

Acronis Disk Director 12 - Starter Guide

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This paper is a step by step guide to installing and using *Acronis Disk Director 12* on your computer. It is available at www.ugr7.com/files/DiskDirector12StarterGuide.pdf and is also on the CD you received from us with *Disk Director*. I recommend that you print this paper and follow it carefully as you use *Disk Director* for the first few times. Once you have more experience in using *Disk Director*, you will no longer need to follow this paper. It is intended to help you get started quickly and effectively in using *Disk Director*.

This paper is divided into three parts to make it easier to work with. These parts are as follows:

- **Installation** deals with installing *Acronis Disk Director 12* on your computer and maintaining it with the latest builds.
- **Creating a New Partition** deals with adding a new partition to your hard drive. This is one of the first things you will want to do on your computer to add a separate Data partition.
- **Resizing Partitions** deals with adjusting the sizes of partitions on your hard drive so that you have adequate room in each partition.

If you want to learn more about *Disk Director*, you can read the *Acronis Disk Director 12 User Guide* (80 pages). This guide is available to download from <http://www.acronis.com/homecomputing/download/docs/> and it is also on the CD you get from us. Just be aware that the manual is intended to describe all of the function of the product, but not to tell you how to best use the product. I hope to cover that side of *Disk Director* in this paper, so that you will not only know how to do things, but what are the best ways to do them.

Installation of Disk Director 12

If you have a prior copy of *Disk Director* installed on your computer, you may want to uninstall it using the Windows Control Panel *Programs & Features* option. This will provide a clean slate to install a new version on your computer. If you forget to uninstall the old version first, don't worry. *Disk Director* will detect the old version and uninstall it for you automatically.

Installing *Disk Director* from a Download: *Acronis Disk Director* is normally available as a downloaded software product. This is my preference when installing new software on my computer. You end up with the latest build of the software you are installing. The best way to download the *Disk Director* installation module consists of the following three steps:

1. *Login to your Account on the Acronis web site.* To do this, go to the Acronis web site at www.acronis.com and click on the **My Account** link in the upper right corner of the screen. This will take you to a page where you can login to your account by entering your email address and password. If you have not set up an Acronis account, click on the option to setup an account. Then follow the instructions to enter in the basic information needed, such as your first and last name, your email address, your country, and a password you will use to access your Acronis account. You need to confirm your password and then click on the **Continue** button to complete the setup of your account. Next, you need to download your email messages and open the message from Acronis. In this message, you need

to click on the confirmation link to verify that the email address is valid. This takes you to the first page of your new account.

2. *Register Disk Director 12 in your Account.* To do this, click on the **Add Keys** button on the upper right side of your account screen. This link opens a box for you to enter in your new serial number. You need to copy (Ctrl-C) the entire number from the email I sent you and then click once inside the box to anchor the cursor. Then paste (Ctrl-V) this number in the box. Make sure you do not copy an extra blank at either the beginning or end of the serial number. That will make the number invalid. If all you have is a printed serial number, then carefully enter in the serial number of your Acronis product exactly as you received it, dashes and all. Do not press the Enter key to continue entry on the next line, but let the entry automatically flow to the next line. When you have entered it exactly, click on the **Add** button at the bottom left of the box to complete the registration. If you have already registered this product's serial number, then you can skip this step.
3. *Download the Registered Product from your Account.* Find the *Disk Director 12* product entry in the list of your registered products. Then click on the **Downloads** link in the box for *Disk Director 12*. This will start to download the installation module for you. Click on **Run** to download and immediately start to install the product on your computer.

Installing Disk Director from our CD: Some of our user group customers prefer to have their software delivered on a CD. So, as a convenience to them, we have downloaded the software and have burned it onto a CD. This is not an official Acronis CD, but simply a download convenience we offer our customers. If you received one of these download alternative CDs from us, all you need to do to install the product is to load the CD in your CD reader and on the screen that comes up, click on the **Install Disk Director** button. This will bring up another selection screen and again select **Install Acronis Disk Director** on this screen. This starts the install process. This start-up process tends to be a little slow on some computers, so let it run for a couple of minutes before deciding that things are not working.

