Placement Empowerment Program
Cloud Computing and DevOps Centre

Automate File Copying with a Script

Create a script to copy files from one folder to another automatically.

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Introduction

Automating repetitive tasks like file copying can save time, reduce errors, and improve efficiency in various scenarios, such as managing backups, organizing files, or syncing data between directories. This POC script will demonstrate how to copy files automatically from one folder to another, using a simple yet effective approach.
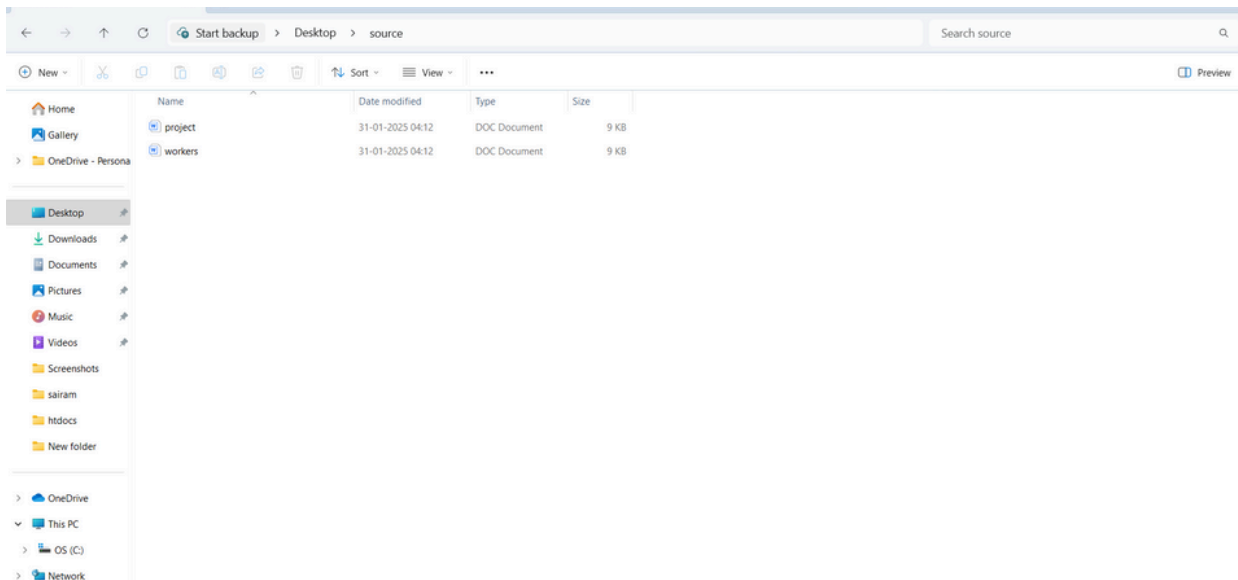
Step-by-Step Overview

