

COMMUNICATING WITH PRISONERS

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List Google Drive Folder File Names and URLs to a Google Sheet

This Google Apps script produces a new Google sheet containing the list of files in a Google Drive folder, along with their URLs on Google Drive. Such a file is helpful for creating a datalinks manifest for importing datalinks into an ortext.

Steps for installing and running the Google Apps script:

1. Open a new Google Sheet document from the Google account for which you want a Google Drive directory listing.
2. In the toolbar for the new Google Sheet, go to *Tools -> Script editor*
3. Create script for: *Script as Web App*
4. A code editor will open. Replace any sample code in the editor with the code below.
5. Within the inserted code, replace *your-folder* with the name of folder for which you want a listing.
6. Save the inserted code; application will ask for a file name.
7. Run by clicking on the right-pointing triangle in the button bar.
8. 'Authorization required' pop up will appear; grant authorization.
9. A listing of the files in the specified folder, along with URLs for those files, will then appear in your *My Drive* as a Google Sheet named *listing of folder {your-folder}*

The Google Apps script code for listing a folder with URLs to a new Google Sheet:

```
// replace your-folder below with the folder for which you want a listing
function listFolderContents() {
  var foldername = 'your-folder';
  var folderlisting = 'listing of folder ' + foldername;
```

```
var folders = DriveApp.getFoldersByName(foldername)
var folder = folders.next();
var contents = folder.GetFiles();

var ss = SpreadsheetApp.create(folderlisting);
var sheet = ss.getActiveSheet();
sheet.appendRow( ['name', 'link'] );

var file;
var name;
var link;
var row;
while(contents.hasNext()) {
    file = contents.next();
    name = file.getName();
    link = file.getUrl();
    sheet.appendRow( [name, link] );
}
};
```

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