Installation Process: The install process is quick and simple to complete. As the process begins, you see the introductory screen for the install wizard. Read the information shown and click on **Next** to continue. On the next screen, you can read the license agreement and click on the **“I accept this agreement”** button and then **Next** to continue.

The next screen lets you elect to join the **“Acronis Customer Experience Program (ACEP)”**. This is entirely optional, so read what this is and then select either the **“Participate in this Program”** box or not and then **Next** to continue. I usually check this box to improve the product in the future.

The next screen requires you to enter in your serial number exactly as you received it from us, dashes and all. Since this is a long and complex set of characters, I would suggest that you copy (Ctrl-C) the serial number you received from us and then paste (Ctrl-V) it into the box provided. When you do, click on **Next** to continue. If you received a serial number printed on a sheet of paper, then enter the number carefully to avoid typos. The dashes must be entered too. Do not enter any spaces in the number as these would make the number invalid. If you have problems doing this, please email me the first 8 characters and I will email you back the entire serial number so that you can copy/paste it into the box.

Next, you are given three options as to how to install this product. Click on the **Typical** button to continue. You can now select if you want to install the product for all users. I usually pick this option and then click on **Next** to continue. Finally, you see a list of steps that the install wizard does. Click on **Proceed** to start the actual

installation of *Disk Director*. This takes about a minute to install on your computer. When done, click on the **Close** button to complete the installation. You get a message that the system needs to reboot to complete the installation. Click **Reboot** to reboot your computer now and complete the installation. If you are installing from a CD, you can remove the CD after the computer completes the reboot process.

Updating *Disk Director*: If you install *Disk Director* from a CD, be aware that the CD may have been created a few weeks ago. Acronis does an excellent job of correcting problems with their products and publishing new builds of the software about once a month. So, depending on when your CD was created, there may be one or more updates to the software since your CD was created. I normally check about once a month to make sure I still have the latest update of the products. I use *Disk Director* all of the time and want to keep my copy up to date, but you may want to download updates less frequently than I do.

The way to tell if you are current is to run *Acronis Disk Director* and when the main window appears click on the **Help** and then **About Acronis Disk Director** menu item to show what build you are currently running. The build number is a four digit number following the product release name. Compare this number with the one you will find at the <http://www.acronis.com/homecomputing/support/updates/> screen. If your build is not up to date, I would recommend that you download the latest build and bring your software up to date.

To download and install a new build of *Disk Director* on your computer, you need to do the following steps. First, uninstall the current build of *Disk Director* by using the Windows Control Panel *Program & Features* option to find this program and uninstall it. Once that is done, go to the Acronis web site and login to your account. Then click on the **My Products & Download** link at the left side of your account screen. Find the *Acronis Disk Director 12* entry and click on the plus sign to open up the information about this product. Now, click on the download button to start the download. Follow the same instructions above as you install this product on your computer.

Create Bootable Rescue Media: An important step that you need to take before you are ready to partition your hard drive is to create a bootable rescue media to use in case your main hard drive should fail and you need to use *Disk Director* on your main hard drive without an operating system to run on. *Acronis Disk Director* makes a bootable CD or a flash memory chip, depending on what hardware your computer supports. To do this, click on the **Acronis Bootable Media Builder** link at the left side of the main *Disk Director* screen. This takes you to the Acronis Media Builder wizard. After reading the first screen, click on **Next** to continue. Make sure the **Bootable Media Type** is *Linux-Based* and the *Windows-Like Representation* is selected then click on **Next** to continue. Leave the **Linux Kernel Parameters** unchanged and click on **Next** to continue. Then place a check in the box for *Acronis Disk Director 12* and click on **Next** to continue. Now, click once on the CD drive on your computer to select it and click on **Next** to continue. The last screen of the wizard shows you what your selections have been. I would place a CD-R disk in your drive, but do **not** close the tray drawer. Click on **Proceed** to burn a bootable CD with a standalone version of *Disk Director* on it. When your system asks for a blank CD, close the tray door and then quickly click on **Next** to start the creation of the bootable CD. This approach seems to work best.

