

## **GHOST BACKUP PROCEDURE**

This document describes the method developed by Howard Leighty for making Ghost backups of a system boot hard disk ( usually Drive C: ) such that the Ghost Image files for each Backup Set are stored on a separate internal physical hard disk in a folder named for the date in *yyyymmdd* format. Folders named in this format will alpha-sort in date order.

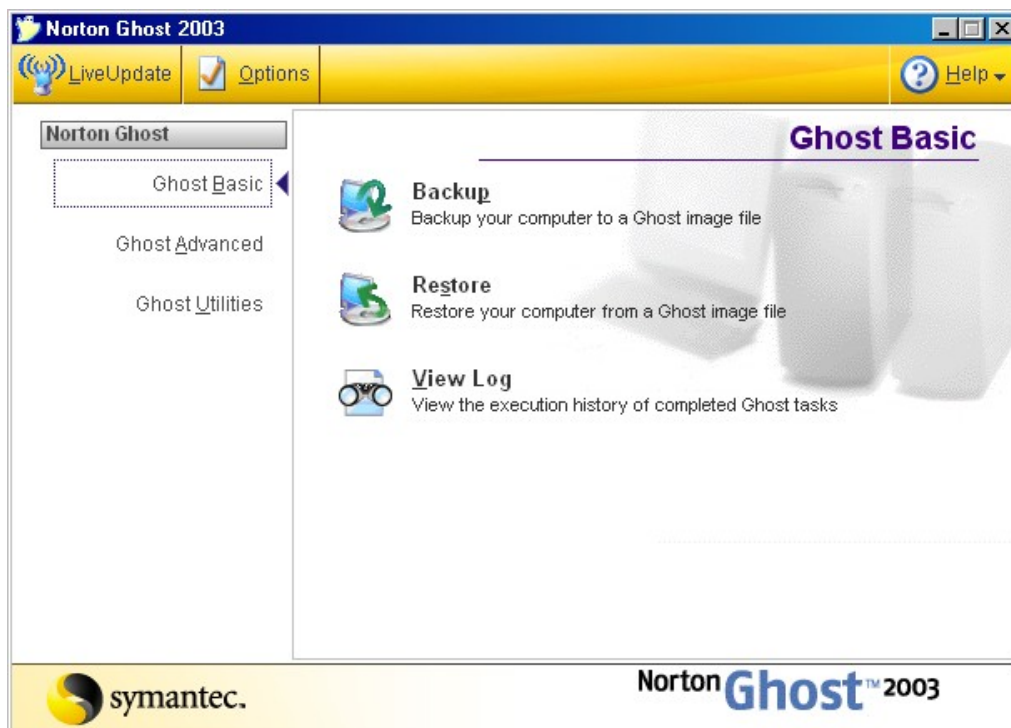
### **STEP 1 – Preliminary Housekeeping** *(it is presumed that the user knows how to do these tasks)*

As a general rule, we should not backup deleted, unwanted, or temporary files.

- Uninstall unwanted programs or downloads, if any. *(optional)*
- Review cookies and delete any that are unwanted. *(optional)*
- Delete unwanted files or folders, if any. *(optional)*
- Empty the Windows Recycle Bin.
- Delete Temporary Internet Files in all web browsers.
- Double click the Desktop Icon to “Make Dated Backup Folder”.

