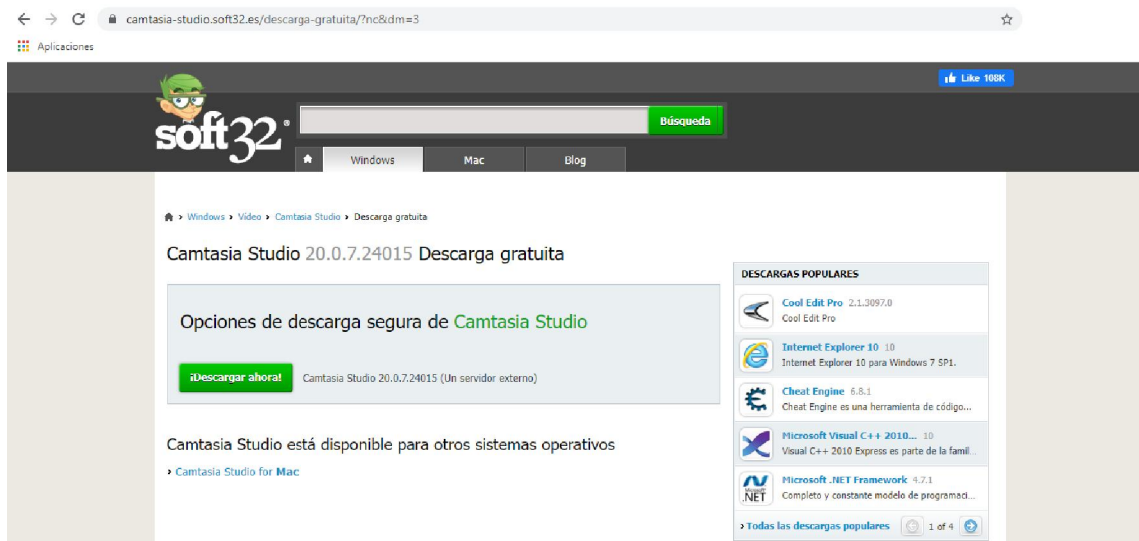


Instructions for recording and sending your papers

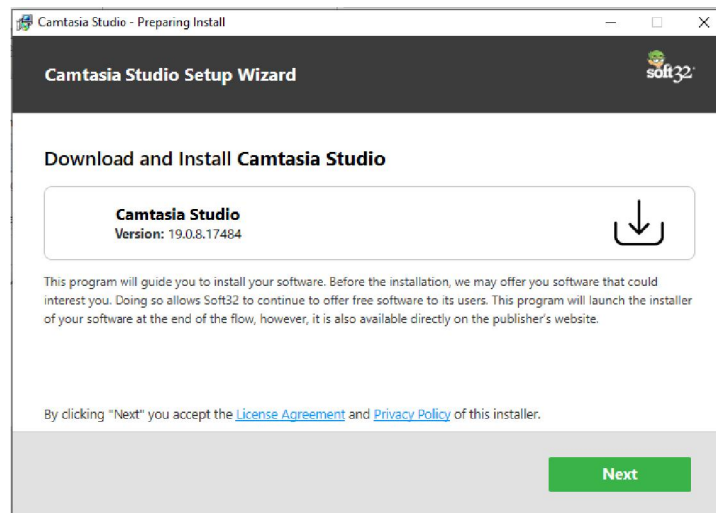
OPTION FOR WINDOWS

Record your presentation using Camtasia (free software)

