St. JOSEPH'S GROUP OF INSTITUTIONS
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aws

Placement Empowerment Program

Cloud Computing and DevOps Centre

Automate File Copying in Windows

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Introduction and Overview

Local hosting is the process of hosting files and applications directly from your personal computer or server without relying on external hosting providers. It allows greater control and flexibility over your system. Automating tasks like file copying within a local system can save time and ensure that files are consistently backed up or transferred between directories at scheduled intervals. This guide explains how to automate file copying in Windows using a Batch Script and Task Scheduler.

Objective

Local hosting is essential for scenarios where:

- You need to maintain control over your files and applications.
- You want faster access and reduced reliance on external servers or cloud services.
- You need to automate repetitive tasks like file transfers for backups or synchronization.

Importance of Local Hosting

Local hosting is essential for scenarios where:

- **You need to maintain control over your files and applications.**
- **You want faster access and reduced reliance on external servers or cloud services.**
- **You need to automate repetitive tasks like file transfers for backups or synchronization.**

Step-by-Step Overview

Step 1: Create a Batch Script

Open Notepad

- Press **Win + R**, type notepad, and hit **Enter** to open the Notepad application.

- **2.Write the Script**

  In Notepad, paste the following script:

```
@echo off
set SOURCE_DIR=C:\AWS\A1
set DEST_DIR=C:\AWS\A2
xcopy %SOURCE_DIR%\* %DEST_DIR% /E /H /C /I
echo Files copied from %SOURCE_DIR% to %DEST_DIR%
pause
```

Explanation:

- SOURCE_DIR is the folder where your files are currently located (e.g., C:\AWS\A1).
- DEST_DIR is the folder where the files will be copied to (e.g., C:\AWS\A2).
- The xcopy command is used to copy files from the source to the destination folder. The flags /E, /H, /C, and /I ensure that all files (including hidden ones), subdirectories, and any errors during copying are handled properly.
- pause keeps the window open, allowing you to see if any errors occurred.

Customization:

- Replace C:\AWS\A1 with the path to your source folder.
- Replace C:\AWS\A2 with the path to your destination folder.

- **5.Save the Script**
- Click **File → Save As**.
- In the **Save as type** dropdown, select **All Files**.

- Name the file copy_files.bat and click **Save**.
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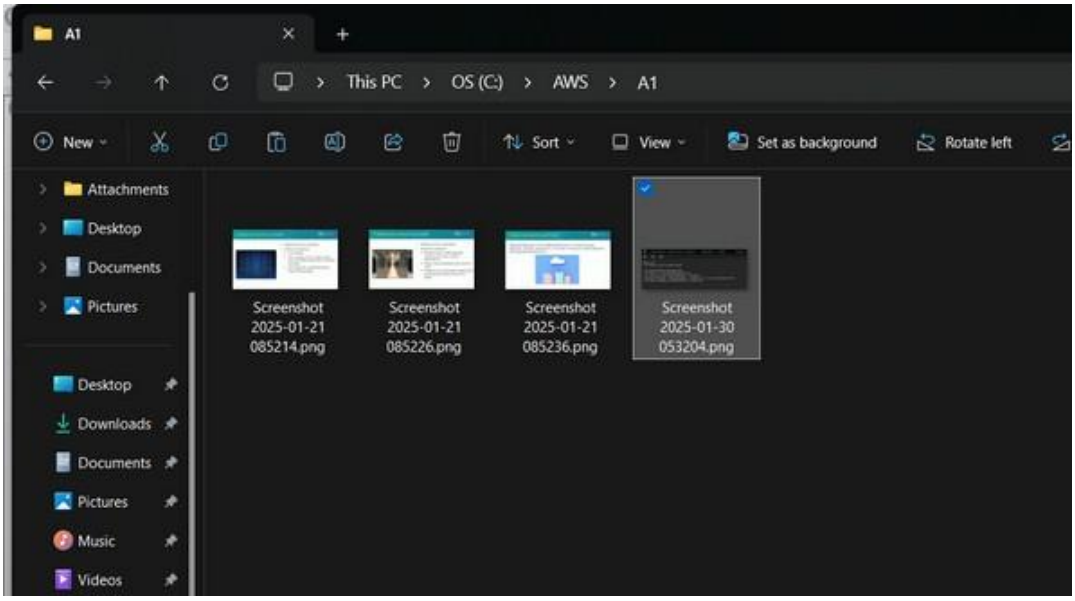
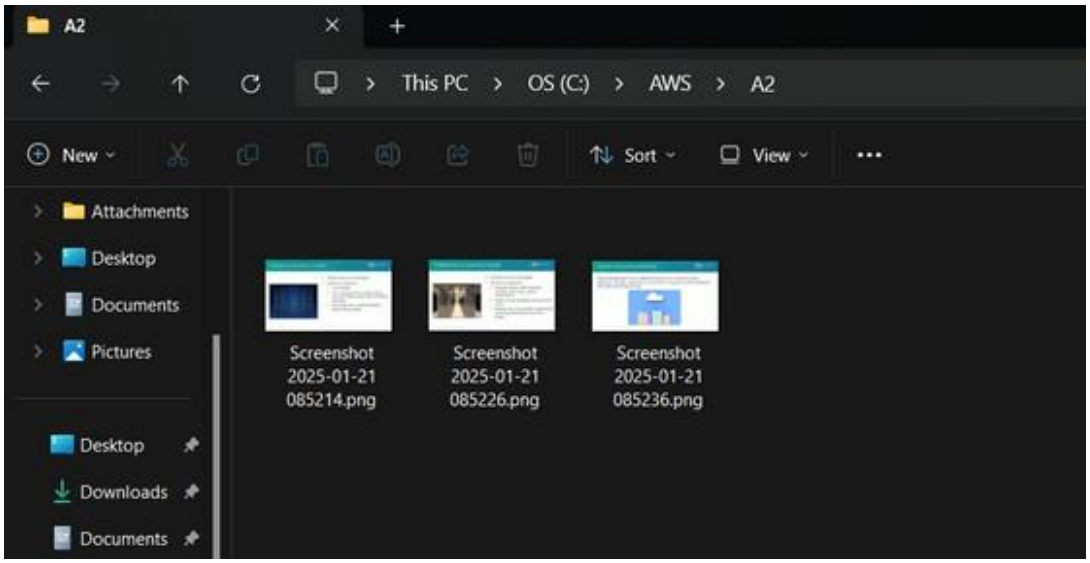


