PowerProduction Software

StoryBoard *QUICK*™

user's guide

Introduction to
StoryBoard Quick 6™

Welcome

Thank you for purchasing **StoryBoard Quick 6**. Whether you are a new user or upgrading, StoryBoard Quick 6 will feel and look brand new. It has been rewritten for use on updated operating systems and takes advantage of new processing options. StoryBoard Quick 6 will assist you in creating the shooting storyboards for your project in record time. We know storyboards are a means to an end, and StoryBoard Quick was designed to help you get there faster by visually communicating your idea to your cast, crew, associates and clients.

Installing StoryBoard Quick 6

Please read and agree to the PowerProduction Software User License Agreement provided in the StoryBoard Quick installer. The User License Agreement must be agreed to in order to proceed with installation and use of the software. If you do not agree to the User License Agreement, please return your entire package to the place of purchase.

PowerProduction Software is unable to accept returns on downloaded or installed products.

System Requirements for StoryBoard Quick 6

• Macintosh OS X 10.4 or later; or Windows Vista / Windows XP
• 128 MG of system RAM
• 800 MEGs of hard disk space
• 24-bit color display, 1024 x 768 resolution
• CD ROM Drive

Installing Macintosh:
1. Insert StoryBoard Quick Installer CD. The CD icon will appear on your desktop;
2. Double click to open CD icon. A window will appear;
3. Double click the StoryBoard Quick package file icon. This will start the installer application. Follow instructions on screen. When the disk is finished, eject CD;

Installing Windows:
Insert CD and the installer will automatically start. Follow instructions on screen.
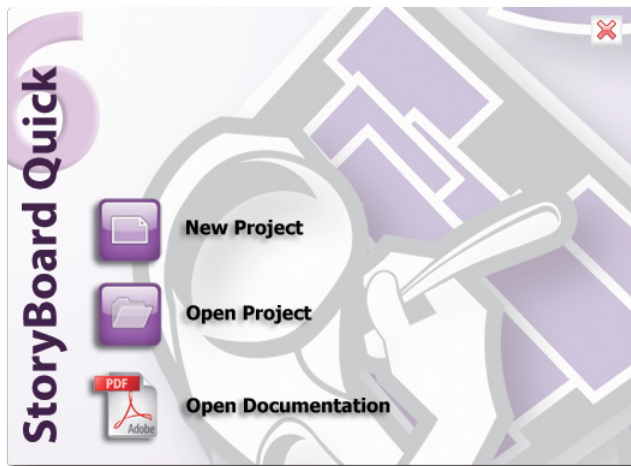
Launching StoryBoard Quick

After running the install program, a StoryBoard Quick 6 folder will appear in the location you chose during the installation. If you selected to have a shortcut icon generated, one will be placed on your desktop. You may also access the program as follow:

On Macintosh: Open the StoryBoard Quick 6 folder in Applications double click on the StoryBoard Quick 6 application icon.
On Windows: Go to Start Menu > Programs > StoryBoard Quick > StoryBoard Quick 6.

Welcome Screen

When StoryBoard Quick is launched, you will be greeted with a Welcome Screen. From this window you are able to choose whether you would like to start a **New Project**, **Open** (an existing) **Project** or **Open Documentation**. The manual is in PDF format and can be opened through the Help menu at anytime.

If you choose New Project you can select your

Project Format before you start.
You can bypass these screens by clicking the Close Box in the upper right-hand corner You may also turn the Welcome Screen off by going into the menu **File > Preferences...** and unchecking the box next to **Show Welcome Screen**.
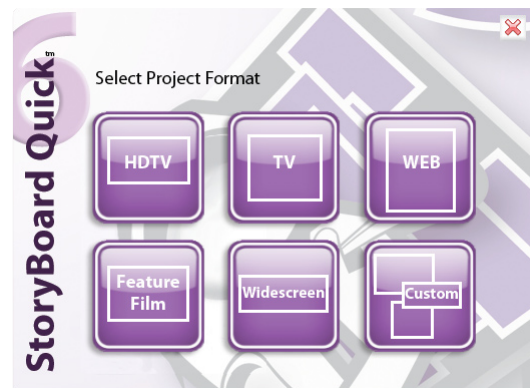
Authorization and Registration

The first time StoryBoard Quick is launched on a newly-installed computer, the software will need authorization in order to run.

When the StoryBoard Quick Registration dialog box appears, type your StoryBoard Quick Serial Number into Step One. While connected to the internet, click the Register Online button for 24-hour access to authorization. You will be taken to the PowerProduction Online Registration website where you will be given the opportunity to register and receive an authorization code. Once the online form is filled out and submitted, you will receive your authorization code. Copy and paste, or type, this code into Step Two of the StoryBoard Quick Registration dialog box. Once you have your authorization code in Step Two, click the Save button. Now StoryBoard Quick is authorized on your computer.

If you do not have access to an internet connection on the computer on which you wish to install your version of StoryBoard Quick, phone authorization is available during regular office hours. Please visit **www.powerproduction.com** for phone number and office hours.

Documentation

The StoryBoard Quick 6 Reference Manual is included, in electronic PDF format, on the StoryBoard Quick CD or in the downloaded compressed file. It can be viewed on your computer without launching StoryBoard Quick or while using the program (select StoryBoard Quick Help from the **Help** Menu).

What's new in StoryBoard Quick 6

• New cast of Characters that can be colorized for added character customization and identification.
• New Props in new categories that can be colorized.
• New Import Script Formats
• Expanded Script Import Control
• New Import Scheduling Data
• New Script-Dominant Print Layout
• New Export formats, including Export to Flash
• New Print Borders
• Custom Aspect Ratios
• Additional Director Tools
• Expanded Color Palette
• Batch Import Image Folder
• In-Frame Comic/Caption Balloons

Questions?

For questions when using StoryBoard Quick 6, please email: **support@powerproduction.com**. Paid phone technical support is available for those times when you need instant access to our tech team. Access to phone support is also available via our maintenance contract.

Site Licenses are available for multiple-copy-use at one site. Please call SALES: 800 457 0383 and speak with our sales staff.
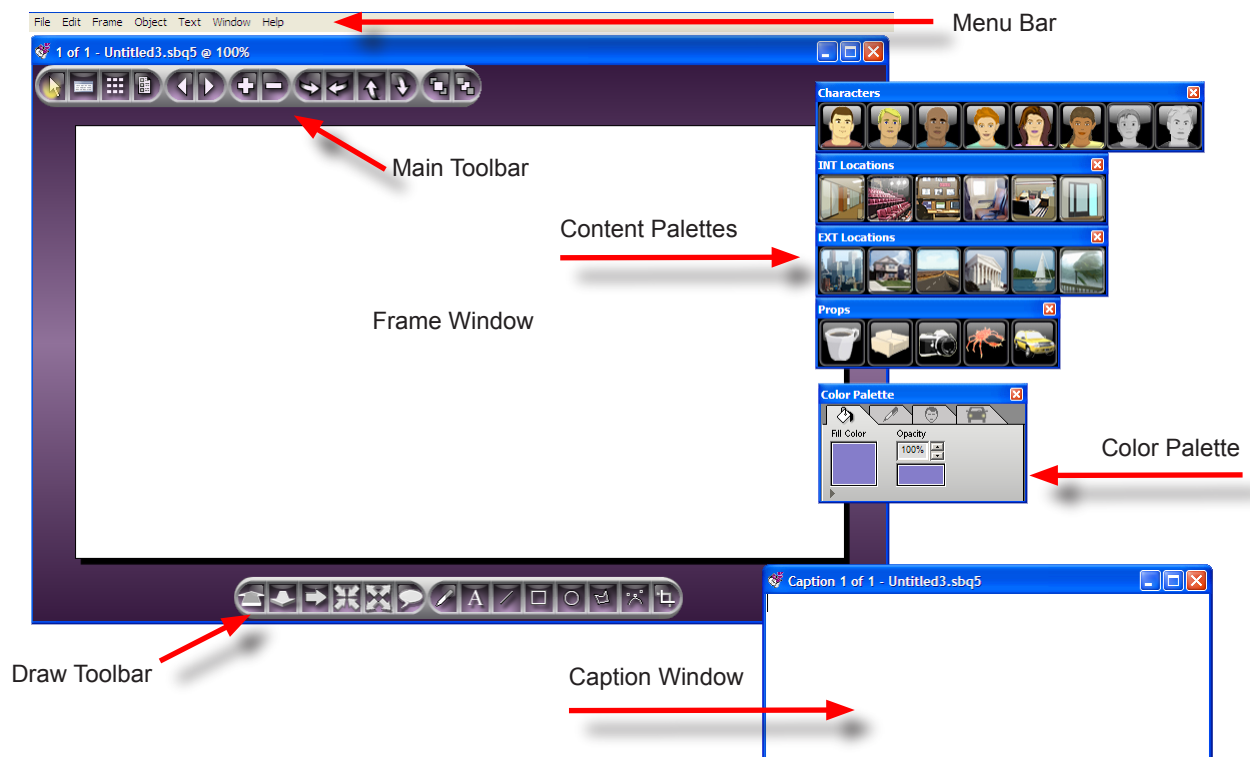
Touring the Work Area

The Work Area

StoryBoard Quick 6 includes a number of windows/workspaces, palettes and toolbars to help you create, organize, monitor and modify your work. You can display and/or hide these elements when arranging your work area.

StoryBoard Quick's interface elements include:
- Menu Bar with pull-down menus located at the top of the screen
- Toolbars (**Main** Toolbar and **Draw** Toolbar) which display tool icons that perform functions
- Floating Palettes
    - Library Palettes: Character, Locations, Props, My Characters
    - Color Palette: Fill colors, Pen colors, Character and Prop colors
- **Frame** Window
- **Caption** Window
- **Overview** Window
- **Layout/Preview** Window

Menu Bar

Main Toolbar

Content Palettes

Frame Window

Characters

INT Locations

EXT Locations

Props

Color Palette

Color Palette

Draw Toolbar

Caption Window

Caption 1 of 1 - Untitled3.sbq5

Menu Bar

The Menu Bar consists of a series of seven pull-down menus used for accessing StoryBoard Quick's functions. Some menu and/or submenu commands and options are also accessible via toolbar icons. Menu items are grayed when not available for use in the active window. Clicking in a window makes the window active which then makes the appropriate functions available. For a complete list of commands available from the Menu Bar please see the Menu Reference Guide located in the tail end of this manual.

Macintosh users: **The Macintosh operating system displays application-related commands beneath an additional menu StoryBoard Quick > About; Preferences; Hide; Show; Quit.**

Windows users: **Access Preferences and Exit from the File Menu.**

Main Toolbar

The **Main** Toolbar commands are used for selecting, navigating and opening modes or windows while creating your storyboard project. To activate a tool, click on the icon. An individual tool is active when highlighted in yellow.

The tools from left to right are: Select Arrow, Open Caption Window, Open Overview Window, Open Print Layout, Go to previous frame, Go to next frame, Zoom In, Zoom Out, Rotate Character (and rotational props) right or left, Change Character Angle high or low, Bring to Front, Send to Back.
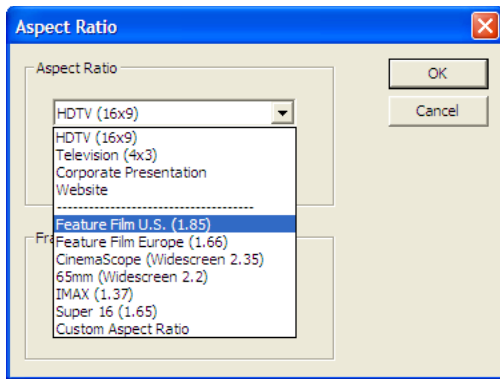
Frame Window

StoryBoard Quick's **Frame** Window is where the storyboard panel is drawn or composed. After launching StoryBoard Quick, the blank document is titled **1 of 1 • Untitled1.sbq6 @100%.** StoryBoard Quick opens as an untitled document by default.

Most projects will consist of multiple frames being created in order to simulate sequences of shots. Once you have developed a shot in the **Frame** Window and are ready to start on the next shot you will need to create a new frame. From the Menu Bar, use **Frame > New Frame** (Shortcut: Mac: Command-M; Win: Ctrl-M) to create the next New Frame.

Aspect Ratio Dialog Box

The default Aspect Ratio of the starting frame is HDTV (16:9). The Aspect Ratio can be changed to accommodate your project's format [e.g. Standard Television (4:3), Corporate Presentation and more].

To select a different Aspect Ratio (either at the start or at any point during the creation of a project), you can access the Aspect Ratio Dialog Box (**Frame** > **Aspect Ratio...**). For more information on Aspect Ratio and Frame Size see the **Frames & Objects** Chapter.

• To change the Aspect Ratio (width to height) for the current project, use **Frame > Aspect Ratio** to choose from presets. If you would like to change the default Aspect Ratio for the Frame Window, go to your Preferences and under the Application Tab select the default Aspect Ratio for your copy of StoryBoard Quick.

• To enlarge the relative size of the Frame Window, you can either zoom the Window view or change the resolution of the frame.

Content Palettes

StoryBoard Quick Palettes are floating palettes that can be toggled open or closed using **Window > Palettes >** palette type name or **Window > Show All Palettes.** StoryBoard Quick Palettes include Character Library, Location Palettes (Interior and Exteriors), Prop Palettes (categorized) and Color Palette.

Library Palettes

The StoryBoard Quick Library Palettes offer quick and easy access to ready-made content:
  • Characters (Male, Female): available in various actions (poses), rotations and angles;
  • Locations (Interiors, Exteriors, Set Pieces);
  • Props (rotating and colorizable);

The Library Palettes give quick access to the various elements that can be used in composing and communicating shot ideas, scenes and/or layout ideas. The palettes are named to indicate their contents and they can be positioned anywhere on the screen by dragging the title bar. Click on a Library icon to open the content window. Use **Window Menu > Palettes** to open any or all available libraries and to toggle between their open and close status.

Color Palette

To open the Color Palette, use **Window > Palettes > Color Palette**.

The Color Palette has four tabs across the top to give you access to pick colors for elements that you draw in the frame using the Draw Tools as well as selecting colors for colorizing your Characters and a majority of props. The Color Palette will choose the correct tab based on the selected object.

The first is the Fill Tab which fills in the background of any drawn shape (using the Pen tool, Circle, Square, Polygon, Bezier), it also dictates the color of your Director"s Arrows, Comic/Caption Balloons and the background color for your Text-In-Frame Tool. You can change the Fill Colors opacity using the up/down arrows next to the displayed opacity percentage.

Quick Tip: Double click in the Opacity Preview box (located right underneath the Opacity Percentage) to go from 100% to 0% or vice versa.

The second is the Line Color Tab which dictates the Stroke color for all Draw Tool items, including the Arrows and the Line Tool. In this tab you are also able to select the opacity of the outline as well as the thickness, by pixels, of the outlines. When using the Text-In-Frame Tool, the Line Color Tab will determine the color and opacity of the font but not the font size.

Quick Tip: Double click in the Pen Size Preview box (located right underneath the Pen Size) to go from any thickness to 1 pixel. If already on 1, double click to toggle between 1 and 0.

The third and fourth tabs gives access to the new colorizable Characters and Props feature. Select these tabs when you would like to change the color properties of Characters or colorizable Props. (See Frame & Objects Chapter for more details.)

Draw Toolbar

The Draw Toolbar can be toggled open or closed by using **Frame > Draw Tools.** The Draw Toolbar contains: Five Director's Arrows (In, Out, Across Screen, Zoom Into and Zoom Out frame indicators), In-Frame Caption Bubble, Scribble Pen, Text Tool, Line, Rectangle, Circle, Polygon, Bezier Curves and Crop Tool. (Use **Object > Edit Point** command to edit points on Bezier Curves, Polygons, Pen and Line objects). Other image-manipulation commands (Rotate, Flip, Align, Zoom, Group and Layer rearrangement commands) are also available in the **Object** Menu.

