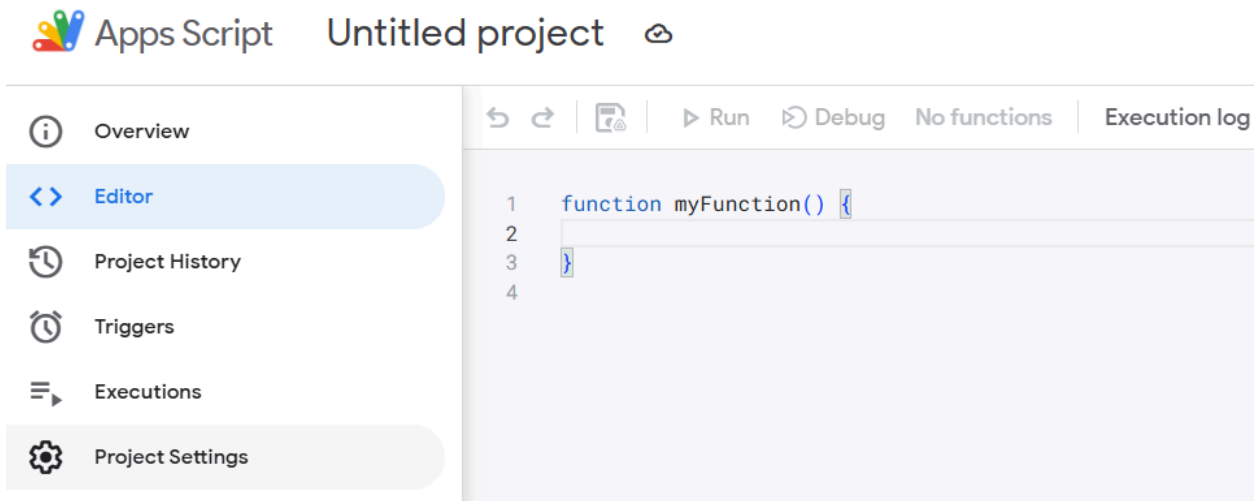
Since, the creator has not published the VelveX extension officially on the extension marketplace, you will have to use the following guide to use VelveX unofficially on your end as an ‘app script’.

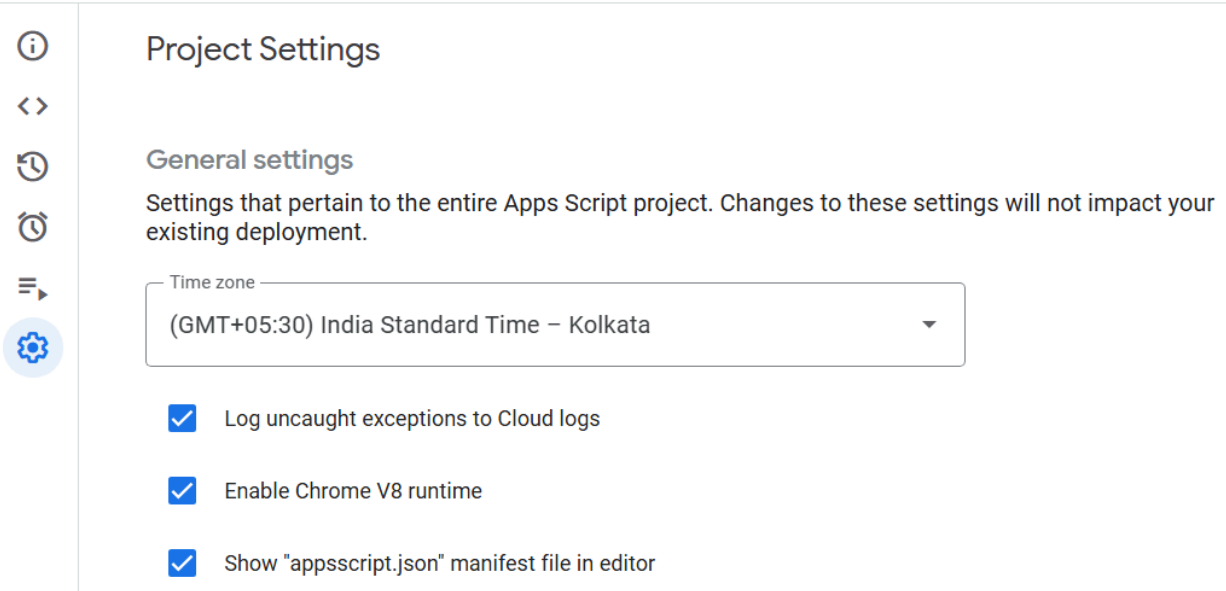
One general advice is that before using your own coded extension, it is **recommended** to open up <https://velvex.onrender.com>, once in a background tab (then close it) to prevent the render server hosting velveX from sleeping.