Step 1

Create two folders named Source and Destination
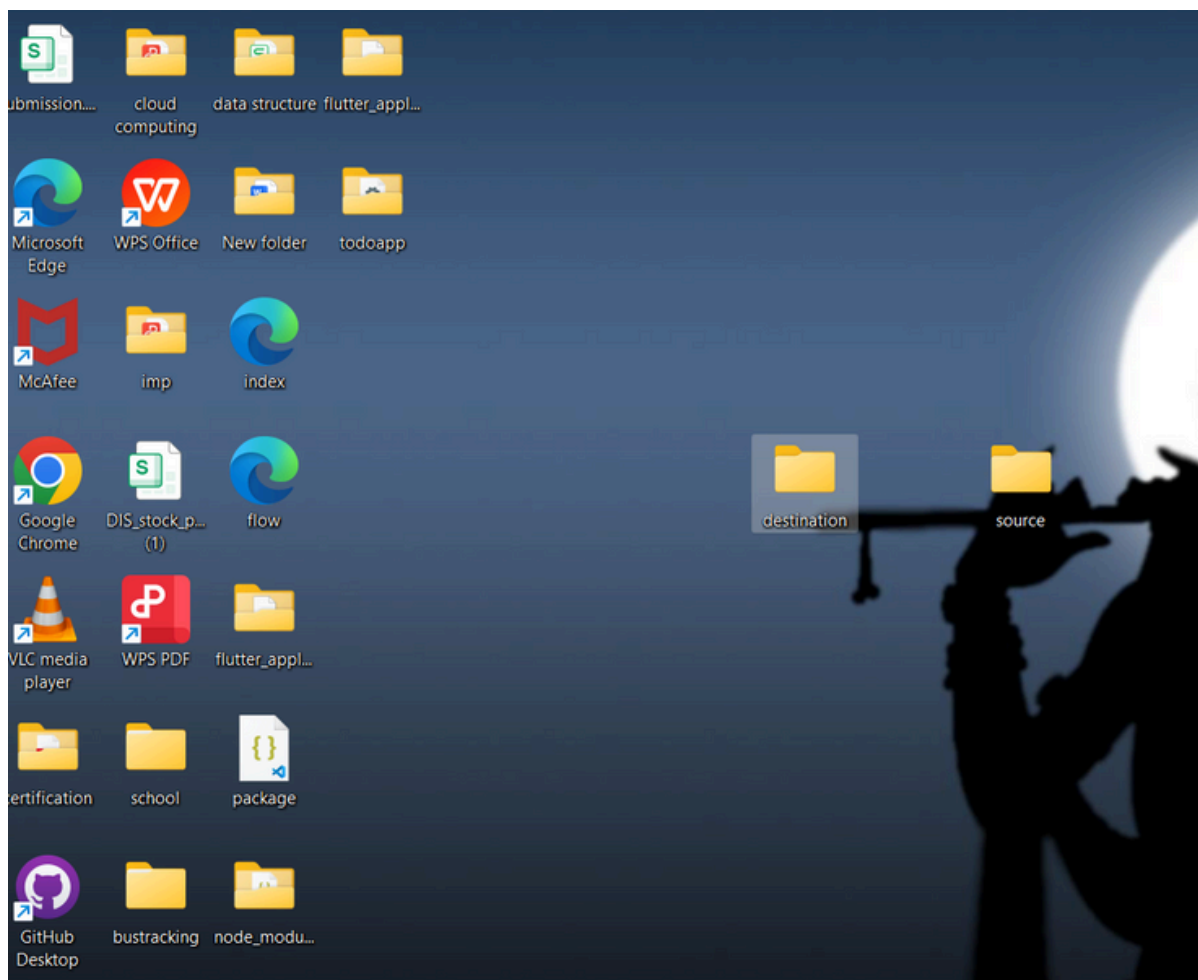
Step 2

Store some files inside it to automate it

Step 3

Open the note pad and type the code and make sure that in set SOURCE give your Source folder address and in set DESTINATION give your Destination Folder address
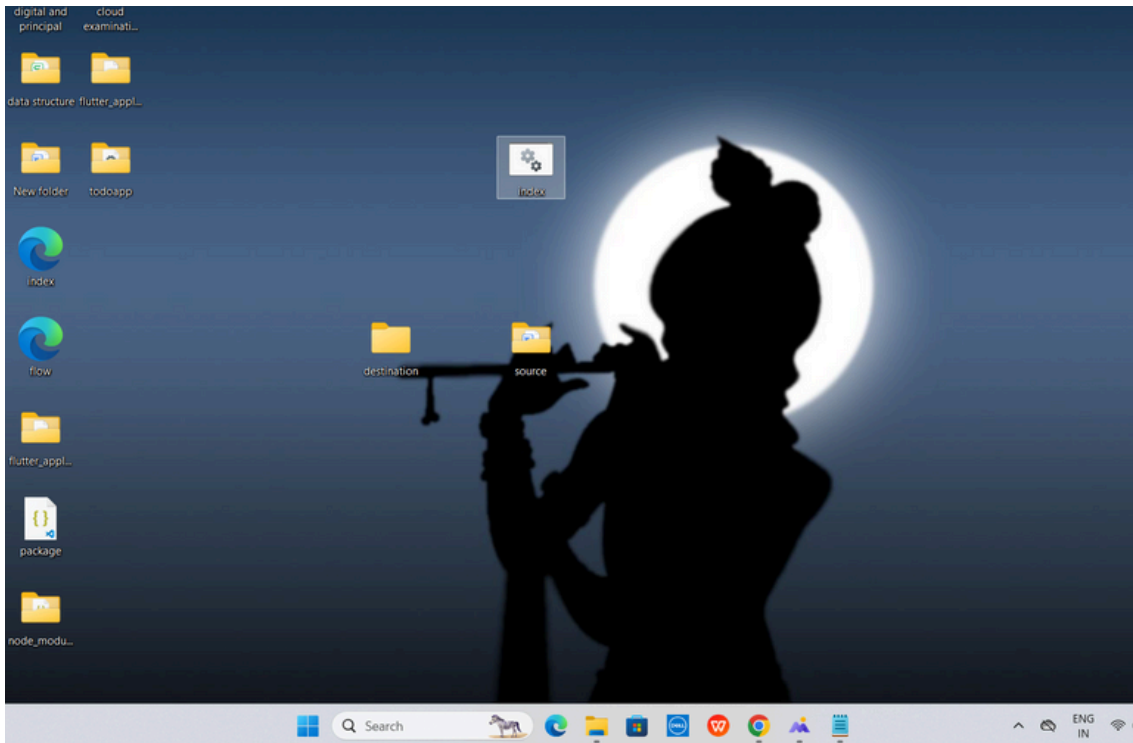


```
@Echo off
color e
cd C:\Users\sairam\Desktop\New folder

for /F "Delims="%%g in (MyText.txt) do(
echo %%g
)

pause
```