Caption Window

Another element of a storyboard project is script text / annotations or other pertinent project data that may need to accompany your boards. Each StoryBoard Quick frame has a **Caption** Window where camera notes, dialog, scene description can be typed or imported. Importing script text into StoryBoard Quick Caption Windows is easy using **File > Import Scripts**.

Script Import Dialog Box

To import a script into the Caption Window from an external document you can access the Script Import Dialog Box using **File** > **Import Script** > *select format of script*). For more information on importing your script, see the **Text & Script Handling** Chapter.
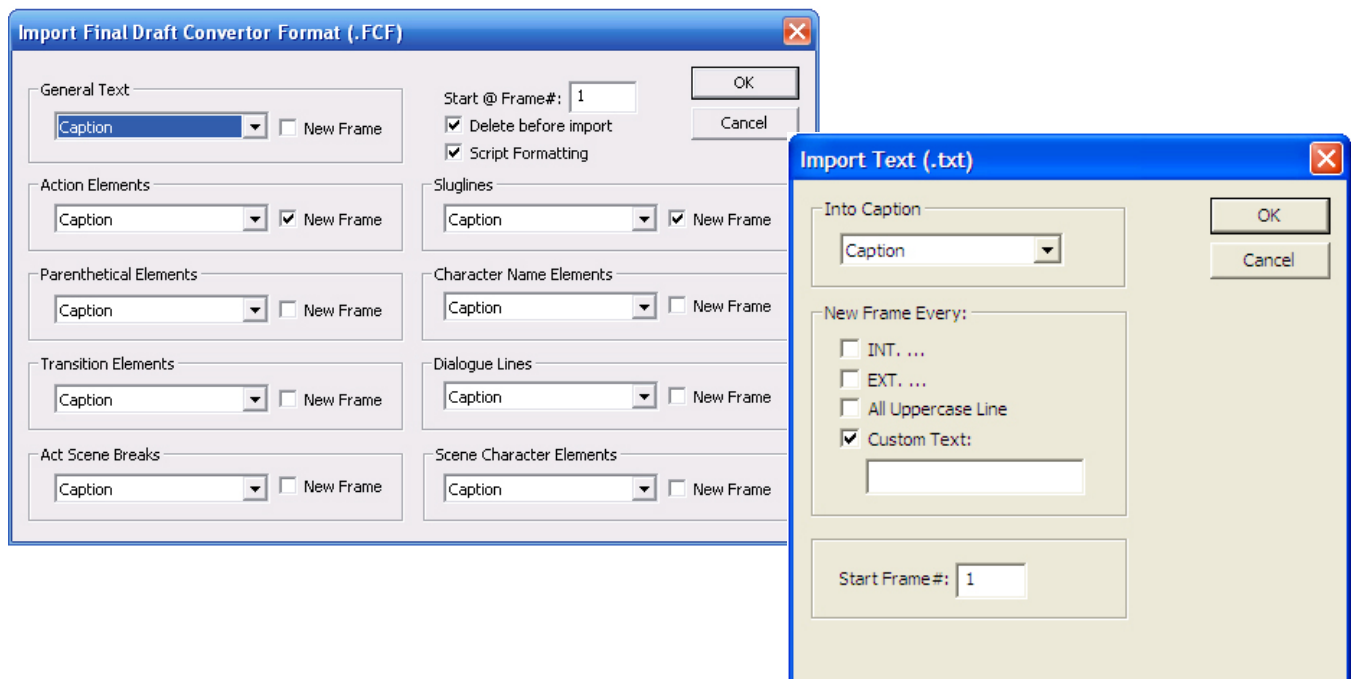
Overview Window

Use the **Overview** Window (**Window** > **Overview Thumbnails**) to shuffle/rearrange the order of the boards in the project. The **Overview** Window can display captions (Use **Preferences... > Overview** tab to access the **Show Caption** option).

Print Preview Window

When **Print Preview** Window is active you can format the print style for your storyboard project.

The **Print Preview** Window opens when you use **File > Print Options**... or **File > Print Preview**.

Use tools on the **Print** Toolbar or shortcuts on the toolbar at bottom of page to change the number of frames per page and other options (vertical printing or script-dominant printing).

Print & Layout Toolbars

The **Print** Toolbar contains commands to: **Print;** open **Page Setup;** open **Print Options** dialog; Page Navigation (move back < or > forward) when there are multiple pages to be printed; and **Zoom** in or out on **Preview** Window to facilitate viewing final project layout.

The **Layout** Toolbar at the bottom of the Print Preview Window offers various "frames per page" printing choices and the option to print in a GridFormat (as shown), in a Vertical Format (frames on left; text on right) or in Script-Dominant Format (script-dominant page layout with storyboards in the sidebar). The **Print** Toolbar is available for use when the **Print Preview** Window is active.
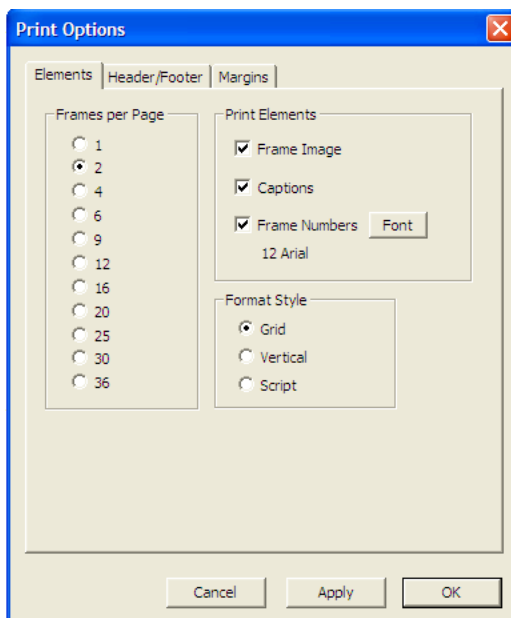
Print Options

The **Print Options** dialog can be accessed from the **File** Menu (**File > Print Options...**) or from the **Print** Toolbar. The Print Options dialog box offers tab sections for format choices: **Elements**: Frames per Page; Print Elements (Frames, Captions, Frame Numbers); Format Style (Grid, Vertical, Script); **Headers/Footers:** Header text, Footer text, Font size for Headers/Footers, Page numbering, Special Text Commands; **Margins:** Page Boundaries. Use Preferences dialog box to choose between inches and centimeters for Page Boundaries/margin control.

For more details on Printing, please refer to the Printing Chapter.

Other Interface Conventions

Undo and Redo
If you make a mistake or change your mind, you can undo recent changes or revert to a previously-saved version.

You can undo or redo most recent actions within one frame; however, the precise number of undo's and redo's may be limited by the amount of RAM available in your computer and the kinds of actions you have performed. Each window has its own undo chain; the series of actions is discarded when you choose the **Save As** command, navigate to a new frame, close the document or when you exit or quit the program.

To correct mistakes, do one of the following:
- To undo the most recent change, choose **Edit > Undo** action. (You will be unable to undo certain actions; and Undo is window-specific, as well as frame-specific.)
- To redo an action, choose **Edit > Redo**.
- To undo all changes made since the last time you saved the project, choose **File > Revert**.

Zooming
There are several ways to enlarge, magnify and zoom in StoryBoard Quick 6.
- Zoom to modify a single element/image (enlarge object relative to the frame size) using **Main** Toolbar's "**+**" and "**-**", use **Object > Zoom** or Ctrl + Mouse Scroll Wheel commands.
- Zoom (magnify) the view of a **Frame** Window; use **Window > Zoom** commands.
- Zoom (magnify) the view of the **Print Preview** Window (use **Print Toolbar** "**+**" and "**-**" icons).
- Make the **Frame** Window larger by using **Frame > Aspect Ratio > Frame Memory** settings.

Context Menus
Context menus are abbreviated menus providing quick access to useful commands "in context" with the windows you are working in (**Frame** Window and **Overview** Window). These menus are available as "secondary click" in an area by using Mac: Control-click or right click; Win: right click.

StoryBoard Quick 6 supports advanced mouse controls. If using a two button or wheel mouse, secondary click features are available using the right click button or the wheel can be set to activate the secondary click.

 Quick Tip: The wheel mouse can also be used to rotate characters into new positions or by adding a modifying key, can be used to rotate (tilt) or resize (zoom in or out) images.

Saving a Document
Protect your work by saving often. The **Save** and **Save As** commands store documents in the StoryBoard Quick file format only. The Quick format is a collection of files and file folders. Macintosh users will see a single file. Windows users will see a project folder with the selectable project file inside.
- To save a document under a new name, choose **File > Save As**, specify a location and file name, and click **Save**. The newly-named file becomes the active document.

Preferences and Defaults

Program preferences and default settings are stored in the StoryBoard Quick preferences file. This default file is saved each time you exit or quit StoryBoard Quick. To access and/or change the Preference commands: Mac: **StoryBoard Quick** menu > **Preferences...**; Win: **File** > **Preferences...**

Changing preference settings specifies how StoryBoard Quick documents and objects behave. Default settings are used for every *new* document created. A damaged preference file may cause unexpected behavior. By removing the preferences, you can restore preferences to their default settings.

These preferences and default settings are stored in the quick6preferences.xml. (Located on Win XP: C:\Documents and Settings\[user name]\Application Data\; Win Vista: C:\Users\[user name]\AppData\ Roaming\; Mac: [home] Folder > Library Folder > Preferences Folder.)
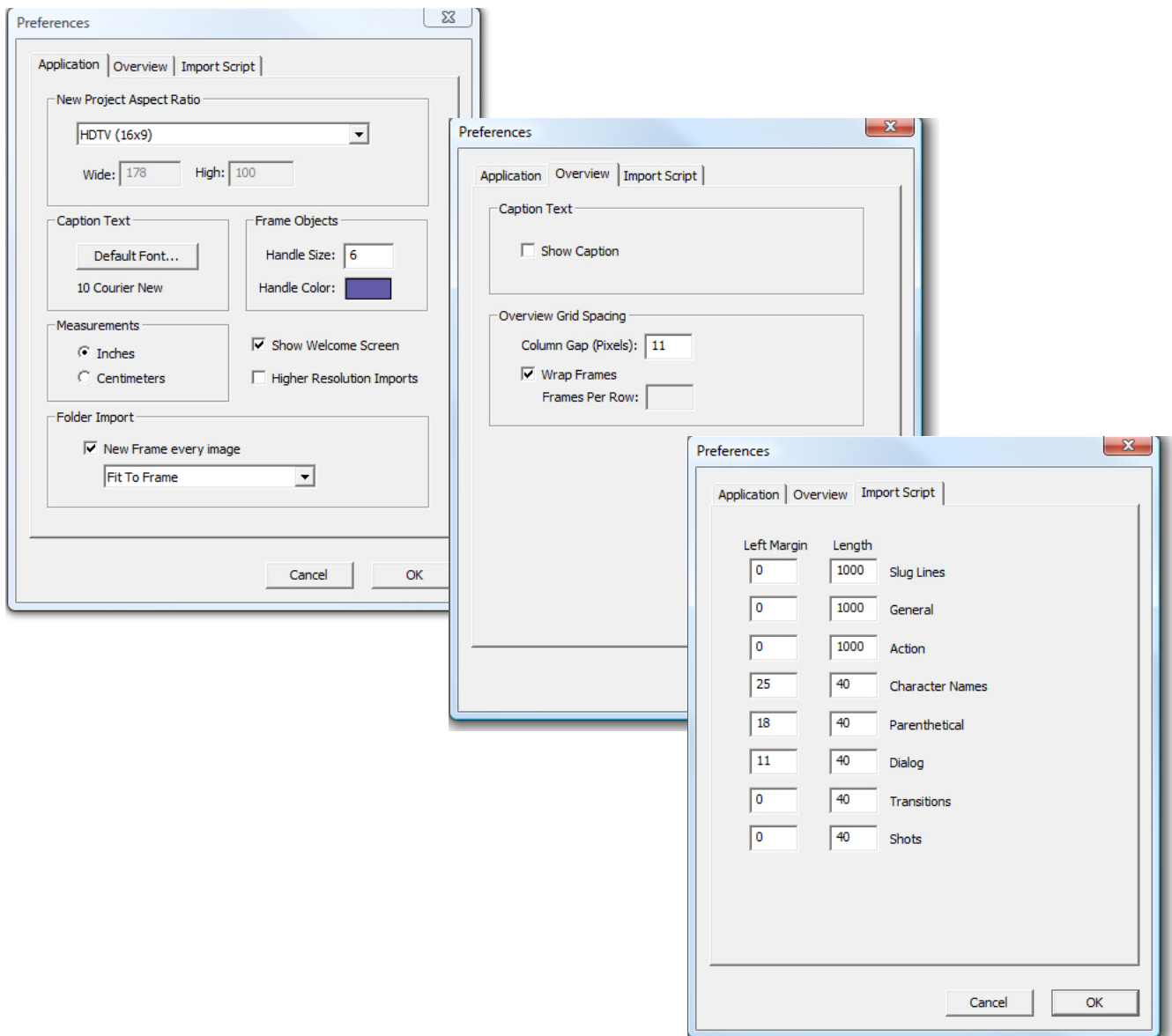
Frames & Objects
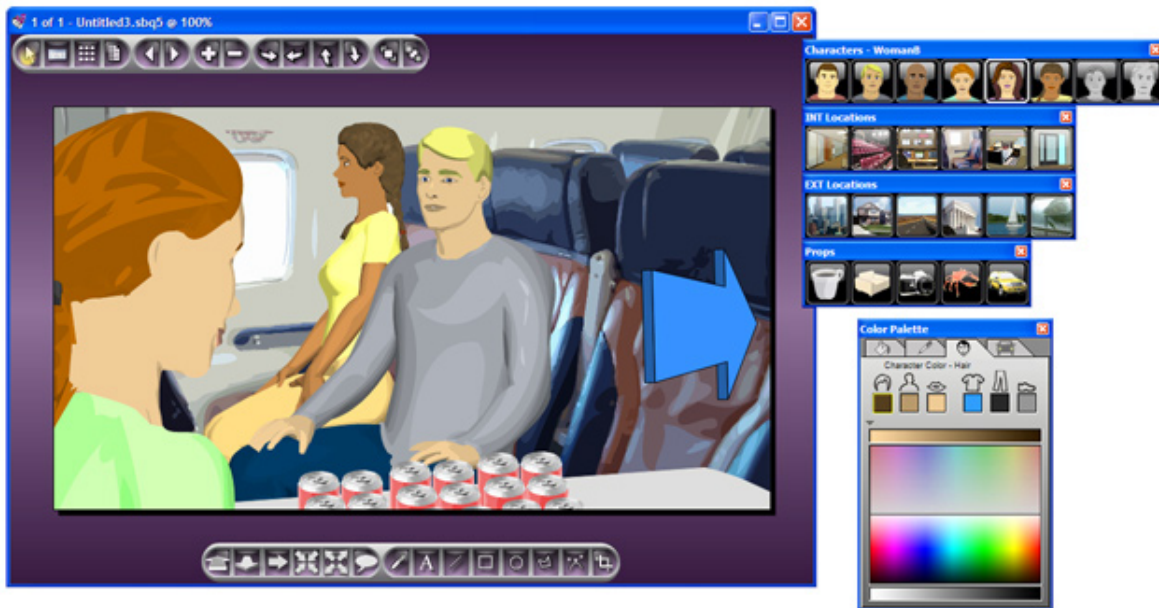
The Frame Window

StoryBoard Quick's Frame Window is the work area where you create boards. Each frame you compose will represent a shot or a sequence. Whether you use StoryBoard Quick's ready-made integrated art (characters, locations and props), use the draw tools or import digital photos, the **Frame** Window is where you create the spatial relationships between the key elements of your shots. Selecting images from StoryBoard Quick libraries makes "sketching" out a frame easy, even if you can't draw. When using a digital camera to location scout, you can substitute actual location photos as you lock down locations for your shoot. After finishing one shot, use **Frame > New Frame** to begin composing the next frame (Mac: Command-M; Win: Ctrl-M).

