ACRONIS TRUE IMAGE 2010

This tutorial assumes that you have only one hard drive in your computer (the C drive) and the entire C drive, which contains your operating system, your programs, and your data, will be backed up to an external hard drive. The tutorial also assumes that you are knowledgeable with regard to file management. Screen shots are provided so there will be no confusion as to each step.

A. OVERVIEW

A backup requires that you take everything on your computer and back it up to an external hard drive. She backup is then available in the event of a complete computer failure or is available to recover a file in case you accidentally delete it.

B. EXTERNAL HARD DRIVE

You can use any external hard drive for your backups. If you do not have an external hard drive I recommend something simple that does not come with a backup program associated with the drive as we will use Acronis True Image 2010 for our backups. If you do not have an external hard drive you can use any one of your choosing or try http://www.google.com/products/catalog?hl=en&q=external+hard+drive&um=1&ie=UTF-

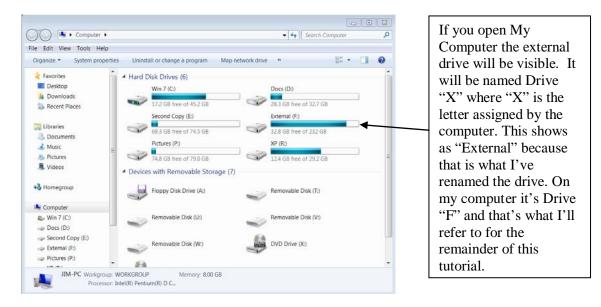
<u>8&cid=16101611208907016687&ei=FpHwS4eOJ4X7lwePk5i2CA&sa=X&oi=produ</u> ct_catalog_result&ct=image&resnum=1&ved=0CDUQ8gIwAA#

(I have not used the hard drive recommended in this link and I'm only using it as an illustration. Any external hard drive is satisfactory.)

C. SETTING UP THE EXTERNAL HARD DRIVE

If you're using the external drive recommended above just plug in the USB cable and the drive will be automatically recognized by the computer. If you're using another type of external drive you may also have to plug in the power supply that came with the external hard drive and power it on. With the USB cable plugged in your computer will automatically recognize the external drive.





Once the computer recognizes the external drive there is nothing more for you to do with regard to the external drive as we will direct the backup program (Acronis) to store the backup on Drive F. At this point you've verified that the computer recognizes the external hard drive so you can close "My Computer" and return to your desktop.

D. USING ACRONIS TRUE IMAGE 2010 HOME

The tutorial assumes that Acronis is installed on your computer. (If you need help to install the program, go to <u>How to Download a program or driver</u>.)

Before you start using Acronis, if you haven't already done so, create a bootable rescue disk. From the menu bar



click on the drop down arrow in Tools and Utilities; select "Create Bootable Rescue Media" and follow the instructions in the wizard . Put the CD that you create away for possible future use.



Open Acronis: Start \rightarrow All Programs \rightarrow Click on Acronis \rightarrow and click on Acronis True Image Home \rightarrow and double click on Acronis True Image Home to open the program or double click the shortcut on your desktop to open the program

🔆 Acronis True Image Home 2010	covery * 🎽 Tools & Utilities *		Search P 🔹	
Home		onis True Im	age Home 2010	
Backup	Your system is not fully protected. Perform the following operations: Back Up My System			From the True Image
Recovery	What would you like to do?			program that opens click
Tasks & Log	🐁 Back Up			on My Disks
Try & Decide	My Disks Files & Fol	ders	My Disks Files & Folders	
Tools & Utilities	Recent backups		My favorites	
	4-25-10 #10 Full dosk	🐿 Update	1 Disk and Partition Backup	
			File Recovery	
			Cont Image	

