

## **USING THE ACRONIS CLONING APPLICATION IN WIN10**

**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 entire operating system and installed programs) of one hard disk drive onto another hard disk 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).

Before you begin, you will need these items:

1. Acronis True Image 2016 software ([www.ugr.com/Products.html](http://www.ugr.com/Products.html)) (\$25)
2. An external hard drive (prices will vary) or an Internal hard drive installed inside your computer
3. A blank flash drive (thumb drive), one gigabyte or larger

### **FIRST STEP: PURCHASE ACRONIS TRUE IMAGE SOFTWARE**

Your first step is to purchase, download, and install Acronis True Image 2016. Once you have it installed on your hard drive, the app will appear on the Start Menu. From there you can pin it to the Start Screen, the Taskbar, or the Desktop.

### **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](http://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 Barlow's Website and installed the app using the 40-digit code that he sent to your email address, 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 the Tools tab in the left margin.
3. Click Rescue Media Builder.
4. Click on Acronis bootable rescue media.
5. Click Flash drive, then Proceed.

6. In the next window, click proceed. The entire process will take less than three minutes.
7. When complete, the information window will tell you that the bootable media has been created successfully. Click Close.
8. Finally, close the Acronis program, remove 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. Shut down your computer.
2. Plug in the Acronis True Image 2016 bootable flash drive that you created earlier into an available USB port.
3. Now reboot your computer and immediately start tapping the function key (generally F9 or F12, depending on your computer's manufacturer) to change the boot sequence from your hard drive to your USB drive. Press Enter.
4. 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.
5. At the Welcome page, select Tools and Utilities.
6. Select Clone disk.
7. Plug in your External Drive into an available USB port on your computer. Skip this step if you are using an internal hard drive on your desktop computer as your cloning location.
8. Choose automatic clone mode and then click Next.
9. Select the source disk (usually identified by brand), then click Next.
10. Select the destination disk (it will be your external drive or your extra internal drive), then click Next.
11. At the confirm window, click OK.
12. The progress of your cloning operation will be indicated by a green bar graph. Time remaining will also be indicated, however this time is an approximation and is far from precise. 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.
13. When the clone is complete, close Acronis.
14. Detach your flash drive and place it in a safe place.

15. Detach your external hard drive, label it with a “date stamp”, and place it in a safe place. If you are cloning to an internal hard drive inside your desktop, affix a “date stamp” to the side of your tower for easy reference.