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 helps save time, minimize error and enhance efficiency in tasks like backups, file organization, and synchronization.

This PoC will showcase a straightforward method to automatically transfer files between folder

Overview

This script streamlines file transfers by automatically copying files fr source folder to a destination folder while preserving their integrity. It can be tailored to specific requirements, such as filtering files by type, modi date, or size. Depending on the operating system, the script can be implemented using Python, Shell scripting, or PowerShell.
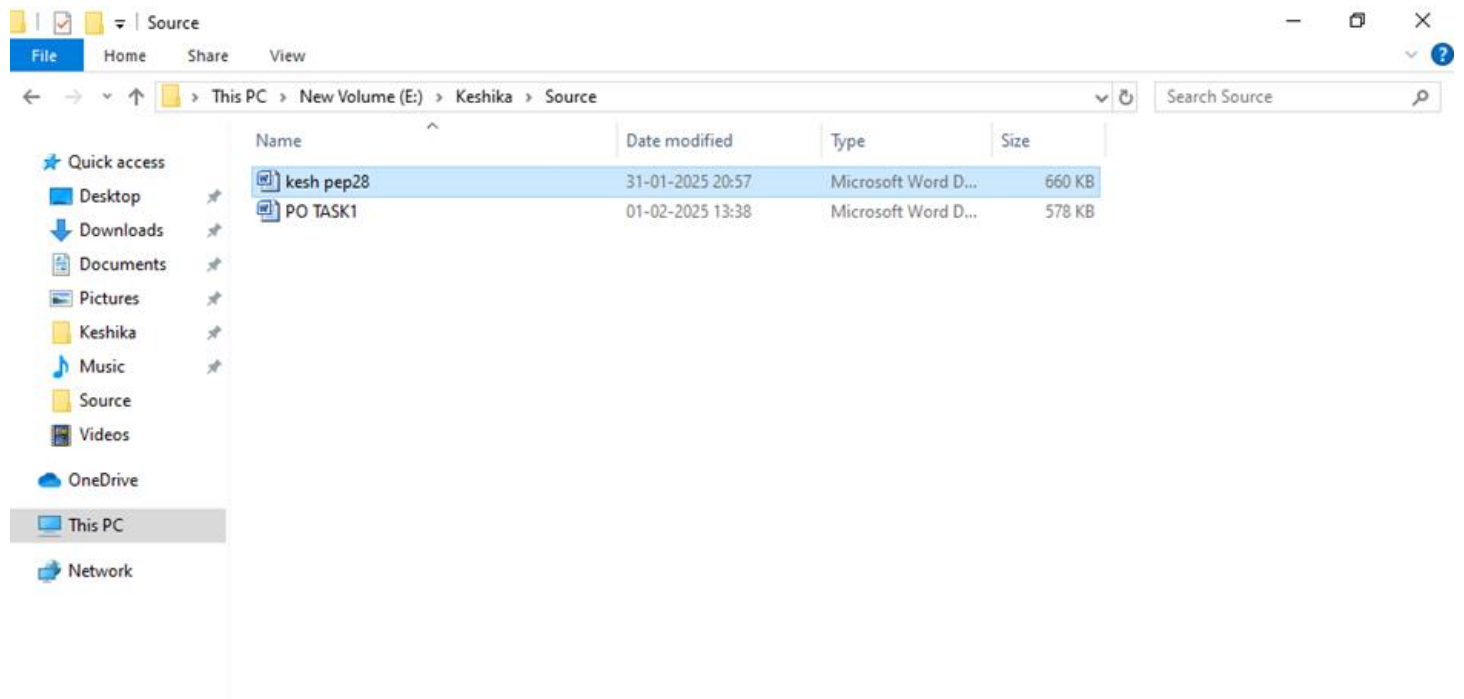
Step 1