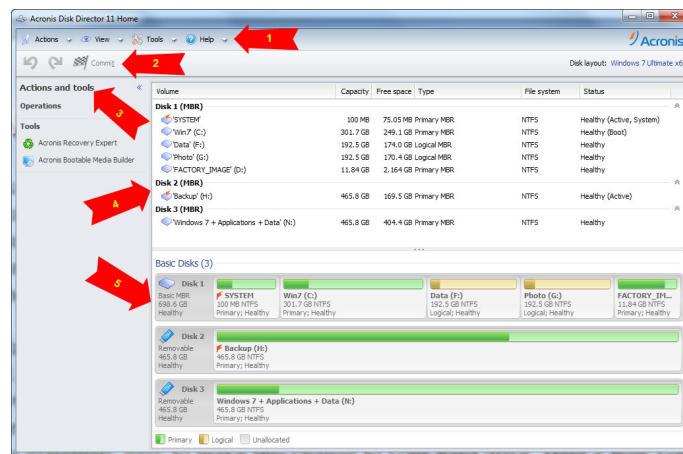
Backup Your Main Hard Drive: Before you start to change the partitions on your main hard drive, you should backup the entire main hard drive using an image backup utility, like *Acronis True Image*. While Acronis Disk Director 12 is a very reliable partitioning utility, you may run into unexpected results from your partitioning. So, it makes sense to protect your computer by making a full drive backup before partitioning.

Creating a New Partition

Most computers come with just one user partition on the hard drive. This c: partition is where Windows, your application programs, and all of your setting and data files are stored. The single partition hard drive is not the best way to organize your computer, but it is the easiest way for a computer manufacturer to set it up. Most end users are not aware that they can change the way their hard drive is organized or have the tools to do it. *Disk Director* is just the tool you need to organize your computer's hard drive any way you want to.

Creating a new Partition with *Acronis Disk Director 12* is one of the first ways you will want to use this excellent product. It lets you create a new partition on your hard drive to contain all of your important data files. Then you can move these data files from your c: drive to your new data partition using Windows Explorer. This protects your important data files from viruses and Windows crashes and gives you better options for backing up your hard drive. With *Disk Director*, it is extremely easy to make this change to your hard drive. Here's how you do it.

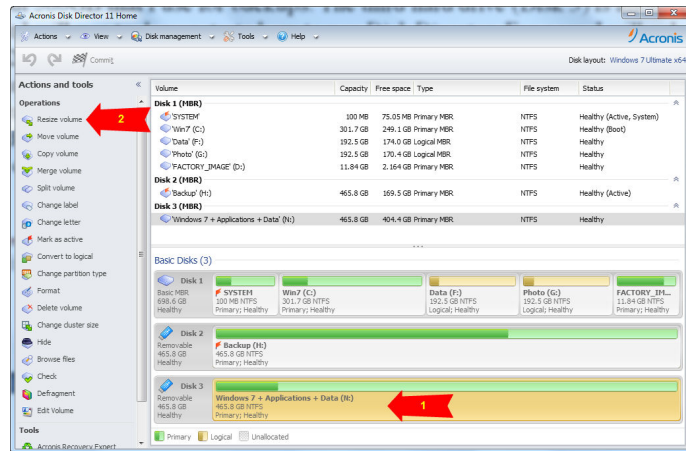
First, let's take a quick look at your *Disk Director* main screen. The top of the screen has (1) four or five drop down menu items that you can select to access different functions of the product. Below that is (2) a set of action buttons for the most common used features of the product. Down the left column is (3) a list of Actions and Tools functions that are available to be used with the product. All of these are context sensitive and will change depending on what parts of your hard drive are selected. In the main portion of the screen is a display of the hard drives currently attached to your computer. The upper part of this display is (4) in text format and the lower part of this display is (5) in graphical format. I find that using the graphical format is much easier to understand, so my demonstrations will use that portion of the screen.



