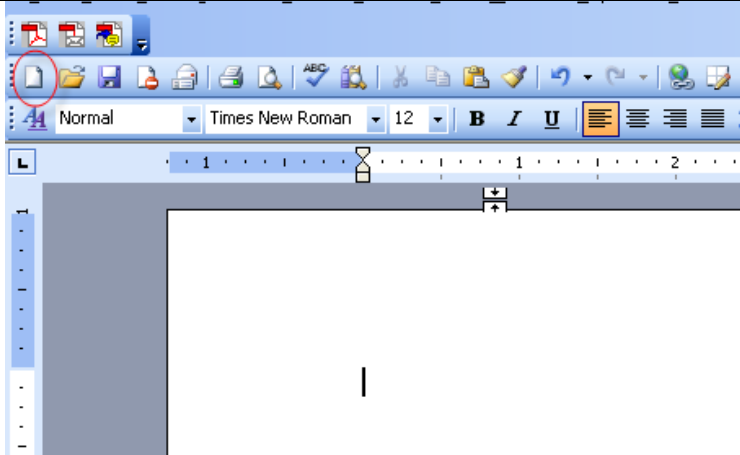
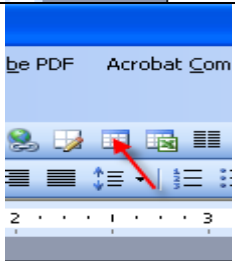


Storyboarding:

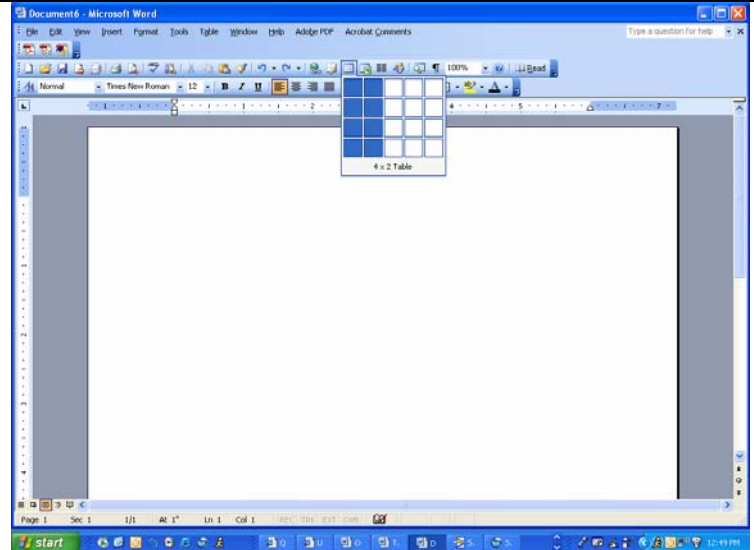
Creating a storyboard in Word

For some, storyboarding may seem like a hassle, or a tedious extra step in the process of digital storytelling. This is not true. Storyboarding is a valuable step in digital storytelling. It allows the user to organize images, text, motion, interviews, and music before they begin making their digital story. It allows the user to visualize how the story will be put together and what holes exist so that they can be filled. Storyboarding also inspires new ideas for the user's digital story because the user sees all of the pieces of the story laid out in front of them.

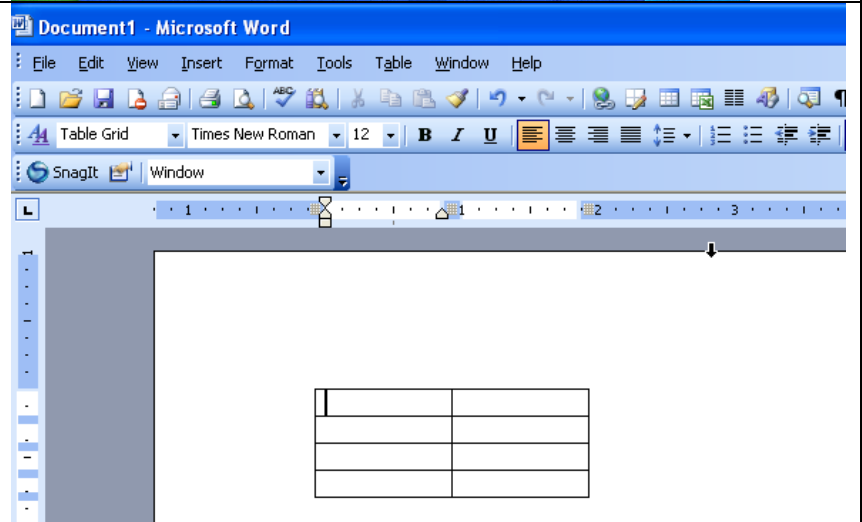
The following storyboarding tutorial shows users how to create a storyboard in Microsoft Word because many people have access to Word. There is a plethora of storyboarding software out there, but they tend to be more complex and involved. As users become more advanced, they may want to consider acquiring more complex software for storyboarding.

