

## **Placement Empowerment Program** ***Cloud Computing and DevOps Centre***



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Automate File Copying with a Script  
Create a script to copy files from one folder to  
another automatically

Department : IT

# 1. Create a Batch Script

- Open Notepad and add the following batch :

```
File Edit View

@echo off
set SOURCE_DIR=C:\path\to\source
set DEST_DIR=C:\path\to\destination
xcopy "%SOURCE_DIR%\*.*" "%DEST_DIR%" /E /I /H /Y
```

- Save as copy\_files.bat (Select "All Files" in Save As type).

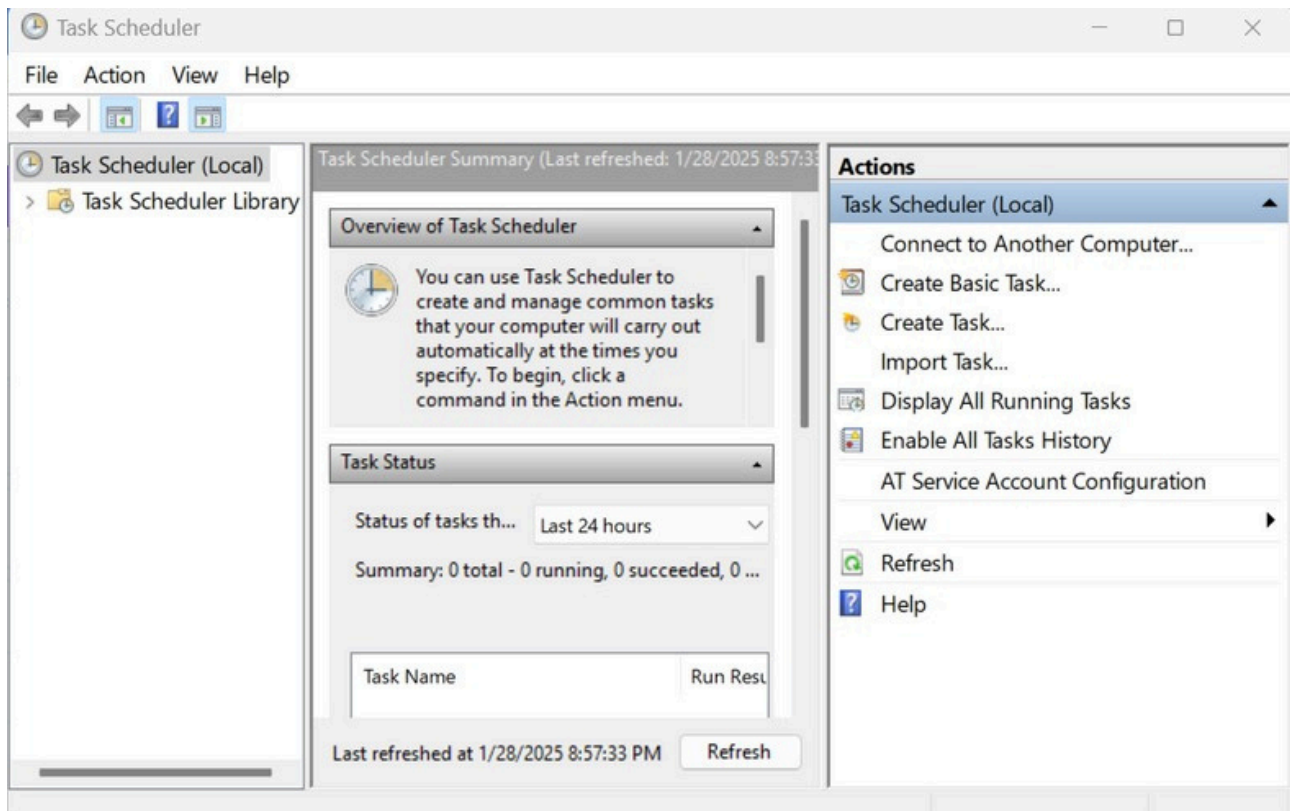
## 2. Execute the Script Manually

- Double-click copy\_files.bat to run it.



# 3. Automate Using Task Scheduler

- Open Task Scheduler → Click Create Basic Task.



- Name: "Copy Files Task" → Click Next.
- Trigger: Select schedule (e.g., Daily) → Click Next.
- Action: Choose Start a Program → Click Next.
- Program/script: Browse and select copy\_files.bat → Click Finish.
- To test, right-click the task → Run.



## Daily

## Create a Basic Task

Trigger

Start: 1/28/2025 8:59:53 PM ☐ Synchronize across time zones

Daily

Recur every: 1 days

Action

Finish

&lt; Back

Next &gt;

Cancel

Create Basic Task Wizard

X



## Start a Program

## Create a Basic Task

Trigger

Daily

Action

Start a Program

Finish

Program/script:

C:\Users\ASUS\Desktop\cpo.bat

Browse...

Add arguments (optional):

Start in (optional):

&lt; Back

Next &gt;

Cancel



## Create a Basic Task

## Create a Basic Task

Trigger

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.

Daily

Name: cpyui

Action

Description:

Finish

&lt; Back

Next &gt;

Cancel



## Task Trigger

## Create a Basic Task

Trigger

Daily

Action

Finish

When do you want the task to start?

- ☒ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ One time
- ☐ When the computer starts
- ☐ When I log on
- ☐ When a specific event is logged

&lt; Back

Next &gt;

Cancel