



St. JOSEPH'S
GROUP OF INSTITUTIONS
OMR, CHENNAI - 119



Automate file copying using a batch script and schedule it with Task Scheduler on Windows

Step 1: Create the Batch Script

1. Open Notepad:

- Press Windows + S, type **Notepad**, and open it.

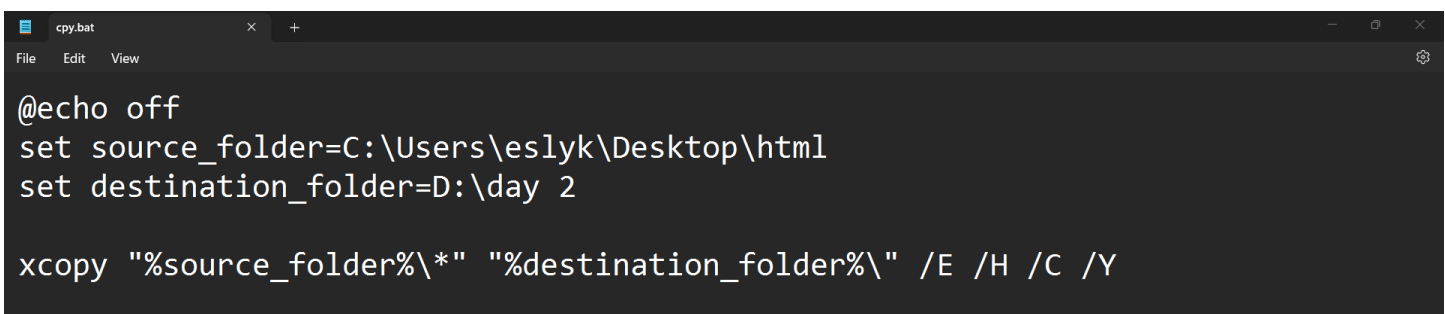
2. Write the Script:

In Notepad, type the following code to copy files from one folder to another:

```
@echo off
set source_folder=C:\path\to\source\folder
set destination_folder=C:\path\to\destination\folder
xcopy "%source_folder%\*" "%destination_folder%" /E /H /C /Y
```

3. Customize the Script:

- Replace C:\path\to\source\folder with the actual path to the source folder.
- Replace C:\path\to\destination\folder with the actual path to the destination folder.



```
cpy.bat
File Edit View
@echo off
set source_folder=C:\Users\eslyk\Desktop\html
set destination_folder=D:\day 2

xcopy "%source_folder%\*" "%destination_folder%" /E /H /C /Y
```

4. Save the Script:

- Go to **File > Save As**.
- Choose a location (like your desktop or any folder).
- Set the file name as `copy_files.bat` (make sure it ends with `.bat`).
- Change **Save as type** to **All Files**.
- Click **Save**.

Step 2: Test the Batch Script

1. Run the Script Manually:

- Double-click on the `copy_files.bat` file to test it.

