

# Utilities

Utilities are programs that are part of the OS and are expected to carry out commonly occurring tasks that the OS is expected to do.

## File Handlers

- Saving, Renaming and deleting files.

## Drivers

- Small programs that tell the OS how to control the hardware. e.g Printers

## Virous Checker

- Scans files and folders for harmful or corrupted data.

## Compression Software

- To make files smaller, so they can be transmitted more quickly.

## Backing up

- The process of making another copy of a file in case anything adverse happens to the original
- A number of points will be considered
  - Who will make the back up(automatic)
  - when and how often will it be made
  - how many coppies, what type of medium
  - where the coppies will be stored
  - how long the coppies will be kept for

## Archiving

- Archiving is done in order to save space on the main storage device
- Files which are barely ever used are copied (usually in compressed form) to another medium.
- This is done because they may be needed in the future, but are not currently being used, and just take up loads of space.
- May be used for reference, legal or tax reasons.