



# Storage

## Types of storage devices

**Floppy Drive** - The smallest and most portable of all the storage devices usually holds about **1.44 MB** of storage. Use a floppy disk media.



**CD Burner** An optical storage device that holds data anywhere from **650MB to 700MB** (74-80 minutes)



**Dvd Burner** - A newer optical storage device that holds data anywhere from **4.70-17.08GB**

DVD Capacity

DVD-5 4.7GB (2 hours)

DVD-9 8.54GB (4 hours)

DVD-10 9.4GB (4.5 hours)

DVD-18 17.08GB (8 hours)



Newest DVD format

Blu-Ray DVD 25-50GB

HD-DVD 15-30GB

**Hard Drive** - A hard drive is usually built inside your computer and holds anywhere from **1GB to 4TB** of capacity. There are three types of internal hard drives are PATA, SATA and SCSI. External hard drives comes in USB, Firewire, SATA and SCSI.



**Flash Drive** - A compact and portable device use for storing data anywhere from 2GB up to 64GB.



## Tape Drives

Tape drives allow large companies as well as end users to backup large amounts of data. Tape drives are capable of backing up a couple hundred megabytes to several gigabytes of information without having to spend large sums of money on disks.



## Backing up files and folders to a Flash Drive

With the computer running with the flash drive plugged into a USB port:-

Click on "My Computer" (XP) or "Computer" (Win7)

Note that the flash drive is present and it's Name.

Now find the folder that you wish to back up (My Documents)

Right click on it and select "Send to" from the menu.

Now click on the name of the Flash drive. The folder and all its contents will be copied to the named flash drive.

## Dropbox

Dropbox is both a Web-based and downloadable product. It works on Windows, Mac, Linux, as well as mobile devices including iOS, Android, and BlackBerry. Dropbox synchronizes only files stored in a single dedicated folder.

To see a video presentation about Dropbox go to [www.dropbox.com](http://www.dropbox.com) and to download the app.

## SugarSync

Sugarsync is similar to drobox. Go to [www.sugarsync.com](http://www.sugarsync.com) to see a video on Sugarsync and to download the app.

Also see Google drive, Sky drive, iCloud, Box and Carbonite.