

## **Presentation Storyboarding/** some thoughts

### **Storyboarding**

Storyboarding is never the beginning of any creative project, because you cannot get to this stage unless your concept and vision are completely clear. If you are undertaking a project for yourself or for a client, there would be little to be gained in undertaking a storyboarding session without ideas - the storyboard is an element to capture and refine ideas, not to create them.

What exactly is a storyboard? Is it a piece of paper or a part of your computer screen? Is it that part of your mind where you store the sequence of your project?

### **Paper Or Screen?**

If you're creating your first formal storyboard, you'll have to decide if you require a paper or screen board. Both of them have their advantages and disadvantages - and both come in so many types that you can have a great time deciding which works best for you.

A paper storyboard is something that's more akin to our comfort level - many screen alternatives try to emulate paper. There could be nothing easier than putting a pencil or pen onto paper and scribbling notes, drawing a prototype or creating a flow chart.

New technologies in the fore today - a tablet or pen emulates a regular pen, and it comes with a convenient electronic eraser to boot, imagine doing that the conventional way. And you could use a speech recognition program to input ideas straight into your electronic storyboard. Handwriting recognition and OCR programs can port all your existing paper storyboards onto the screen if needed.

Screen storyboards have other advantages too - you can share them over your network or the Internet, also you can store them on disks and CD's. By sharing in myriad ways, your storyboards become more collaborative, and consequently your content is richer, your ideas are originated from a higher base level. This does not mean that paper storyboards are without benefits - not everybody carries a palmtop or laptop everywhere - paper is everywhere: on newspapers, napkins and notes - just find an area to write, and scribble your thoughts away.

### **Paper Alternatives**

What's a paper storyboard? Any piece of paper is technically fit enough to be a storyboard. But paper in many ways belies the very function of a storyboard - 'permanence'. By all means use paper, but convert it to electronic format as soon as possible.

You can create a template in your word processor, which you can then print out in certain quantities. These papers can be stapled or spiralled to form a nice notepad. Use this as your storyboard - just remember to put it all back in the electronic format at due intervals.

### **Screen Alternatives**

In it's easiest form, your storyboard could be a text editor - in it's most advanced incarnation it could be your own custom application suite comprising of a storyboard program, a word processor and programs for speech recognition, email, project collaboration and OCR (optical character recognition).

If you would like to use a basic text editor, then you could use Notepad that comes with Microsoft Windows®.

Next in the hierarchy tier are word processors - you could use them as they are, or you could use them with a specialized storyboarding template. Such templates can also be printed to paper. If you want to create a template in your particular word processor, you can also print the template associated with this document.

If you have a tablet, you can try out a great free storyboarding program called Springboard (Windows only <http://6sys.com/Springboard/>). Macromedia Flash® makes a great storyboarding program as well. You can draw on its screen and write editable text that you can add and remove. Just remember to hide the timeline.

### **Storyboard Elements**

Every storyboard has elements - representation of actual elements of a finished presentation. These are in the form of type, video, sound, and images, etc.

You don't need to put everything that's going to be a part of your finished presentation into your storyboard - the storyboard is an intermediate stage - what's more it's a link to preserve your ideas for use in the actual finished product.

If the text part is longer, just put in the beginning lines to suggest which text you would be using correspondingly in the presentation. In the same way images and videos are represented as placeholders - and sound could be identified by some scribbled notes.

### **From Storyboard to Final**

Remember that the storyboard is an intermediate stage - concept and visualization are the beginning stages - completion and delivery are the final stages.

To finish a presentation, you don't need a finished storyboard. In fact a good storyboard will never get completed. As soon as your storyboard has a fixed direction, you should begin work on your presentation.

### **Storyboard Form**

Print out the storyboard format on the following page for use on your project.

**Key:**

Production= name of sequence

Scene= should say scene # of how many scenes you have

Page= should say page # of how many pages you have in the storyboard

Frames= film at 24 fps and video at 30 fps

The image area window is set to the standard TV format aspect ratio of 4:3 or 16:9 for HD

The box with the slash should indicate frame numbers related to the image area changes

The lined boxes on the right should include brief descriptions of:

Image changes

Sound and/or voice over changes



## Terms and abbreviations for storyboard shot descriptions

Abbreviations	Video Terms
WS	Wide Shot (or LS: Long Shot)
MS	Medium Shot
CU	Close Up (or Tight Shot)
XCU	Extreme Close Up
HS	Head Shot or Head and Shoulders Shot (talking head)
Zoom	Also called a pull. From telephoto to wide angle or vice versa, slow or fast.
Pan	Turn the camera left or right
Tilt	Turn the camera up or down
INT	Interior
EXT	Exterior
Fade in	Usually fade from black
Fade out	Usually fade to black
Cut to	Switch to
Dissolve to	One shot fades into the next
Superimpose	Overlay a graphic or video
CG	Character Generator (use for overlaying text on the screen)

Abbreviations	Audio Terms
VO	Voice over (Narration)
SFX	Sound Effect
Music under	Background music
Fade in	Fade in audio
Fade out	Fade out audio