Placement Empowerment Program

Cloud Computing & DevOps Centre

Automate File Copying with a Script

Create a script to copy files from one folder to another folder automatically.

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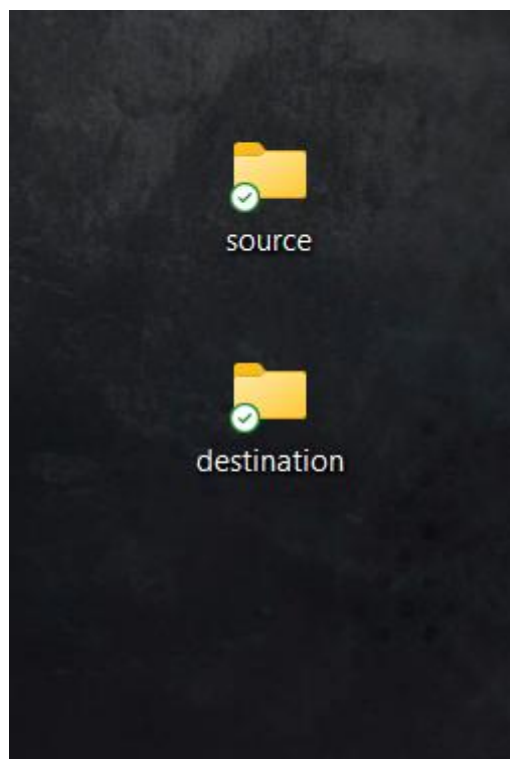Dept: IT

Reg No:312323205172

INTRODUCTION

Automated file copying ensures that important files are regularly backed up, synchronized, or transferred between folders without manual intervention. This can be useful for **backup management, data synchronization, and workflow automation**. By using a script, users can define a **source folder** (where files are located) and a **destination folder** (where files should be copied), and automate the process using scheduling tools like **Windows Task Scheduler** or **cron jobs** on Linux. With programming languages like **Python**, automation can be customized to include features such as filtering specific file types, copying only modified files, and monitoring changes in real time.
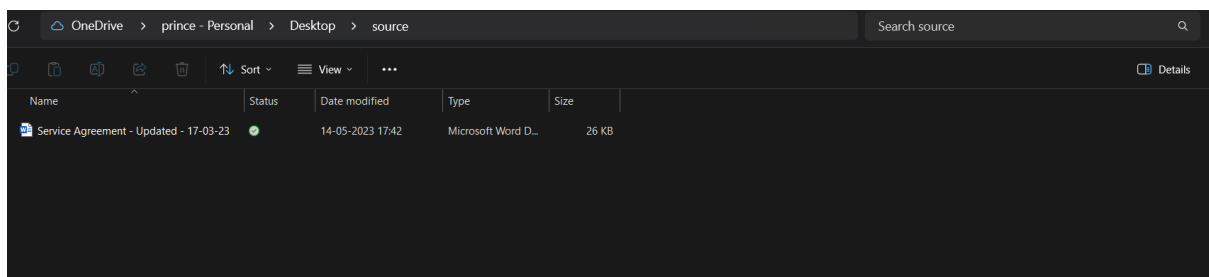
OBJECTIVE

The primary objective of automating file copying with a script is to **eliminate manual effort** and **ensure efficient file management** by automatically transferring files from a **source folder** to a **destination folder**. This automation helps in **data backup, synchronization, and organization**, reducing the risk of human errors and data loss.

Step-by-Step process:

Step 1: Create two folders named "Source" and "Destination".

Step 2: Store some file inside the folder you created.