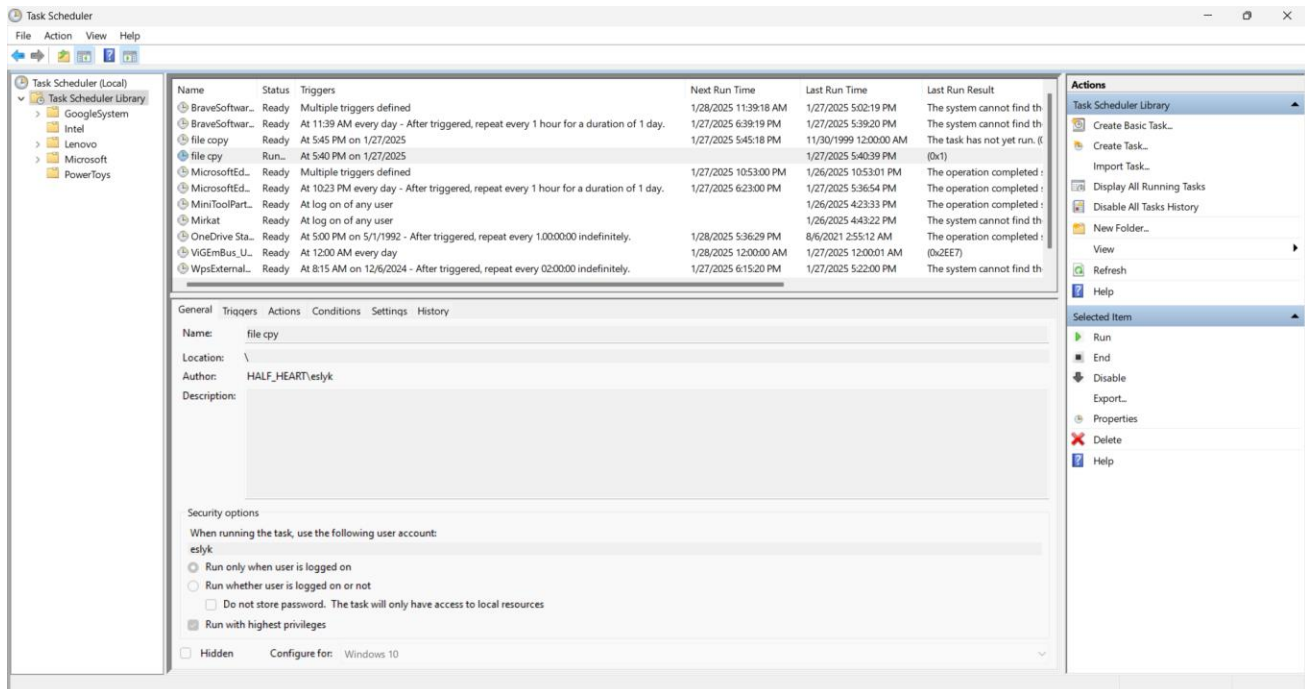
Step 3: Schedule the Script using Task Scheduler

1. Open Task Scheduler:

- Press Windows + S, type **Task Scheduler**, and open it.

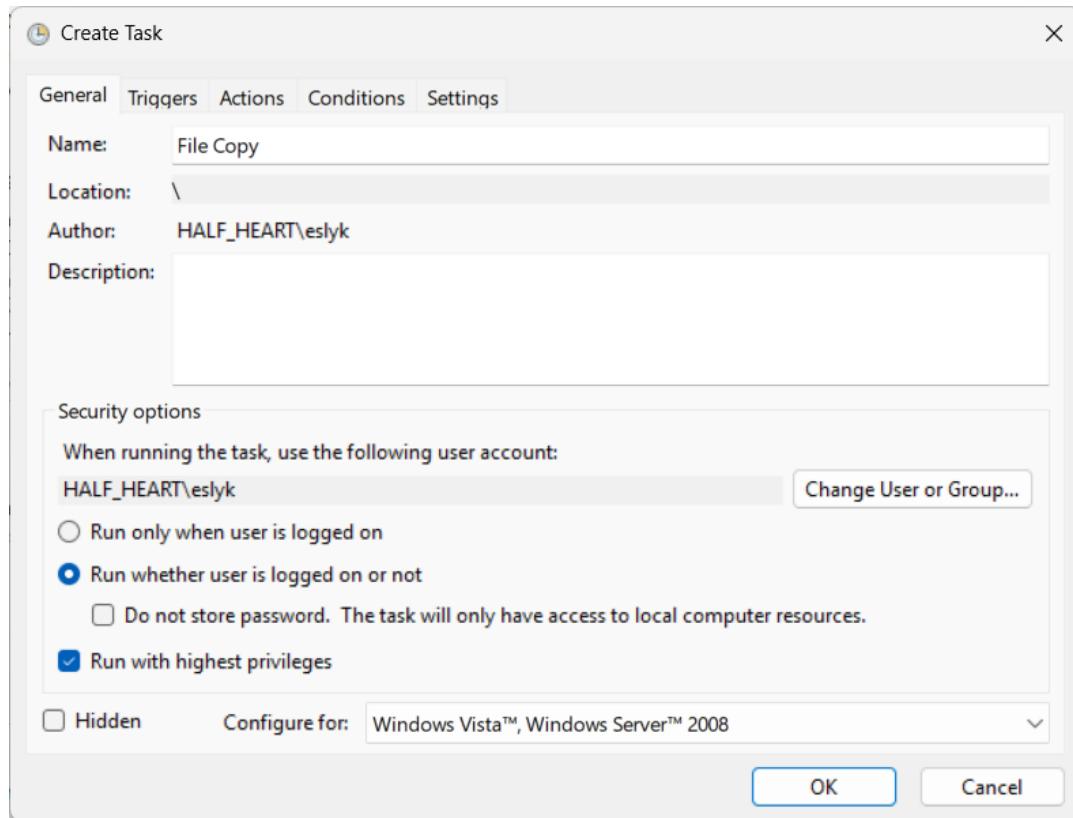
2. Create a New Task:

