1. Select the fields you need in the spreadsheet, copy it.
2. Open TextEditor.

(Find it by clicking the 🔎 on the upper right corner and type “texteditor”)

1. Paste.
2. On the upper menu, click **Format > Make Plain Text**. Press OK if prompted.
3. Save it in the folder where you put your script and the folder containing files to be copied. Give it a name.
4. Open Terminal. Its icon looks like this:



1. Type in (case sensitive, and don’t forget the spaces):

**cd /Users/researcher/<your folder>/**

For example, if your script is in a folder on Desktop called hello, you should type in

cd /Users/researcher/Desktop/hello/

1. Press Enter to execute the line you just typed in.
2. Type in:

**./file\_copy.sh <list name>.txt <folder name>**

For example, if you have saved the names of files you want to copy in a .txt file called names, and the name of your folder containing files to be copied is called materials, you should type in

./file\_copy.sh names.txt materials

/Users/zheng/Downloads/Screen Shot 2018-09-05 at 11.53.37 AM.png

1. Press Enter to execute the line you just typed in. Now you should be able to find a folder in materials or whatever you named the source container folder called **COPIED\_FILES**. Inside are the things you need.