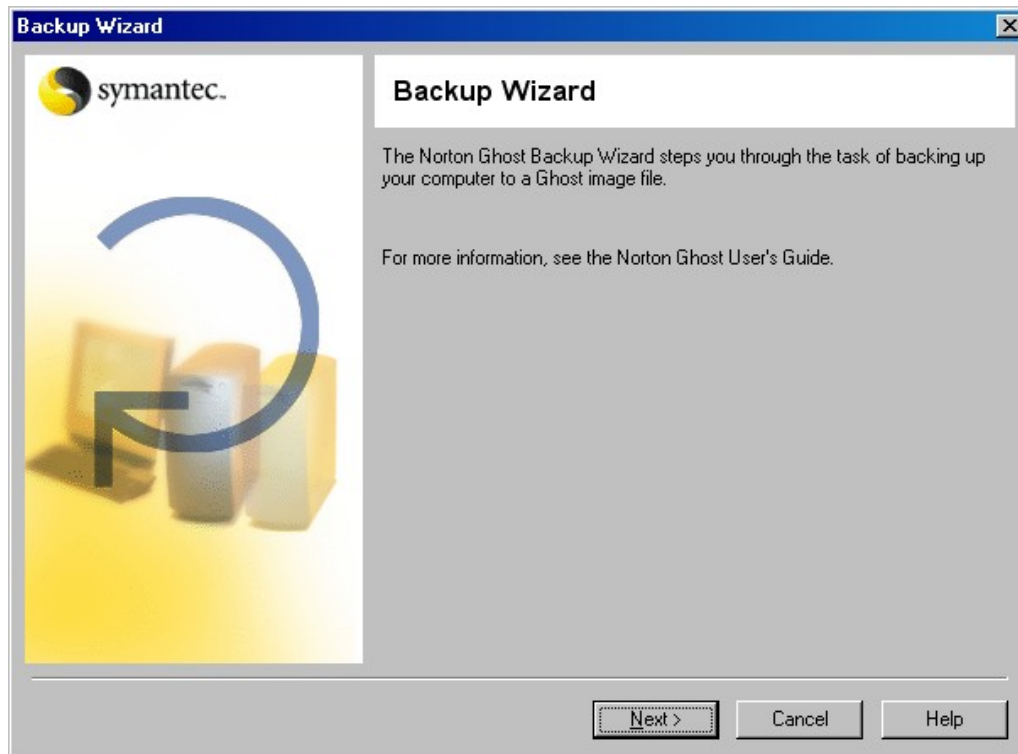
### **STEP 2 – Start the Ghost Process**

Double click the Ghost Icon on the Desktop or in the System Tray *(lower right corner)*

