



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

PLACEMENT EMPOWERMENT PROGRAM

CLOUD COMPUTING AND DEVOPS CENTRE

**TASK 2- AUTOMATE FILE COPYING WITH
SCRIPT. Create script to copy files from one
file to another quick and easy commands.**

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Automating File Copying Using a Batch Script and Task Scheduler

1. Introduction

Automation in computing enhances efficiency by reducing manual intervention in repetitive tasks. One such task is file management, where files are copied, moved, or backed up automatically. In this guide, we automate file copying from a source to a destination folder using a **Batch script** and schedule it using **Windows Task Scheduler** to run at specified intervals.

2. Overview

This automation involves:

- Creating a **Batch script (.bat)** to copy files.
- Running the script using **Command Prompt (cmd)**.
- Scheduling the script to run automatically using **Windows Task Scheduler**.

By the end of this guide, files from the source folder will be automatically copied (or moved) to the destination folder at a scheduled time without manual intervention.

3. Objectives

- Automate file copying between directories.
- Use a Batch script to perform the task.
- Schedule the task using Windows Task Scheduler.
- Ensure that the task runs periodically without user intervention.

4. Step-by-Step Guide to Automating File Copying

Step 1: Create a Batch Script for File Copying

1. Open **Notepad**.
2. Copy the following script:
3. batch
4. CopyEdit

```
@echo off
:: Define Source and Destination Paths
set SOURCE="C:\Users\UVARAJ.A\Documents\source"
set DESTINATION="C:\Users\UVARAJ.A\Documents\destination"

:: Move Files from Source to Destination (Cut and Paste)
move %SOURCE%\* %DESTINATION%

:: Echo Message to Confirm Task Completion
echo Files moved successfully from %SOURCE% to %DESTINATION%

:: Pause to Keep the Command Prompt Open (Optional)
pause
```

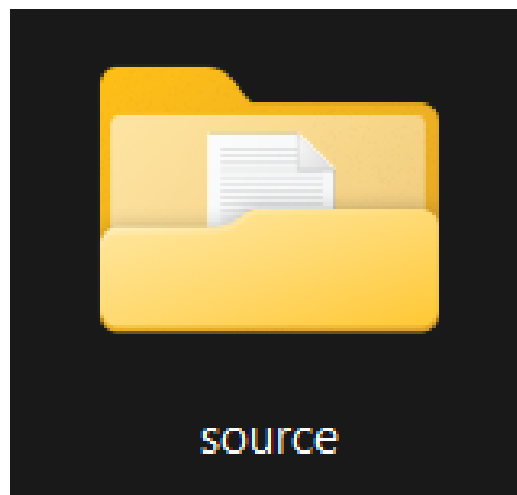
Click File > Save As.

