

Automate File Copying in Windows

This guide will help you:

- ✓ Create a **Batch Script** to copy files automatically.
- ✓ Schedule the script to run at a specific time using **Task Scheduler**.

Step 1: Create a Batch Script

1 Open Notepad

- Press Win + R, type notepad, and hit **Enter**.

2 Write the Script

- Alter the code accordingly

```
@echo off
```

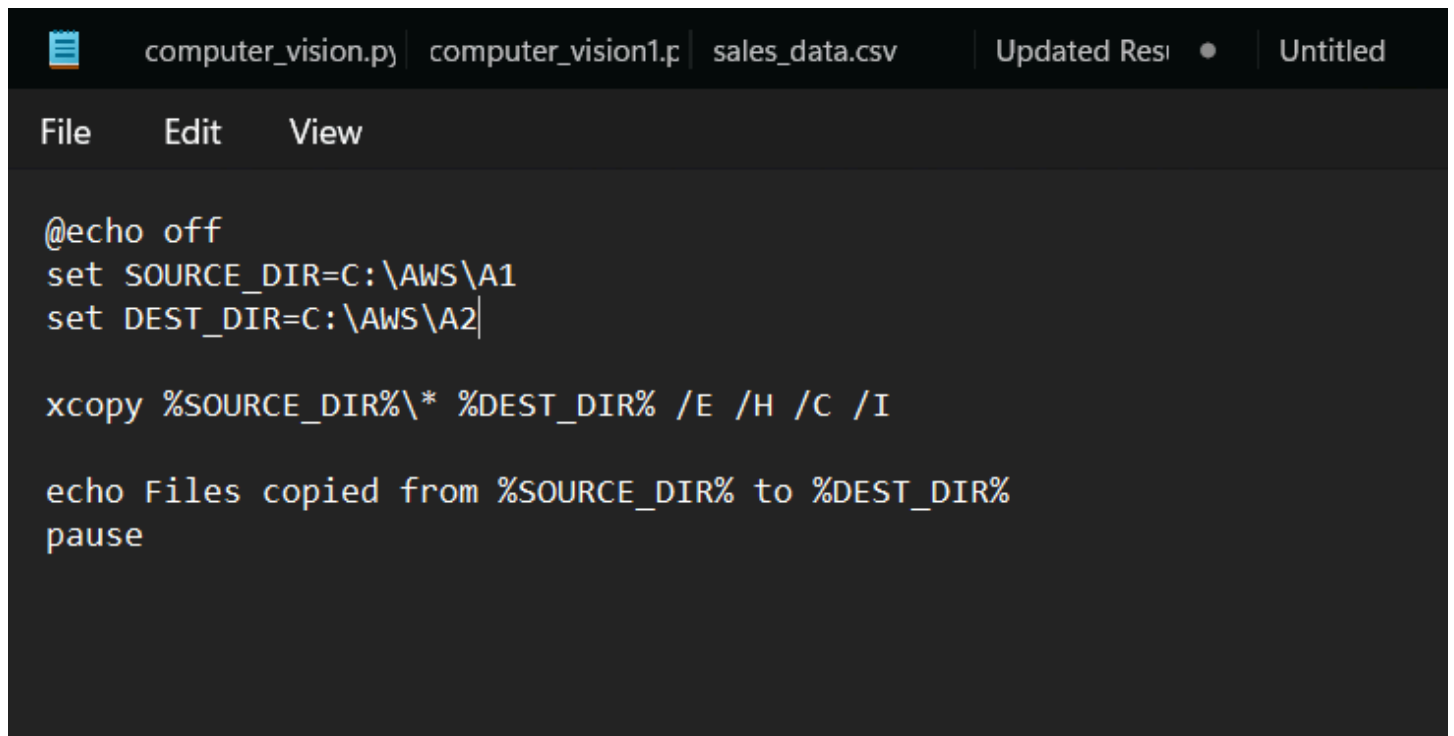
```
set SOURCE_DIR=C:\AWS\A1
```

```
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
```



The screenshot shows a code editor with a dark theme. The top bar displays several open files: 'computer_vision.py', 'computer_vision1.p', 'sales_data.csv', 'Updated Resi', and 'Untitled'. Below the top bar is a menu bar with 'File', 'Edit', and 'View'. The main area contains a batch script with the following content:

```
@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
```

- ◆ Replace **YourName** with your actual Windows username.
- ◆ Replace **source_folder** and **destination_folder** with actual folder paths.