Create two folders named Source and Destination

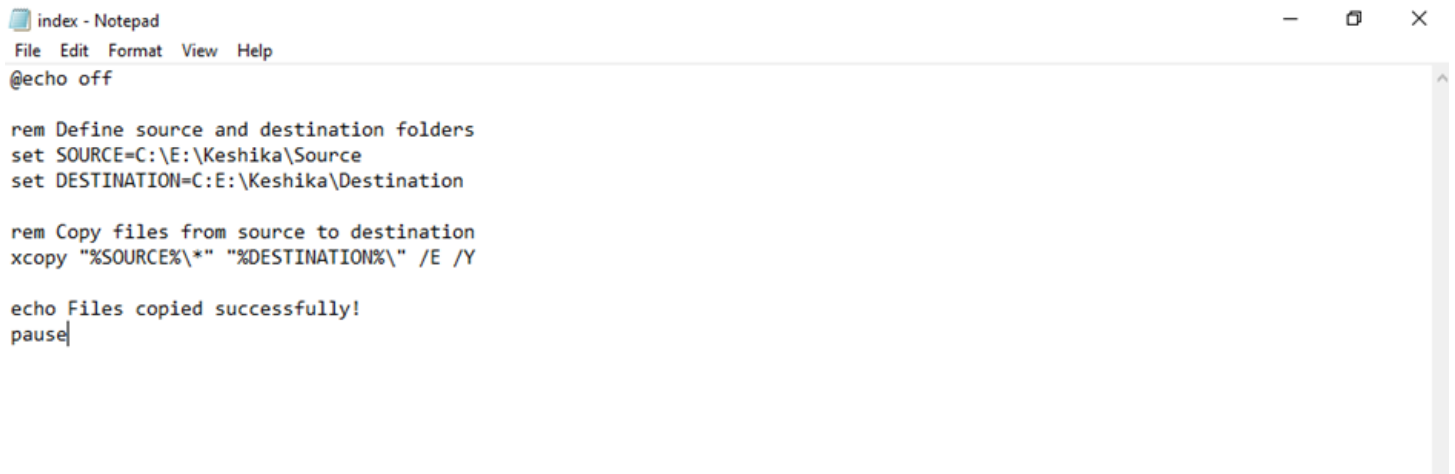|			
Destination	01-02-2025 19:09	File folder	
Source	01-02-2025 19:08	File folder	

Step 2

Store some files inside it to automate

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

```
index - Notepad                                                    –   ☐   ✕
File  Edit  Format  View  Help
@echo off

rem Define source and destination folders
set SOURCE=C:\E:\Keshika\Source
set DESTINATION=C:E:\Keshika\Destination

rem Copy files from source to destination
xcopy "%SOURCE%\*" "%DESTINATION%\" /E /Y

echo Files copied successfully!
pause
```

Step 4

Then save the file in desktop with .bat extension (eg : index.bat) so the file l like this

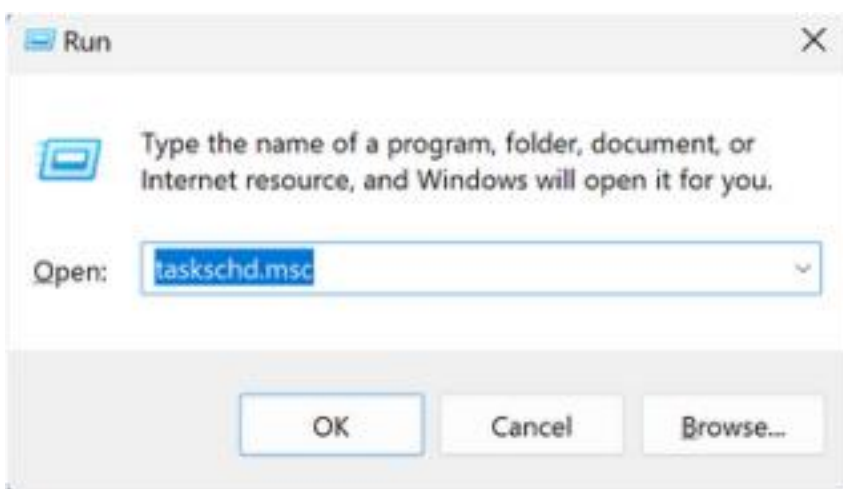|			
📄 index	01-02-2025 19:36	Windows Batch File	1 KB