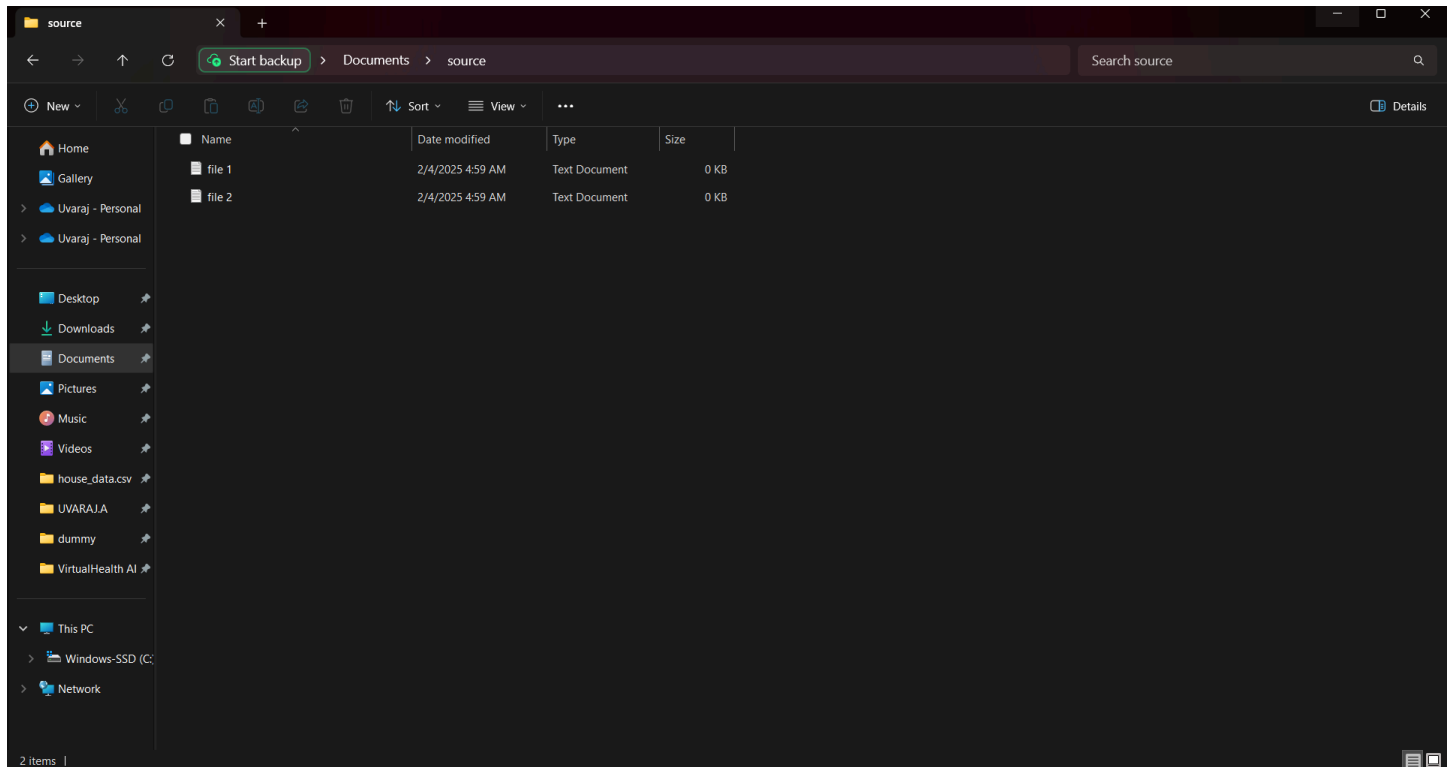
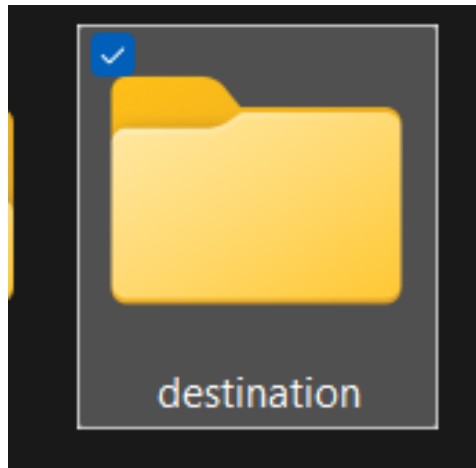
**In the Save as type dropdown,
select All Files.**

**Save the file as automate_files.bat
in a location like**

C:\Users\UVARAJ.A\Documents\.

**step 2 - Create two folders such as
SOURCE and DESTINATION.**





Steps to Save the Index File on Desktop

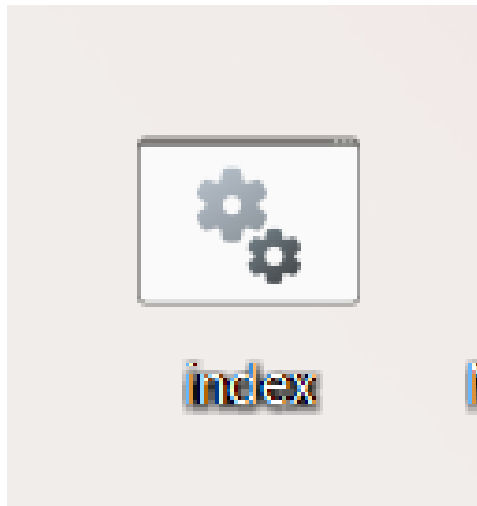
If you are working with an index.html file (for a website) and want to save it on your desktop, follow these steps:

1. Open Notepad (or Any Text Editor)

- Press Win + R, type notepad, and press **Enter**.
- Or, open **VS Code, Notepad++, or any preferred text editor**.
-

2. Save the File on Desktop

1. Click **File > Save As**.
2. In the **Save as type** dropdown, select **All Files**.
3. In the **File name** box, enter:
4. diff
5. CopyEdit
6. index.html
7. Choose **Desktop** as the location.
8. Click **Save**.



Step 3: Schedule the Script Using Windows Task Scheduler

1. Press Win + R, type **taskschd.msc**, and press **Enter** to open Task Scheduler.

The screenshot shows the 'Create Basic Task Wizard' window with the 'Summary' tab selected. The left sidebar contains a vertical list of steps: 'Trigger', 'Daily', 'Action', 'Start a Program', and 'Finish'. The 'Finish' step is highlighted in blue. The main area displays the task configuration: 'Name' is 'Automate file copying', 'Description' is 'From source to destination', 'Trigger' is 'Daily; At 5:12 AM every day', and 'Action' is 'Start a program; C:\Users\UVARAJA\Desktop\index.bat'. At the bottom, there is a checkbox labeled 'Open the Properties dialog for this task when I click Finish' which is unchecked, followed by the text 'When you click Finish, the new task will be created and added to your Windows schedule.' Three buttons are at the bottom right: '< Back', 'Finish' (highlighted with a blue border), and 'Cancel'.

