



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:

This guide explains how to create a script that automatically copies files from one folder to another. By automating this task, you can ensure that your files are always backed up or synced without having to do it manually.

Why Is This Task Important?

Automating file copying saves time and ensures that the task is done correctly every time. It reduces the risk of forgetting or making errors and keeps your data organized and updated without effort.

Steps Followed

- **Set Up the Source and Destination Folders:** Choose the folders where the files are coming from and going to.
- **Create the Batch Script:** Write a script using the xcopy or copy command to copy files from the source folder to the destination folder.
- **Test the Script:** Run the script manually to ensure it works as expected.
- **Schedule the Script with Task Scheduler:** Use Task Scheduler to run the script automatically at specific times, such as daily or weekly.
- **Verify the Automation:** Check that the script is running correctly and files are copied on schedule.

Where Can This Be Applied?

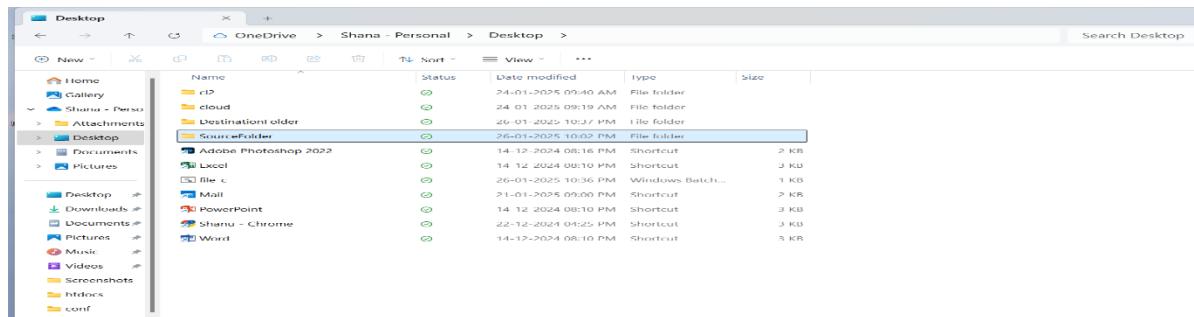
- **Data Backup:** Automatically back up important files without having to do it manually.
- **File Synchronization:** Keep files up to date across different folders or devices.
- **Cloud Storage:** Automatically upload files to cloud storage services.
- **Server Maintenance:** Sync files between servers or directories to ensure they're up-to-date.
- **Project Management:** Keep shared files updated across teams or systems.

Step-by-Step Overview

Step 1: Set the Source Folder

Instruction:

- Open **File Explorer**.
- Navigate to the folder containing the files you want to copy.
- Copy the **folder path** (e.g., C:\path\to\source\folder).

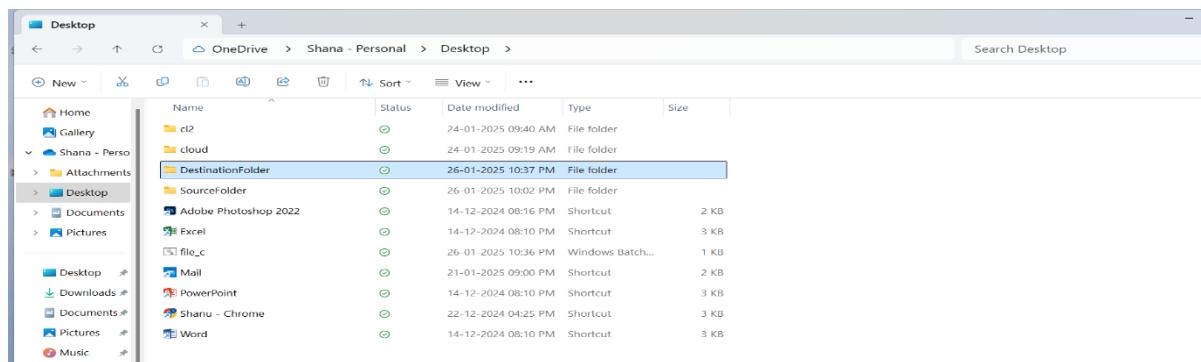


The source folder is where the files you want to copy are located.

Step 2 : Set the Destination Folder

Instruction:

- Open **File Explorer** again.
- Navigate to the folder where you want to copy the files.
- Copy the **folder path** (e.g., C:\path\to\destination\folder).



