

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.

Name:Shalini D

Department: IT

Introduction

Automating file copying with a script is a smart way to save time and reduce manual errors. By using scripting languages like Python, Bash, or PowerShell, you can create automated routines that handle repetitive tasks, making your workflow more efficient and reliable. Scripts can be scheduled to run at specific intervals, ensuring that your files are always up-to-date without any manual intervention.

Overview

Automating file copying with a script involves using a programming or scripting language to create a routine that copies files from one location to another. This can be scheduled to run automatically, ensuring that files are regularly updated and synchronized without manual effort. It's a practical solution for tasks such as backups, data migration, and file organization.

Objectives

Efficiency: Reduce manual effort by automating repetitive file-copying tasks.

Accuracy: Minimize errors associated with manual copying.

Scheduling: Ensure files are copied and updated at regular intervals.

Consistency: Maintain up-to-date backups and synchronized files.

Scalability: Handle large volumes of files with ease.

Importance

Time-Saving: Frees up valuable time by automating routine tasks.

Error Reduction: Ensures accuracy and consistency in file copying.

Reliability: Guarantees regular updates and backups.

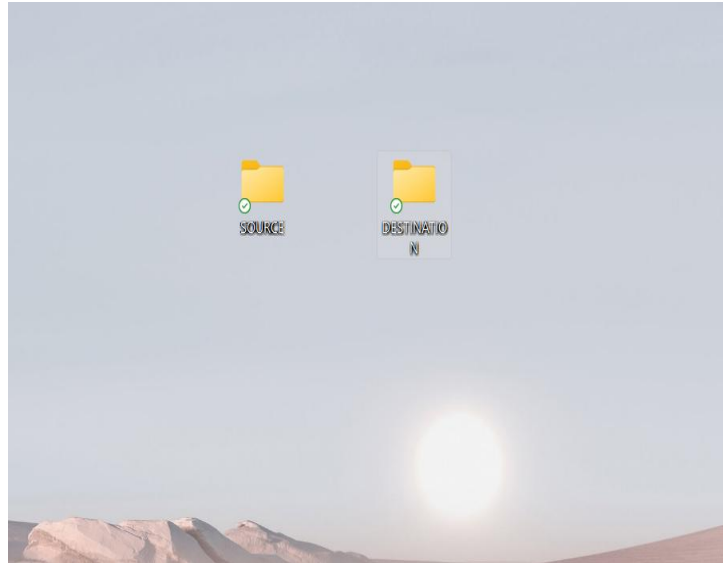
Efficiency: Simplifies file management for large volumes of data.

Flexibility: Easily adaptable to different environments and requirements.

