

Using Macrium Reflect

There is extensive help at the Macrium Reflect web site at <http://www.macrium.com/help.aspx>. You should review this information first since it is very detailed.

General tips

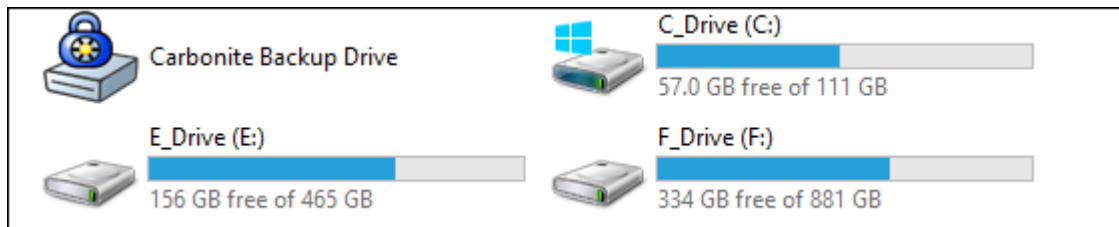
- You should create a backup image every 6 months or so depending on how frequently you change your PC's settings or software.
- You should backup your data separately more frequently depending on your particular situation
- You can periodically delete old backup images to make room for new ones
- You can also use Macrium Reflect to backup files and folders if you purchase the Standard version at <http://www.macrium.com/personal.aspx> for \$44.99. This will allow you to make scheduled backups of your data as frequently as you wish.

Preparation – start with an updated and clean PC

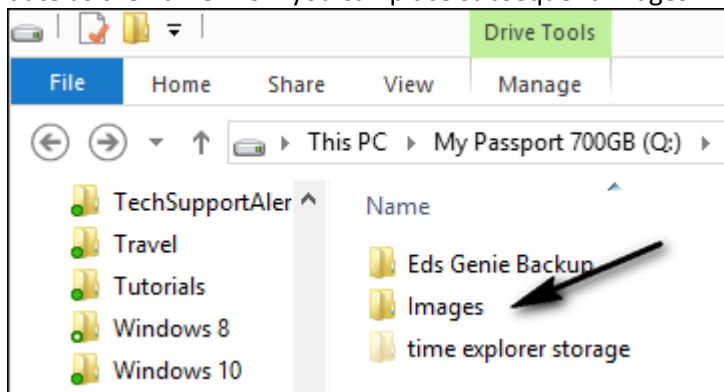
1. Run Ccleaner
2. Update Windows
3. Update your software such as Adobe products and anti-virus
4. Totally shut down and restart your PC

Here are the steps for making a backup image:

1. Make sure that all of your hard drives have descriptive names. You can see below that I've named my C Drive.



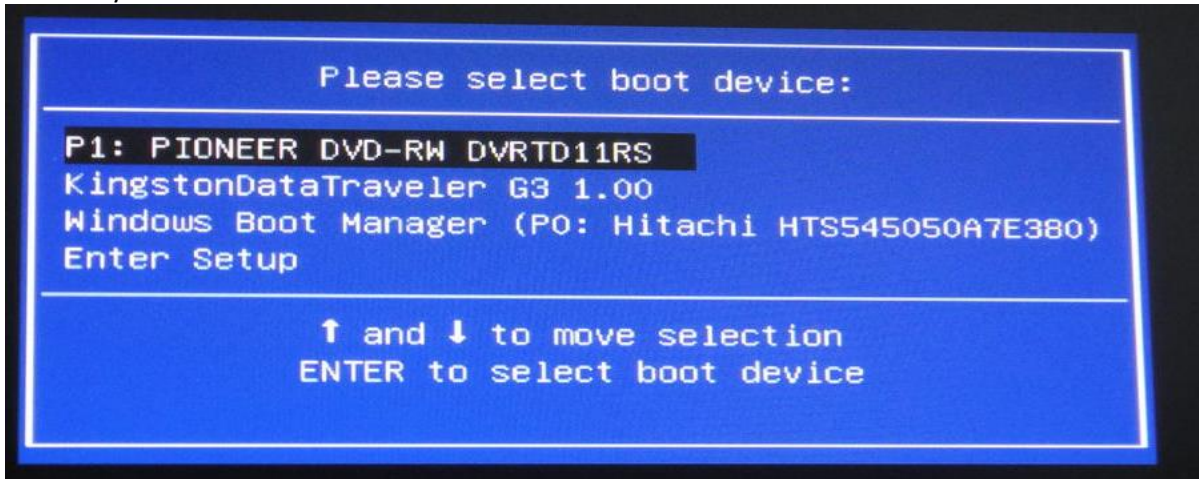
2. Download and install Macrium Reflect Free. Create the Recovery Media USB flash drive. You should review their online help for instructions on creating the USB flash drive.
3. Connect an external hard drive and create a folder on it to house the backup image. You can see below that I've created a folder named Images. You should also create a sub-folder in this folder using the date as the name. Now you can place subsequent images in their respective subfolders.



