



Acronis True Image Home 2012

Getting Started

This short guide can help you to quickly start using Acronis True Image Home 2012. It describes just a few of the key features of Acronis True Image Home 2012. For detailed program information, refer to the **User's Guide** which can be downloaded from the Acronis Web site at <http://www.acronis.com/support/documentation/index.html>.

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How to install Acronis True Image Home 2012

If you purchased Acronis True Image Home 2012 via the Internet, double-click the downloaded file. A menu appears with the following options:

- **Install** - install the program;

Retry checking - check if there is a new program version;

This is done automatically. If a new version exists, we recommend downloading and installing it.

If there is no Internet connection during installation, a "Cannot connect to the update server. Please try again later" message appears. In this case, simply start the program installation.

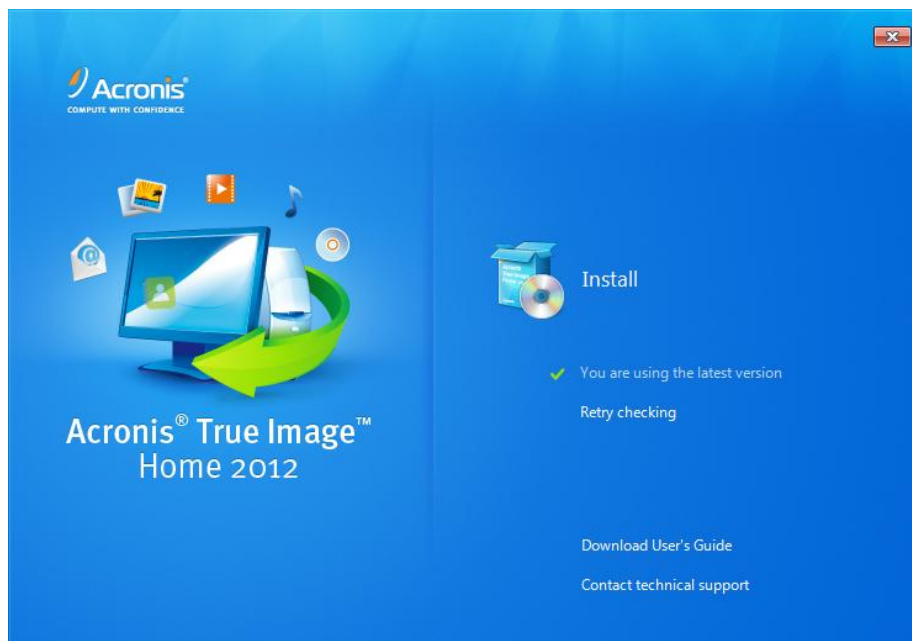
- **Download User's Guide** - Download and view the full User's Guide;

Adobe Acrobat Reader is needed for viewing.

- **Contact technical support** - go to the Acronis Support page.

To install the program:

1. Click **Install**.

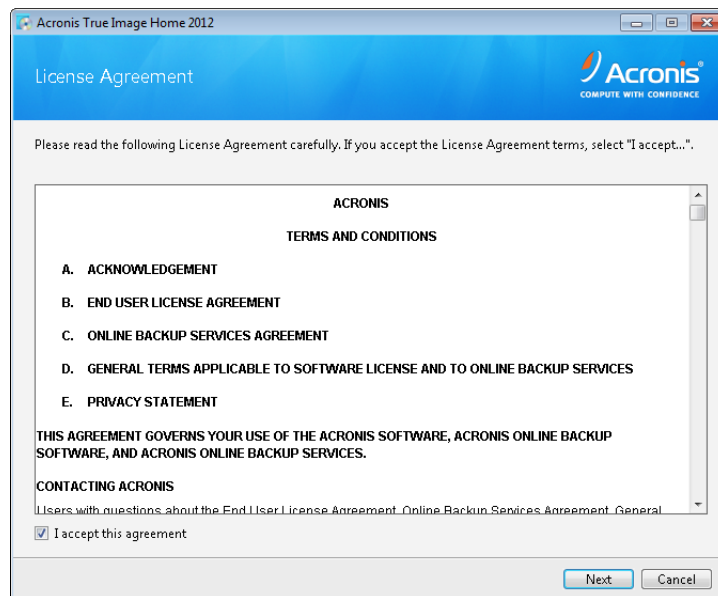


If you purchased the box version of the program, the menu has additional options. However, for product installation you should select the same menu option.

2. Read the license agreement and then click **I accept this agreement**, to accept the terms of the license agreement. Then click **Next** to continue installation.

Please note that one license permits you to install the program on one computer only.

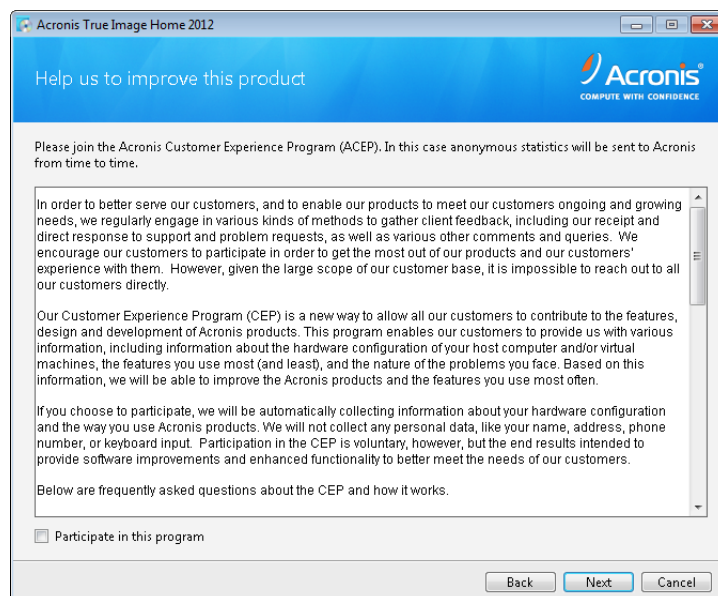
The Family pack license permits you to install the program on three computers.



3. Read the participation terms of the Acronis Customer Experience Program (ACEP) and select whether to participate.

The ACEP collects information about your computer and virtual machine configurations, functions used most often, functions used less often, and problems faced by users. This data helps us improve the products to meet your expectations.

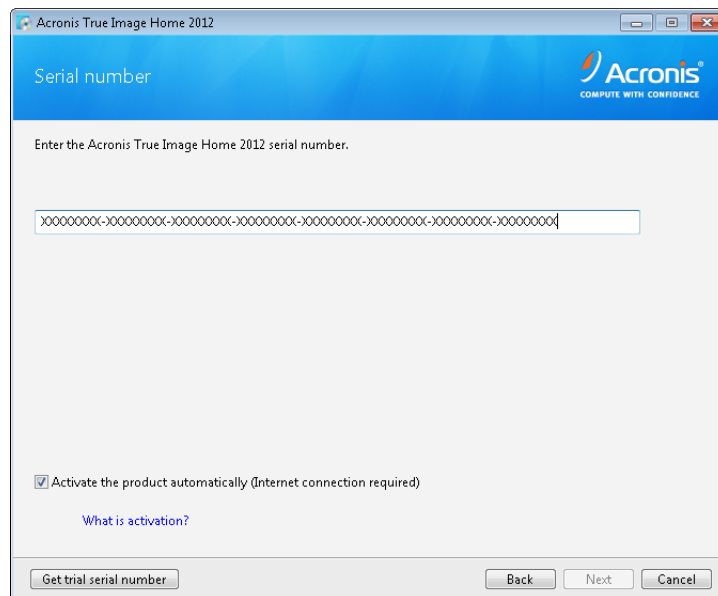
We do not collect personal information, such as name, address, telephone number, or keyboard input.



4. Enter the product serial number to install the full product version.

If you purchased Acronis True Image Home 2012 via the Internet, the serial number should have been automatically sent to the email address you provided at the time of purchase.

You can copy and paste the serial number in the entry field by using Ctrl-C and Ctrl-V.



If you purchased the box version of the program, a sticker with the serial number is attached to the back of the CD sleeve or to the inside of the DVD box. Use the keyboard to enter the serial number.

The **Activate Acronis True Image Home 2012 automatically** check box is selected by default to activate the product during the installation. You may clear the check box. In that case you will need to activate the product within 30 days after installation.

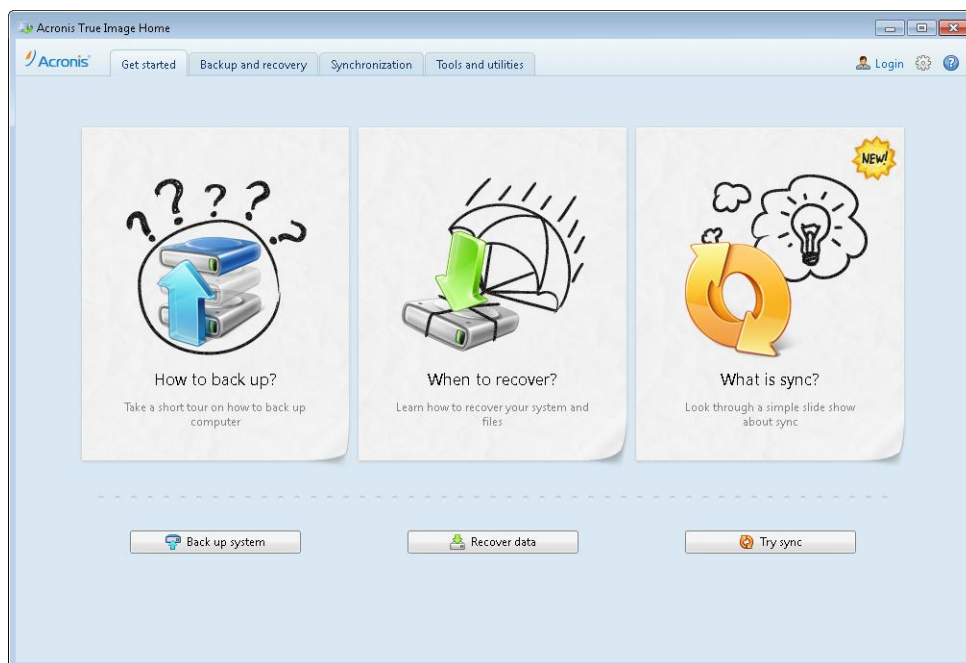
The Installation wizard will guide you through the rest of the installation process. We recommend to not change the default installation options.

If you experience problems during installation, check Acronis Knowledge Base at <http://kb.acronis.com/> for possible solutions.

Getting to know the program

To start Acronis True Image Home 2012, double-click the icon on your desktop. The program starts with the **Get started** tab selected.

The Get started tab will help you to begin using the main Acronis True Image Home 2012 features, namely backup, recovery and synchronization. The program leads you through the actions required to perform those operations.