Frame Aspect Ratio

The Frame Window is a fixed size to give you the boundaries for composing shots. This is called the Aspect Ratio of the frame. Arranging the elements in the frame is called composing your shot. The default Aspect Ratio of the frame is HDTV. Other preset media frame sizes are also available: Television, IMAX, Super 16, European Feature, Widescreen, Corporate Presentation, US Feature Film and Website Planning.

To change the aspect ratio use **Frame > Aspect Ratio.** The drop-down list under the Aspect Ratio label offers choices of preset Aspect Ratios of often-used media formats. The chosen Aspect Ratio will set the size for all frames in the current project.

Quick Tip: To change the default Aspect Ratio setting for future projects, use the Preferences... > Application tab (Mac: StoryBoard Quick > Preferences... > Application; Win: File > Preferences... > Application).

Enlarging Frame Size
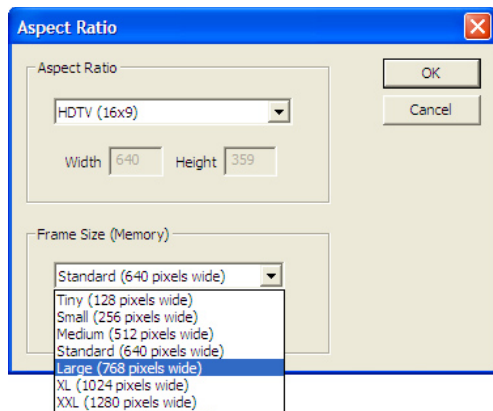
Frames can be made larger by two ways:

1) Physically enlarge frame size, to accommodate your monitor, your work preference, your computer's speed, memory capacity and higher print resolution:
Use the drop down list under **Frame Size (Memory)** to make your choice (**Frame > Aspect Ratio**). The default setting is Large; or

2) Magnify frame view: use **Window > Zoom** commands (or Mac: Command-Scroll wheel; Win: Ctrl-Scroll wheel) to zoom the frame's magnification. The frame's title bar displays the frame's zoom percentage.

If after you have altered the frame's magnification you would like to return to the default frame size, select **Frame > Window 100%.**

Quick Tip: The difference between zooming the view and enlarging the frame size: Physically enlarging the frame size effects the project's file size, the print resolution and increases the storage space.

Surrounding Matte Area

The matte area surrounding the frame hides unused portions of images and indicates that the entire frame is visible. Only objects within Frame edges will print. The matte area can be enlarged to cover the desktop by dragging the corner or edge larger. To reset the surrounding area, use **Window > Reset Matte Size** command; or drag an outer corner of the matte to make the area smaller.

Quick Tip: Right clicking on the matte area will deselect all objects in the frame.

Creating New Frames

Storyboard projects are usually created with multiple frames. You may find that you work in a sequential manner using: **Frame > New Frame** to create a blank new frame. But you may also find you need to breakdown a sequence into several shots/frames. You can save time using some of the other **Frame** Menu commands:

Frame > Insert command places a new blank frame in front of the current frame. It's equivalent to making a new frame except that the new frame is created and placed before the current frame.

Frame > Duplicate clones the current frame and places it at the end of the entire project.

Frame > Insert Duplicate also clones the current frame but positions it in front of the current frame.

Navigating Between Frames

After making a series of frames, you can use the Navigation commands to view the other frames in your project. The commands are accessible from the **Frame** Menu.

> Go First (to head end of project);
> Go Previous;
> Go To... (opens dialog box to pick frame by number and preview);
> Go Next;
> Go Last (to tail end of project).

*Quick Tip: For another way to jump to a specific frame, as well as shuffling frames within a project, keep the Overview Window open.*

Deleting A Frame

For the times when you simply want to delete a frame from your project you can remove the frame from the **Frame Menu > Delete** ((Mac: Command-D; Win: Ctrl-D). When you decide to delete a frame you will be given a prompt to verify that you wish to proceed with this action. You cannot **Undo** a Deleted Frame.

Elements in the Frame

The **Frame** Window is where you can begin showing your creativity by pulling together the visual plan for your project. Think of the **Frame** Window as the viewfinder of your camera and position your actors and props and background in such a way as to tell your story visually. Right from the start, directors take control of the their film by being specific about which elements (locations, actors, props and movement arrows) are included in each shot, their position within the frame and the movement of the elements within the scene.

You can build your storyboard panels using StoryBoard Quick's ready-made art from Library Palettes (Locations, Props and Characters); Director's Arrows from **Draw** Toolbar, Text from the Text Tool, or add imported images and digital photos; or create objects using StoryBoard Quick 6's Draw Tools. As you choose which objects to place into the frame, you will also decide how important each element is by where you place them in the frame and how large or small they appear.

Content Libraries
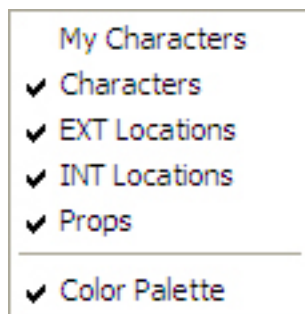
One of the easiest ways to get started creating your shots is by using StoryBoard Quick's vast array of scalable graphics in each of the content palettes. All of the content palettes are open by default and available upon launching the program. If you would like to hide/show any of the libraries, go into **Windows > Palettes** to toggle them off and on. Close any open palette in the interface by clicking on the Close Box in the upper right hand corner of the palette. **Windows > Show All Palettes** command toggles between showing and hiding all floating palettes.
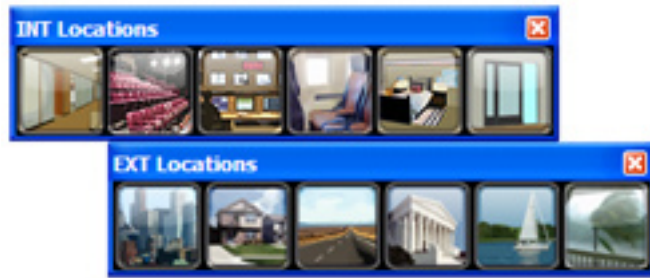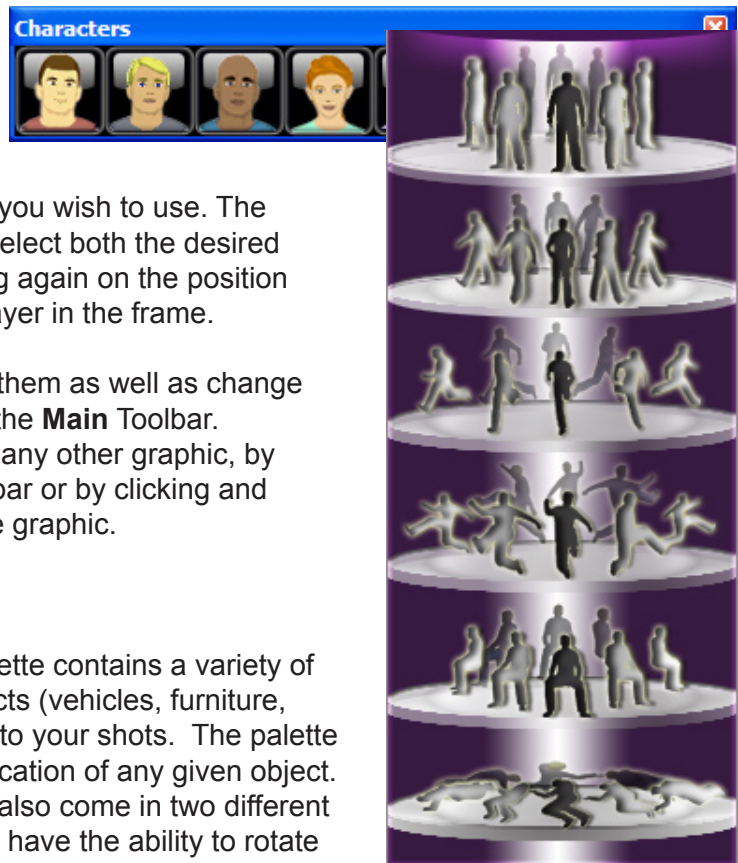
Locations:

StoryBoard Quick comes with two palettes full of locations. These are divided into Interior (INT) Locations and Exterior (EXT) Locations and then grouped in subcategories within each palette. To bring a location into the **Frame** Window, single click on the icon for the category you wish to view and then click again on the location you want to appear in the frame. Locations can be zoomed and sized just like any other graphic, but in StoryBoard Quick the selected location appears in the backmost layer of the frame by default. For more on layers, see Object Layers later in this chapter.

Characters:

StoryBoard Quick comes equipped with six standard characters in a variety of positions. Each pose has 8 views as well as a 3 elevations (high angle, eye level, low angle). To select a character and place them in the frame, single click on the icon of the character you wish to use. The position grid will appear. In this grid, you can select both the desired pose as well as the elevation and view. Clicking again on the position grid will bring your character to the frontmost layer in the frame.

Once a character is in the frame, you can turn them as well as change the elevation using the Turn Arrows located in the **Main** Toolbar. Characters can be zoomed and sized, just like any other graphic, by using the Zoom Tools located in the **Main** Toolbar or by clicking and dragging the object handles located around the graphic.

Props:

The Props Palette contains a variety of everyday objects (vehicles, furniture, animals, etc.) that you may want to integrate into your shots. The palette is categorized and color-coded for easy identification of any given object. In addition to being divided by category, props also come in two different varieties: rotatable and single-view. Props that have the ability to rotate are identified by a turn arrow located above its thumbnail. These items are located in the top portion of the prop grid. Turning an enabled prop is similar to turning a characters. Click on the desired prop to bring it into the frame. Once in the frame, use the Turn Arrow icons on the **Main** Toolbar to see different views. Single-view props are selected the same way, by clicking on their thumbnail in the prop menu.

Quick Tip: When a Character or Prop is selected in the frame, you can use your mouse Scroll wheel to turn the object. Or Shift-Scroll Wheel to rotate to refine positions.

Colorizing Characters:

Characters can be color-customized and then saved for future use using the Color Palette and the My Characters feature. Bring in a Character of your choice and select them in the frame window. Bring up the Color Palette and click on the Character Tab (identified by the Face Icon). In the Color Palette, you are given the option of changing the color of a number of the characters' attributes (from left to right: Hair, Skin, Lips, Shirt, Pants, Shoes). Click on the color box underneath the icon of the attribute you wish to change. Once selected, identified by a yellow highlight around the color box, you can then select a new color from any of the color spectrums presented below.

Saving a Colorized Character:

If you have a colorized character that you would like to use in multiple frame or over the course of multiple projects, you can save this character into the **My Characters** Palette. With the character selected in the frame window, go to **File > Save Character**.

The **Save Character** dialog box will appear asking you to name your new character. Name your character and click the **Save** button. Your character, with the color attributes, will then be available for you in all of that character's poses and rotations.

Now you can bring that character directly into the **Frame** Window from the **My Characters** Palette and you can still colorize that character further and continue to save them as you go. Example: you customize Man 1 to have Yellow Hair and name him "Blondie." You then use "Blondie" in your project in a number of different scenes. Later on you decide that "Blondie" really should have red hair instead and now want to change the hair color. Change the hair color in one of the frames on your custom character and go back to **File > Save Character**.

StoryBoard Quick will recognize this character as "Blondie" and you will be given the choice of the range to which the change should apply. By choosing **Change All Objects in Project**, "Blondie" will be changed in every frame in the current open project and the character will be resaved for future use. By choosing **New Projects Only**, "Blondie" will be changed in the current frame and for all future uses.

Quick Tip: To delete a character from the **My Characters** *Toolbar, go to My Documents folder> StoryBoard Quick > My Characters and remove or delete the name of the character you wish to remove. Then relaunch the application.*

Colorizing Props

In StoryBoard Quick 6, you can change the overall color of any given prop. Bring a prop to the frame from the Props Palette and keep it selected. Open the Color Palette and, if not already selected, click the Colorize Props Tab, as identified by the Car Icon. Once open, select a color from any of the color spectrums to change the overall color of the desired prop.

Working With Content

Object Layers

Each image, when imported or placed in the frame from a library, is put in the frame on its own layer. Think of layers as transparent sheets stacked on top of each other. As you create, or import a new object into a frame, the object is stacked on the topmost layer.

> **NOTE: StoryBoard Quick Location Library images are the exception to the rule. Location images are automatically placed on the back (background) layer.**

• To change or rearrange the object's stacking order, the following commands are available:
    Bring to front
    - Use **Objects > Bring to Front** (or the Bring to Front icon on the **Main** Toolbar) to move a selected object in front of, or on top of, all the other objects. (Mac: Command-F; Win: Ctrl-F). If the image is the background (a full frame image), it will cover all the other elements in the frame.
    Move forward one layer
    - Use **Move Forward** from the **Object** Menu to move the selected object forward one layer. (Shortcut: Shift-click the Bring to Front icon on the **Main** Toolbar.)
    Move back one layer
    - Use **Object > Move Backward** to move a selected object back one layer. (Shortcut: Shift-click on Send to Back icon.)
    Send to back
    - Use **Object > Send to Back** (or use Send to Back icon on **Main** Toolbar) to move a selected object behind all the other objects in the frame (Mac: Command-B; Win: Ctrl-B).
• When moving an object within the frame, the item remains on its current layer.
• When grouping objects, the stacking order changes. The newly "grouped" object moves to the top.

Align Objects

Use the **Object > Align** commands to line up edges of selected objects. Select at least two objects to align and make the choice of alignment. The bottommost object (of items selected) determines alignment position.

Fit to

Use these commands to resize images into the Aspect Ratio you have chosen for your project. Use the Menu commands **Fit to > Frame**; **Aspect Height**; **or Aspect Width** to resize your image. These commands are useful for location (full frame) images.

Zoom Objects

Resize any image in the frame by using Zoom ["**+**" or "**-**"] Tools. Or use the Select Arrow (on **Main** Toolbar) scale the image by clicking and dragging an image handle to make it larger or smaller.

Flip or Rotate Objects

Use the Menu item **Flip > Horizontal;** or **Vertical** to reflect an image. You can spin an object at an angle other than horizontal or vertical by rotating the object first (use **Object > Rotate** to open dialog box).

> *Quick Tip: Hold the shift key down while scrolling the wheel on your mouse to rotate (tilt) any object clockwise/counter-clockwise.*

Group

Objects can be grouped together and can then be repositioned as a single object. When objects are grouped together, they are moved into the topmost layer.

Ungroup

This command separates images that have been previously grouped in StoryBoard Quick. When un-grouped, the previously-grouped images revert to their size at the time they were grouped.

Draw Toolbar

StoryBoard Quick 6's **Draw** Toolbar provides vector-based drawing tools for creating basic geometric shapes and additional tools for drawing freeform shapes. The **Draw** Toolbar also provides tools to draw Director's arrows (to indicate character or camera motion within the shot). The toolbar can be toggled open or closed using **Frame > Draw Tools**. Freeform and geometric shapes can be drawn, then can be colorized and outline size can be adjusted.

Director's Arrows

The first five tools on the Draw Toolbar are directional arrow tools indicating movement "into," "out of," "across," "zoom in" and "zoom out" of the frame. When one of these tools is selected, it draws in "wire frame" mode.

To use: Select one of the Arrow Tools. The cursor turns into a plus (+). Place the cursor in the frame and while holding down the mouse button, drag the cursor. The arrow draws, scales and rotates as you drag it. After positioning the arrow, release the mouse. When the arrow is drawn, use the Color Palette's Fill and Pen Tab choices to change color and outline attributes (color, opacity, line thickness). The arrow can be resized using the "**+**" or "**-**" icons (Zoom Tools) on the **Main** Toolbar or by using the **Select Arrow** to drag an image handle into the desired size. The arrow image can also be rotated using the **Object > Rotate... > Rotate** dialog box. Shift Scroll Wheel rotates the rendered arrow.
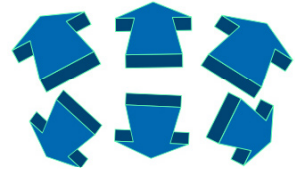
Arrow 1:   movement into frame; away from camera
Arrow 2:   movement out of frame; toward camera
Arrow 3:   movement across the camera plane (flat movement); Control+Arrow 3 = Turn arrow
Arrow 4:   zooming into selected section of the shot
Arrow 5:   pulling back from or zooming out of selected section of the shot

Quick Tip: Designate one color to indicate camera motion, and another color to indicate character movement. Include the color code in the footnotes (footers) of the printed pages.

