



Creating and Restoring System Backups with Acronis 12.5

MANUAL PART NUMBER: 82696 REV. 01

HARDWARE MODEL NUMBER(S): N/A

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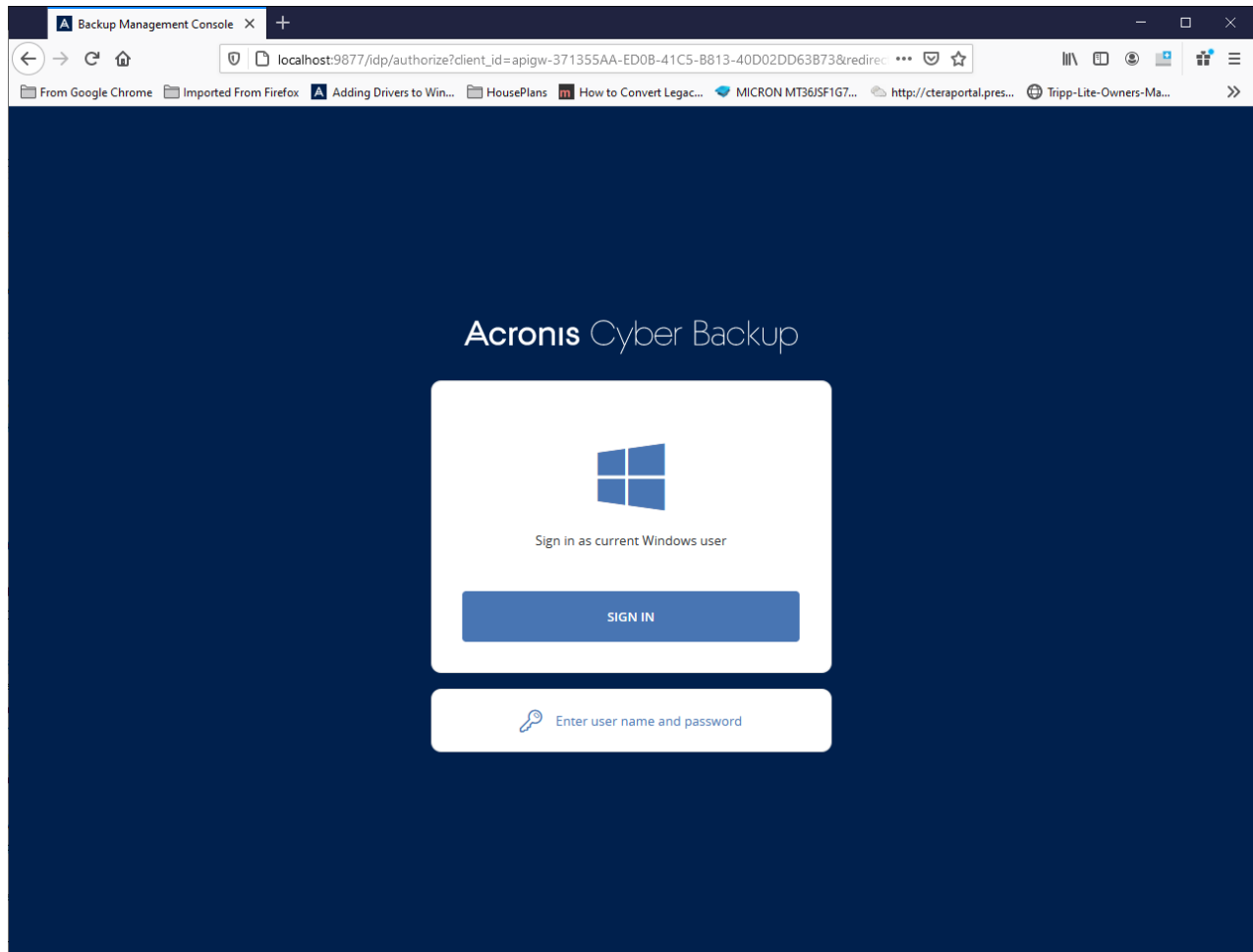
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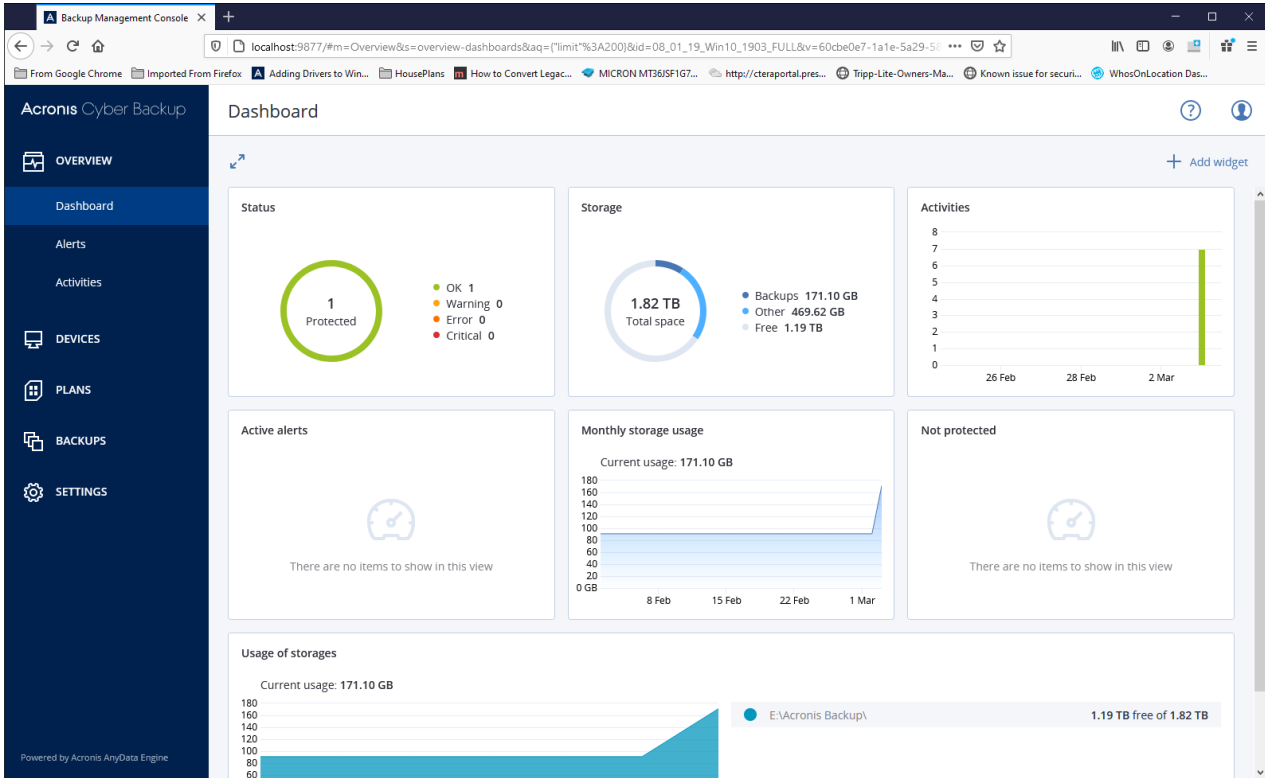
Chapter 1 Create an Acronis Backup