Step 3: Open the notepad or notepad++ and type the following code and give the source address and destination address.
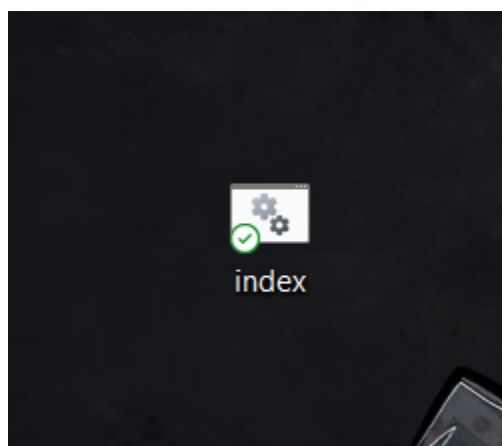
```
@echo off

rem Define source and destination foldres
set SOURCE="C:\Users\sneha\OneDrive\Desktop\source"
set DESTINATION="C:\Users\sneha\OneDrive\Desktop\destination"

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

echo Files copied successfully!
pause
```
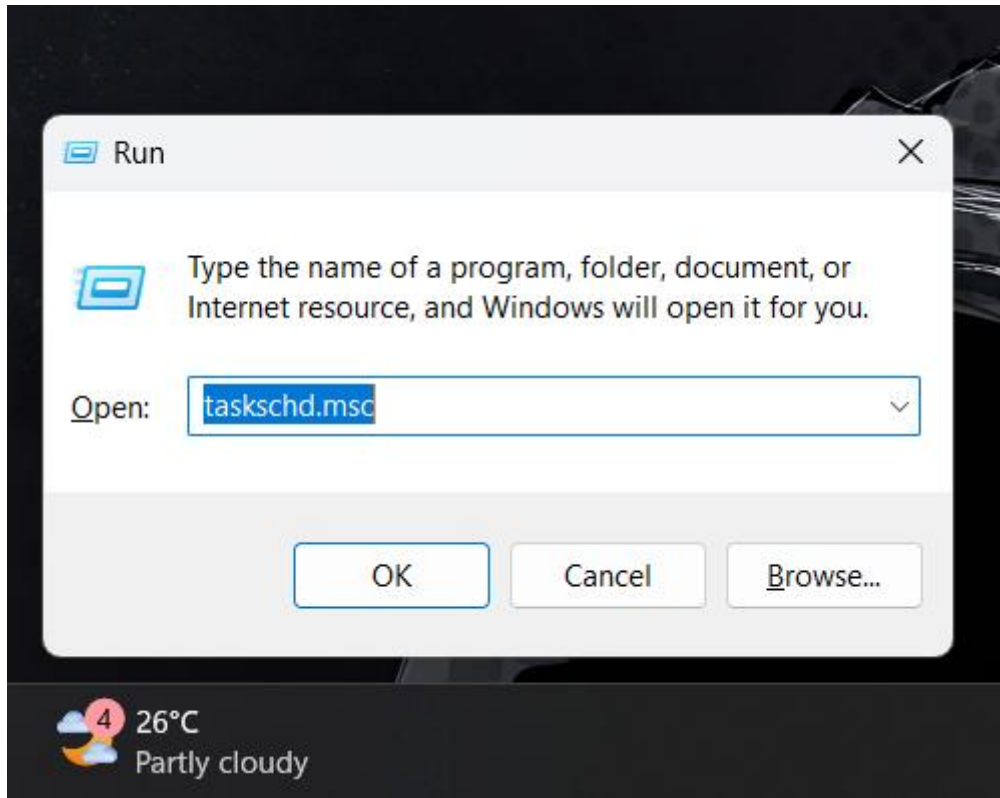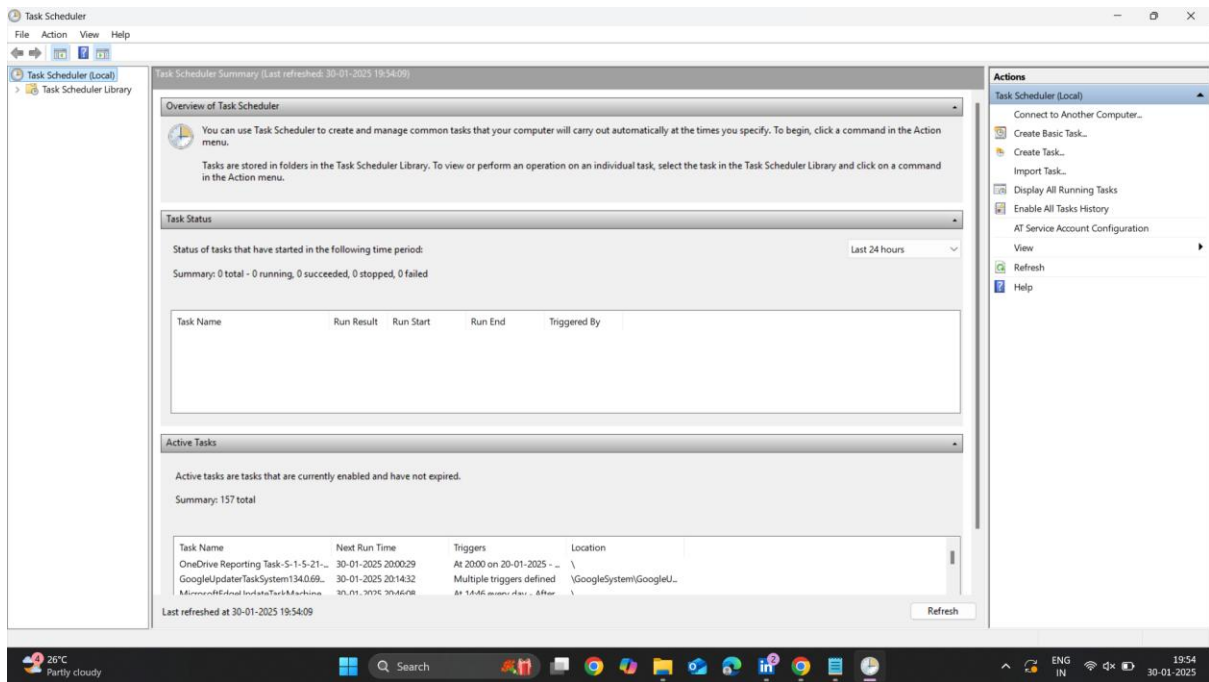
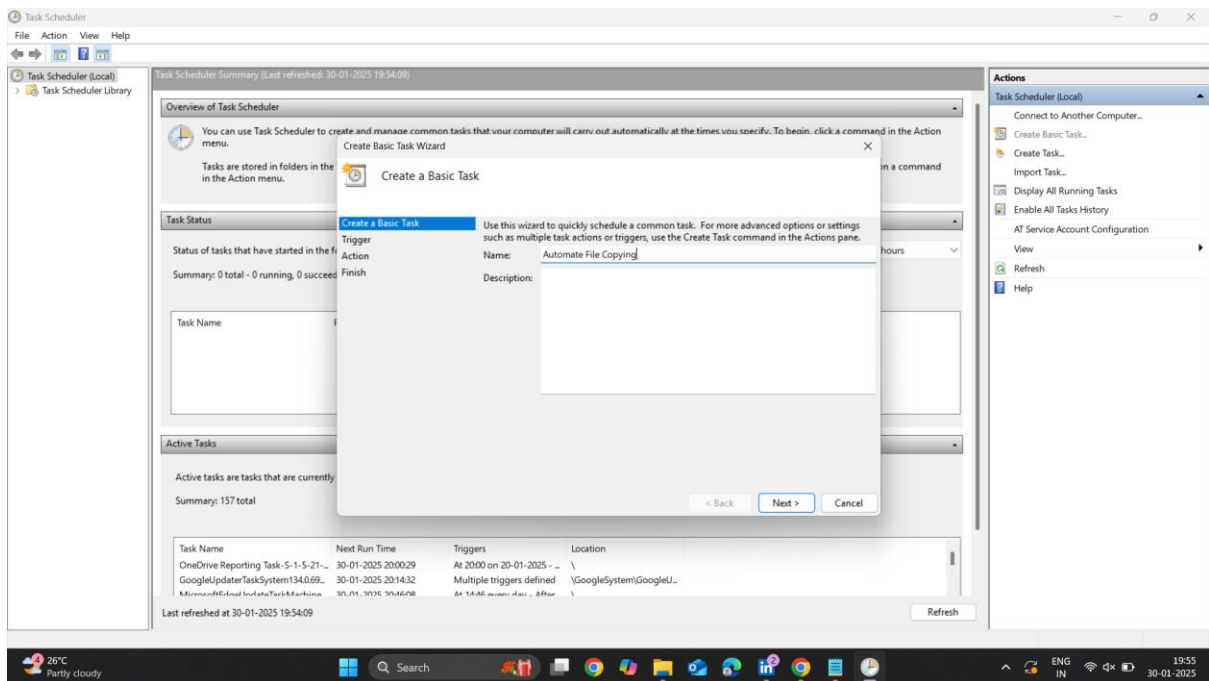**Step 4:** Then save the file in the desktop or wherever you like to save it.

