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What's New at e-ATS?

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Removable Media Types

For those of you who are perplexed by the plethora of removable media options available to you, *Cheers! This blurb’s 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

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

Important Web Links!

- [http://rwu.e-academy.com](http://rwu.e-academy.com): Microsoft products under RWU’s “Work at Home” rights
- [http://ms-elearning.rwu.edu](http://ms-elearning.rwu.edu): Microsoft training resources

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.