Step-by-Step Overview

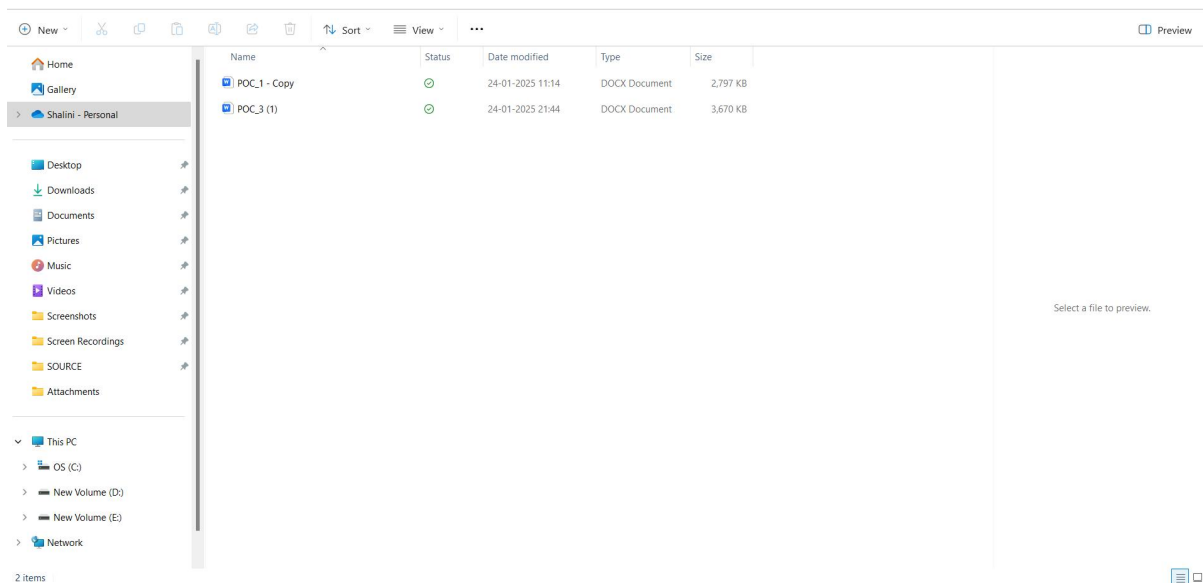
Step 1

Create two folders named Source and Destination



Step 2

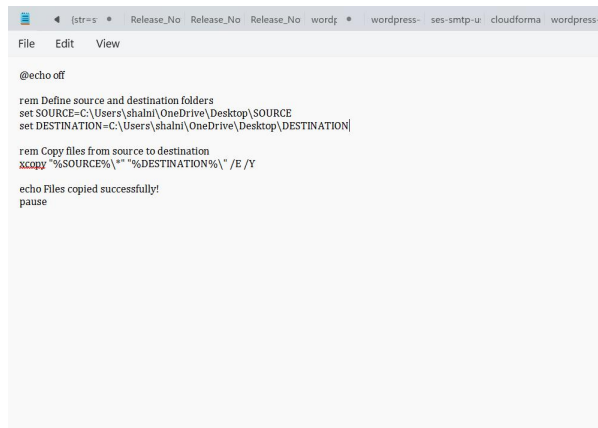
Store files into the source folder to automate it.



Step 3

Open Notepad and enter the following code. Replace SOURCE with your source folder address and DESTINATION with your destination folder address

Step 4

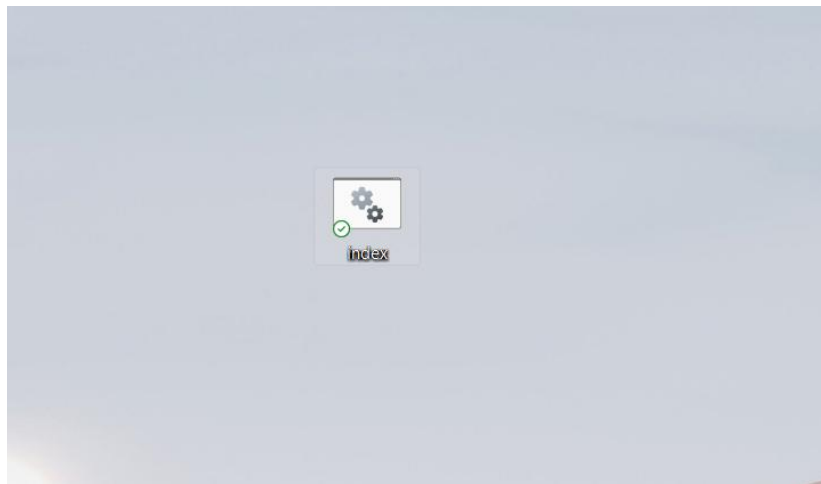


```
@echo off
rem Define source and destination folders
set SOURCE=C:\Users\shalni\OneDrive\Desktop\SOURCE
set DESTINATION=C:\Users\shalni\OneDrive\Desktop\DESTINATION

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

echo Files copied successfully!
pause
```