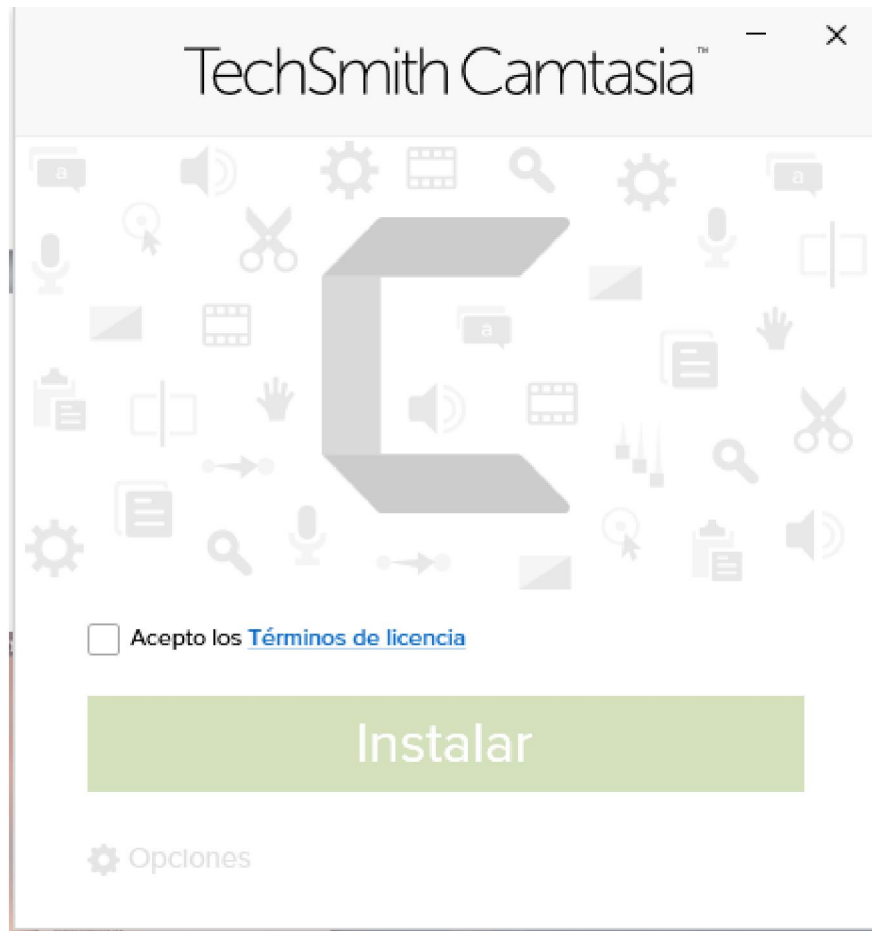
1. Camtasia Studio can be downloaded and used for free for a limited period of time. You can download this software [here](#).



2. Once you have downloaded the software into your device, you need to open the .exe file. The screen shown below will appear: click on *Next* and decline the installation of any other program.



3. After declining the other options, Camtasia will be launched and you will be able to see the following screen.



4. Click on *accept* and the software will get installed, creating a direct access on your desktop. Then, open the program by clicking on the direct access and this tab will appear on your screen.



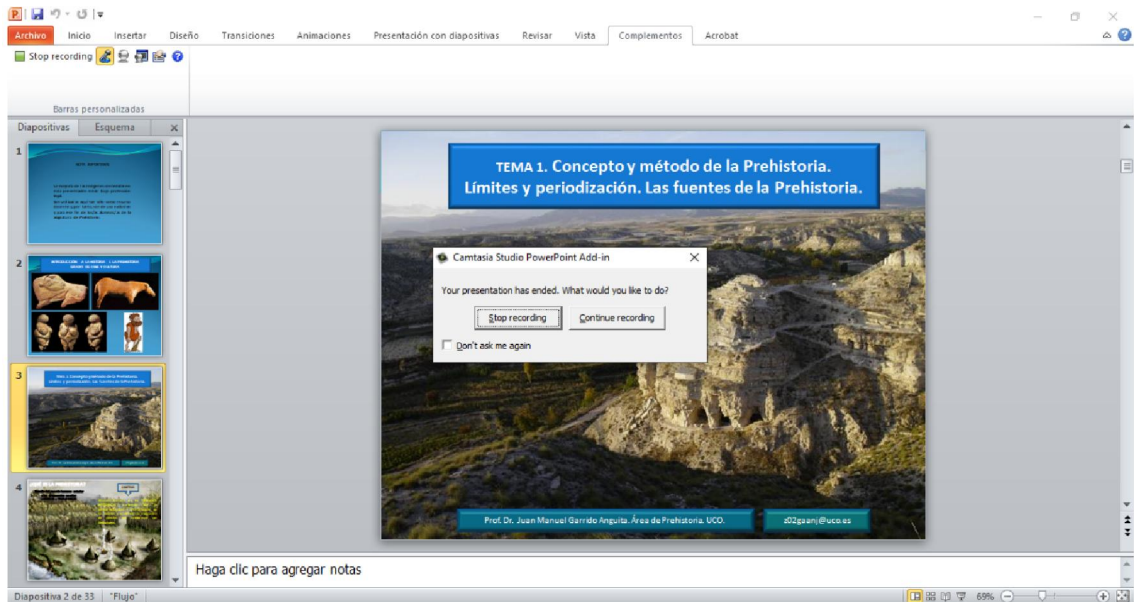
- The following step is to close the program and to open your PowerPoint presentation. Click on *Complements*, and a menu with different recording options will slide down. The selected option (Camtasia) will be able to record your voice will you go through your presentation, also allowing the use of a webcam.