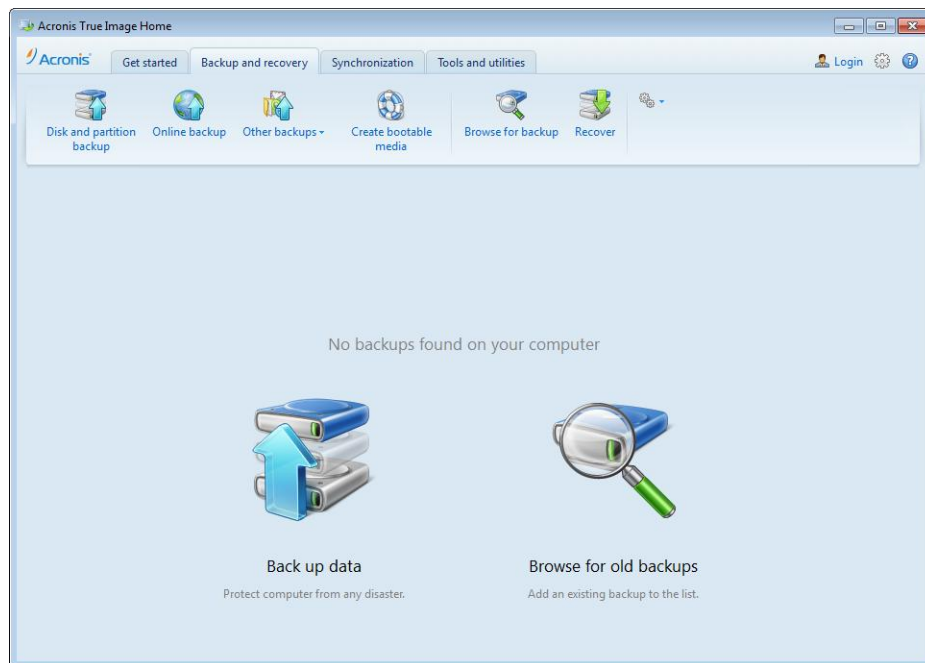


It is reasonable to start by learning how to back up your system. To go through the required steps, click **How to back up**. This opens the first window which shows you how to start a backup operation. To proceed to the next step, click the right arrow at the right-hand side of the screen.

You can review the recovery and synchronization features the same way. After you learn what data you can back up and synchronize, you can proceed with actual operations.

Backup and recovery tab

Let's take a closer look at the program. To do this, start the program and then click the **Backup and recovery** tab. If you have not yet created a backup, the tab looks as follows.

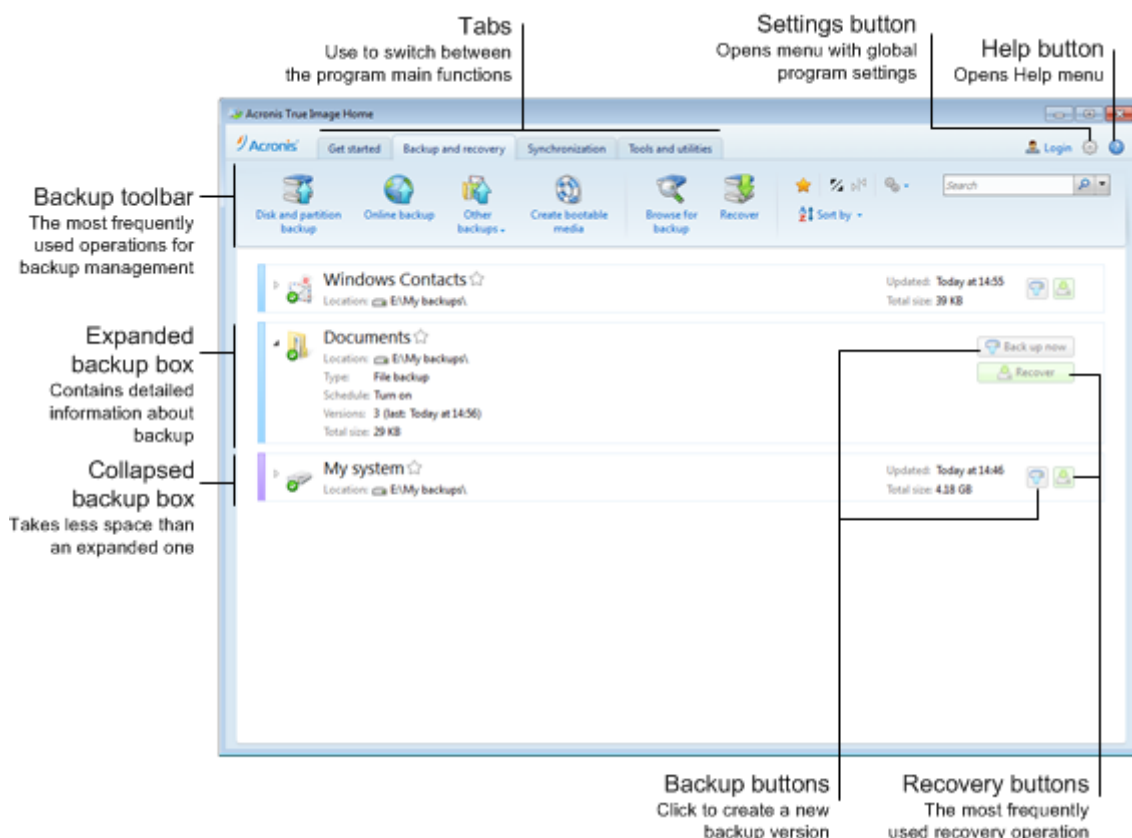


Because the program is primarily designed for backing up, we begin with this operation.

To create a backup, select the desired backup type on the toolbar. Then, set the backup parameters.

For more information about creating backups and recovering data, see the later sections of this guide.

You will be able to perform all operations with the backups from the **Backup and recovery** tab. For example, to start a recovery operation from a backup, it is enough to simply click the appropriate button.



The above view of the program's **Backup and recovery** tab shows the backup boxes with buttons for backup and recovery.

Tip You can get additional help by opening the Help menu or by pressing F1.

Synchronization tab

With the Synchronization feature you can keep data identical in two or more synchronized folders, which may be located on different computers, a removable storage device, an NAS, etc. You can share photos and videos with your relatives and friends, use the same set of documents to work as a team with your colleagues, or synchronize your files and folders between your home and work computers. With Acronis True Image Home 2012, you can create as many data synchronizations as you like. This feature has its own tab. For more information see [How to use synchronization](#) (p. 12).

Tools and utilities tab

Acronis True Image Home 2012 offers you quite a number of various tools and utilities. With them you can enhance protection of your computer, ensure privacy and security of your personal data, try system changes, and more. For detailed information on the available tools and utilities, refer to the **User's Guide**. Here we describe only the Disk cloning tool.

After you begin using Acronis True Image Home 2012, it will start by displaying the tab that was selected when you exited the program.

How to back up a partition or disk

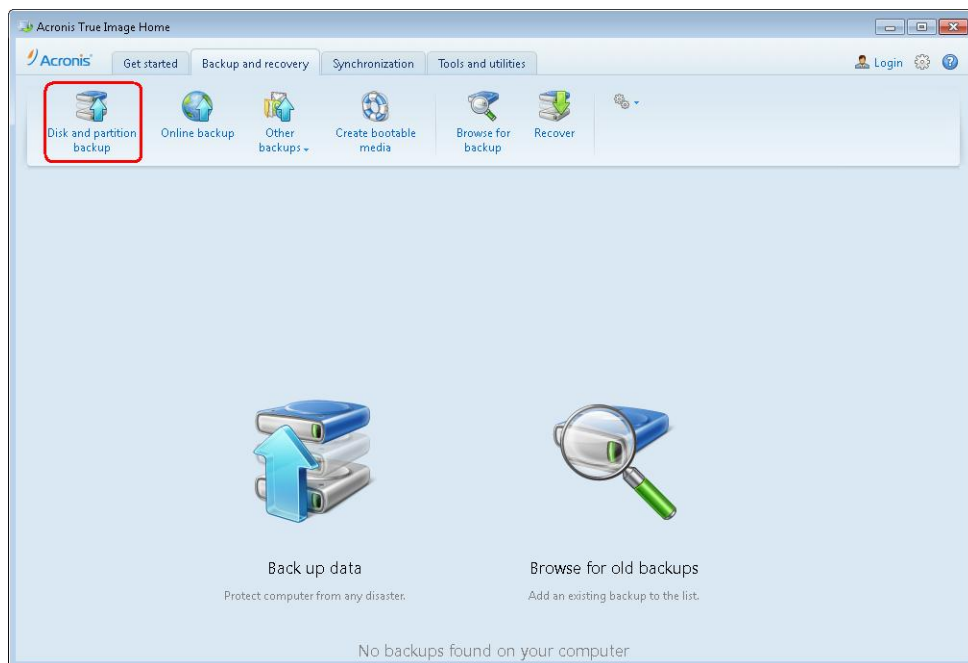
Use the [Disk and partition backup](#), if you want to back up the system partition (in most cases designated with the letter C:).

Tip If you store your data on a separate partition, create a backup for this partition too.

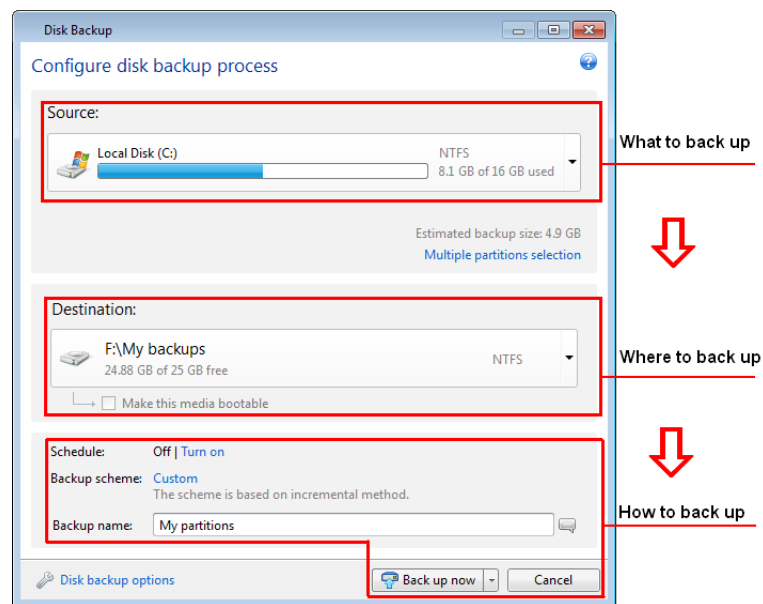
A backup of your system partition is necessary so that you can quickly recover your system from a backup instead of reinstalling the operating system and applications from scratch. This could save you hours and even days of effort recovering from a virus or malware attack.

Tip Usually, the system partition needs to be recovered when the operating system does not boot. Accordingly, the system partition backup will help only if you have a bootable rescue CD. For information on how to create a rescue CD see [Creating an Acronis Rescue CD](#).

1. Start Acronis True Image Home 2012, click the [Backup and recovery](#) tab and then click [Disk and partition backup](#).