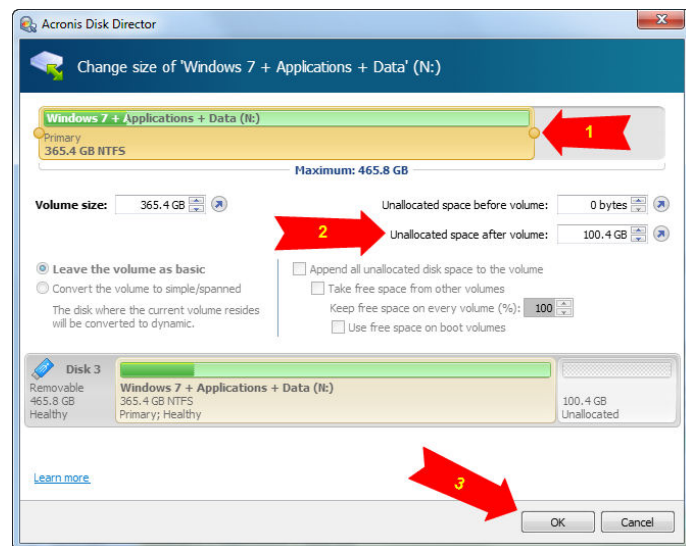
What you are seeing in this example is the three hard drives I have attached to my computer. What you see on your computer will look different than this, depending on how many hard drives you have and what is stored on them. The first hard drive (Disk 1) I have attached to my computer is my main hard drive. It is an internal hard drive that is about 700GB in size and has several partitions on it. The second hard drive (Disk 2) is an external hard drive of about 500GB that I use for backups. The third hard drive (Disk 3) is another external hard drive of about 500GB that I will use to demonstrate how to use *Disk Director*. For now, I will ask you to forget about Disk 1 and Disk 2 and focus only on Disk 3 as we pretend it is your main hard drive and I will show you how you can set up partitions on this hard drive. Disk 3 has one large partition on it which is named Windows 7 + Applications + Data and is assigned the drive letter n: on my computer. On your computer, the name of this partition will be different and it will most likely be assigned drive letter c: instead. You may find other hidden

partitions on this physical drive depending on what your computer manufacturer set it up with. These differences are normal.

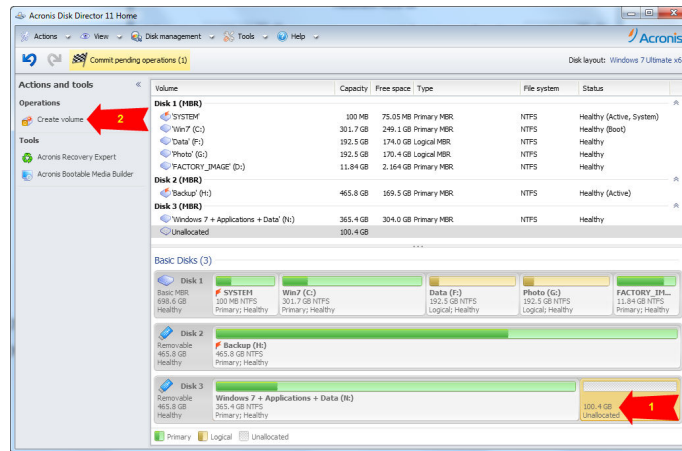
So, let's start to create a new Data partition on this hard drive. The first thing you do is to (1) place your cursor on the block that you want to partition and click once on the block. This selects it and turns it a yellow color to show that it is selected. Then (2) click on the **Resize Volume** function in the left column.