- **6.Test the Script**

- Double-click the copy_files.bat file to run it.
- If everything is set up correctly, files from the source folder will be copied to the destination folder, and you will see a message confirming the process.



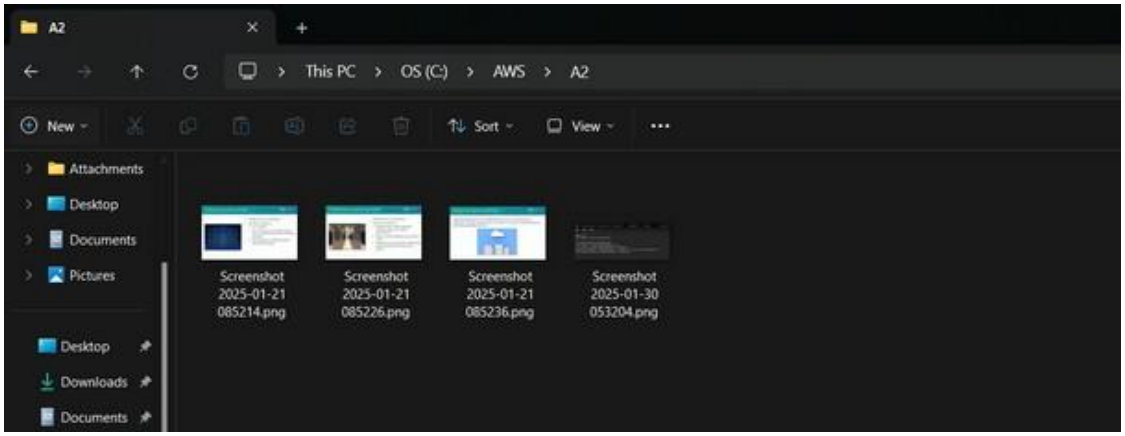
Step 2: Schedule the Script Using Task Scheduler

Open Task Scheduler

- Press **Win + R**, type taskschd.msc, and hit **Enter** to open **Task Scheduler**.

Create a New Task

- On the right side of Task Scheduler, click on **Create Basic Task**.
- Name the task (e.g., File Copy Task) and click **Next**.



Set the Trigger (When to Run the Script)

- Choose when you want the script to run. For example, select **Daily** if you want it to run every

day.
- Set the **Start time** and click **Next**.

Set the Action (Run the Script)

- Choose **Start a Program** and click **Next**.
- Click **Browse** and locate the copy_files.bat script you created earlier.
- Select the script and click **Next → Finish**.

Expected Outcome

After setting up the script and scheduling it, the following will happen:

1. Automated Copying: The script will automatically copy files from the source folder to the destination folder at the scheduled time.
2. Confirmation: A message will appear confirming that the files have been copied successfully.
3. No Manual Intervention: The task will run on its own without needing you to start it manually.
4. Error Handling: Any issues during copying will be logged, but the script will continue without stopping.