1. Launch Acronis & click “Sign in as current Windows user”

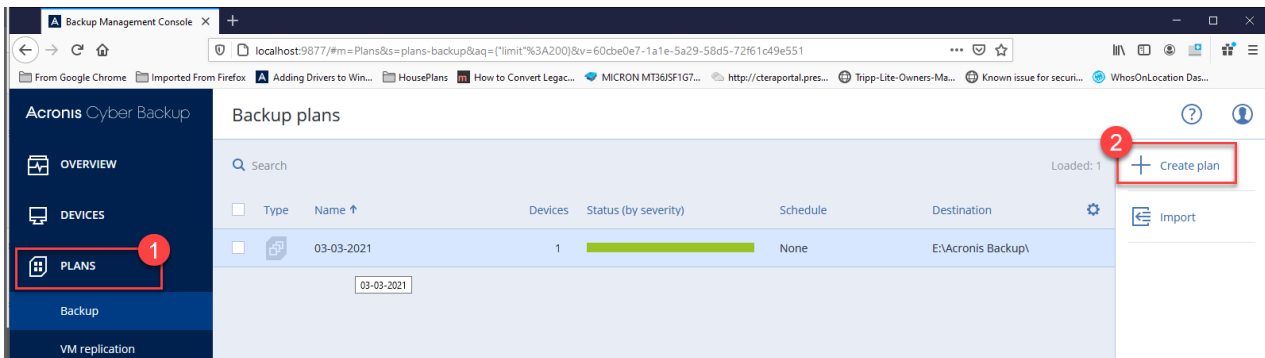


Chapter 1

2. If it is the first time you are running Acronis, it should present the Dashboard.





3. Click on Plans. (if you had a previous back up made it will show as well) On the far right, select Create Plan.







Chapter 1

4. Select New Backup Plan.

✕ Create plan

New backup plan  

WHAT TO BACK UP	Entire machine 
DEVICES	No devices
WHERE TO BACK UP	Specify
SCHEDULE	Monday to Friday at 11:00 PM 
HOW LONG TO KEEP	Monthly: 6 months Weekly: 4 weeks Daily: 7 days
ENCRYPTION	<input type="checkbox"/> Off 
CONVERT TO VM	Disabled
APPLICATION BACKUP	Disabled 

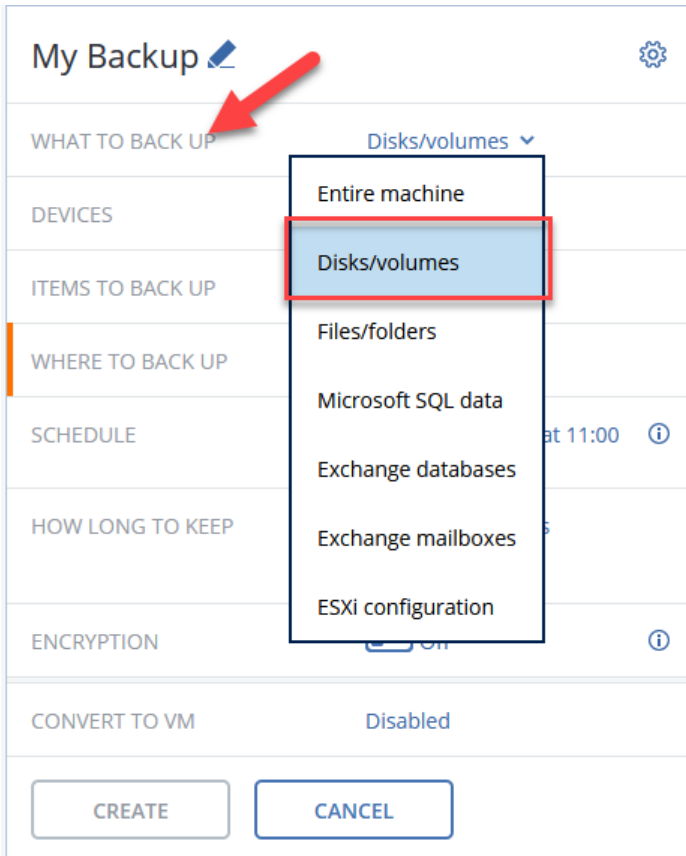
5. Click on new back plan and enter new name

