

Backups using Macrium Reflect

1. You may have seen the Pass IT On Tutorial 6g “Backups and why you should – using Windows 10 and Google Drive”. However there are other ways to **backup**, one of which uses a free App, Macrium Reflect, which we will consider here.



2. This corresponds to the **second** sort of **backup** referred to in 6g which is a copy saved on a separate medium e.g. an External Hard Drive.

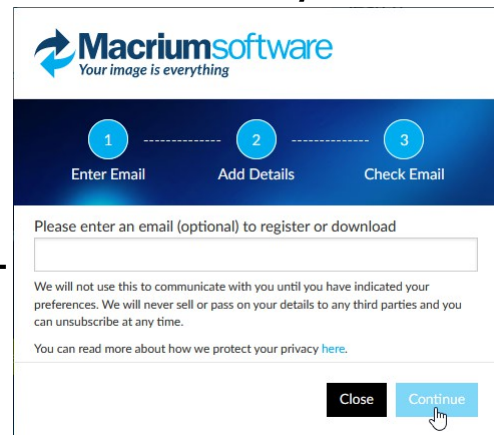
3. Macrium Reflect Free creates Full and Differential **backup** images but to selectively back up individual files and folders, and also for Incremental **backups**, you will need the Premium version.



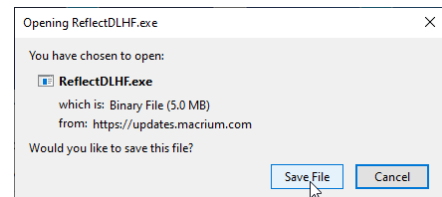
4. Firstly connect a device to save the **backups** from your computer. This can be a Hard Disk, a Solid State Drive (SSD) or alternatively a Memory Stick. Make sure that this has enough storage to cope with what you want to **backup**.

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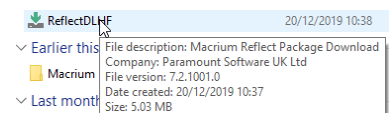
5. Type <https://www.macrium.com/reflectfree> into your browser to download Macrium Reflect and then left-click on "Home Use". You are given the option of entering your email address to register but you can skip this by left-clicking on "Continue".

The image shows the Macrium software registration page. At the top is the Macrium logo with the tagline "Your image is everything". Below it is a progress bar with three steps: 1. Enter Email, 2. Add Details, and 3. Check Email. The first step is active. The main text says "Please enter an email (optional) to register or download" followed by an empty text box. Below the text box is a disclaimer: "We will not use this to communicate with you until you have indicated your preferences. We will never sell or pass on your details to any third parties and you can unsubscribe at any time." There is a link "here" for more privacy information. At the bottom right are two buttons: "Close" and "Continue". A mouse cursor is pointing at the "Continue" button.

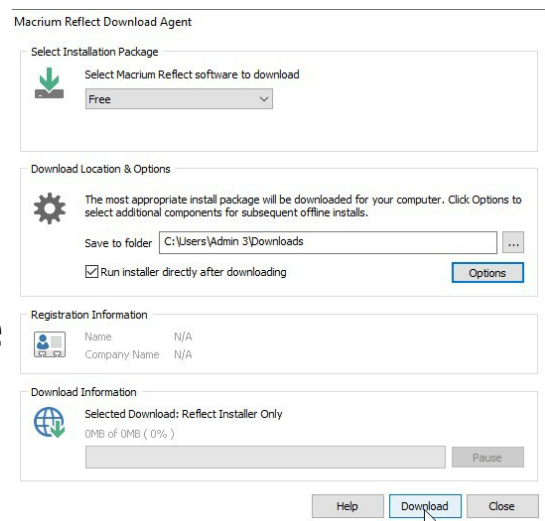
You can then save the file on your computer.



Find the file "ReflectDLHF.exe" in your Downloads Folder and double-click on it.

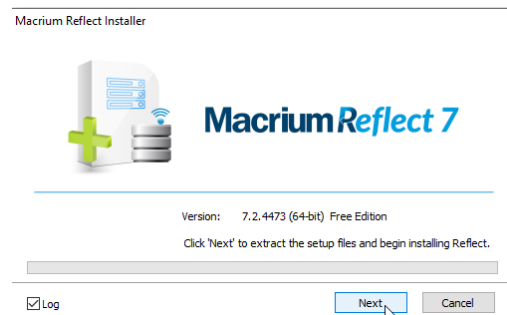


You will be presented with a window "Macrium Reflect Download Agent" where you left-click on "Download" to get the App.