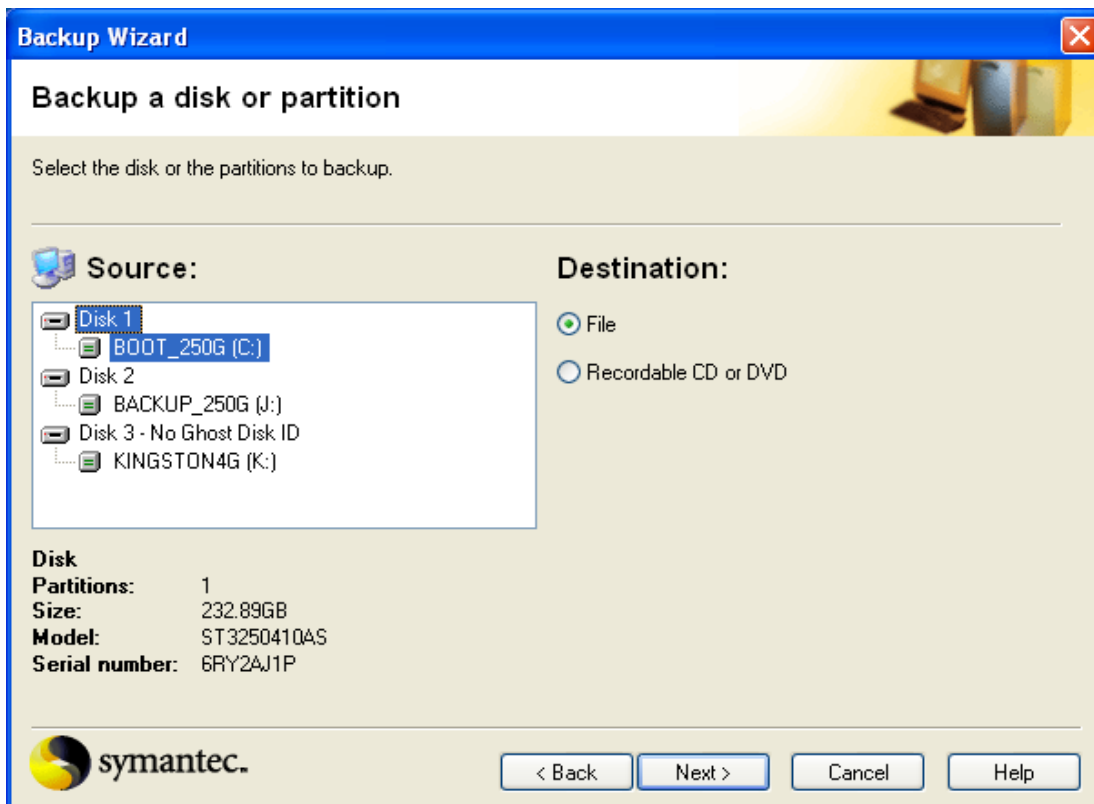


(Continued on Next Page)

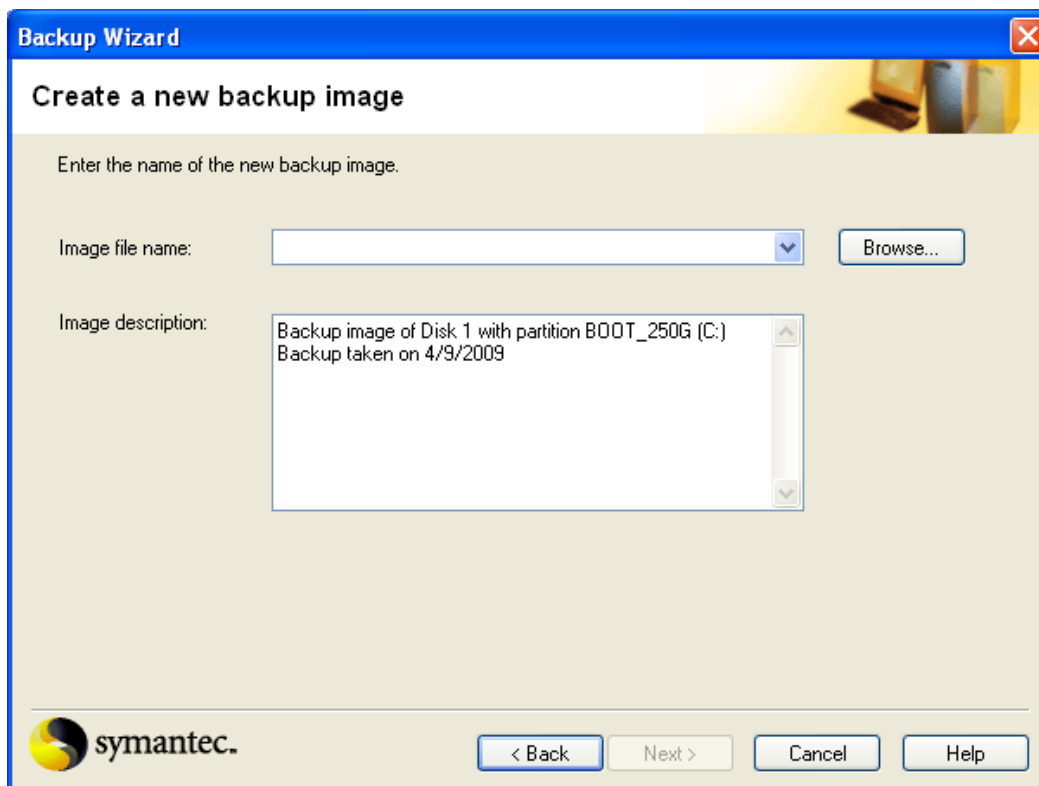
Click the “**Backup**” option and then see the Backup Wizard Dialogue.