Backup plan name

SPECIFY A NAME FOR THE BACKUP PLAN:

Chapter 1

6. Click “WHAT TO BACK UP” and select “Disks/Volumes.”

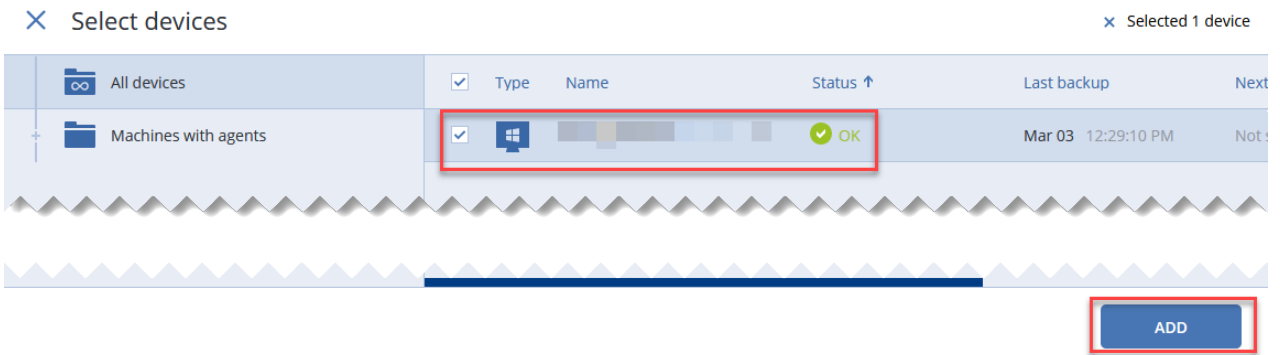


7. Click DEVICES -> Add.

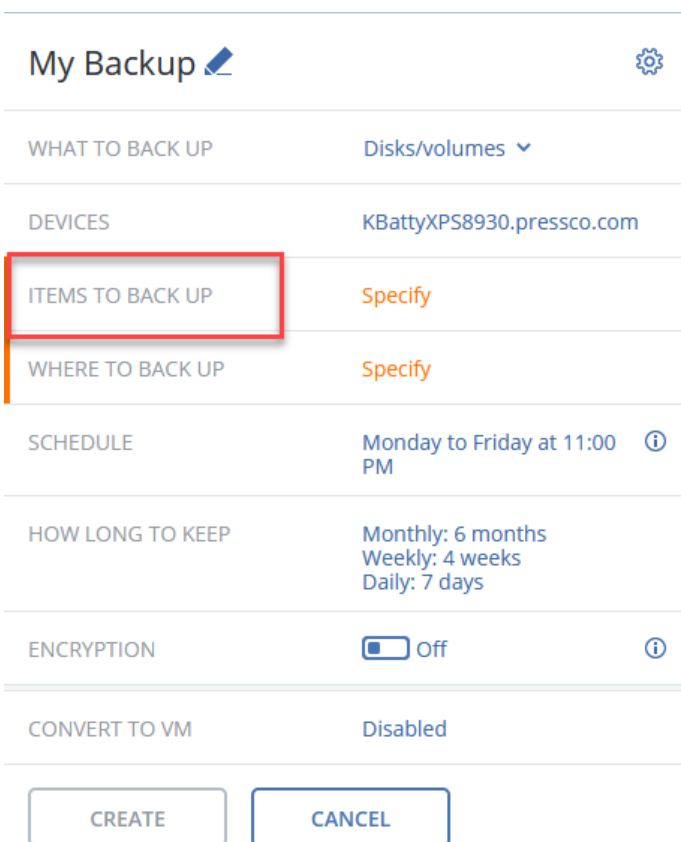


Chapter 1

8. Select your machine name -> click Add -> Done.