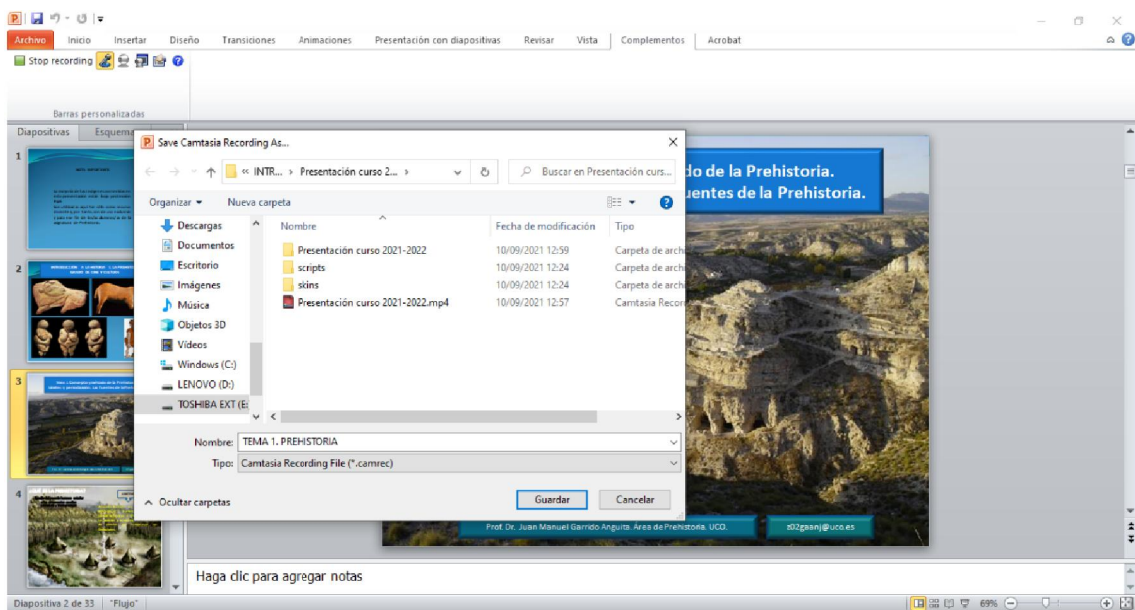
- Once you click on *record*, your PowerPoint presentation will automatically open. A recording menu will appear on the right bottom corner: select *click to begin recording* to start.



