# 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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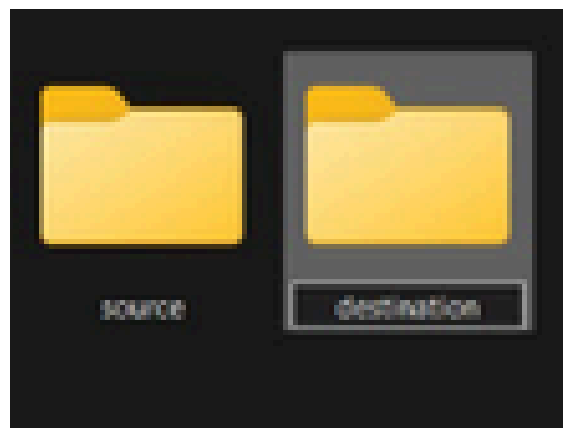
# Introduction

Automating repetitive tasks like file copying helps save time, minimize errors, and enhance efficiency in tasks like backups, file organization, and data synchronization. This PoC will showcase a straightforward method to automatically transfer files between folders.

# Overview

This script streamlines file transfers by automatically copying files from a source folder to a destination folder while preserving their integrity. It can be tailored to specific requirements, such as filtering files by type, modification date, or size. Depending on the operating system, the script can be implemented using Python, Shell scripting, or PowerShell.
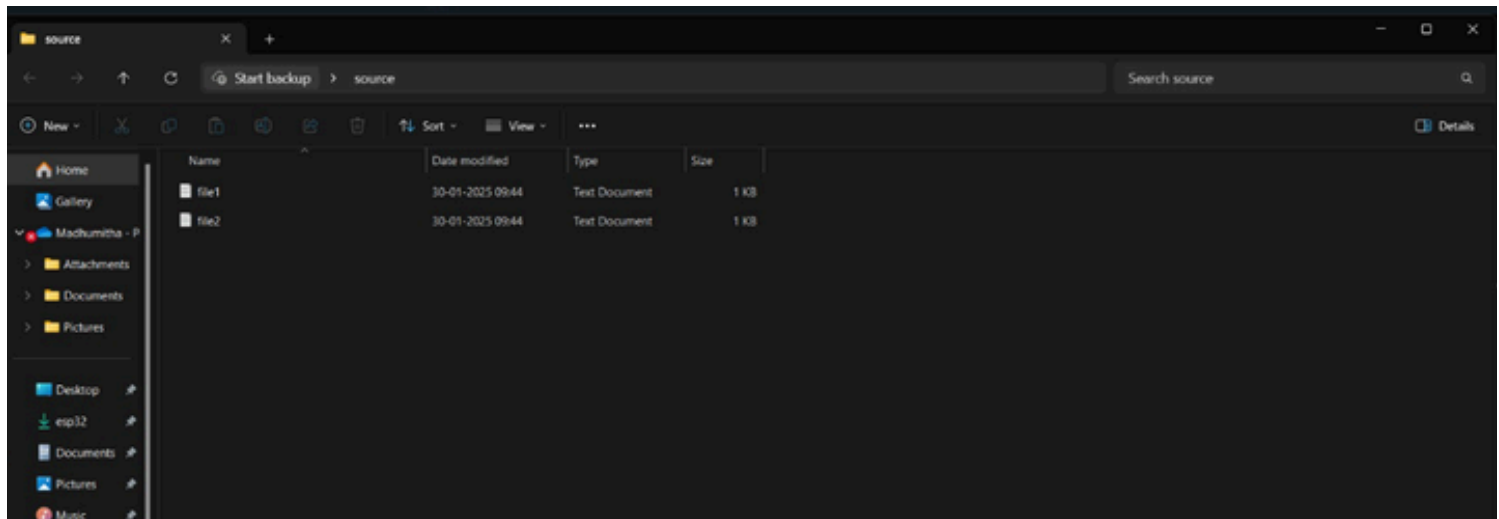
# Step 1

