



St. JOSEPH'S
GROUP OF INSTITUTIONS
OMR, CHENNAI - 119

Placement Empowerment Program

Cloud Computing & DevOps Centre

Automate File Copying with a Script

Create a script to copy files from one folder to another folder automatically.

Name: krishna bhattad j

Dept: IT

INTRODUCTION

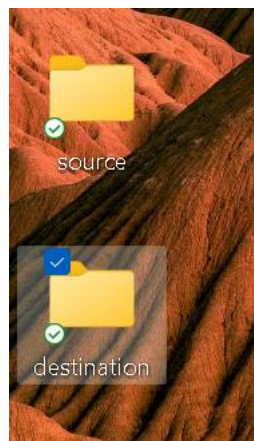
Automated file copying ensures that important files are regularly backed up, synchronized, or transferred between folders without manual intervention. This can be useful for **backup management**, **data synchronization**, and **workflow automation**. By using a script, users can define a **source folder** (where files are located) and a **destination folder** (where files should be copied), and automate the process using scheduling tools like **Windows Task Scheduler** or **cron jobs** on Linux. With programming languages like **Python**, automation can be customized to include features such as filtering specific file types, copying only modified files, and monitoring changes in real time.

OBJECTIVE

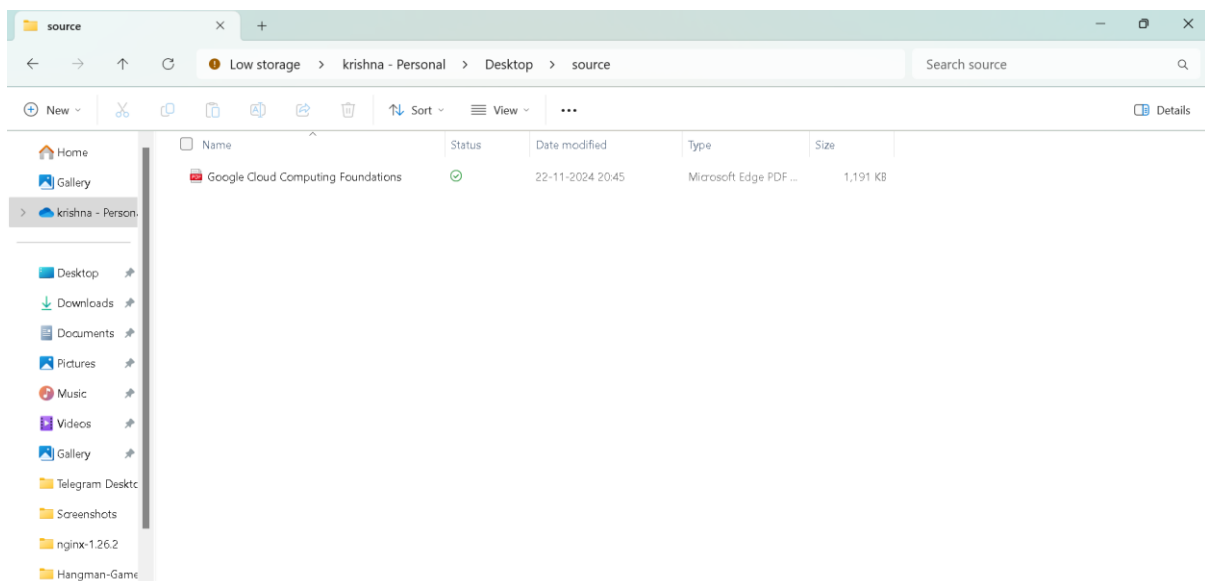
The primary objective of automating file copying with a script is to **eliminate manual effort** and **ensure efficient file management** by automatically transferring files from a **source folder** to a **destination folder**. This automation helps in **data backup**, **synchronization**, and **organization**, reducing the risk of human errors and data loss.