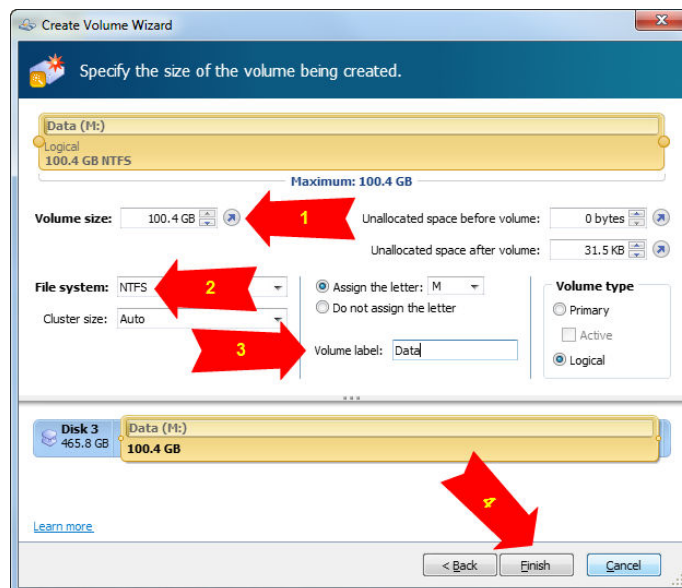
A dialog box will pop up when you click on the **Resize Volume** function. This shows a smaller version of the partition that you are resizing. Simply (1) place your cursor on the right edge of the partition over the small round ball and drag that partition boundary to the left, thus shrinking the size of the partition. You can (2) watch the size of the space after the partition till it reaches the size you need for your data partition. When it reaches the right size, release your mouse button. Do NOT try to force an even size in this box as partitions must start and end at certain locations on the drive. Let *Disk Director* pick the actual size of the space for you. Then (3) click on **OK** to complete the resize function.



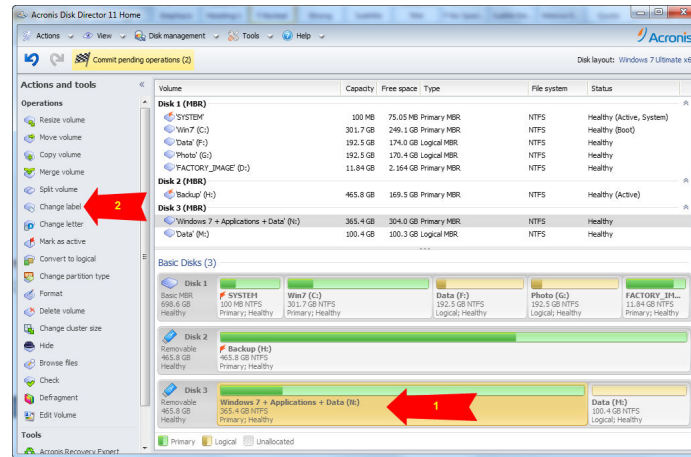
Next, (1) place your cursor over the Unallocated area left over by the resize function and click once to select it. It will turn a yellow color to indicate that it is now the selected space on the hard drive. Then (2) click on the **Create Volume** function in the left column to create your data partition in this unallocated space on the hard drive.



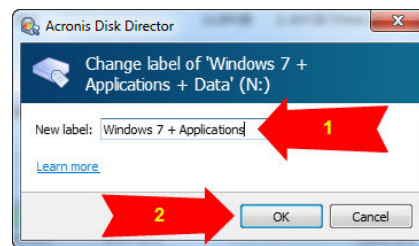
This will bring up another pop-up dialog box where you can define the features of your new Data partition. Click **Next** twice to get to the screen that is titled, “Specify the size of the volume being created”. Now, fill in the following information to define this new partition you are creating. Since you set up the size on the last screen, you should NOT have to (1) change that size here. You need (2) to pick a **File system** to use in this partition. The best file system to use with Windows is NTFS, but you can pick FAT32 or FAT16 if you prefer. You can also pick one of several Linux file systems types if you plan on using that partition with Linux. The assigned drive letter is m:, but you can pick any other drive letter you want that has not yet been assigned. Then (3) give your partition a **Volume Label** to identify it. Since I plan on using this new partition to store my data files in, I have named it Data. You can also pick whether your partition should be Primary or Logical. Operating systems are normally Primary partitions and data partitions are normally Logical partitions. There are only 3-4 Primary partitions permitted on each hard drive, so you may not get a chance to select a Primary partition. When you are done with your selections, click (4) on **Finish** to complete the creation of this partition.



