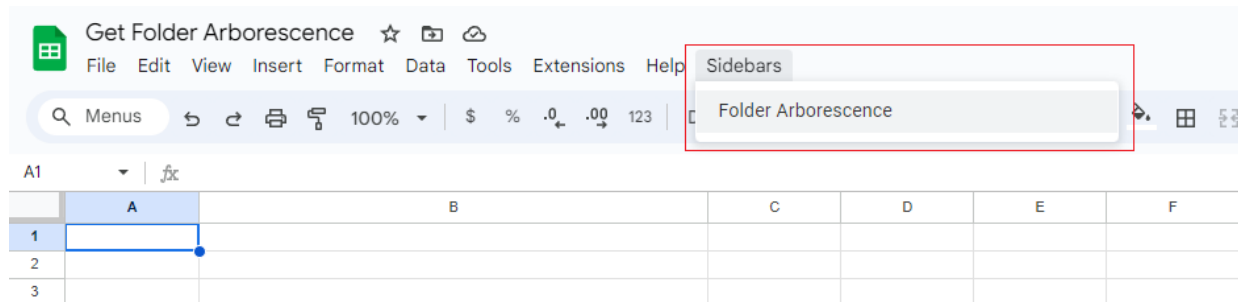


## First time you want to open the sidebar

- 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.

### Authorization Required

A script attached to this document needs your permission to run.

Continue

Cancel

- Choose your google account.

to continue to [Folder Arborescence Sidebar](#)