Step-by-Step process:

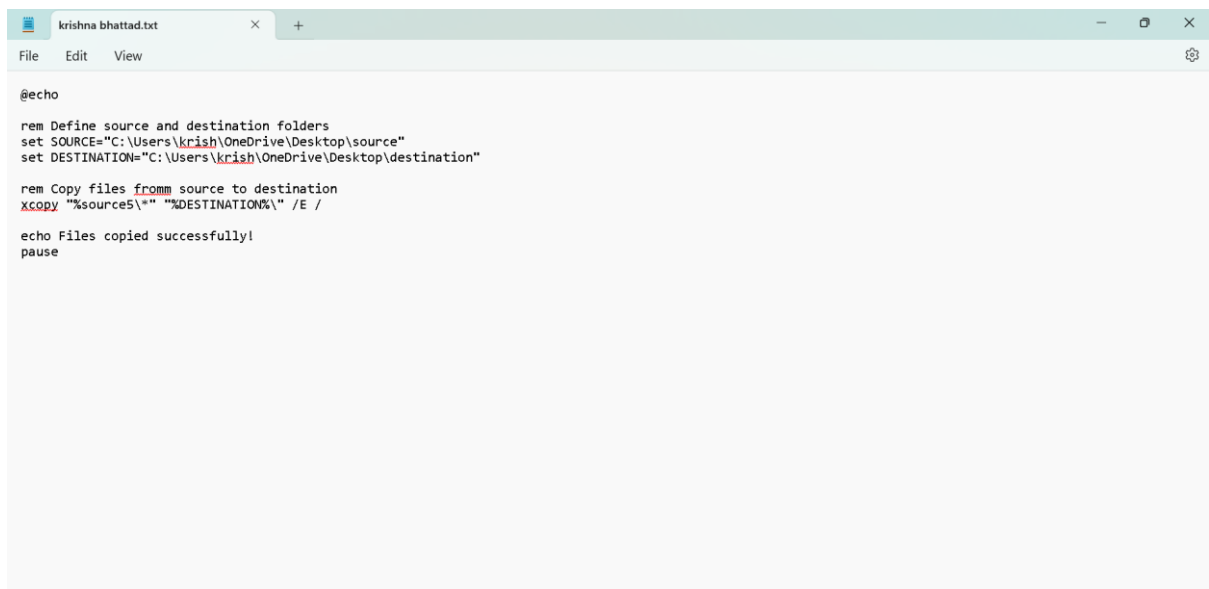
Step 1: Create two folders named "Source" and "Destination".



Step 2: Store some file inside the folder you created.

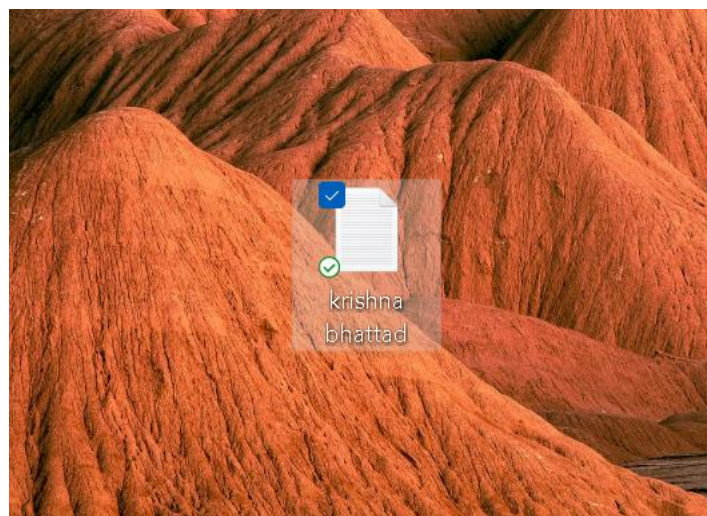


Step 3: Open the notepad or notepad++ and type the following code and give the source address and destination address.

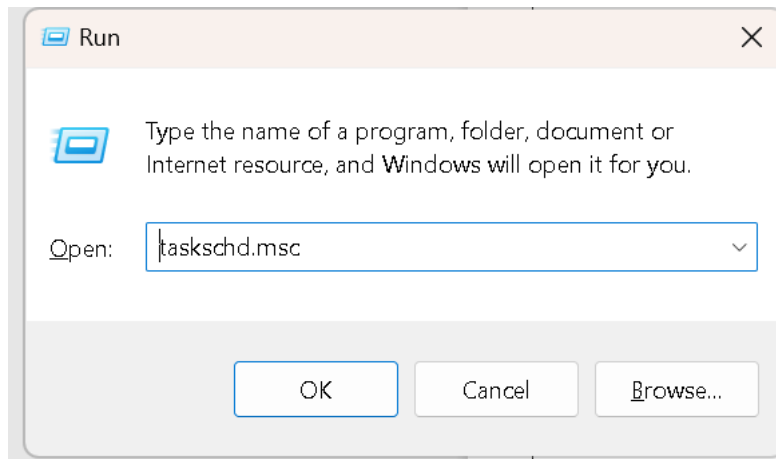


```
@echo  
  
rem Define source and destination folders  
set SOURCE="C:\Users\krish\OneDrive\Desktop\source"  
set DESTINATION="C:\Users\krish\OneDrive\Desktop\destination"  
  
rem Copy files from source to destination  
xcopy "%source%\*" "%DESTINATION%" /E /  
  
echo Files copied successfully!  
pause
```

