

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

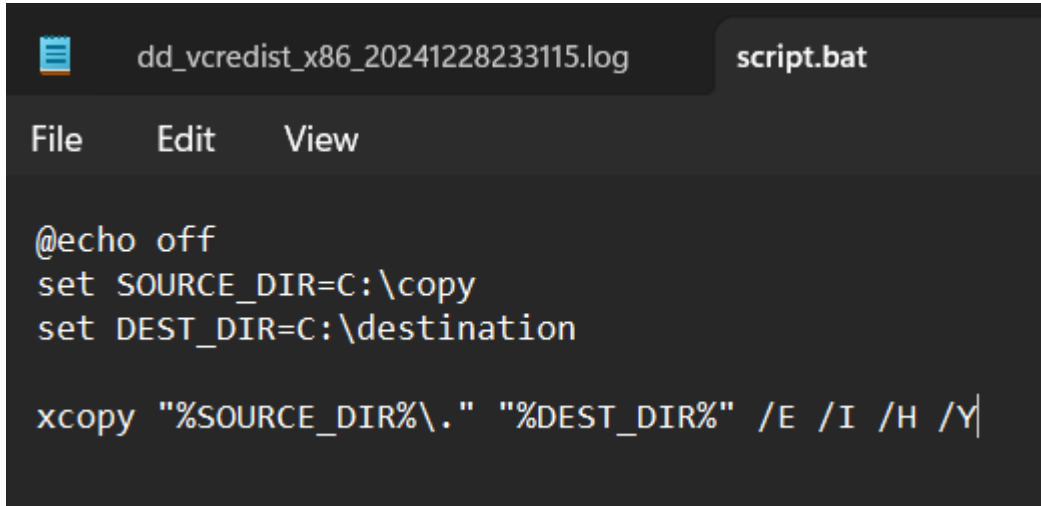


Name: ANANDA KRISHNAN S A

DEPT: INFORMATION TECHNOLOGY

Create a Batch Script

Open Notepad and add the following batch :

A screenshot of a Notepad window with a dark background. The title bar shows 'dd_vcredist_x86_20241228233115.log' and 'script.bat'. The menu bar includes 'File', 'Edit', and 'View'. The text area contains the following batch script code:

```
@echo off
set SOURCE_DIR=C:\copy
set DEST_DIR=C:\destination

xcopy "%SOURCE_DIR%\" "%DEST_DIR%" /E /I /H /Y|
```

- Save as **copy_files.bat** (Select "All Files" in Save As type)

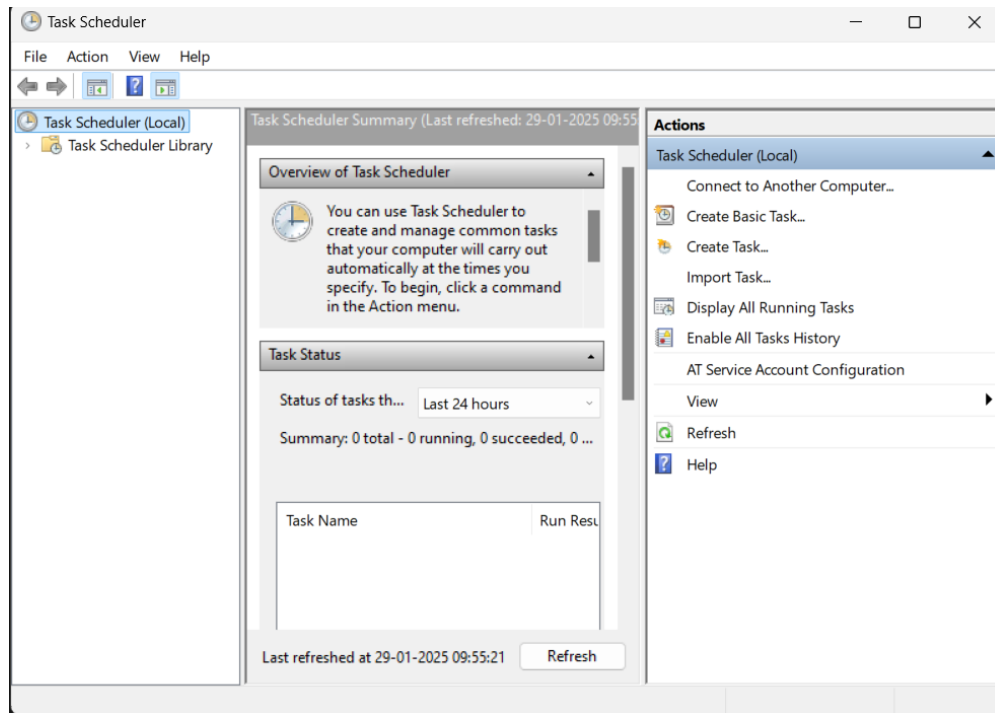
Execute the Script Manually

- Double-click **copy_files.bat** to run it




Automate Using Task Scheduler

- Open Task Scheduler → Click Create Basic Task.



- Name: "Copy Files Task" → Click Next.
- Trigger: Select schedule (e.g., Daily) → Click Next.
- Action: Choose Start a Program → Click Next.
- Program/script: Browse and select copy_files.bat → Click Finish.
- To test, right-click the task → Run.

Create Basic Task Wizard

 Task Trigger

Create a Basic Task

Trigger

Action

Finish

When do you want the task to start?

☒ Daily

☐ Weekly

☐ Monthly

☐ One time

☐ When the computer starts

☐ When I log on


☐ When a specific event is logged

< Back

Next >

Cancel

Create Basic Task Wizard

 Action

Create a Basic Task

Trigger

Daily

Action

Start a Program

Finish

What action do you want the task to perform?