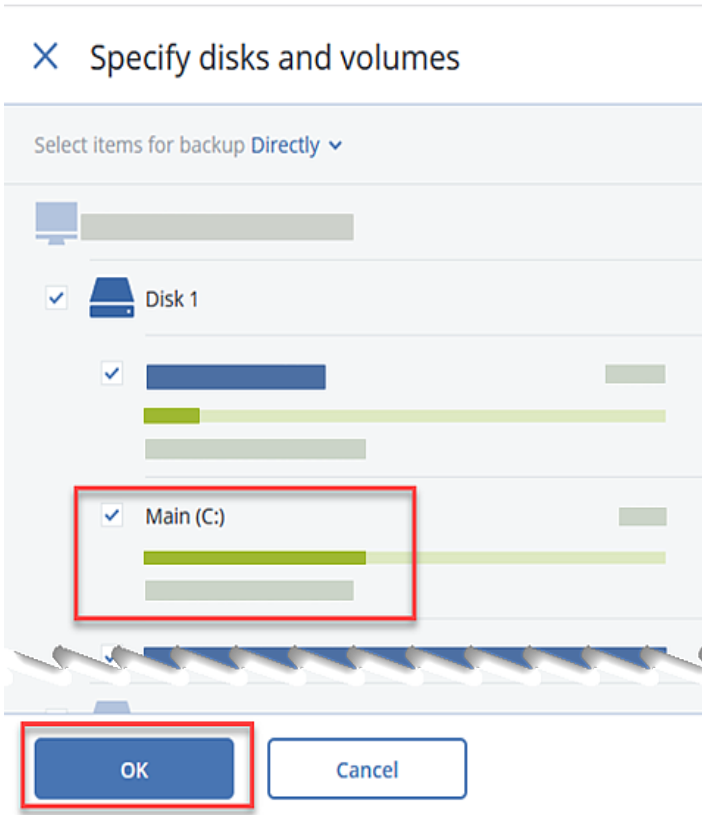


9. Click "ITEMS TO BACK UP."





Chapter 1

10. Click the main “C” drive and Select OK.



11. Click “WHERE TO BACK UP.”

My Backup  


WHAT TO BACK UP

DEVICES

ITEMS TO BACK UP

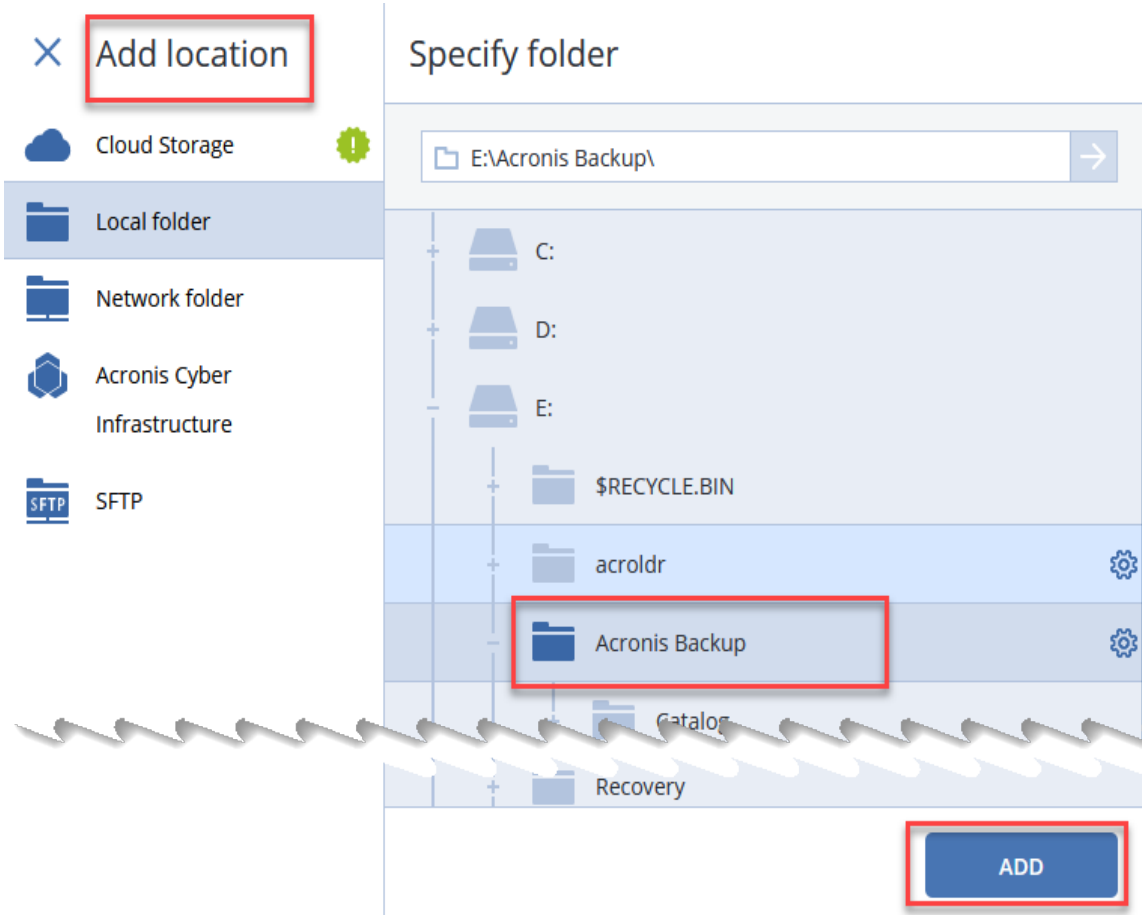
WHERE TO BACK UP Specify