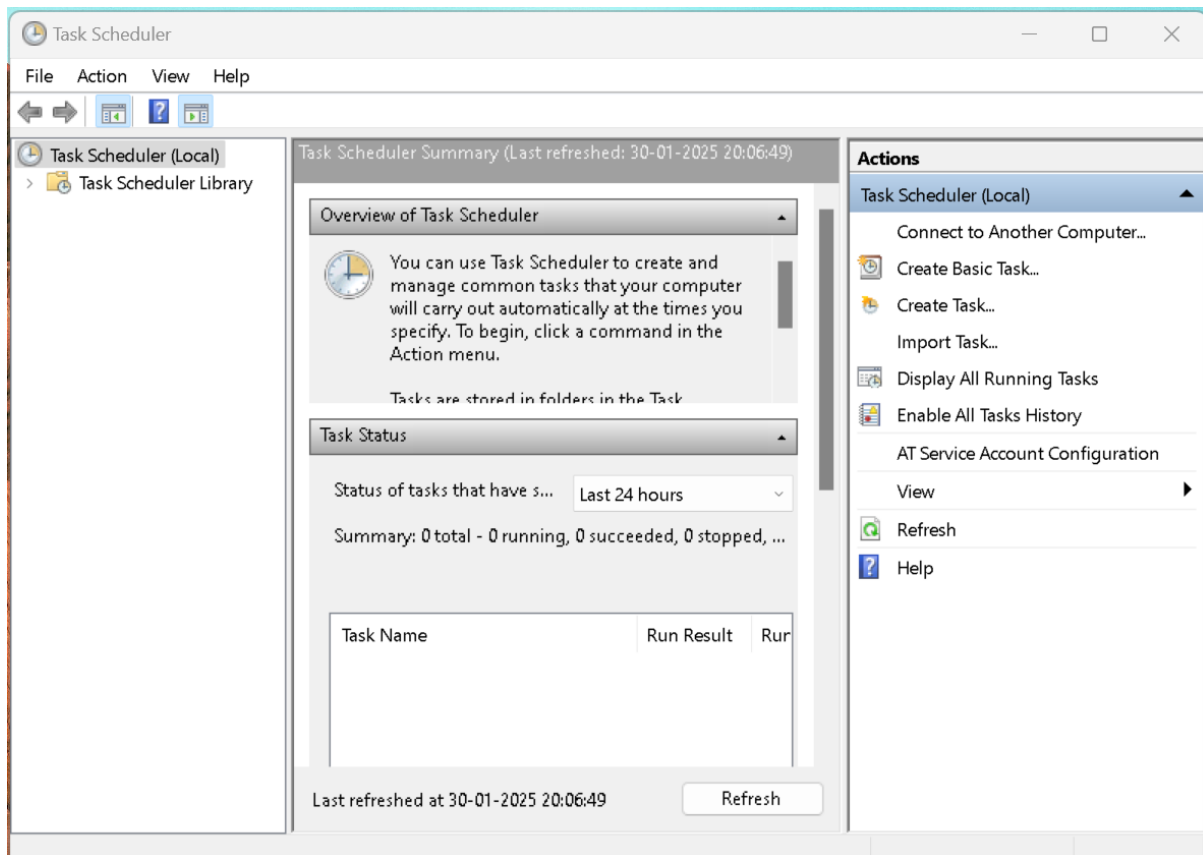
Step 4: Then save the file in the desktop or wherever you like to save it.



Step 5: Press Windows + r and a small box will pop up on your bottom left screen and then Type taskschd.msc and click on enter.



Step 6: In the task scheduler window, select on CREATE A BASIC TASK and create a new one.



Step 7: Enter the name of the task and add description if needed.

Create Basic Task Wizard

Create a Basic Task

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.

Trigger

Action

Finish


Name: Automating File Copying

Description: what we are doing here is firstly we copy files from one folder assume it as source then we move it to another folder.

< Back Next > Cancel

Step 8: Choose a Schedule. And set the time and frequency and the proceed to the next page.