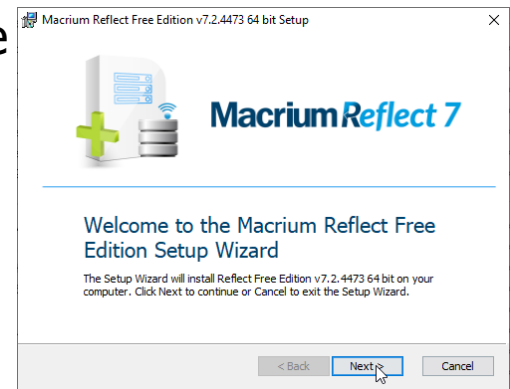
The image shows the "Macrium Reflect Download Agent" window. It has several sections: "Select Installation Package" with a dropdown menu set to "Free"; "Download Location & Options" with a text box for "Save to folder" set to "C:\Users\Admin\Downloads" and a checkbox for "Run installer directly after downloading"; "Registration Information" with fields for "Name" and "Company Name" both set to "N/A"; and "Download Information" showing "Selected Download: Reflect Installer Only" and "0MB of 0MB (0%)". At the bottom right are buttons for "Help", "Download", and "Close". A mouse cursor is pointing at the "Download" button.

You will then have to agree to the App making changes.

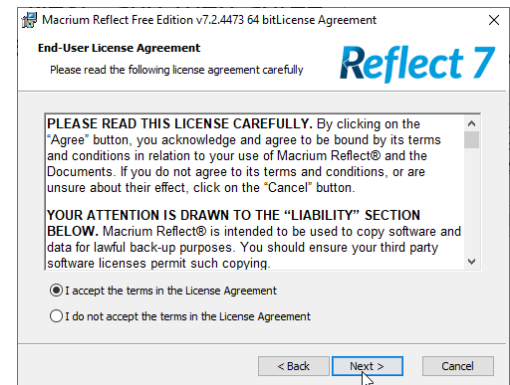
Then follow the instructions on the screen to proceed to installation.

The image shows the "Macrium Reflect Installer" window. It features the Macrium Reflect logo and the text "Macrium Reflect 7". Below this, it says "Version: 7.2.4473 (64-bit) Free Edition" and "Click 'Next' to extract the setup files and begin installing Reflect." At the bottom, there is a checkbox for "Log" and buttons for "Next" and "Cancel". A mouse cursor is pointing at the "Next" button.

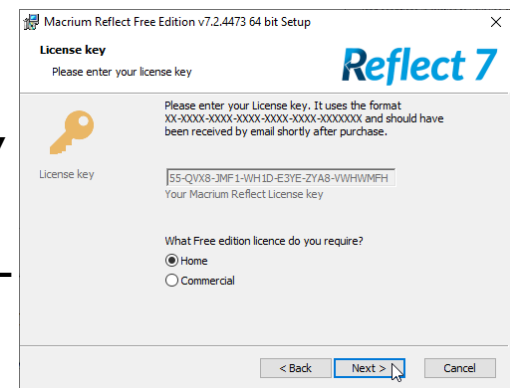
Left-click on "Next" on the Welcome screen.



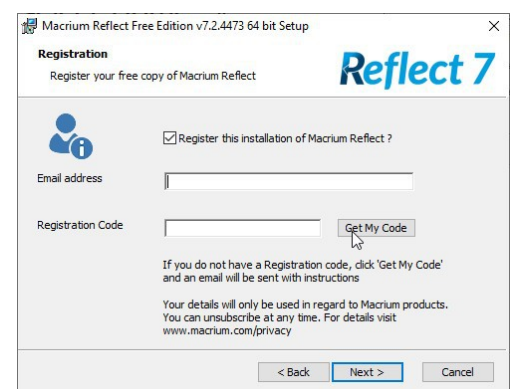
and then left-click on the button to accept the licence conditions and left-click on "Next".



6. You will then have to enter a "License key" number, but if you haven't registered the "License key" should be already entered and you select the button "Home". Then left-click on "Next".

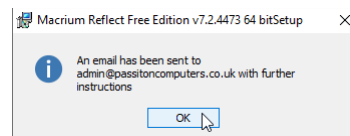


7. However if you want to register, left-click on "Register this installation of Macrium Reflect ?" and this number can be obtained from the next screen by filling in your email address and then left-click on "Get My Code".

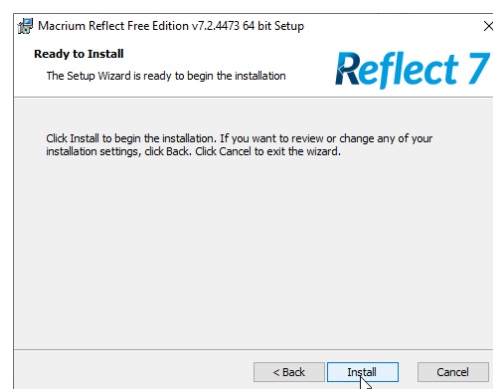
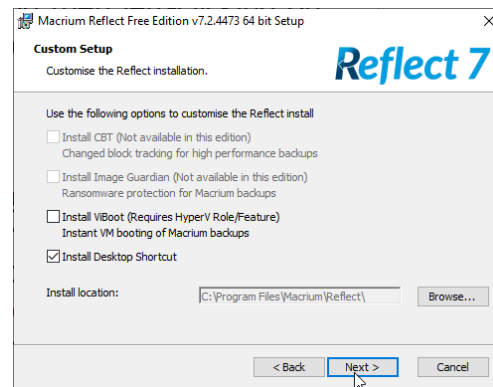


