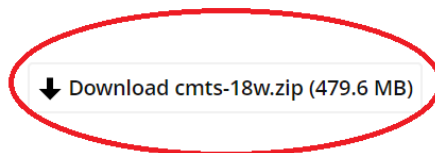


## Guidelines for using Camtasia

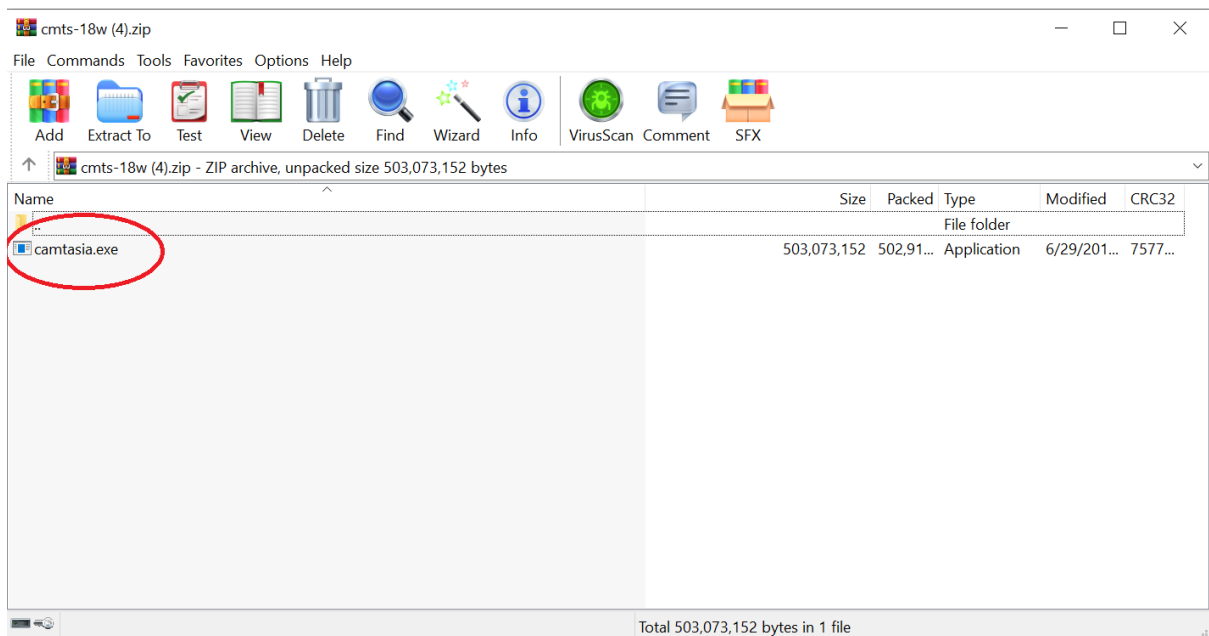
1. If you wish to upload a video of your presentation, we recommend you use a programme called Camtasia, which will allow you to add PowerPoint slides to your video. A trial version of the software, which you can use to record your video, is available via this link:

<https://surfdrive.surf.nl/files/index.php/s/JtxVDvZrd4bXO9a>.

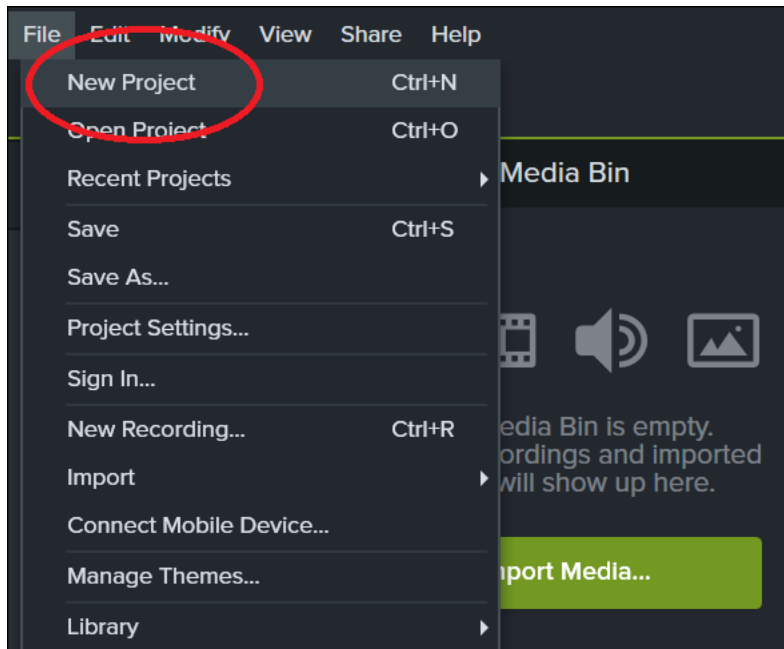
2. When you receive the link, click the button to download the software and install by clicking **camtasia.exe**.