**STEP 1:** click on the ‘Extensions’ tab in the top left corner of the frame and select ‘Apps Script’ from the drop down menu. This will redirect you to another page in a new tab,



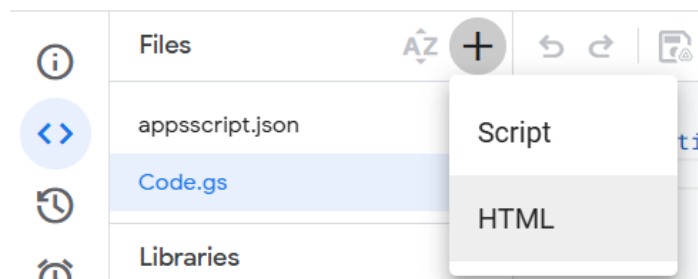
**STEP 2:** Once in Apps Script, select the ‘gear’ icon from the left panel and select ‘Project Settings’.



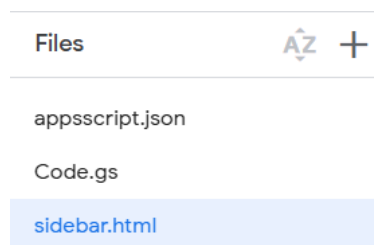


In project settings, enable “Show appsscript.json manifest file in editor”.

**STEP 3:** Head back to the editor from the left panel again with the “<>” symbol. Click the “+” icon and select “HTML” from the drop down menu, name the HTML file as ‘sidebar’.

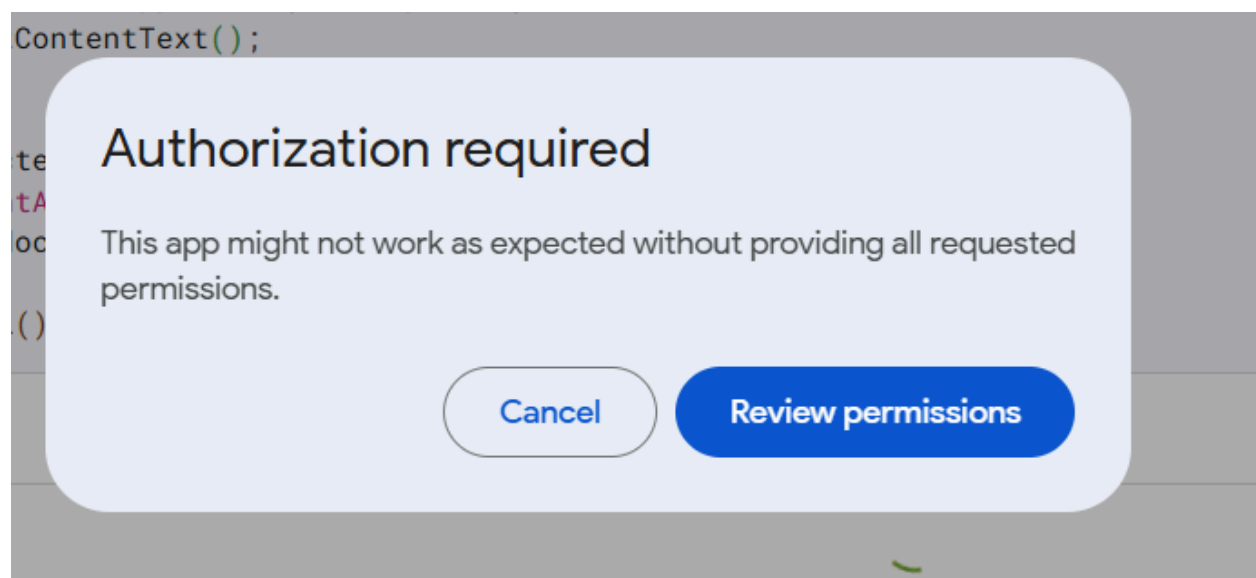
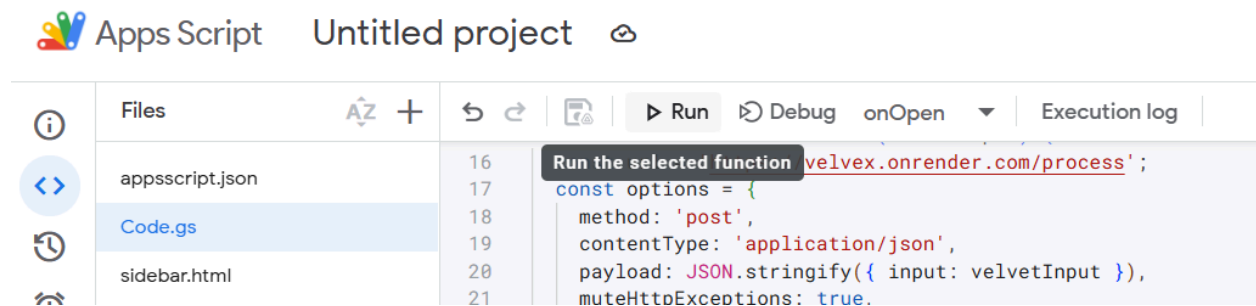