Type or Do the Following	Results
1. Open a new Word Document	
2. Insert a table into document	

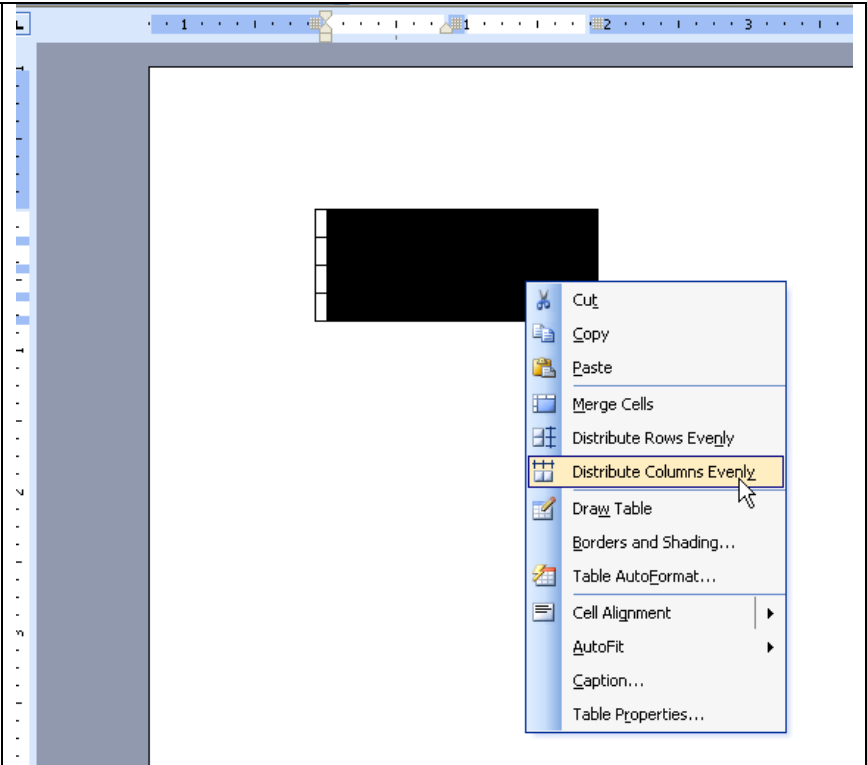
3. Insert a table with two columns and four rows (you will add more rows later)