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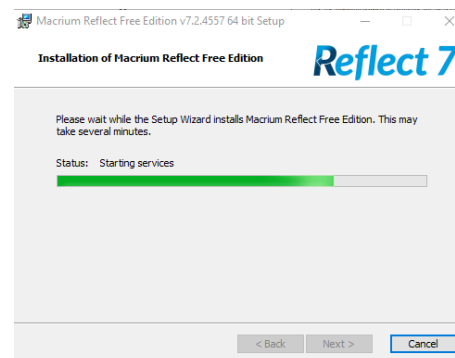
A message saying that an email has been sent with instructions appears. Left-click on "OK". You will either get a link or an email with the code. Enter this with your email address and then left-click on "Next" and select the button "Home". Then left-click on "Next" on the Custom Setup screen.



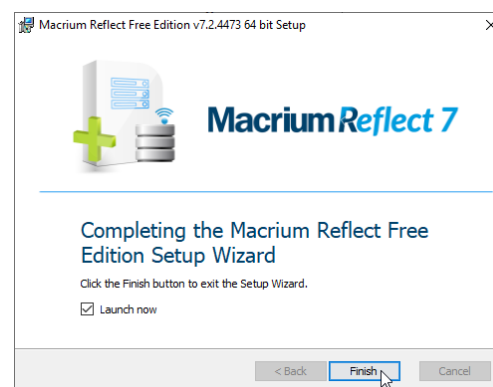
8. Then left-click on "Install".



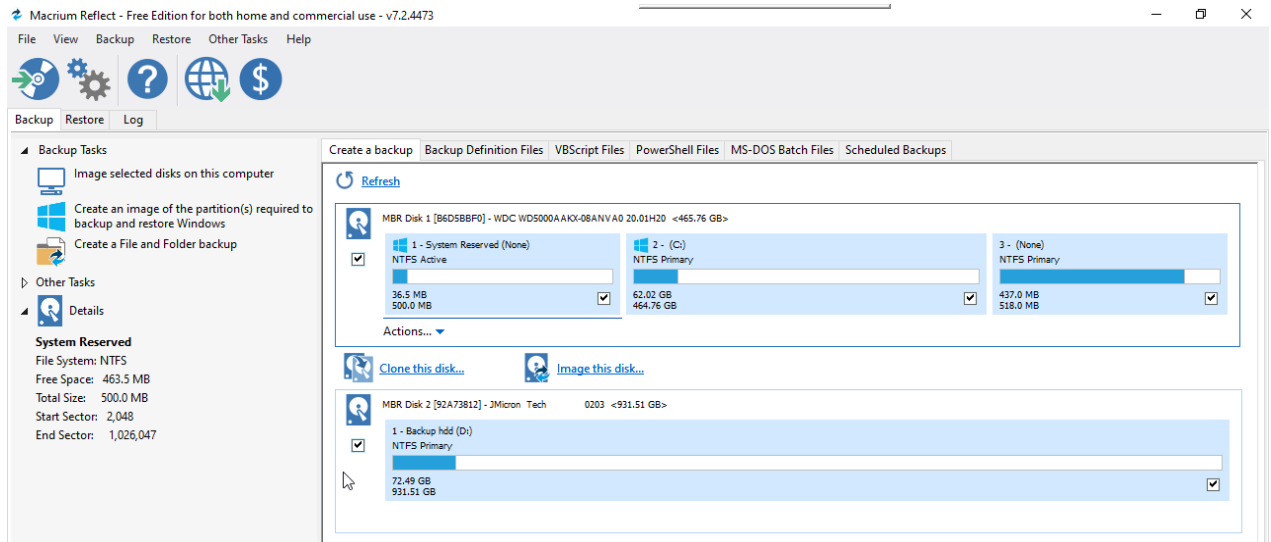
During installation you will get a screen showing progress



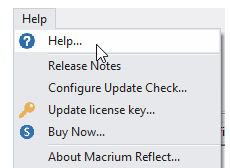
then once it has finished installing left-click on "Finish".