Step 4

Then save the file in desktop with .bat extension so the file looks like this

Step 5

Press Win + R on your keyboard.

A small "Run" dialog box will pop up.

Type taskschd.msc (without quotes) in the Run box.

Press Enter or click OK.This will open the Task Scheduler window.

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
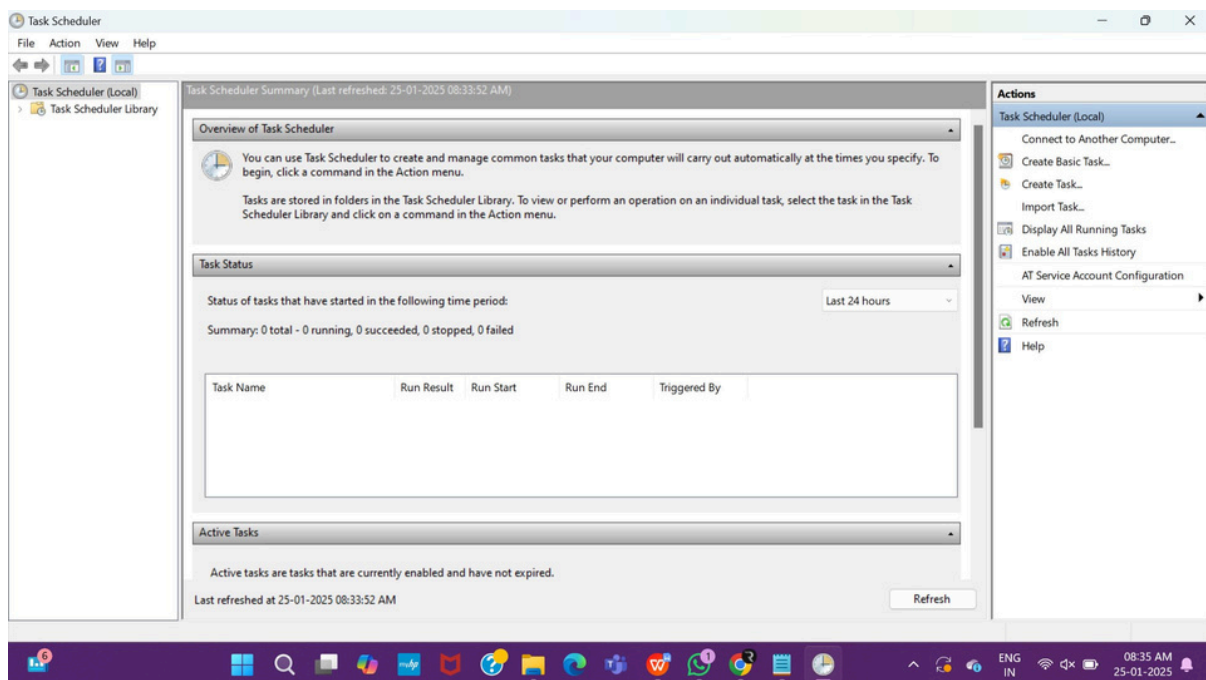
Open: taskschd.msc

OK   Cancel   Browse...

Step 6

In the Task Scheduler window, look to the right-hand side for a button called "Create Basic Task".

Click it.