4. Make sure you know how to boot from a USB drive. You need to know which key to press to get to the boot options. Start by reviewing the information available at <https://craftedflash.com/info/how-boot-computer-from-usb-flash-drive>. Scroll down the list of manufactures to find your PC. If this doesn't

work you can try calling your manufacturer or looking up your specific model number on line. If all else fails I will try to help you find out.

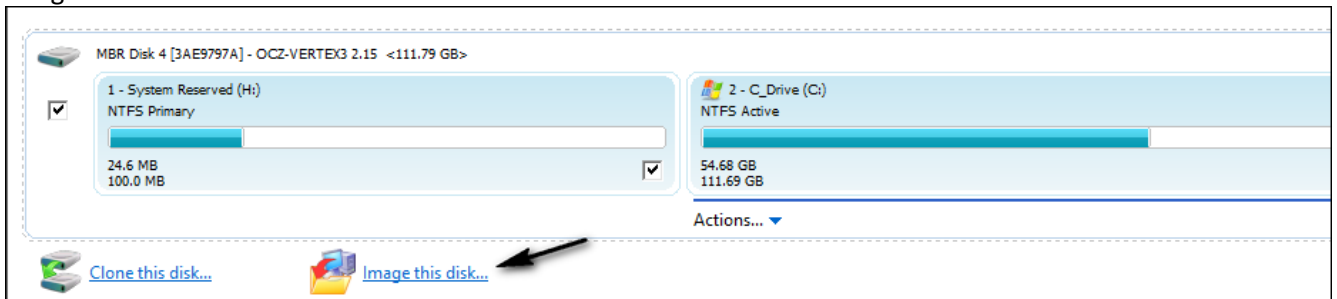
5. Below is a typical boot menu. In this case you would select the Kingston Data Traveler since it is a USB device. If you make the wrong selection you can't get into any trouble. Just try again. Obviously the name of your USB drive will be different than the one illustrated below.