The backup wizard will open

Required steps:	Partitions to back up				You're seeing the dialog box for my computer which has
What to back up					two partitions on the C drive
Archive location				21 🔻 🧧	Your dialog box will show
	Partition	Flags	Capacity	Used Space Type	only one partition so click o
•	I Disk 1			<u> </u>	Disk 1 and then click Next
	🗹 🔂 NTFS (Win 7) (C:)	Pri	45.25 GB		DISK I and then click Next
	🔲 🔂 NTFS (XP) (R:)	Pri,Act.	29.28 GB		
	Disk 2			^	
	E NTFS (Docs) (D:)	Pri	32.70 GB		
	Disk 3	Log	79.08 GB	4.275 GB NTFS	
			7452.68		
Optional steps:	Konstanting Konstantin Konstantin Konstantin Konstantin Konstantin	Pri	74.53 GB	5.076 GB NTFS	
	 IDJSR 4 IDJSR 4 			•	
				>	
	Back up sector-by-sector (requ	uires more	e storage spa	ice)	
	Back up unallocated space				
	Size to back up: 26.63 GB				



🔄 Backup Wizar	d	From the "Target backup
Required steps:	Target backup archive	 archive" dialog box that opens, bullet Create new backup archive.
Archive location <u>Finish</u>	Target selection • Create new backup archive	
	Add to existing backup archive Select an existing archive to update: No archive is selected. Select	You now have to tell the Acronis program where you want to backup to.
Optional steps:	Backup location:	Click on Browse to find the external hard drive.
<u>Scheduling</u> <u>Backup method</u> <u>What to exclude</u> <u>Backup options</u>		
Automatic consolidation Comments	Initial execution of this task will use the full backup method. By default, subsequent runs will use the incremental method unless you change it on the backup method step.	
0	<u>N</u> ext > <u>C</u> ancel	

When you click on Browse, an Explorer type, split screen window opens and you will have to locate your External drive (External F in this case) [If you have difficulty, review Files and Folders Tutorial]

 Browse for Location >> Delete Under Create new folder 	To Croate ITO connection		Expand "Computer"
 Cleare new folder Libraries Homegroup Jim Computer Floppy Disk Drive (A:) Win 7 (C:) Cocond Copy (E:) Second Copy (E:) External (F:) Acronis Win 7 Computer Address Book My Documents 	Viane Viane Viane Viane Viano Viano XP Computer	Date <u>Type</u> Local Disk 5/2/2010 File folder 6/13/201 File folder	(click on the ▷) then expand "External F" and then click on Acronis
Eile name: F:\Acronis\System_R Files of type: Backup Archives (*.ti	\sim	- Generate name	v ncel

You will now be able to change the file name.



The default file name will look something like this:

Eile name: F:\Acronis\Win 7 Computer\System_R_C_@date@.tib

Set the cursor at the right side of the file name and back out all the information until only $F:Acronis\ remains$

<u>F</u>ile name:

F:\Acronis∖

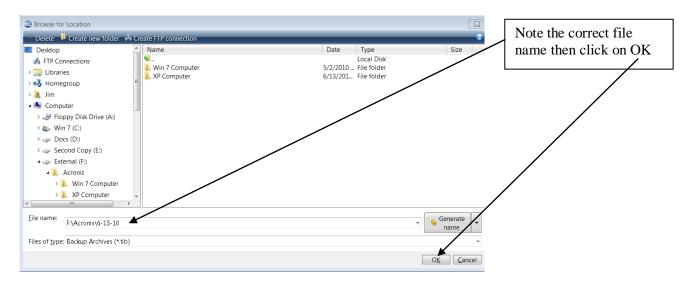
and then type in the current date so that your file name is as follows:

<u>F</u>ile name:

F:\Acronis\6-15-10

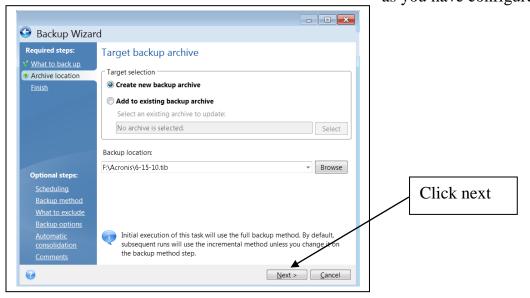
That will be the file name of your new Acronis backup

The completed dialog box with the correct file name will be configured as follows:





The completed "Target Backup Archive" dialog box will open. Note that the file name is as you have configured it.