Speech Bubble Tool

Use this tool to draw a dialog bubble in frame. The tool operates the same as the Director's Arrows. The fill, line and color opacity are controlled by the Color Palette. Use the Caption Bubble in conjunction with the Text-In-Frame tool to show someone speaking a line of dialog.

Win: Ctrl-Speech Bubble draws a square dialog bubble.
Mac: Command-Speech Bubble draws a square dialog bubble.
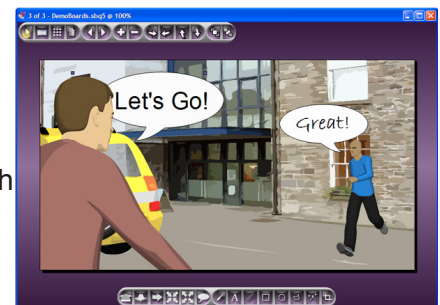
Pen Scribble Tool

Use this tool to draw a shape as you would with a Sharpie (marking pen). Once completed, the line is a succession of single points. The points can be deleted, added (one at a time) or moved. (Select object and use **Object > Edit Points** command to see the points.)
Win: Ctrl-click on a point removes the point. Ctrl-click on the line adds a point.
Mac: Command-click on a point removes the point. Command-click on the line, adds a point.

Text-In-Frame Tool

Use the Text-In-Frame tool on the **Draw** Toolbar to type in the frame.
Select the Text Tool and click in the frame to position the text cursor. A temporary box appears indicating the approximate position for your text. Begin typing or paste your text into the box. Use commands on the **Text** Menu to change text size, color, font and style. Text color can also be changed using the Color Palette. Text can also be zoomed larger using the Zoom Tools.
To resize the box (i.e. if the text wraps to multiple lines and you want it on one line), use the **Text** Tool, click on a box handles and pull to stretch or contract.

Line Tool

Use the Line Tool to create individual straight lines. Shift-Line Tool constrains drawing the line to 45° increments. The thickness of the line is controlled by the Pen Size control in the Color Palette, under the Pen Tab.

Square and Circle Tools

StoryBoard Quick provides a Square/Rectangle Tool and an Ellipse/Circle Tool that allows you quickly create these common graphic objects.

Draw a geometric shape by selecting the tool and placing the cursor in the frame. For example: click and drag from one edge of the circle to the opposite edge. Use Shift + Tool to constrain drawing to draw a perfect square or circle.
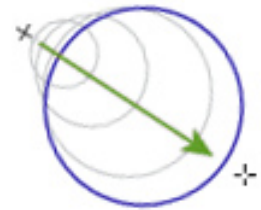
Polygon Tool

Use the Polygon Tool to draw straight-edged objects. Double click to end the polygon draw process. To add or delete Anchor Points: Select **Edit Points** Tool, then Command-click (Mac) or Ctrl-click (Win) on the line (to add) or on the point (to delete).

Bezier Freeform Tool

Use the Bezier Tool to draw shapes in the frame. Images drawn with this tool contain Bezier anchors and control points. Bezier shapes can be filled and outlined like circles and squares. Double click to end (cease) the Bezier draw process. The lines of the shape initially appear straight. Use **Object > Edit Points** to activate the **Edit** Mode to reshape a Bezier object. Using the control points radiating from each anchor, shape your image.
To Add or Delete Anchor Points: Select **Edit Points**, then Command-click (Mac) or Ctrl-click (Win) to add or delete anchor points. Use **Preferences > Application > Frame Objects** to adjust the size and/or color of the anchor points/handles.

Edit Points

Use **Object > Edit Points** command to edit (i.e. add, delete or reposition) anchor points made with **Pen** Tool, **Line** Tool, **Polygon** Tool and **Bezier Curve** Tool.

A) Item selected

B) Item selected and use Edit Points Command; move point/s

To Edit Points: Select a vector drawn image and use the **Object > Edit Points** command. Anchor points will appear on the image. Click on a point and drag to new position;

To Add or Delete Points:
Mac: Command-click on a line to add a point or Command-click on a point to delete the point.
Win: Ctrl-click on a line to add a point or Ctrl-click on a point to delete it.
Context Menu: Select a vector drawn image and right click to open **Context** Menu; select **Edit Points**.

Crop Object
Use the **Crop** Tool to hide an unwanted portion of an object. After clicking the **Crop** Tool, drag a handle on the object's bounding box and move it toward the center of the object. To restore a cropped object to its original size, use **Object > Remove Crop**.

Quick Tip: When using the Crop tool, double click on the cropped object to undo crop and return the item to its original size.

Color Palette

The StoryBoard Quick Color Palette is based on the display color choice in your system preferences (monitor display). This means that StoryBoard Quick can display and choose millions of colors.

To view the color picker section, use the toggle triangle in the lower left corner. Choose any of the four palettes by clicking on the appropriate tab.
• Select the Fill Tab (Paint Bucket icon) to access the Fill options.
• Select the Pen Tab (Pen icon) to access the Pen options.
• Select the Character Tab (Face icon) to access the Character Color choices.
• Select the Props Tab (Car icon) to access the Prop's color choices.

Use the "**+**" icon to access your computer's System color palette.

Fill and Pen Tabs
When drawing an object, use the Color Palette to choose or change the Fill or Pen color as well as choose the opacity of the fill and/or pen and the thickness of the Pen line.

Use Shift Key when clicking up/down on Opacity or Pen Size controls to adjust small increments (.01%).
Double click in the Opacity color sample swatch to toggle between 0% and 100% opacity.
Double click on Pen size sample swatch to reset Pen Size to 1.0 pixels.
To remove any line, cycle down to "0.0" pixel under Pen Size or to "0%" Opacity.
To achieve "No Fill" in an object, set the Opacity of Fill Color to 0%.

Note: Opacity refers to the amount of transparency a fill or pen color has. If an object's color opacity is set to 100% that color will appear completely opaque. If an object's opacity is 1%, it will appear almost transparent.

Matching Colors

When drawing in the frame, you may want to match a color of an element already placed in the frame. To select and match a color in the frame:

Match Fill color: use the Pen Tool from the **Draw** Toolbar and Mac: Shift-Command-click; Win: Shift-Ctrl-click on the desired color in frame; the Fill color takes on the selected color.

Match Pen color: Use the Pen Tool from the **Draw** Toolbar and Mac: Option-Shift-click; Win: Shift -click on the desired color on an object in the frame to change the Pen color.

Character Tab

To change a character, use the Character Tab to access the various items that can be changed (indicated by the Face icon).
StoryBoard Quick 6 characters have six categories that can be color-ized to help you create different looks for the character:

- Hair color
- Skin color
- Lip color
- Shirt color
- Pants color
- Shoes color
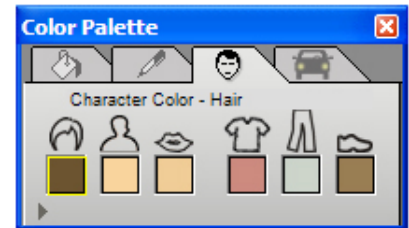
Props Tab

To change the color of a selected prop, click the Props Tab (designated by the Car Icon) and then select the desired color for the prop.

For more on Colorizing Characters and Props see previous section on Content Libraries (p.15).

Borders

Adding a border around your printed storyboard frames can give your presentation a unique and stylish look that will make them appear even more professional.
To select from a number of pre-formatted borders use **Frame > Borders..**. A dialog box opens for you to pick and preview the right border for your project. Once selected, the border will appear on all the frames in your **Print Preview** Window and on your print out.

Quick Tip: Right click on the matte surrounding the Print Preview Window to quickly select a preview your frames with borders.
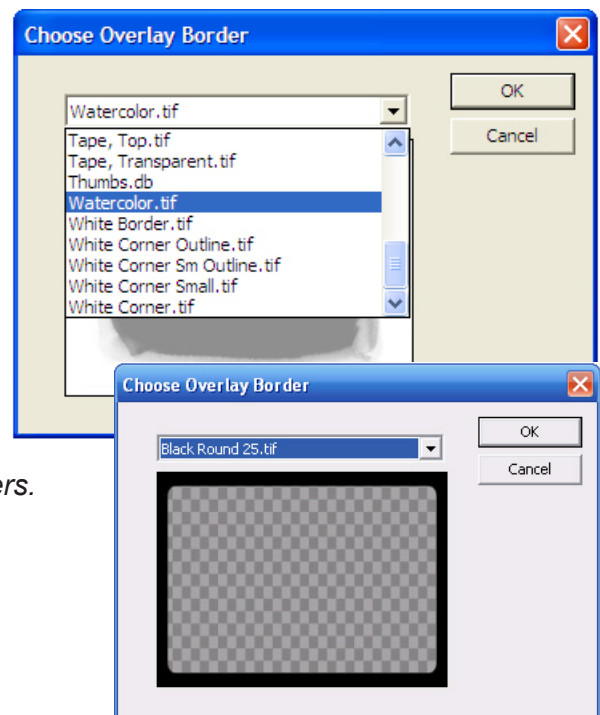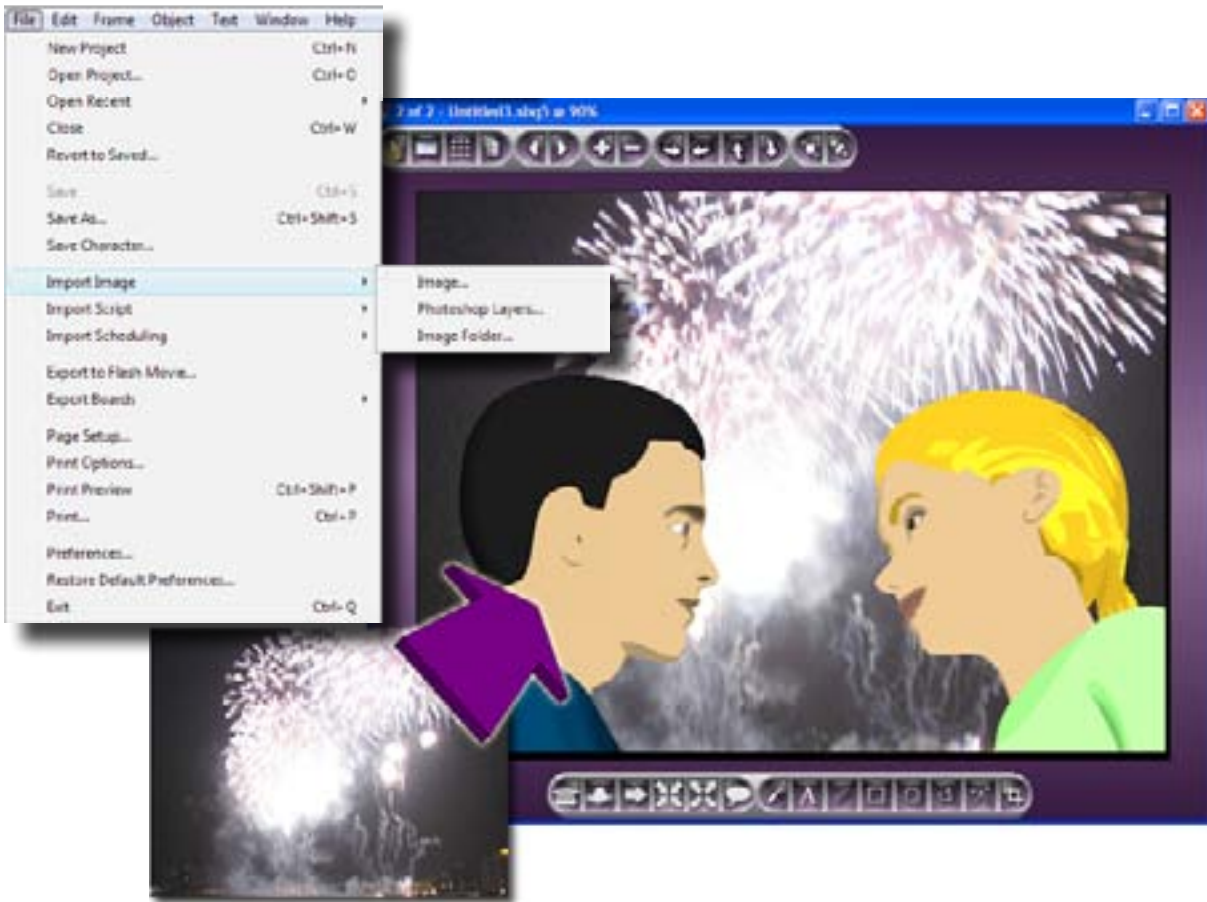
Image Imports

The previous chapter covered **StoryBoard Quick** Library images. These type of images are easily placed into the frame because of their integration in the application. However, **StoryBoard Quick** can also easily import graphics which can be layered into your storyboards frames and combined with StoryBoard Quick graphics. This makes it possible to quickly substitute digital photos of your actual locations after you've completed your location scouting.

Importable Formats

Images can be imported using the **File > Import Image...** command.
The importable file formats are as follows:
Mac: .bmp, .gif, .jpeg, .png, .pict, .pdf, .tif, .psd with layers
Win: .bmp, vector file (.emf/wmf), .gif, .jpeg, .pict, .png, .psd (with layers), .tif, .sgi, .tga, qtif.

You can place a graphic into a frame from your desktop, or from any removable media, by using drag-and-drop or copy-paste.

You can also use copy-and-paste from any browser (such as Internet Explorer, Safari or Firefox) or graphic program (such as Adobe Photoshop) that supports the clipboard. Select an image, use **Edit > Copy** in the application containing the image and move cursor to StoryBoard Quick. Click in the **Frame** Window and use **Edit > Paste**.

Sizing Graphics

As an image is imported or pasted into the StoryBoard Quick Frame Window, it is placed on the topmost layer. The image can be moved, rotated, flipped or sized (zoomed in or out) using the commands on the **Object** Menu. Images can also be resized by using the **Object > Fit to** commands. These commands are useful when importing backgrounds, digital location images or other panoramic images.

You can also resize an image by using the Selection Arrow and click and drag on any of the surrounding image handles.

Key Color

Key color is similar to creating an alpha channel. Alpha channels set the transparency levels. Some clip art images have built in alpha channels to provide transparency for layering images.

Key color can be used on all imported bitmap images: .bmp .gif, .jpg, .png, .pict, .tif.
Key color, however, is not available on vector images.

For images with alpha channels, the alpha channel is read automatically when imported into StoryBoard Quick. Since every application handles alpha channels in their own proprietary manner, StoryBoard Quick provides a choice. Choose to invert the alpha channel using **Object > Alpha Channel > Invert Alpha**. Or choose to ignore the alpha channel (removing its transparency) by selecting the image and using **Object > Alpha Channel > Ignore Alpha**. StoryBoard Quick handles up to 256 levels of transparency ranging from completely transparent, to semi transparent, to opaque.

Using Key Color Feature:

- Select an imported image after it is in the frame;

- Use **Object > Key Color** to open the Key Color dialog box;

- Check the **Use Key Color** box if not already selected;

- Next, click the **Eyedropper** button which changes the cursor to an eyedropper;

- Move the eyedropper cursor into the Preview **Frame** (within the Key Color dialog box) and choose the color you want to make transparent by clicking on the image;

- Next, use the **Tolerance** slider to adjust the range of color to be "keyed" out. Selecting a color chooses one color only. Most bitmap images are composed of graduated/gradient color, so using the slider broadens the range of color being keyed. If you are not satisfied with the result, re-select the color in a different area of the picture. The results may vary with the choice.