2. When configuring your backup, you need to make the following decisions.

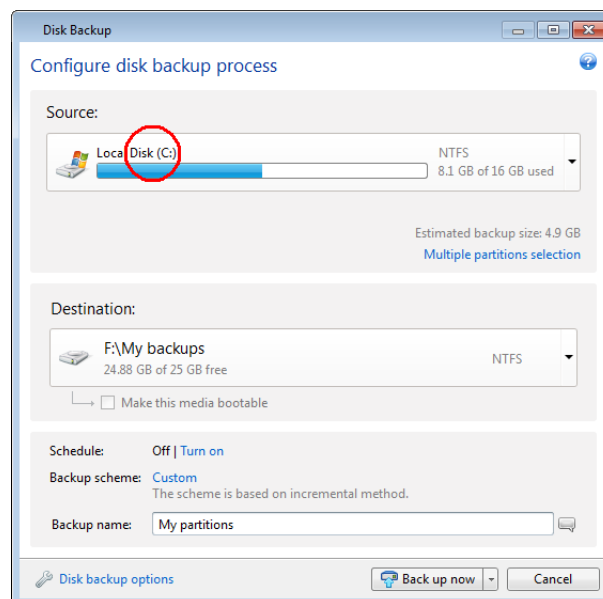


In many cases, you can leave the default settings when deciding where to back up and how to back up.

The same is true when backing up files and folders.

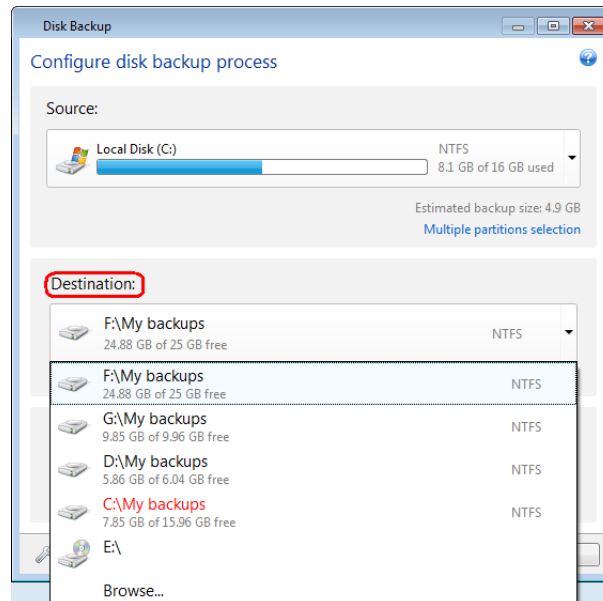
3. In accordance with the above, begin by selecting what to back up. For example, select for backup the system partition.

In case of Windows 7, the program will by default include the hidden System Reserved partition in the backup. You may need to recover this partition if the operating system stops working.



Tip If the disk has several partitions and you want to back up the entire disk, click **Multiple partition selection**, then click **Switch to disk mode** and select the disk.

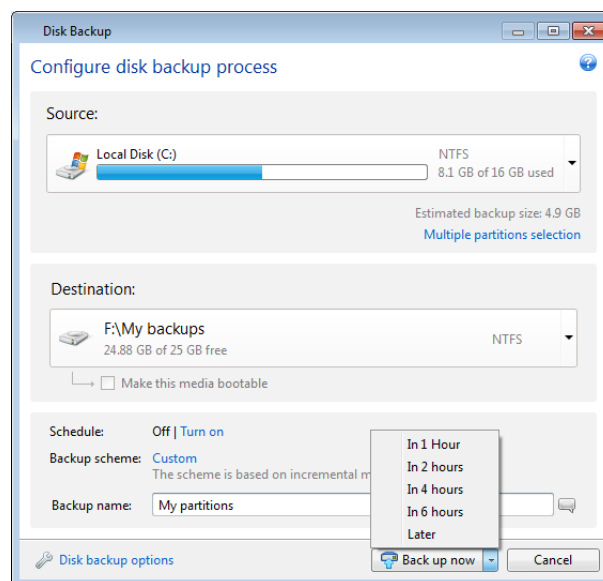
4. **Destination:** - select where to save the backup. The program offers you to save the backup in a location which it considers optimal, but you can change this location if necessary. To change the location, click the right arrow and then click **Browse...** at the end of the list.



5. To schedule a backup, click **Turn on** next to **Schedule:**. For more information, see How to schedule your backups.

Tip In most cases you can use the default backup options. To view or modify these default options, click **Disk backup options**.

6. Click **Back up now**, to immediately start the backup. You can also delay the backup for up to six hours. To do this, click the down arrow and select the desired time delay from the list provided.



Tip If you used Scheduler and want to back up at the scheduled time, select **Later**.

How to use synchronization

You can synchronize folders in various ways and in many locations. Here we describe how to synchronize two folders located on two computers. In addition, we assume that you synchronize data between your own computers.

To synchronize the data between computers, the following conditions should be met:

- Acronis True Image Home 2012 is installed on both computers.
- You have an Acronis account.
- If you connect your computers through a local area network, local connection should be established.
- Both computers have connection to the Internet.

Steps to perform on computer 1 (that will own the sync):

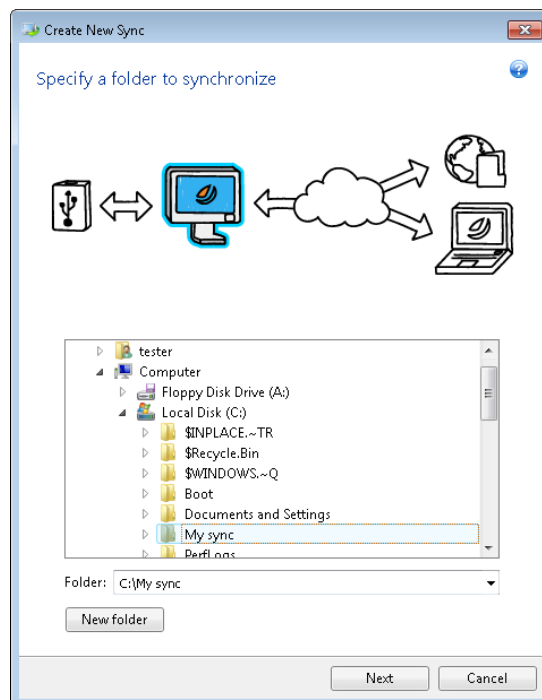
1. Start Acronis True Image Home 2012.
2. On the **Synchronization** tab, specify your Acronis account credentials (your registration e-mail address and password) and then click **Log in**.

You can leave the default computer name or assign another one.

Login is required only when you create your first sync. Afterwards, login is performed automatically.

3. Click **New sync**.
4. In the opened window, select on the directory tree the folder that you want to synchronize, and click **Next**.

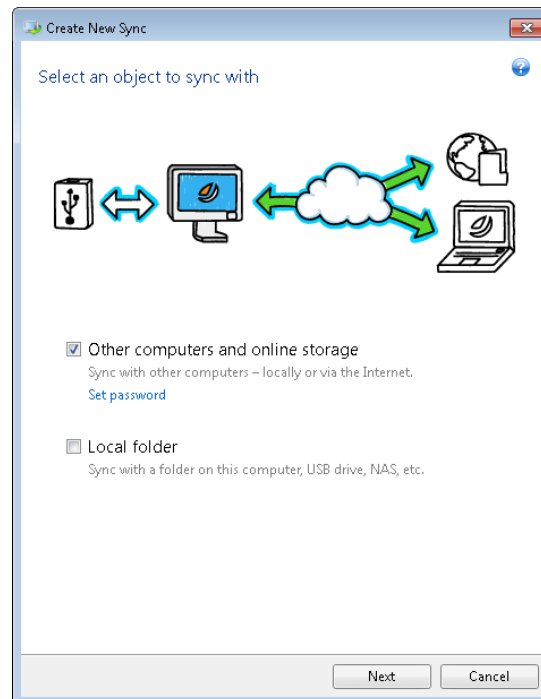
To create a new folder for synchronization of its contents, click the **New folder** button and then name the created folder before clicking **Next**.



5. Select **Other computers and online storage** as an object with which you want to synchronize your data, and click **Next**.

You can protect your data and the sync from unauthorized access. To do this, click **Set password**, type a password, and then click the **Save** icon (green check mark).

Tip You can additionally synchronize the data with a local folder located, for example, on an external USB drive. To do this, select the **Local folder** check box as well.



6. Select the **Store file versions in the online storage** check box in the next window, if you want to store versions of your files on the remote Acronis server. This option allows you to roll back to a previous file version when necessary. Note that Acronis True Image Online service subscription is required for that task.
7. Click **Create sync**.

Tip You can also create a new sync using Windows Explorer. To do this, right-click the folder that you want to synchronize and then select **Sync this folder...** in the shortcut menu.

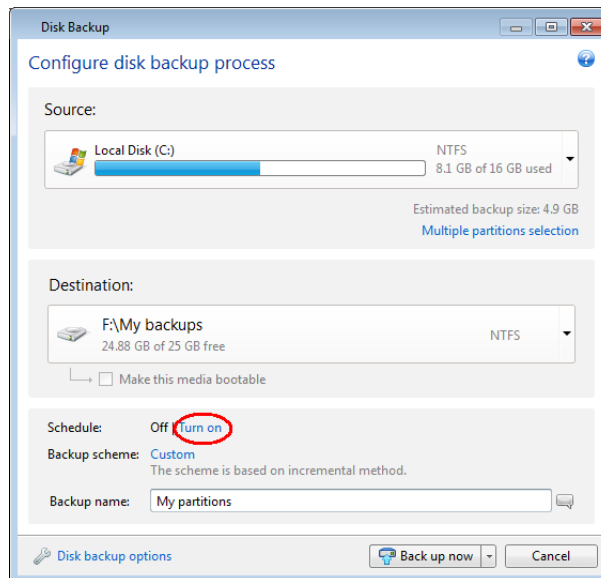
Steps to perform on computer 2:

1. Start Acronis True Image Home 2012.
2. On the **Synchronization** tab, specify your Acronis account credentials and then click **Log in**.
3. Select the box of the required sync and click **Join this sync**.
4. In the opened window, select the folder that you want to synchronize from the directory tree and then click **OK**.

How to schedule your backups

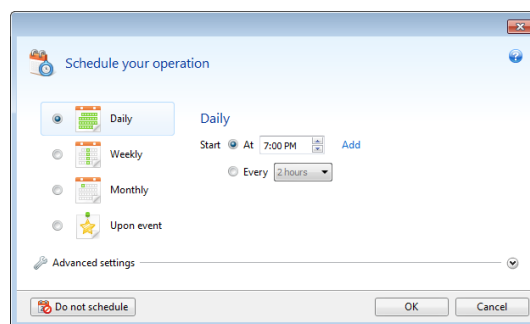
For your backups to be really helpful, they must be run on a regular basis. Our scheduler helps you to perform regular backups automatically.

To schedule a backup, click **Turn on** to the right of **Schedule:** when configuring a backup.