Step 5: Press Windows + r and a small box will pop up on your bottom left screen and then Type taskschd.msc and click on enter.
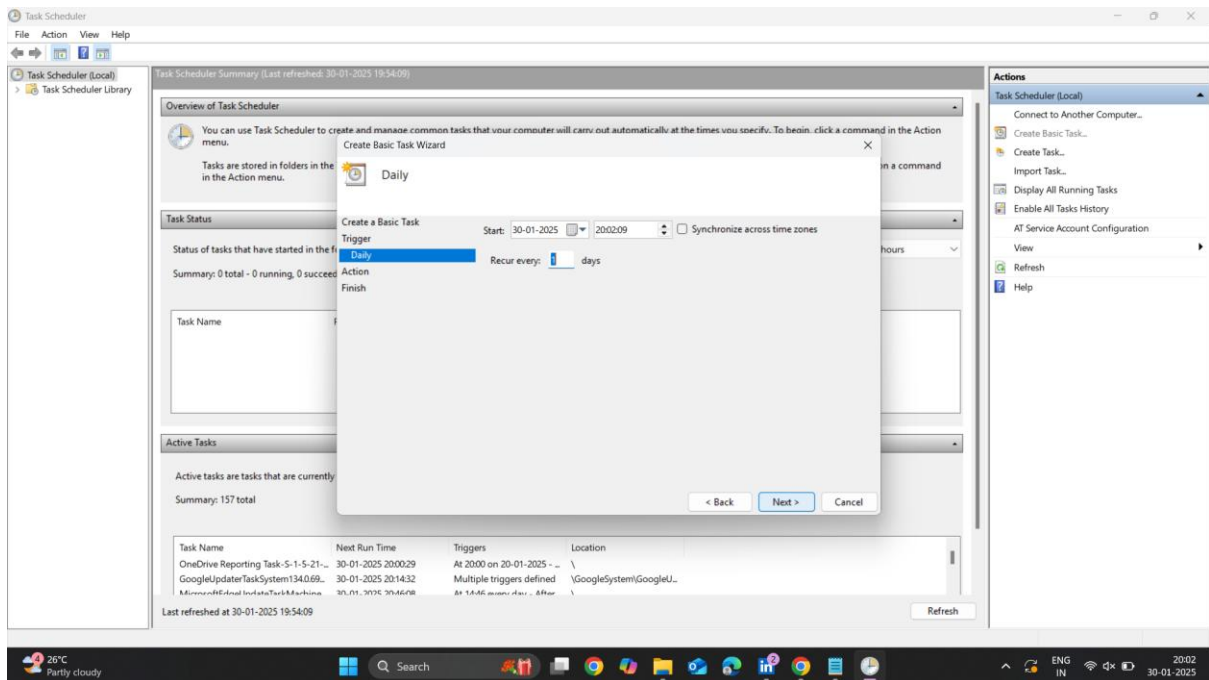

