# **Overview of Google Apps Script**

Google Apps Script is a rapid application development platform that makes it fast and easy to create business applications that integrate with G Suite. You write code in modern JavaScript and have access to built-in libraries for favorite G Suite applications like Gmail, Calendar, Drive, and more. There's nothing to install—we give you a code editor right in your browser, and your scripts run on Google's servers.

If you're new to JavaScript, Codecademy offers a number of JavaScript courses. (Note that these courses weren't developed by and aren't associated with Google.)

## What can Apps Script do?

Apps Script is versatile. Among other things, you can:

- Add <u>custom menus</u>, <u>dialogs</u>, <u>and sidebars</u> to Google Docs, Sheets, and Forms.
- Write <u>custom functions</u> and <u>macros</u> for Google Sheets.
- Publish <u>web apps</u> either standalone or embedded in Google Sites.
- Interact with other Google services, including AdSense, Analytics, Calendar, Drive, Gmail, and Maps.
- Build <u>add-ons</u> to extend Google Docs, Sheets, Slides, and Forms, and publish them to the Add-on store.
- Convert an Android app into an <u>Android add-on</u> so that it can exchange data with a user's Google Doc or Sheet on a mobile device.
- Streamline Google Chat workflows by building a <u>chat bot</u>.

For a quick demo of Apps Script in action, try one of our 5-minute quickstarts:

- Menus, and Custom Functions: Tailor spreadsheet functions to your needs and build reports with custom Google Sheets menu items.
- <u>Managing Responses for Google Forms</u>: Email Calendar invites and a personalized Google Doc to every user who responds to a form.

## Your first script

The steps below show how to build and run a simple <u>standalone script</u>that creates a Google Doc and emails you a link.

### Set it up

- 1. Visit <a href="mailto:script.google.com">script.google.com</a> to open the script editor. (You'll need to be signed in to your Google account.) If this is the first time you've been to <a href="mailto:script.google.com">script.google.com</a>, you'll be redirected to a page that introduces Apps Script. Click **Start Scripting** to proceed to the script editor.
- 2. A welcome screen will ask what kind of script you want to create. Click **Blank Project** or **Close**.
- 3. Delete any code in the script editor and paste in the code below.

#### templates/standalone/helloWorld.gs

VIEW ON GITHUB

```
/**
 * Creates a Google Doc and sends an email to the current user with a link to the doc.
function createAndSendDocument() {
  // Create a new Google Doc named 'Hello, world!'
 var doc = DocumentApp.create('Hello, world!');
  // Access the body of the document, then add a paragraph.
  doc.getBody().appendParagraph('This document was created by Google Apps Script.');
  // Get the URL of the document.
  var url = doc.getUrl();
 // Get the email address of the active user - that's you.
  var email = Session.getActiveUser().getEmail();
 // Get the name of the document to use as an email subject line.
 var subject = doc.getName();
  // Append a new string to the "url" variable to use as an email body.
  var body = 'Link to your doc: ' + url;
 // Send yourself an email with a link to the document.
  GmailApp.sendEmail(email, subject, body);
}
```

4. Select the menu item **File > Save**. Name your new script and click **OK**.

## Try it out

- 1. To execute the script, either click ▶ or select the menu item Run > createAndSendDocument.
- 2. A dialog box will appear and tell you that the script requires authorization. Click **Continue**. A second dialog box will then request authorization for specific Google services. Read the notice carefully, then click **Allow**.
- 3. A yellow bar at the top of the script editor will indicate when the script is running. When the yellow bar disappears, the script has finished.

- 4. Check your <u>Gmail inbox</u> for the new email, then click the link to open the Google Doc you created.
- 5. Open your <u>Google Drive</u>. You'll see that both the script and the document are stored there.