

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. The 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.

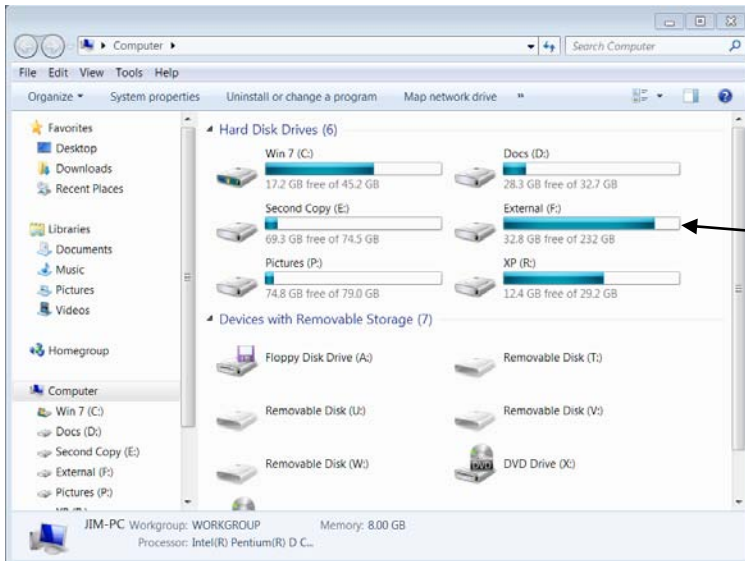
B. EXTERNAL HARD DRIVE

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-8&cid=16101611208907016687&ei=FpHwS4eOJ4X7lwePk5i2CA&sa=X&oi=product_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.





If you open My Computer the external drive will be visible. It will be named Drive "X" where "X" is the letter assigned by the computer. This shows as "External" because that is what I've renamed the drive. On my computer it's Drive "F" and that's what I'll refer to for the remainder of this tutorial.

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 [How to Download a program or driver.](#))

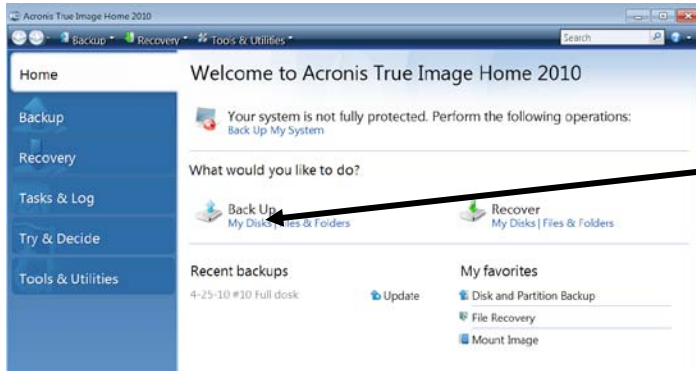
Before you start using Acronis, if you haven't already done so, create a bootable rescue disk. From the menu bar



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.