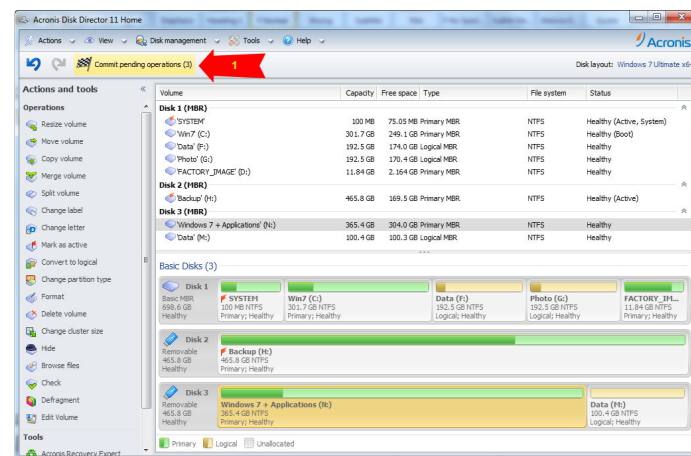
Since I now have a Data partition created on my hard drive, I should probably change the name of my first partition to NOT include Data. This is very easy to do. Click (1) on the Windows 7 + Applications + Data partition to select it. It will change to a yellow color to show that it is the selected partition. Then (2) Click on the **Change Label** function in the left column.



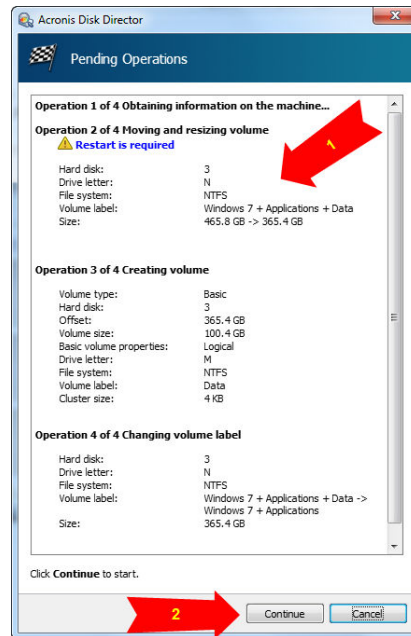
A small pop-up box will appear. Change (1) the name of the partition so that you no longer have Data in the name. Then (2) click on **OK** to complete the name change.



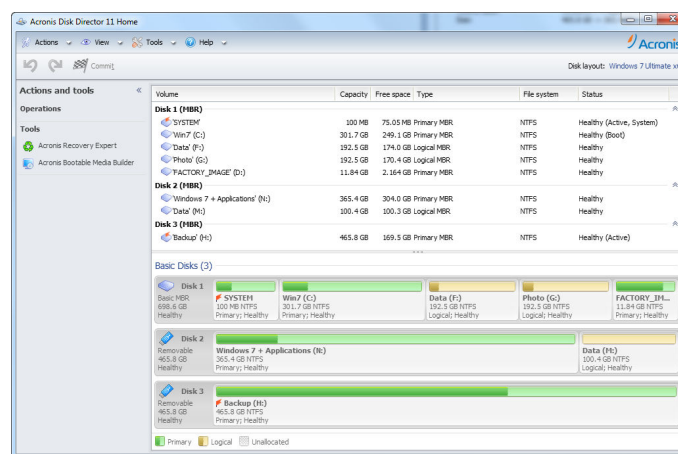
At this point, you have defined all of the steps needed to resize your main partition and then create a new Data partition in the Unallocated space. You have even renamed your main partition to show it no longer contains Data files. Your *Disk Director* screen should look like this, with your configuration, of course. These changes have not yet been made to the hard drive. To complete this operation and commit these changes to your hard drive you need (1) to click on **Commit Pending Operations** button at the top of the screen.



This will start **Acronis Disk Director 12** working on your hard drive to make the several changes that you have defined. Read (1) what steps *Disk Director* must do to change your hard drive and then (2) click on **Continue** to start the actual changes to your hard drive. Depending on what changes you have requested on your hard drive and how many files on the drive must be moved around to do these changes safely, it may take a few minutes to complete. In this case, it only took a couple of minutes on my computer to complete these changes. At other times it may take 15-20 minutes or more to make these changes. While *Disk Director* is working on your hard drive, do not use your computer for any other operations.