Create Basic Task Wizard

Summary

Create a Basic Task

Trigger

Daily

Action

Start a Program

Finish

Name: Automate file copying

Description: From source to destination

Trigger: Daily; At 5:12 AM every day

Action: Start a program; C:\Users\UVARAJA\Desktop\index.bat

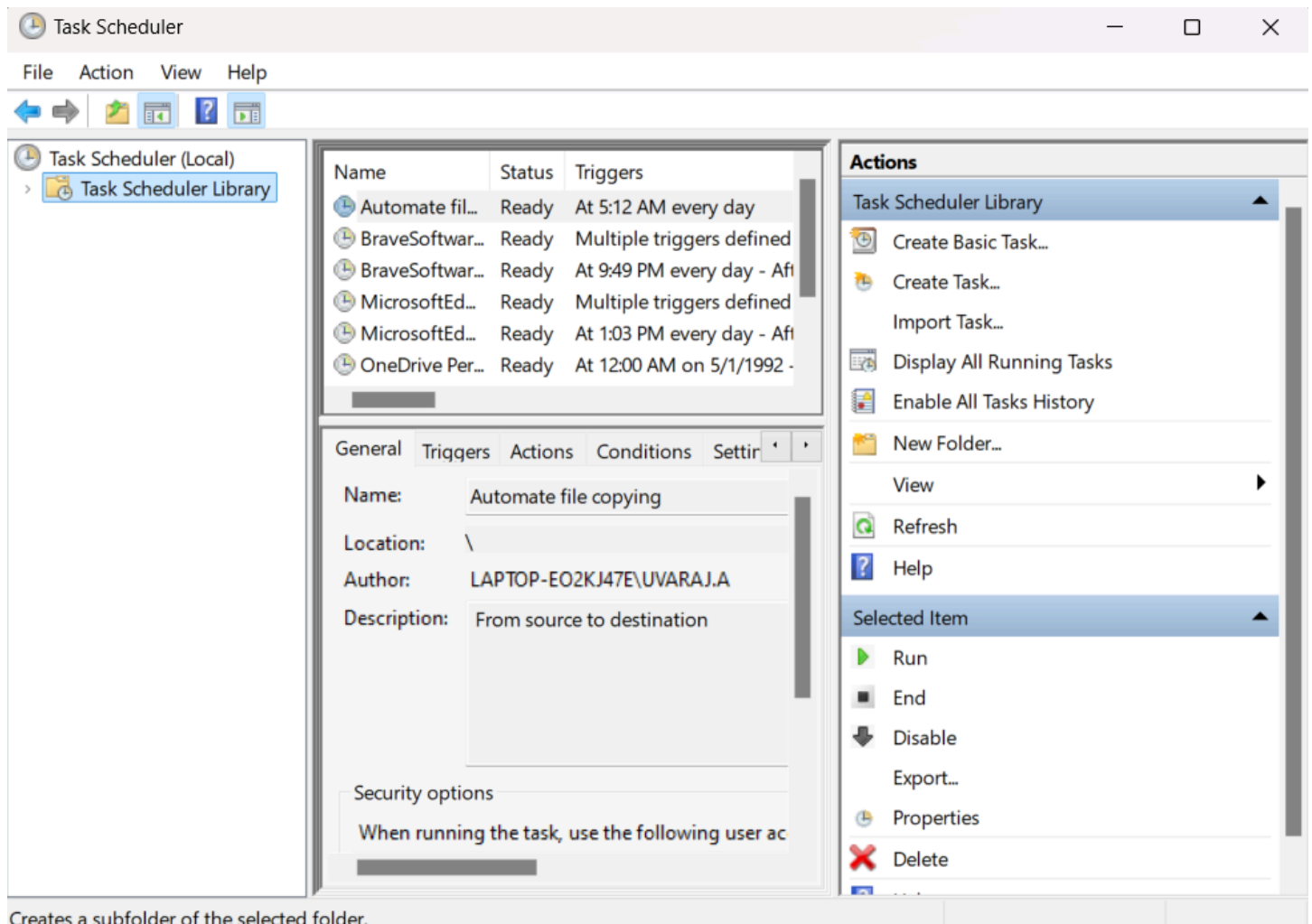
☐ Open the Properties dialog for this task when I click Finish

When you click Finish, the new task will be created and added to your Windows schedule.

< Back Finish Cancel

In the **Task Scheduler** window, click **Create Basic Task** (on the right panel).


Enter a **Task Name** (e.g., "Automate File Transfer") and click **Next**.



Choose a **Trigger (When to Run the Script)**:

- Select **Daily**, **Weekly**, or **Monthly** based on preference.
- Click **Next** and specify the **start date and time**.

Create Basic Task Wizard

 Start a Program

Create a Basic Task

Trigger

Daily

Action

Start a Program

Finish

Program/script:

C:\Users\UVARAJA\Desktop\index.bat

Browse...

Add arguments (optional):


Start in (optional):