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
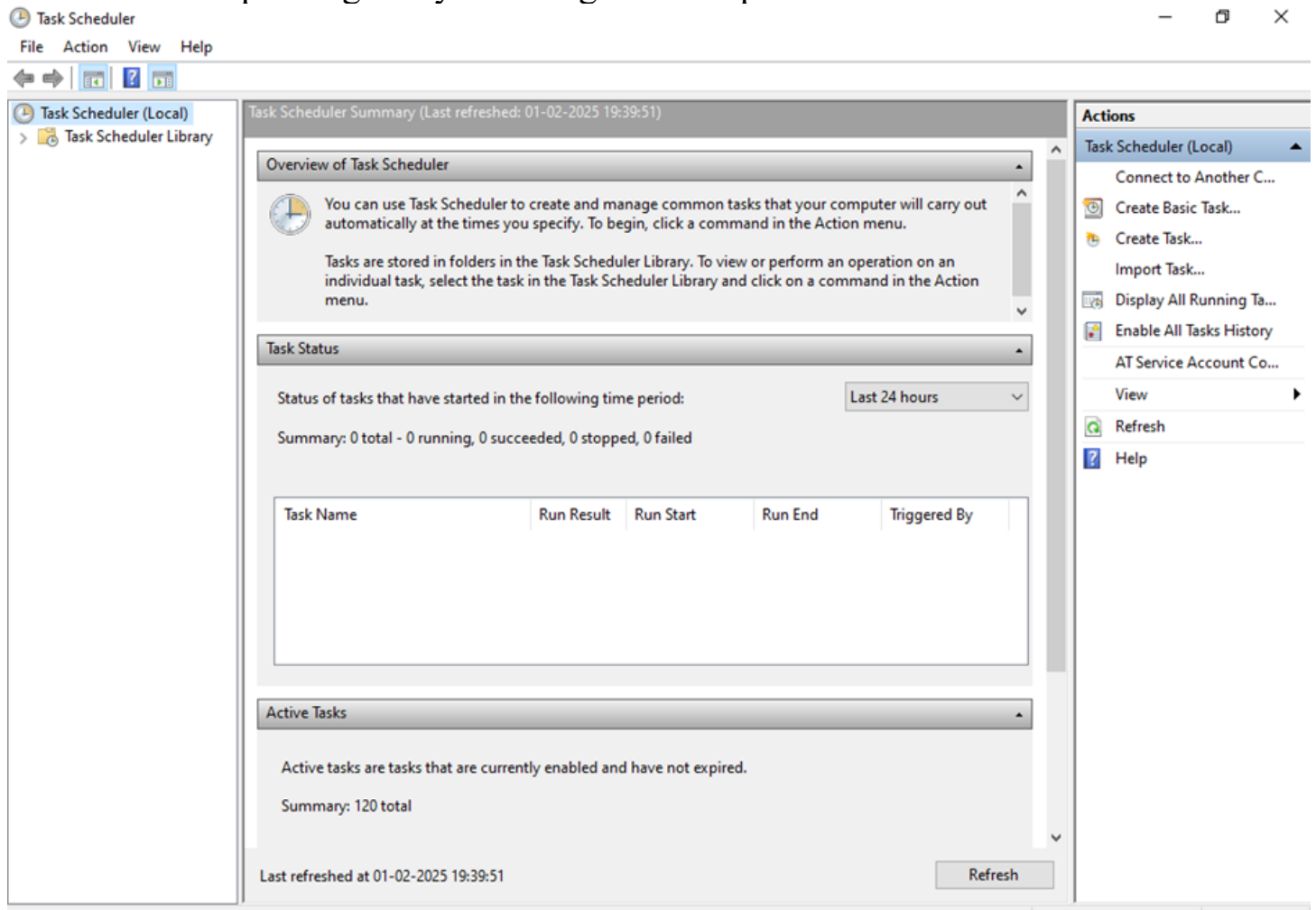
OK.This will open the Task Scheduler window.

```
Run                                                     ✕

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: "Automate File Copying".(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 fold B".

1. 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.

Create Basic Task Wizard   ✕

Daily

Create a Basic Task
Trigger
Daily
Action
Finish

Start: 01-02-2025 ▦ ▾   10:00:00 ↕   ☐ Synchronize across time zones