- In the right pane, click **Create Task**.



3. General Tab:

- a. **Name the Task:** In the **Name** field, give it a name like File Copy Task.
- b. **Choose User Permissions:** Select **Run whether user is logged on or not**.
- c. **Set High Privileges:** Check the box for **Run with highest privileges**.



4. Triggers Tab:

- a. **Set the Time:** Click **New** to create a new trigger.
 - i. **Begin the task:** On a schedule.
 - ii. **Settings:** Daily.
 - iii. **Start:** 2:00 AM.
 - iv. Click **OK**.

New Trigger

Begin the task: On a schedule

Settings

☐ One time
☒ Daily
☐ Weekly
☐ Monthly

Start: 1/27/2025 7:35:48 PM ☐ Synchronize across time zones

Recur every: 1 days

Advanced settings

☐ Delay task for up to (random delay): 1 hour
☐ Repeat task every: 1 hour for a duration of: 1 day
☐ Stop all running tasks at end of repetition duration
☐ Stop task if it runs longer than: 3 days
☐ Expire: 1/27/2026 7:35:51 PM ☐ Synchronize across time zones

☒ Enabled

OK Cancel

5. Actions Tab:

- a. **Add the Batch Script:** Click **New**.
 - i. **Action:** Start a program.
 - ii. **Program/script:** Click **Browse** and select the `copy_files.bat` file.
 - iii. Click **OK**.

New Action

You must specify what action this task will perform.

Action: Start a program

Settings

Program/script:

C:\Users\eslyk\Desktop\cpy.bat

Add arguments (optional):

Start in (optional):

OK Cancel

6. Settings Tab:

- Ensure **Allow task to be run on demand** is checked.
- Also check **If the task fails, restart every**.

7. Save the Task:

- Click **OK** to save the task.
- Enter your Windows password if prompted.