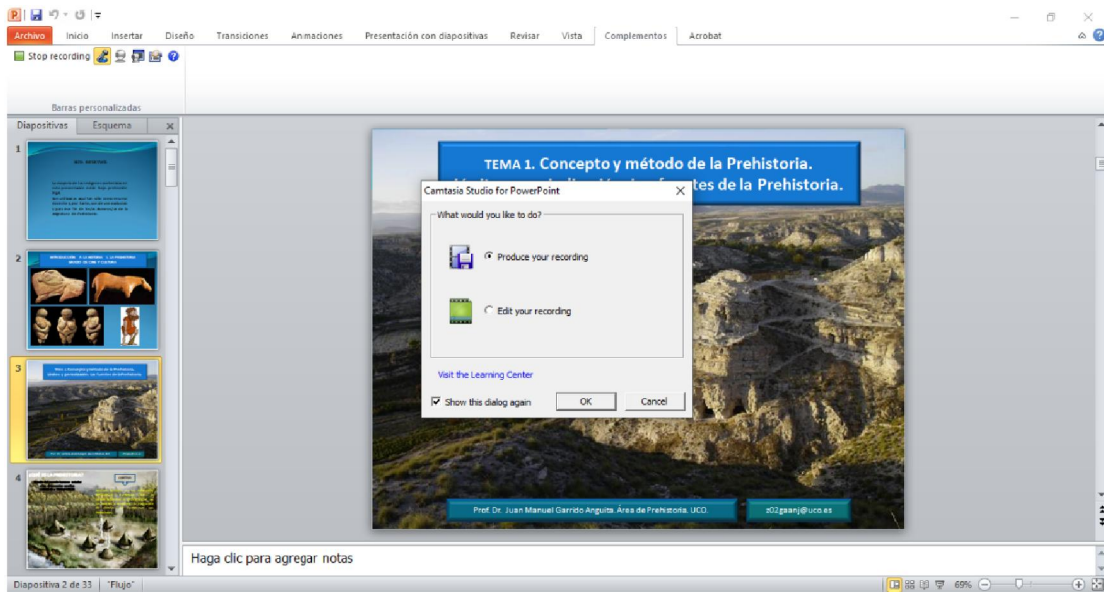
7. Once you have finished your presentation, click on *ESC* on your keyboard; this will stop the recording. A pop-up message will appear on your screen: you need to click on *stop recording*.



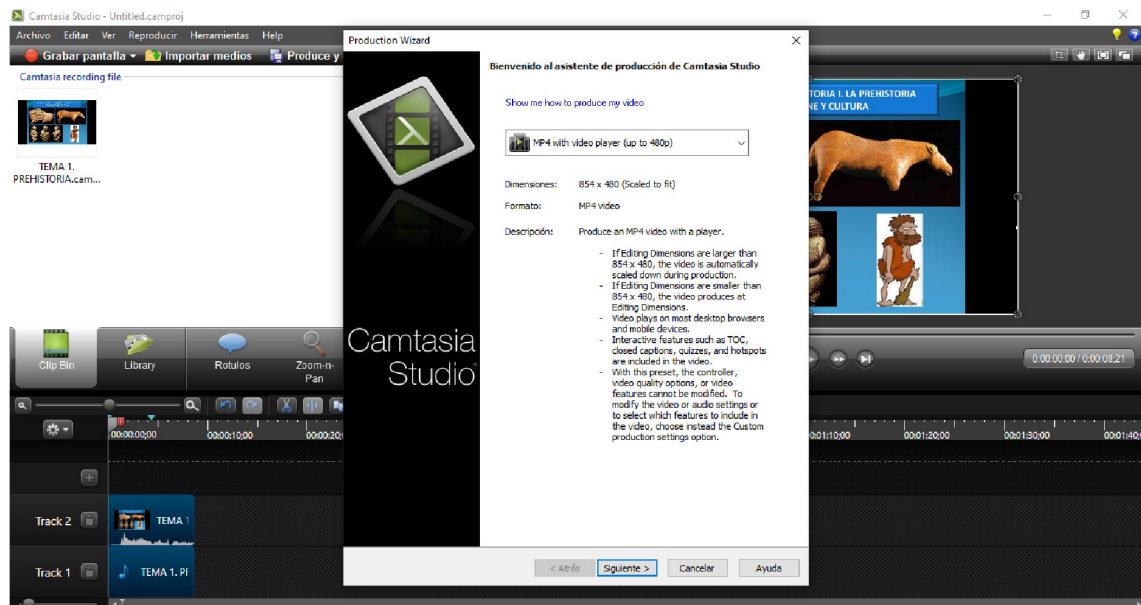
8. Following these steps, you will get a saving menu on your device that will allow you to save your recording onto Camtasia.