Create two folders named Source and Destination



# Step 2

Store some files inside it to automate it

# Step 3

Open the note pad and type the code and make sure that in set SOURCE give your Source folder address and in set DESTINATION give your Destination Folder address
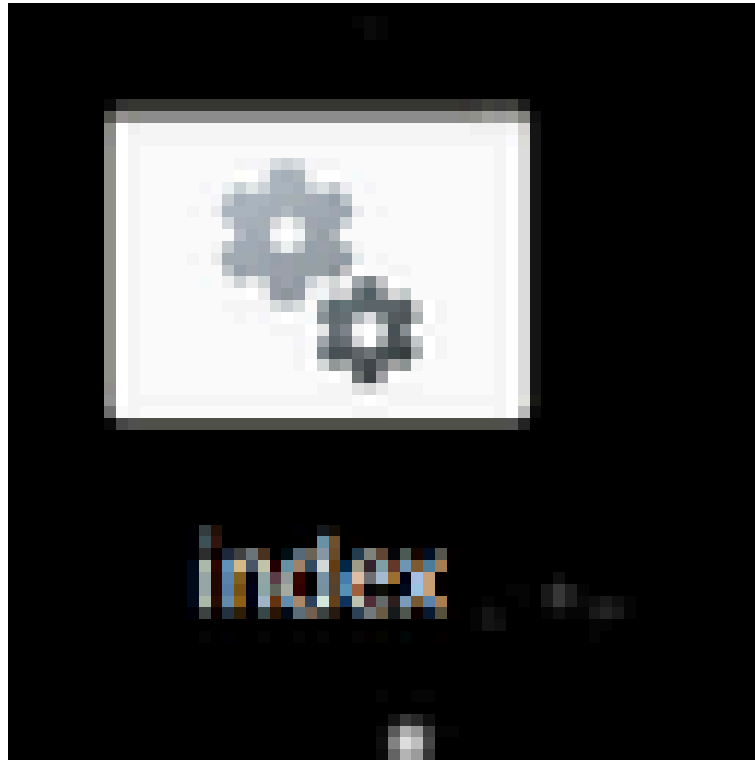


```
@echo off

rem Define source and destination folders
set SOURCE=C:\Users\madhu\Desktop\source
set DESTINATION=C:\Users\madhu\Desktop\destination

rem Copy files from source to destinantion
xcopy "%SOURCE%\*" "%DESTINATION%\" /E /Y

echo Files copied successfully!
pause
```

# Step 4

Then save the file in desktop with .bat extension (eg : index.bat) so the file looks like this
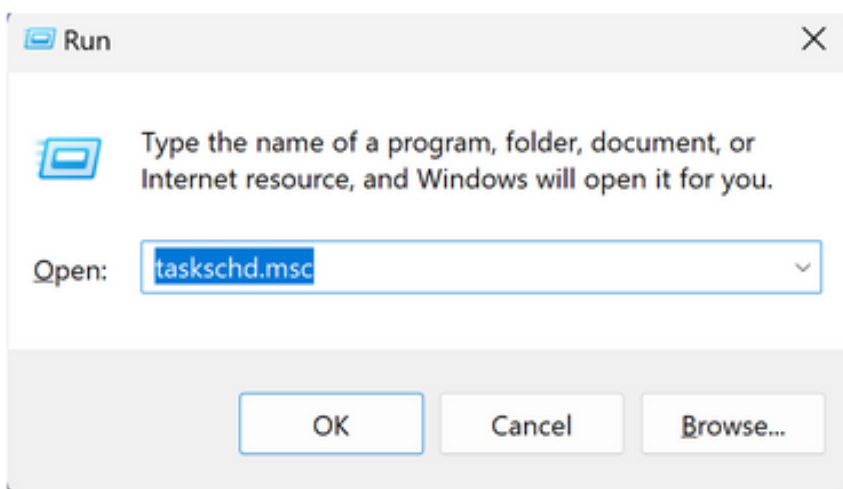
index

# Step 5

Press **Win + R** on your keyboard.