You can choose and set up one of the following backup frequencies:

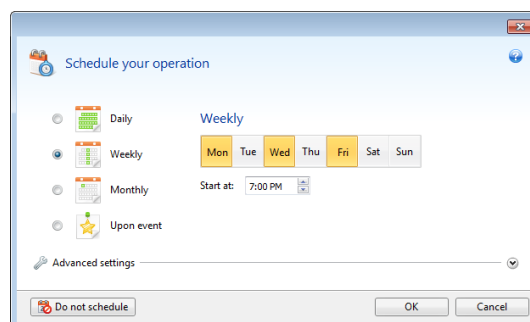
- **Daily** - the backup is executed once a day or more frequently depending on the settings you make.



You can specify a backup start time. Enter hours and minutes manually, or set the desired start time using the up and down buttons. You can also specify several start times by clicking **Add**.

Instead of a start time, you can set a daily backup periodicity. Select **Every** and choose the desired periodicity from the dropdown list (for example, every 2 hours).

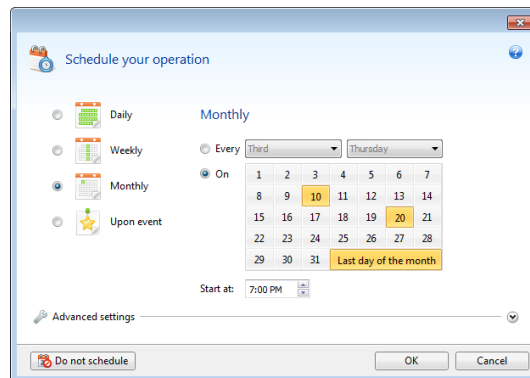
- **Weekly** - the backup is executed once a week or several times a week on the selected days. To select the days on which to execute the backup, click their names. Then, set the operation's start time.



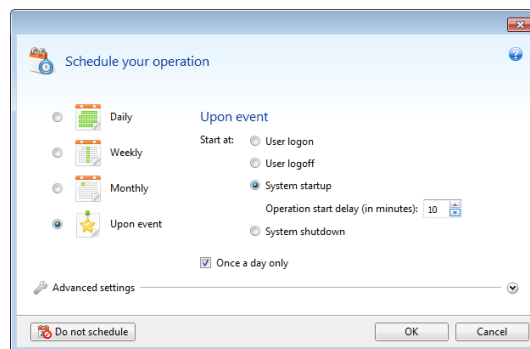
- **Monthly** - the backup is executed once a month or several times a month on the selected dates.

If you select **Every**, choose a numeral and the day of the week from the dropdown lists (example: First Monday - the backup is performed on the first Monday of every month).

If you select **On**, choose the date or dates for backup execution.



- **Upon event** - the backup is executed upon an event. Select the desired event. If you want to run the backup only at the first occurrence of the event on the current day, select the **Once a day only** check box.



Clicking the **Do not schedule** button turns off the scheduler for the current operation. In this case the backup will run only when you click **Back up now** in the main window.

Creating an Acronis Rescue CD

We recommend recovering the system partition when booting from a rescue CD. Because of this, you need to create a rescue CD.

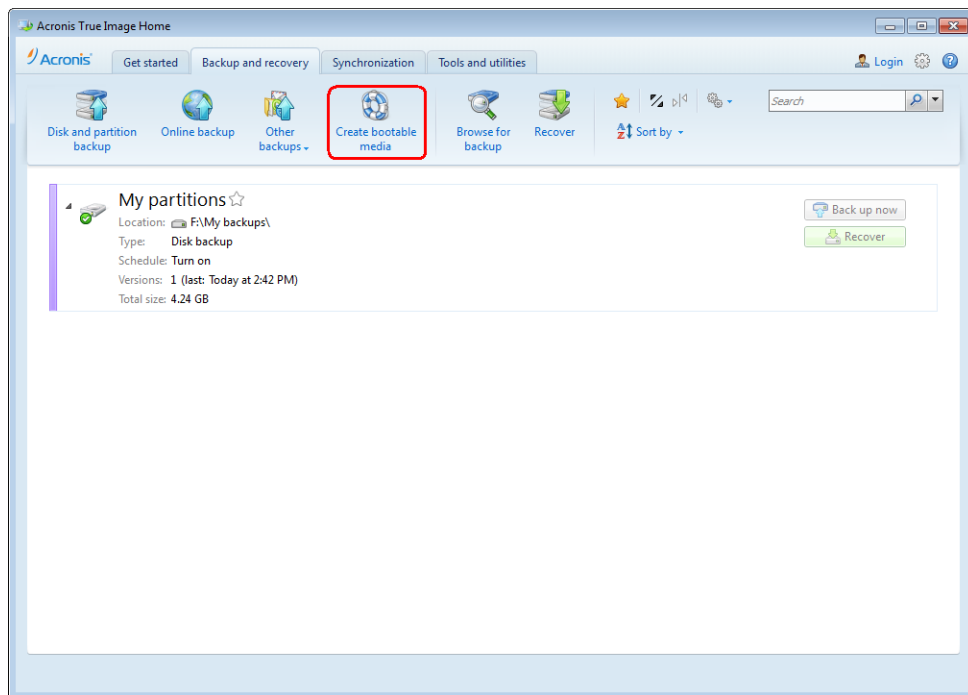
Furthermore, you can run Acronis True Image Home 2012 from a bootable rescue CD on a failed computer that cannot start Windows.

If you purchased Acronis True Image Home 2012 on the Web, you can create a bootable CD using the Bootable Media Builder tool. You will need a blank CD-R/RW or a blank DVD+R/RW.

Tip With Acronis True Image Home 2012 you can also create an ISO image of a bootable rescue disc. You will be able to burn it onto any kind of recordable optical disc using recording software.

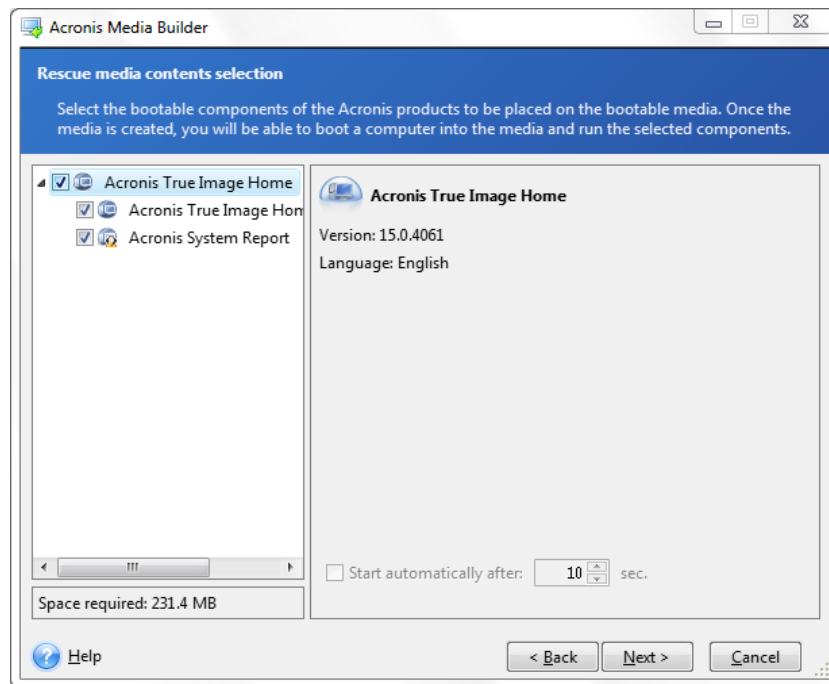
Here, we'll show you how to create a rescue CD or an ISO image:

1. Start the Acronis Media Builder wizard. To do so, click **Create bootable media** on the **Backup and recovery** tab.

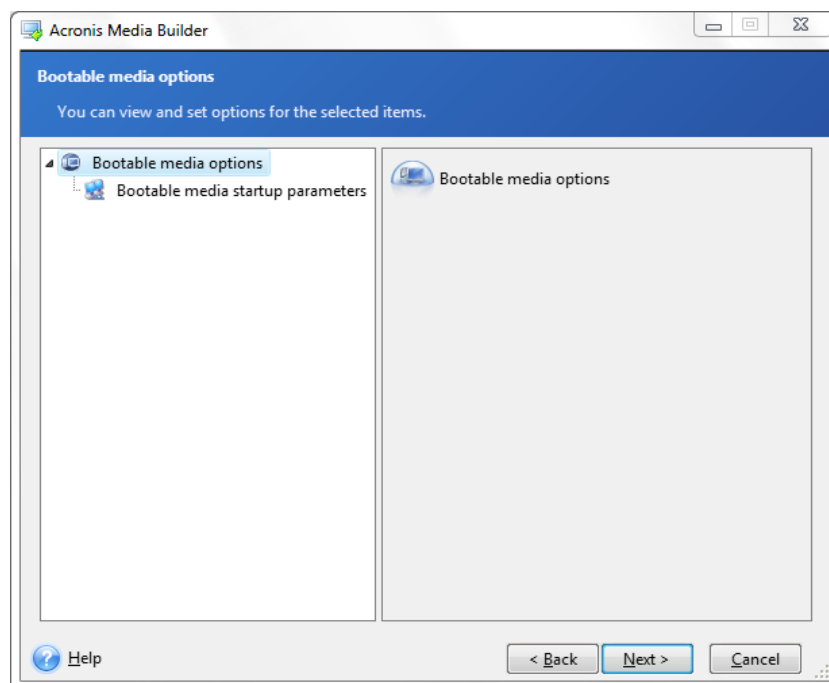


2. Click **Next** to go through the wizard's steps.
3. Select which components of Acronis True Image Home 2012 to place on the rescue CD by selecting their check boxes.
 - **Acronis True Image Home 2012 (Full version)** - provides support of USB, PC Card and SCSI interfaces along with the storage devices connected via them.

- **Acronis System Report** - with this component you can generate a system report that is used for collecting information about your system in case of any program problem. The generated system report can be saved to a USB flash drive.



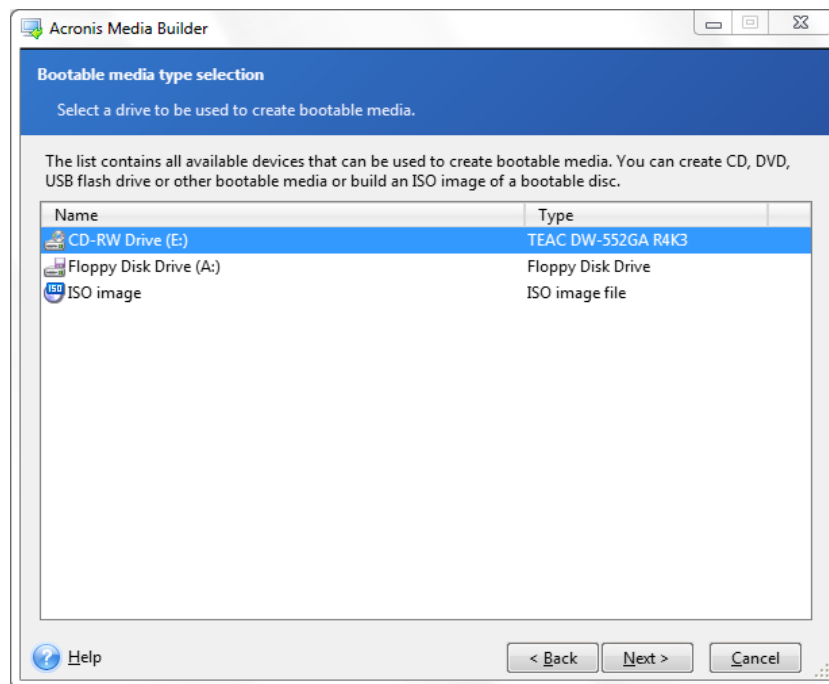
4. At the next step you can set bootable media startup parameters to configure rescue CD boot options for better compatibility with different hardware. These parameters are mainly provided for advanced users, so just click **Next** to continue.