SCHEDULE

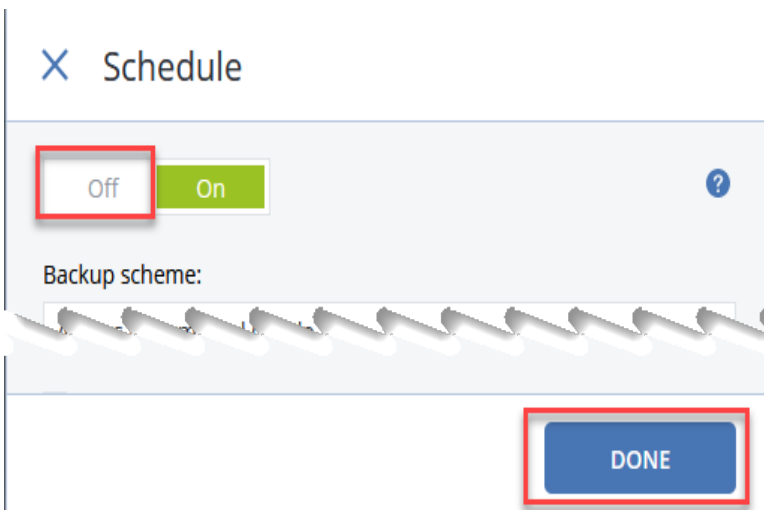


Chapter 1

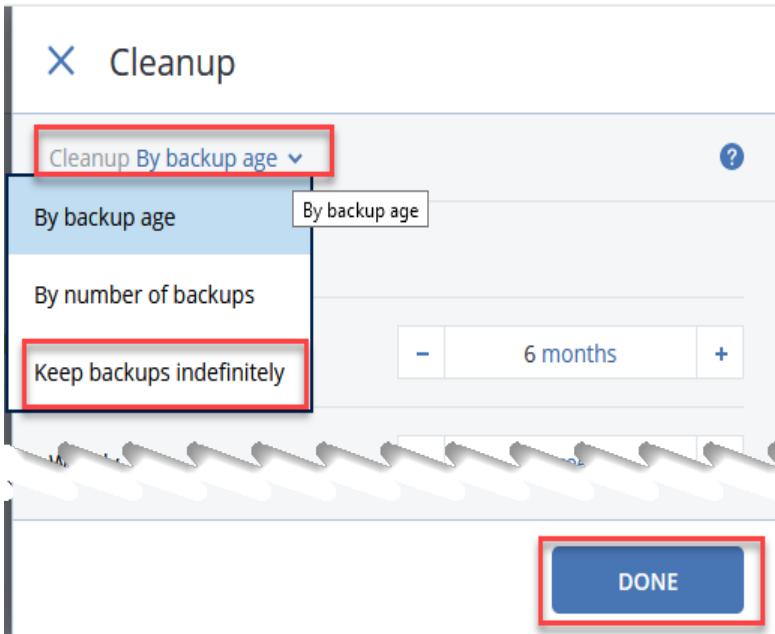
12. Click “Add location” and specific path on backup drive. Then click ADD.



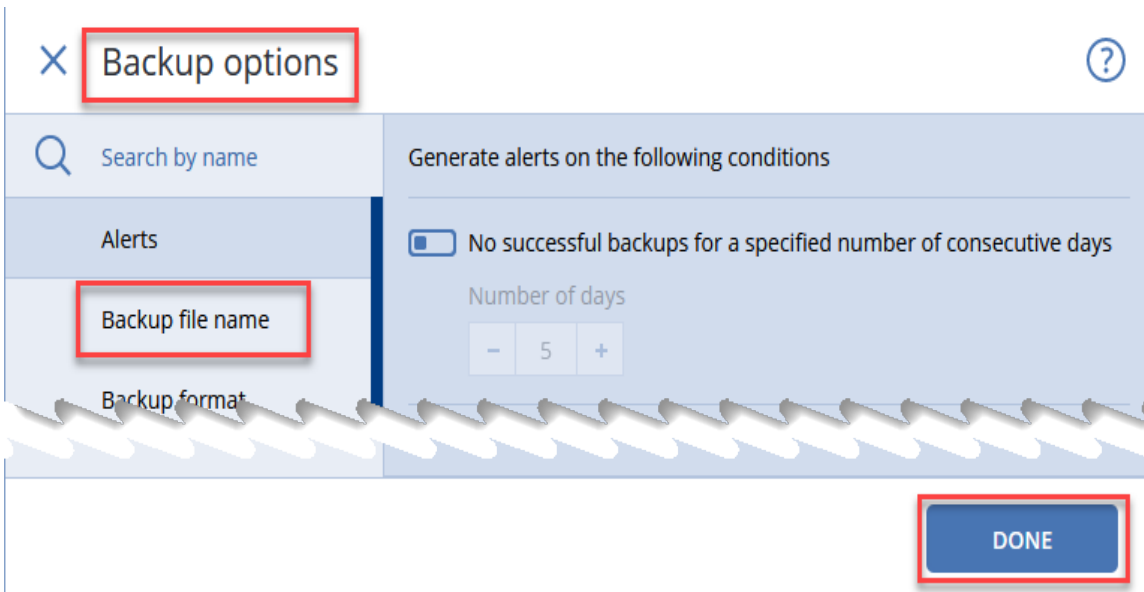
13. Click SCHEDULE-> click “Off” -> Click Done.