A small "Run" dialog box will pop up.

Type **taskschd.msc** (without quotes) in the Run box.

Press Enter or click OK.This will open the Task Scheduler window.
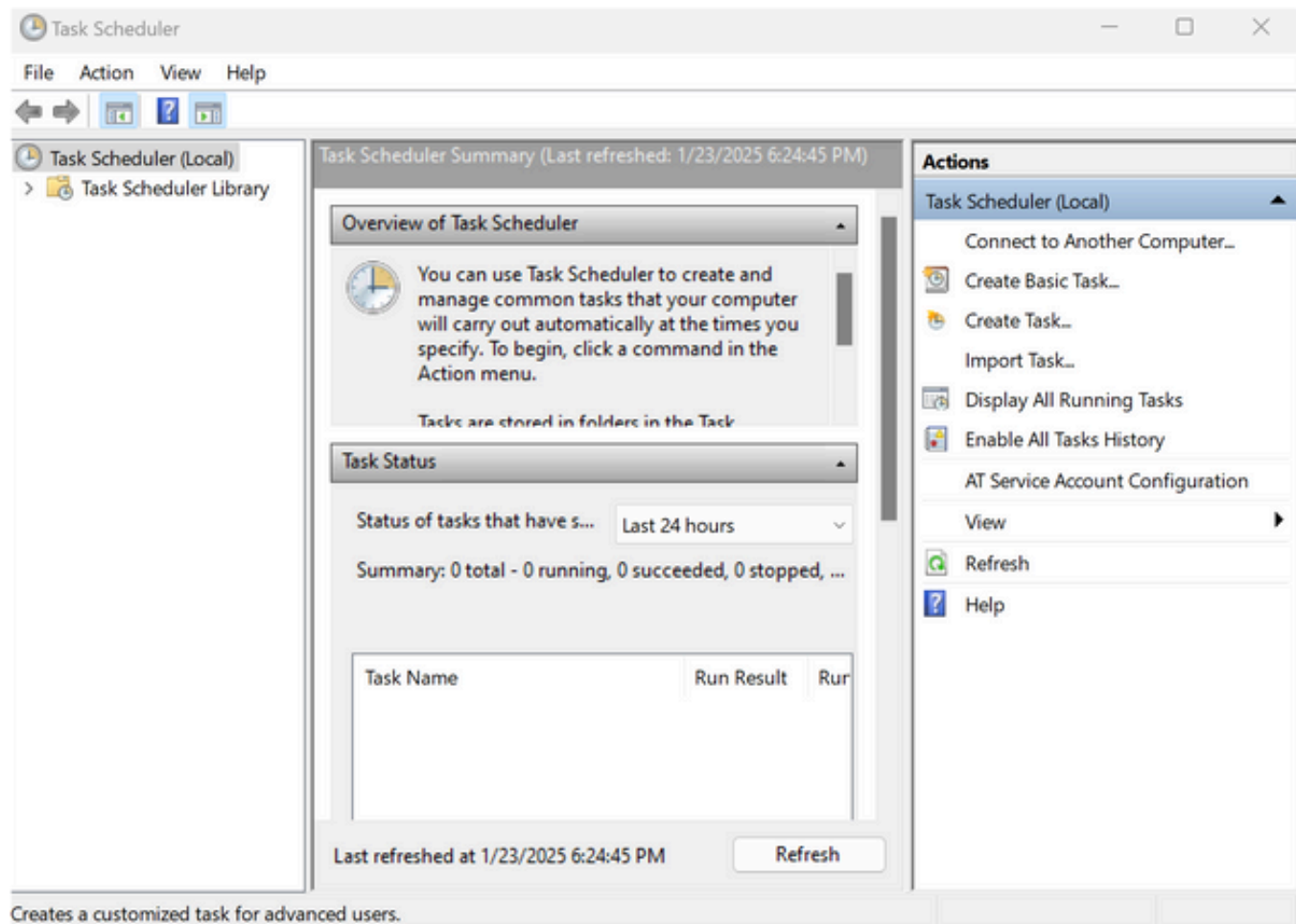


# Step 6

In the Task Scheduler window, look to the right-hand side for a button called "Create Basic Task".

