

USING ACRONIS IMAGING/CLONING APPLICATION (using a bootable rescue flash drive)

CLONING

The cloning operation copies the entire contents of one disk drive to another to get two identical drives with the same file structure. The "Disk Clone" tool effectively copies all of the contents (including the operating system and installed programs) of one hard disk drive onto another hard disk drive. Therefore, you don't have to reinstall and reconfigure all of your software.

Before you begin, you will need these items:

Acronis True Image 2016 software (www.ugr7.com) (\$30)

An external USB hard drive (prices will vary)

or an Internal hard drive installed inside your computer

A blank flash drive (thumb drive)

The Acronis True Image program is a great tool to help you backup (image/clone) the *entire contents of your hard drive and everything associated with such contents* to an external hard drive. Then should your system hard drive fail for any reason, you will be able to restore your entire system back to the original hard drive or to a new hard drive (should your original hard drive physically fail).

FIRST STEP: PURCHASE ACRONIS TRUE IMAGE SOFTWARE

Your first step is to purchase, download, and **install** Acronis True Image 2016.

SECOND STEP: CREATE A UNIQUE BOOTABLE RESCUE MEDIA FOR YOUR COMPUTER

If you purchased the boxed product or ordered the CD version from Gene Barlow at www.ugr.com, you already have such a bootable CD, because the installation CD contains the Acronis standalone bootable version. If you downloaded Acronis True Image from a Web store, you must create a bootable Flash Drive using the Bootable Media Builder. **It is important that you create the bootable Flash Drive immediately. If you wait until your hard drive fails, it is too late!**

1. Insert a flash drive into one of your USB ports.
2. Open Acronis True Image 2016 and click **Backup and Recovery** tab.
3. Click **create bootable media**.
4. At the Welcome to Acronis Media Builder, click **next**.

5. In the Bootable Media options window, click **next**.
6. Click on the box next to the True Image icon in the left column.
7. In the Bootable Media type selection window, select Removable Drive (your Flash Drive) then click **next**.
8. In the next window, click **proceed**. The entire process will take less than two minutes
9. When complete, the information window will tell you that the bootable media has been created successfully. Click **next**.
10. Finally, close the Acronis program, label the flash drive **Acronis True Image 2016** and place it in a safe place for later use.

USING THE CLONING FUNCTION TO PERFORM A FULL BACKUP:

Follow these steps to use the Acronis Cloning Function

1. Plug in the Acronis True Image 2016 bootable drive that you created earlier into an available USB port.
2. Press Windows + I, then click on *Update and Security*.
3. Click *Recovery*
4. Click *Advanced Startup*, then *restart now*.
5. Wait for the next screen to appear. There will be a short delay.
6. Click on the *Use a Device* tile.
7. Click on *UEFI: USB Flash Drive*.
8. Wait for the next screen to appear. There will be a short delay.
9. A small menu will appear in the upper left corner of your screen. Press 1 to boot to the Acronis True Image drive. The Acronis program will open.
10. At the Welcome page, select **Tools and Utilities**.
11. Select **Clone disk**.
12. **Now plug in your External Drive into an available USB port on your computer.**
13. Choose automatic clone mode and then click Next.
14. Select the source disk, then click Next.
15. Select the destination disk (it will be your USB external drive, not your thumb drive), then click Next.
16. At the confirm window, click OK.
17. At the Operation Progress screen, click *Shutdown the computer when the operation is completed*.
18. The progress of your cloning operation will be indicated by a green bar graph. Time remaining will also be indicated. Just be patient. This process will take quite some time and will be based on the size of the contents of your source drive and the speed of your destination drive.

19. When the clone is complete, the computer will shut down.
20. That's it! You now have a full backup (clone) of your source disk, successfully housed on your external drive.
21. Remove both the external hard drive and the Acronis boot drive

If your hard drive should become corrupted, simply use Acronis to clone from your external drive back to your C hard drive.