Quick Tip: Select a bitmap image in a frame, Right-click (Mac: Control-click) on a color. The Context Menu opens from which you can select Key This Color. This command, however, does not offer the Tolerance slider. To access the Tolerance slider, open the Key Color dialog box.

Key Color is great for bringing individual elements and removing a background color surrounding it but it also is helpful for making location shots more versatile. See tutorial video on PowerProduction website for actual examples of combining backgronds.

Keying out a sky makes combining locations easy. You can also use the crop tool to let you combine, but keying gives you the ability to keep an irregular edge when compositing two images.

Use Key Color and Color Palette Fills and Opacity to adjust background image.
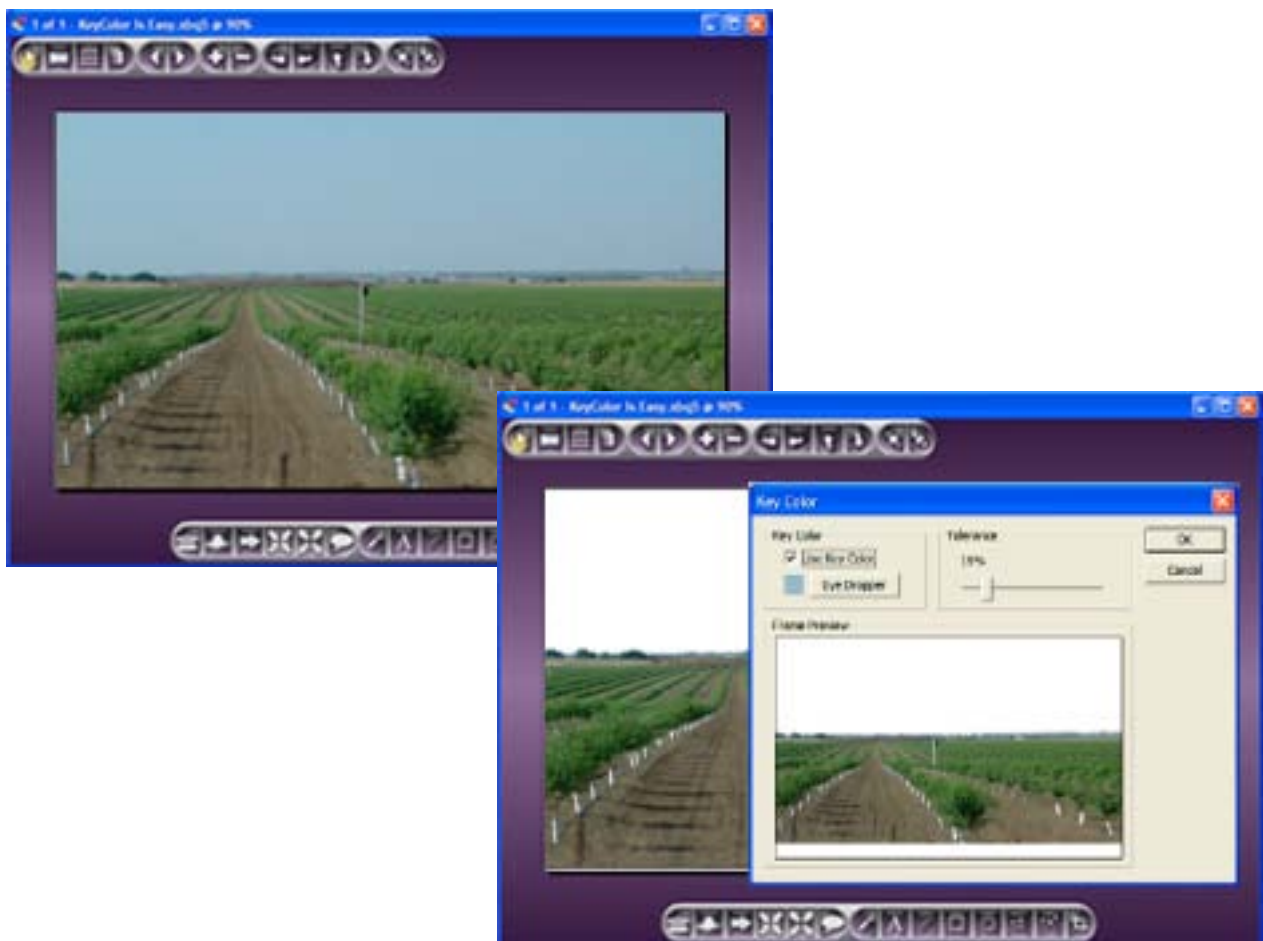
Sky was keyed out and rainbow background added.

Sky was keyed out and big city was added.

Sky was keyed out:
• Dark blue rectangle drawn and placed into background to look like night sky.
• Full moon (white circle) placed in dark sky
• White triangle drawn (no line) and opacity set @ 37% to indicate the "moonlight".
• Rectangle drawn over the location image, filled with dark blue and opacity set to 49% to darken bottom half of image.

Using the key color and Color Palette to change weather elements of a shot:
The location is perfect but it was a bright sunny day and the shot calls for bad weather.

1. Location Background as shot.

2. Sky keyed out and Tornado image dropped in (send to back):
   a. Use **Object > Key Color;**
   b. Click on **Eyedropper** button;
   c. Select the sky color in **Key Color** dialog box frame;
   d. Adjust the tolerance level.
   e. Select the Tornado background from the Ext. Nature Library.

3. Sunshine highlights toned down giving overcast look:
   a. Use polygon tool to outline area/s;
   b. Fill polygon/s with grey;
   c. Set opacity of fill color to 30% or 40% making it partially transparent. Set pen width to 0 or opacity to 0%.

The same set of tools can assist you in colorizing a set or shot when needed (i.e. similar to day-to-night; shooting a shot during day with filters to make it appear to be a night scene).

Use Key Color to take out sky

Add Tornado Background

Outline areas to dull

Import Image Folder

This command allows you to choose a file folder full of importable images (also available by drag and drop into **Frame Window**). Go to **File > Import** and select Image Folder from the submenu. A dialog box will allow you navigate and select the folder of images you would like to import. Any formats not compatible with StoryBoard Quick will be skipped. Each image file will import as a new frame into the current project by default. Go to **File > Preferences**... and at the bottom of the Application tab you will see the checkbox to create a New Frame for every image as well as a dropdown menu allowing you to size the imported graphics (Leave Original Size, Fit to Aspect Width, Fit to Aspect Height & Fit to Frame).

Overview Window

The **Overview** Window enables you to see your **StoryBoard Quick** project in a thumbnail environment; jump to specific frames for editing, rearrange the order of frames and view the overall flow of your project.

Overview Window
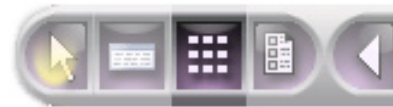
To open the **Overview** Window, click on the Overview icon on the **Main** Toolbar or go to **Window > Overview Thumbnails** (Win: Ctrl-E; Mac: Command-E)

You can control the size of the Overview Window by clicking and dragging the lower righthand corner of the dialog box. You can control the size of the frame thumbnails by using the zoom controls in the Windows Menu. To return to the default thumbnail size, select **Zoom 100%**.

Quick Tip: Hold the Command Key (Mac), Control Key (Win) down and use your mouse's Scroll Wheel to zoom in and out in the Overview Window.

Overview Preferences

The **Overview Preference** tab found in **File > Preferences...** allows you to set up how you would like the Overview Window to display the thumbnails of your frames.

First you can select whether you would like to view caption text along with each frame by checking or unchecking the Show Caption option in the Caption Text option in the Preferences.

Next, you can set up how your thumbnails will be displayed in the window. Set the distance in between each thumbnail by entering in the number of pixels in the **Column Gap** option in the **Overview Grid Spacing**.
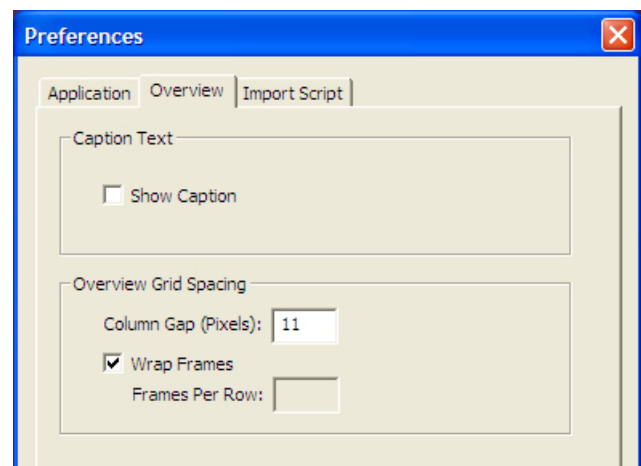
The default spacing is 11 pixels. The Frame Wrap option will automatically align your thumbnails based on the width of the window. If you would prefer to have a set number of frames per row on the screen, uncheck the Frame Wrap option and designate the number of frames per row in the corresponding option box.

Quick Tip: You can access the Overview Preference by right clicking anywhere in the Overview Window. The Context Menu will open.

Reordering Frames

In the **Overview** Window, you can rearrange the order of your project's frames. To move a frame from one position in your project to another, click the frame so it becomes highlighted. You will know that a frame is selected when a yellow light is illuminated next to the name of the frame. Once selected, click, hold and drag to the new desired position. As you drag a yellow placement bar will indicate where the frame will be placed upon release of the mouse. When you place the frame in the new position, all frames will shift to accommodate the new placement.
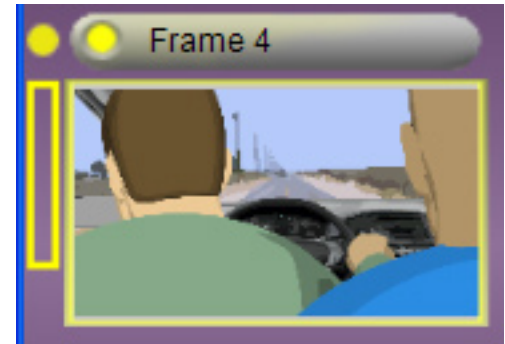
Quick Tip: To move groups of frames, use Shift-Click to select multiple frames and then drag them to the new desired position.

Navigating With Overview
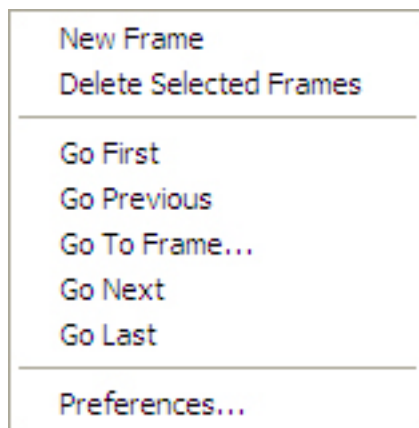
The **Overview** Window also allows for easy navigation of your project. From the **Overview** Window you can jump to the **Frame** Window of any frame by double clicking on the thumbnail. The **Overview** Window updates all thumbnails in real time as you edit any given frame.

You can also navigate the main **Frame** Window from the **Overview** Window by using the commands in the right click (Mac: control-click) menu. The same navigation commands that are available in the **Frame** Menu are available from the context menu in the **Overview** Window.

Adding/Removing Frames in Overview

To add a new blank frame at the end of your existing project from the **Overview** Window, right-click anywhere in **Overview** Mode and select the topmost selection **New Frame**. If you would like to delete a previously-existing frame, first select the frame by clicking on it. Once highlighted, using the context menu, select **Delete Selected Frames**. You can delete multiple frames at once by using Shift-Click to select the frames you would like to delete and using the context menu.

Quick Tip: When deleting frames, a dialog box will ask you if you are sure you would like to perform this action as this cannot be undone. If you may want to use the frame, or elements of the frame at a later time in the project, move it to the end of your project instead.

Using Overview along with Frame Window

When working on a sequence you may want to work on a shot in the **Frame** Window while viewing what the shot will look like in the greater scheme of your project. The **Overview** Window updates all thumbnails in real time so you are able to get an up-to-the-moment preview of how your project looks. The **Overview** Window can be kept open while you working in the **Frame** Window and positioned independently. Depending on the size of your monitor, scale the **Overview** Window to fit on one side of your screen or beneath the **Frame** Window. Then you can use the **Overview** Window to quickly navigate through the project by double clicking to go directly to shots you want to edit next.

Text & Script Handling
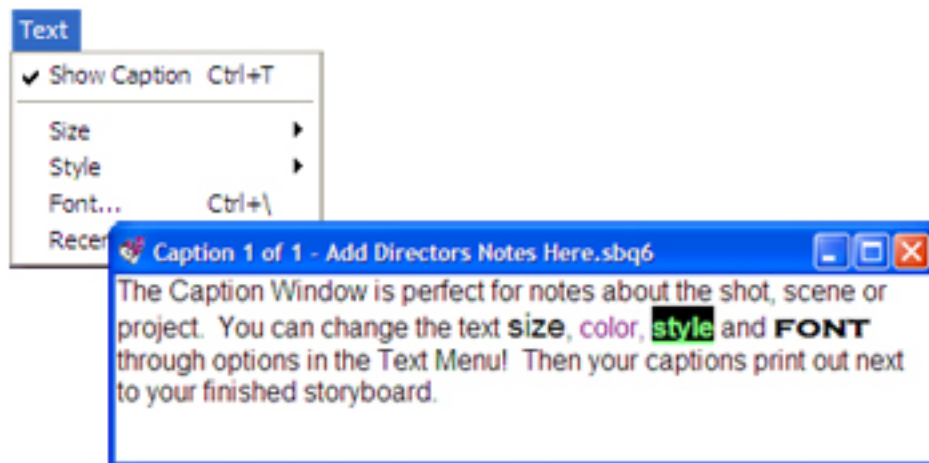
Text Types

The different types of text in **StoryBoard Quick** are as follows:

> • Text typed into **Caption** Window;
> • Script text imported from screenwriting applications or word-processing software into **Caption** Windows;
> • Text used as a design element in the **Frame** Window.

Caption Window

StoryBoard Quick 6's **Caption** Window is connected to the individual frame and can handle various types of information besides dialog (e.g. script breakdown information).

Typing in Caption Window

Open the **Caption** Window by using the **Text icon** command located on the **Main Toolbar** (or **Text > Show Caption**; Win: Ctrl-T, Mac: Command-T). Place the cursor in the window and begin typing. The window can be enlarged using the resize box in the lower righthand corner. When text exceeds the size of the window, a scroll bar becomes active.

Formatting Text

Text typed in Caption Window can be edited, deleted and formatted. Highlight the text to be formatted and use the **Text** Menu. Choose **Size, Style, Font** from choices available in the submenu.

Each **Caption** Window can be formatted individually using the **Text** Menu options when working in the **Caption** Window. Use menu **Text > Change All Caption Font** to change text format of all current and future captions. Setting the default text style for future projects is done in the **Preferences > Application** dialog box.
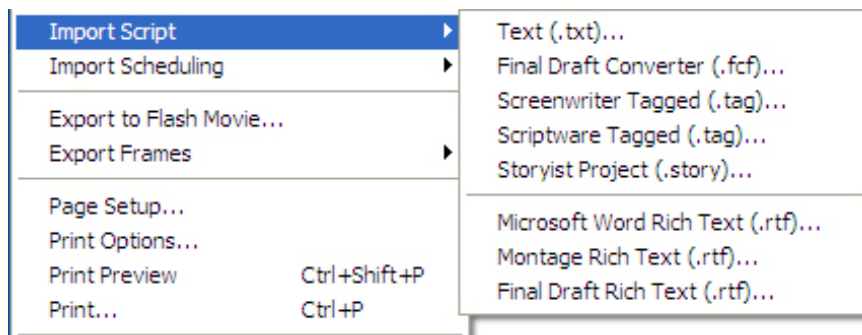
Import Script Text

Integrating your formatted script text into your storyboard application will take you to the next level of digital production workflow integration. Importing text using the **Import Script** command will instruct StoryBoard Quick to make frames and place the chosen script elements into **Caption** Window below the blank frame. New frames (ready for you to compose your shots) are created based on the options you choose from the import Dialog Box (pictured next page). Or you can copy and paste text (from other applications) into a single caption window.