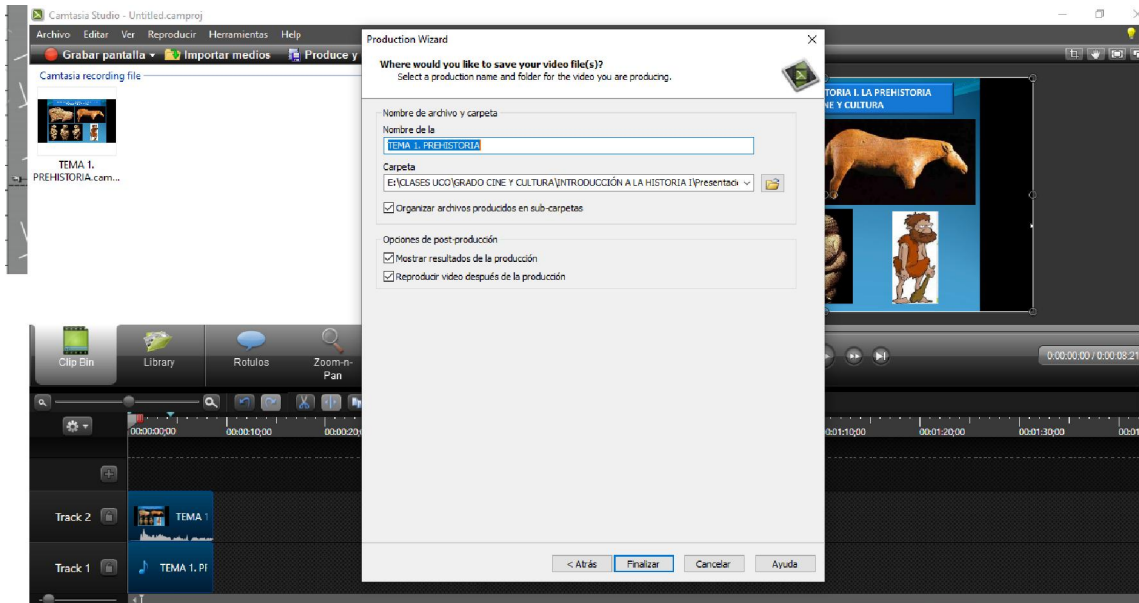
9. A pop-up window will appear from Camtasia: you need to click on *produce your recording* and, then, *ok*.



10. After this, you need to select to produce your video on MP4 format.



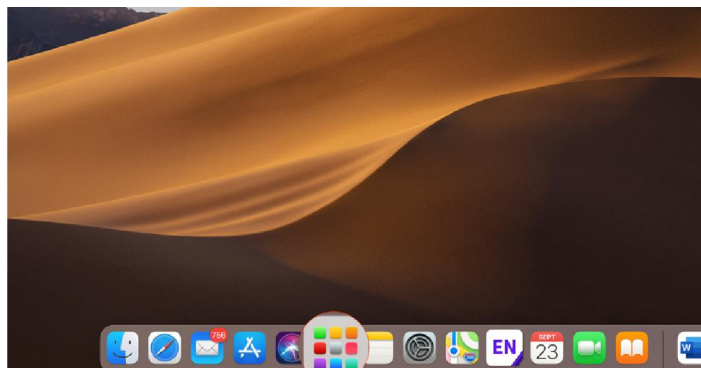
11. To finish the process, click on *finish* and save your video to your preferred folder.