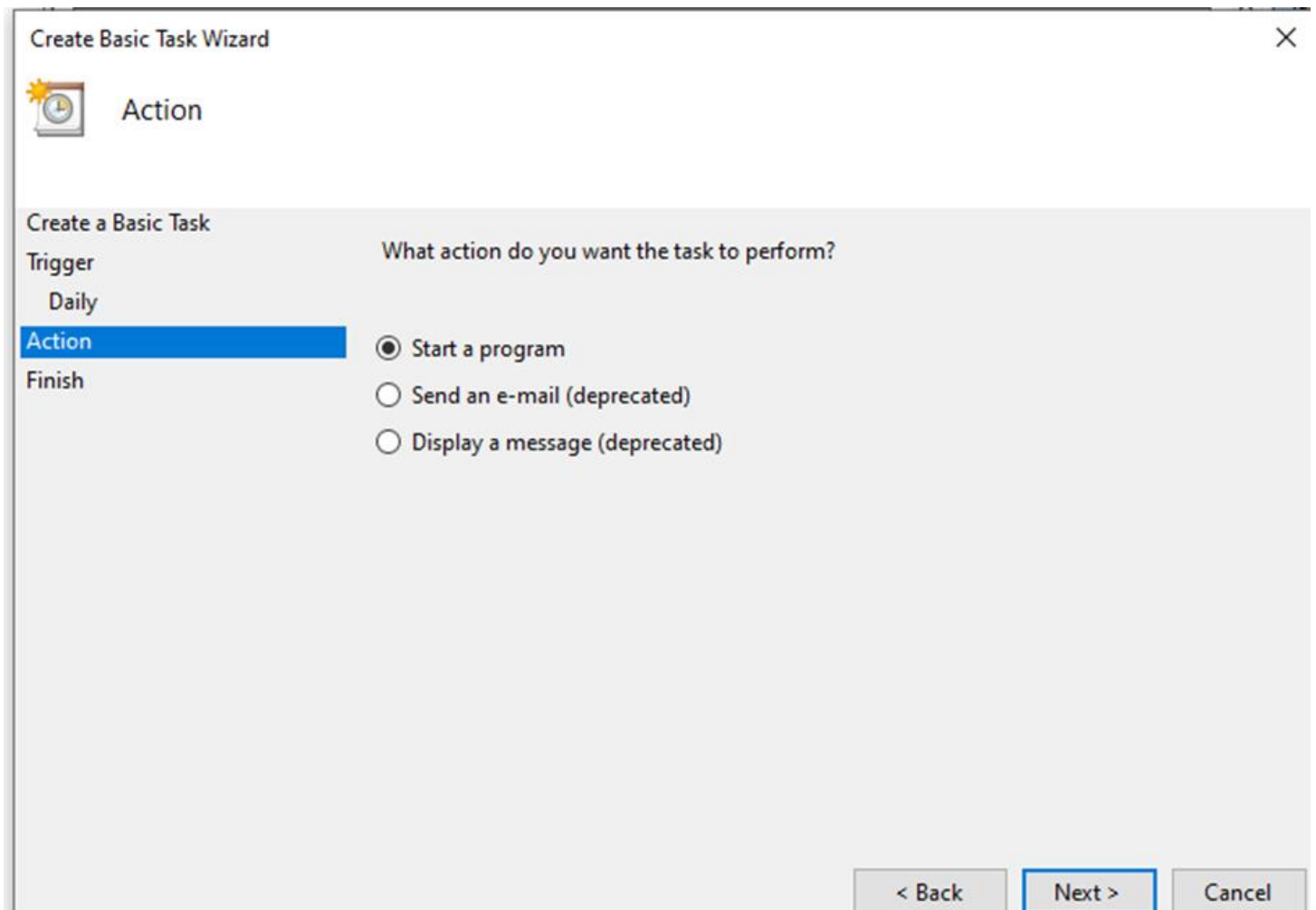Recur every: 1   days

< Back   Next >   Cancel

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.

Create Basic Task Wizard ✕

Action

Create a Basic Task
Trigger
　Daily
Action
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

Step 11

Point to the Program or Script:

In the Program/script field, click **Browse** and navigate to the location of yo .bat fil

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

Click Next.

Step 12

Review and Finish