Tip If you encounter any hardware compatibility problems when booting from the rescue CD, it may be best to contact Acronis Technical Support.

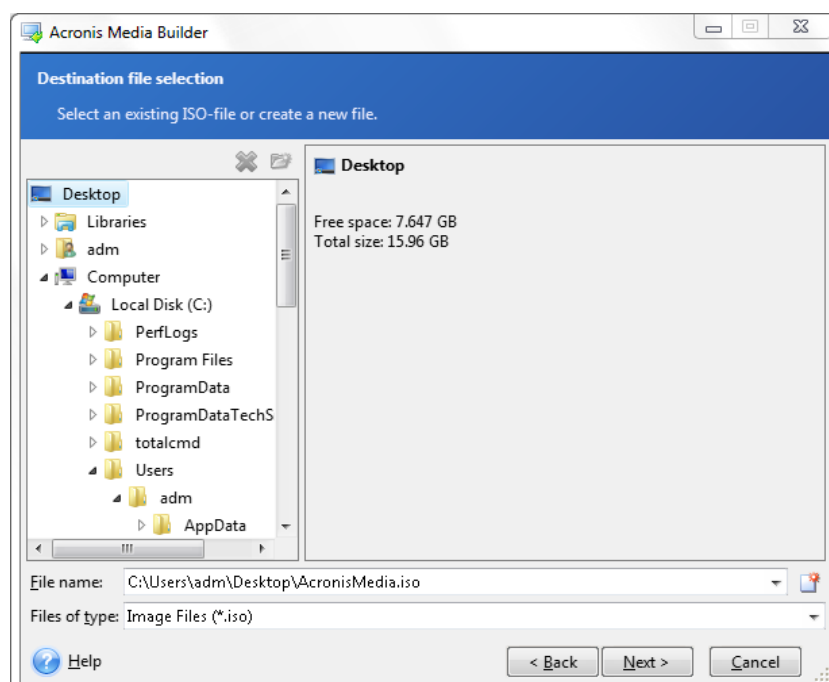
5. Select a destination for bootable media creation:

- **CD-R/RW** - if you are creating a CD, insert a blank disc so that the program can determine its capacity.
- **ISO image** - select this if you want to create an ISO image of a bootable rescue disc.



6. If you choose to create a bootable disk ISO image, specify the ISO file name and the folder where to place it:

- Select the destination folder on the folder tree.
- Enter a name for the .iso file in the **File name** field. If you use the file name generator (the button to the right of the line), the file is named AcronisMedia.iso.



7. The bootable media creation summary displays the operations to be performed.
8. Click **Proceed** to start the rescue CD or ISO image creation process.

If you have created an iso image file, burn the file to a CD/DVD using a program that can handle iso files such as Nero.

We strongly recommend you to test your rescue CD to make sure it boots on your computer and recognizes all your storage devices and the network adapter. For more information, see Making sure that your rescue CD can be used when needed.

Making sure that your rescue CD can be used when needed

To make sure that your rescue CD can be used for recovery, you must test that your computer can boot from the CD. In addition, you must check that the rescue CD recognizes all your computer's devices, such as the hard drives, the mouse, the keyboard, and the network adapter.

How to test the rescue CD

If you use external drives for storing your backups, you must attach the drives before booting from the rescue CD. Otherwise, the program might not detect them.

1. Configure your computer to enable booting from the rescue CD. Then, make your rescue media device (CD-ROM/DVD-ROM drive) the first boot device.
2. Press any key to start booting from the CD, when you see the prompt "Press any key to boot from CD". If you do not press a key within five seconds, you will need to restart the computer.
3. After the boot menu appears, choose Acronis True Image Home (Full version).

Tip *If your wireless mouse does not work, try to replace it with a wired one. The same recommendation applies to the keyboard.*

Tip *If you do not have a spare mouse or keyboard, contact Acronis Support. They will build a custom rescue CD that will have drivers for your models of the mouse and keyboard. Please be aware that finding the appropriate drivers and making the custom rescue CD may take some time. Furthermore, this may be impossible for some models.*



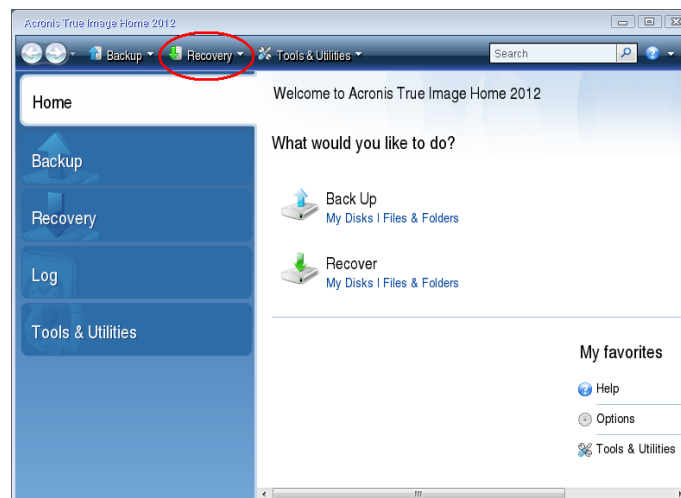
4. When the program starts, we recommend you try recovering some files from your backup. A test recovery allows you to make sure that your rescue CD can be used for recovery. In addition, you will check that the program detects all the hard drives you have in your system.

Tip If you have a spare hard drive, we strongly recommend you to try a test recovery of your system partition to this hard drive.

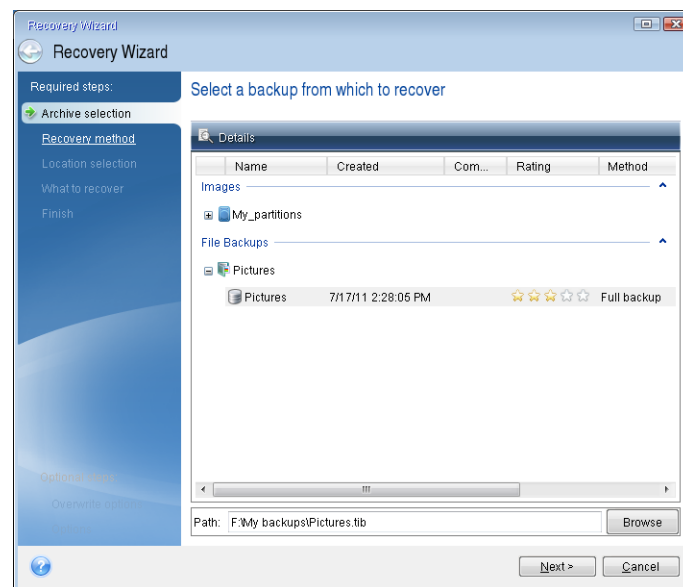
How to test recovery, as well as check the drives and network adapter

1. If you have file backups, start Recovery Wizard by clicking **Recovery** -> **File Recovery** on the toolbar.

If you have only disk and partition backups, Recovery Wizard also starts and the recovery procedure is similar. In such a case, you need to select **Recover chosen files and folders** at the **Recovery Method** step.



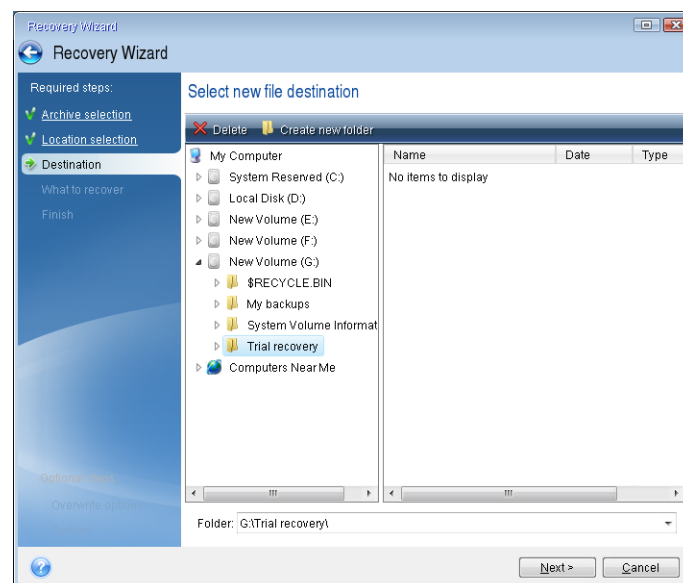
2. Select a backup at the **Archive selection** step and then click **Next**.



3. When recovering files with the rescue CD you are able to select only a new location for the files to be recovered. Therefore just click **Next** at the **Location selection** step.
4. After the **Destination** window opens, check that all your drives are shown under **My Computer**.

If you store your backups on the network, you should also check that you can access the network.

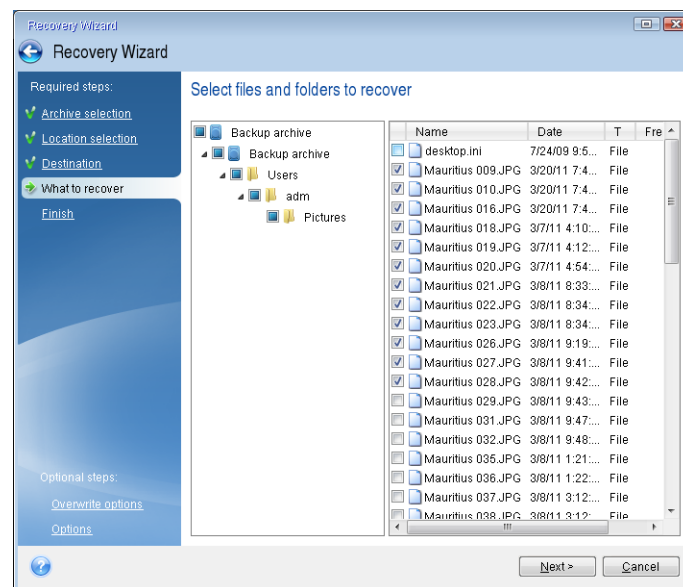
*If no computers are visible on the network, but the **Computers Near Me** icon is found under **My Computer**, specify network settings manually. To do this, open the window available at **Tools & Utilities** → **Options** → **Network adapters**.*



5. Select the destination for the files and then click **Next**.

*You can create a folder for the files to be recovered. To do this, click **Create new folder** on the toolbar and then assign a name to the folder.*

6. Select several files for recovery by selecting their check boxes and then click **Next**.



7. Click **Proceed** on the Summary window to start recovery.
8. After the recovery finishes, exit the standalone Acronis True Image Home 2012.