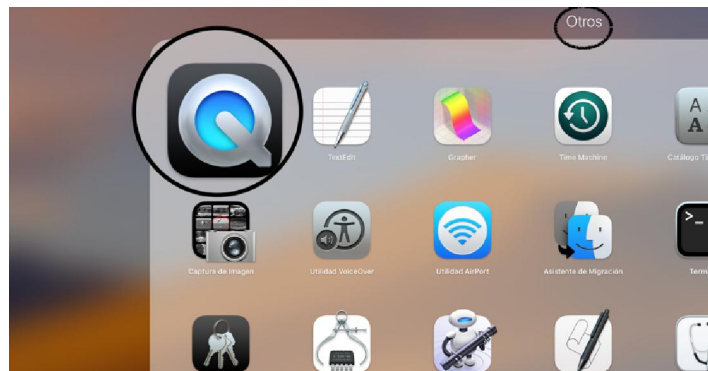
OPTION 1 FOR MAC

Record your presentation using Quicktime for Mac (free software)

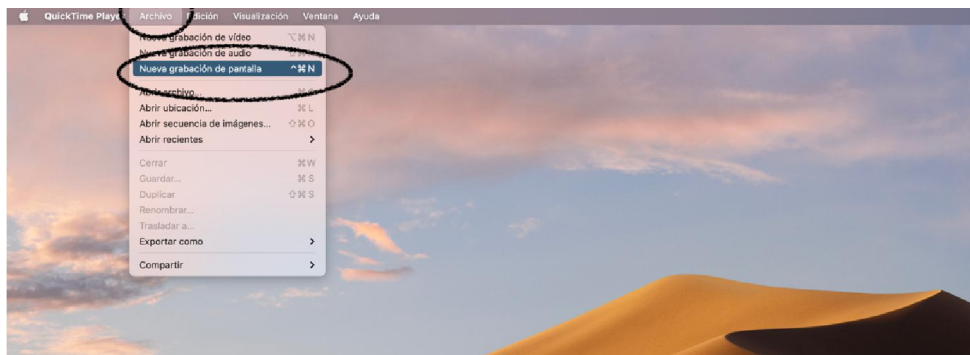
1. This program is already installed in all MAC computers. You can access it through Launchpad.



2. It is located within the folder "Other".



3. Once you have accessed Quicktime, you need to click on *file*. After the menu slides down, select *new screen recording*.

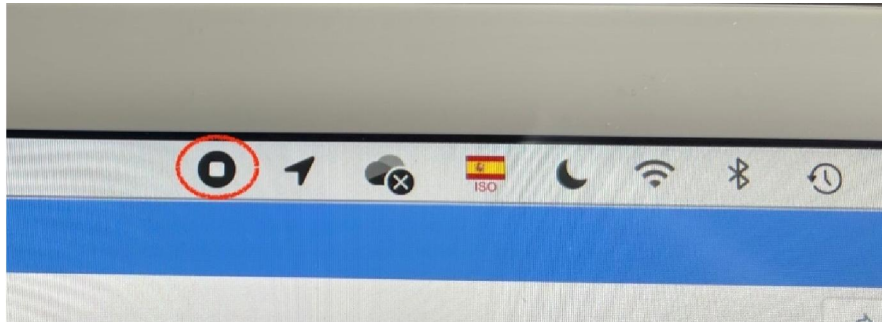


4. A pop-up window will appear; select *options*.

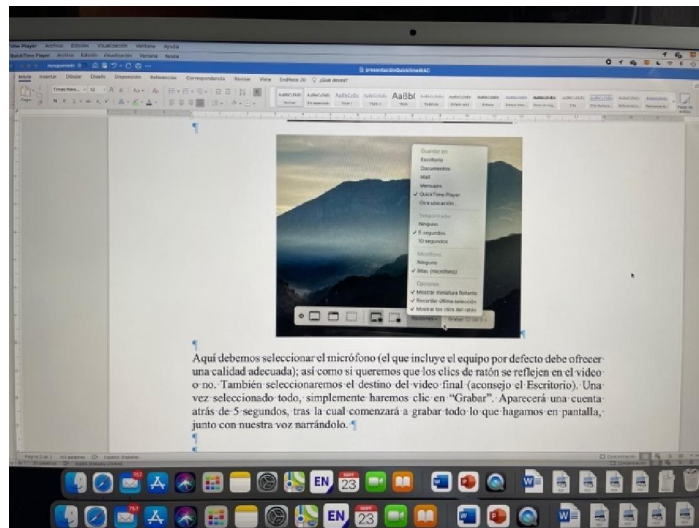


In this second menu, you need to select *microphone*. You also have the option to choose whether the arrow appears during the recording or not. This menu also allows you to select the folder to which you want to save your video. Once all this settings are selected, you can click on *record* to start the recording after a five seconds count down. This program also records your voice as you move through your PowerPoint.

