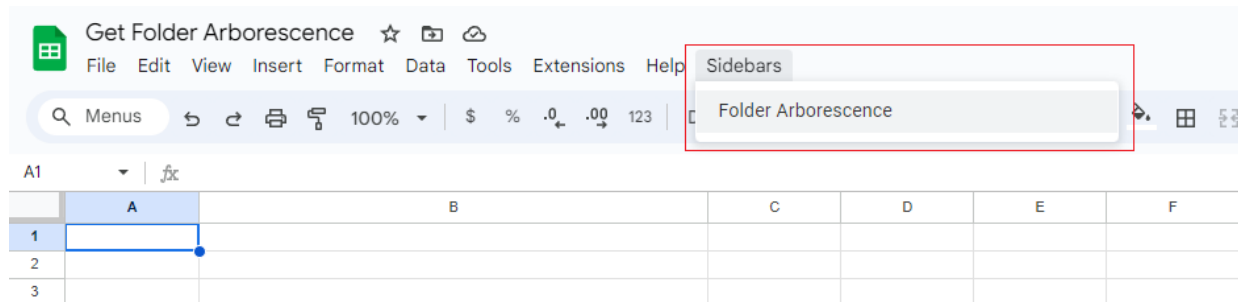# First time you want to open the sidebar

➔ When you open the spreadsheet, wait until it's fully loaded to see "Sidebars" appear in your menu. Go on it and click on Folder Arborescence to open your sidebar.

➔ If you open the Folder Arborescence sidebar for the first time it will require your authorization. Click on continue.

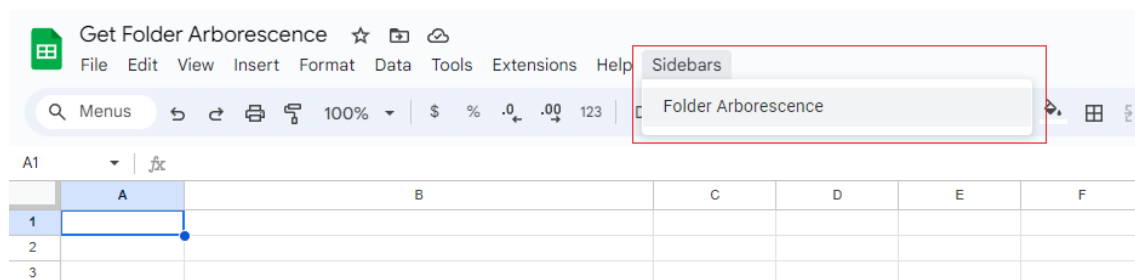➔ Choose your google account.
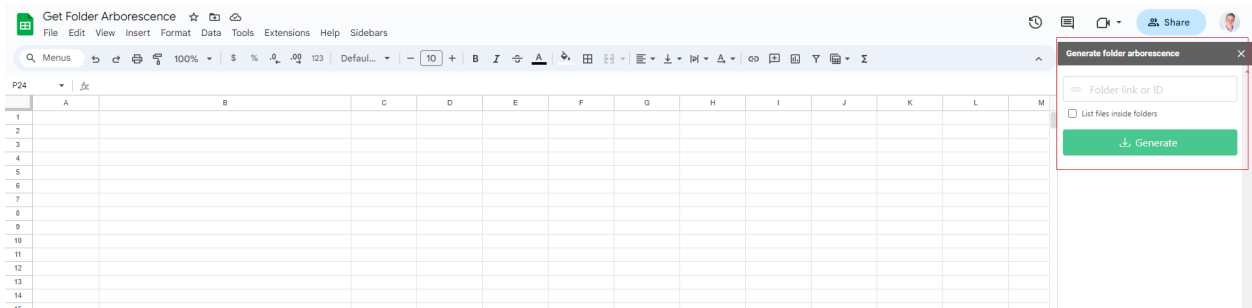
➔ Give access to your Google Drive
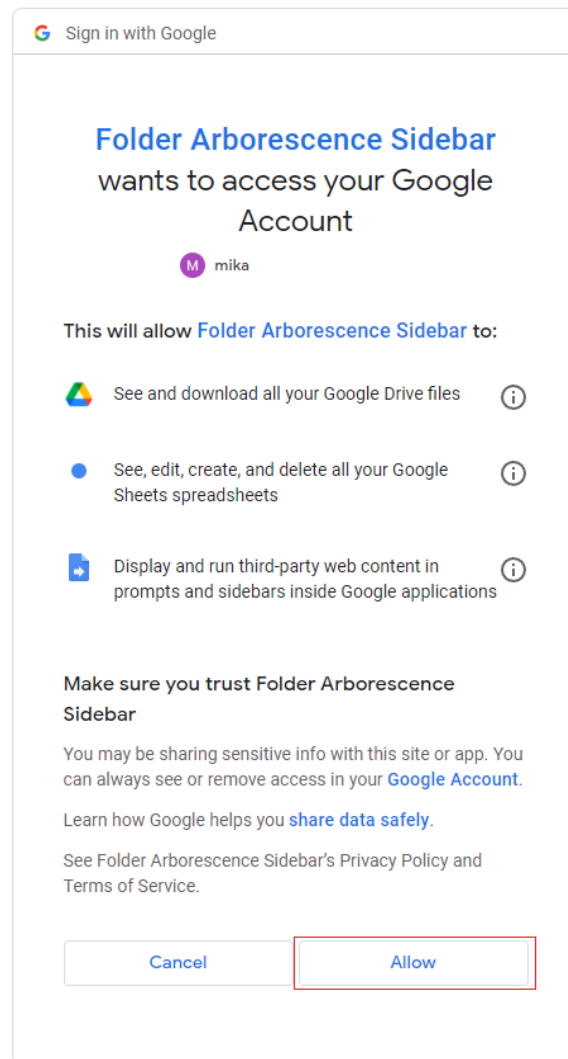
Once you have given access to your Google Drive

