**.BAT File**

1. Launch Notepad
2. Copy and paste the code below into the new document

**move /-y "D:\example\original\\*2007\*.txt" "D:\example\New folder\"**

**pause**

1. Name the file and add “.bat” extension at the end (without the “ “)(Note: You may want to change the encoding to All Files)
2. The fist part is defining what action is going to be executed. Since we are moving the files we are using move. We could also use copy if we just wanted to copy the files.

**move**

1. The Next part is the /-Y. This is saying that you want to be prompted if there are duplicates. If you don’t care about files being overwritten in the new folder and don’t want to be prompted you can use /Y.

**/-y**

1. This part we are defining the file(s) we will be moving. So in this example this will be any file that has 2007 and .txt in its name. You will need to make sure you have the full path with “ “ around it.

**D:\example\original\\*2007\*.txt**

1. This is where we will be moving the file to. Once again make sure you have the “ “ around the full path if you have any spaces in the folder names.

**D:\example\New folder\**

1. The last part is to add a pause. Once the file executes you will be able to see if it completed successful as well as what files where moved.

**pause**

**Running the .bat file through Task Scheduler**

1. Search and open **Task Scheduler**
2. Select**Create Basic Task** from the **Action**pane on the right of the window.
3. Under **Create Basic Task,** type in the name you like and click Next.
4. From the **Trigger**select the option you like and click **Next.**
5. Then click on**Start a Program** and click Next.
6. Now click on **Browser**and select the batch file you like to run.
7. Finally, click on Finish to create the Task.

**Now that we have created a Task, we have to make sure it runs with the highest privilege. Since we have UAC settings we have to make sure that when you run the file it should not fail if it does not bypass the UAC settings.**

So click on Task Scheduler Library**.**

Then double click on the Task you just created.

1. Click on **Run with Highest privilege** then click OK.

**Run PHP File through a .bat file in Task Scheduler**

1. Create a PHP file, create a .bat file with codes:

**C:\xampp\php\php.exe -f C:\xampp\htdocs\run\_php.php**

1. Open the task scheduler and run the .bat file.