1.) Open Ecotect (Note: student versions of Ecotect 32 bit 2010 or Ecotect 32 bit 2011 can be readily accessed via the http://students.autodesk.com/?nd=m_home for up to 3 year activation.)
2.) Go to File → Open
3.) Go to Model → Site Location (this is also located on the project Tab on the left hand side)
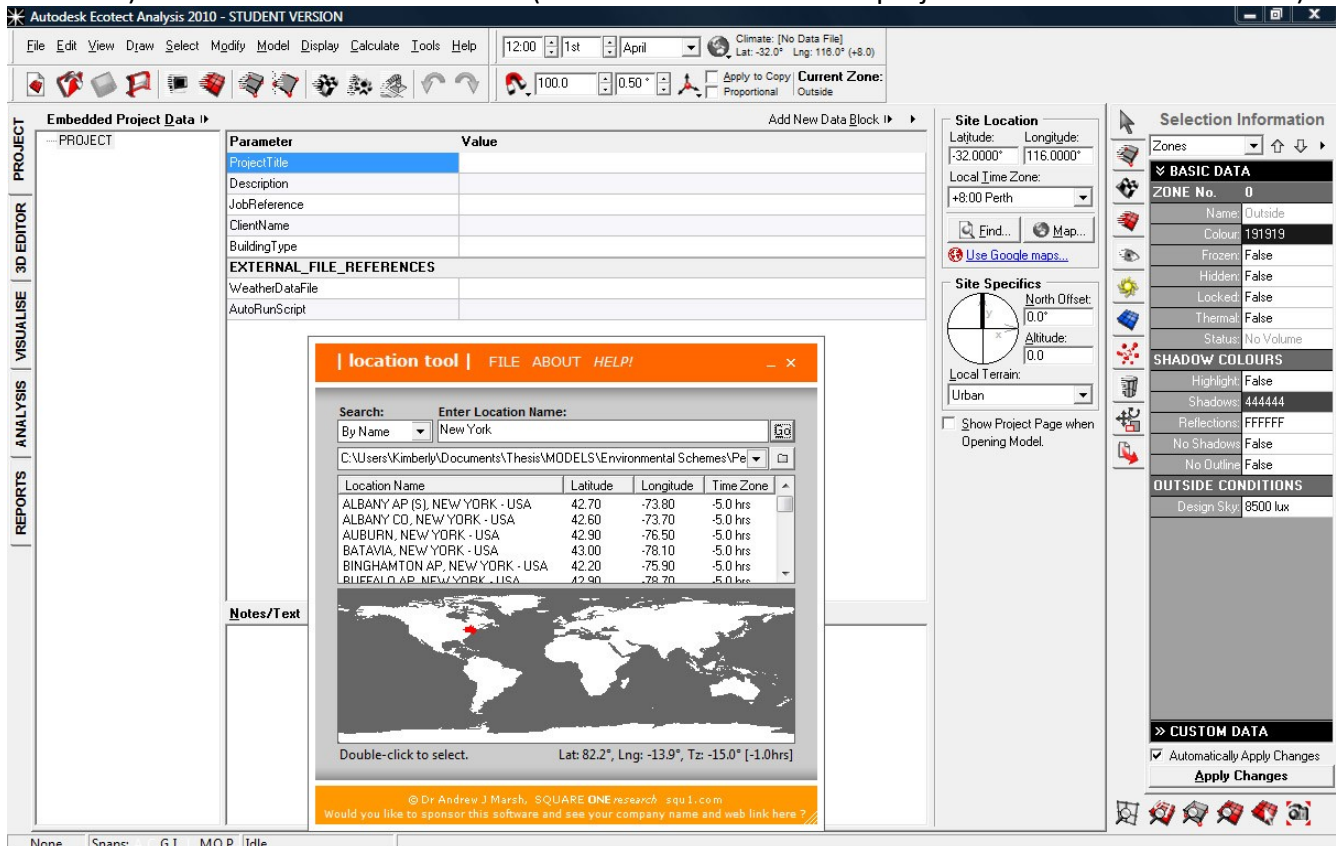
3.) Type city name → Go
4.) Select city and close window. This information can also be imported using a .dat file but for now just cancel the file search and select the city name from the list.
5.) Click on World Icon > Load Weather File (If the weather data is not located on your computer, refer to Ecotect Tutorial 1- how to import/load weather files)
6.) Building geometry or import geometry (Refer to tutorial 2: importing geometry)
7.) Display > Shadows (F10)
8.) Change date and time (usually it is key to important to have winter solstice, summer solstice, equinox shadow ranges for shadow studies)
9.) Go to Shadow Setting (Right side tab) → In Shadow Display Check Daily Sun Path → Check Annual Sun Path
10.) In animate shadows → Click hourly