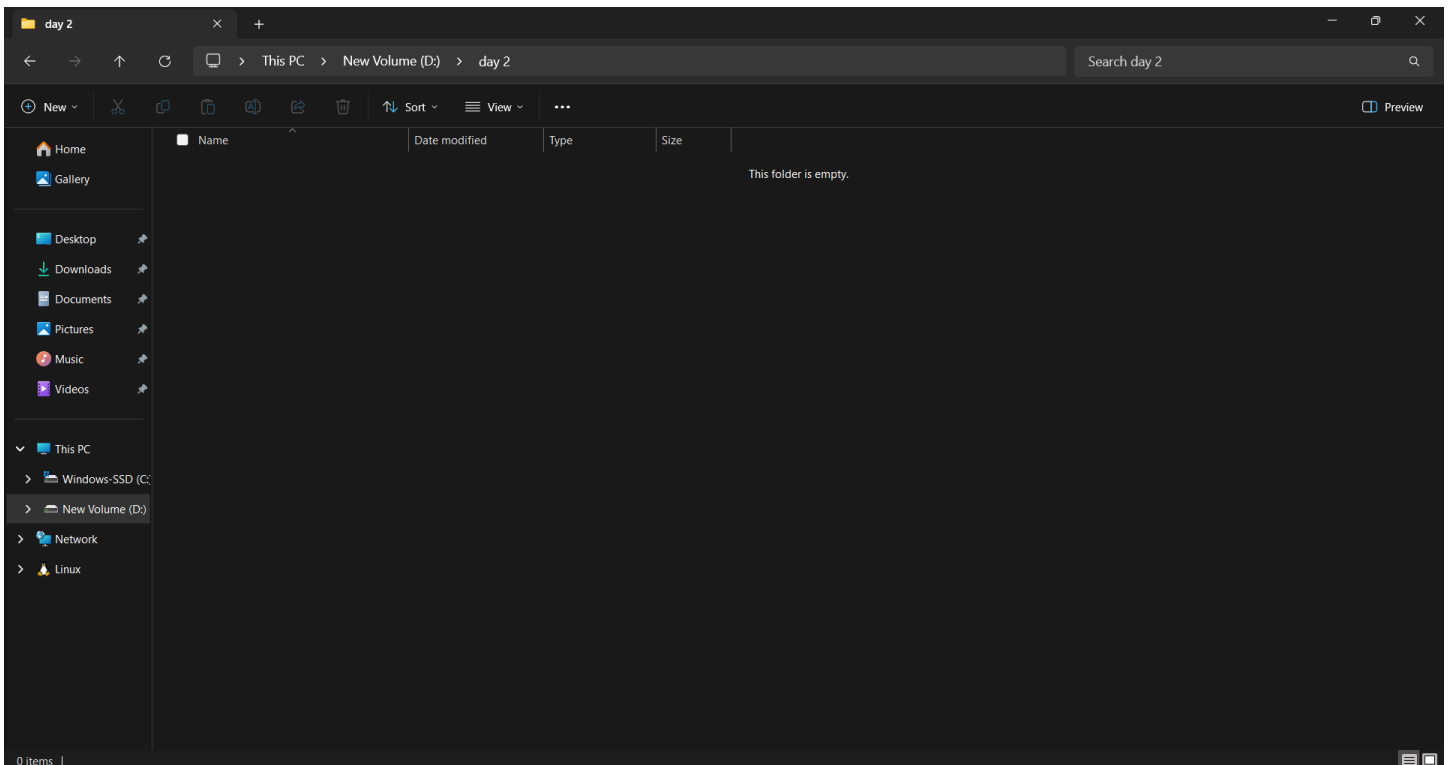
Step 4: Test the Scheduled Task

1. Manually Run the Task:

- In Task Scheduler, find the task under **Task Scheduler Library**.
- Right-click the task and choose **Run**.

2. Check if Files Were Copied:

- Check the destination folder to confirm the files were copied successfully.



day 2

← → ↑ ↻

📄 > This PC > New Volume (D:) > day 2

Search day 2

New

📄 📁 📄 📄 📄 🗑️

↕ Sort View ⋮

Preview

Home

Gallery

Desktop

Downloads

Documents

Pictures

Music

Videos

This PC

Windows-SSD (C:)

New Volume (D:)

Network

Linux

Name	Date modified	Type	Size
Downloads	12/7/2024 10:03 PM	File folder	
index	11/1/2024 10:53 PM	TXT File	5 KB
index3	12/22/2024 10:21 PM	Chrome HTML Do...	5 KB
New Text Document	11/4/2024 3:34 PM	TXT File	0 KB

4 items

📄 🖼️