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Setup for Auto Generation of File URLs Using Google Drive for Batch Load to Digital Commons

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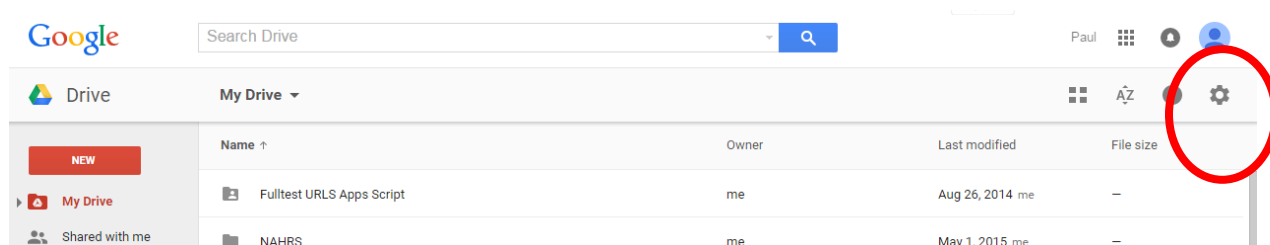
Setup for Auto Generation of File URLs Using Google Drive for Batch Load to Digital Commons

Marsha Miles, Cleveland State University Library
Paul Blobaum, Governors State University Library
June 22, 2015

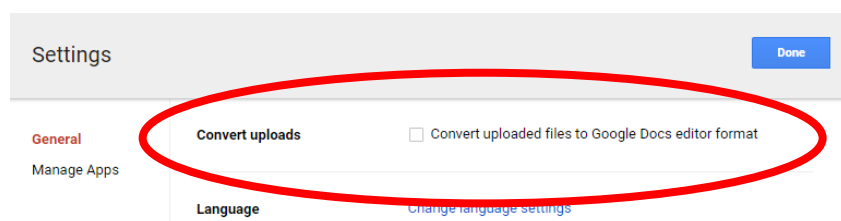
NOTE: This is 1 of 3 files needed to complete the process to generate URLs of documents to prepare DC batch load spreadsheets. See also [getURLS_apps_script](#) and [fulltext_URLS_instructions](#), posted at <http://opus.govst.edu/faculty/30/> “supplemental files”.

1. You must have a Google account. Go to drive.google.com.

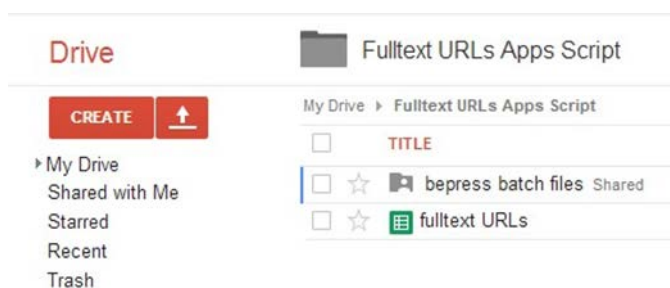
Go to gear icon, go to “settings”.



Under “Convert Uploads, make sure box is not checked to turn off auto file conversion to GoogleDocs format.

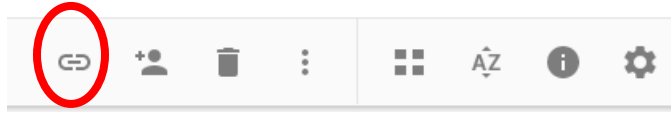


2. Create a folder in your Google Drive “Fulltext URLs Apps Script”.



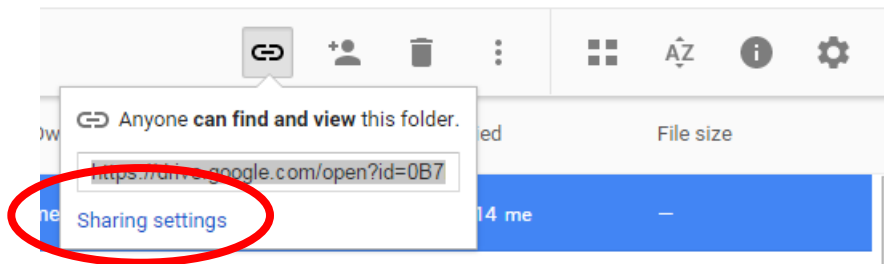
3. Within the “Fulltext URLs Apps Script” folder:

- a. Create a folder for your files to upload, “bepress batch files”
- b. Change share settings for “bepress batch files” folder to “Public on the Web”:

