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e-ATS Newsletter

Academic Technology Services

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April 2007

## April 2007, Volume 1, Issue 8

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### Recommended Citation

Platt, Shawn, "April 2007, Volume 1, Issue 8" (2007). *e-ATS Newsletter*. 8.  
<https://docs.rwu.edu/atsnews/8>

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# What's New at e-ATS?

Volume 1, Issue 8  
April 2007

**Did You Know?** Did you know that we offer web based training on many Microsoft Applications? On campus you can go to <http://sharepoint.rwu.edu> and click on the link for Microsoft eLearning. From that page you will be able to access many courses on various Office applications such as Word, Excel, and PowerPoint as well as Windows XP. Many of these courses can also be accessed from home!

## Removable Media Types

For those of you who are perplexed by the plethora of removable media options available to you, *Cheers! This blurbs for you.*

The table below shows some of the more modern types of removable media. The table breaks down the information in terms of maximum storage size, transfer speed (*higher is better*) and cost per megabyte (*smaller is better*) in addition to mentioning the common use for each type.

Choosing a media type may not be as easy as you think, but you can help minimize this media-mystification by asking yourself three questions:

- 1) What is the intended purpose?
- 2) Is portability a concern?
- 3) Do I need a large amount of storage?

If the intended purpose is to produce a DVD/VCD or make a hard backup, you should consider using either a DVD or CD (refer to the chart below to see which one of those solutions works best for you). Otherwise I would recommend using either a USB Flash Drive or a USB Hard Drive, depending on your answers to questions 2 and 3. If portability is more of a concern for you than a large amount of available storage space, stick with a flash drive. If a larger potential storage space is more of a concern for you, stick with an external hard drive. If both portability and large amounts of potential storage are equally important, take a look at the 2.5" external hard drives—this is not included in the table below, however they would perform similarly to the USB Hard drive category listed in the table, but have a maximum size of about

Media Type (speed)	Maximum Size Available (Mb)*	Transfer Speed (Mbps)	Cost/Mb (\$USD)	Used For:
CD-R (48x)	700 MB	7.2	< \$.0001	1-time backup of smaller files
CD-RW (24x)	700 MB	3.6	< \$.0001	re-useable backup of smaller files
DVD Plus R (+) (16x)	4700 MB	21.6	< \$.0001	1-time backup of larger files and making DVDs
DVD Minus R (-) (16x)	4700 MB	21.6	< \$.0001	1-time backup of larger files and making DVDs
DVD RW (4x)	4700 MB	5.4	\$0.0001	re-useable backup of larger files
DVD-Dual Layer (8x)	8500 MB	10.8	\$0.0003	1-time backup of larger files
USB Flash Drive	16000 MB	480	\$0.01	fast re-useable backup
USB Hard Drive	1,500,000 MB	480	\$0.0003	fast re-useable backup

**Important Web Links!**

- <http://rwu.e-academy.com>: Microsoft products under RWU's "Work at Home" rights
- <http://sharepoint.rwu.edu>: Publications, Support Materials, and Instructions
- <http://ms-elearning.rwu.edu>: Microsoft training resources

### Who's Who at ATS

<a href="#">Shawn Platt</a>	x3001
Associate Director of Academic Technology Services	
<a href="#">Scott Lopes</a>	x5305
Academic Technology Center Manager	
<a href="#">Russell Beauchemin</a>	x3637
Digital Systems Support Technician	
<a href="#">Robin Levesque</a>	x3665
Instructional Technologist	
<a href="#">Bonnie Hatch</a>	x3619
Instructional Technologist	

### Training Opportunities:

- Excel Basic
  - Tues., 5/15 1-4
  - Tues., 5/22 1-4
- Excel Intermediate
  - Mon., 5/14 9-12
  - Mon., 5/21 9-12
- Word Basic
  - Tues., 5/8 1-4
  - Tues., 5/19 1-4
- PowerPoint
  - Thurs., 5/03 1-4
  - Thurs., 5/10 1-4
- Publisher
  - Fri., 5/25 1-4
  - Fri., 6/01 1-4

All sessions will be held in the **IT Training Room** located on the ground floor of the Law School.