

2.1.4.2 COPY - Make Copies of Files

This command has several options which can be combined in a variety of ways. In fact, the COPY command occupies 11 pages in the IBM DOS manual. We will give a short description of the 4 most common uses of this command but do not have room to explain all the available switches and parameters.

Command: COPY

Syntax: COPY [d:] [path] filename.ext [d:] [path] [filename.ext] [/V]

Purpose: *Copies one or more files FROM the specified Drive/Directory TO the specified Drive/Directory, optionally changing the file names.*

Type: *Internal*

The most general form of the COPY command is:

COPY d:sourcefile d:targetfile

Examples:

Option 1 – Copy with Same Name

COPY A:BUDGET1.DOC C:\LOTUS\BUDGETS

Copies the file BUDGET1.DOC from the diskette in Drive A: to the sub-directory BUDGETS of the LOTUS directory on Drive C: without changing its name.

COPY A:*.DOC C:\WP\REPORTS

Copies all files with the extension .DOC from the diskette in Drive A: to the sub-directory REPORTS on Drive C: without changing the names.

Option 2 – Copy with Different Name

COPY A:BUDGET1.BAK C:\LOTUS\BUDGETS\BUD1.WK1

Copies the file BUDGET1.BAK from the diskette in Drive A: to the sub-directory BUDGETS on Drive C: AND changes the name of the copied file to BUD1.WK1.

COPY C:\WP\REPORTS*.DOC A:*.BAK

Copies all files with the extension .DOC from the sub-directory REPORTS on Drive C: to the diskette in Drive A: and changes the extensions to .BAK.

Option 3 – Copy and Combine Files

COPY CHAP1.DOC+CHAP2.DOC+CHAP3.DOC+CHAP4.DOC FINAL.TXT

This example will create a new file called FINAL.TXT on the Default Drive/Directory that contains CHAP1.DOC, CHAP2.DOC, CHAP3.DOC, and CHAP4.DOC in the order specified.

Option 4 – Create a Disk File From The Keyboard

This option allows you to create a complete file directly from the keyboard without using a word processor or other program. It is useful mainly for writing short files (such as .BAT files). The keyboard is referred to by DOS as CON:.. An example of the process is as follows:

COPY CON: SAMPLE.BAT <Return>

DIR/W <Return>

COPY *.WK1 A:*.BAK <Return>

<F6> <Return>