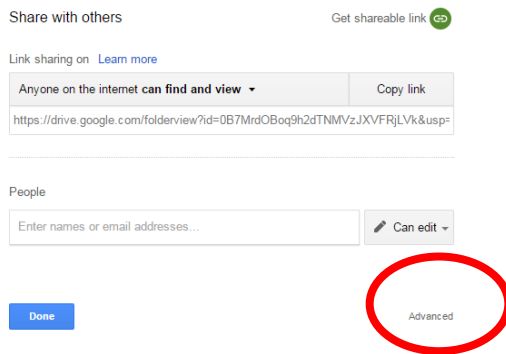


Click on “Get Link” chain (above)

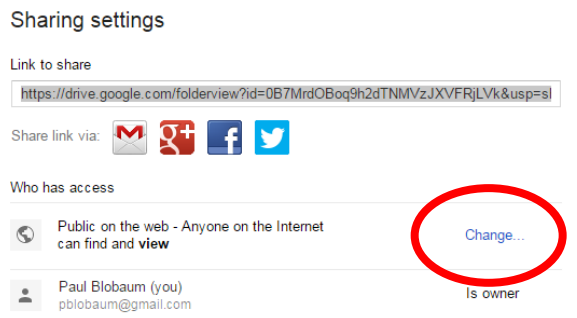
then Sharing Settings :



Then “advanced”:

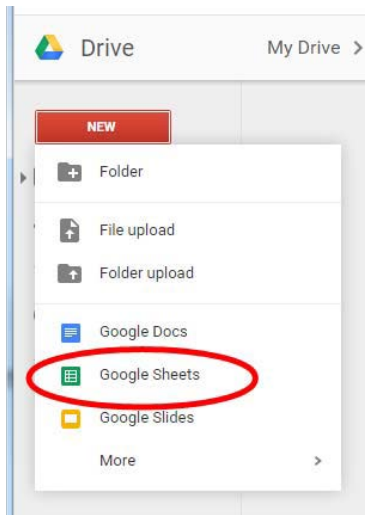


If not configured “public on the web”, click on “Change” to change settings.

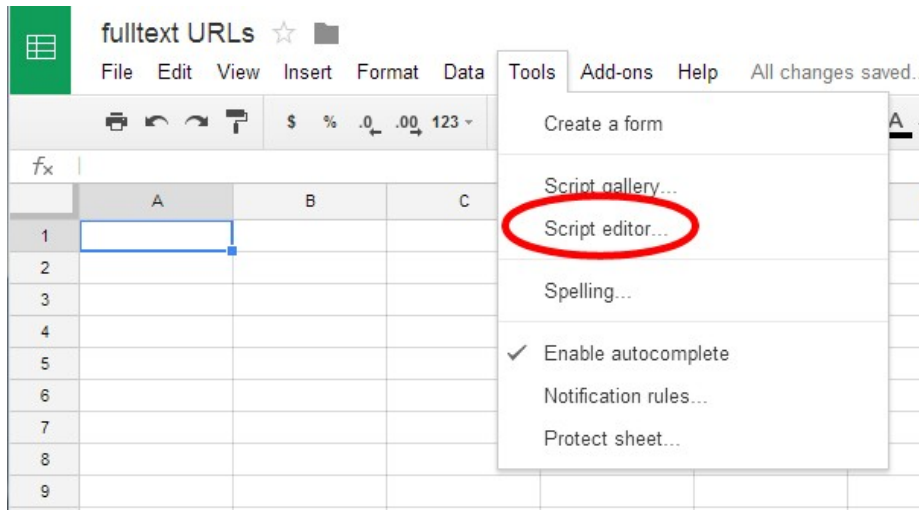


- c. Upload files you wish to post to DC to “bepress batch files” folder. Important Note: There cannot be any spaces in the file names. Use _ (underline) if necessary.

