

MEDIA CAPACITY ESTIMATES

| Media Type | Capacity | Capacity (Avg. Pages) |
|--------------|----------------|----------------------------|
| CD-ROM | 700 MB | 11,000 |
| DVD-ROM | 4,812.8 MB | 68,755 |
| Floppy Disks | 1.4 MB | 20 |
| ZIP Disks | 100 - 256 MB | 1,429 to 3,657 |
| Thumb Drives | 256 - 4,096 MB | 3,657 to 58,515 |
| Hard Drives | 30 - 500 GB | 2,250,000 to 37,500,000 |
| DLT Tape III | 2.6 - 20 GB | 34,377 to 1,500,000 |
| DLT Tape IV | 20 - 80 GB | 1,500,000 to 6,000,000 |
| Super DLT 1 | 110 - 300 GB | 8,250,000 to 22,500,000 |

DATA TYPE PAGE ESTIMATES

| Application | Avg. Pages Per Document | Avg. Pages Per Gigabyte |
|----------------|----------------------------|----------------------------|
| MS Word | 8 | 65,000 |
| Outlook E-mail | 1-2 | 100,000 |
| MS Excel | 50 | 166,000 |
| Lotus | 50-55 | 287,500 |
| PowerPoint | 12-15 | 17,500 |
| Text | 20 | 678,000 |
| Images | 1-2 | 15,500 |

DIGITAL SIZE RATIOS

| | | |
|----------|---|-----------------|
| 1,024 B | = | 1 Kilobyte (KB) |
| 1,024 KB | = | 1 Megabyte (MB) |
| 1,024 MB | = | 1 Gigabyte (GB) |
| 1,024 GB | = | 1 Terabyte (TB) |

PLEASE NOTE:

The ratios and capacity comparisons provided on this guide is meant to serve only as a rough estimate.

Data size to page ratios can differ a great deal from case to case, depending on many variables, including the type of data being stored and the department that created the data. you are encouraged to conduct a thorough analysis of the media for your specific case before making any determinations.

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ELECTRONIC MEDIA CAPACITY GUIDE