Shadow Range

11.) Go to Shadow settings (Right side tab) → Select Show Shadow Range and change start, stop, and step. Setting the increment based on the frames/ minute
12.) Go to Analyze (left side tab) to show the full shadowcasting per start/stop
13.) Change date and time (usually it is key to important to have winter solstice, summer solstice, equinox shadow ranges for shadow studies)
14.) On Right bottom side select Copy View to Clipboard → Save to File…

Winter Solstice Shadow Range: June 21   Summer Solstice Shadow Range: December 21   Equinox Shadow Range: March 20   Equinox Shadow Range: September 20
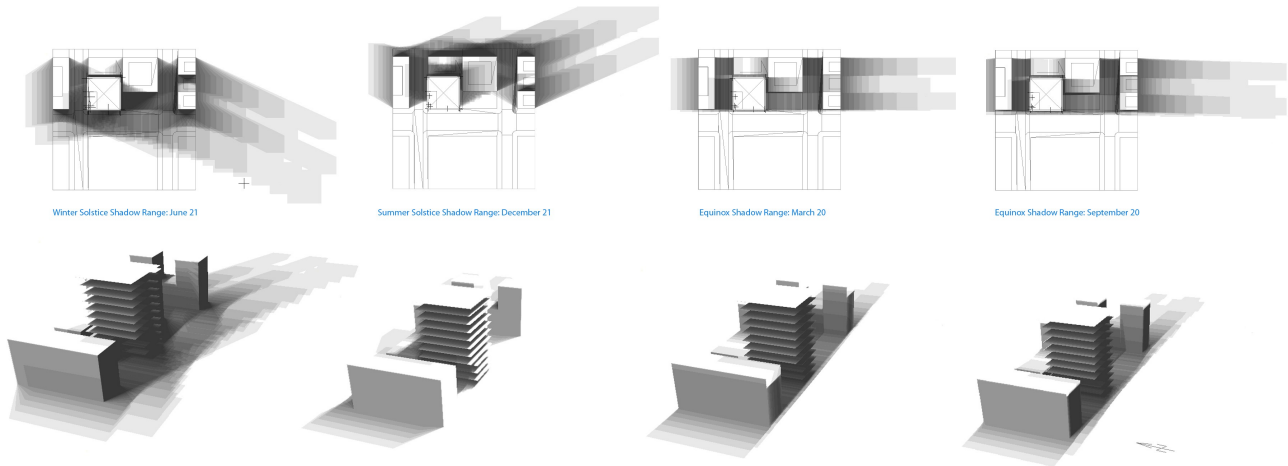
Remember to unclick shadow range when performing more precedures in Ecotect. Depending on the increment, start, and stop + the intricacy of the imported geometry, the file will lag when panning/rotating views.

Sun-Path Diagram

15.) Go to Zone Management (Right side tab) → Create Point Zone
16.) A point can easily be created in Ecotect under the 3d Editor(Left side) > Pt
17.) Select the Point element in the Drawing.
18.) Go to the Calculate > Sun-Path Diagram... Projection Type > select Orthographic

Moving the Point

19.) Click the Transform icon on left upper corner
20.) Select the Point element in the Drawing.
21.) ***Steps 9-10 can also be done by going to Zone Management (Right side tab) → select Point Zone → Right click Select Objects On Zone ---> Go to object Tranformation (Right side tab)
22.) Move the point to location you like > Enter

Saving Image

On Right bottom side select Copy View to Clipboard → Save to File…