Create Basic Task Wizard

 Daily

Create a Basic Task

Trigger

Start: 30-01-2025 20:14:24 ☐ Synchronize across time zones

Daily

Recur every: 1 days


Action

Finish

< Back Next > Cancel

Step 9: Set the action as "TO START A PROGRAM".

Create Basic Task Wizard

 Action

Create a Basic Task

Trigger

Daily

Action

Finish

What action do you want the task to perform?

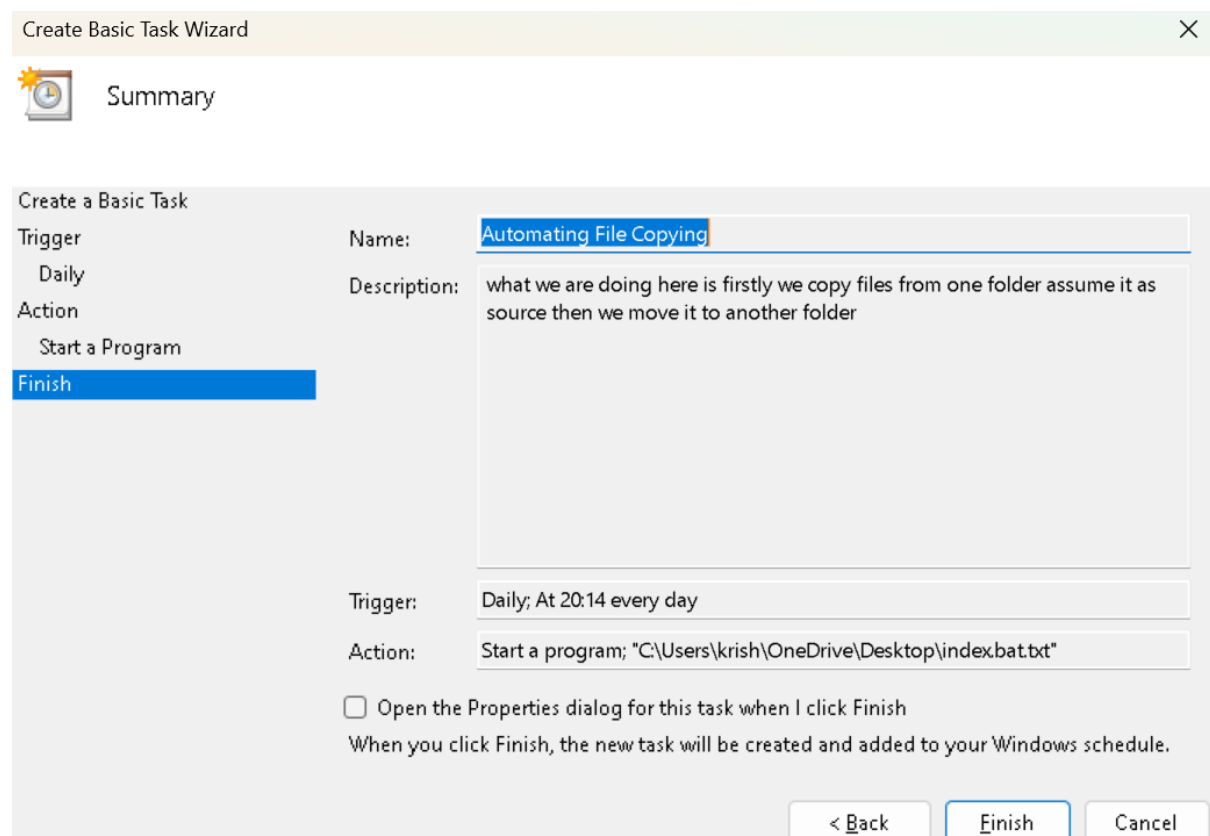
☒ Start a program

☐ Send an e-mail (deprecated)

☐ Display a message (deprecated)

< Back Next > Cancel

Step 10: We print the script. Once done move on to the next page.



The screenshot shows the 'Create Basic Task Wizard' window, specifically the 'Summary' step. The window has a title bar 'Create Basic Task Wizard' with a close button. Below the title bar is a summary icon and the word 'Summary'. The main area is titled 'Create a Basic Task' and contains a list of steps: 'Trigger', 'Daily', 'Action', 'Start a Program', and 'Finish'. The 'Finish' step is highlighted in blue. To the right of the steps, there are fields for 'Name' (Automating File Copying), 'Description' (what we are doing here is firstly we copy files from one folder assume it as source then we move it to another folder), 'Trigger' (Daily; At 20:14 every day), and 'Action' (Start a program; "C:\Users\krish\OneDrive\Desktop\index.bat.txt"). Below these fields is a checkbox labeled 'Open the Properties dialog for this task when I click Finish' and a note: 'When you click Finish, the new task will be created and added to your Windows schedule.' At the bottom right are three buttons: '< Back', 'Finish', and 'Cancel'.