< Back

Next >

Cancel

Create Basic Task Wizard

 Daily

Create a Basic Task

Trigger

Daily

Action

Finish

Start: 2/ 4/2025 5:12:57 AM

☐ Synchronize across time zones

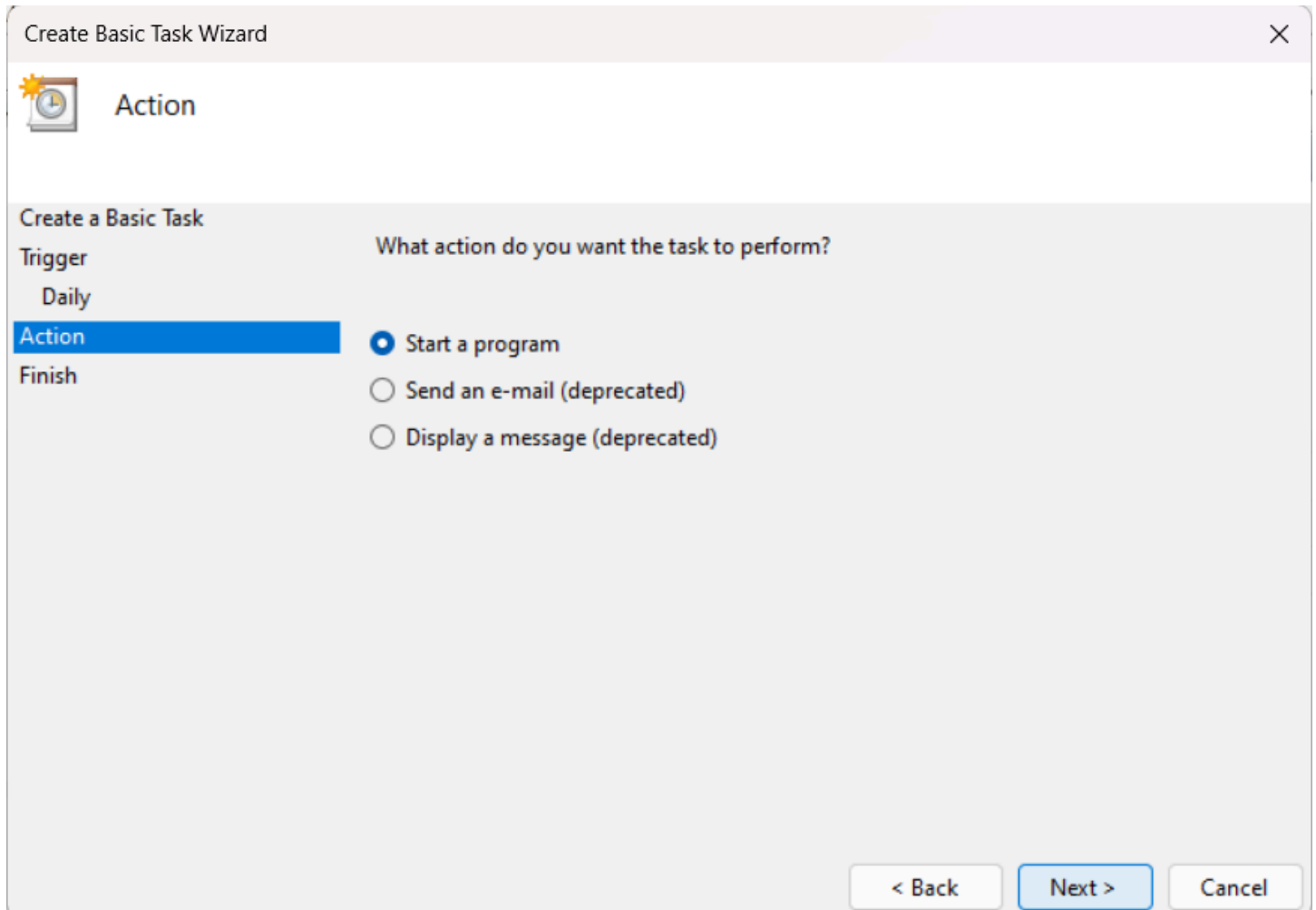
Recur every: 1 days

< Back

Next >

Cancel

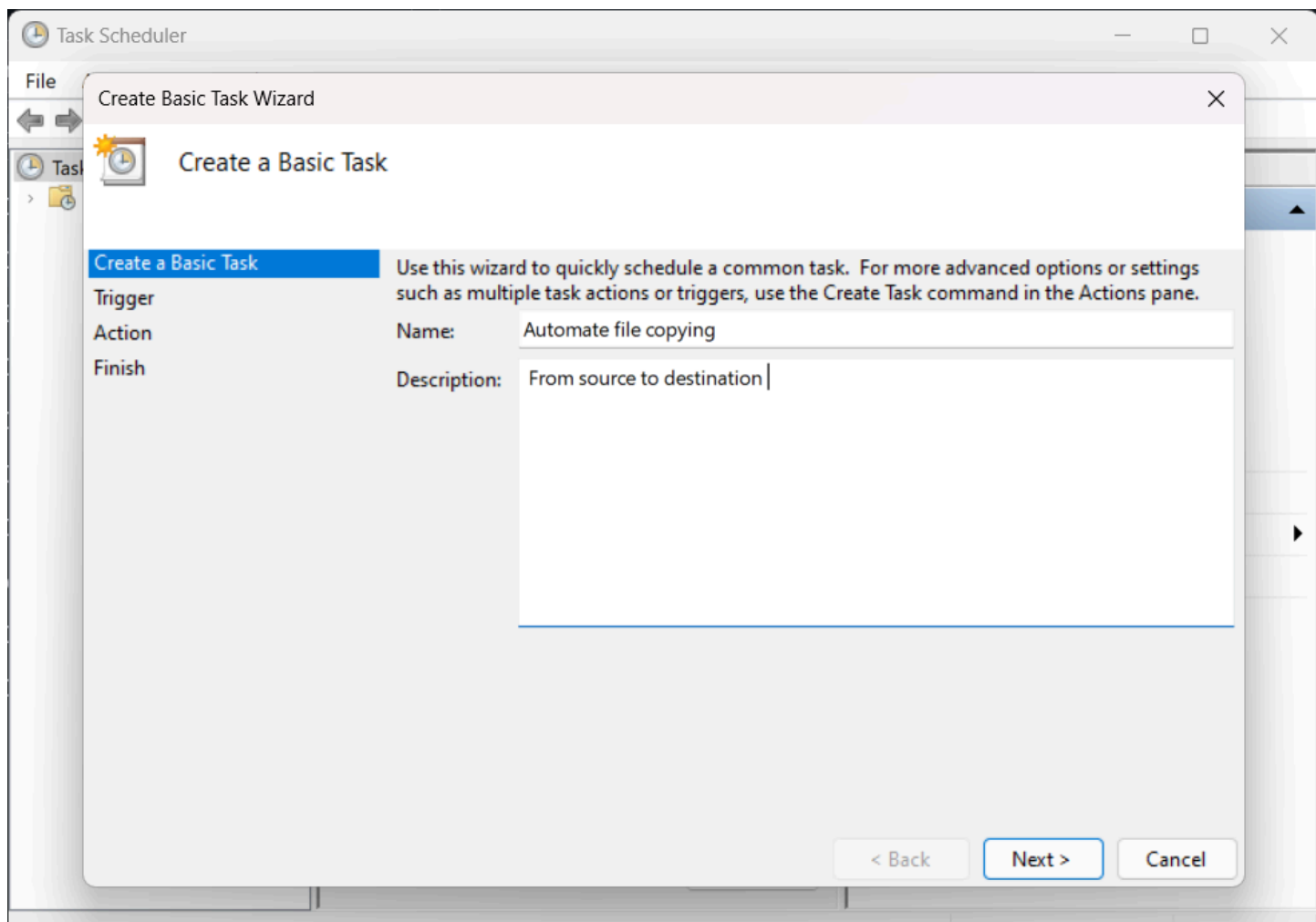
Click **Next** and specify the **start date and time**.