3 Save the Script

- Click **File** → **Save As**.
- Set **File name** as copy_files.bat.
- Change **Save as type** to **All Files**.
- Click **Save**.

4 Test the Script

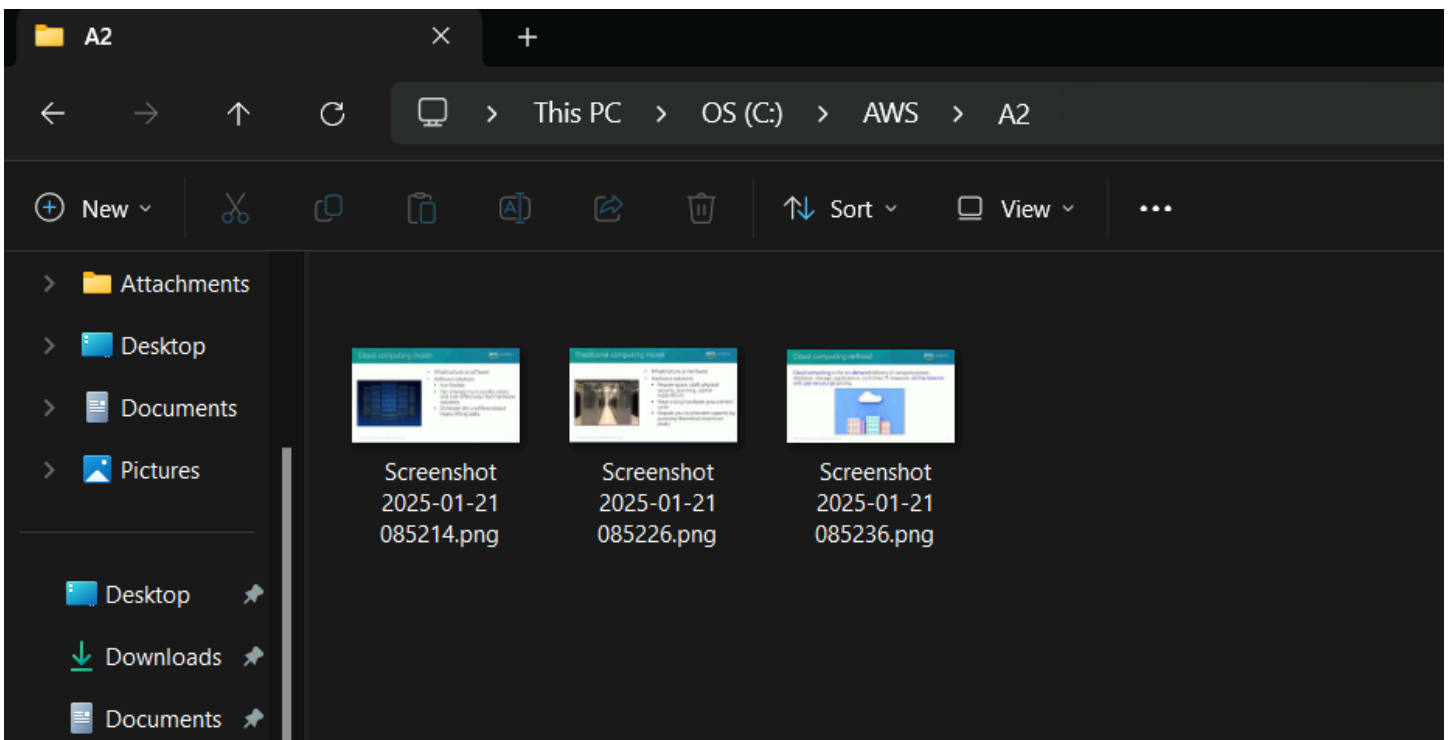
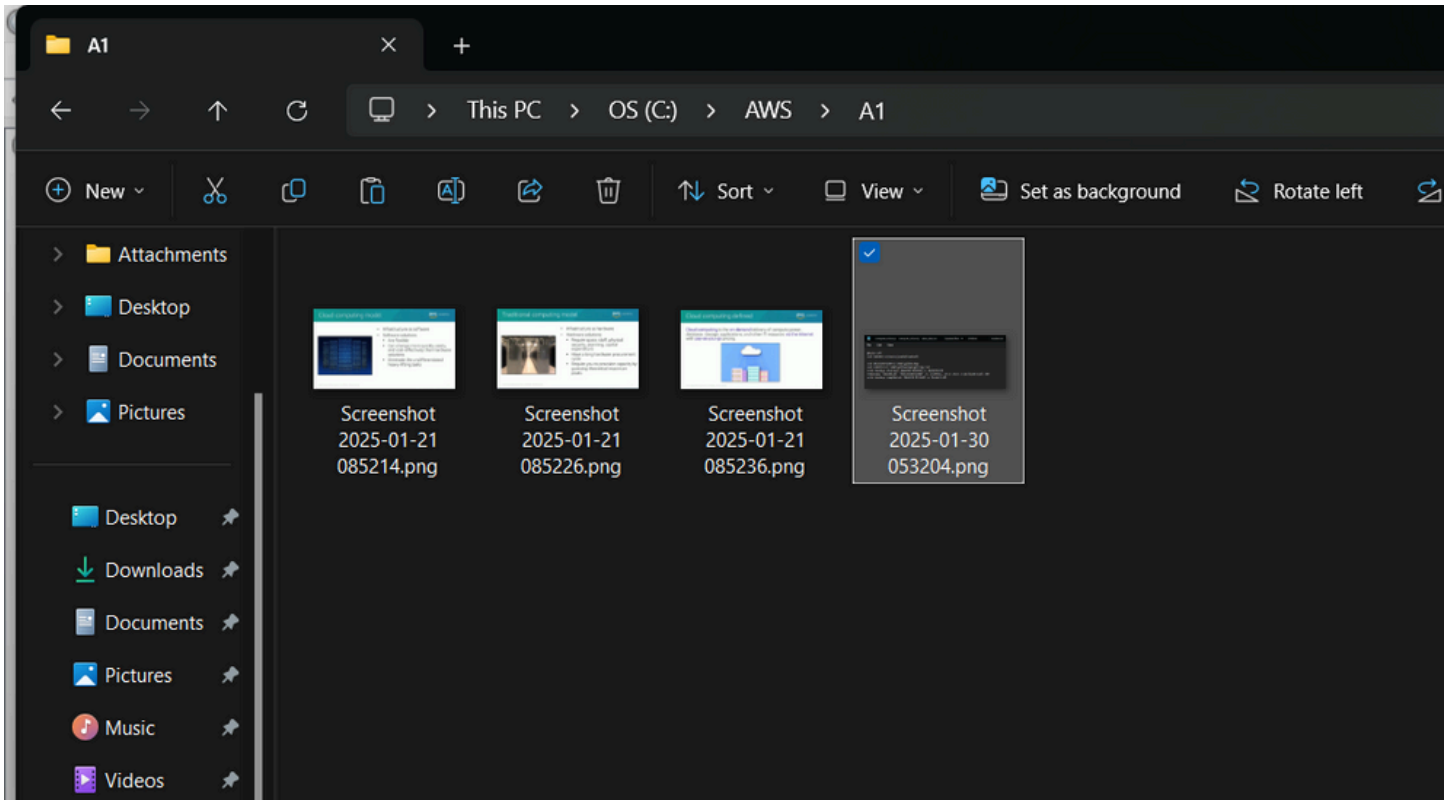
- Double-click copy_files.bat.
- If everything is correct, files will be copied from **source_folder** to **destination_folder**.