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



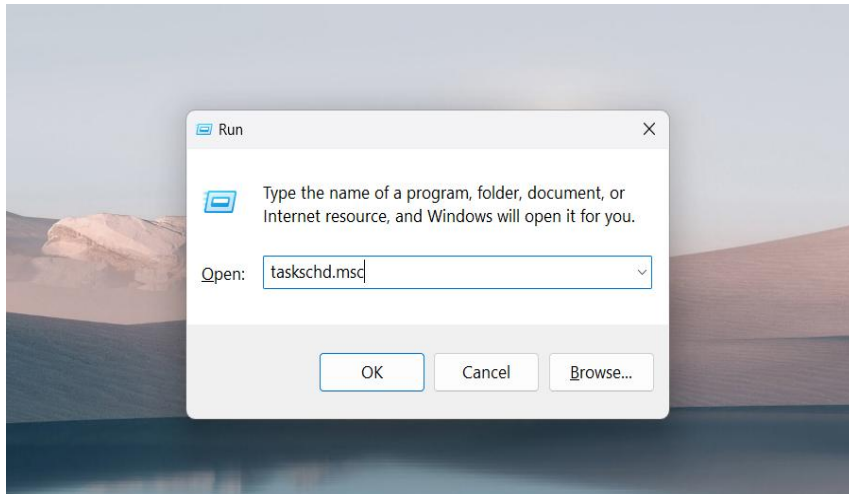
Step 5

Press Win + R on your keyboard.

Type taskschd.msc in the Run dialog box.

Press Enter or click OK.

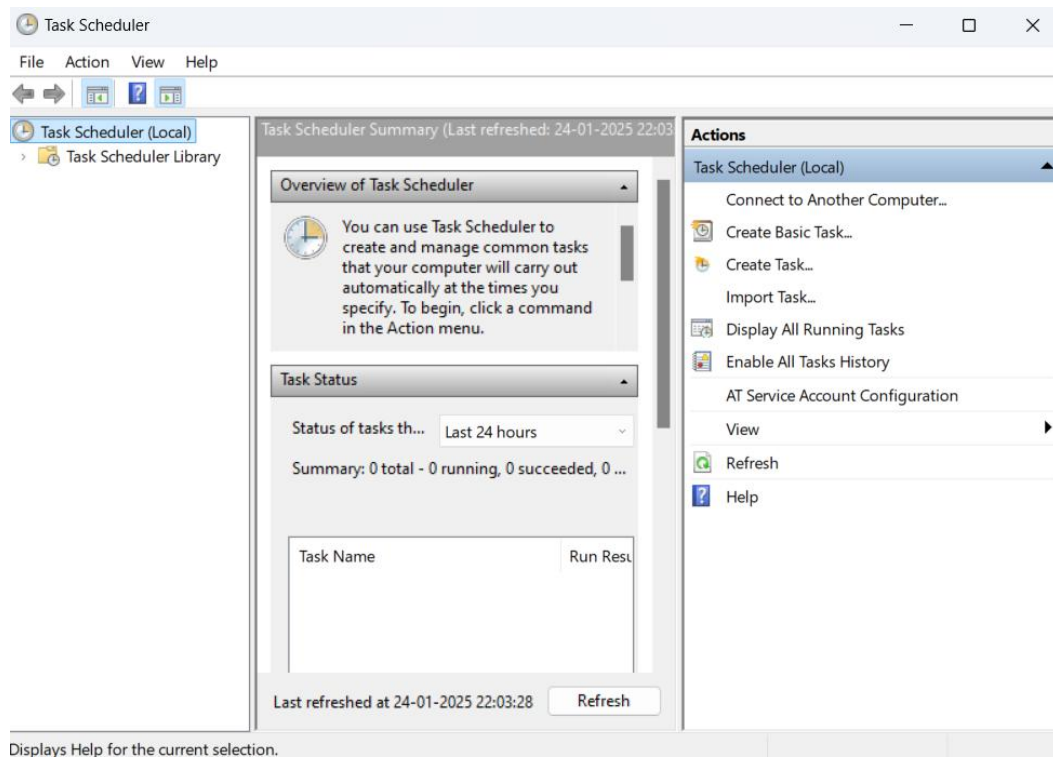
This will open the Task Scheduler window.



Step 6

In the Task Scheduler window, click "Create Basic Task" on the right-hand side.