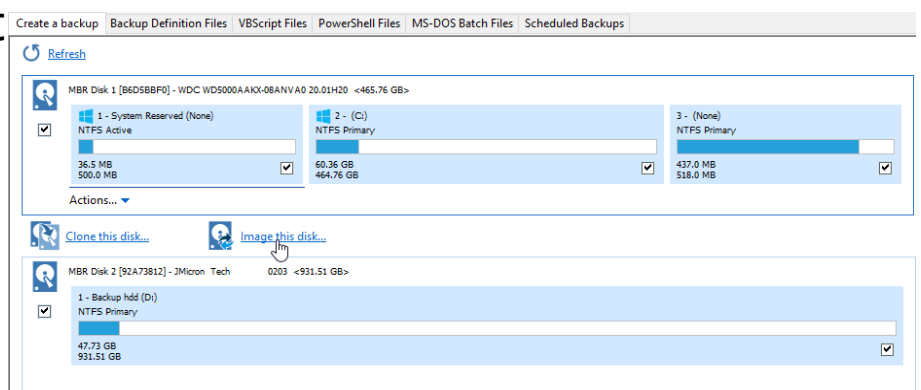
9. If you leave the “Launch now” box ticked, after seeing an analysing screen, you will get the operational screen with “Backup” and “Create a backup” menus selected, showing the volumes (i.e. drives) and files on the system disk. Your disk, where you want your **backups** to occur, will show as well.



10. If you ever get stuck then select Help from the Menu and then the appropriate paragraph such as Introduction to Macrium Reflect.

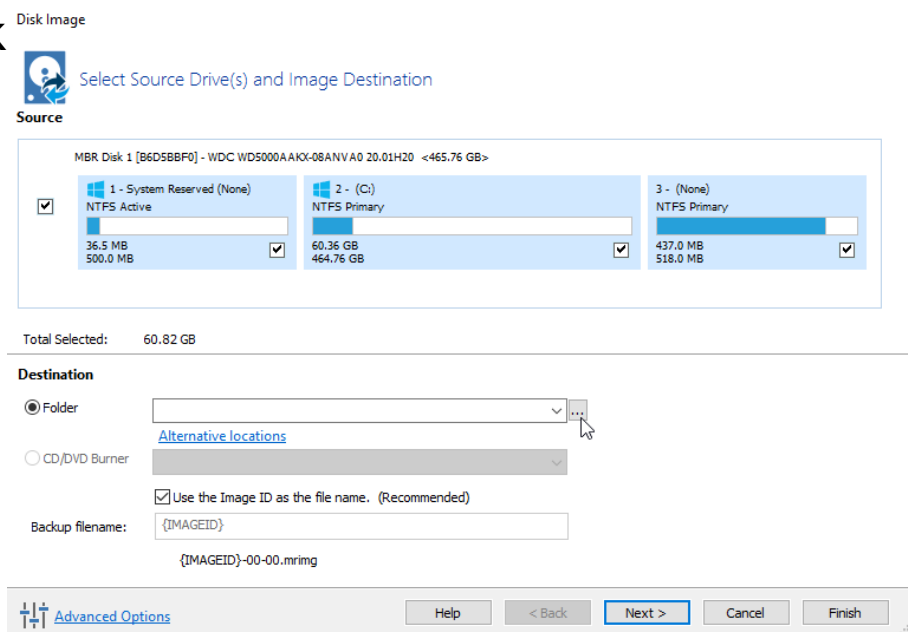


11. Left-click on “Image this disk...” which is accessing the Disk 1, shown at the top.

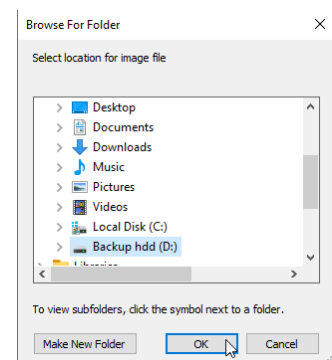


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12. Then left-click on the Browse button

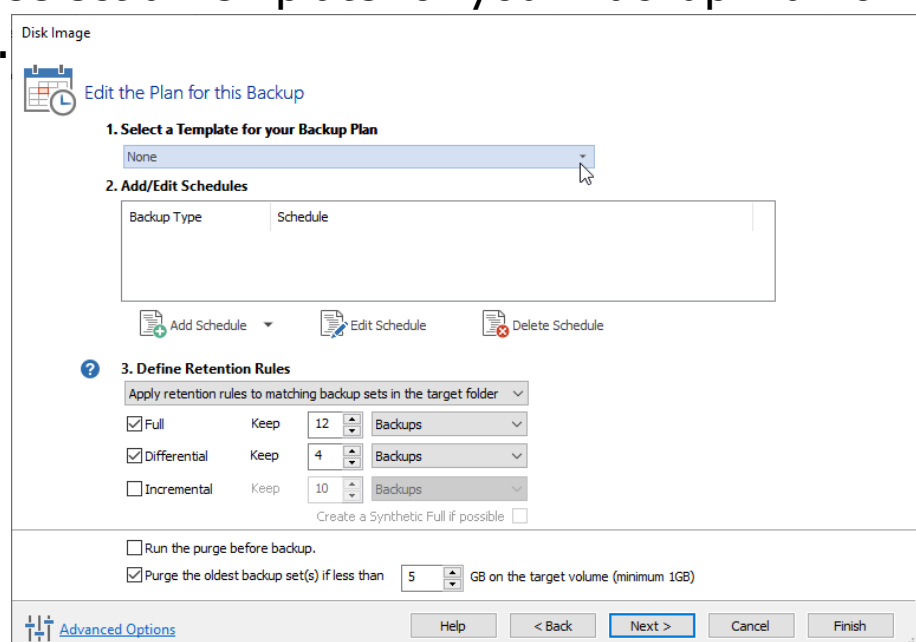


to choose the Destination folder on your **backup** disk and then left-click on "OK" to select



and then on "Next".