The destination folder is where the files will be copied to.

Step 3 : Create a File Copy Script in Notepad

Instruction:

- Open **Notepad** (or any text editor).

- Copy and paste the following script into the editor
- Save the file with the name **file-copy-script.bat** and choose All Files as the file type.



```

@echo off
:: Set the source and destination folder paths
set source="C:\Users\Smile\OneDrive\Desktop\SourceFolder"
set destination="C:\Users\Smile\OneDrive\Desktop\DestinationFolder"

:: Copy all files from source to destination
xcopy %source% %destination% /E /H /C /I

:: Inform the user that copying is done
echo Files copied successfully!
pause

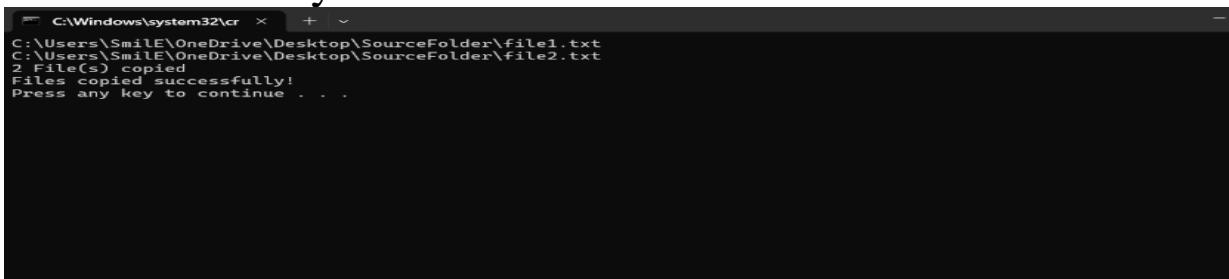
```

This batch script copies files from the source to the destination folder.

Step 4 : Test the Script (File Copied Successfully)

Instruction:

- Open **Command Prompt** as Administrator.
- Navigate to the folder where you saved the **file-copy-script.bat**.
- Run the script by typing:
C:\path\to\script\file-copy-script.bat
- Check the **destination folder** to confirm that the files were copied successfully.



```

C:\Windows\system32> C:\Users\Smile\OneDrive\Desktop\SourceFolder\file1.txt
C:\Users\Smile\OneDrive\Desktop\SourceFolder\file2.txt
2 File(s) copied
Files copied successfully!
Press any key to continue . . .

```

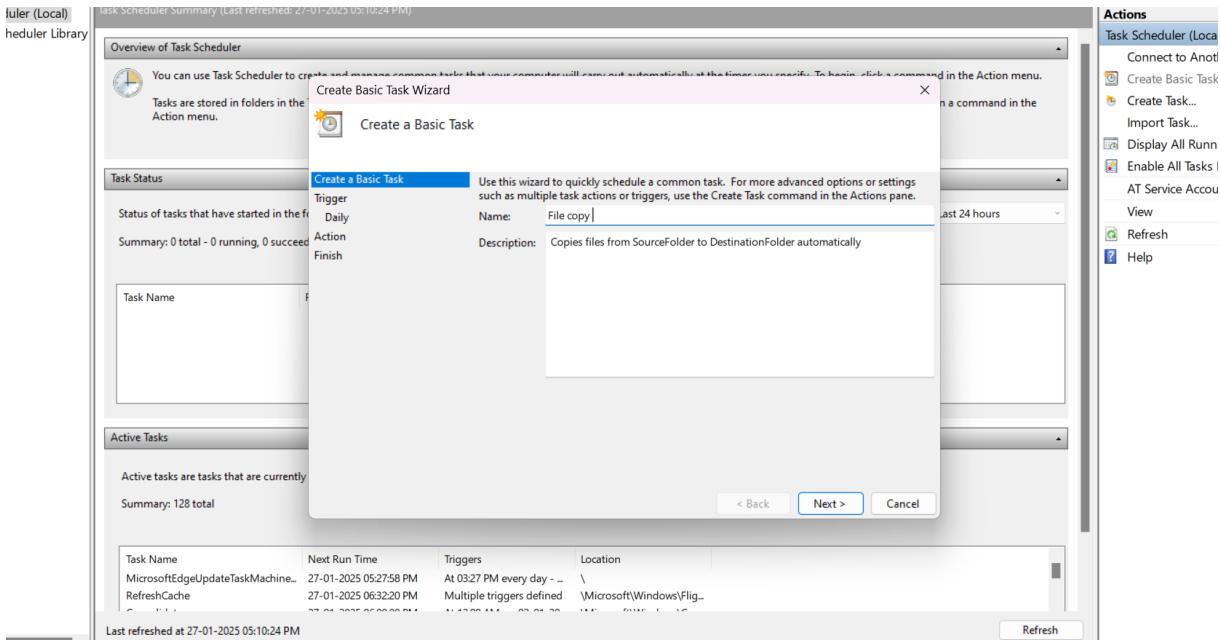
Testing ensures the script works as intended.