Click it.

A wizard will open to guide you through the setup.



# Step 7

1. Enter a Name for the Task:

For example: "Automate File Copying".(This can be anything that helps you remember what the task does.)

Optionally, you can add a description like "Copies files from folder A to folder B".

1. Click Next to continue.

Create Basic Task Wizard

## Create a Basic Task

Create a Basic Task
Trigger
Action
Finish

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.

Name: Automate File Copying

Description: Copies files from folder A to folder B

< Back    Next >    Cancel
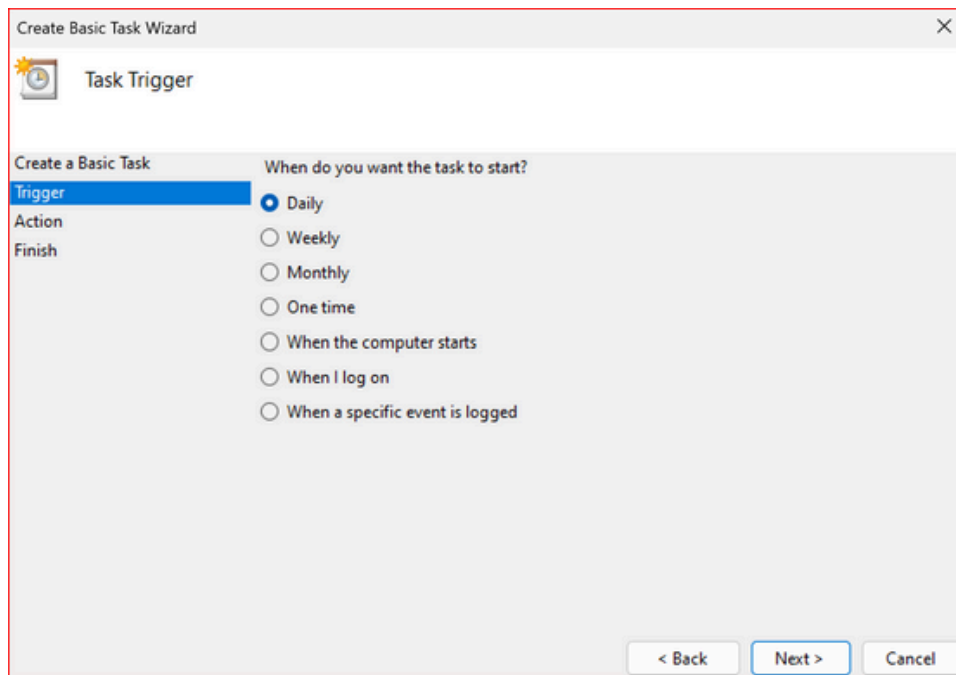
# Step 8

Choose a Schedule:

You will see options like:

Daily (runs every day).

Weekly (runs once a week).

One time (runs only once at a specific time).

