

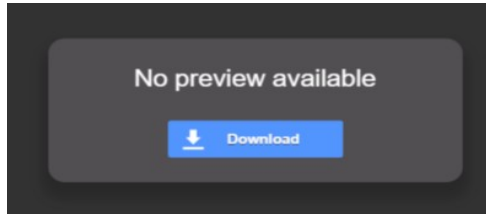
How to update the newsclip web app

Step A Go to your newsclip folder in Google Drive. This folder may have a different name, such as the name of your newspaper.

Double-click updateWeb .

If you see a page of code, go to **Step D**.

Otherwise you will see a black screen with “No preview available” like this:



If you see Open or Open with at the top of the window, go to **Step C**. Otherwise, continue to **Step B**.

Step B You need to connect Google App Script to Google Drive:

1. Open a new browser tab and go to <https://script.google.com>
2. Click File > Open
3. Locate updateweb and open it
4. Close this browser window
5. Go back to the newsclip folder in Google Drive
6. Double-click updateweb

If you see a page of code, go to **Step D**. Otherwise, continue to **Step C**.

Step C Click Open with > Google App Scripts

If you do not see Open or Open with at the top of the window, contact your IT support.

Step D You should now see a page of code.

Click Run or ► (the Run button).

If this is the first time you have run the script you will be asked to grant access. Click Authorize and then click Accept in the next dialogue box.

You should then see this message:



After several minutes, the message will disappear, meaning the script has finished.

You should receive an email to confirm the script ran successfully.

If you see an error message, for example **Service error**, try running the script again. If it fails several times, contact your IT support.