Step 5 : Open Task Scheduler

Instruction:

- Open the **Windows Start Menu** and search for **Task Scheduler**.
- Select **Task Scheduler** from the search results to open it.
- In the **Task Scheduler** window, click on **Create Basic Task** from the right-hand panel.
- A wizard will open that helps you set up the task.
- In the wizard, give the task a **name** (e.g., "File Copy").

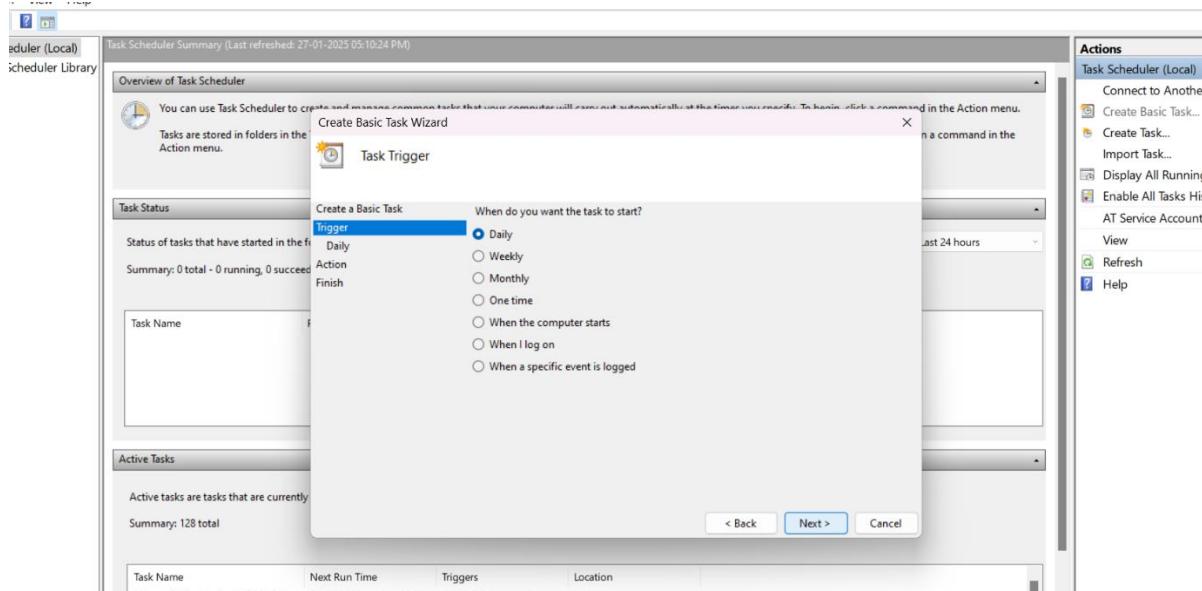
- You can also add a **description** (e.g., "This task copies files from the source folder to the destination folder automatically").
- Click **Next**.



Step 6 : Choose the Trigger (When the Task Should Start)

Instruction:

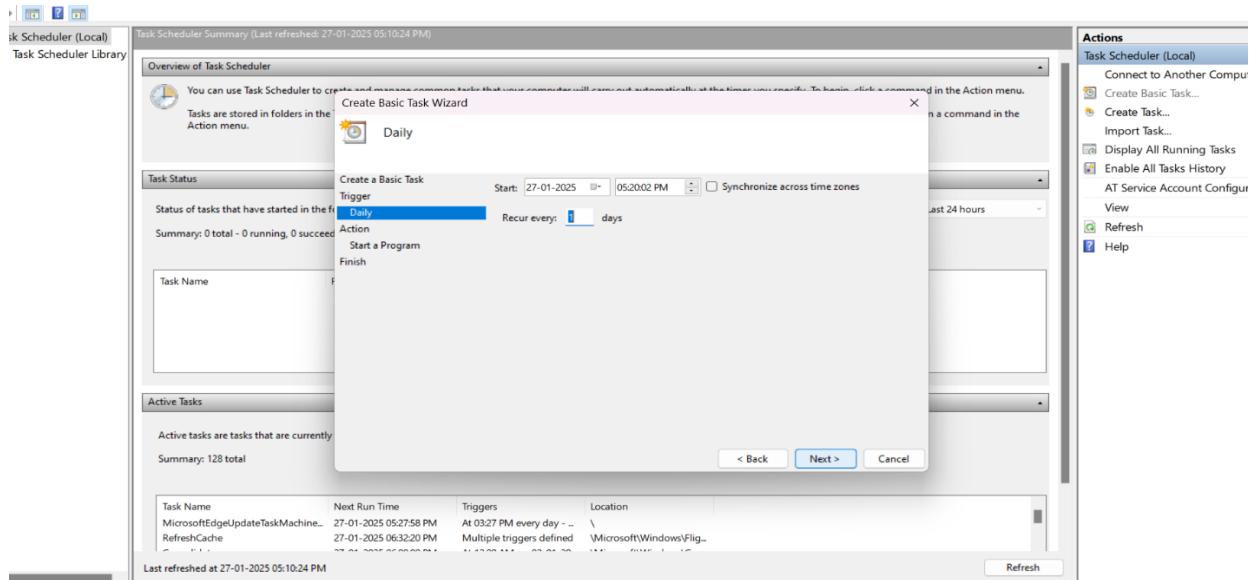
- In the next step, choose when the task should run:
- **Daily:** Choose this if you want the task to run every day.
- **Weekly:** Choose this if you want it to run weekly.
- **Monthly:** Choose this if you want it to run on specific days of the month.
- Select **Next**.



Step 7 : Set the Exact Time or Frequency

Instruction:

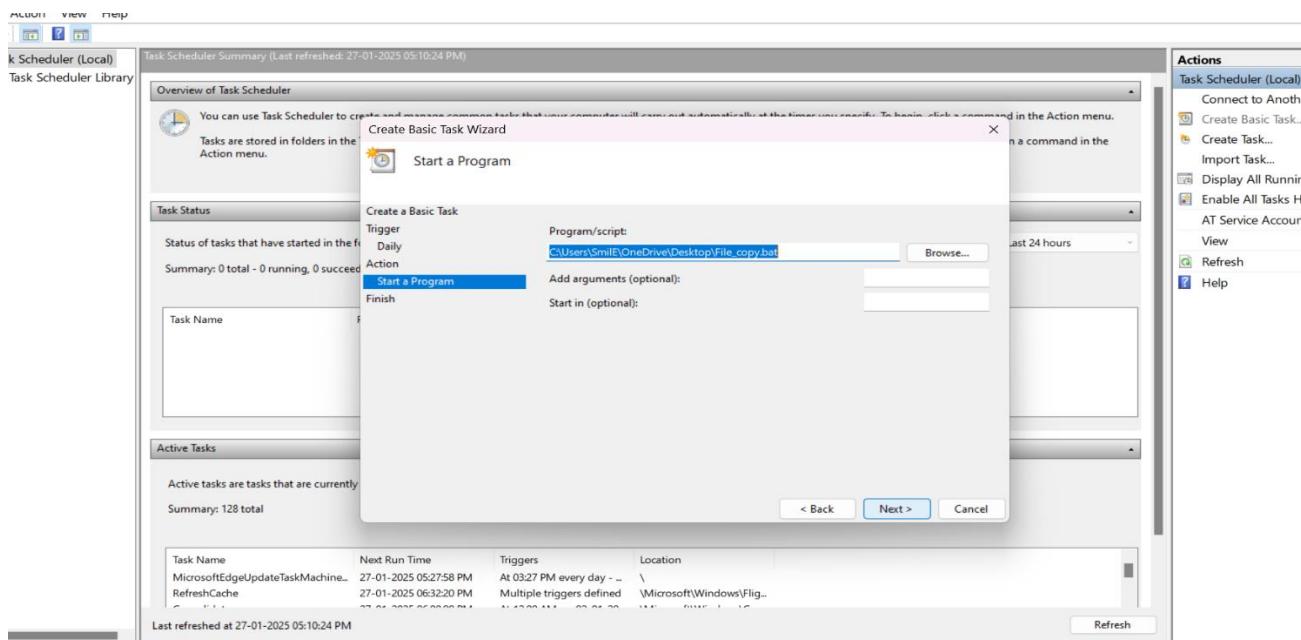
- After selecting the frequency (Daily/Weekly/Monthly), set the **specific time** you want the task to run.
- For example, if you selected **Daily**, set the **start time** (e.g., 9:00 AM).
- If you selected **Weekly**, select which days of the week it should run (e.g., Monday, Wednesday, Friday).
- Click **Next**.



