



Custom Buttons



Copy and Paste Files based on List

The “Copy and Paste Files based on List” function is intended for batch search, copy and paste. This function has the ability to read a list, search and copy files within a specific folder and paste into a new location.

For Example, if you have a folder that contains 500 files and you need 60 files from that folder. You can create a list of 60 file names, search the folder for the specific file names, if the file names exist they will be copied to the destination folder location.

1. Open Notepad and list the file names of interest.
Save this as a txt file.
Copy the location of the txt file and paste it within the field “List File Location”.
2. The “Search Folder” is the location where the program will search.
Paste the Location of your search Folder.
3. The “Destination Folder” is where your files will be saved.
Paste the location of your destination folder.
4. Click “Run”