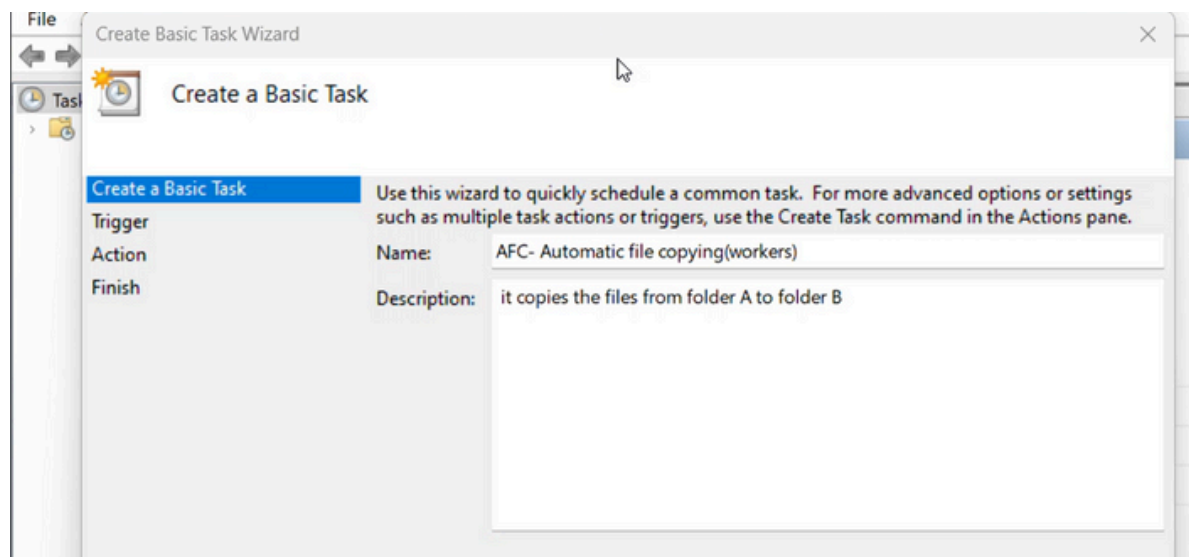A wizard will open to guide you through the setup.

Step 7

1. Enter a Name for the Task:

>   For example: "AFC - Automatic file copying(POC-
>   2)".(This can be anything that helps you remember what
>   the task does.)

Optionally, you can add a description like "Copies files from folder A
to folder B".

2. Click Next to continue.
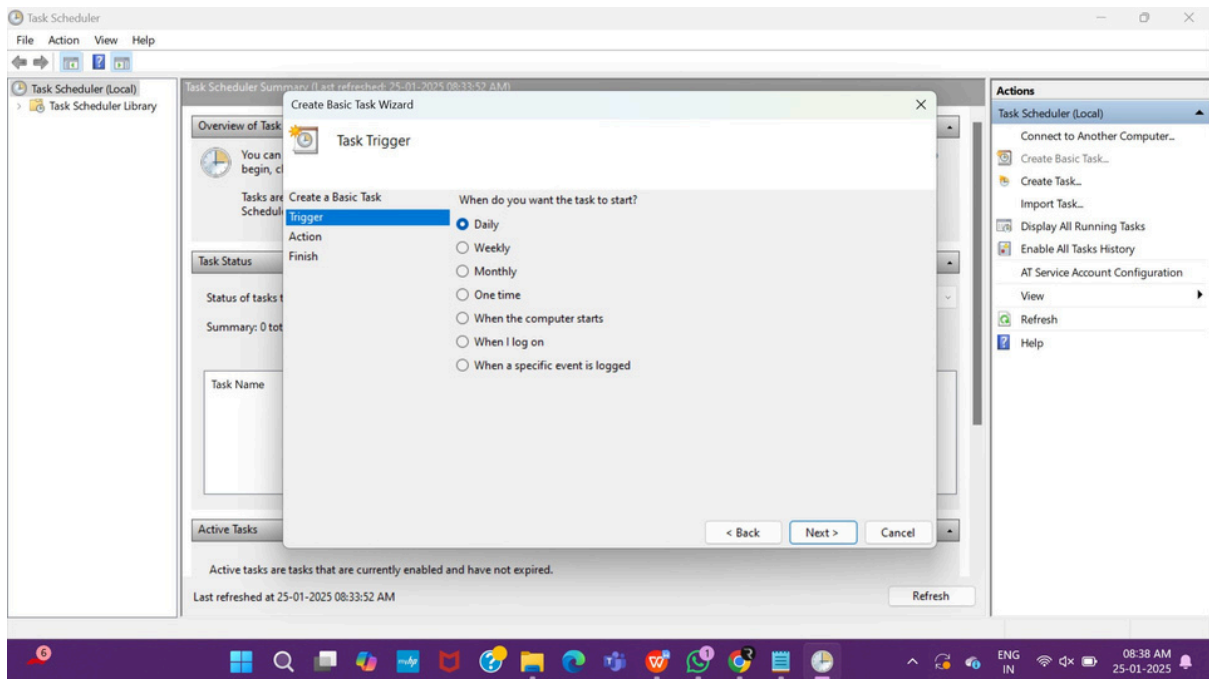

Step 8

Choose a Schedule:

You will see options like:

>   Daily (runs every day).

Weekly (runs once a week).