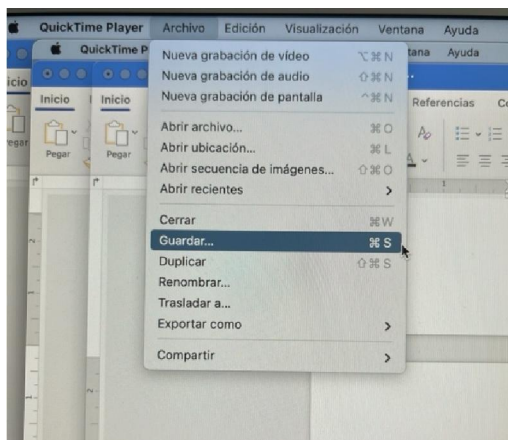
5. While the program is recording, you will be able to see this menu on the right top corner of your screen.



6. Once you have concluded your presentation, you need to click on the square image that appears on the aforementioned menu. After some seconds, the video will appear on your screen.



7. Click on *file*, and then *save* in order to save and name the recording onto your computer.



OPTION 2 FOR MAC

Record your presentation using PowerPoint for Mac (free software)

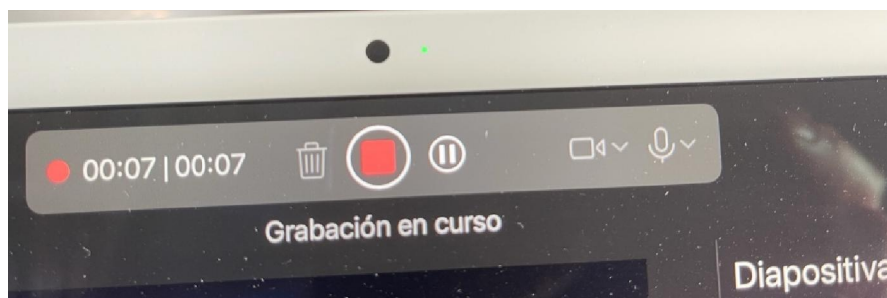
1. In order to record your voice over your PowerPoint presentation, you need to click on *Presentation with slides* and then on *record Presentation with slides*.



2. After clicking on recording, a three seconds countdown will show when the recording is about to start.

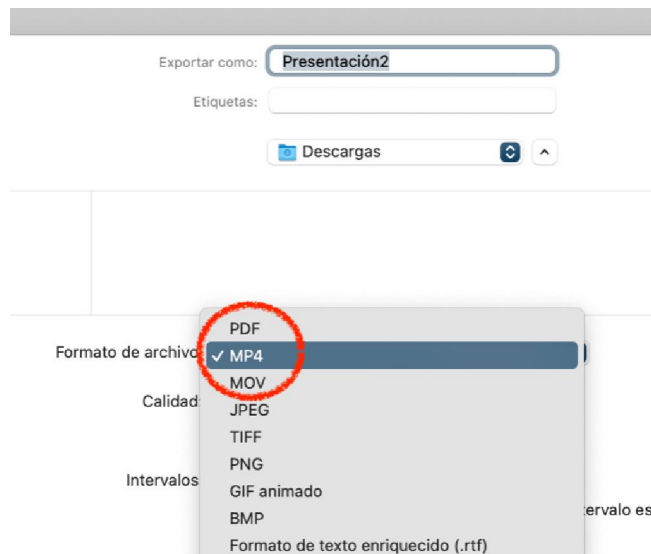
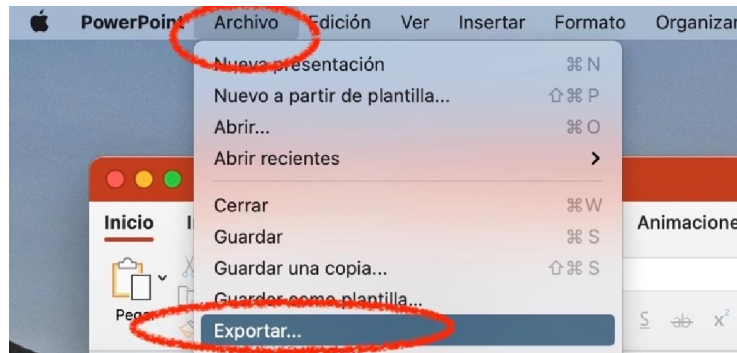