When *Disk Director* completes the partitioning of your hard drive, it will give you a message saying that processing had successfully completed. At that point, you can use your computer again. Your hard drive will now be the same as it appears on the main screen.

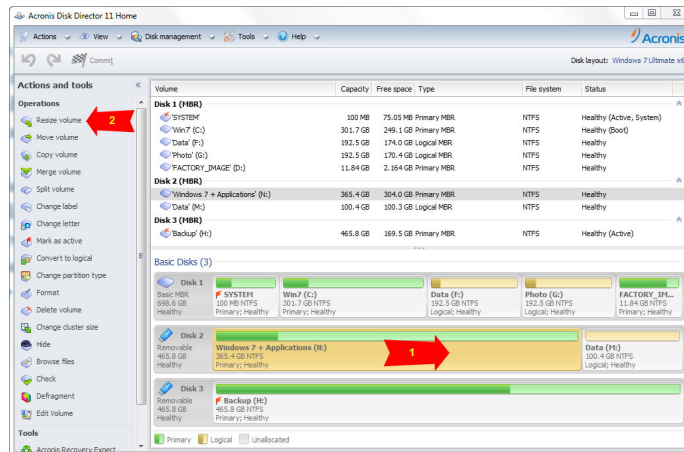


In the reboot process, Windows reassigned the two external hard drives on my computer to Disk 2 and Disk 3 but in a different sequence than it assigned them initially. This does not affect the results of the partitioning, only which one is shown first on *Disk Director*. What is displayed on your computer will be different than this example. See a technical paper I wrote a couple of years ago that describes how you proceed to move your data files into the new Data partition you just created. It can be found at <http://www.ugr.com/nl0608.html>.

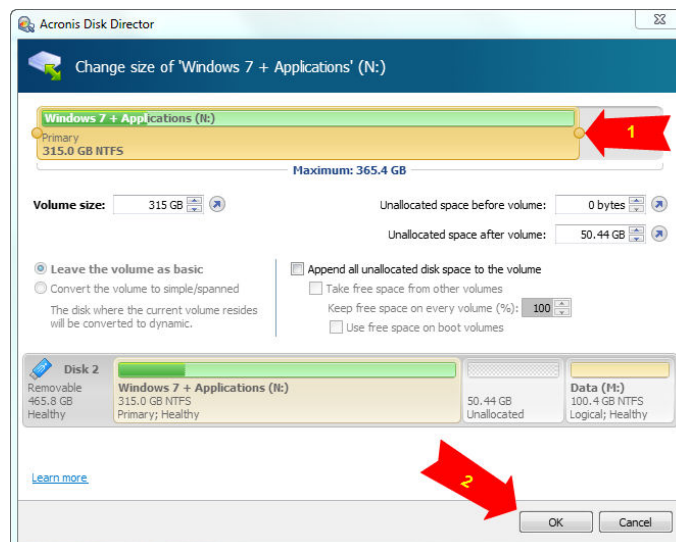
Resizing Partitions

When working with more than one partition on your hard drive, you may find that one partition fills up but the partition next to it has plenty of extra space in it. You can use *Disk Director* to resize and move partitions so that you can easily adjust the size of different partitions on your computer. This part of the Starter Guide will show you how easy it is to adjust partition sizes on your hard drive.