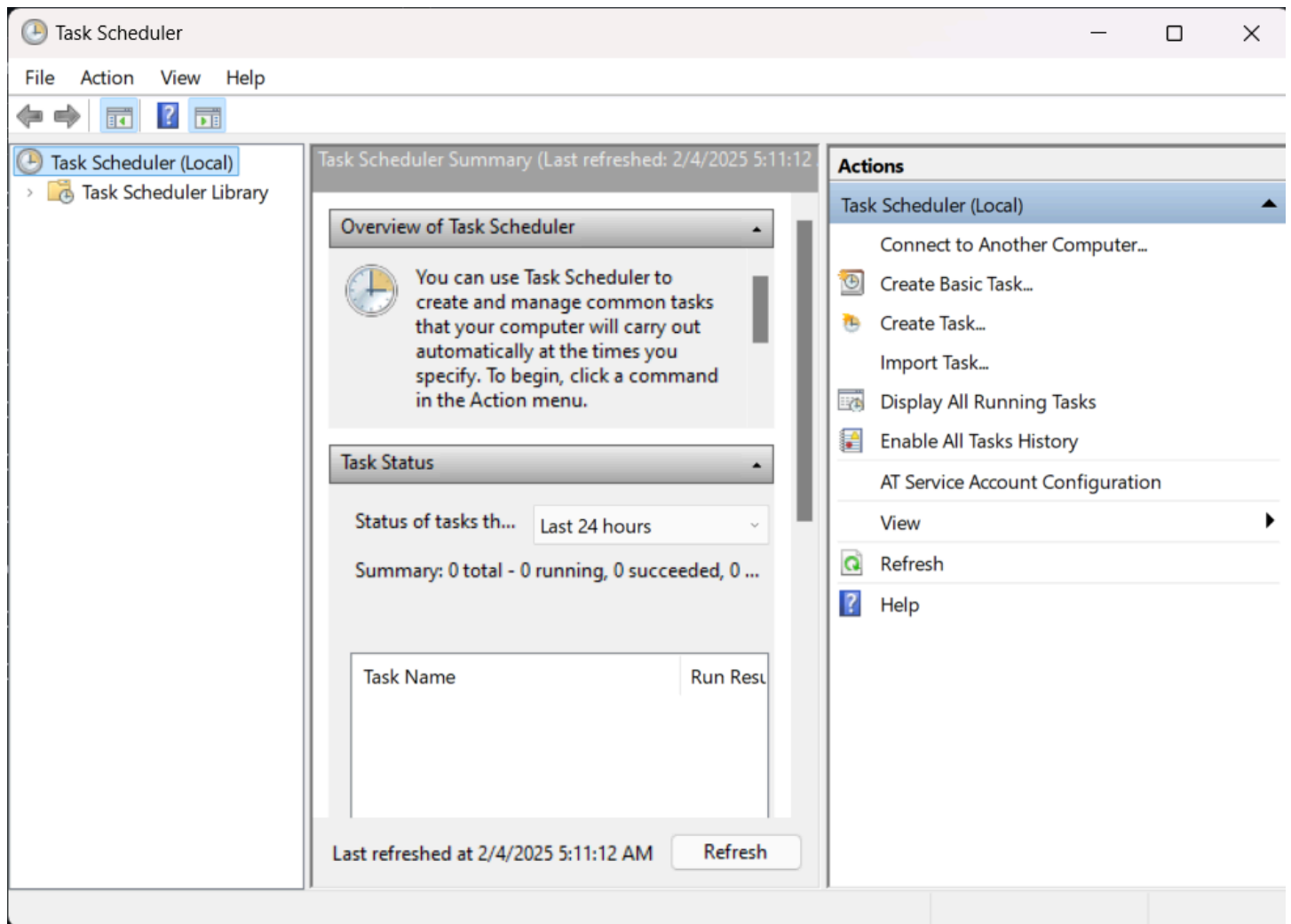


The screenshot shows the 'Create Basic Task Wizard' dialog box. The title bar reads 'Create Basic Task Wizard' with a close button (X) on the right. Below the title bar is a header area with a clock icon and the word 'Action'. The main area is titled 'Create a Basic Task' and contains a sidebar on the left with three options: 'Trigger', 'Action', and 'Finish'. 'Action' is currently selected and highlighted in blue. To the right of the sidebar, the question 'What action do you want the task to perform?' is displayed. Below this question are three radio button options: 'Start a program' (which is selected), 'Send an e-mail (deprecated)', and 'Display a message (deprecated)'. At the bottom right of the dialog box are three buttons: '< Back', 'Next >' (which is highlighted in blue), and 'Cancel'.