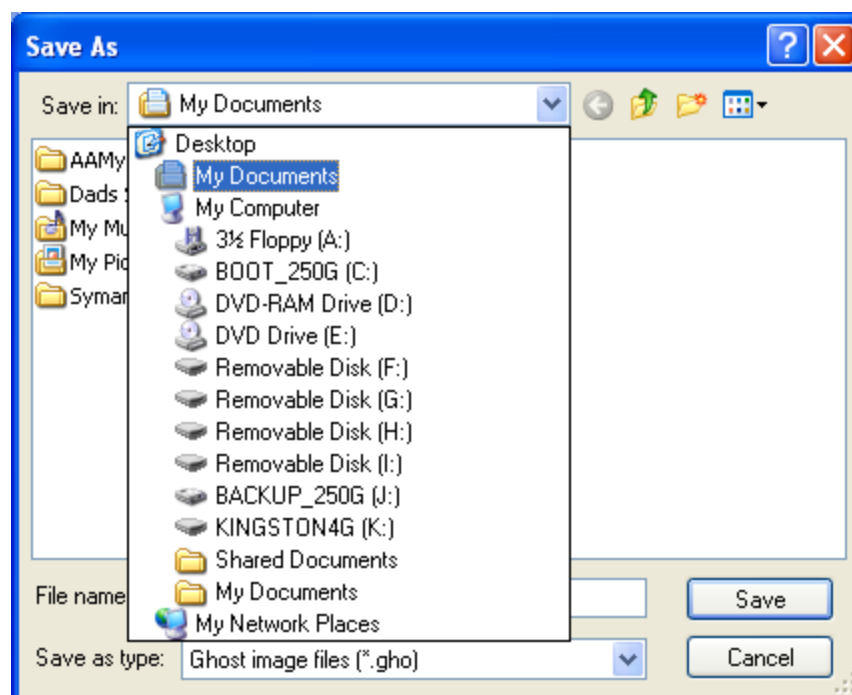
Read and understand the content and then click [Next >]



Choose the Source Disk to be the one assigned Drive Letter C: and choose File for the Destination. Then click [Next>]

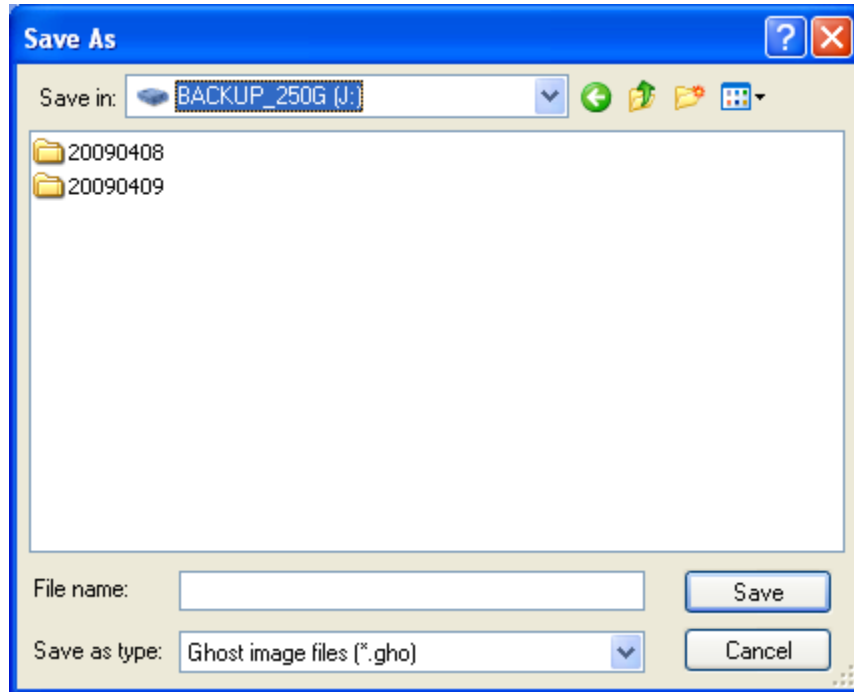


To properly choose the folder location, Click [Browse...]