One time (runs only once at a specific time).

Choose what works for you (e.g., Daily) and click Next.
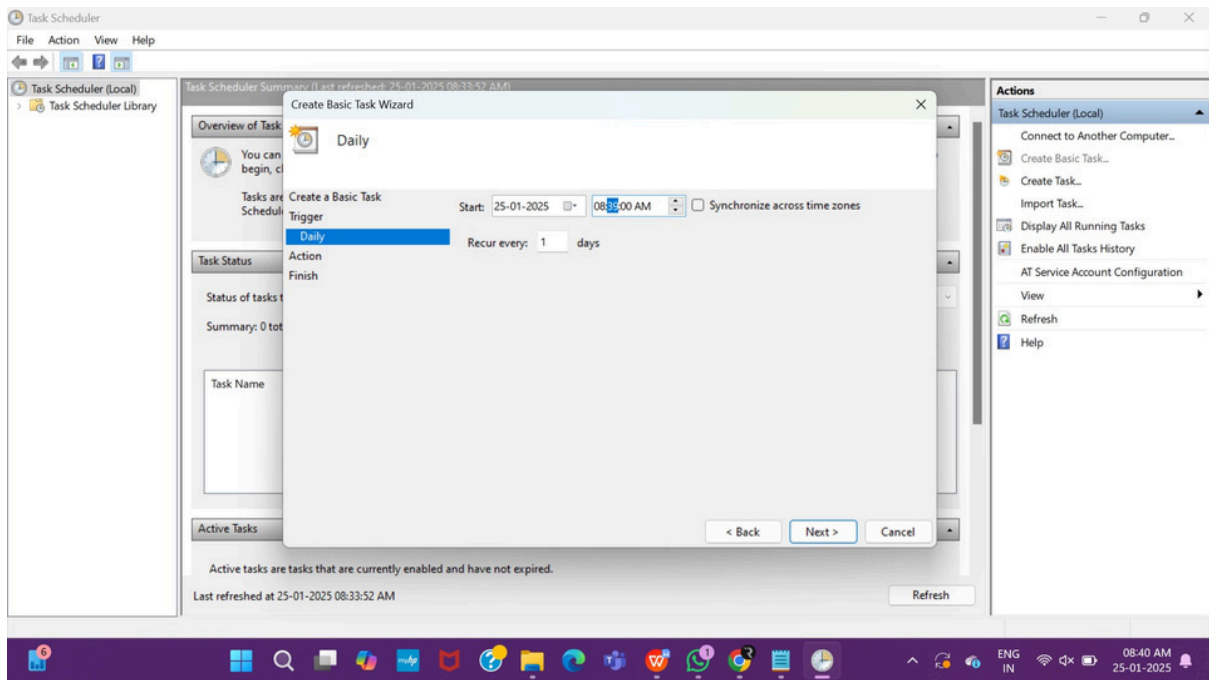

Step 9

Set the Time and Frequency:

If you chose Daily, specify:

The start date (it defaults to today).

The time (e.g., 10:00 AM).
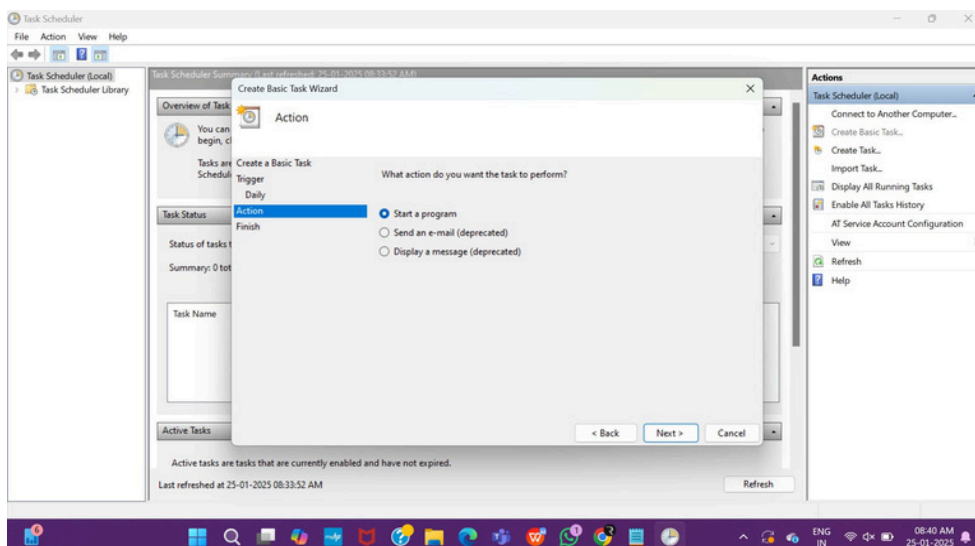
Click Next to move on.