13. You can then select a Template for your Backup Plan or create your own. Left-click on the Down arrow to see what's available.

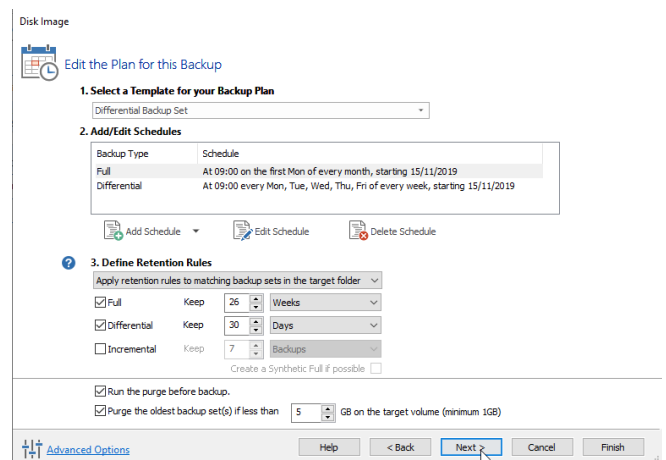
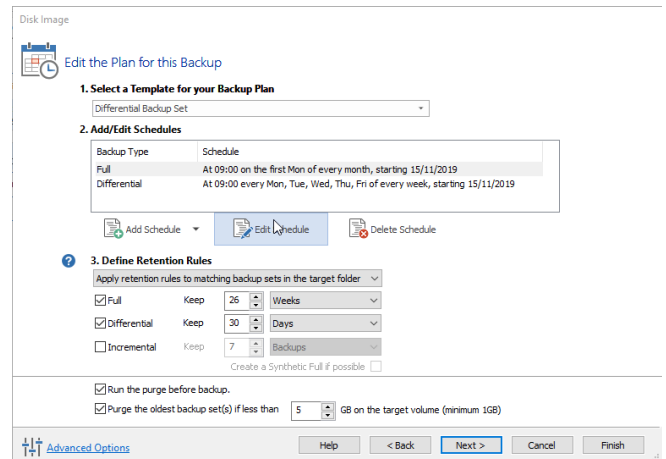
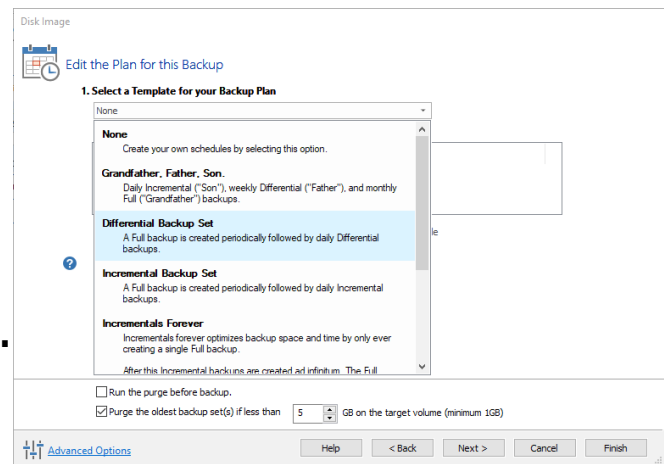


Choose e.g. "Differential Backup Set" by left-clicking on it.
Note that "Grandfather, Father, Son" is not available in the Free edition of Reflect.

14. You then get the option to change the schedule shown if it's not suitable for you. Left-click on "Edit the Schedule". Note that you can't select or change the Incremental Backup Set in the Free edition, so let's assume it can be removed for our purposes by left-clicking on the Incremental button to remove if it's already selected.

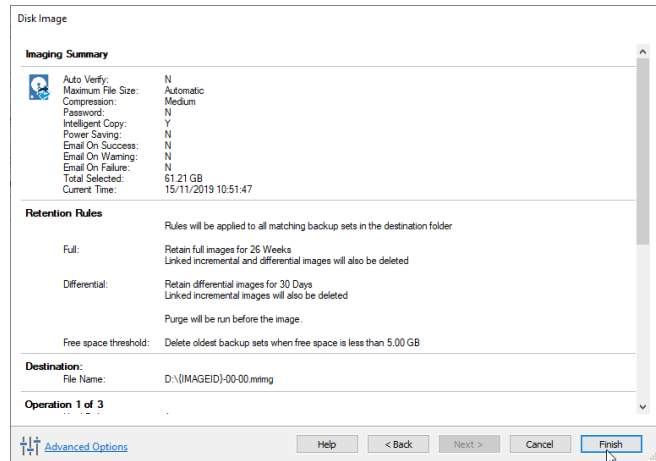
15. You will need to select what you wish to **backup** and also when you want this to happen. You can select the whole disk or individual folders and files.