*Quick Tip: Importing an entire feature-length script could create hundreds of boards. Depending on the speed of your computer and how detailed you choose to parse your script, when importing formatted script text, you might want to import ranges of scenes rather than the entire script. **See the Import Script Tutorial Video on PowerProduction website!***

Using the import commands you can import part, or all, of your formatted script text into StoryBoard Quick. The **Import Script** commands are accessed through the **File > Import Script** menu. StoryBoard Quick allows for the import of a number of different file types that covers everything from basic Text Files to some of the more popular screenwriting programs currently available.

Import Script	▶	Text (.txt)...
Import Scheduling	▶	Final Draft Converter (.fcf)...
		Screenwriter Tagged (.tag)...
Export to Flash Movie...		Scriptware Tagged (.tag)...
Export Frames	▶	Storyist Project (.story)...
Page Setup...		Microsoft Word Rich Text (.rtf)...
Print Options...		Montage Rich Text (.rtf)...
Print Preview	Ctrl+Shift+P	Final Draft Rich Text (.rtf)...
Print...	Ctrl+P	

The text file being imported must already be in the chosen format. To do so, first **save** or **export** the text from the scriptwriting program or word processing application in the appropriate format.

Scripts, Screenplays, Simple/Rich Text files
Use **File > Import Script...** to import .txt, .fcf, .tag, .story or .rtf formatted files into the **Caption** Window.

Text Format
File > Import Script > Text (.txt)... opens a dialog box:

1. Select a .txt file (i.e. a script that has been saved in .txt format) and click **Choose**.
2. The **Import Text** dialog box opens and offers choices:

Into Caption: This instructs StoryBoard Quick to place the text information into the Caption Window.
New Frame Every: Check the box in front of the appropriate items. The choices made in this area will instruct StoryBoard Quick *where* to break the imported text and *when* to create a new frame.

Start Frame #: instructs StoryBoard Quick to begin importing the text at the frame number you select. Type your choice in the box next to **Start Frame #.**
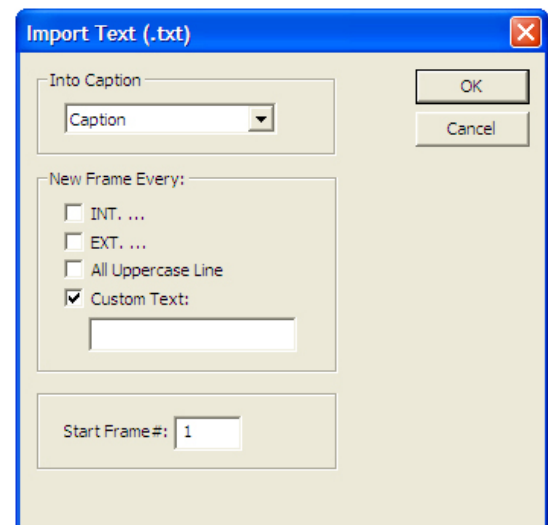
FCF, TAG & RTF format

File > Import > Script FCF... (File Converter Format)
Many popular screenwriting and scripting programs offer the option of saving a file to FCF or TAG formats. These special **Save As** features preserves the categorization of the script elements in more detail than the TXT format.
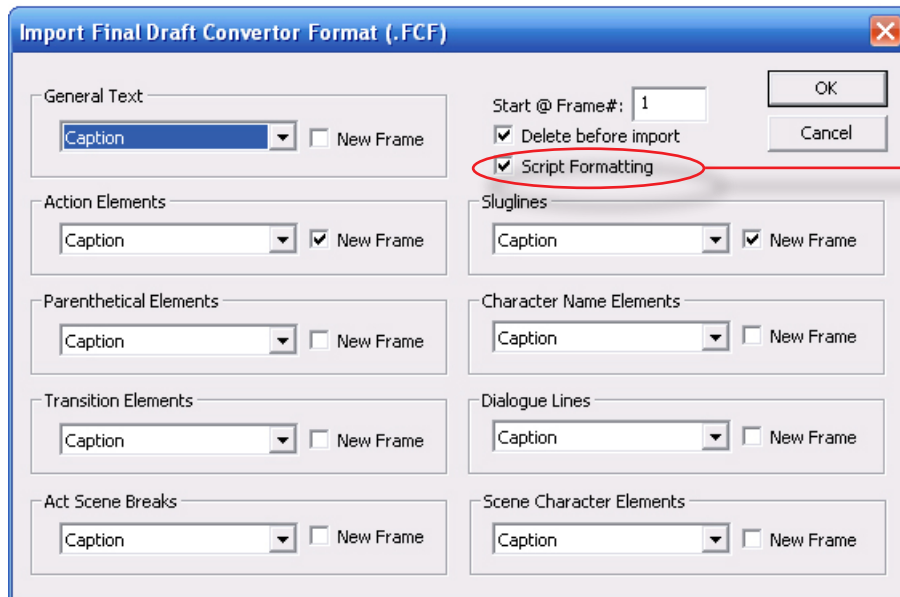
Check **Script Formatting** option when you want imported text to be kept in script format. To adjust formatting use **Preferences... > Import Script.**

1. Save script to FCF format when working in the applicable writing application.

2. From within **StoryBoard Quick**, use **File > Import Script...** (choose format) to open a dialog box and select your formatted script file; click the **Choose** button.

3. The **Import FCF, TAG, RTF or Story File...** dialog box opens (FCF: top picture).

The dialog box offers choices of "what" to import:

What elements to import or not import (standard script elements defined by the FCF format):
General Text, Action, Parenthetical, Transition, Act Scene Break, Sluglines, Character Name, Dialogue Lines and Scene Character Elements. (**Don't Import** option keeps element from being placed into the Caption window).

Checking **New Frame** option, next to a particular element, will create a blank frame or go to the next existing frame each time the **Import Script** function detects the checked element.

Start @ Frame#: Type in a number to indicate the beginning caption; the text will be broken up according to your choices. (i.e. if you've created 10 frames as an opening title sequence and you need the script text to be imported into the next frame, type 11 in the text box next to **Start @ Frame#.** The chosen text will be imported and blank frames will be made starting with frame# 11).
When you have made all your selections, click the **OK** button to import.

> *Quick Tip: Select the Script Formatting option before importing when you want your final printed storyboards to be in a script-dominant format. Select **Delete Before Import** if you want your current captions to be overwritten by the imported script.*
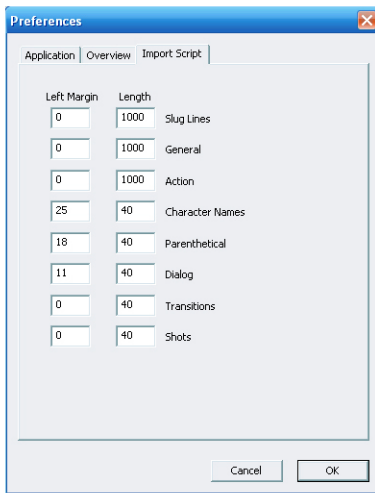
Adjusting Script Format

After importing your script formatted text, StoryBoard Quick 6 offers a Script-Dominant printing which can be viewed in the **Print Preview** Window.

This format aligns your boards to the left margin and places the script elements (formatted text) on the right side of page. Your script format is preserved, however you can make adjustments if needed by using **File > Preferences...Import Script**. (The numbers to adjust refer to character spaces.) The script should then be re-imported to reflect changes. The default text is Courier New 10 which is recommended for optimal Script-Dominant printing and viewing.
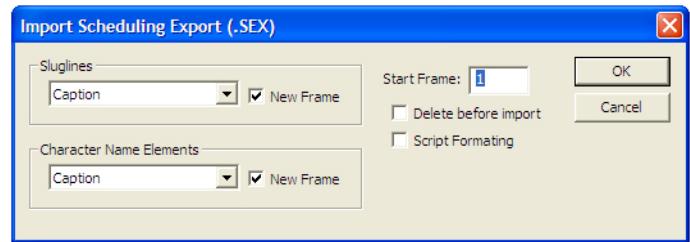
Import Scheduling Data

File > Import Scheduling allows you to bring in additional text information from a variety of scheduling applications. StoryBoard Quick imports the .sex file type into the **Caption** Window and creates new blank frames according to your selections in the Import Dialog Box.

Make edits to your In-Frame Text when the text edit box is highlited!

Placing Text in the Frame

Text can be typed directly into the Frame Window and used as a design element, as dialog or as sound effects emphasis.

1. Choose the **Text** Tool from the **Draw** Toolbar. Position the cursor into the **Frame** Window, click and begin typing. Text wraps to the next line automatically. Delete, Return, Tab and Backspace are also available in the text box.

2. When done typing, click outside the text box. The text then becomes an object.

3. To change the font, font size, style, or color, use **Text** Menu commands. Select the text, then use the **Text** Menu commands. The background color of a text box can be modified using the Fill Color Palette.

Quick Tip: Double click in the Fill Opacity preview box to remove all background color.

To edit typed text in a frame:

Use the **Text** Tool and click on the text box. The text edit box will appear over the text element. Highlight the text to delete or type new text; or use the **Text** Menu options to change attributes. Only one style, at a time, can be active in a **Frame** Window text box.

To resize the text box:

Use the **Text** Tool to click and drag on the text box's handles to resize the text box (without resizing the text elements).
Use the **Select Arrow** to reposition, stretch or expand the text box as a whole element. Text boxes can be grouped with other elements or other text. The text box can also be zoomed, flipped or rotated.

Set Default Caption Font Preference

Setting the default font and text style for future projects is done in the **Preferences... > Application** dialog box. Text appearing in **Captions** which have already have been created can be changed using the **Text** Menu commands.

To set the Default font for all *new* **Captions**, use **Preferences > Application > Default Font** button. Click the **Default Font** button to open the **Choose Font** dialog box. Make your choice of Font Name, Font Size and Font Style and click **OK**. Then click **OK** in the **Preferences Dialog Box**. Subsequent captions will use the new default font.
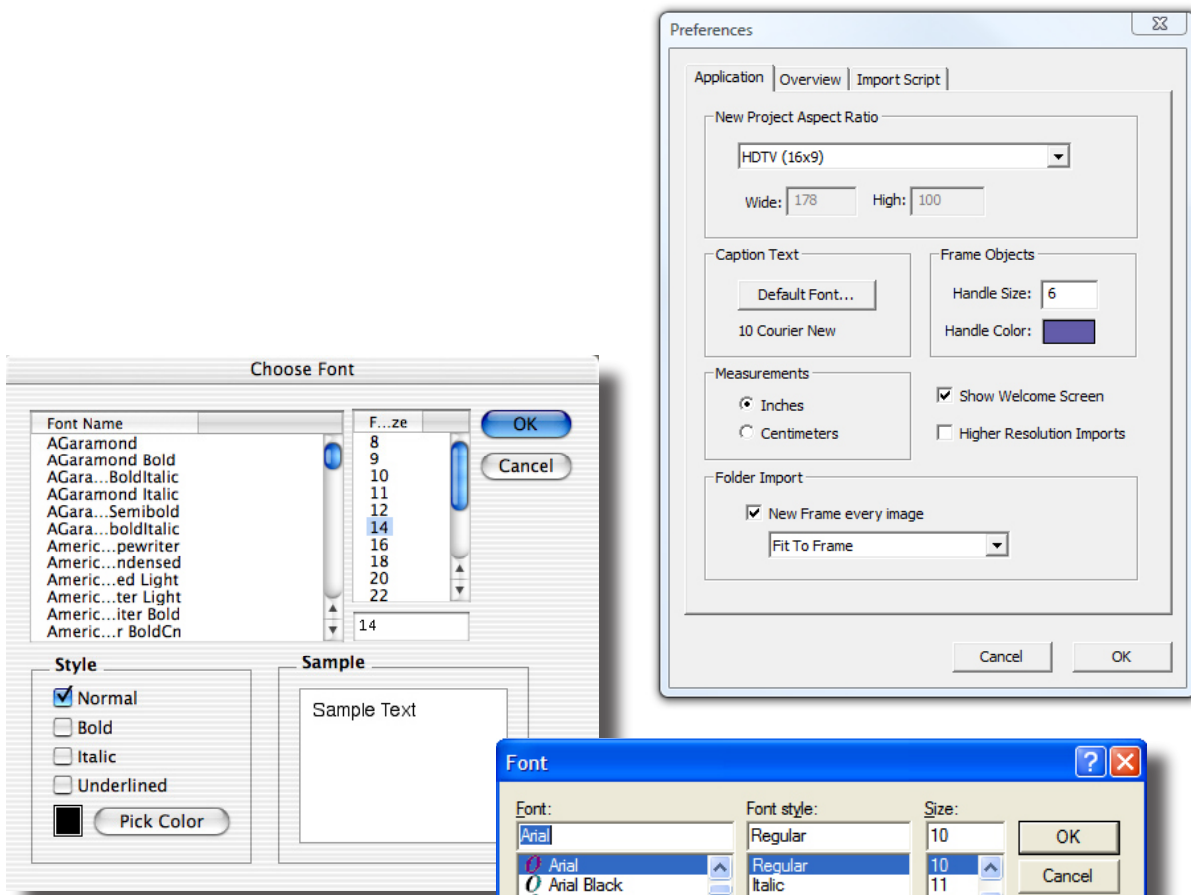
Macintosh Interface
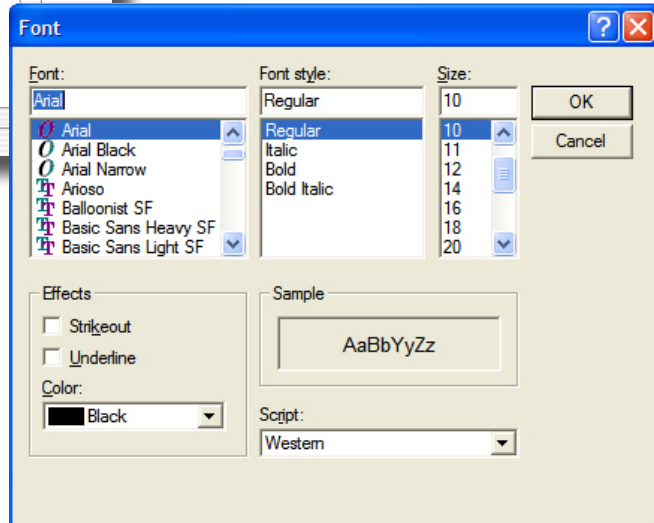
Windows interface

Printing

```
Page Setup...
Print Options...
✓ Print Preview          Ctrl+Shift+P
Print...                 Ctrl+P
```
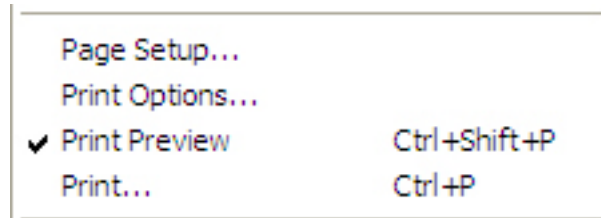
Printing Your StoryBoards

StoryBoard Quick 6 supports printing to both PostScript® and non-PostScript language printers, using most modern or current printer drivers. You can also use other supported drivers but if you encounter problems with an older driver, upgrade to the current printer driver for your computer.

After creating a storyboard project, you can print your boards quickly in a variety of preset layouts. Storyboards, when presented in print, are traditionally setup in a pattern of sequential images accompanied by other pertinent data relative to the frame image.

StoryBoard Quick's Print and Page commands are located on the **File** Menu.

• **File** Menu's Print commands:
> • **Page Setup...**
> • **Print Options...**
> • **Print Preview**
> • **Print...**

Page Setup... Allows you to choose the orientation (Portrait or Landscape) of the printed pages, to change paper size and to scale the content of the pages. Page Setup is also available from the **Print** Toolbar in the **Print Preview** Window. The Page Setup choices are a function of your system's printer driver for your chosen printer.