Now you can be sure that your rescue CD will help you when needed.

How to recover your system if your computer does not boot

If Windows does not start, but you have a backup of your system partition or disk, you will be able to recover your system with a help of the rescue CD and that backup.

Preparing for recovery

1. Attach the external drive if it contains the backup to be used for recovery and make sure that the drive is powered on. This must be done before booting from the Acronis rescue CD.
2. Boot from the rescue CD.

*When you use the Acronis rescue CD, the program assigns disk drive letters based on Linux. They might differ from the way Windows identifies drives. For example, the D: disk identified in the standalone Acronis True Image Home 2012 might correspond to the E: disk in Windows. Because of this, we recommend refreshing the information about the locations of your backup files before starting operations on backups. To do this, click **Refresh backups** on the Home screen.*

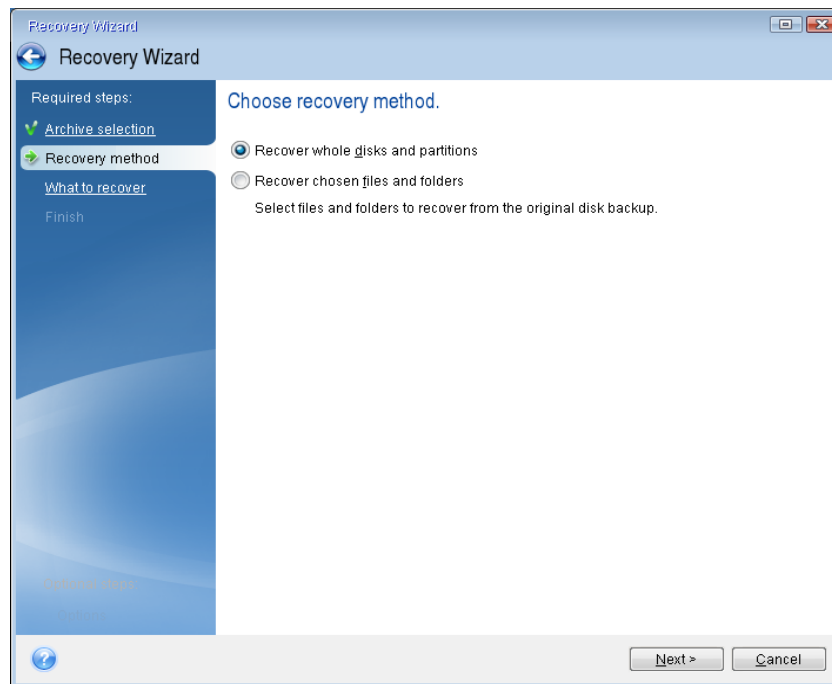
Recovering your system

Here, we explain how to recover a corrupted system to the same hard disk.

1. Click **Recovery** on the sidebar of the Home screen and then select the system disk or partition backup to be used for recovery.

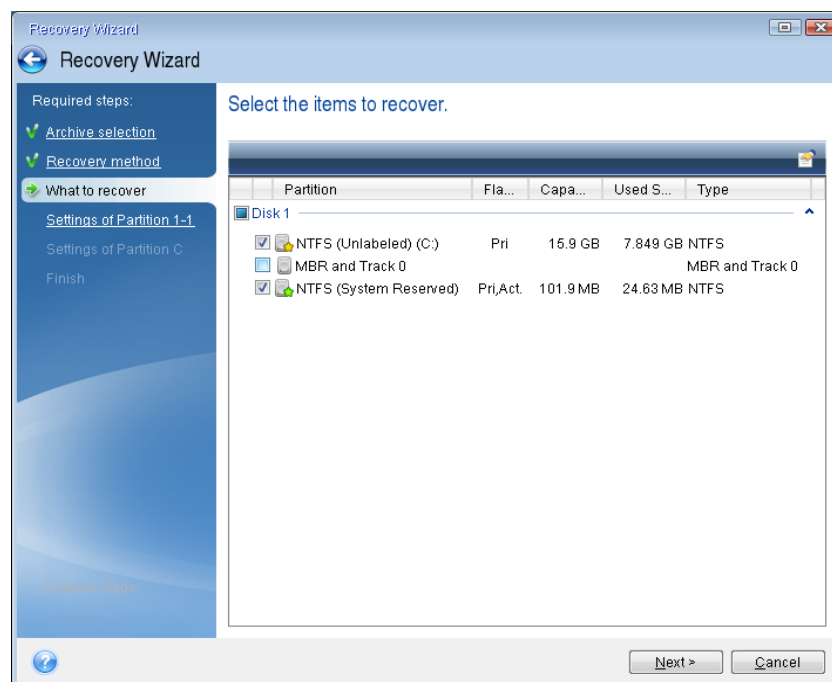
Right-click the backup and then click **Recover** in the shortcut menu.

2. Select **Recover whole disks and partitions** at the Recovery method step.

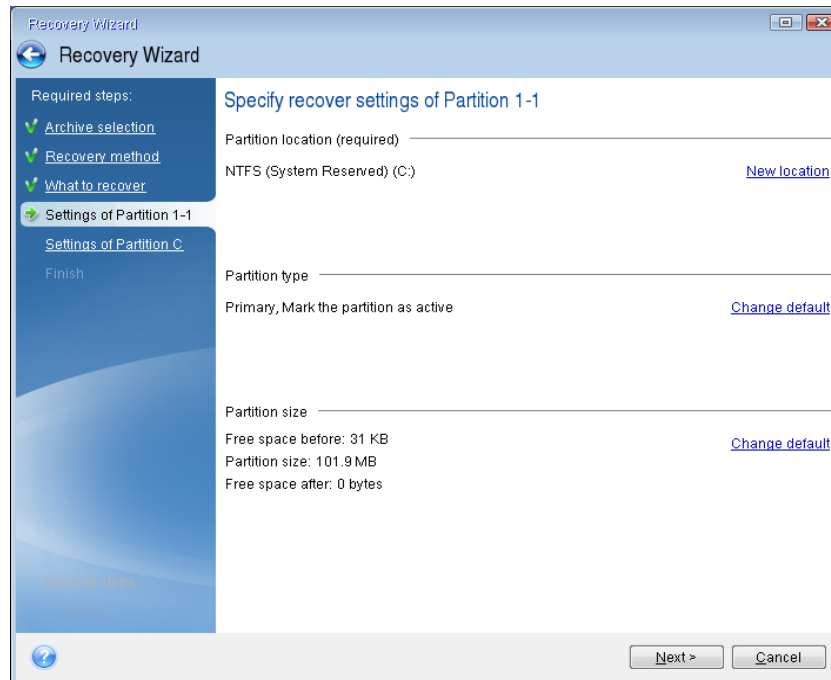


3. Select the system partition (usually C) on the **What to recover** screen. If the system partition has a different letter, select the partition using the **Flags** column. It must have the **Pri**, **Act** flags.

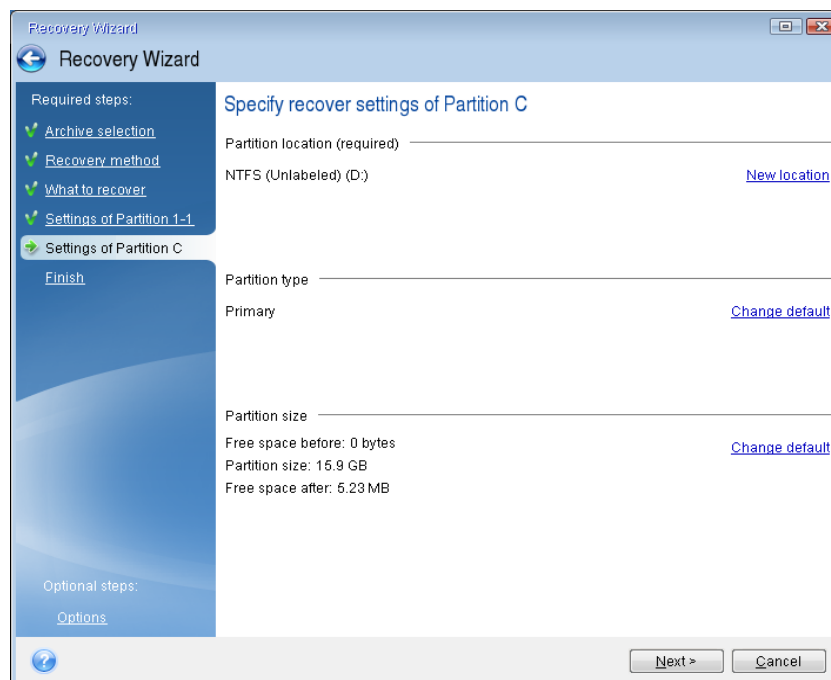
*In case of Windows 7, the System Reserved partition has the **Pri**, **Act** flags. You need to select for recovery both the System Reserved partition and the System partition. The following screen shots were taken for a Windows 7 backup.*



4. At the "Settings of partition 1-1" step (where the System Reserved partition is shown) check the default settings and click **Next**. Do not change the settings if you are recovering the backup to the same disk. Otherwise Windows may refuse to start after recovery.



5. At the "Settings of partition C" step (or the letter of the system partition, if it is different) check the default settings and click **Next** if they are correct. Otherwise, change the settings as required before clicking **Next**. You need to change the settings if you are recovering to a new hard disk which has a different capacity.



6. Click **Proceed** to start recovery. When the operation finishes, exit the standalone version of Acronis True Image Home 2012, remove the rescue CD and boot from the recovered system partition. After making sure that you have recovered Windows to the state you need, restore the original boot order.

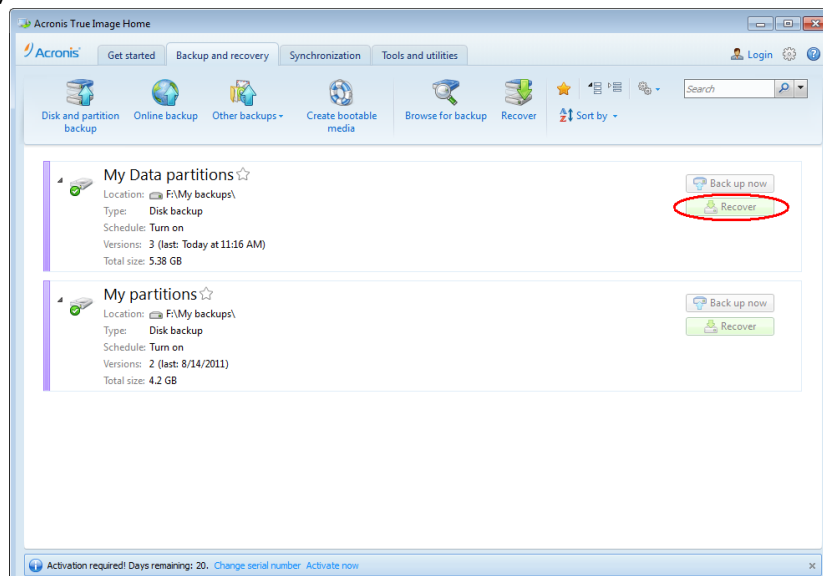
How to recover partitions and disks in Windows

As mentioned in the previous section, it is better to recover your system partition when booting from the rescue CD.

