

## **SYMANTEC GHOST 7.0**

### **I. Preparing to create an image using Symantec Ghost 7.0**

- 1. The first step you must do is load Symantec Ghost on to an existing machine and prepare your boot disk.**
- 2. Install a second hard drive on the machine you plan on making an image of. You must set up the partitions and logical drives on this hard drive with FAT 16 and should be no larger than 695 MB per partition if you plan on making CD's of your image.**
- 3. Start up your boot disk that you have already created and at the startup screen click OK.**
- 4. On the menu select Local, Disk, To Image.**
- 5. At the next screen make sure that both drives install are listed and click OK.**
- 6. At the drop down menu select the first 695 MB partition or logical drive and type in a name for your image.**
- 7. When the first span is complete, select file name.**
- 8. At the drop down menu select the next 695 MB partition or logical drive and type in a name for the next span of your image. Continue this until all spans are complete. Depending on the size of your image this could take from 2 to as many as 6 spans.**
- 9. At the end of the last span, reinsert the first span to complete the image process.**
- 10. Quit the Ghost program, remove the boot disk and start the computer normally.**
- 11. Burn you images to CDs.**

### **II. Dropping an image on a new hard drive.**

- 1. Start up your boot disk that you have already created and at the startup screen click OK.**
- 2. On the menu select Local, Disk, From Image.**
- 3. At the drop down menu select the CDROM and select the first file name of your image.**
- 4. Make sure your drive is listed and click OK.**
- 5. Click YES**
- 6. When the first span is complete, insert next disc and select file name. Continue this until all discs are complete.**
- 7. At the end of the last disc remove the boot disk and click restart.**
- 8. Log on to the computer and wait for the operating system to find all the hardware and restart when told to do so.**