 

**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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**Objective**

Create a script to automatically copy files from one folder to another, improving efficiency and reducing manual effort.

**Introduction**

Automating repetitive tasks like file copying saves time, reduces errors, and enhances efficiency. This Proof of Concept (PoC) demonstrates how to automate file copying using a simple script. The script transfers files from a source folder to a destination folder while maintaining data integrity.

**Overview**

The script ensures efficient file transfers with customization options based on file type, modification date, or size. It can be implemented using programming languages like Python, Shell scripting, or PowerShell.

**Key Objectives**

1. **Simplify File Management**: Reduces manual effort in moving or copying files.
2. **Improve Efficiency**: Automates the process for increased productivity.
3. **Ensure Data Integrity**: Prevents data loss or corruption.
4. **Customizable Workflow**: Allows flexibility in filtering files.
5. **Scalability**: Handles large file transfers effectively.

**Importance**

1. **Time-Saving**: Eliminates manual intervention.
2. **Error Reduction**: Minimizes human mistakes in file copying.
3. **Improved Organization**: Maintains structured file management.
4. **Versatile Application**: Useful for IT professionals, businesses, and personal use.
5. **Scalability & Reusability**: Can be adapted for complex automation tasks.

**Step-by-Step Guide**

**Step 1: Create Two Folders**

* Name them Source and Destination.
* Place sample files inside the Source folder.

**Step 2: Write the Script**

* Open Notepad and type the script.
* Ensure the SOURCE variable points to your source folder path.
* Ensure the DESTINATION variable points to your destination folder path.

**Step 3: Save as a Batch File**

* Save the file with a .bat extension (e.g., file\_copy.bat).

**Step 4: Use Windows Task Scheduler**

1. Press **Win + R**, type taskschd.msc, and press Enter.
2. Click **Create Basic Task**.
3. Enter a **name and description** (e.g., "Automate File Copying").
4. Click **Next**.

**Step 5: Schedule the Task**

1. Choose a frequency (**Daily, Weekly, One-time**, etc.).
2. Set the **start date and time**.
3. Click **Next**.

**Step 6: Define the Action**

1. Select **Start a Program** and click **Next**.
2. Browse and select the .bat file.
3. Click **Next**, then **Finish**.

**Step 7: Run and Verify**

1. Open **Task Scheduler Library**.
2. Find your task, right-click, and select **Run**.
3. Check the destination folder to confirm file transfer.

**Outcome**

By completing this PoC, you will:

* Automate file copying efficiently.
* Use **Task Scheduler** to schedule file transfers.
* Ensure error-free and timely execution of file operations.
* Gain practical knowledge in **workflow automation**.

This automation enhances productivity, improves reliability, and provides hands-on experience in **Windows automation**. 🚀