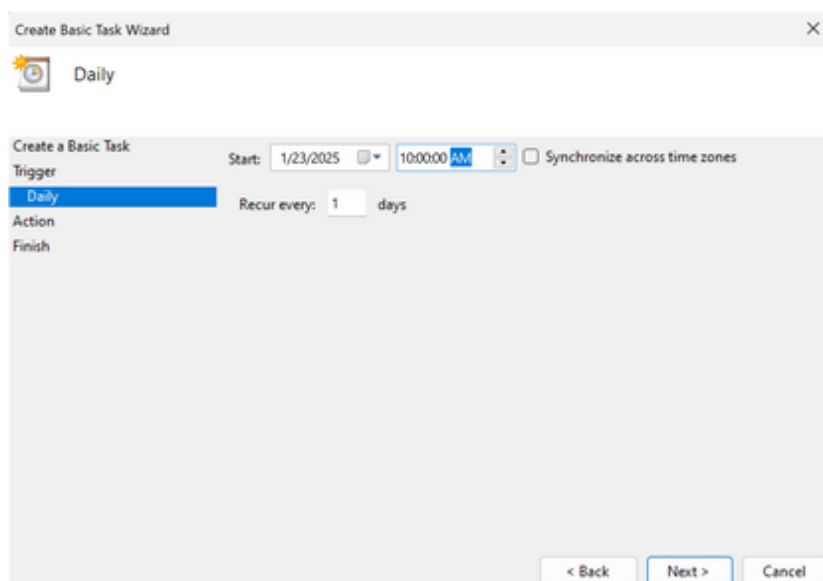Choose what works for you (e.g., Daily) and click Next.

# Step 9

Set the Time and Frequency:

If you chose Daily, specify:

The start date (it defaults to today).

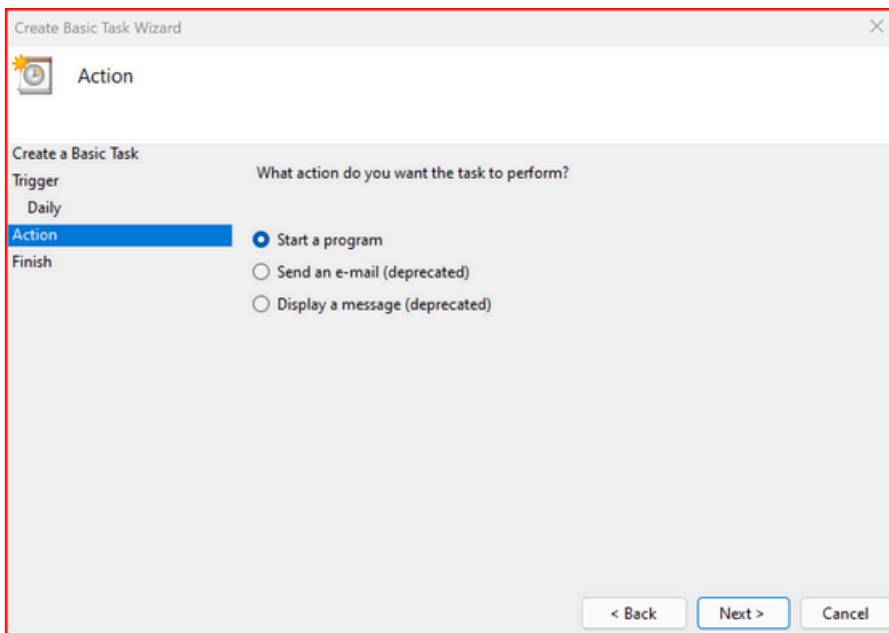The time (e.g., 10:00 AM).

Click Next to move on.

# Step 10

Set the Action

Now, we tell Task Scheduler what to do when it runs.

Select "Start a Program":

On the "Action" screen, select the option **"Start a Program"** and click Next.