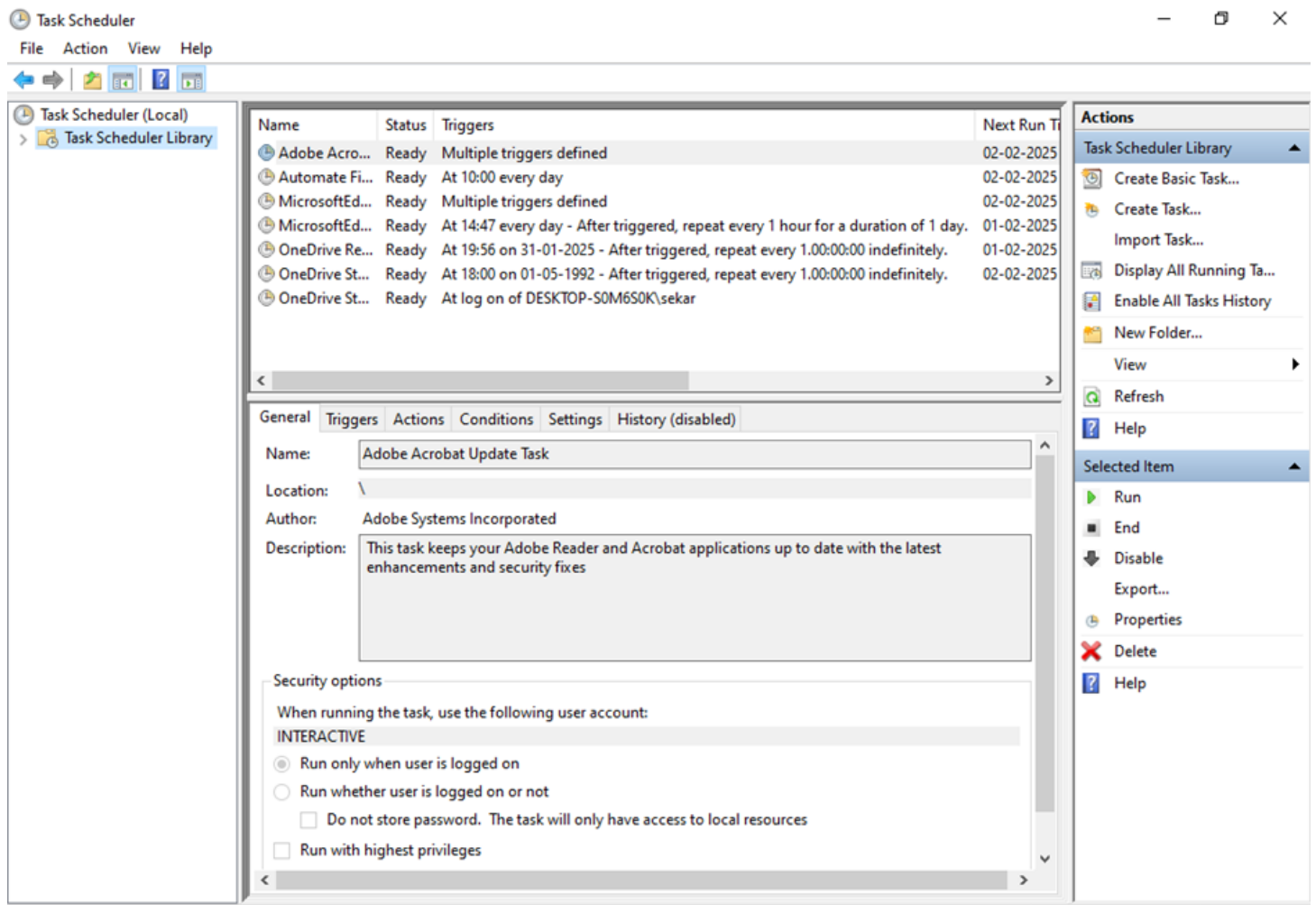Click **Finish** to save and schedule the task.

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., "Automate File Copying").
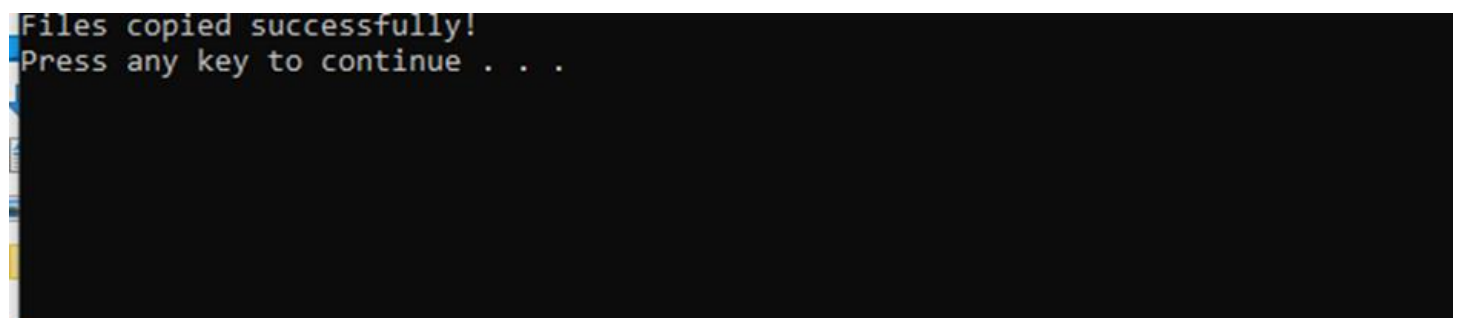
Right-click the task and select **Run**.
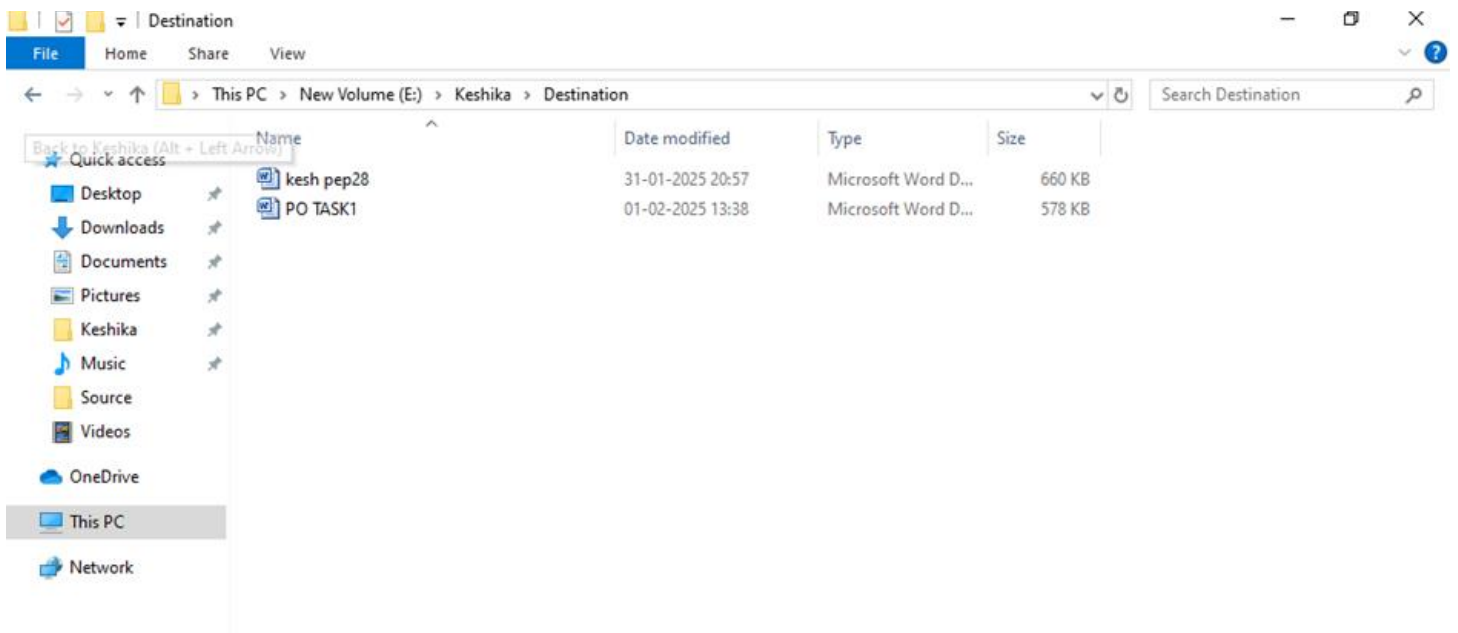
This will manually trigger the task immediately.

Step 14

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

```
Files copied successfully!
Press any key to continue . . .
```

Back to Keshika (Alt + Left Arrow)

Name	Date modified	Type	Size
kesh pep28	31-01-2025 20:57	Microsoft Word D...	660 KB
PO TASK1	01-02-2025 13:38	Microsoft Word D...	578 KB

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- Keshika
- Music
- Source
- Videos

OneDrive

This PC

Network

Outcome

1. Set up an automated task that runs on a schedule or manually when needed. 2. Use a batch script to copy files automatically between folder 3. Learn how to configure Task Scheduler for automating repetitive task 4. Ensure consistent file operations without manual eff

5. Gain practical experience in workflow automation using Task Schedule