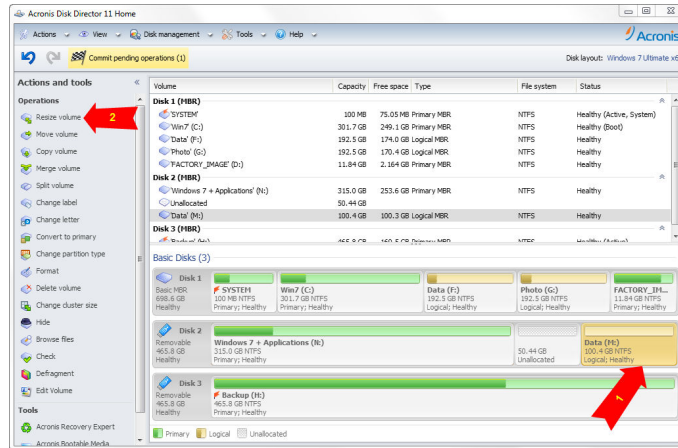
As an example, let's say that your Data partition has filled up, but that you have plenty of unused space in your Windows + Applications partition that is next to it. Here is how you would proceed to move some of the unused space from one partition to another adjacent partition. You start by resizing the partition with the extra space in it, in this example the Windows 7 + Applications partition. Click (1) on the partition box to select it and then click (2) on the **Resize Volume** function in the left column.



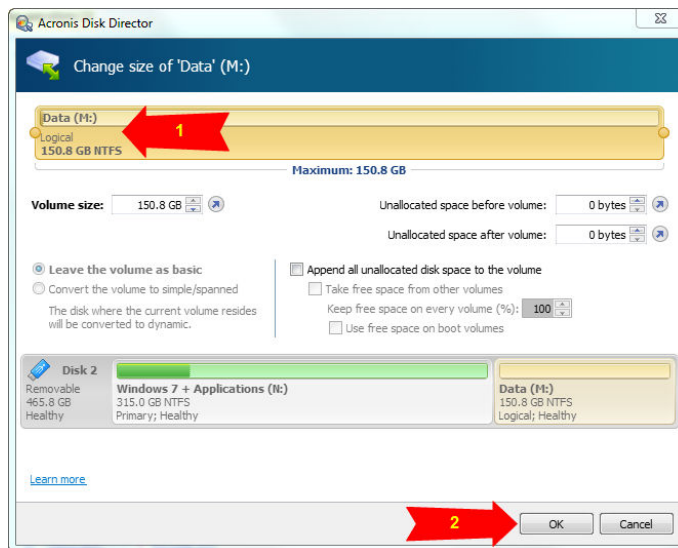
In the pop-up dialog box that appears, drag (1) the partition boundary nearest the partition needing additional space till you have freed up enough space for the other partition. Then (2) click on **OK** to continue.



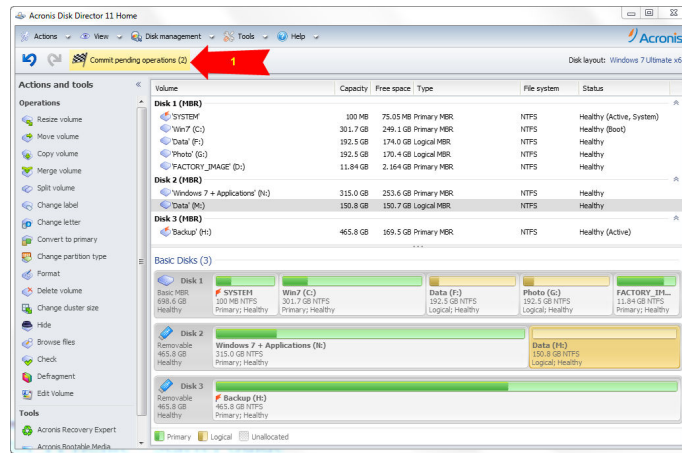
Then click (1) on the partition needing the additional space to select it. Click (2) on the **Resize Volume** function at the left side of the *Disk Director* window.



In the pop-up box that appears drag (1) the edge of the partition nearest the unallocated extra space to include that space in the partition that needs the extra space. Click (2) on **OK** to continue.



When you click (1) on the Commit button, you will have added 50GB to your Data partition as you wanted.



*That completes this paper on **Acronis Disk Director 12**. If you have questions on this article or other questions about your hard drive, send a note to support@ugr7.com and I will try to assist you. While I try to help my customers as time permits, I am not the official Acronis technical support for this product. To reach them, go to www.acronis.com/support/ and click on the orange **Start Here** button. You can select either chat support or submit a web request for support.*