Follow the wizard to complete the setup.



Step 7

- Enter a name, e.g., "Automate File Copying". Optionally, add a description like "Copies files from folder A to folder B".
- Click "Next" to continue.

Create Basic Task Wizard

Create a Basic Task

Create a Basic Task

Trigger

Action

Finish

Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane.

Name: automate file copying

Description: copy files from folder A to folder B

< Back Next > Cancel

Step 8

Choose a Schedule:

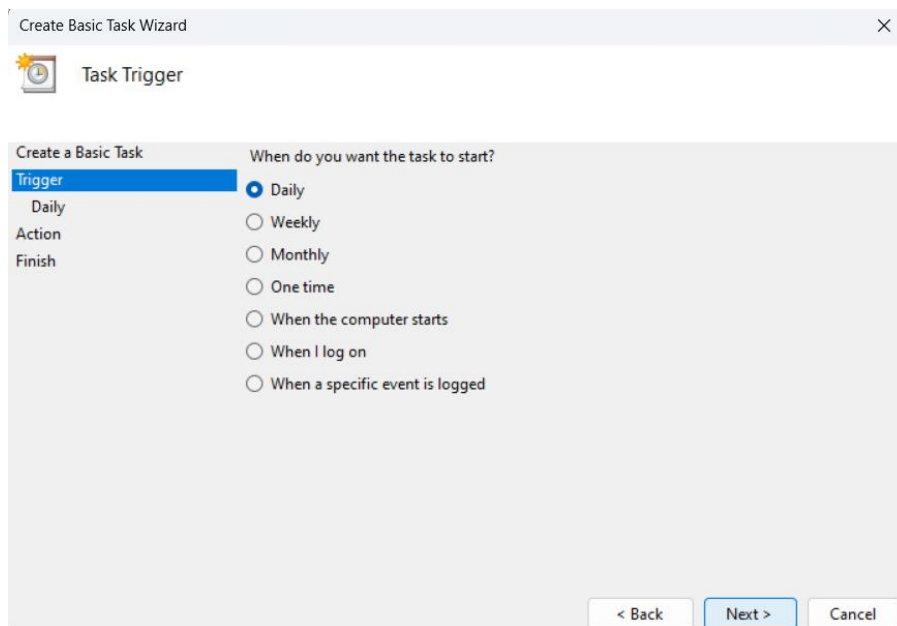
You will see options like:

Daily (runs every day).

Weekly (runs once a week).

One time (runs only once at a specific time).

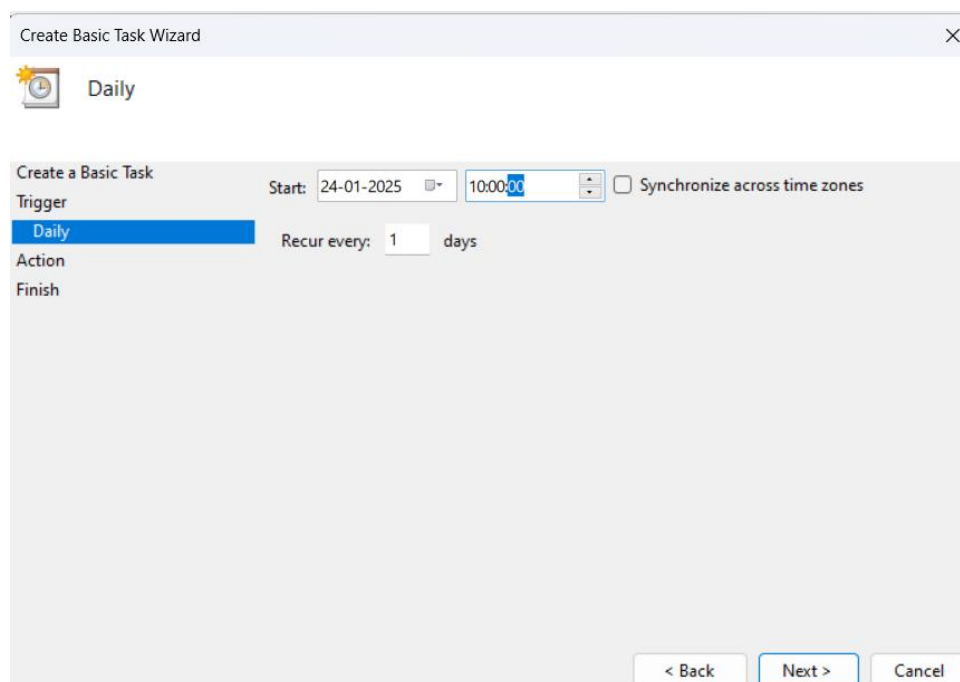
Choose what works for you (e.g., Daily) and click Next.



