

## Echo360 Personal Capture: Getting Started

Echo360 Personal Capture is a powerful yet simple recording tool that enables you to record demos, lectures, and other video or screen casts from the comfort of your personal computer. Your media publishing efforts will result in a video that you can share in a variety of ways, including in your Blackboard course.

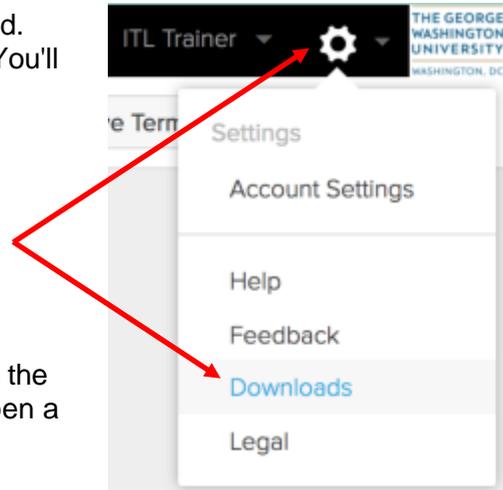
### 1. Request an account.

Email [itl@gwu.edu](mailto:itl@gwu.edu) to request an account. After your account is created, you will receive an email regarding creating a password. Follow the prompts to complete the account creation process. You'll then use your GW email address ([NetID@gwu.edu](mailto:NetID@gwu.edu)) and the password that you created to login to Echo360.

### 2. Download and install the software.

Go to [echo360.org](http://echo360.org) and login. Click the gear icon near the top right of the page and select *Downloads*. You'll then have the choice of what version to download based upon your operating system.

Once downloaded, open the installer file (.exe or .app) to begin the installation process. If you are using a Mac you may need to open a .zip file to access the installer.



### Before you begin recording:

#### 1. Clean up the desktop.

We recommend that you close (or at least minimize) all applications and windows except for Personal Capture and any applications you will use during the recording. This provides a clean space to capture so the recording appears less cluttered and more professional looking.

#### 2. Open the presentation file(s).

If your capture will include computer Display input, open any files or applications you plan to display during the capture. This helps reduce any unnecessary computer actions that could be captured in the recording.

After opening the presentation(s) or other files, minimize any you won't be showing at the beginning, and note their location in the taskbar. This provides a clean space to capture and smoother transitions from one item to the next.

#### 3. Preview the items being captured.

Before beginning a recording, you can select what inputs you want to capture (*computer display and/or video*) and see a preview of them. Use the preview to be sure what you want to record is actually being captured. What you see on the preview screen is what will be recorded.

#### 4. Learn the keyboard shortcuts.

	WINDOWS	MAC
<b>Pause &amp; Resume (toggle)</b>	Alt +F5	Command + 6
<b>Stop the recording</b>	Alt +F6	Command + 8

Next Step: [How to Record](#)