☒ Start a program

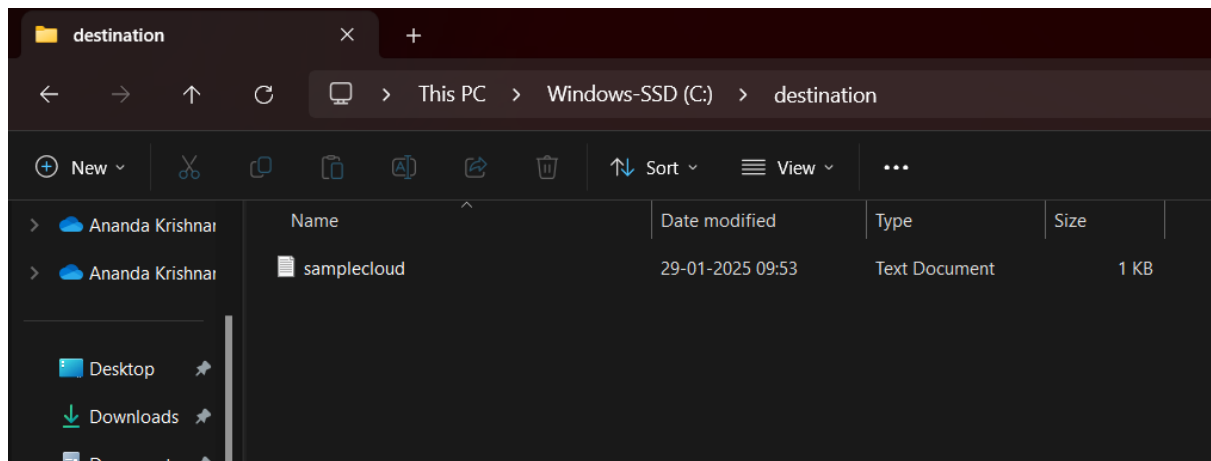
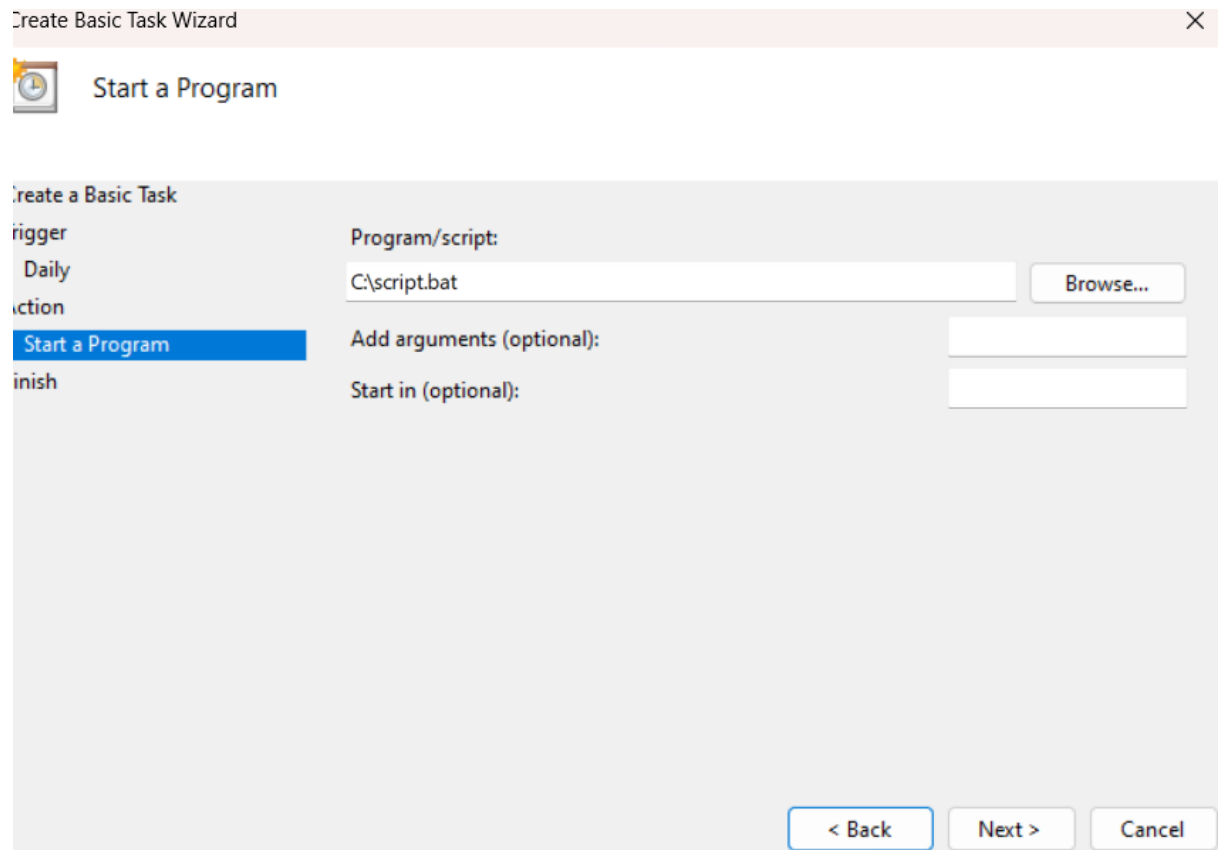
☐ Send an e-mail (deprecated)

☐ Display a message (deprecated)

< Back

Next >

Cancel



THANK YOU!