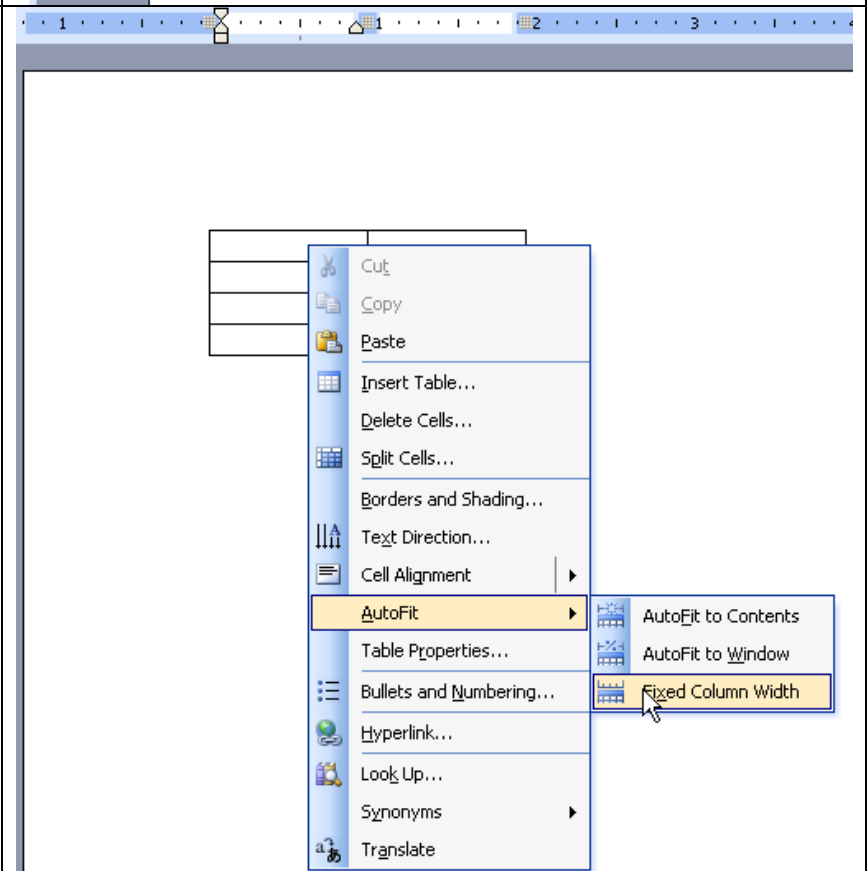
4. It will look like this at first

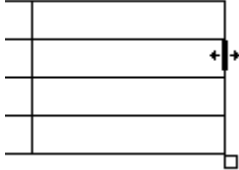
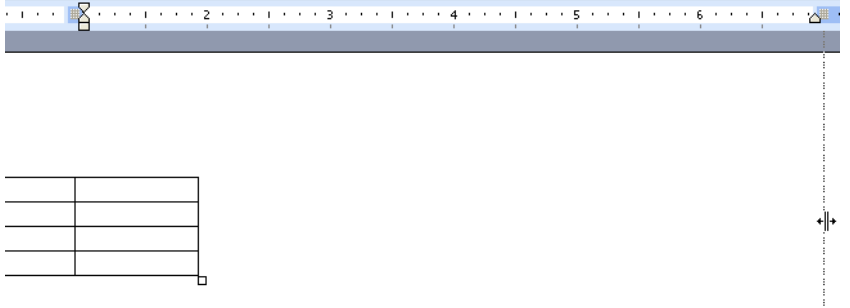
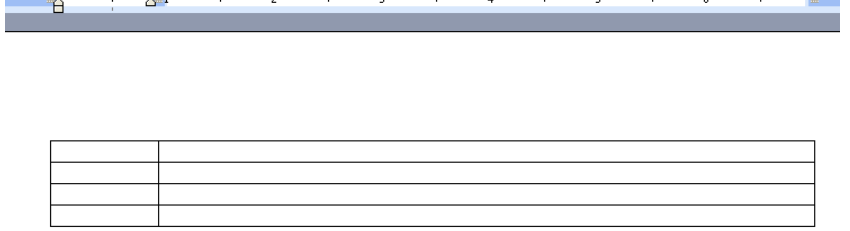
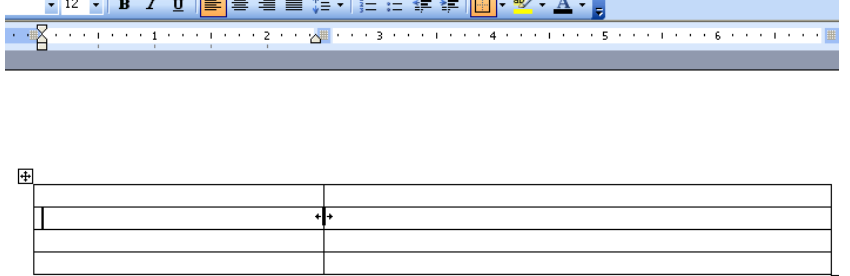
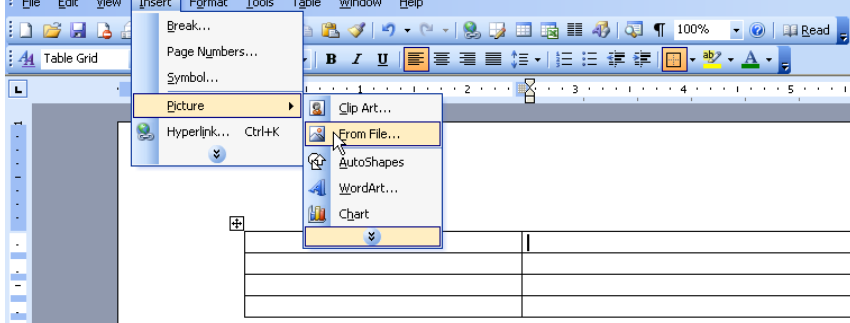