14. Click "Cleanup" -> click "By backup age" -> select "Keep backups indefinitely" -> Click DONE.

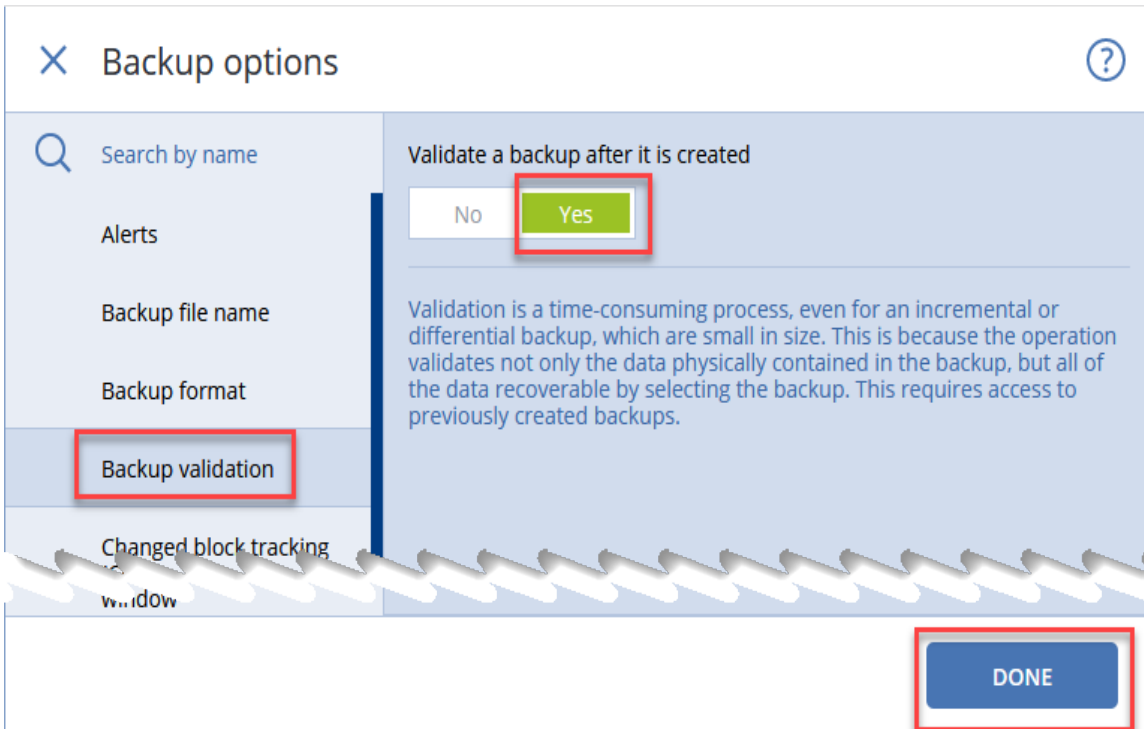


15. Set Backup Options by clicking gear icon next to backup name. Select Backup File Name, then Done.

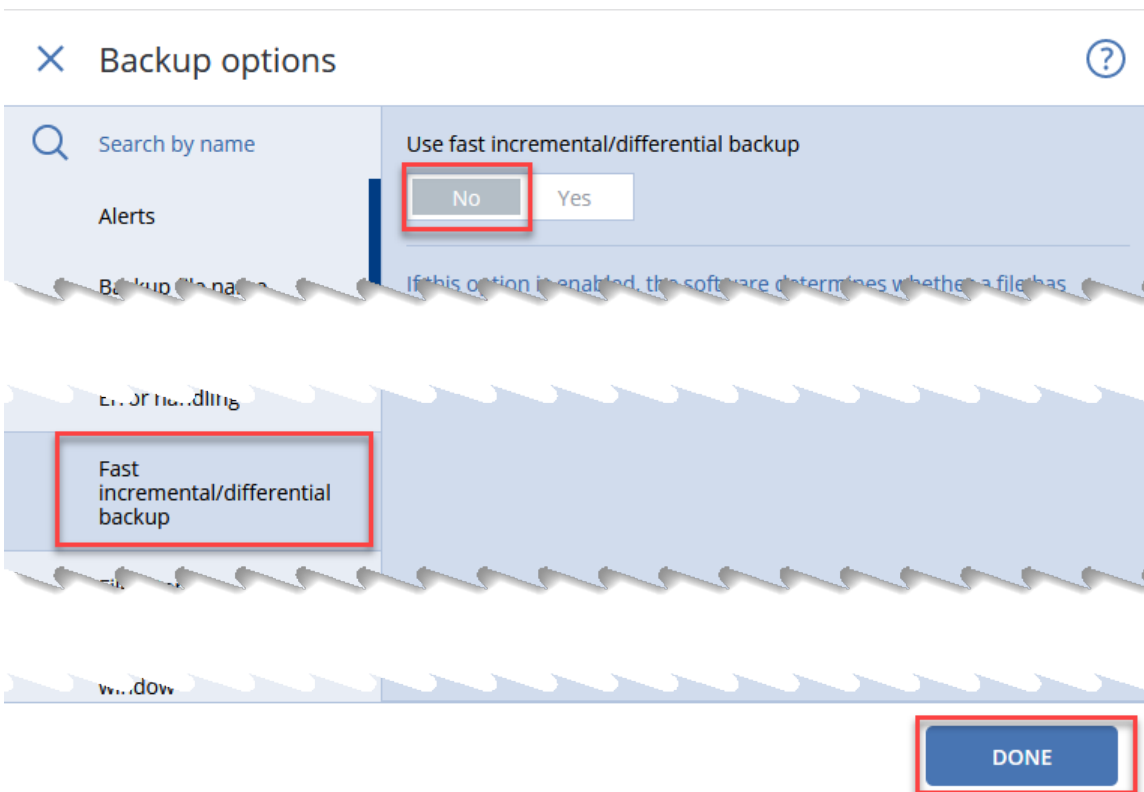


16. Setup backup file name -> Click OK

- 17. Set Backup Validation to "Yes" -> Click Done.



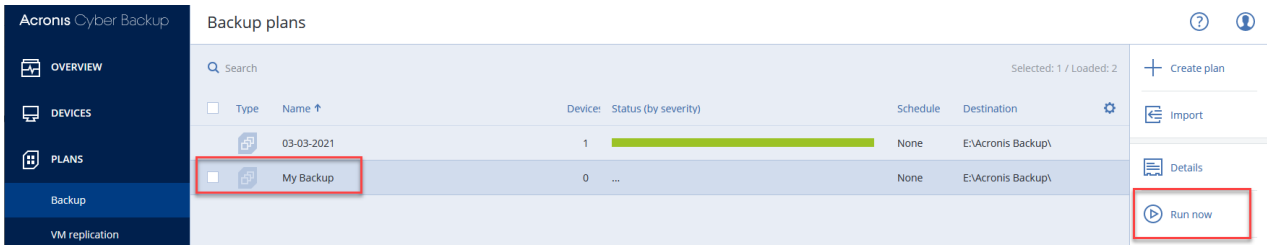
- 18. Set "Fast incremental/differential backup" to "No" -> Click Done.