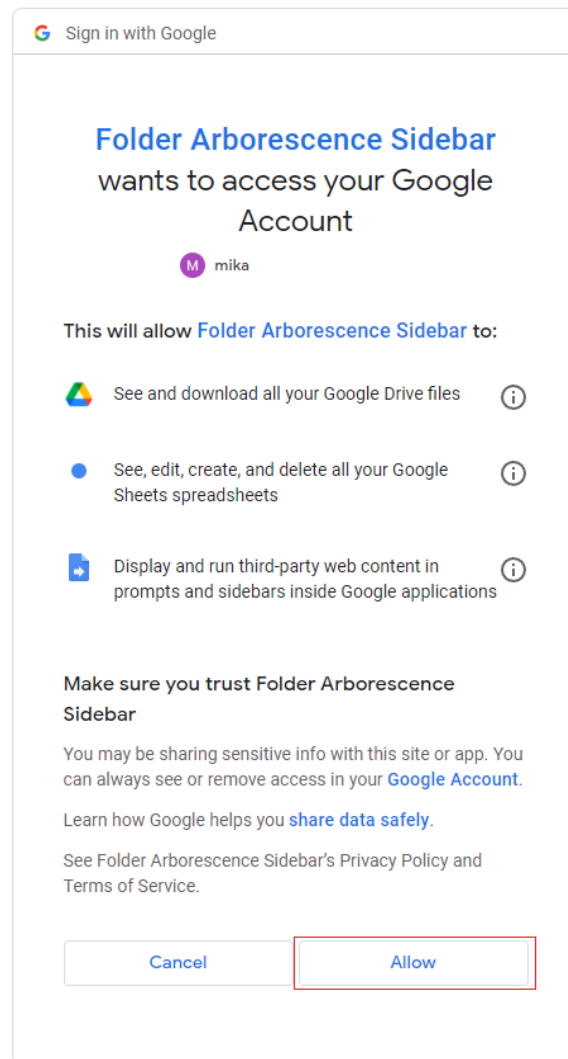
Mika

mika.martingarius.com



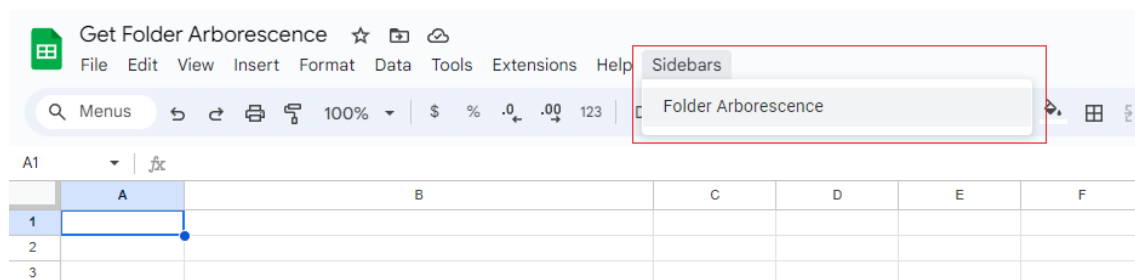
Use another account

→ Give access to your Google Drive

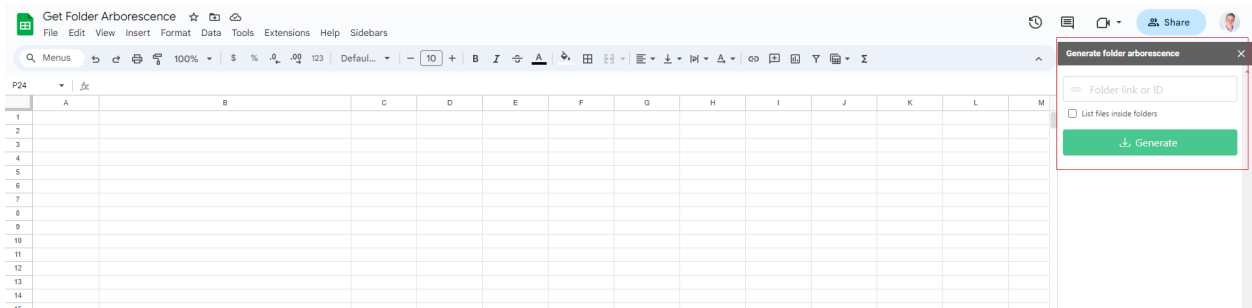


Once you have given access to your Google Drive

→ Go on the “Sidebars” item and click on Folder Arborescence.



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

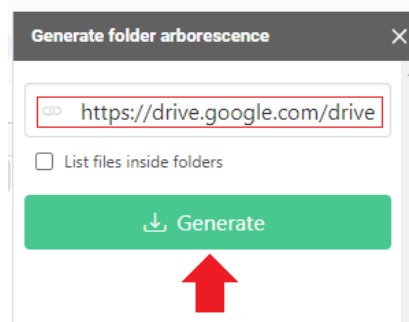


## How to use the sidebar to get your folder arborescence

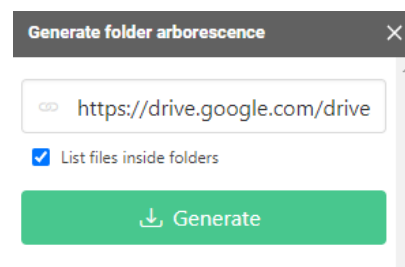
→ Copy the ID or the link of the folder from which you want to retrieve the arborescence.



→ Paste the link or the ID in the sidebar and click on “Generate”.

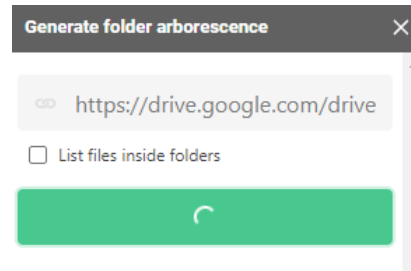


→ (Optional) If you want you can also list the files inside all of your folders by checking “List files inside folders”.

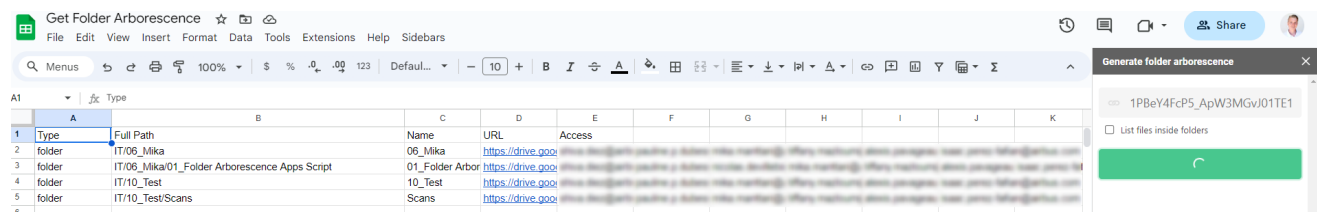


→ Click on “Generate” the tool should start processing your folder arborescence.

*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.



Type	Full Path	Name	URL	Access
folder	IT/06_Mika	06_Mika	<a href="https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1">https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1</a>	
folder	IT/06_Mika/01_Folder Arborescence Apps Script	01_Folder Arbor	<a href="https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1">https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1</a>	
folder	IT/10_Test	10_Test	<a href="https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1">https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1</a>	
folder	IT/10_Test/Scans	Scans	<a href="https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1">https://drive.google.com/drive/folders/1PBcY4FcP5_ApW3MGvJ01TE1</a>	

→ 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*