The "Summary" dialog box will open

🕒 Backup Wizai	rd			
Required steps:	Summary			
 ✓ <u>Archive location</u> ✓ Finish 	Operations Number of operations: 2			
	1. Creating partition image Hard disk: 1 Drive letter: C: File system: NTFS Volume label: Win 7 Size: 45.25 GB			Click on "Proceed" to create an image of everything on your computer's hard drive to your external hard drive.
Optional steps: Scheduling Backup method What to exclude Backup options Automatic consolidation	2. Saving partition structure Hard disk: 1		r 1	
Comments	☑ Run task now	Options Proceed Cancel		



An "Operation Progress" dialog box will open providing you with information regarding the progress of the backup

© Operation Progress					
🕹 Backing up					
Destination: F:\Acronis\6-15-10.tib					
Demaining: & minutes					
1 of 2 - Creating partition image					
Shut down the computer when 'backup' is completed					
Hide Cancel					

Once the backup is complete you will have a file on your external hard drive at My Computer \rightarrow External F \rightarrow Acronis \rightarrow 6-15-10.tib. From this file you will be able to restore your entire hard drive or individual files.



E. VALIDATE IMAGE

After creating an image, the image should be validated to ensure that there are no errors.

E C Backup • B Rec	overy * # Tools & Utilities * Tasks manag		>> Search	Open Acronis and click on Tasks & Log. From
Backup	Calendar (today: 12) November 2010 Su MoTu WeTh fr Sa	2/15/2010) December 2010 January 2011 Su MoTu WeTh Fr Sa	the log, select the backup you want to validate; right	
Recovery Tasks & Log	Bi 1 2 3 4 5 6 7 <u>8 9 18 11 12 13</u> 14 15 16 17 18 19 20	1 2 3 4 1 5 6 7 8 9 10 11 2 3 4 5 6 7 8 12 13 14 15 16 17 18 9 10 11 12 13 14 15	Selected date	click and select "Create New Validation Task" and
Try & Decide		19 20 21 22 23 24 25 16 17 18 19 20 21 22 26 27 28 29 30 31 23 24 25 26 27 28 29 30 31 1 2 4	Successful	follow the on screen prompts.
Tools & Utilities	Scheduled tasks Uniced You have 13 unsc	cheduled tasks		
	Name *	Sta Last Run Time	Last Res Owner	
	Backup Validation5 Backup Validation6	Idle Saturday, December 04, 2010 9:35:40 P Idle Saturday, December 11, 2010 9:17:52 P	M Completed Jim-Built/Jim	
	Backup 11-14-10 C&D 11-21-10 C&D 11-28-10 C&D 11-7-10 C&D 11-7-10 C&D 12-11-10 C&D 12-12-10 C&D	Idle Sunday, November 14, 2010 9:15:25 PM Idle Sunday, November 21, 2010 11:36:00 A Idle Sunday, November 20, 2010 1:38:21 PM Idle Sanday, November 30, 2010 1:38:21 PM Idle Sanday, December 01, 2010 9:08:45 PI Idle Sanday, December 04, 2010 9:28:18 PI	M Completed Jim-Built/Jim 1 Completed Jim-Built/Jim 1 Completed Jim-Built/Jim M Completed Jim-Built/Jim	

Once you have validated the image you can close the Acronis program and shut down your external hard drive.

The backup will be available for you to use in case you have to restore the entire drive or restore a file that you've inadvertently deleted.

