

System Utility Programs

Scandisk

ScanDisk can be used to check:

- Your hard disk for errors. ScanDisk can then repair the damaged areas.
- Files and folders for errors

ScanDisk runs automatically if the operating system is shut down improperly. ScanDisk detects corruptions when they are most likely to occur and then corrects them.

Defragmentation

Over time, normal use of your hard disk will eventually lead to some of the files becoming fragmented. This happens when files are stored in noncontiguous areas on the disk. While this condition will not harm your files, it slows down access to them because the hard disk's read/write head requires more movement as it searches for each piece of a file. The DEFRAG command reorganizes, or defragments, the noncontiguous files so that they occupy a single contiguous chunk of disk space. Using the defragment command optimizes disk performance. It makes files open quickly.

Compression (e.g. WinZip)

WinZip is one of the standard file-compression utilities. It is a program that lets the user to compress files and folders to take up lesser disk space. The files can then be decompressed for further use.

Typically up to 15 or 20Mbytes of data could be stored on a 1.4Mbyte floppy after compression, but *it really depends on the original material that is being compressed*.

WinZip also allows multiple-disk spanning, which means that if you run out a disk space on the first floppy, you simply insert a second and so on. In this way it is easily possible, if a little tedious, to transfer very large files from one computer system to another.

Anti-virus

A Virus is a program which is illegally injected into a system which often has annoying or even catastrophic results. It is designed to propagate itself and infect other computer systems too.

It is obviously far more efficient not to get infected with a virus in the first place, and many viral-detection and viral-killer programs are available. Once a particular virus is known about then software can be written to detect and therefore remove it from the system.

It's usual to get frequent updates of any inoculations software so that your system is protected against the latest known viruses. Nevertheless, not viral detection and protection scheme can guarantee protection!

Formatting

The initial preparation of a blank disk for subsequent writing and reading is called disk formatting.

When a disk is formatted, it is also verified; that is checked to ensure that all of it is fit for recording data.

Formatting a disk that contains data will erase all the data on it.

Nowadays most of the floppy disks which we buy are already formatted. To be used on a PC