4. Create a “fulltext URLs” spreadsheet (google sheets).



5. Add the apps script to the spreadsheet. Open the spreadsheet, click on the Tools menu, and select “Script editor...”



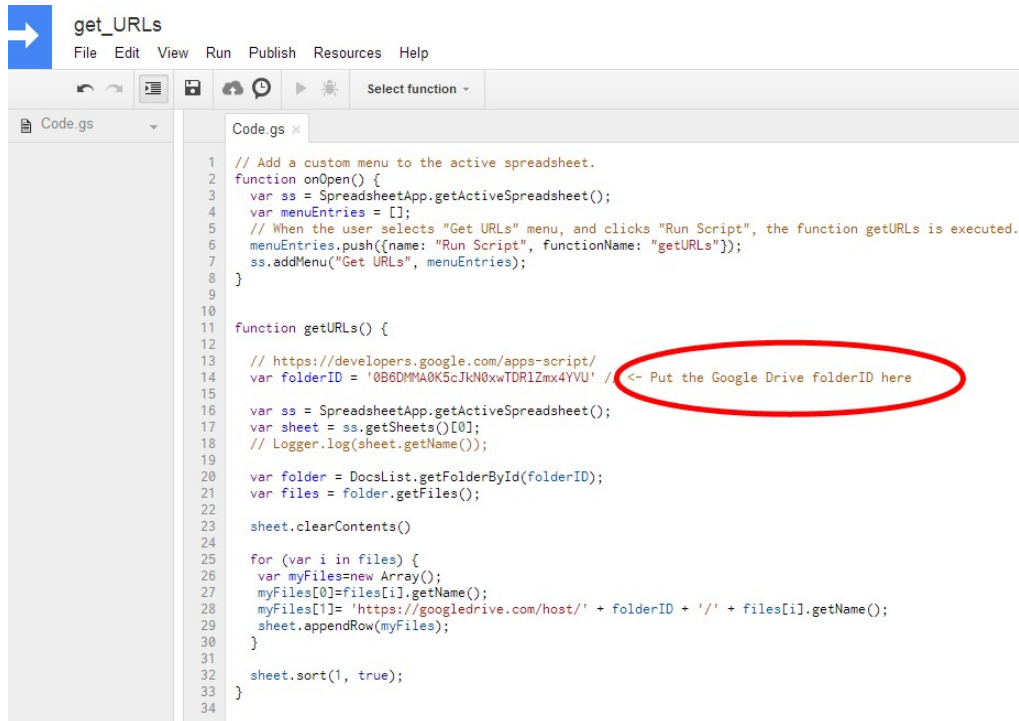
a. Open the *getURLs_apps_script.txt* file, Copy and paste into script editor (replace the existing text in your new project).

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:

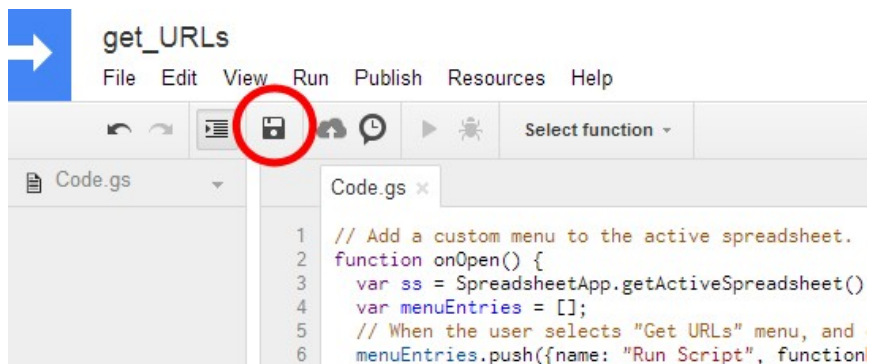
<https://drive.google.com/drive/folders/0B9mCSUhedBEfmVIVJeIRoSHEtTTQ/0B6CSUA0K5cJkflZmei1HQ3J2c21tc1Y3CSUYxNUFVTmo2QIIIGUVCSUYnRGNIBIZUZmTGZOZ2s/0B6pD-rIBZUdCSUVAYv2p2V1pjREU/0B6pDrICSUdTSjhmUk5VV0VYOG8>

c. Paste the folder ID between the ‘ ’ in the script.



```
1 // Add a custom menu to the active spreadsheet.
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
11 function getURLs() {
12
13   // https://developers.google.com/apps-script/
14   var folderID = '0B6DMMA0K5cJkN0xwTDR1Zmx4YVU' // <- Put the Google Drive folderID here
15
16   var ss = SpreadsheetApp.getActiveSpreadsheet();
17   var sheet = ss.getSheets()[0];
18   // Logger.log(sheet.getName());
19
20   var folder = DocsList.getFolderById(folderID);
21   var files = folder.getFiles();
22
23   sheet.clearContents()
24
25   for (var i in files) {
26     var myFiles=new Array();
27     myFiles[0]=files[i].getName();
28     myFiles[1]= 'https://googledrive.com/host/' + folderID + '/' + files[i].getName();
29     sheet.appendRow(myFiles);
30   }
31
32   sheet.sort(1, true);
33 }
34
```

6. Save your changes by clicking on the save button.



7. 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.