- 19. Click Create to create plan

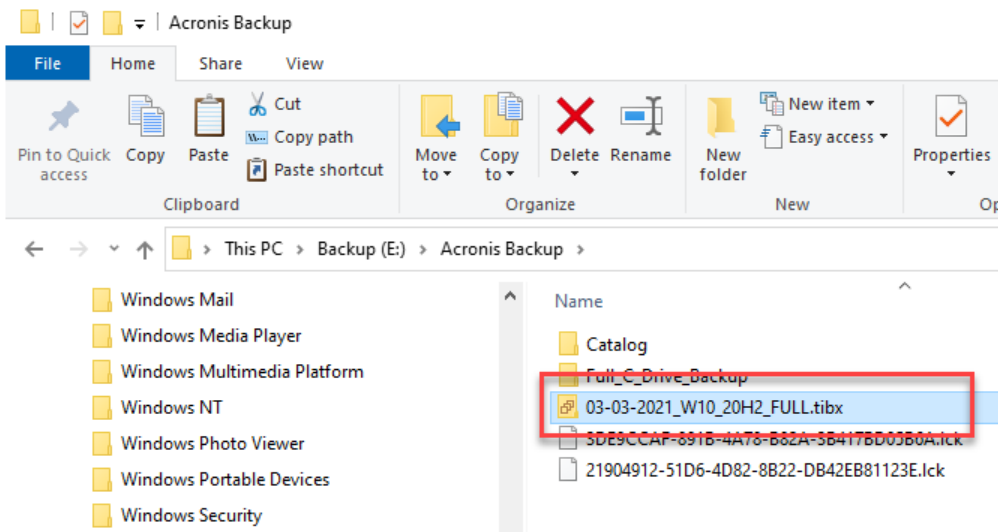
Chapter 1

20. Select newly created backup plan by clicking on it. Then click Run Now on right side.



21. You can watch progress by clicking on Activities below the Run Now.

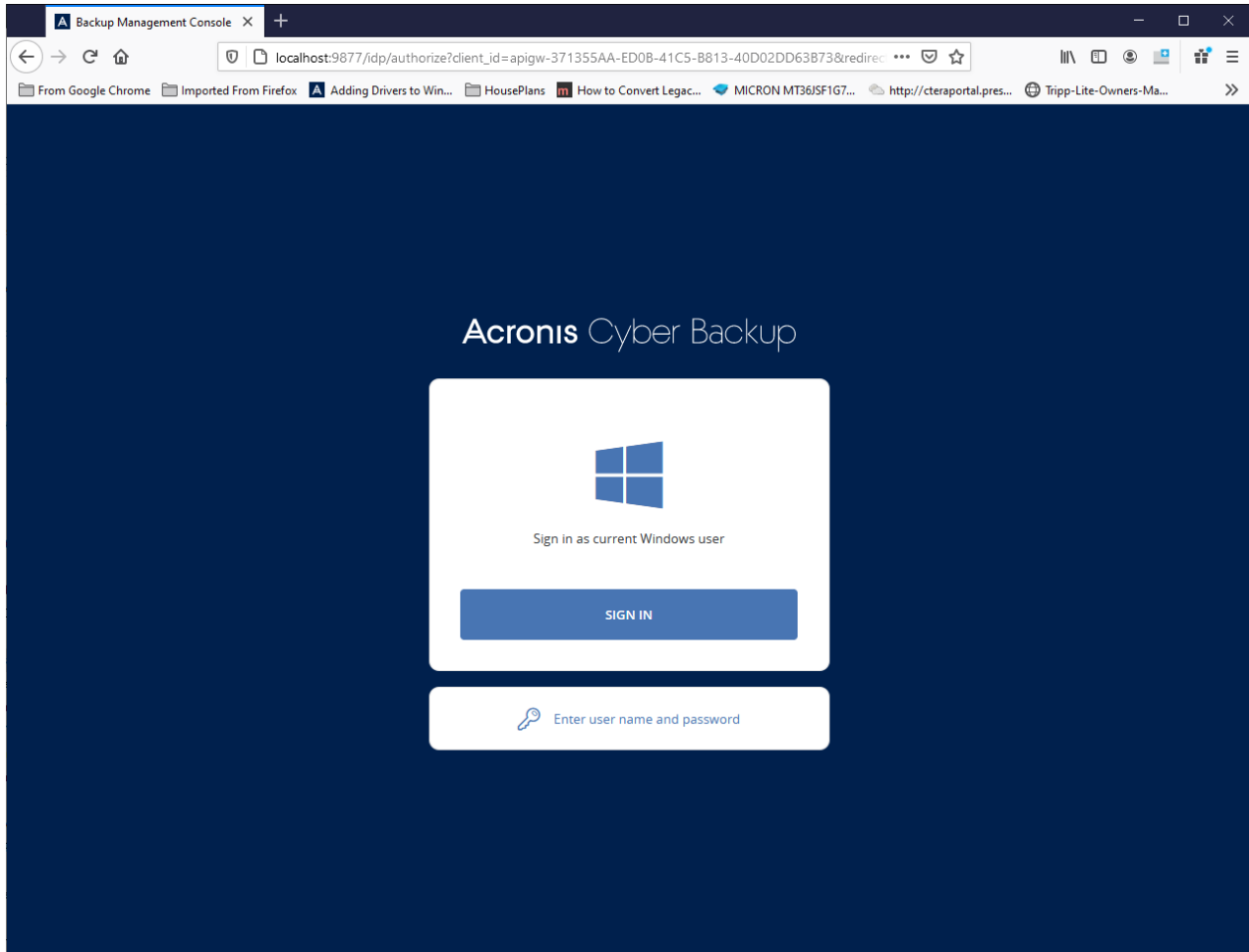
22. After backup is complete, you can launch Windows Explorer to view the tibx file.