Then left-click on "Next".

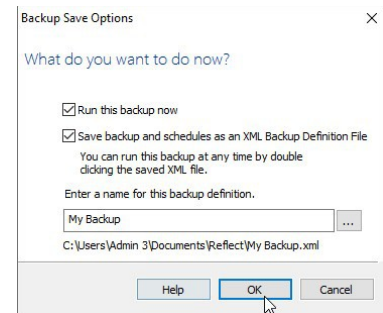


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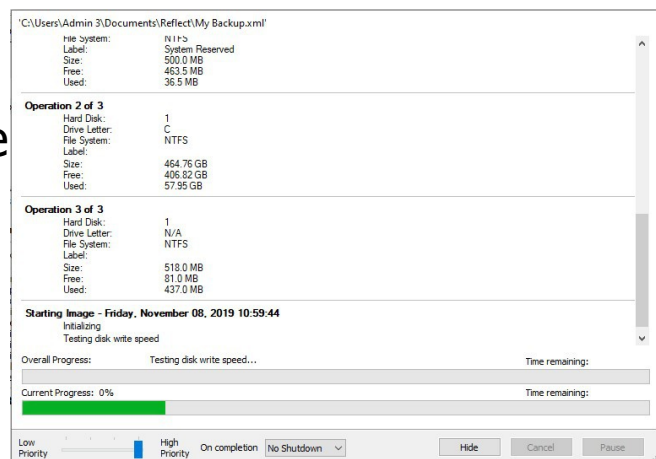
16. An Imaging Summary is shown and if you are happy then left-click on "Finish".




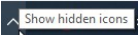
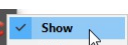
17. Now you are given Backup Save Options. Select what you want to do and left-click on "OK" to start the **backup**.

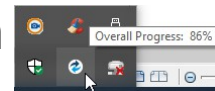
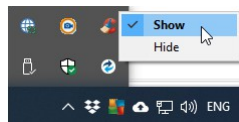



A series of screens shows progress and "Time remaining" depending on the Transfer Rate. It goes through various stages.



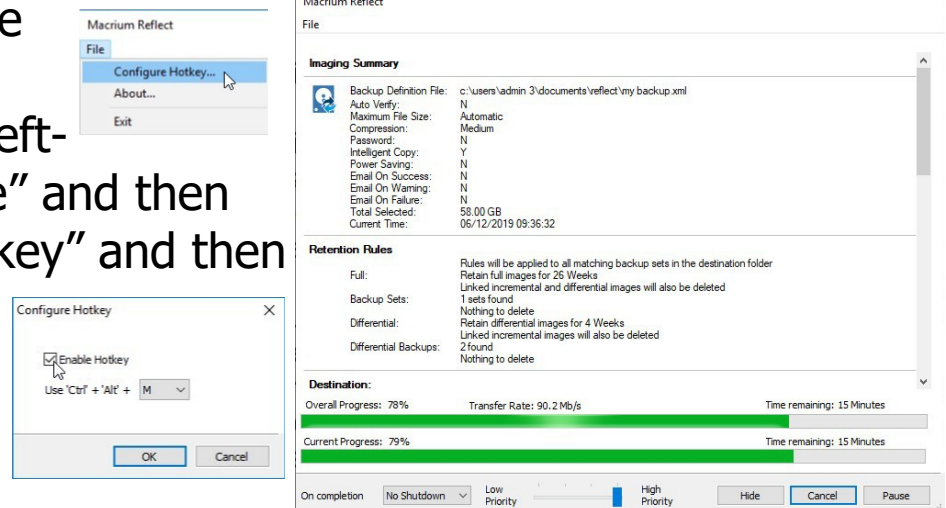
There are buttons to select Hide, Cancel or Pause.

If you Hide the Window you can retrieve it by right-clicking on the Macrium Reflect Icon , possibly in the "hidden icons" , at the bottom right of the screen then on Show .



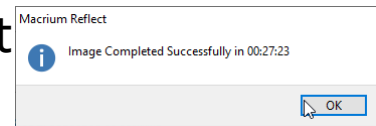
If this Icon is not present then it can be accessed by the following process. Press the 'Hot Key' combination Ctr+Alt+M and a slightly different Icon will appear in the Task Bar . Left-click on the Icon to show the Imaging Summary screen. If the smaller Icon appears at the bottom right then right-click on it to Show or Hide the Status Summary screen.

The Icon can be permanently configured by left-clicking on "File" and then "Configure Hotkey" and then select "Enable Hotkey".