Step 10

Set the Action

Now, we tell Task Scheduler what to do when it runs.

Select "Start a Program":

On the "Action" screen, select the option "Start a Program" and click Next.
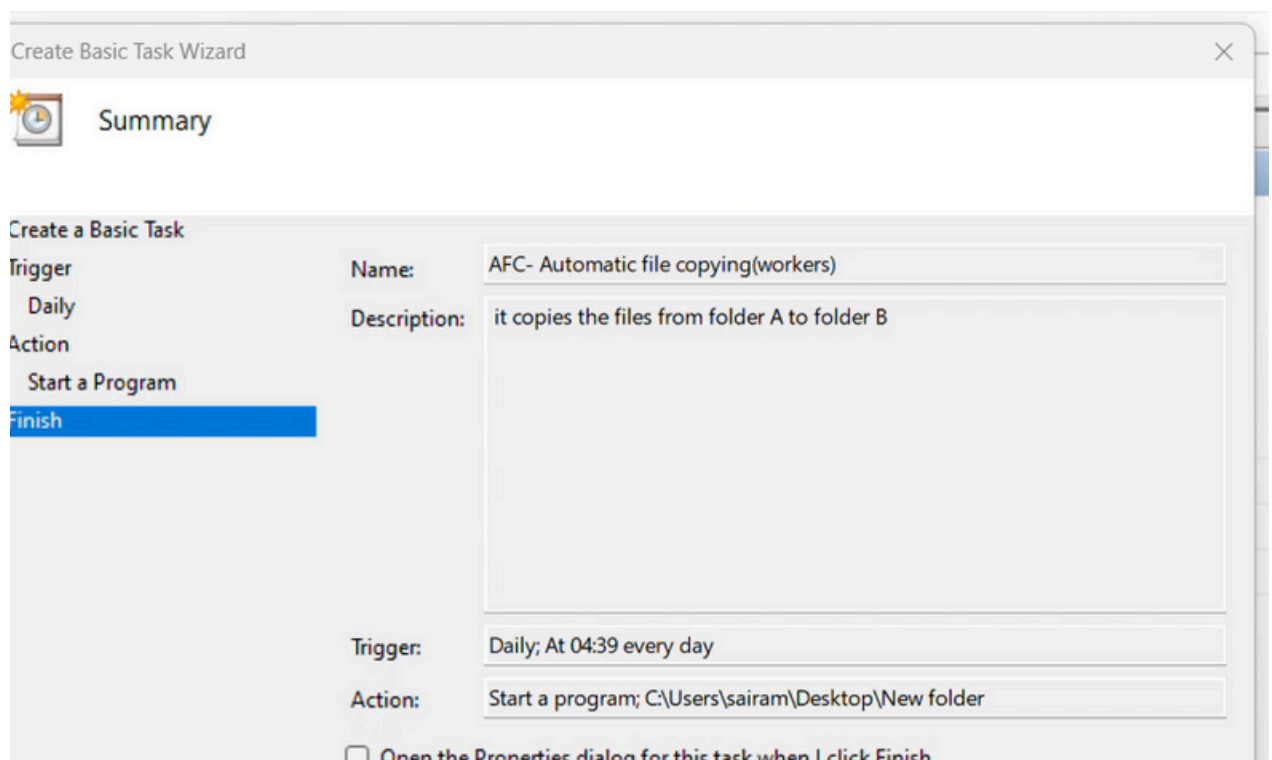
Step 11

Point to the Program or Script:

In the Program/script field, click Browse and navigate to the location of your .bat file.

Example: If your script is named index.bat and saved on the desktop, navigate to that file and select it.

Click Next.

Create Basic Task Wizard

Summary

Create a Basic Task
Trigger
  Daily
Action
  Start a Program
Finish

Name: AFC- Automatic file copying(workers)

Description: it copies the files from folder A to folder B

Trigger: Daily; At 04:39 every day

Action: Start a program; C:\Users\sairam\Desktop\New folder

☐ Open the Properties dialog for this task when I click Finish

Step 12

Review and Finish

Click Finish to save and schedule the task.