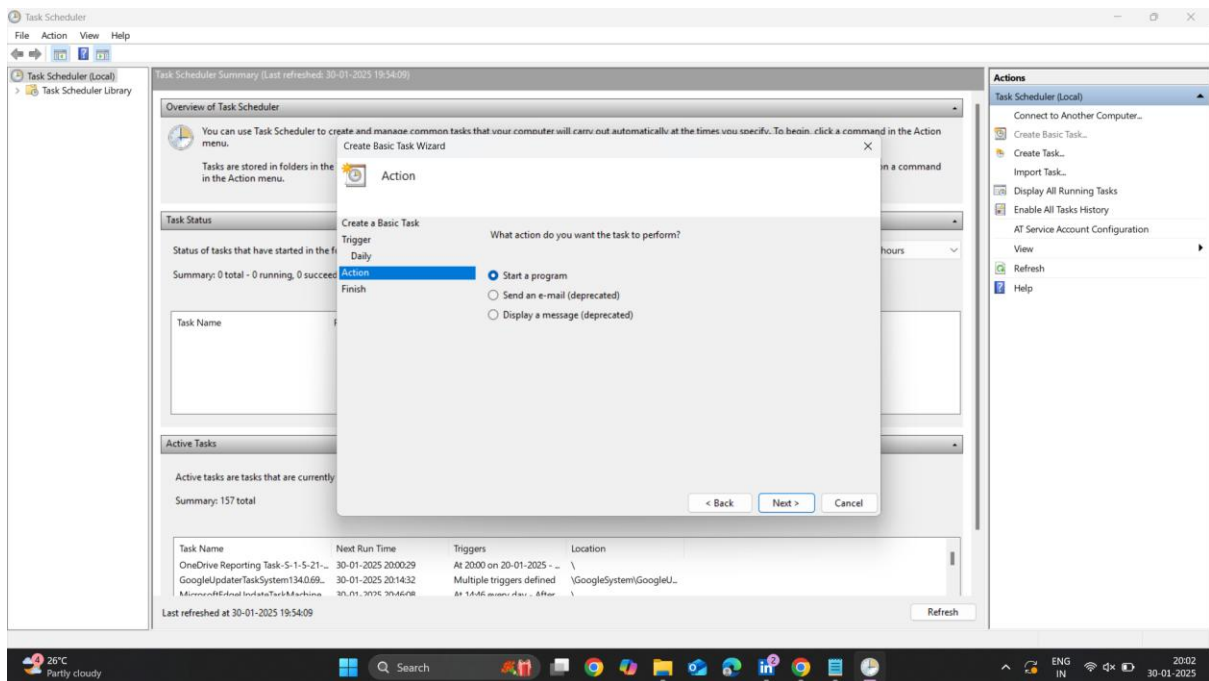**Step 6:** In the task scheduler window, select on CREATE A BASIC TASK and create a new one.