# Step 11

 Point to the Program or Script:

In the Program/script field, click **Browse** and navigate to the location of your .bat file.
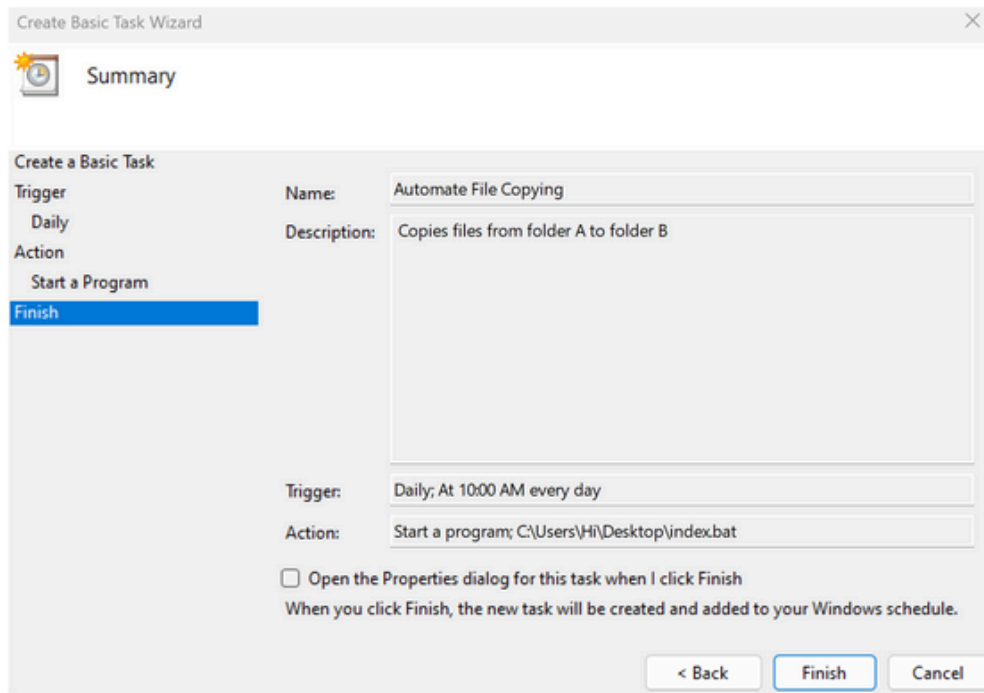
Example: If your script is named index.bat and saved on the desktop, navigate to that file and select it.

 Click Next.

# Step 12

Review and Finish

Click **Finish** to save and schedule the task.