5. Highlight entire table by left-clicking mouse and dragging cursor over table. Then, right click on highlighted area and scroll down to **Distribute Columns Evenly** and click.

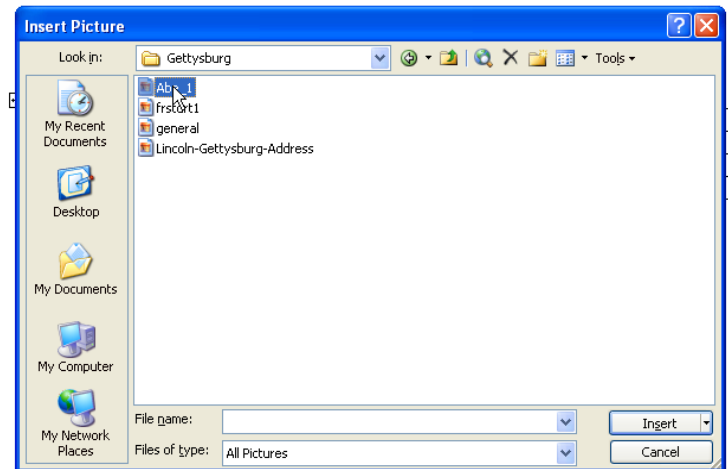


6. Go back to table, left click to un-highlight the table. Then, right click and scroll down to **Auto Fit**, left click, and scroll over to **Fixed Column Width** and left click.

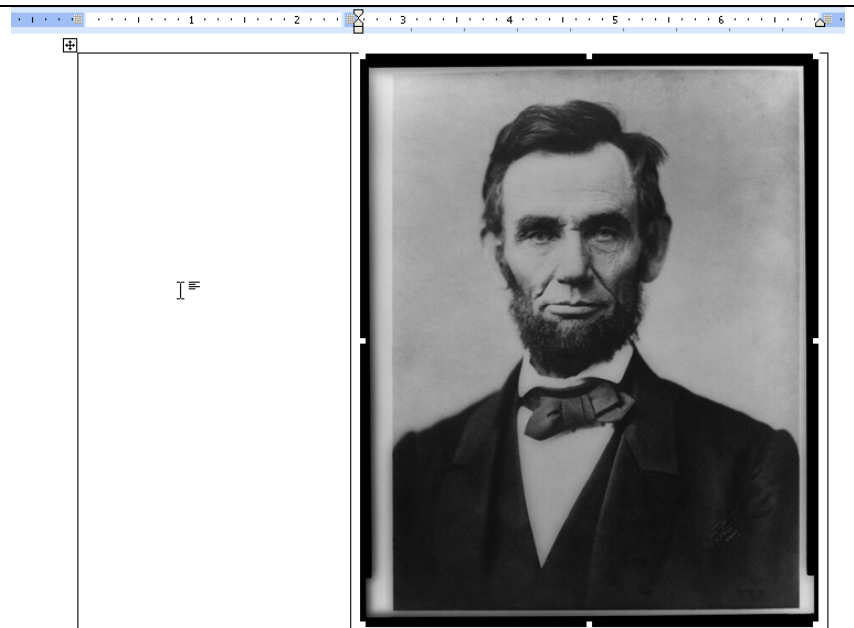


7. Hover your cursor over the right border of your table until you see this symbol:	
8. Left-click and drag right column table border over until it equals 7 inches on the ruler.	
9. It should now look like this:	
10. Hover cursor over right border of left column and drag to 2.5 on the ruler. This should give you enough space to write text in the left column, and to insert images in the right columns.	
11. Now you can begin to insert pictures into your storyboard. With cursor in left corner of right column, mouse up to "Insert" on the toolbar, left click, and scroll down to "Picture", left click, and left click "From File".	

