

## HOW TO RECORD A WEBINAR

1) Download and install Webinaria software from here and follow instruction:

(Webinaria.zip)

<https://sourceforge.net/projects/webinaria/>

2) Prepare the presentation

3) Open Webinaria

(Webinaria.zip) "Entire Windows"

Maximum Uncompressed File dimension (Immediately after stop the recording): 2GB/minute

Maximum Compressed File (using zip or similar archive manager): 200MB/minute

Ex: 45 minute recording at screen resolution 1020 x 1980 at 5fps: ~90GB uncompressed, 9GB compressed

**Warning!!!!** Please choose a recording path with enough space available (>100 GB)

Tutorial for the Webinaria software

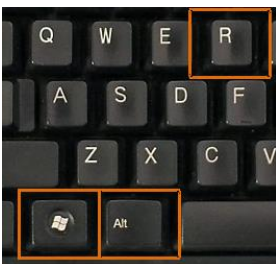
<http://www.techrepublic.com/blog/windows-and-office/record-screencasts-with-open-source-webinaria/>

4) Start the recording session:

**Mode 1)** Press the record button and choose the path for file recording.



**Mode 2)** from the tab Record press "Record" or the sequence win key + alt + r



Start your PowerPoint presentation and your oral comment and you help your presentation with the mouse. The webinar software provide to record simultaneously screen and voice. The voice is automatically captured by the integrated microphone (for laptop) or by external microphone (for desktop computer).

**5) Stop the recording session: when the presentation is finished press the sequence win + alt + s**

**Mode 1)** Press the stop button.



**Mode 2)** from the tab Record press "Record" or the sequence win + alt + r



## TO COMPRESS THE FILE

Use a Compression Archive or standard function of your Operating System or free software (Ex: [www.7-zip.org](http://www.7-zip.org)).

Select the recorded video file on window file manager

Right mouse click and select "send to compressed archive" or "compress file"

## METHODS TO SEND THE VIDEO FILES:

- 1) By using large mail transfer (e.g. jumbo mail, we transfer, we sendit or similar). Pay attention at the typical limit for the free accounts (usually 2 GB)
- 2) By sharing the files on your Google drive, dropbox, sky drive etc. and send us the credentials