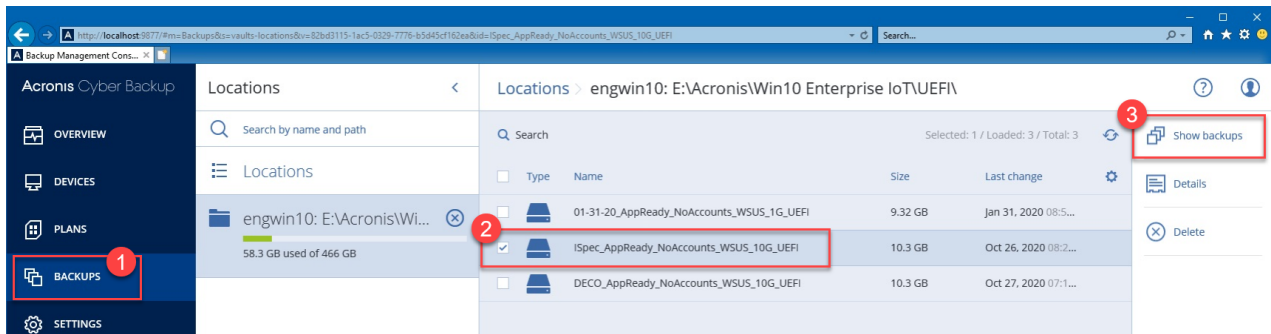
End of procedure.

Chapter 2 Restore an Acronis Backup

1. Launch Acronis and click “Sign in as current Windows user.”

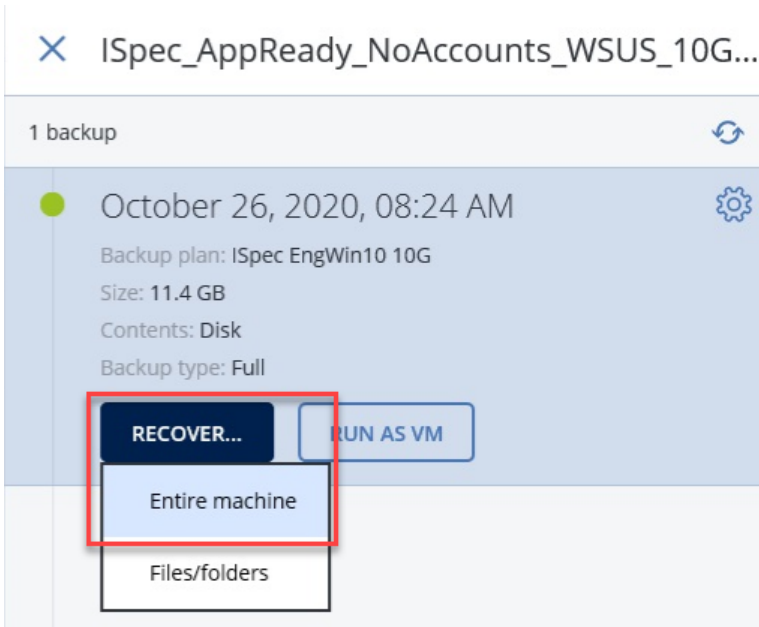


2. Select Backups, select the location of backup in right panel, select backup (if more than one in that location), and click on Show Backups on far right.

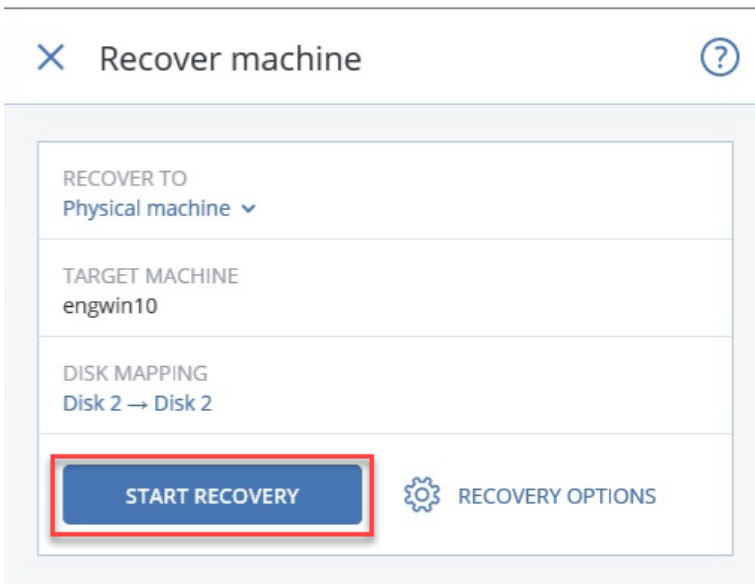


Chapter 2

3. Click Recover-> Entire machine.

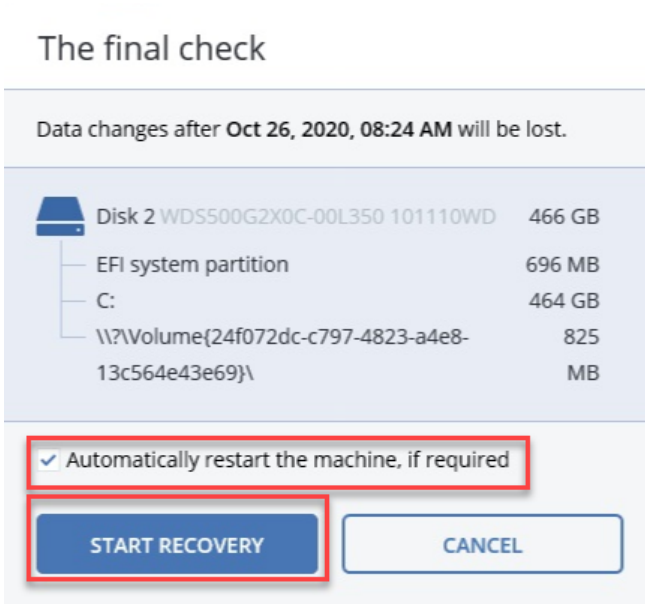


4. Click Start Recovery.



Chapter 2

5. Make sure “Automatically restart machine, if required” is selected. Click Start Recovery.



6. System will reboot to recover. With dual NVMe drives, this process should be much quicker than normal.

End of procedure.