By this point your Files tab should appear as:



**STEP 4:** Copy paste contents of the files given in the ‘google docs’ folder in the GitHub repository into their corresponding files and hit Ctrl + S to save.

**STEP 5:** In '[Code.gs](#)' file, hit Run. Then google would ask for 'authorization', click on 'Review Permission'.



**STEP 6:** Google will warn that this app isn't verified by Google. Click on 'Advanced' and then click on 'Go to Untitled project (unsafe)'



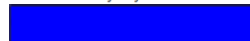
### Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer [redacted] verifies this app with Google, you shouldn't use it.

[Hide Advanced](#)

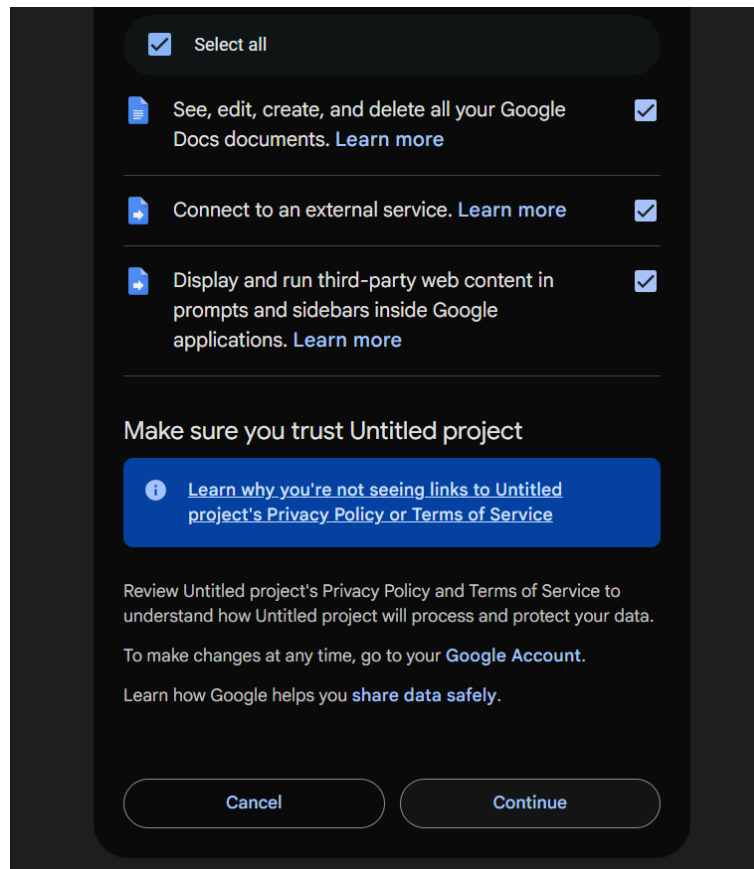
[BACK TO SAFETY](#)

Continue only if you understand the risks and trust the developer



[Go to Untitled project \(unsafe\)](#)

**STEP 7:** Check all the checkboxes and click on ‘Continue’. After this you should return back to the ‘Apps Script’ console with ‘execution completed’ message. If that's the case, VelveX is ready to go.



## Execution log

3:56:18 PM	Notice	Execution started
3:56:19 PM	Notice	Execution completed

**Finally:** You should be able to see ‘VelveX Tools’ on the document you added the App Script to. Note that this is only applicable to this current document only and does not apply for other docs.