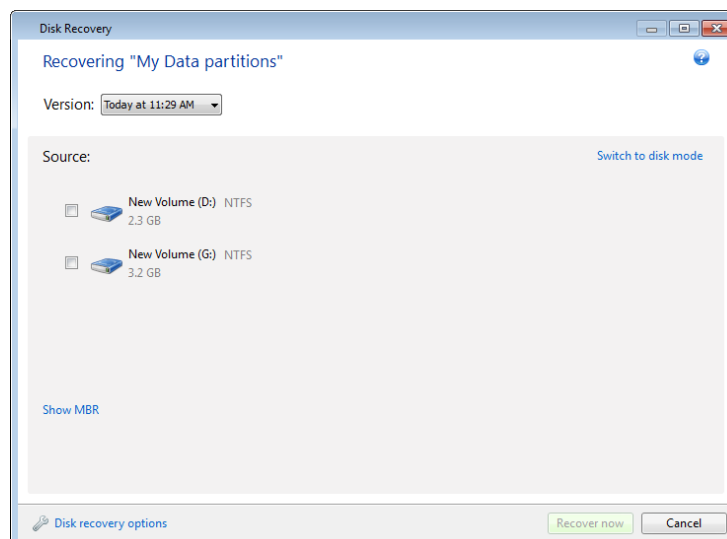
If you have backups of your data disk or partition, you can recover them in Windows.

Tip You can start recovering a partition or disk from an image backup both on the main screen and in Acronis Backup Explorer.

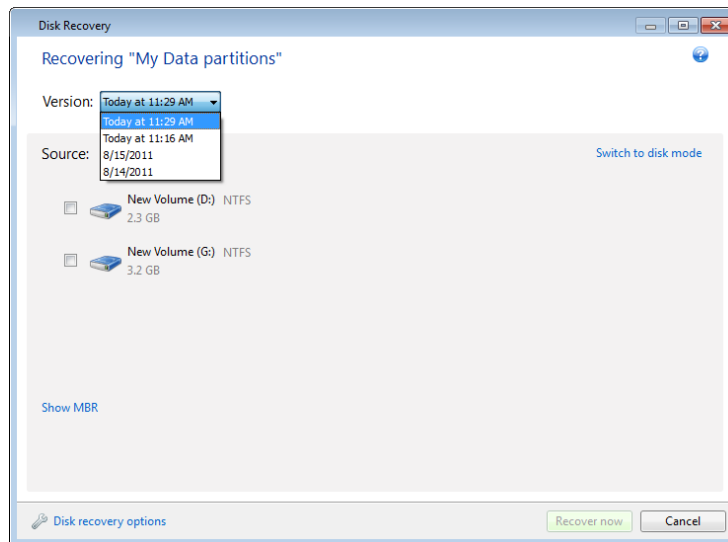
1. To start recovery from the main screen, select the box of a backup containing the partition image you need to recover and then click **Recover**.



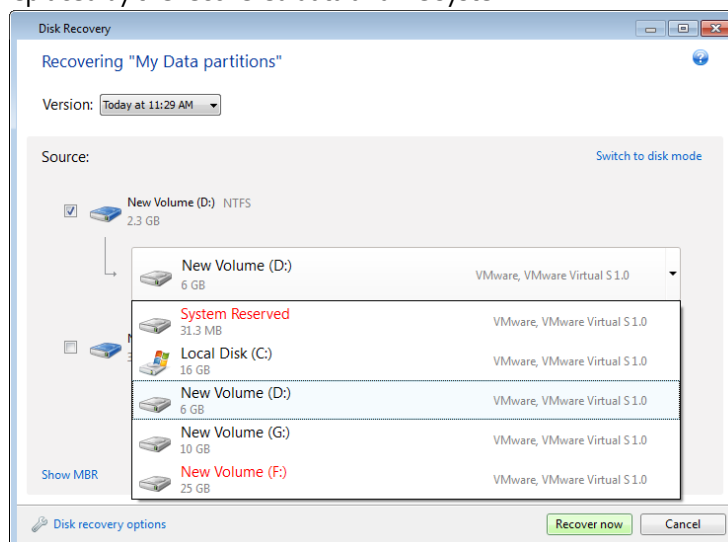
2. The Disk Recovery window opens and shows the partitions available for recovery.



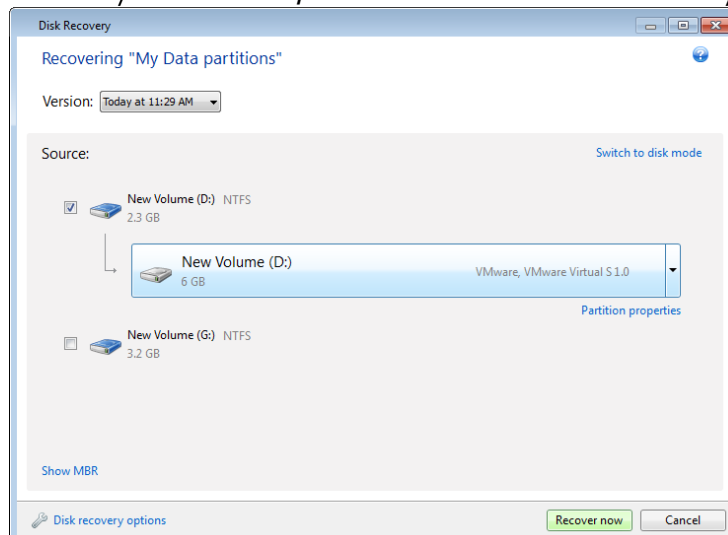
3. If you want to recover the partition to the state it was at an earlier date, click the down arrow to the right of **Version:** and select from the list the backup version created on that date.



4. Select the corresponding check box of the partition to recover.
5. In the recovery destination field below the partition label, select the destination partition. Those partitions where the partition to be recovered can fit are marked by black lettering. Unsuitable partitions are marked by red lettering. Note that all data on the destination partition will be lost because it is replaced by the recovered data and file system.



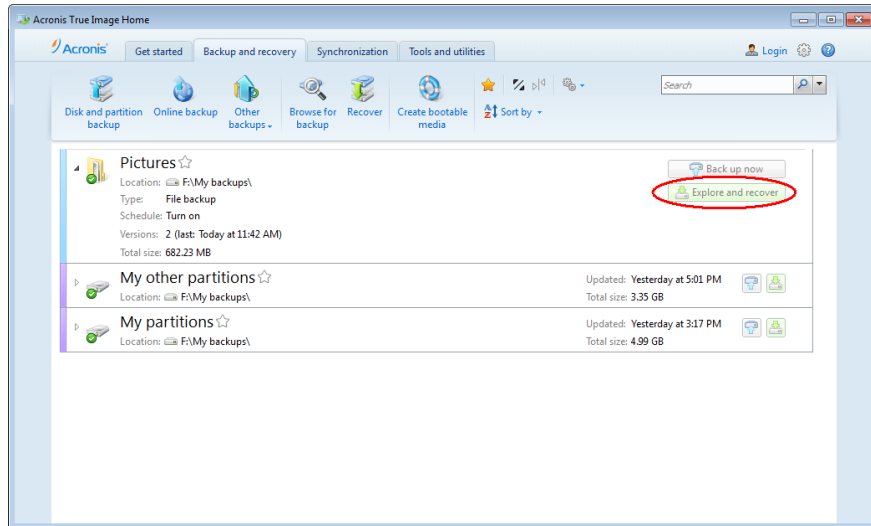
6. After you finish with your selections, click **Recover now** to start recovery.



How to recover files and folders

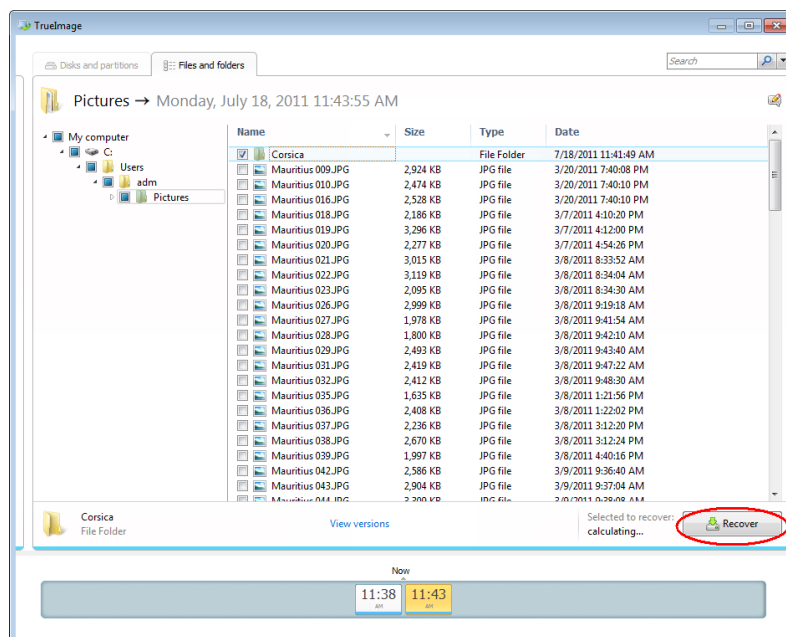
You will usually recover files and folders in Windows. Here, we describe how to recover files and folders from a file backup. You can also recover individual files and folders from partition or disk backups. In such cases, the recovery procedure is similar.

1. Select on the main screen a file backup from which you want to recover files or folders. Click **Explore and recover**.



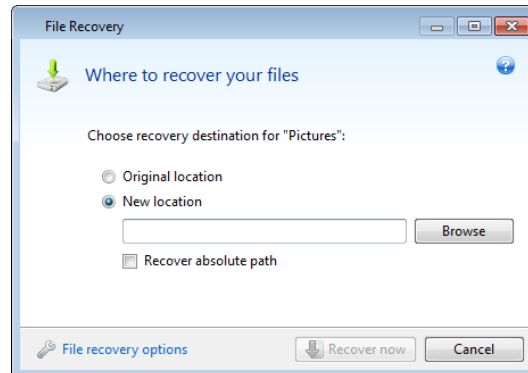
2. Select in the Backup Explorer the check boxes of the files and folders you want to recover. Click **Recover** to start recovery.

