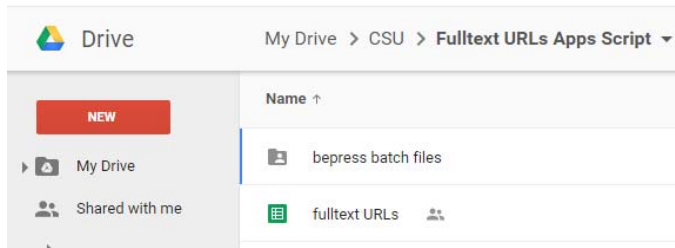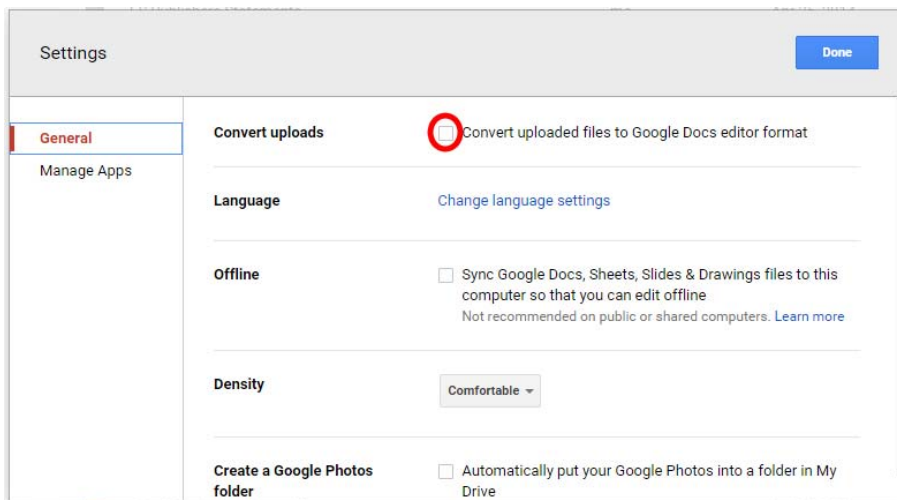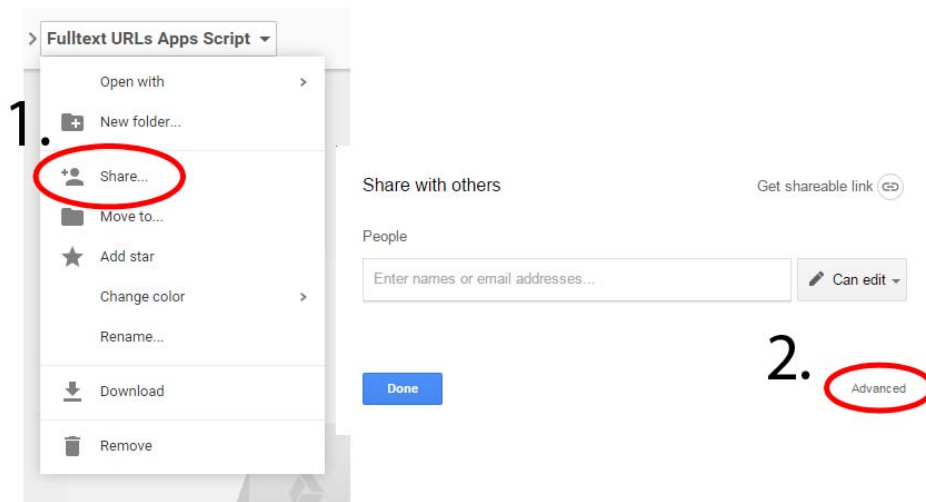# Setup for Batch Loading using Google Drive

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").