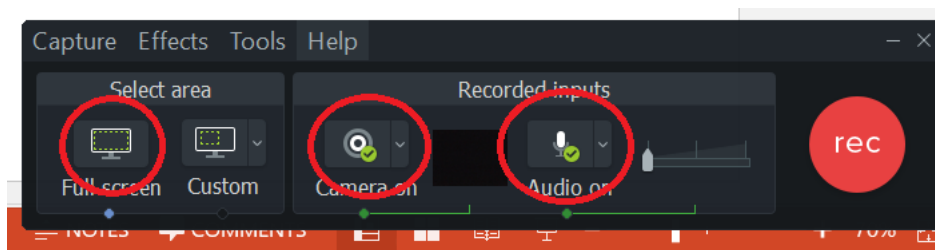
Direct link



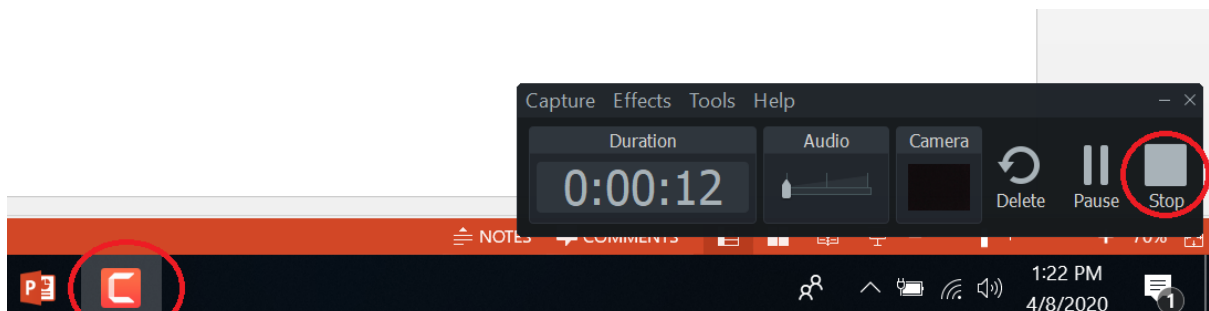
3. Open the trial version of Camtasia and start a new project (File > New Project)



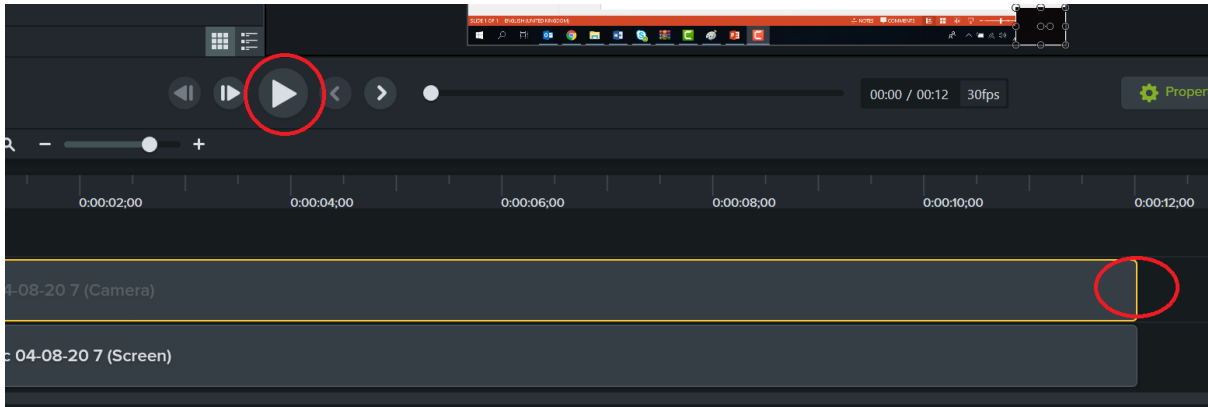
4. Open your PowerPoint presentation. Go back to Camtasia and press record on the top left of your screen. A recording interface will pop up at the bottom of your screen. Make sure that the recording area is set to full screen and that your camera and audio are switched on.



5. Set your PowerPoint Presentation to full screen and press the "rec" button. You will now be able to record yourself while you talk through your PowerPoint slides. When you wish to finish, press F10. Alternatively, close the full screen mode of your presentation, click the red Camtasia icon on your taskbar and press "stop".



6. Play your recording to see whether it is how you want it to be. If you wish, you can cut the recording shorter by clicking and dragging the recorded track to the left.



7. Go to file > export as .zip and select the folder where you wish to save the file. Send the .zip file to [capdevsymposium@un-ihe.org](mailto:capdevsymposium@un-ihe.org). In case the file is too big, kindly use wetransfer (<https://wetransfer.com>). We will then post the video on the Symposium platform.