Page Options... Opens a dialog box from which you can choose layouts and select which elements (e.g. frame image, caption, frame numbers) to include on the page printout. Storyboards can be printed in the customary Grid format (i.e. frames with boards beneath), in the Vertical format (boards on left; captions on right) or in the Script-Dominant Format (caption text leads the layout).

Print Preview Opens the **Print Preview** Window. The **Print Preview** icon on the **Main** Toolbar, as well as **Window > Print Preview**, will also opens the **Print Preview** Window. Use the **Print Preview** Window to inspect the look of your boards after you have chosen the elements.

Print... Sends document to your chosen printer in the chosen layout. Available on **File** Menu and on the **Print** Toolbar in **Print Preview** Window. This is also where you can chose to Print to PDF (see page 40 & 41).

Page Setup...

Use the **Page Setup** command from the **File** menu (or from the **Print** Toolbar in the **Print Preview** Window) to open your printer driver's **Page Setup** dialog box. **Page Setup** choices include selecting page orientation (portrait or landscape) and page size (letter or legal).

Note: A printer driver is required to properly display the print preview. Refer to your operating system's manual for details on adding a printer.

Print Options...

Use **File > Print Options...** to open the **Print Options** dialog box (or when in **Print Preview** Window use the **Print Option** tool on the Print Toolbar). When you have several frames created for your project, the **Print Preview** Window will show you what your layout will look like when printing using the options you've chosen.
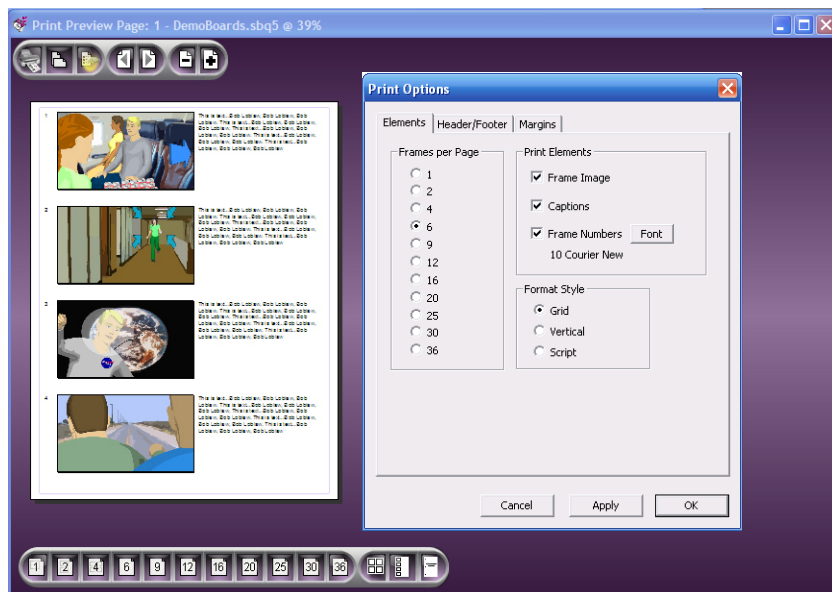
There are three tabs across the top of the dialog box.

Elements Tab
This tab offers various choices for your print layout.

Frames per Page
Choose the number of frames you want to print on each page. The Frames per Page choice can also be made using the **Layout** Toolbar at the bottom of the **Print Preview** Window.

The more frames per page, the smaller the frame and caption area. The maximum text/caption space is available when using the **Script-Dominant** Format.

Print Elements include Frame Image, Captions and Frame Numbers. They are all selected by default. Uncheck a box to turn off an element.

Frame Number font styles can be chosen by using the **Font** button next to Frame Numbers.

Format Style option area gives you the choice of printing in Grid Format, Vertical Format or Script-Dominant Format. The default selection is Grid. This choice can also be made using icons on the **Layout** Toolbar.

Header/Footer Tab

In this section you can check boxes to activate a Header, Footer or both. Headers and Footers can be multi-line with styled text and can be left, right or center justified. Type the information into the edit box to the right of Header and/or Footer label.

Fonts can be chosen for Headers or Footers independently. Clicking on the Font button opens your system's Font dialog box.

To place page numbers, time of day and current date into the Headers and/or Footers, use the Special Text Commands. The information can be inserted anywhere in the Header/Footer text. The Special Text Commands will be replaced by the current information at time of printing. The commands are case sensitive (i.e. &t is an ampersand and a lower case "t").

Special Text Commands (&)

&#	Page Number
&t	Time Printed
&d	Date Printed
&f	File Name
&l	Left Align
&c	Center Align
&r	Right Align
&&	Ampersand Character
&n	New Line (acts as a carriage return)

Example of Header:
Page: &#   Date: &d   Time: &t
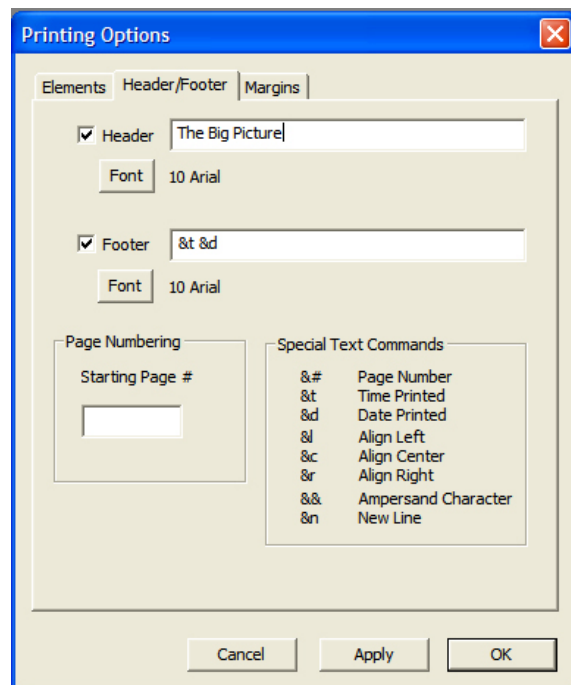
Page Numbering
Starting Page #: Enter a number for the first page. Each sequential page will be numbered accordingly from the previous number.

Click **Apply** to implement your choices and continue to make changes as well as see your choices in Print Preview, or click **OK** to implement changes and close the dialog box.

Margins Tab
Page Boundaries:
Enter your margin size choice in the appropriate margin boxes by typing a number into the edit field. The default setting is "inches"; however, this can be changed to centimeters in the **Preferences... > Measurements** section. Changing the Page Boundaries will effect the size of the frames and caption area on the pages. After setting the margins, check your layout. When using the **Script-Dominant** Format the imported text embeds margin information. To change the default margins for your next script import use **Preferences...Import Script** tab to add or subtract spaces.
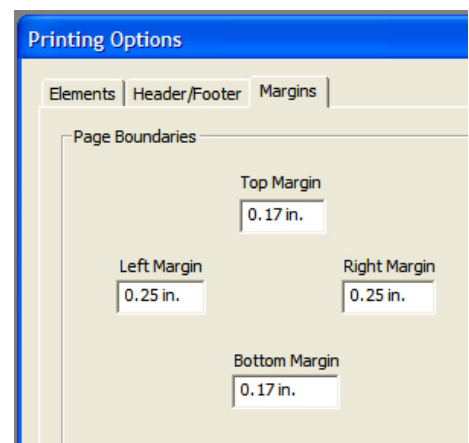
Print Resolution

StoryBoard Quick does not alter the resolution of imported images when you have the Higher Resolution checked in **Preferences**. This allows for maximum resolution when zooming (bitmap images) and positioning objects in the Frame.

Frames are also stored according to the chosen Aspect Ratio and Frame Memory size (**Frame > Aspect Ratio...** dialog box). The default High Definition setting is **768 pixels wide** at the **Large** Frame Size (Memory). The same High Definition Aspect at the **Standard** setting will be **640 pixels wide**.

The difference between the view size (zoom window) and changing the actual frame size will effect the file size of your project. Enlarging the frame size increases the frame's storage size on disk. But a larger frame size also gives you more resolution when printing and a bigger view of the frame on your monitor. Once you make a choice of the Frame Size, the approximate storage size of each frame will be indicated at the bottom of the dialog box.

Print Layouts

In addition to Grid (frames with captions below) and Vertical (frame on left and caption on right) Layouts, you can also select to print in a Script-Dominant format. In the Script-Dominant format, your previously-imported script maintains its layout while the corresponding storyboards are placed on the left in thumbnail size. For more on importing your script, please see **Text & Script Handling** Chapter in this User's Guide.
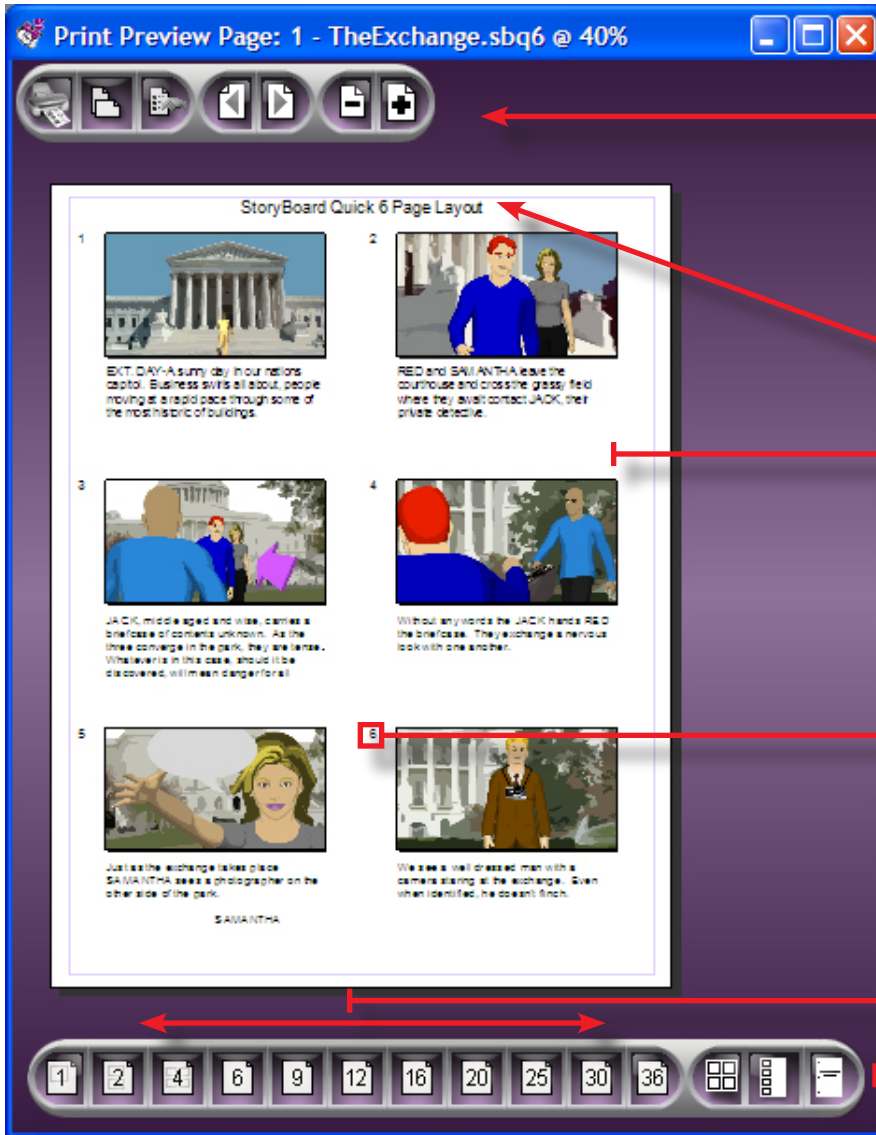

4 Frames per Page - **Grid** -
Page Setup: Landscape
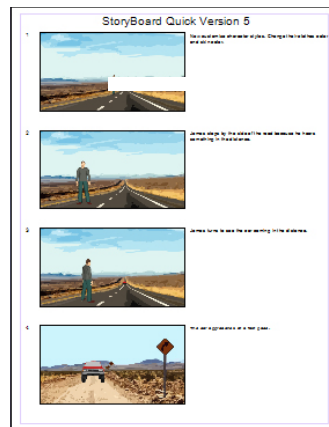
4 Frames per Page -**Vertical** -
Page Setup: Portrait

Script-Dominant Format
Page Setup: Portrait

Print Toolbar

Print Icon
Page Setup Icon
Print Options Icon
Go Next Page Icon
Go Previous Page Icon
Zoom Page Smaller Icon
Zoom Page Larger Icon

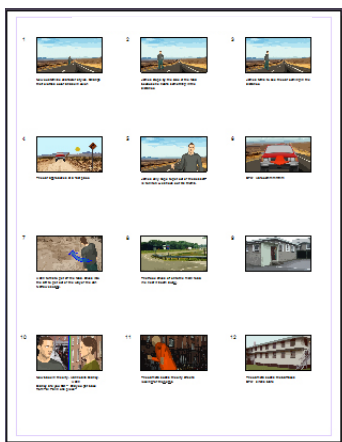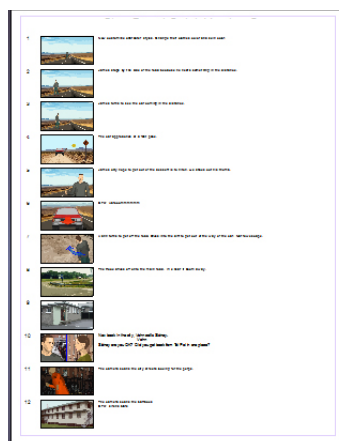Header

Pictured: Grid Layout
6 Frame per Page

Frame Number

Layout Toolbar

Frames per page

Grid Layout
    Vertical Layout
        Script Dominant Layout
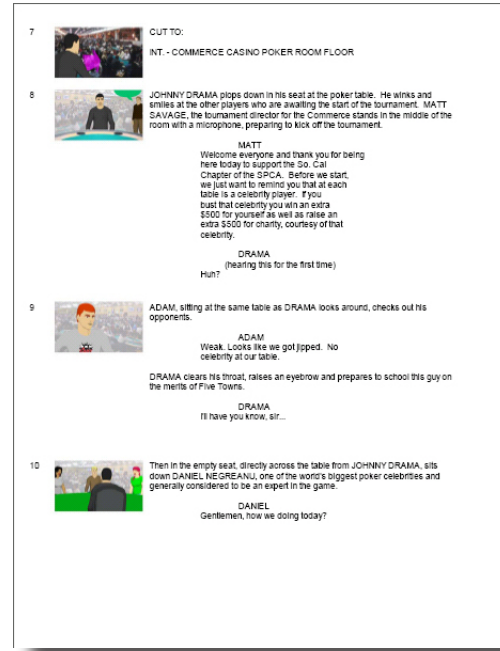
12 Frames per Page - **Grid** -
Page Setup: Portrait

12 Frames per Page -**Vertical** -
Page Setup: Portrait

Script-Dominant Print Format

This format places the boards on the left margin and the formatted script flows down the right side of the page. The layout is therefore dependant upon how much text is associated with each frame.

Integrating your script and storyboards into your workflow:

File > Import Script
Choose which Script Elements to Import
Choose which Script Elements will make a new frame
Check the **Script Formatting** option
View the blank boards in the **Print Preview** Window
Compose your Shots
View finished boards in **Print Preview**
Use Preference > Script Format to make any adjustments in tab alignment and reimport script.
Use Print Options in **Print Preview** to adjust page margins.