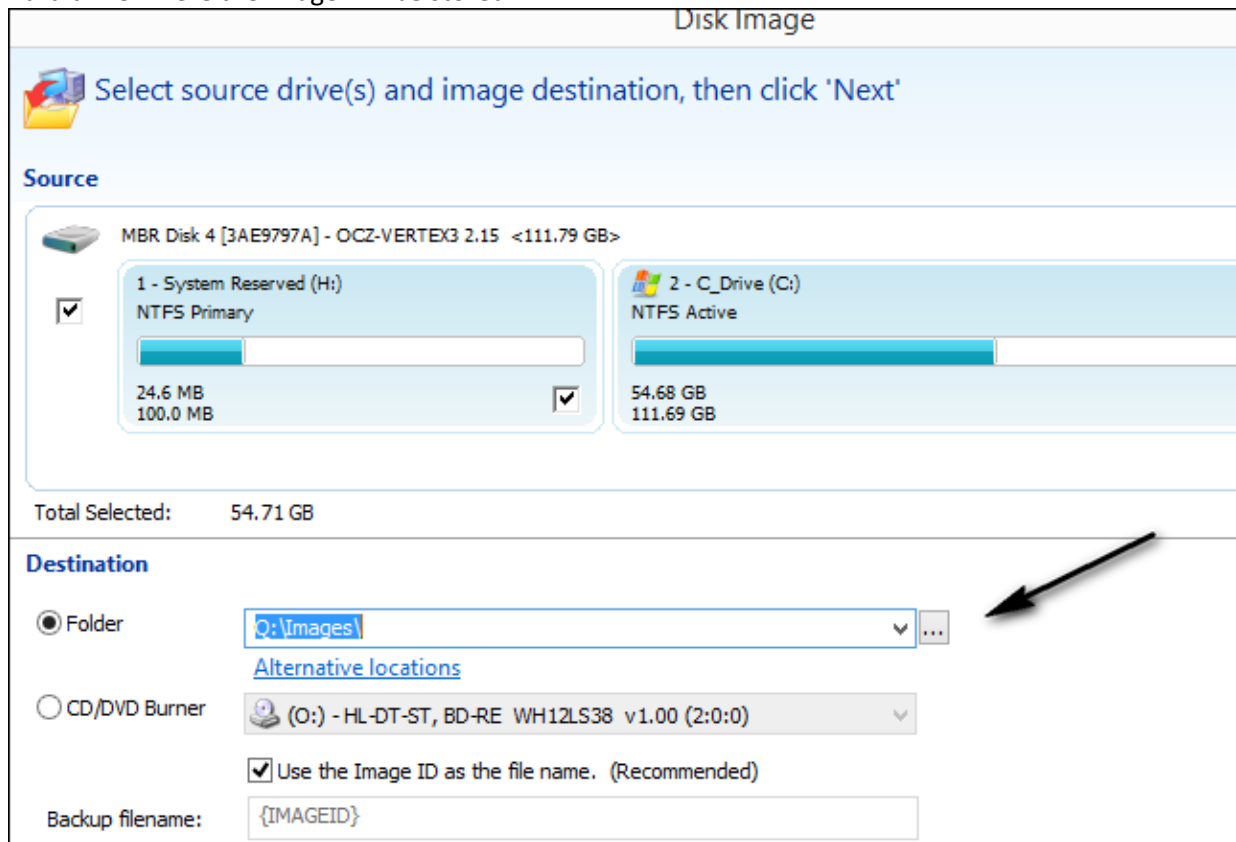
6. After selecting the USB boot device, you will have to wait a few seconds for Macrium to load.
7. Select the Disk Image tab as shown below since you will be creating your first image.



8. Next, select the disk that you will be backing up, usually the C drive. With the drive selected, click Image this disk as shown below.



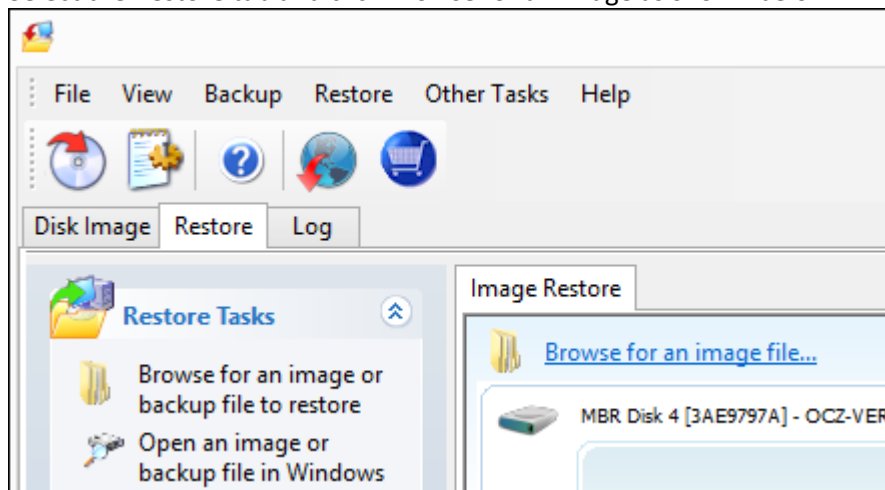
9. In the next window, click the browse button as shown below to navigate to the folder on your external hard drive where the image will be stored.



10. Macrium will now create the image for you.

Here are the steps for restoring an image should your PC become unusable, infected, etc.

1. Connect your external hard drive containing the image that you wish to restore.
2. Boot from the Macrium USB drive
3. Select the Restore tab and click Browse for an image as shown below.



4. Click an image to select it
5. Click Restore Image
6. Click the Select a disk to restore to
7. Click Next
8. Close Macrium Reflect and your PC will reboot to the restored state.