Create Basic Task Wizard

Summary

Create a Basic Task

Trigger

Daily

Action

Start a Program

Finish

Name: Automating File Copying

Description: what we are doing here is firstly we copy files from one folder assume it as source then we move it to another folder

Trigger: Daily; At 20:14 every day

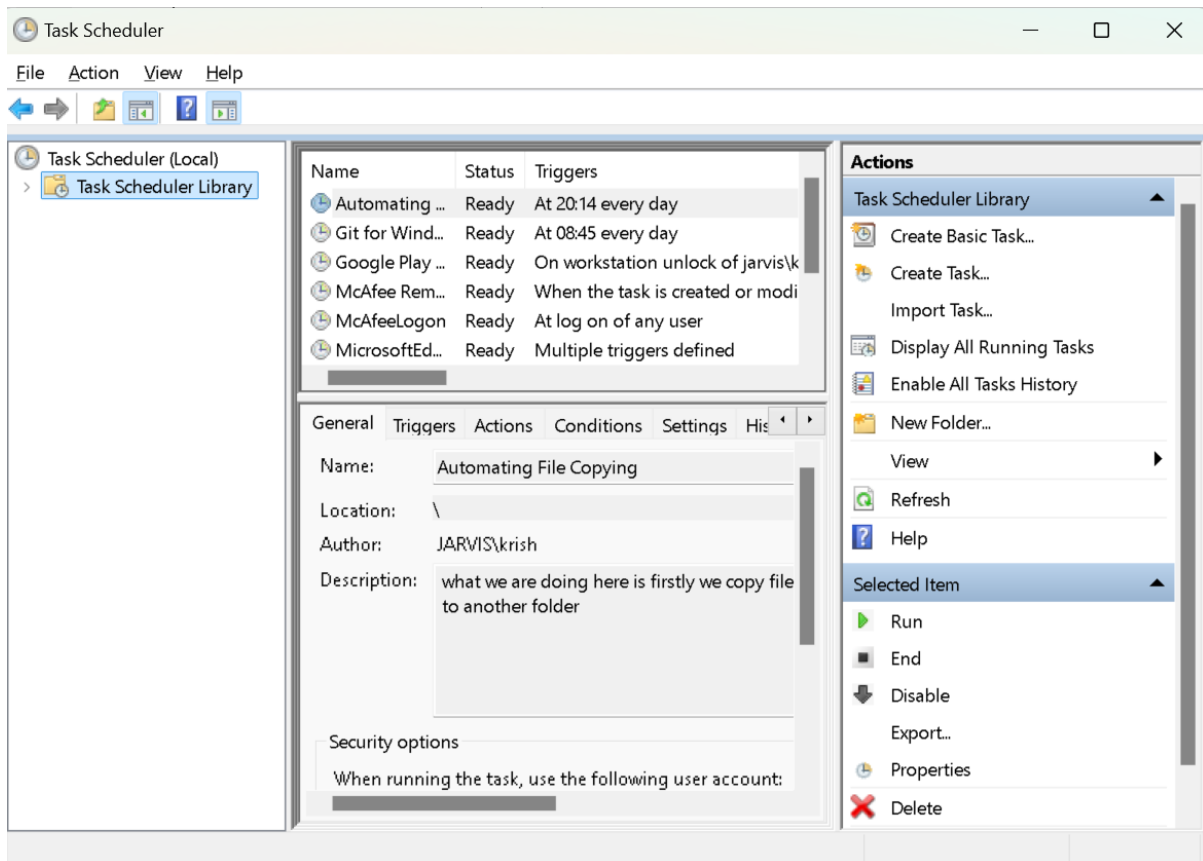
Action: Start a program; "C:\Users\krish\OneDrive\Desktop\index.bat.txt"

☐ Open the Properties dialog for this task when I click Finish

When you click Finish, the new task will be created and added to your Windows schedule.

< Back Finish Cancel

Step 12: Find your task in the home page and select it. Then click on "RUN".



Step 13: Go to the folder(destination) and check whether the file has been transferred or not.