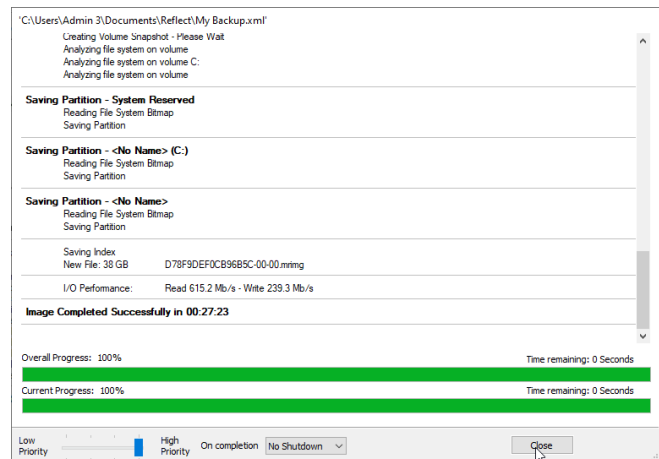


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18. If the **backup** is successful you will get a message then left-click on "OK"

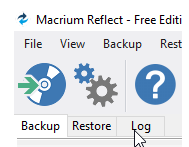


and then on "Close".

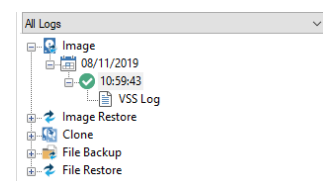


Occasionally you may get an error message if the **backup** can't be completed.

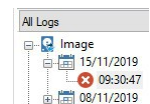
19. If you want to see what is stored then left-click on "Log"



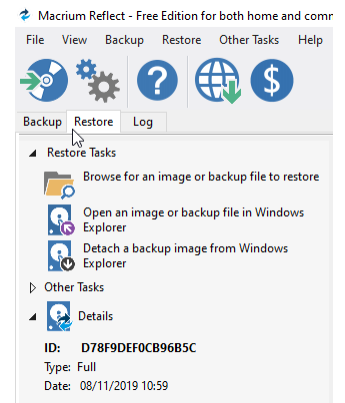
and you will see a list of Images with the details of the Image ID in the screen to the right. The green tick indicates a successful **backup**.



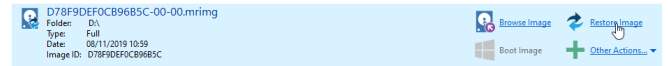
A red cross shows if you are unsuccessful, with a note of why.



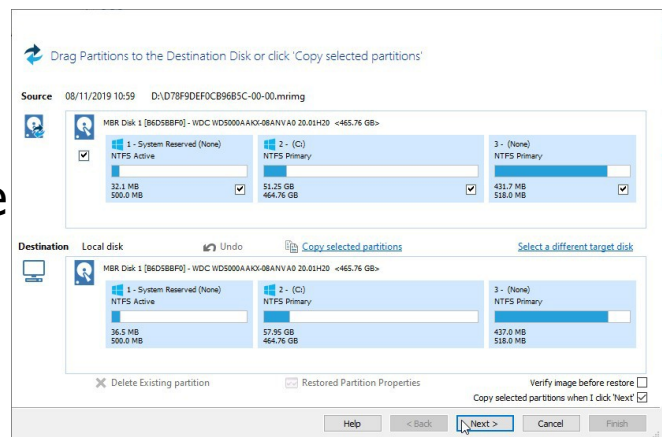
20. Now the whole purpose of making a **backup** is that, if you have problem e.g. with your hard disk, then you will be able to **restore** your files, maybe to a new hard disk, e.g. if the old one has been damaged, from the **backup**.
To do this left-click on "Restore"



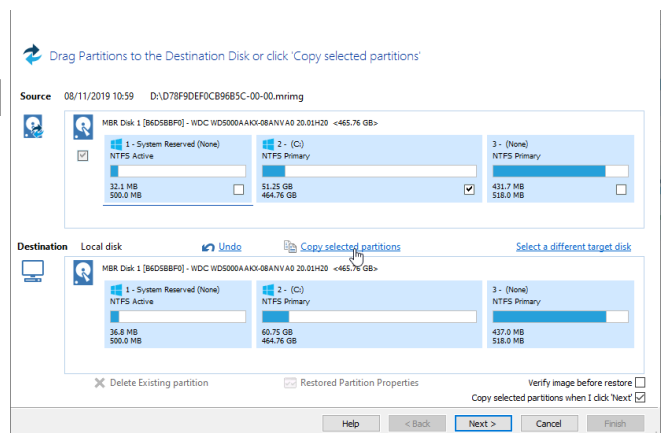
then on "Restore Image". You may have to "Browse for an image file" first to find it on your **backup** disk.