Step 9

Set the Time and Frequency:

Click Next to move on.



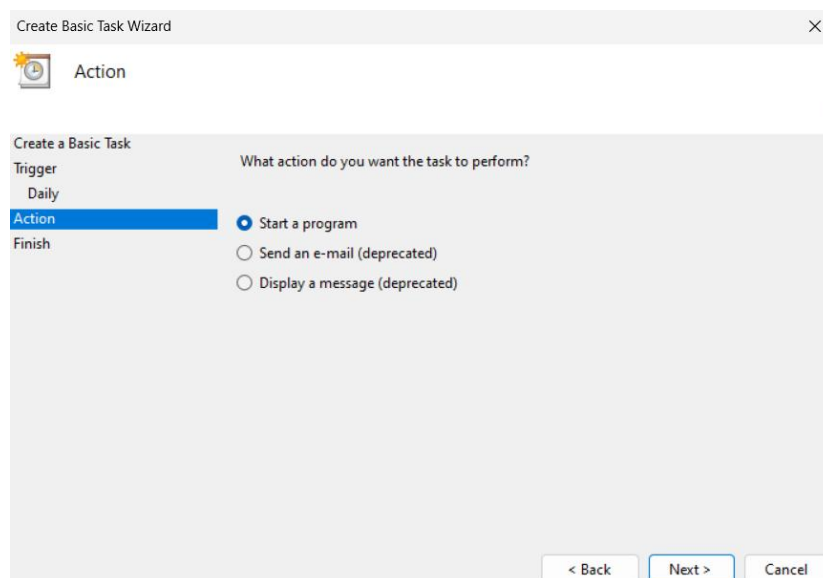
Step 10

Set the Action

Now, we tell Task Scheduler what to do when it runs.

Select "Start a Program":

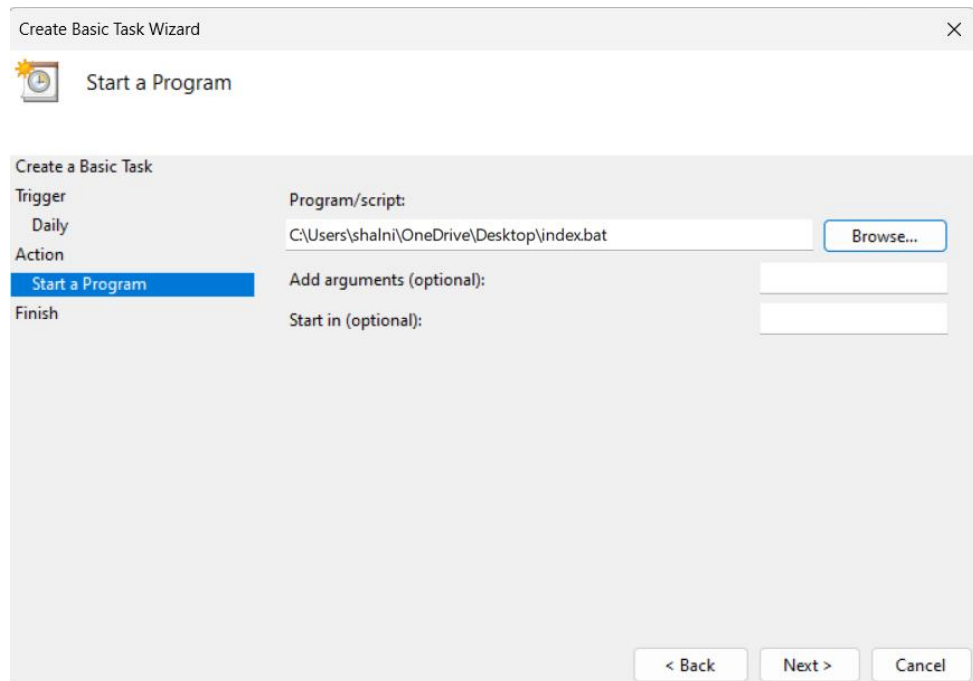
On the "Action" screen, select the option "Start a Program" and click Next.