Step 8 : Choose the Action (What the Task Should Do)

Instruction:

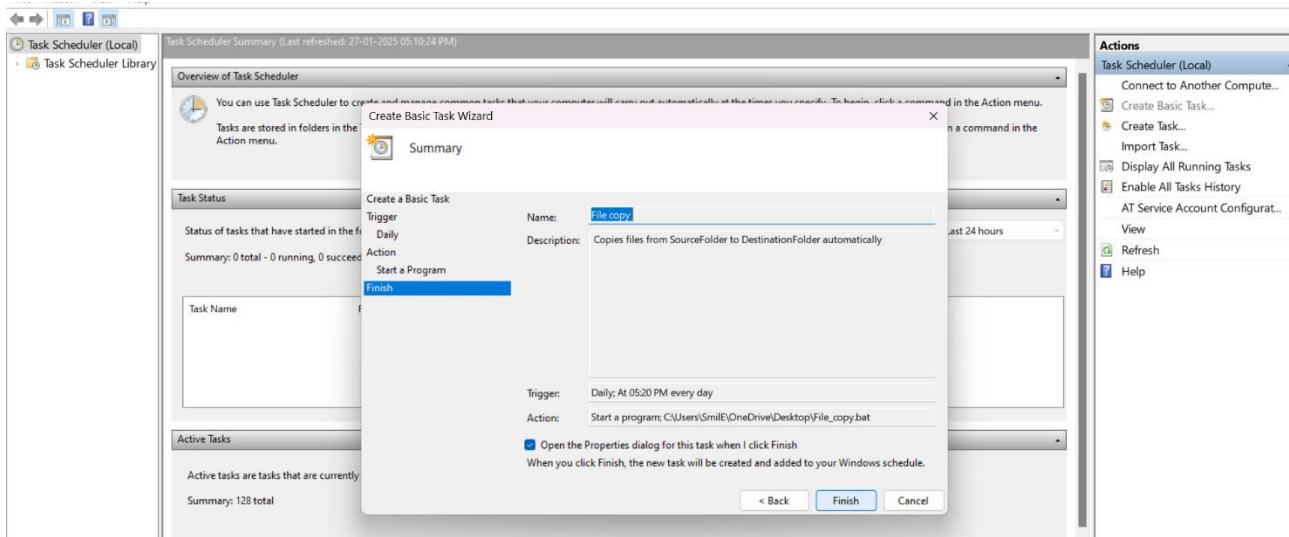
- In this step, select **Start a Program** as the action.
- Click on the **Browse** button.
- Navigate to the location where you saved your **file-copy-script.bat** file.
- Select the script and click **Open**.
- Click **Next**.



Step 9 : Review the Task Settings

Instruction:

- The wizard will display a summary of the task.
- Review the task settings to ensure everything looks correct. For example:
 - Task Name: Automated File Copy
 - Trigger: Daily at 9:00 AM
 - Action: Start the batch script **file-copy-script.bat**.
 - If everything is correct, click **Finish** to create the task.



Reviewing the settings helps ensure you haven't missed any crucial steps.

Step10: Verify the Task in Task Scheduler

Instruction:

- Go back to **Task Scheduler Library**.
- Find the task you just created (e.g., "Automated File Copy").
- Right-click on the task and choose **Run** to test it manually.
- After running it, check the **destination folder** to verify that the files were copied successfully.

```
C:\Windows\system32> x + <
C:\Users\Smile\OneDrive\Desktop\SourceFolder\file1.txt
C:\Users\Smile\OneDrive\Desktop\SourceFolder\file2.txt
2 File(s) copied
Files copied successfully!
Press any key to continue . . .
```

Outcome

By completing this POC, you will:

- Successfully create a batch script that automates the process of copying files from one folder to another.
- Schedule the script to run automatically at specified times using Task Scheduler.
- Ensure that files are copied consistently and accurately without manual intervention.
- Understand the basics of batch scripting and task automation in Windows..