Here's a **complete step-by-step guide** to **automate file copying in Windows** using a **Batch Script** and **Task Scheduler**

Step 2: Schedule the Script Using Task Scheduler

1 Open Task Scheduler

- Press Win + R, type taskschd.msc, and hit **Enter**.



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2 Create a New Task

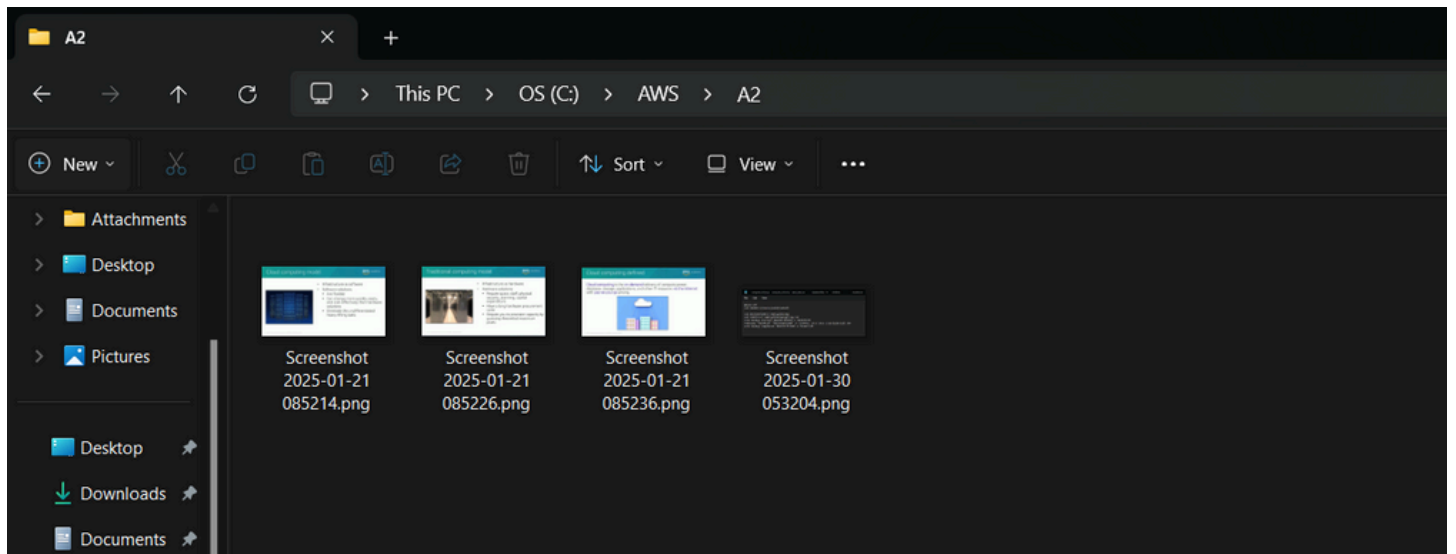
- Click **Create Basic Task** (on the right panel).
- Name it **File Copy Task** → Click **Next**.

3 Set the Trigger (When to Run the Script)

- Choose **Daily** (or any other option).
- Set the **Start time** → Click **Next**.

4 Set the Action (Run the Script)

- Choose **Start a Program** → Click **Next**.
- Click **Browse**, locate `copy_files.bat`, and select it.
- Click **Next** → Click **Finish**.



✅ **Done!** Now, Windows will automatically run the script at the scheduled time.