Step 11

Point to the Program or Script:

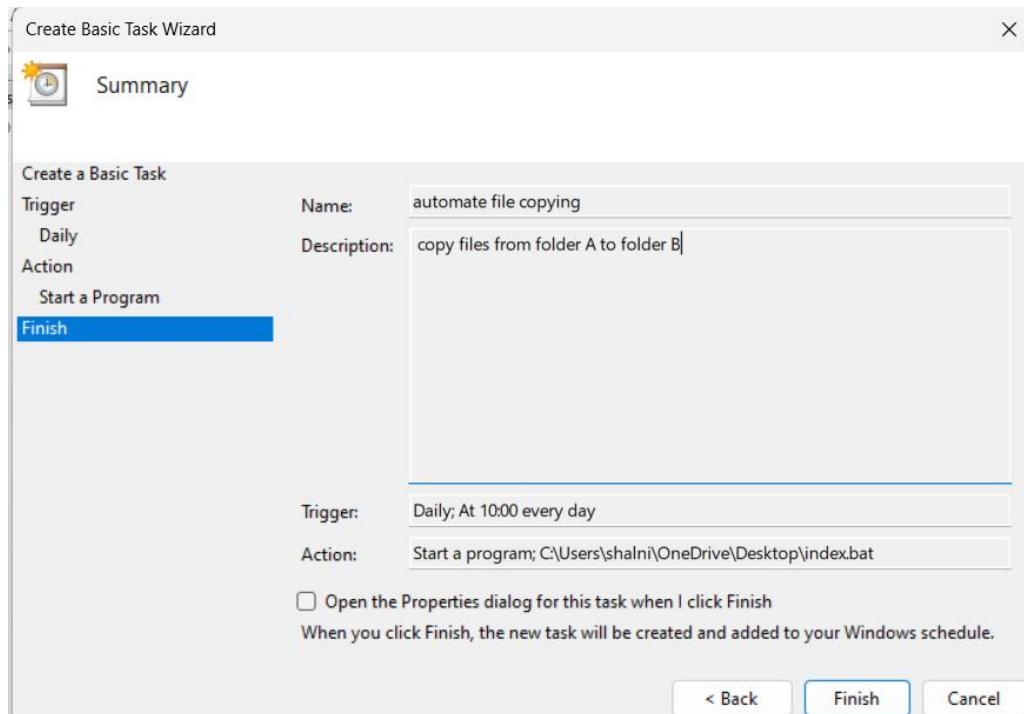
In the Program/script field, click **Browse** and navigate to the location of your .bat file.