You will then be given the opportunity to select the image.
You will want to **restore** the image shown as the "Source", i.e. the **backup**, to the "Destination" which is your computer disk.

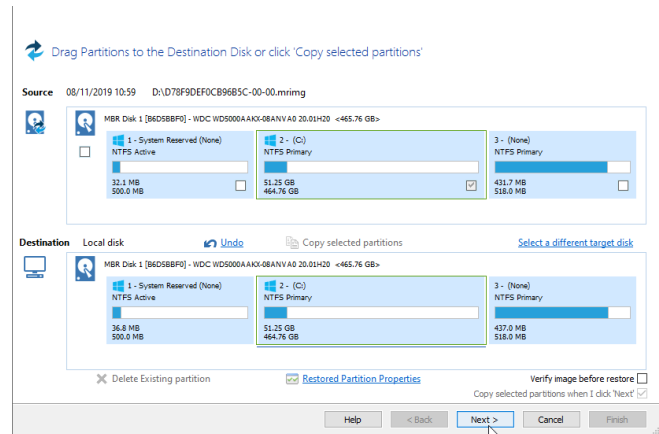


To do this untick 1 and 3 and leave 2 - (C:) ticked and then left-click on "Copy selected partitions"

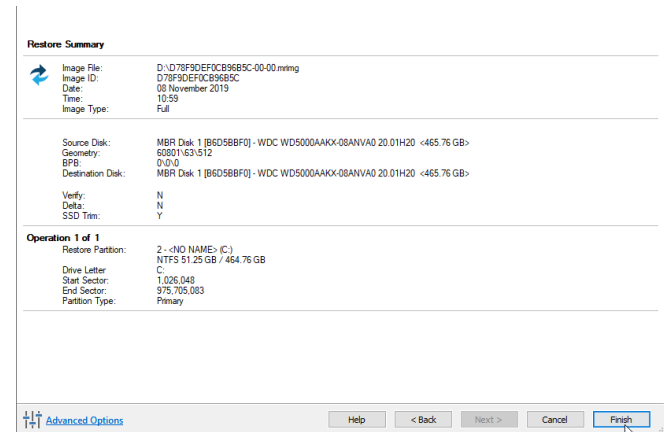


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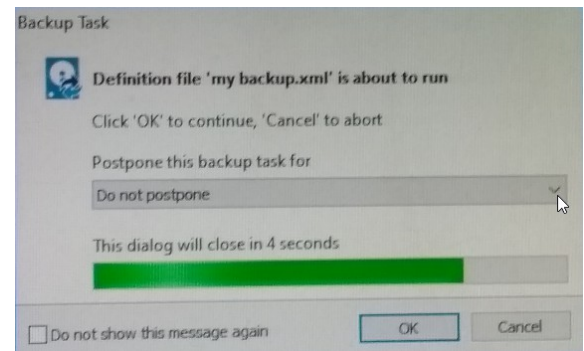
and then on “Next”.



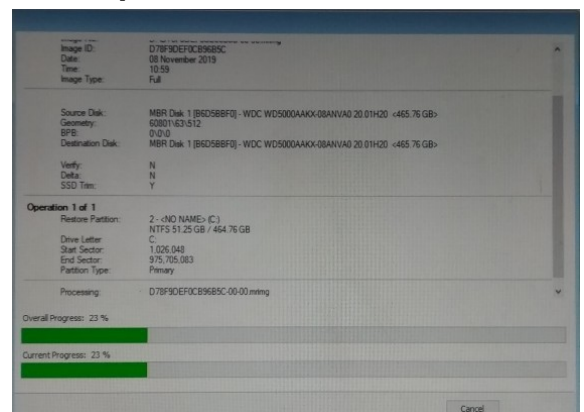
You will be presented with a summary of what will be restored. If this is OK left-click on “Finish” and the **restore** proceeds. When it has finished you can check that it was successful by selecting “Log” as described above. Then check that your files have been restored that you thought you'd lost!




21. Each day when Macrium Reflect is due to do a **backup** a window pops up saying that it's going to happen and giving you the opportunity to postpone. If you want to postpone, e.g. to avoid slowing down what you are doing, left-click on the down arrow and choose the extension you wish.



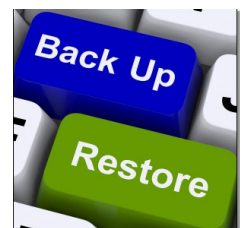
22. When the **backup** finally proceeds you can access a window showing progress by double-clicking on the Macrium Reflect symbol at the bottom right of the screen as described above. This also appears during an image **restore** as in the picture here.



23. From time to time you may get a message either through Windows 10 or when you open Macrium Reflect (when it will show details) that Macrium Reflect needs updating. If so, follow the instructions on the screen.

24.  So we've covered the basis of **backups** using Macrium Reflect. There are lots of options available but here we have described only the basics.

Let's hope that you never have to use the **restore** facility but if you regularly **backup** you will be prepared if you have to.



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