

Volume

Equation to determine volume

$$\text{Length} \times \text{width} \times \text{height (inches)} \div 1728 = \text{Cubic Feet}$$

Or use this equivalents table

<i>Equipment/Containers:</i>	<i>Cubic Feet</i>
Printer Paper or Records Storage Box, 12x10x15	1.0
Letter-size file drawer or box	1.5
Legal-size file drawer or box	2.0
Letter-size shelf: 36 inches long	2.0
Legal-size shelf: 36 inches long	2.5

Megabytes

File size can be located in properties.

$$1024 \text{ KB} = 1 \text{ MB}$$

$$1024 \text{ MB} = 1 \text{ GB}$$

To convert kilobytes (KB) to megabytes (MB)

$$\text{xx KB} \div 1024 = \text{GB}$$

To convert gigabytes (GB) to megabytes (MB)

$$\text{xx GB} \div 1024 = \text{MB}$$