➔ Go on the "Sidebars" item and click on Folder Arborescence.

➔ You should see the sidebar appear on the right side of your spreadsheet.
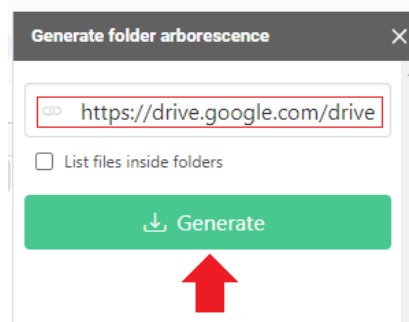

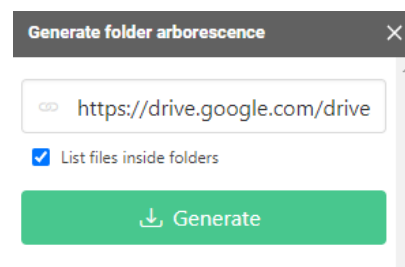## How to use the sidebar to get your folder arborescence

➔ Copy the ID or the link of the folder from which you want to retrieve the arborescence.

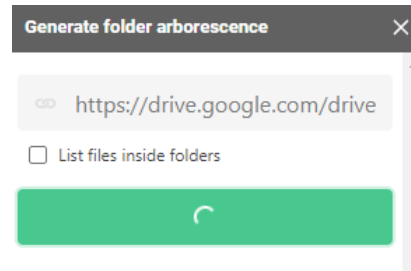➔ Paste the link or the ID in the sidebar and click on "Generate".

➔ (Optional) If you want you can also list the files inside all of your folders by checking "List files inside folders".
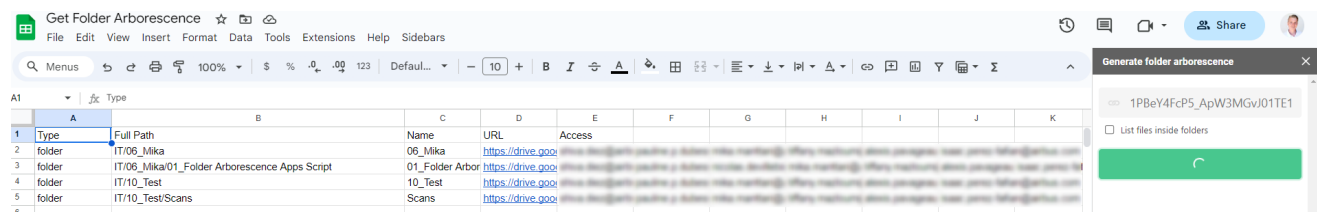
➔ Click on "Generate" the tool should start processing your folder arborescence.

Note : you don't need to erase the spreadsheet content, the sidebar will automatically do it every time you want to generate a new arborescence.

➔ After a few seconds you should see the spreadsheet starting to be filled with the list of the folders or files inside your folder. Go for a little coffee break and let the tool work for you.

➔ Once the generation is complete, the sidebar will inform you with the "Generation complete" message.

Note : If you entered an invalid folder link or ID don't panic, the tool will let you know