*If you want to recover individual files and folders from a partition or disk backup, click the **Files and folders** tab and then select the files and folders for recovery.*

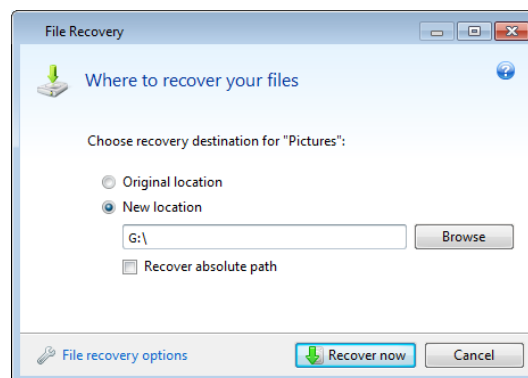


3. This opens the **File Recovery** window.

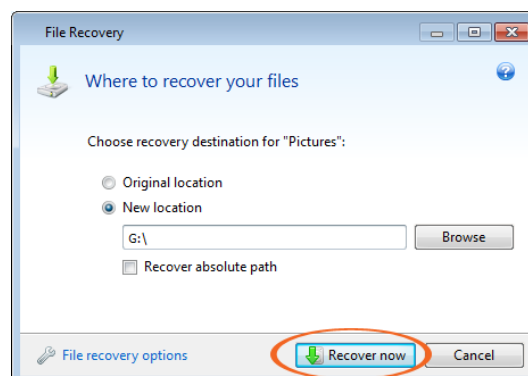
*When recovering a specific file version, you start recovery from the **View Versions** window. In either case, starting recovery opens the **File Recovery** window.*



4. Select the destination on your computer to where you want to recover selected files and folders. You can recover data to its original location, or choose a new one, if necessary. To choose a new location, click **Browse....**
5. When you choose a new location, the selected items are recovered by default without recovering the original absolute path. You may wish to recover the items with their entire folder hierarchy. In this case select the **Recover absolute path** check box.



6. To start the recovery process, click the **Recover now** button.



How to clone a disk

You can use disk cloning when you need to transfer the operating system to another hard disk which usually has a higher capacity.

Note that the description below is applicable only when you replace your hard disk drive on the same computer, or when you plan to use the cloned disk on a computer with the same hardware as the computer you have used for disk cloning. If you need to migrate your system to a new computer with different hardware, please consider purchasing Acronis True Image Home 2012 Plus Pack. It contains Acronis Universal Restore - a tool that allows you to restore your system from an image backup to another computer regardless of its hardware.

Tip We strongly recommend that you create a backup of the entire original disk as a safety precaution. It could be your data saver if something goes wrong with your original hard disk during cloning. For information on how to create such a backup, see *How to back up a partition or disk*. After creating the backup make sure that you validate the backup when booted from the rescue CD.

As we have already recommended, it is safer to use the rescue CD for operations with the hard disk containing your operating system.

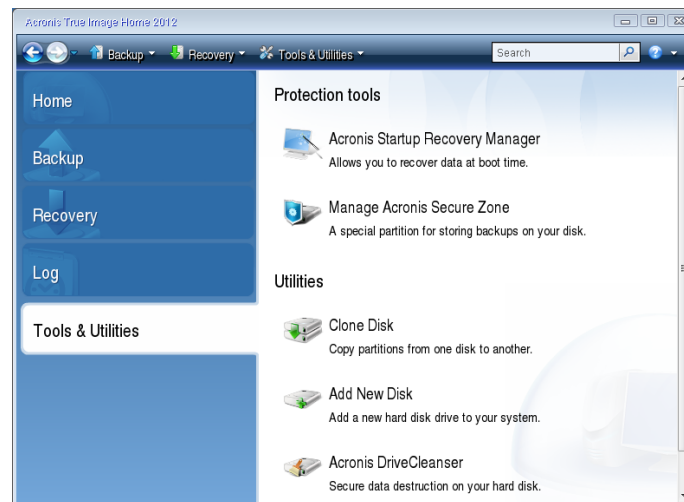
Here, we describe how to clone the system disk using the rescue CD.

Tip For best results, install the target (new) drive where you plan to use it and the source drive in another location (for example, in an external USB enclosure). This recommendation is particularly important for laptops. More information on laptop disk cloning can be found at <http://kb.acronis.com/content/2931>.

1. Configure your computer to enable booting from the rescue CD. Then, make your rescue media device (CD-ROM/DVD-ROM drive) the first boot device.
2. Press any key to start booting from the CD, when you see the prompt "Press any key to boot from CD". If you fail to press a key within five seconds, you will need to restart the computer.
3. After the boot menu appears, choose Acronis True Image Home (Full version).

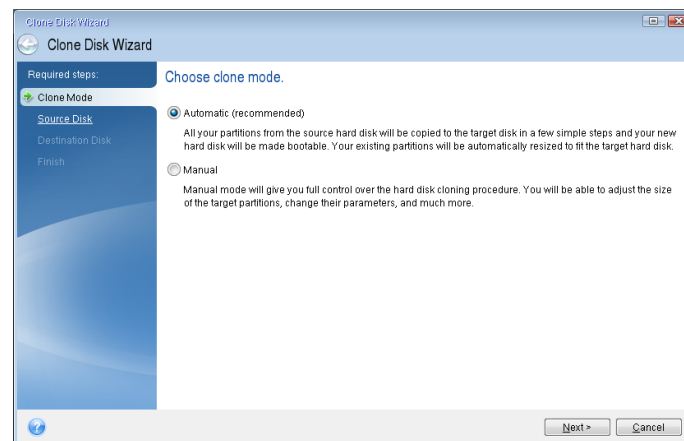


- When the program starts, click **Tools & Utilities** on the sidebar and then select **Clone Disk**.



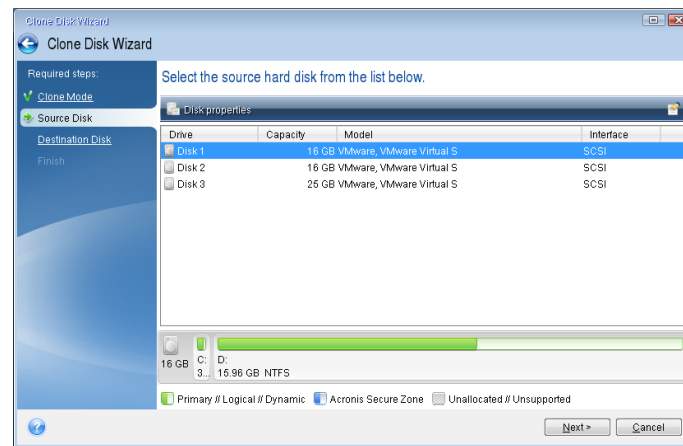
- When **Clone Disk Wizard** opens, select **Automatic** mode. This is recommended in most cases. In this mode, the partitions of the original disk are resized on the new one according to old and new disk capacity proportions. An exception is the hidden System Reserved partition that exists on most computers with Windows 7. The size of this partition does not change during cloning.

Manual mode can be useful if you have a disk with several partitions and need to set specific partition sizes on the new hard disk.



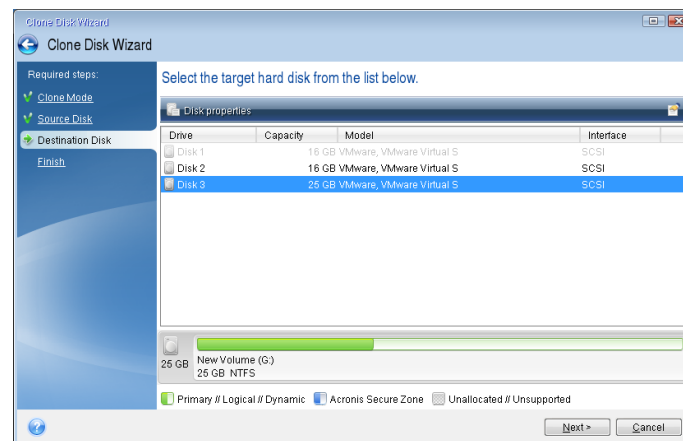
If the program finds two disks, one partitioned and another unpartitioned, it automatically recognizes the partitioned disk as the source disk and the unpartitioned disk as the destination disk. In such a case, the next steps are bypassed and you are taken to the cloning Summary screen.

6. Select the source disk and then click **Next**.



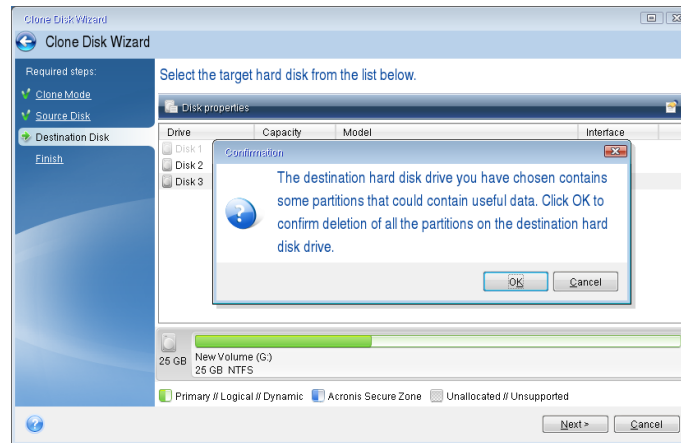
Tip You can determine the source and destination disks using the information provided in this window (disk number, capacity, model, partition and file system information). If the program finds several partitioned disks, it asks you which is the source (that is, the old disk).

7. The previously selected source disk becomes grayed-out and disabled for selection. Select the destination disk and then click **Next**.



At this point, the program checks to see if the destination disk is free. If not, you are prompted by the Confirmation window stating that the destination disk contains partitions that may have useful data. To confirm deletion of the partitions, click **OK**.

Be very careful when selecting the destination disk and confirming the deletion. You may delete useful data if you select the wrong disk.



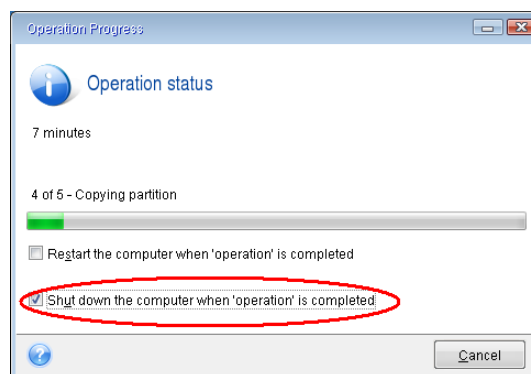
*Note that no real changes or data destruction are performed at this time! Changes will be implemented only when you click **Proceed**.*

8. The disk cloning summary lists and briefly describes the operations to be performed on the disks. Click **Proceed** to start disk cloning.

After you click **Proceed**, Acronis True Image Home 2012 starts cloning the old disk to the new disk, indicating the progress in a special window.

Windows should not "see" both the new and old drive during the first boot after cloning. This could result in problems when starting Windows. Therefore, disconnect the old drive before the first boot.

To disconnect the old drive, you need to turn off the computer. To do this automatically, select the **Shut down the computer when 'operation' is completed** check box in the Operation Progress window.



When the computer turns off, disconnect the old drive, remove the rescue CD and boot from the cloned system disk. After making sure that Windows starts normally, restore the original boot order.

Conclusion

This document describes just a few of the features of Acronis True Image Home 2012. If you need information on how to use other features, refer to the User's Guide which can be downloaded from the Acronis Web site at <http://www.acronis.com/support/documentation/index.html>.

You can also find additional information in Acronis Knowledge Base at <http://kb.acronis.com/>.