3. Once you have finished your presentation, you need to click on the red squared button in order to stop the recording.



4. Then, click on *Finish presentation*.

5. You can send this PowerPoint recording as it is, or you can transform it into MP4 format. In order to do so, you can select *file, export* and then *MP4*.



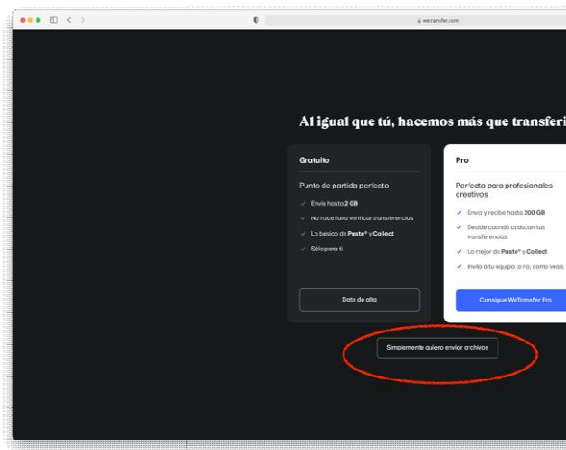
6. Another menu will slide down, where you need to select *Internet quality* in order to avoid creating a heavy file.



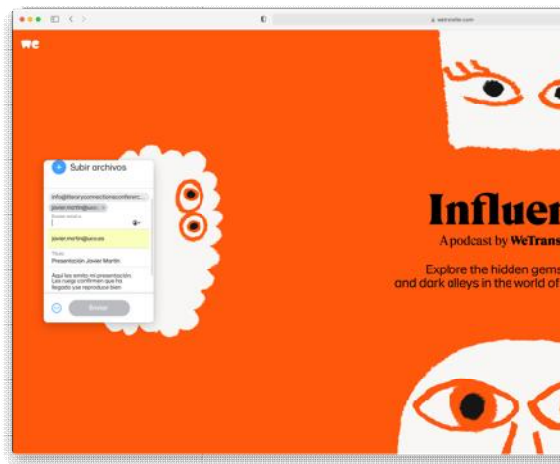
HOW TO SEND YOUR PRESENTATIONS

Since the recordings are big files that cannot be sent through email, we recommend you to use WeTransfer, a free and safe website.

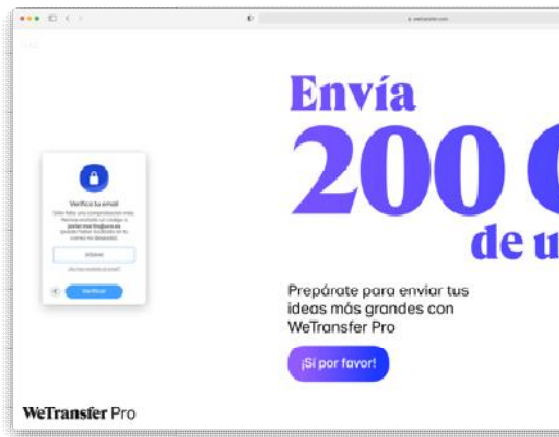
1. Access this website [here](#).
2. You do not need to create an account to be able to send files.



3. You need to fill in some information, like the name of the file or the email to which you wish to send that file (**interfaces.rep@gmail.com**).



4. Then, select *Upload files*, which will allow you to select the file from your computer. After this, and as a verifying step, you will receive a code in your email.



5. After the file has been sent, you will receive a confirmation email.