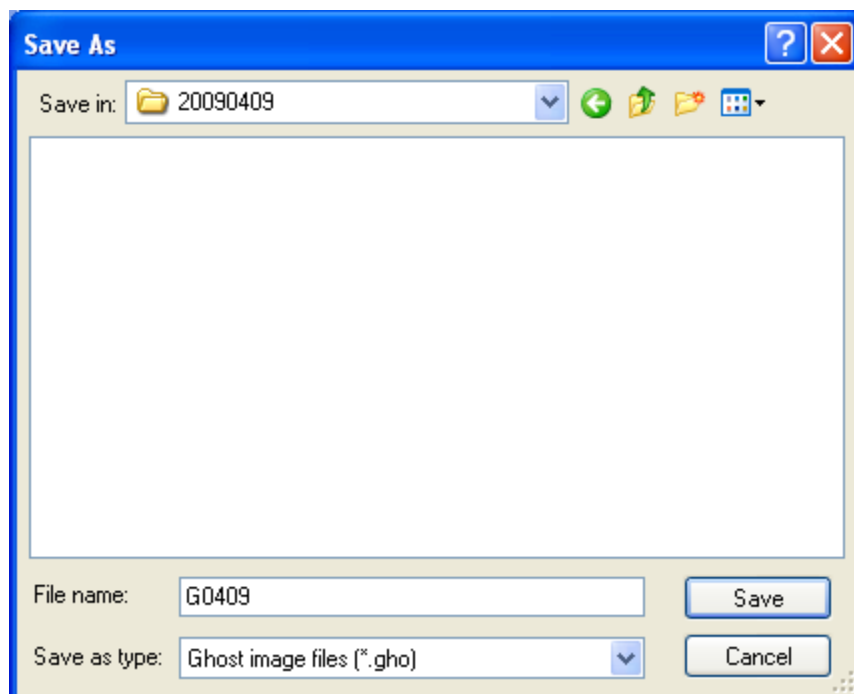


Using the drop-down field, choose the Disk that contains the word BACKUP in its Label. In this example, we would choose Disk J: bearing the Label "BACKUP\_250G" and then Click [ Save ].

The next step will be to choose the folder and the filename on the chosen BACKUP drive. When we started, we already created the Dated Backup Folder, so it should be visible now.

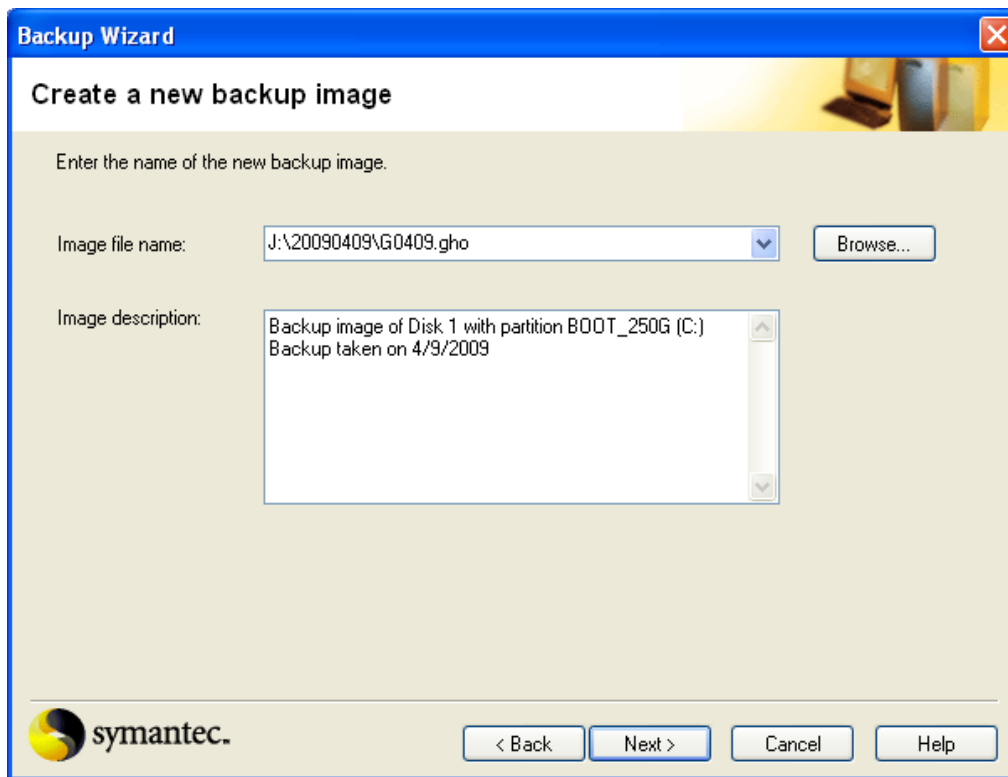


Today's date is April 9, 2009. So the correct folder to choose is named 20090409. Double click that folder