Summary

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Daily
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Start a Program
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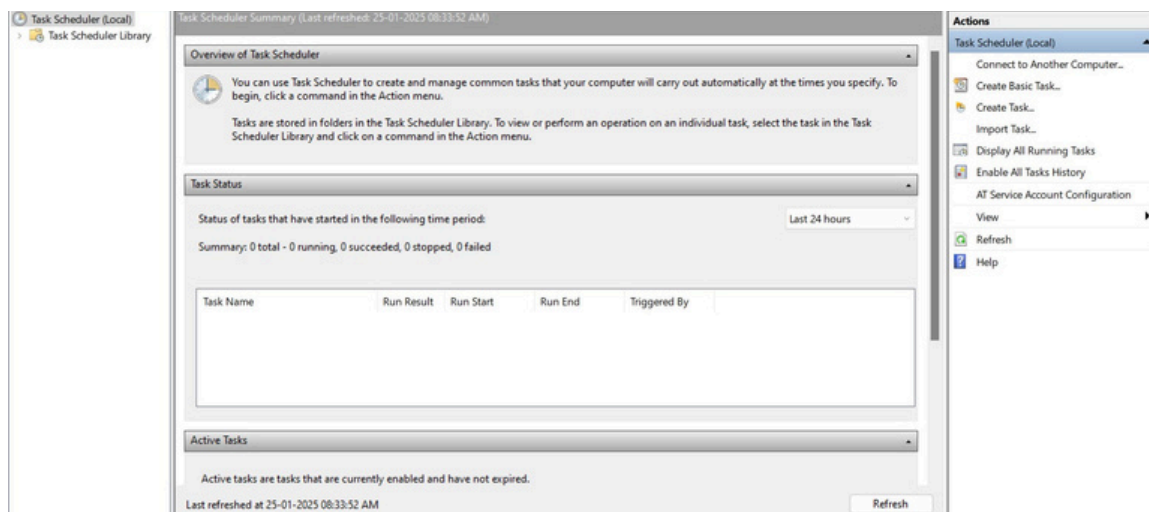|	
Name:	AFC- Automatic file copying(workers)
Description:	it copies the files from folder A to folder B
Trigger:	Daily; At 04:39 every day
Action:	Start a program; C:\Users\sairam\Desktop\New folder
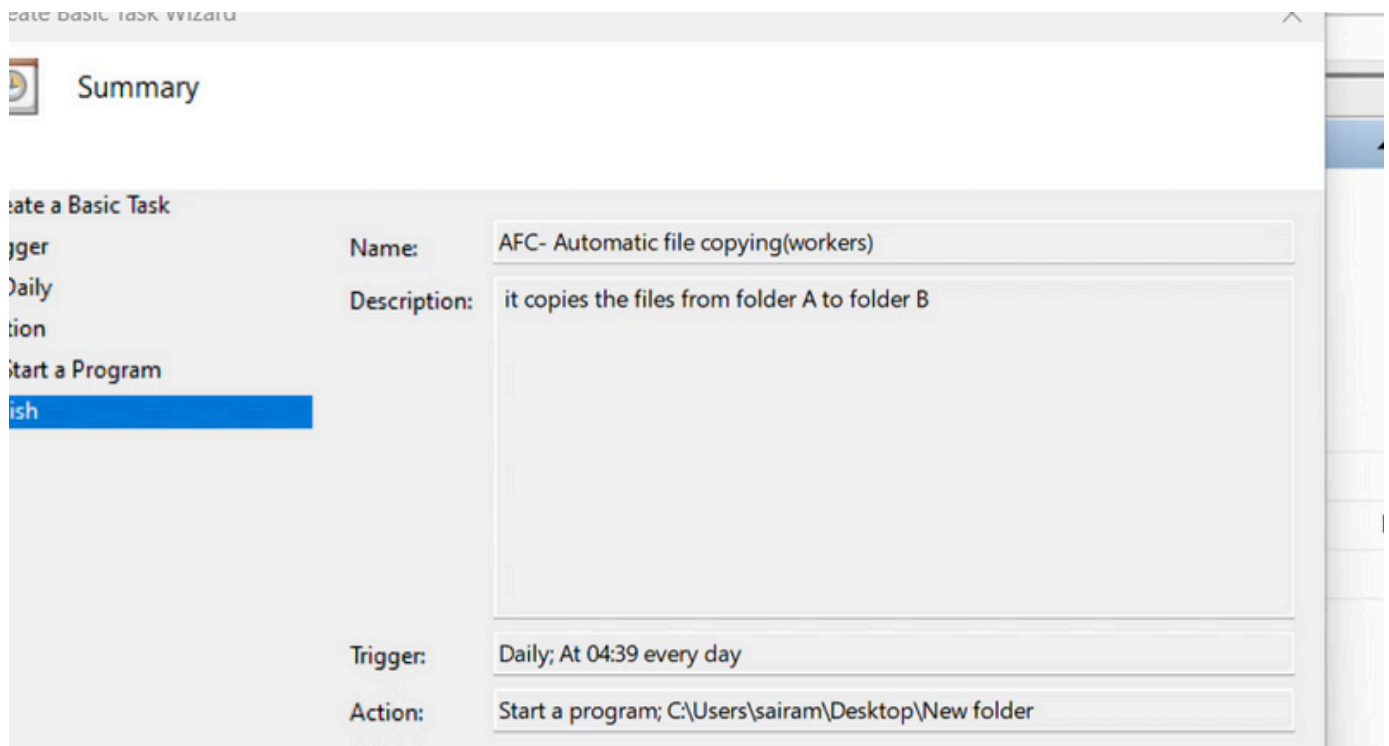
Step 13

