Echo360 Personal Capture: Getting Started

Echo360 Personal Capture is a powerful yet straightforward recording tool that enables you to record demos, lectures, and other video or screencasts 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.
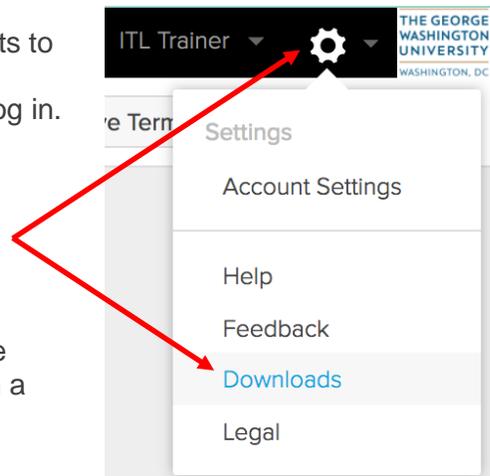
1. **Request an account.**

   Email itl@gwu.edu to request an account. Once created, you will receive an email regarding creating a password. Follow the prompts to complete the account creation process. You'll use your GW email address (NetID@gwu.edu) and the password you just created to log in.

2. **Download and install the software.**
   Go to echo360.org and log in. Click the settings icon at the top right of the page and select *Downloads*. Then choose the 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 while recording, to provide a clean space to record. This way, the resulting capture appears less cluttered and more professional.

2. **Open the presentation files.**

   If your capture includes computer display input, open all files and applications that you plan to use while recording to reduce any unnecessary computer actions that could be captured in the recording.

   After opening your presentation 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 to be captured.**

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

4. **Learn the keyboard shortcuts.**

	WINDOWS	MAC
Pause & Resume (toggle)	Alt +F5	Command + 6
Stop the recording	Alt +F6	Command + 8

Next Step: ***How to Record***