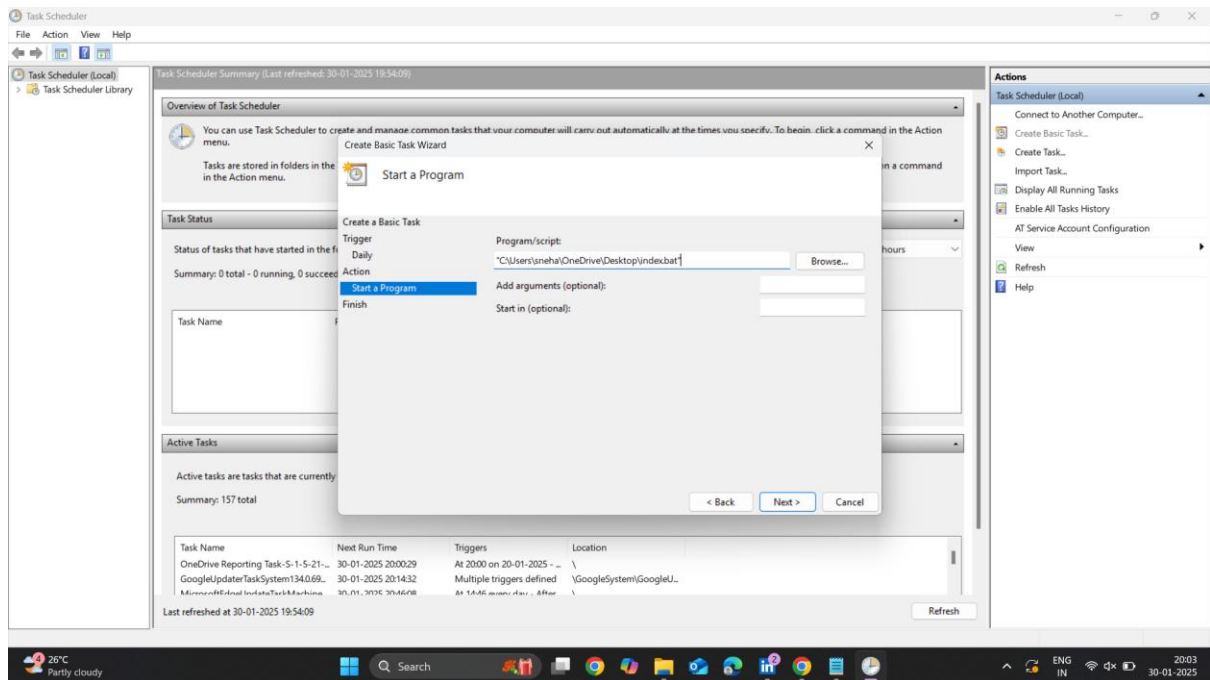**Step 7**: Enter the name of the task and add description if needed.