  In Task Scheduler, go to the Task Scheduler Library (on the left-hand side).

  Find your task (it should have the name you gave it, e.g., "AFC - Automatic file copying POC-2".

 Right-click the task and select Run.

This will manually trigger the task immediately.

Name: AFC- Automatic file copying(workers)

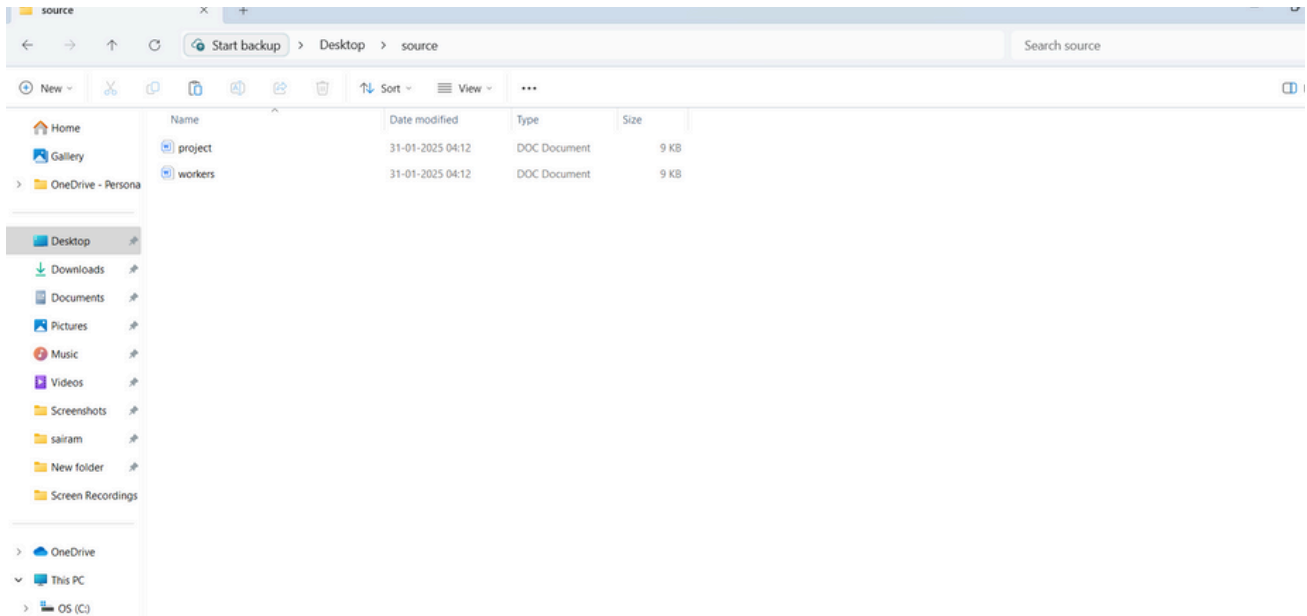Description: it copies the files from folder A to folder B

Trigger: Daily; At 04:39 every day

Action: Start a program; C:\Users\sairam\Desktop\New folder

☐ Open the Properties dialog for this task when I click Finish

Step 14

If your task was set up to copy files, go to the destination folder and confirm that the files have been copied.

Outcome

By completing this Proof of Concept (PoC) of automating a task using Task Scheduler, you will:

1. Successfully set up an automated task that triggers on a schedule or when manually run.

2. Execute a batch script to copy files from a source folder to a destination folder automatically.

3. Understand how to use Task Scheduler to automate repetitive tasks in Windows.

4. Gain familiarity with task triggers, actions, and conditions in Task Scheduler.

5. Save time and ensure consistent execution of file operations without manual intervention.

6. Optionally test the task to verify that it runs as expected and achieves the desired outcome.

7. Enhance your workflow automation skills with practical hands-on experience.