12. Browse for picture you would like to use and left click on image.

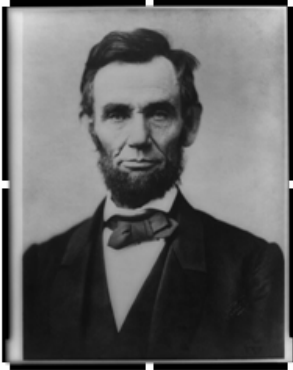
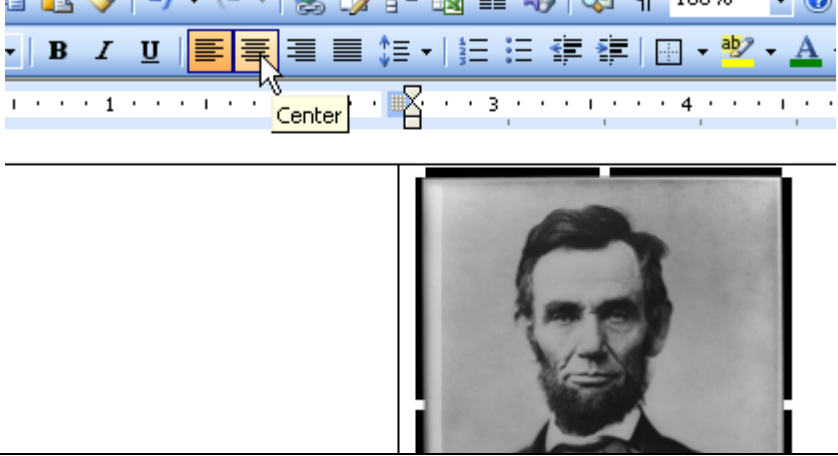


13. Your storyboard should look like this:

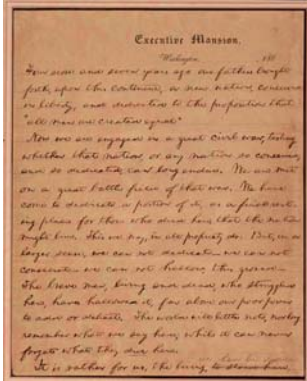
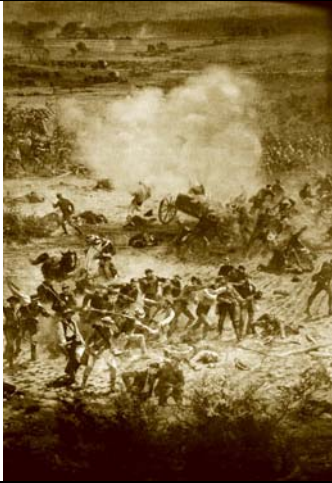


14. The picture is too large for your storyboard, so you need to decrease its size to thumbnail. Click on picture and hover cursor over the handlebar in lower right corner.



15. Drag handlebar to make image thumbnail size.							
16. You can center image in cell by clicking on picture and then clicking on center text button on toolbar.							
17. Now you are ready to insert textual information in your storyboard. This will go in the left hand column cell.	<table border="1"> <tr> <td>Text goes here</td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </table>	Text goes here					
Text goes here							
18. It is a good idea to separate music, narration, motion, interview, and titles by color coordinating the text.	<table border="1"> <tr> <td> Music Narration Title slide Motion Interview </td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </table>	Music Narration Title slide Motion Interview					
Music Narration Title slide Motion Interview							

The following example uses the Gettysburg Address digital story to illustrate how the storyboard has been organized.

Narration: “Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty...” Title Slide: NONE Music: Soundtrack to “Gettysburg” the movie.	  Transition
Narration: ...and dedicated to the proposition that all men are created equal. Title Slide: NONE Music: Soundtrack to “Gettysburg” the movie. Motion: Zoom in to “all men are created equal”	
Narration: Now we are engaged in a great civil war... Motion: Top to bottom Music: Soundtrack to “Gettysburg” the movie. Title Slide: NONE	

Narration: ...testing whether that nation or any nation so conceived and so dedicated, can long endure.

Motion: Right to left

Music: Soundtrack to "Gettysburg" the movie.

Title Slide: NONE