Step 8: Choose a Schedule. And set the time and frequency and the proceed to the next page.
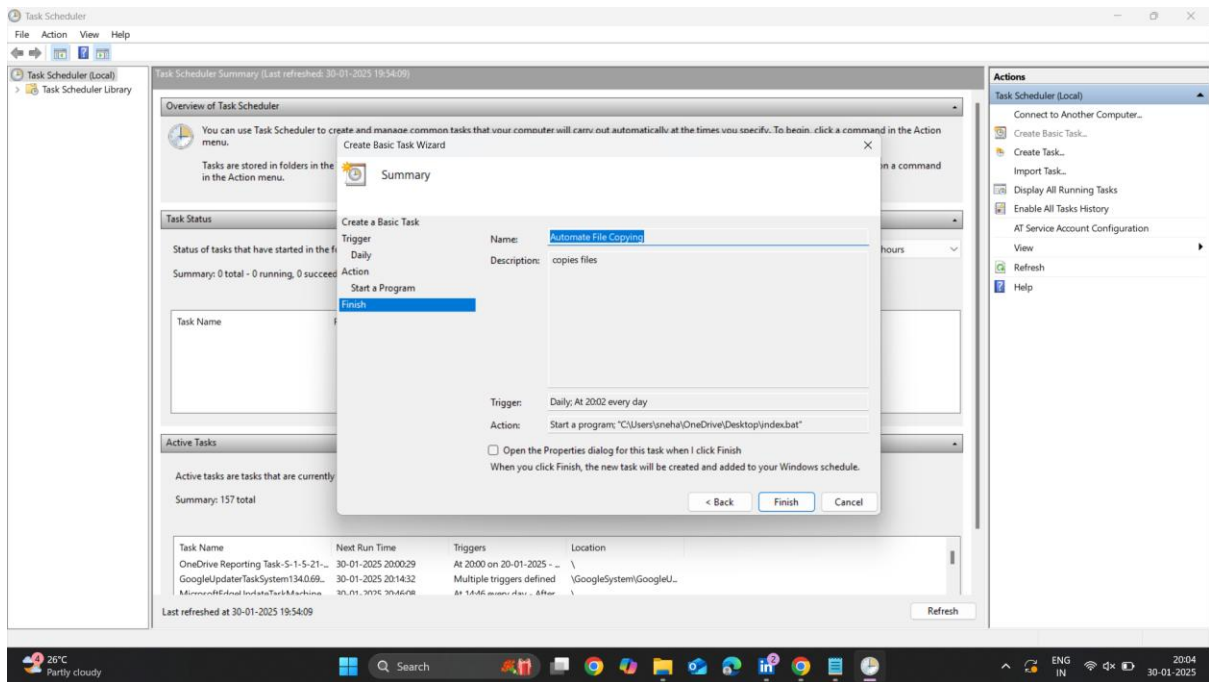

Step 9: Set the action as "TO START A PROGRAM".

Step 10: We print the script. Once done move on to the next page.

Step 12: Find your task in the home page and select it. Then click on "RUN".

Step 13: Go to the folder(destination) and check whether the file has been transferred or not.