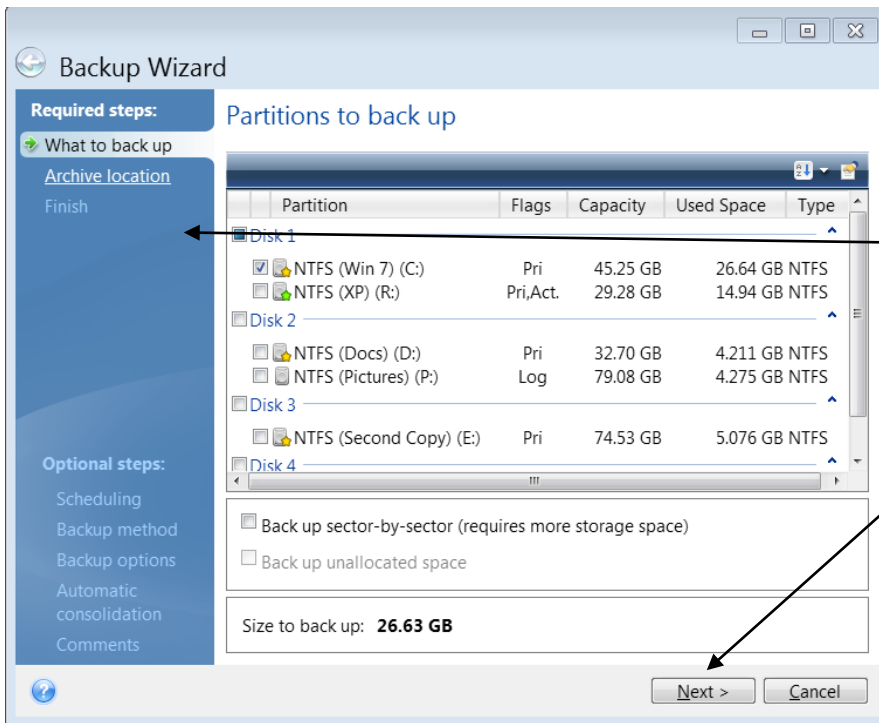


Open Acronis: Start → All Programs → Click on Acronis → and click on Acronis True Image Home → and double click on Acronis True Image Home to open the program or double click the shortcut on your desktop to open the program



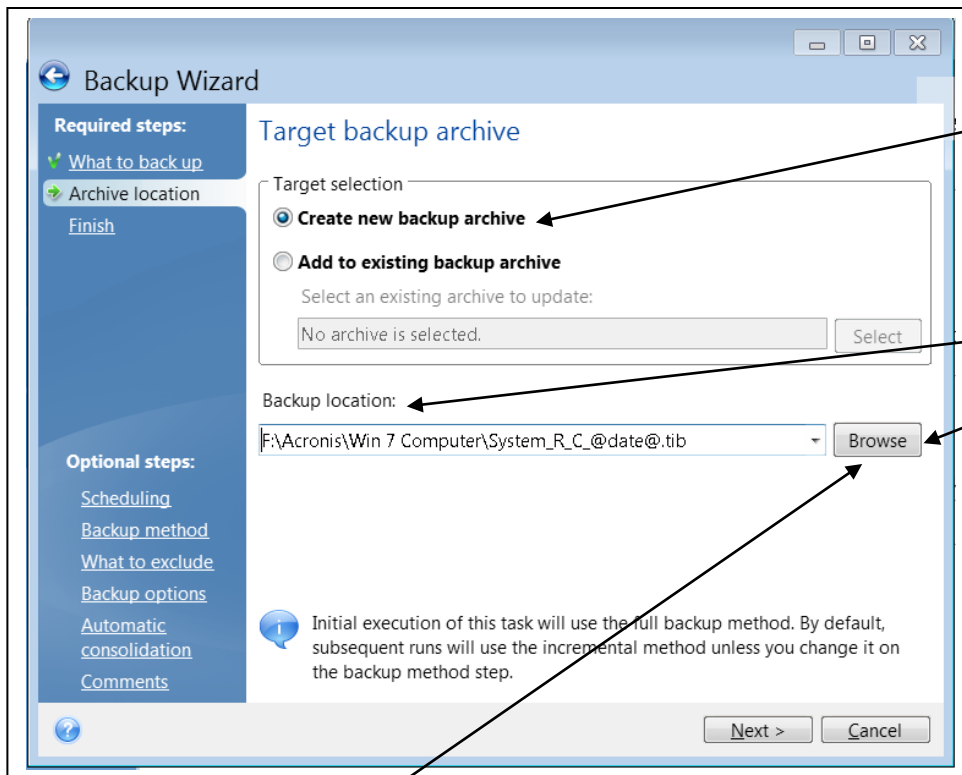
From the True Image program that opens click on My Disks

The backup wizard will open



You're seeing the dialog box for my computer which has two partitions on the C drive. Your dialog box will show only one partition so click on Disk 1 and then click Next