b. Create a "fulltext URLs" spreadsheet.
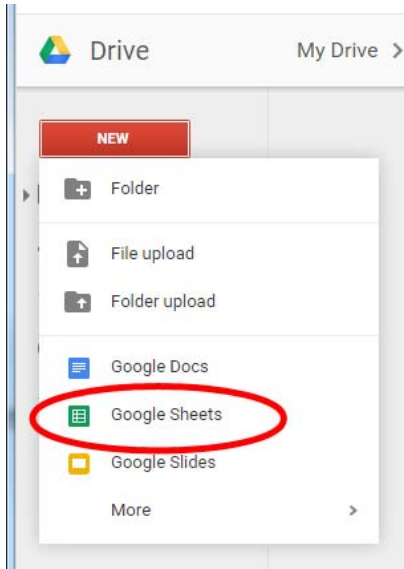
4. Add the apps script to the spreadsheet. Open the spreadsheet, click on the Tools menu, and select "Script editor…"
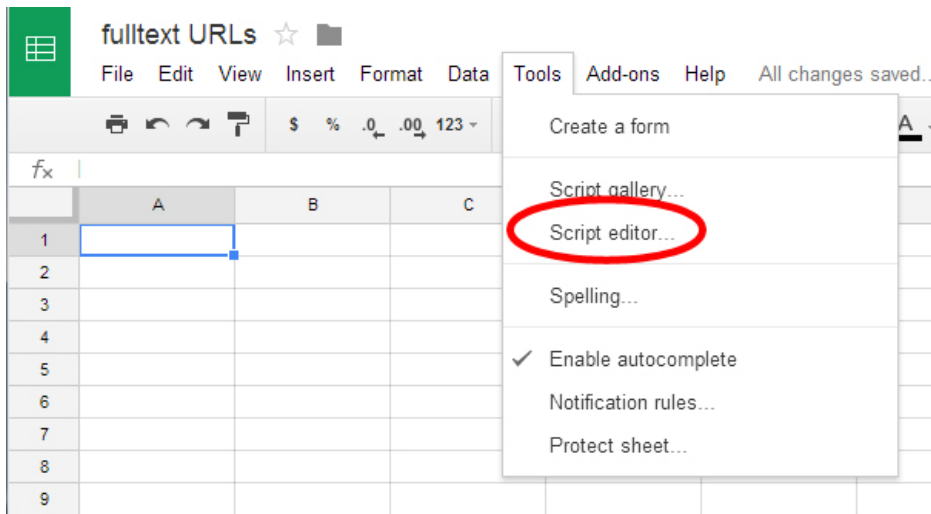
a. Copy and paste the *getURLs_apps_script.txt* (replace the existing text in your new project).

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/0B9mCSUhedBEfmVlVJelRoSHEtTTQ/0 B6CSUA0K5cJkflZmei1HQ3J2c21tc1Y3CSUYxNUFVTmo2QllGUVCSUYnR GNlBIZUZmTGZOZ2s/0B6pD-rIBZUdCSUVAyV2p2V1pjREU/0B6pD-rICSUdTSjhmUk5VV0VYOG8

c. Paste the folder ID between the ' ' in the script.

```
get_URLs
File   Edit   View   Run   Publish   Resources   Help

     ↰  ↱    ▤  🖫  ☁ ◷   ▶  🐞   Select function ▾   ♀

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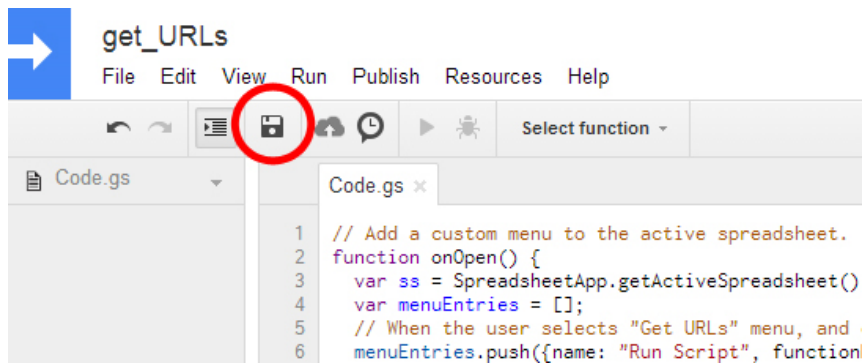
5. Save your changes by clicking on the save button.

```
get_URLs
File   Edit   View   Run   Publish   Resources   Help

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  5    // When the user selects "Get URLs" menu, and
  6    menuEntries.push({name: "Run Script", function
```

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.