**Create Basic Task Wizard** ✕

Summary

Create a Basic Task
Trigger
  Daily
Action
  Start a Program
**Finish**

Name:      Automate File Copying

Description:   Copies files from folder A to folder B

Trigger:      Daily; At 10:00 AM every day

Action:      Start a program; C:\Users\Hi\Desktop\index.bat

☐ 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.
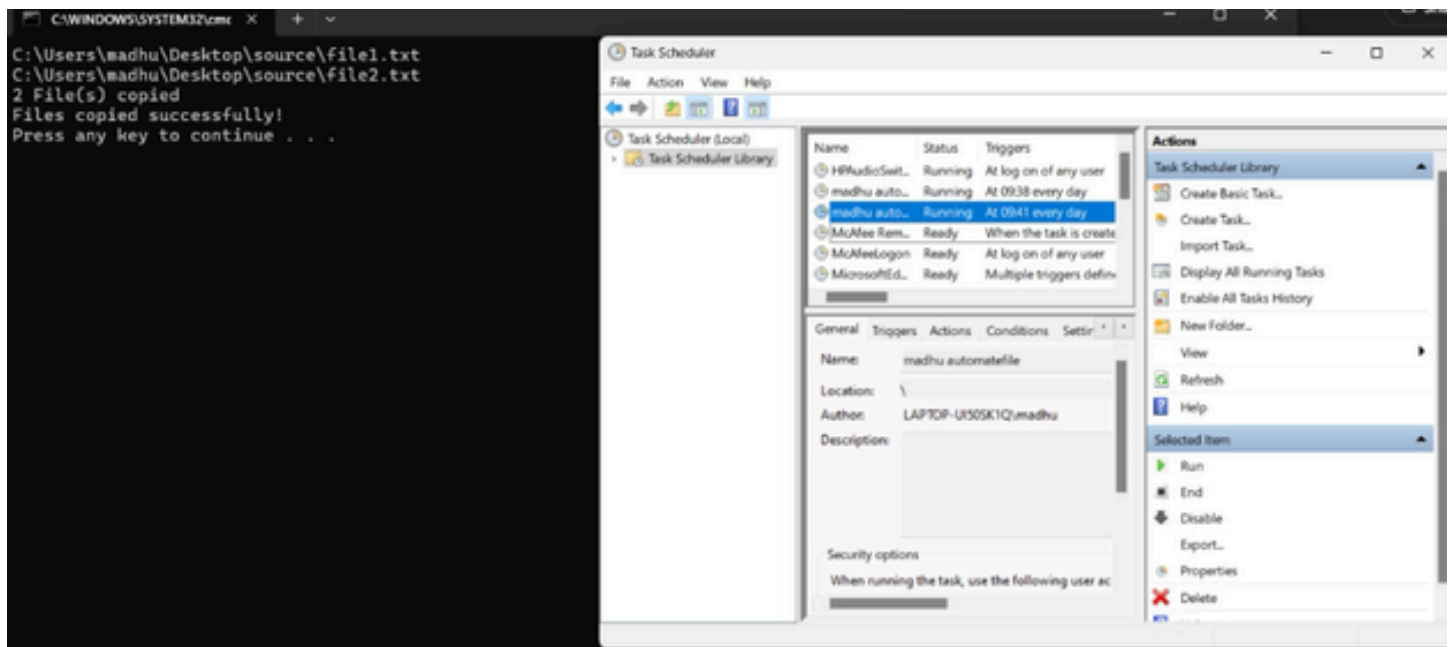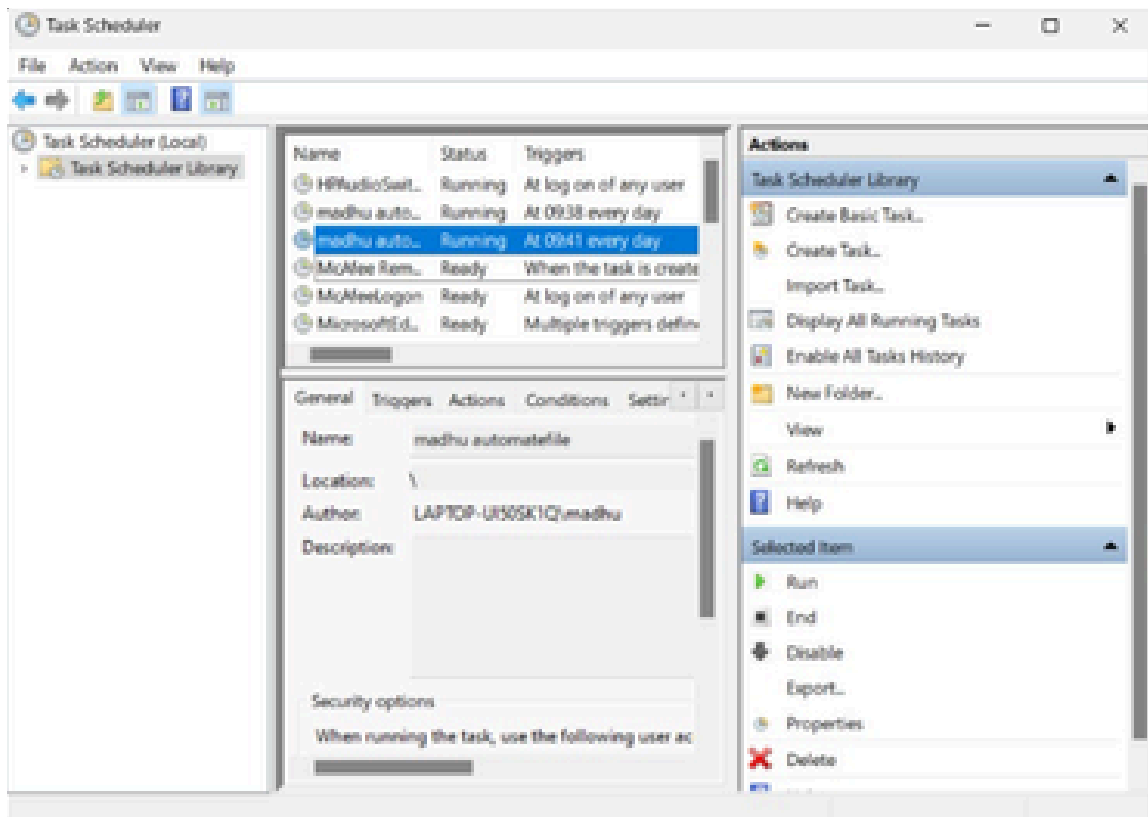
< Back    Finish    Cancel