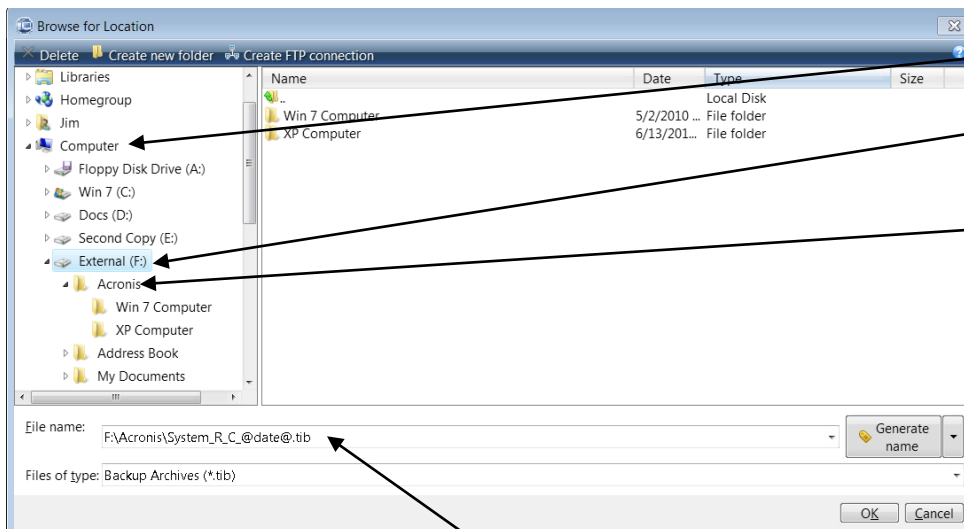




From the "Target backup archive" dialog box that opens, bullet Create new backup archive.

You now have to tell the Acronis program where you want to backup to. Click on Browse to find the external hard drive.

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](#)]



Expand "Computer" (click on the ▸) then expand "External F" and then click on Acronis

You will now be able to change the file name.



The default file name will look something like this:

File name:

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

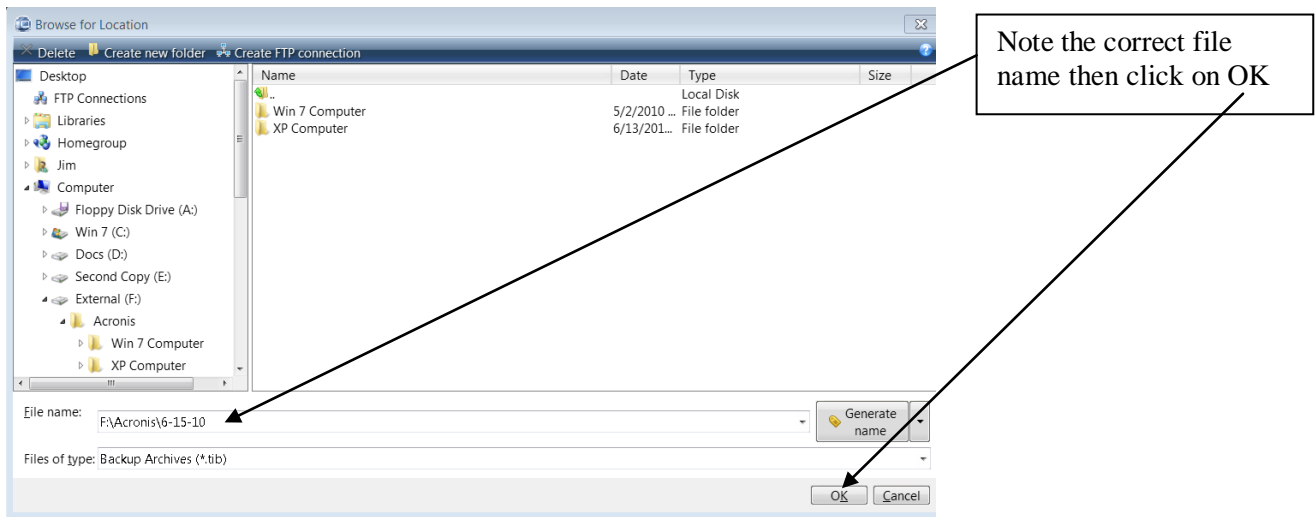
File name:

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

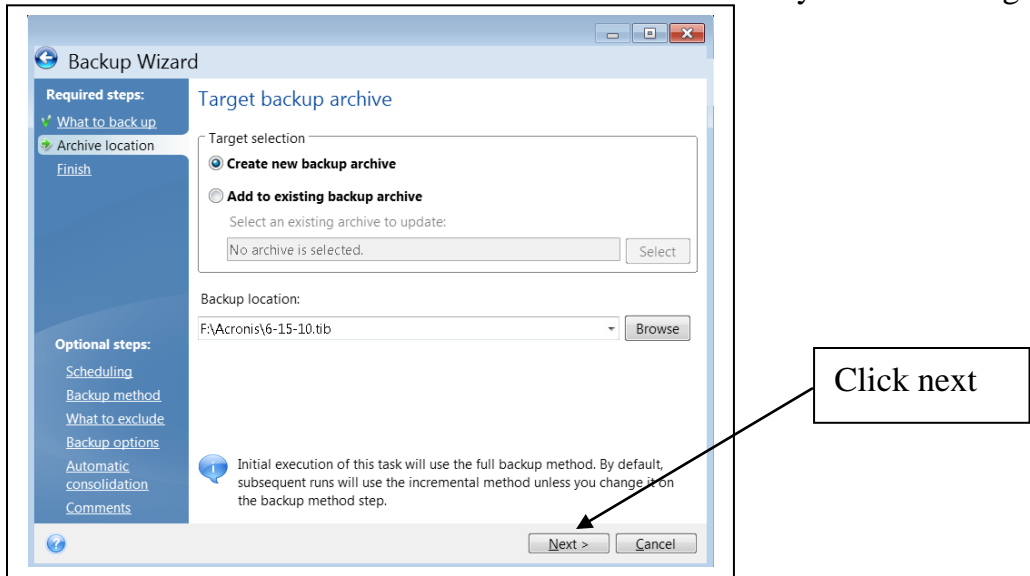
File name:

That will be the file name of your new Acronis backup

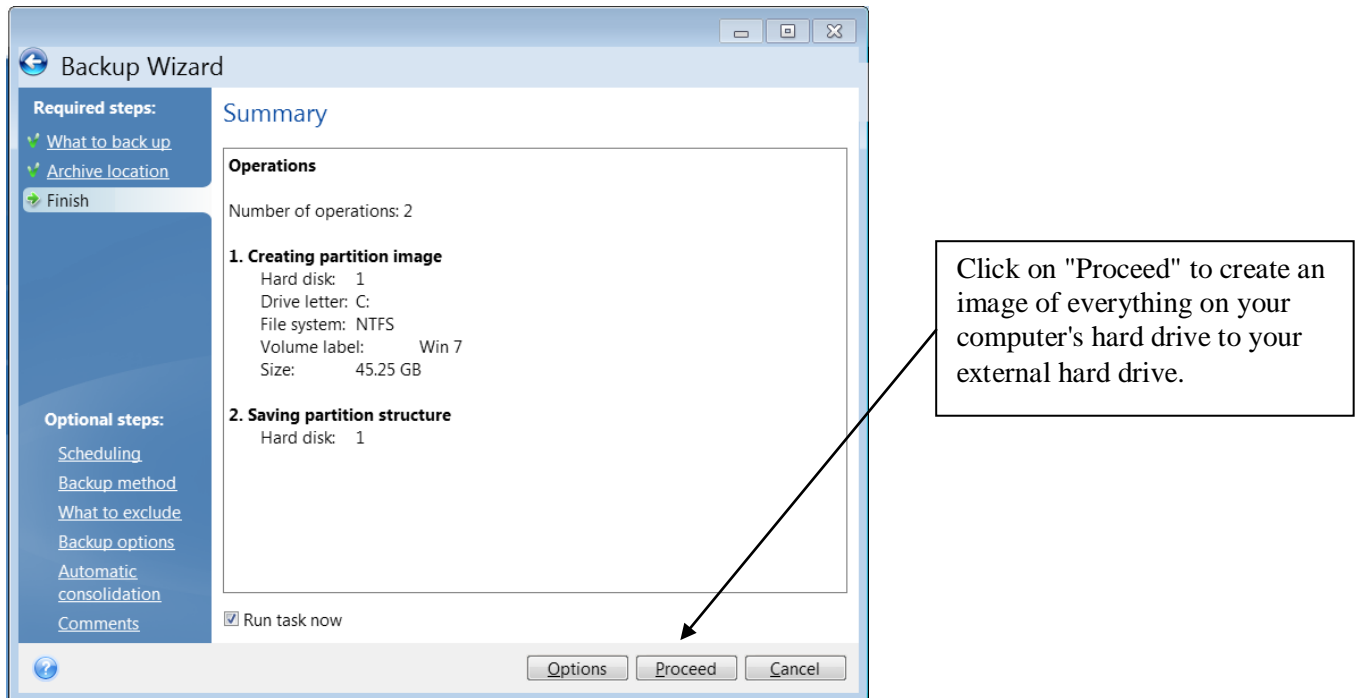
The completed dialog box with the correct file name will be configured as follows:



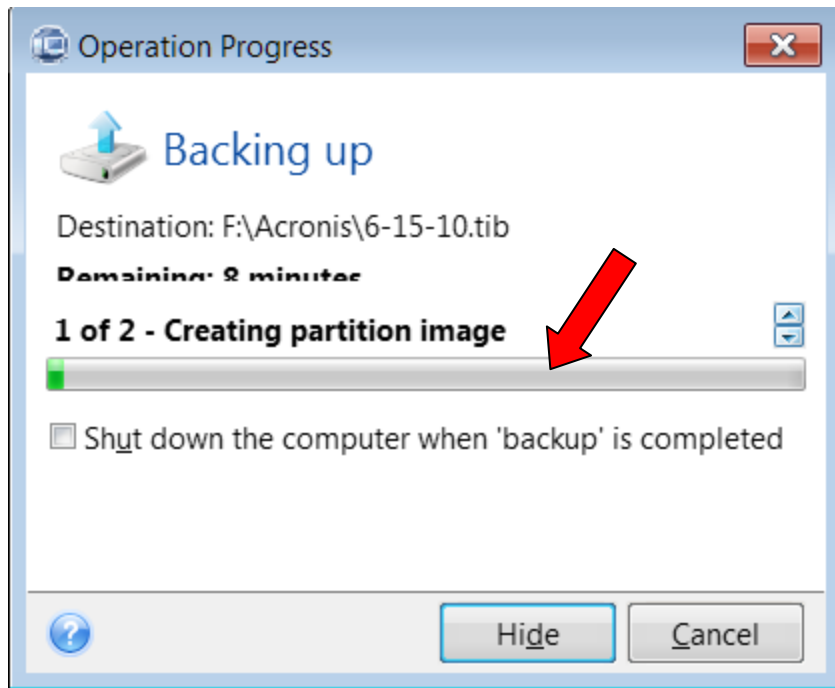
The completed "Target Backup Archive" dialog box will open. Note that the file name is as you have configured it.



The "Summary" dialog box will open



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

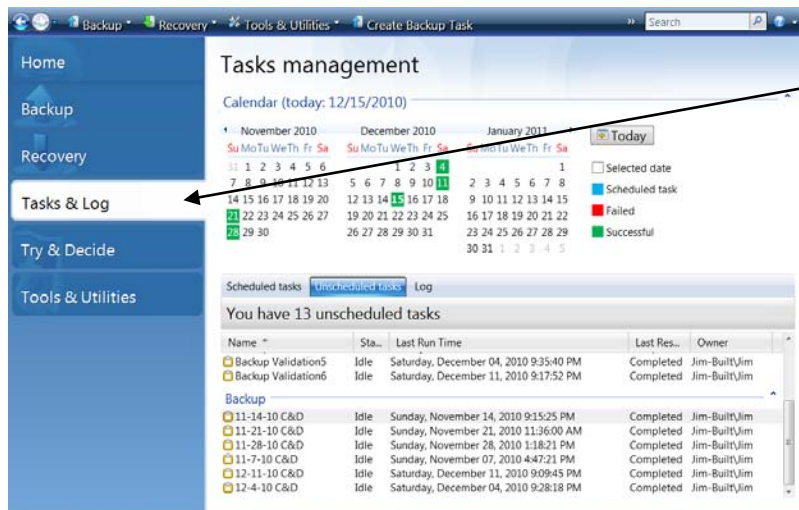


Once the backup is complete you will have a file on your external hard drive at My Computer → External F → Acronis → 6-15-10.tib. From this file you will be able to restore your entire hard drive or individual files.



E. VALIDATE IMAGE

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



Open Acronis and click on Tasks & Log. From the log, select the backup you want to validate; right click and select "Create New Validation Task" and follow the on screen prompts.

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.