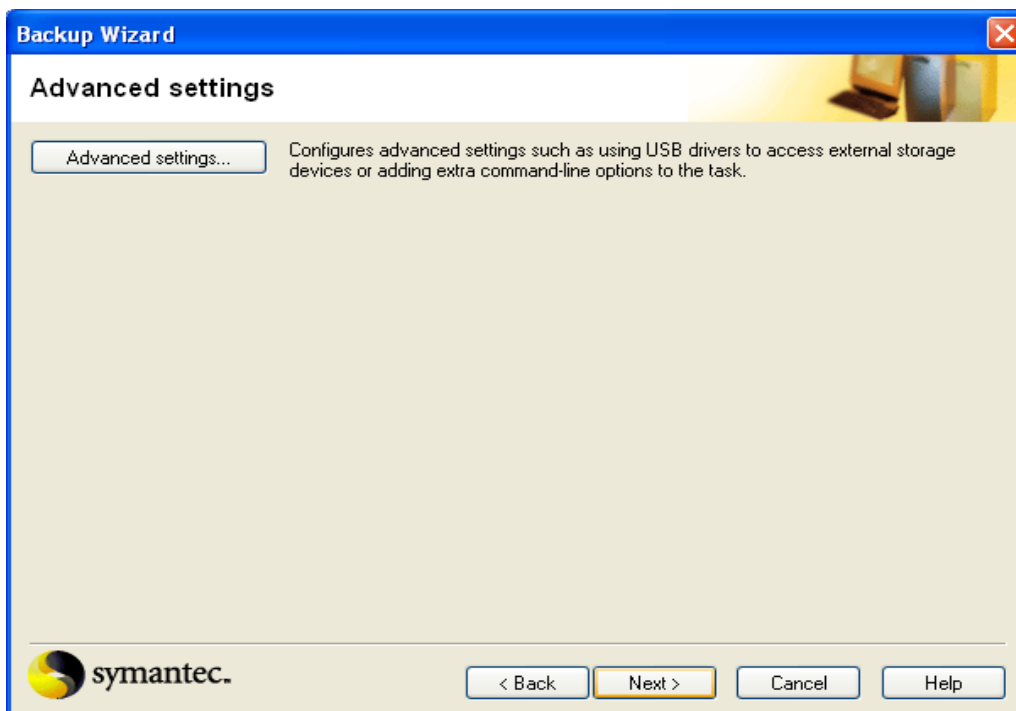


Now type the Filename in the field labeled "File Name" and enter an Alpha character followed by the last 4 digits of the folder name. You need not include any file extension. It will apply automatically.

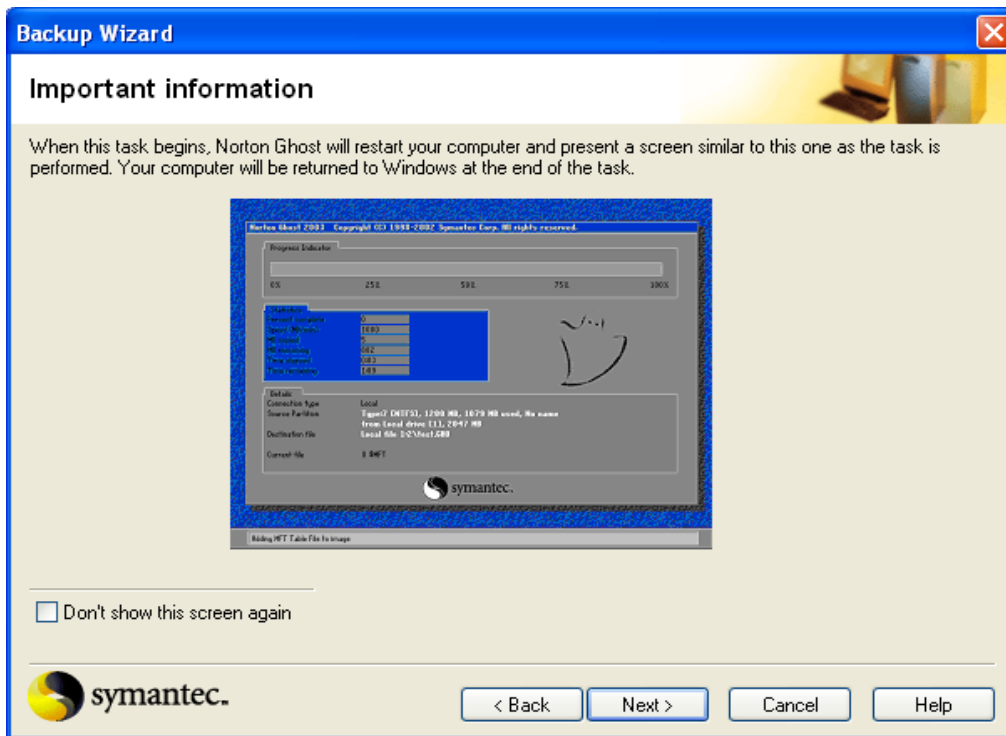
Next you will review the details of the pending backup task to verify it is correct.