# Step 13

In Task Scheduler, go to the **Task Scheduler Library** (on the left-hand side).

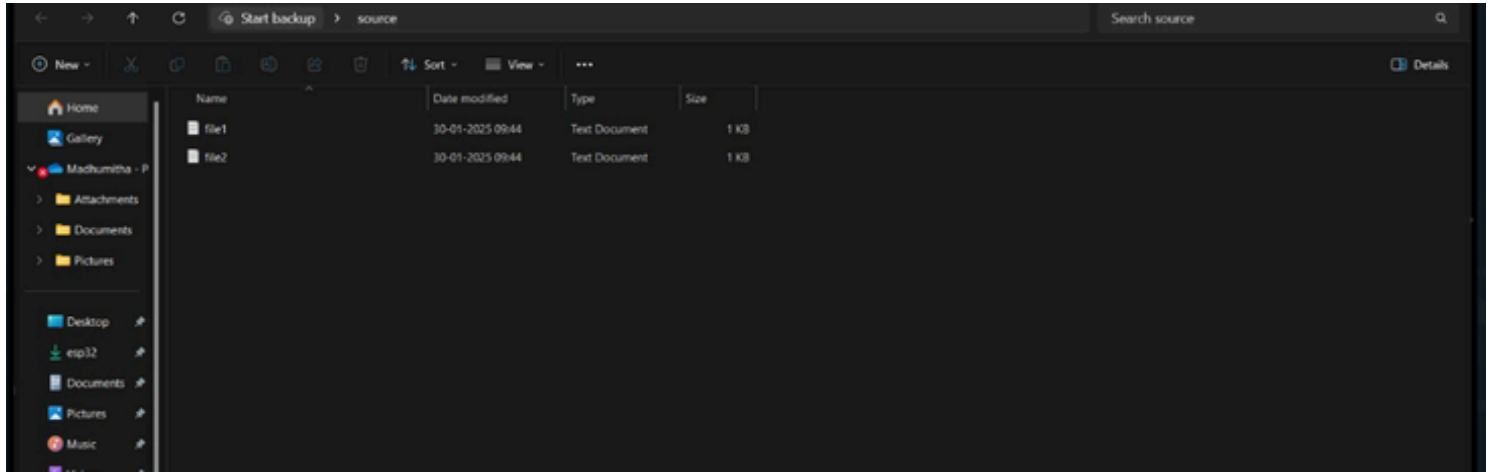Find your task (it should have the name you gave it, e.g., "Automate File Copying").

Right-click the task and select **Run**.

This will manually trigger the task immediately.

# Step 14

If your task was set up to copy files, go to the destination folder and confirm that the files have been copied.

# Outcome

1. Set up an automated task that runs on a schedule or manually when needed.
2. Use a batch script to copy files automatically between folders.
3. Learn how to configure Task Scheduler for automating repetitive tasks.
4. Ensure consistent file operations without manual effort.
5. Gain practical experience in workflow automation using Task Scheduler.