Choose an **Action**:

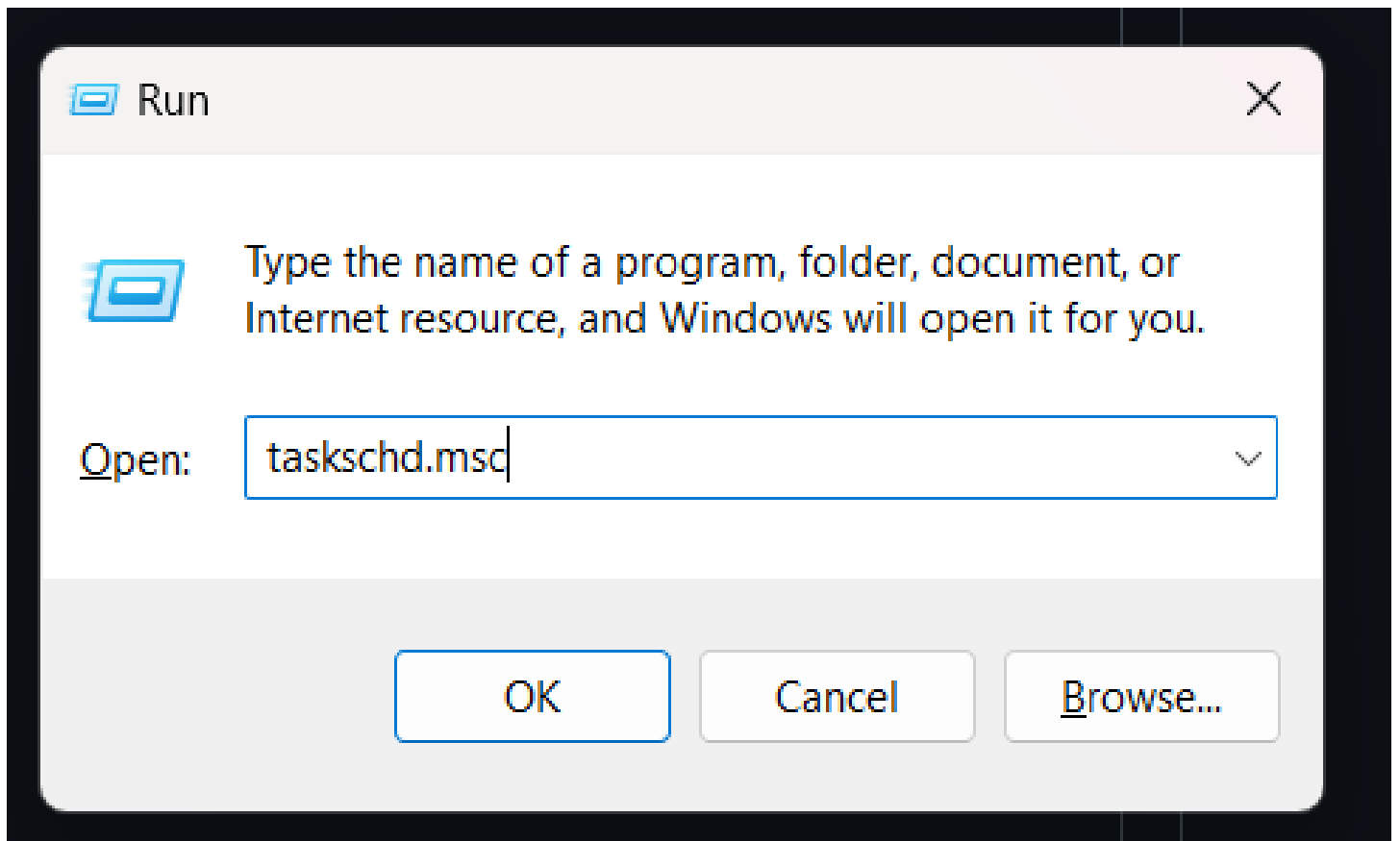
- Select **Start a Program** and click **Next**.





Step 8: Verify Scheduled Automation

1. In **Task Scheduler**, find your scheduled task under **Task Scheduler Library**.
2. Right-click on the task and select **Run** to test the automation.
3. Check the **destination folder** to confirm that the files were moved successfully.



5. Outcomes

After completing these steps, the following outcomes are achieved:

- The batch script will **automatically move files** from the source to the destination folder.
- Task Scheduler ensures **the script runs at scheduled intervals** without user intervention.
- The process reduces manual work and enhances productivity.