If everything is correct, then click [ Next > ]

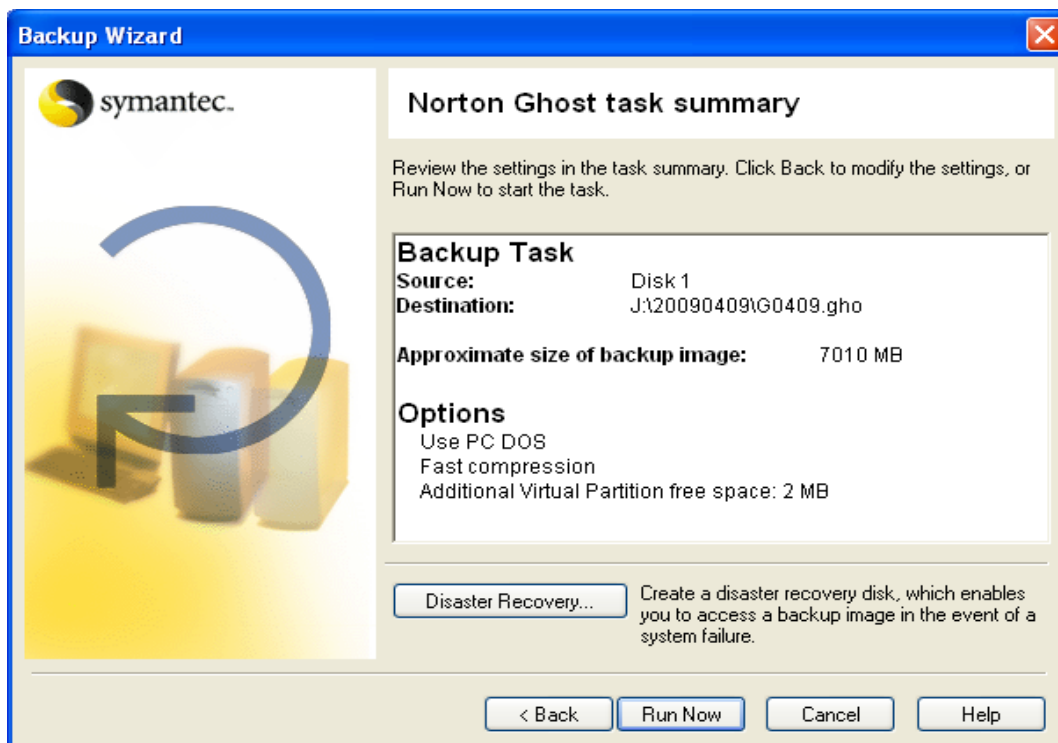


You do not need to set any Advanced Settings, so just click [ Next > ]



This is the next-to-last screen before the Backup begins. This screen advises you of what comes next. We recommend that you should never click the box to hide this screen. This screen is useful as a milestone to alert you that you are almost ready to start the automatic backup process. Now click [ Next >].

The “Disaster Recovery” screen will appear. Click to [**Continue**]



**LAST STEP:** Click [ Run Now ] and you are done. Sit back and watch the backup happen.