Step 12

Review and Finish

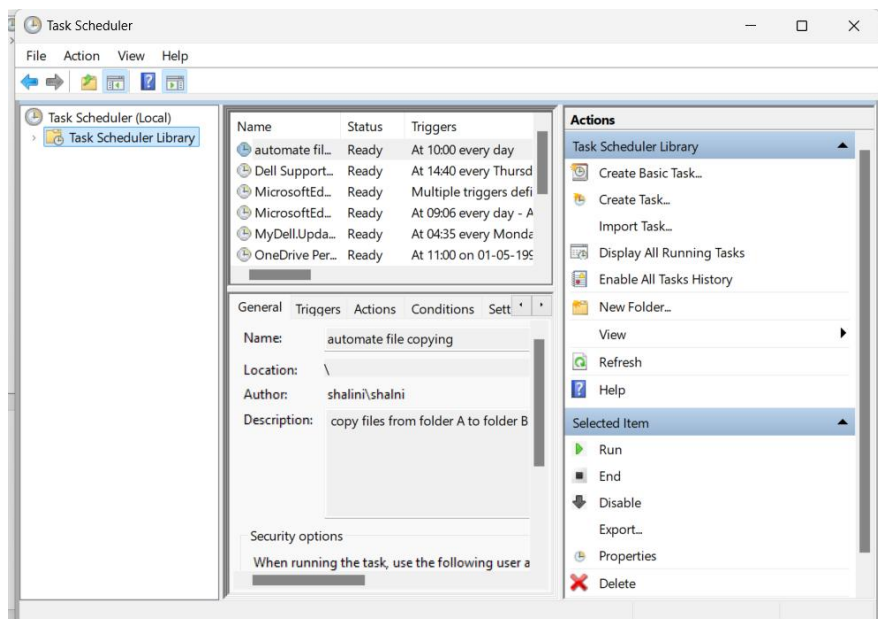
Click **Finish** to save and schedule the task.



Step 13

In Task Scheduler, go to the **Task Scheduler Library**. Find your task (it should have the name you gave it, e.g., "Automate File Copying").

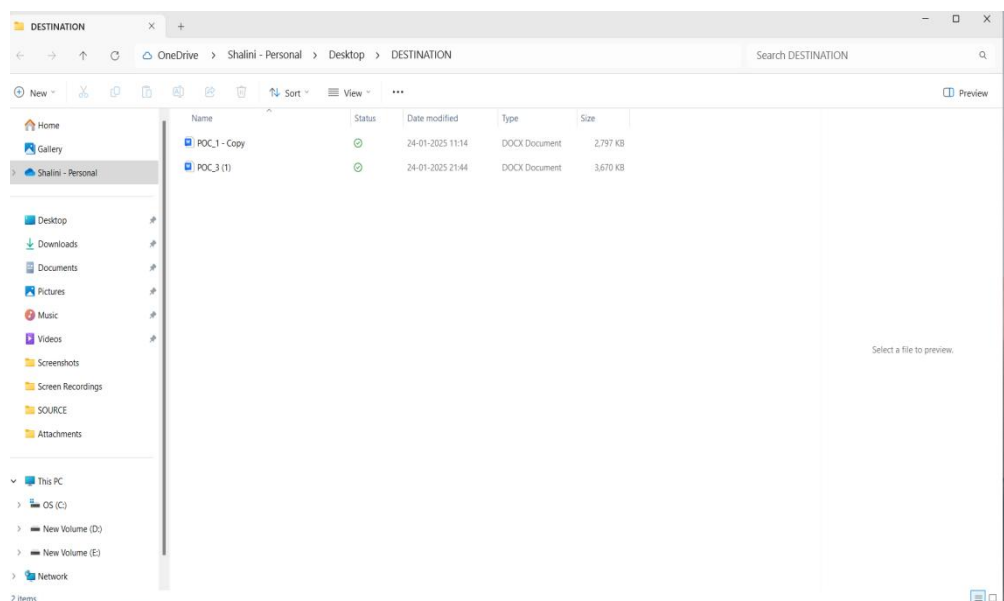
Right-click the task and select **Run**.



```
C:\Windows\SYSTEM32\cmd
C:\Users\shalni\OneDrive\Desktop\SOURCE\POC_1 - Copy.docx
C:\Users\shalni\OneDrive\Desktop\SOURCE\POC_3 (1).docx
2 File(s) copied
Files copied successfully!
Press any key to continue . . .
```

Step 14

Go to the destination folder and confirm that the files have been copied.



Outcome

By completing the setup in Task Scheduler, you will create an automated task that efficiently copies files from your source folder to your destination folder at scheduled intervals. This ensures that your files are regularly updated and backed up without requiring manual effort, resulting in a more organized and reliable file management system.