Print to PDF

Printing to PDF lets your viewer see your document by using free Adobe Reader software. Macintosh users have PDF writers within the operating system. Windows users may have to install a PDF writer before being able to export to PDF.
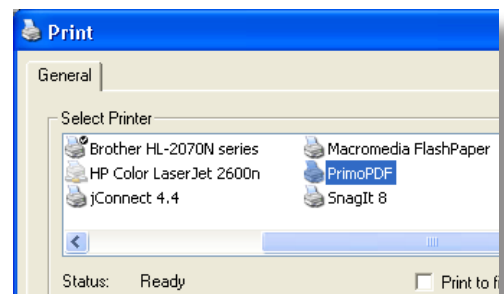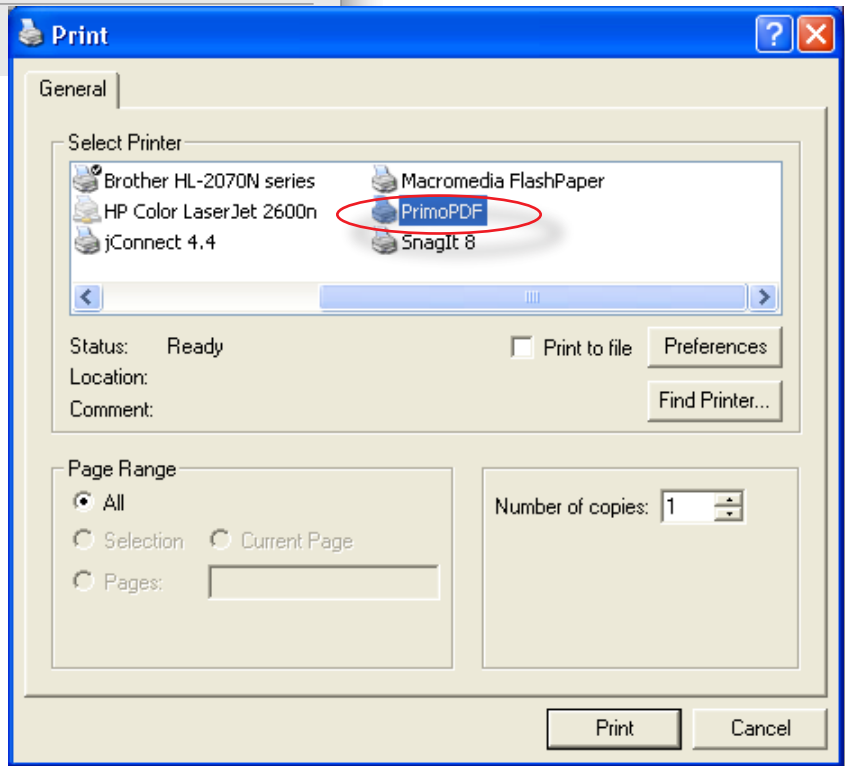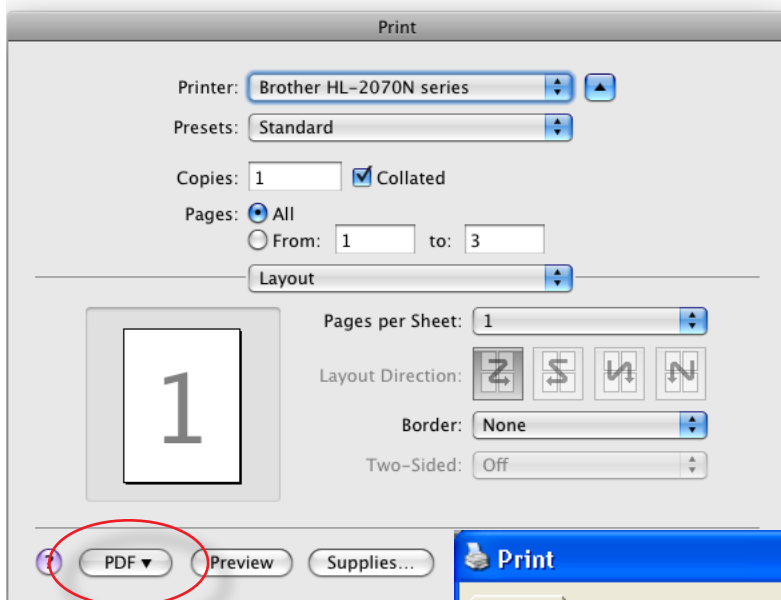
Exporting

Export Boards

StoryBoard Quick can export frames, frames series or export the entire project for Web Page viewing or website, as well as a Flash Movie.

File > Export to Flash Movie... opens a dialog box which you can choose the size and frame duration of the Flash Movie.

File > Export Boards also opens a submenu from which you can choose what you want to export and the format in which you want it exported.

Export to Flash Movie

Publishing your boards to a Flash Movie is easy in StoryBoard Quick 6. Once you have completed your project go to the **File** Menu and select **File > Export to Flash Movie**.

A dialog box will ask you to choose the duration of the frames for the project (the chosen rate is applied to all the frames) and the option to have the program generate the HTML code necessary for posting your video on a web page. After the choices have been made, you can save your movie to a directory on your computer. Select the desired directory, name your movie, choose a format and click **Save**.


The export will create a folder with the flash movie and other files necessary to play it in your Internet browser.

To email your project, attach the folder, with all its contents, to the email (you may want to compress the file for easier emailing). When posting the movie on a web page, upload entire folder. Make sure to check with the site for specific instructions for uploading your project to that site.

Preview Flash Movie

To preview your Flash movie, double click on the HTML file inside the exported folder.
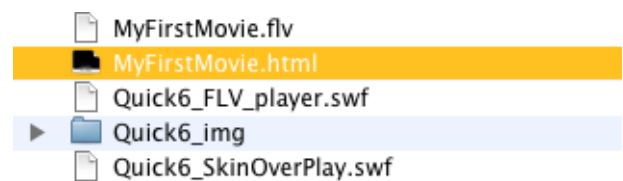
The folder will be given the name you chose for your movie with "- Flash" added.

After the file opens in a browser, click on the "Play" button on the lower left hand corner control bar. If you export the movie without the play bar, you can use the browser's refresh button to replay.
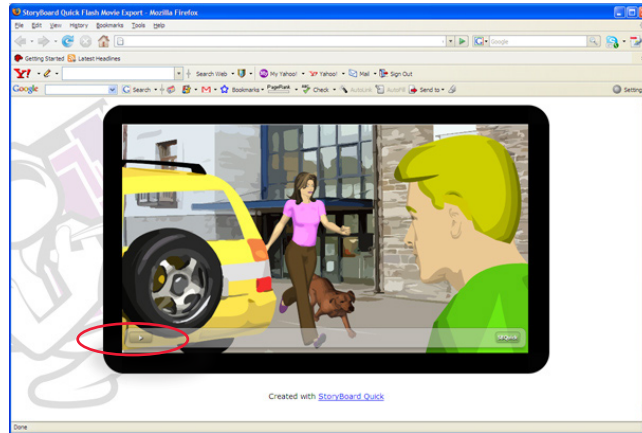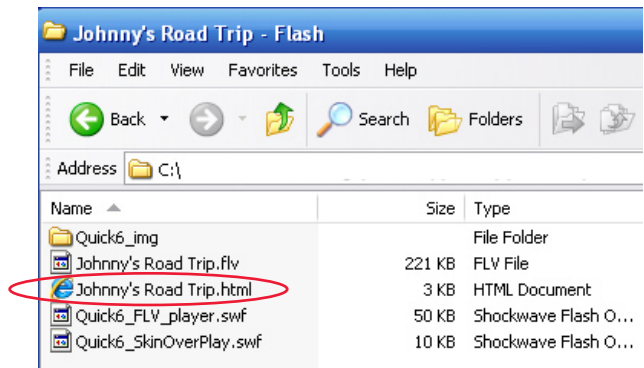
Quick Tip: Email your Flash movie by compressing the entire Flash folder that contains the index page and the images and sending it as an attachment (i.e. using Zipit or Stuffit). The recipient simply needs to decompress/expand the folder and double click on the html file inside the folder. That will launch their browser and they will be able to view the movie.

Export Frame to Files

Choose to export one, some or all of your boards to image files. Select the button in front of your choice in the **Export Frame File Series** dialog box. When choosing to export a Frame Series, type in the frame start and end numbers.

Name: Name the frame or series by typing in the edit box. The frame number will be added to the name.
File Format: Choose the file format from the options listed in the drop down list. Choices include: BMP, JPEG, TIFF, PSD & PNG.

Click **OK** when finished or click **Cancel**.

Another dialog box will open and prompt you to choose a location (Browse For Folder: Select a folder to save exported pictures) for the export. Select the destination or make a new folder and name it using the text field, and click **OK**. One last dialog box will ask you to choose other options for the chosen file format, then click **OK**. (You can use the default choices unless you have special size or other requirements for your images.)
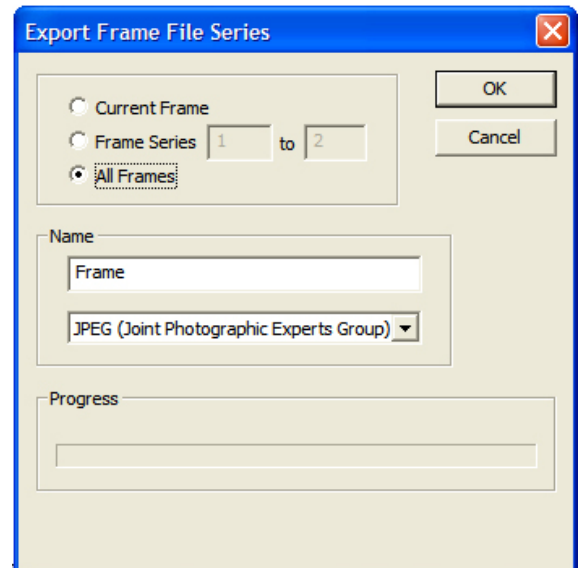
Export Boards for Web Browser Viewing

Present and/or distribute your boards to associates near and far via the Internet or Intranet. StoryBoard Quick 6 exports frames and captions to web-ready formats (HTML text and JPEGs). Upload all the files to your website for viewing.
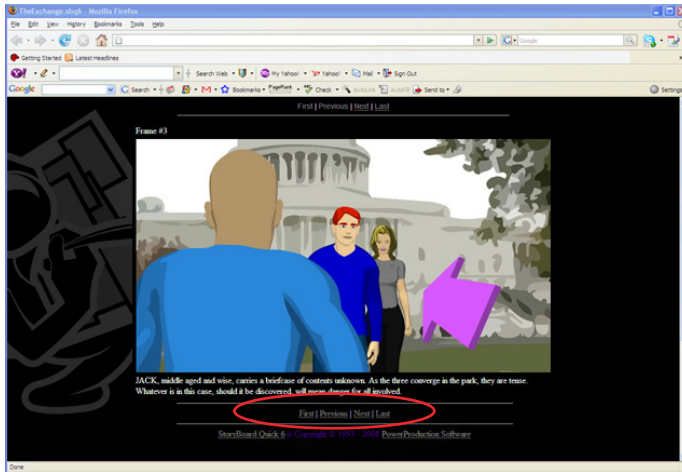
• The frame image export size is half of the Frame Size chosen under **Frame** > **Aspect Ratio... > Frame Size (Memory)**.

• Both exports for web viewing commands supersede any chosen print format.

Choose Export Boards > Website...
When choosing to **Export Boards for Website**, StoryBoard Quick creates one web page and adds navigational links (First/Previous/Next/Last) to enable viewer to click through your project. All the frames and text are converted into web-ready formats.

• You will be prompted to choose (or create) a file folder for StoryBoard Quick to place the images and web page text.

• After the export is complete, your project can be viewed using a web browser (Safari, Firefox, IE, etc.) by opening the index.html file from within the folder.

• To distribute your web-ready project via email, compress the files together into one file using an archiving application that creates files such as .zip or .rar.

Export Boards > Web Page

Choosing to export your boards to a web page instructs StoryBoard Quick to create files that will result in a single scrolling web (HTML) page.
When viewing in a browser, this export layout will show all the frames on the left and captions on the right and the project can be viewed by scrolling down the page.

• The frame image export size is half of the frame size chosen under **Frame** > **Aspect Ratio > Frame Size** (**Memory**).

• When choosing to **Export Boards for Web Page**, StoryBoard Quick prompts you to choose a file folder to contain the exported files. You can also choose to create a new folder for the export as well. After the export is completed, your project can be viewed using a web browser by opening the index.html file from within the folder

Quick Tip: Email your storyboards by compressing the folder containing the index page and the images and send it as an attachment (i.e. using WinZip, ZipIt or Stuffit). The recipient can decompress/expand the file and drag the index.html page to their local browser to view the storyboards offline (or you can print to PDF and attach to email, see the Printing Chapter for more).

Menu Reference Guide

File Menu

New Project creates a new blank project file. New projects are left Untitled until they are saved.

Open Project... opens a previously created and saved StoryBoard Quick project file. When selected, a dialog box will prompt you to locate your SBQ File.

Open Recent displays a list of recently opened StoryBoard Quick project files. To clear this list, select Clear Recent Project at the bottom of the submenu.

Close shuts down the current project file. You will be asked if you would like to save the project file before it closes.

Revert to Saved... changes the project file back to the point where it was last saved and erases all current changes made to your storyboards.

Save command saves all changes made to the project file. It is recommended to save frequently in case of computer or power failure.

Save As... allows you to name or rename your file while saving your boards. A dialog box will appear allowing you to select the location in which you would like to save your project file. Use when initially naming your project or making a duplicate copy of a project file.

Save Character... allows you to save and name characters of which you have altered the color information. Saved Characters will appear for future use in the My Characters content palette.

Import Image lets you select and import a variety of images and file types. The submenu is for choosing

single images, layered Photoshop images or entire folders full of supported image file types. Additional settings for importing images folders can be found in the Preferences.

Import Script offers the ability to import text from a variety of screenwriting and text applications. Imported script elements will be placed in the frame's caption box according to choices made when using this command. See Text Handling Chapter for more information on Importing Scripts.

Import Scheduling brings up a submenu to allow information to be imported from several scheduling applications. Choose the application you saved your exported information from the list of file types offered. You will see a **File Open** dialog box allowing you to choose your file. Choose the appropriate ".sex" file.

A dialog box will appear allowing for specific choices for importing your scheduling information into the caption windows.

Export to Flash Movie allows you to create a Flash Movie of your projects. A dialog box allows you to set the time duration of the frames and relative frame size.

Export Frames gives you a number of choices on how to present your project as well as take finished frames out of StoryBoard Quick. You can export your frames as a variety of file types to print or to publish on the internet.

Page Setup pulls up your Print Preview Window along with your system's print options dialog box. You can choose paper orientation (Portrait or Landscape) from this dialog box.

Print Options pulls up the Print Options dialog box which allows you to select a variety of page layout options including Frames per Page, Header & Footers and Margins. Here you can also select Vertical or Grid format style layout.

Print Preview allows you to see a preview of the document and its current print options.

Print... prints the current StoryBoard Quick project with its current print options.

Preferences... opens the Preferences dialog box and allows you to set default options on a variety of StoryBoard Quick features for new projects. [Application preferences, Overview (show/hide caption) preferences, Import Script Margin preferences.]

Restore Default Preferences... deletes custom preferences and restores defaults during the next launch of the program.

Exit/Quit closes the program. You will be asked if you would like to save the current project.

Edit Menu

Undo reverses the last edit action. You can undo most recent actions (the exact number may be limited by the amount of RAM available and the kinds of actions you have performed). The series of actions is discarded when you choose to creat a new frame, close a project, or when you exit the program.

Redo reverses the previously undone action.

Cut cuts the selected object while placing it on your clipboard.

Copy duplicates the selected object and places it on your clipboard.

Paste inserts the contents of the clipboard.

Clear deletes the current selected object.

Select All selects all current objects in the frame window.

Select None deselects any currently selected objects.

Frame Menu

New Frame creates a new blank frame and places it as the last frame of the current project.

Insert places an empty new frame immediately in front of the current frame in the Frame Window.

Insert Duplicate places a duplicate of the current frame immediately in front of the current frame.

Duplicate places a duplicate of the current frame as the last frame of the current project.

Delete clears the current frame and all of its contents. This action will prompt a warning dialog box and cannot be undone.

Go First moves you to the first frame of the open project.

Go Previous moves you back one frame in the current sequence of frames.

Go To... allows you to jump directly to any frame in the project. A dialog box allows you to see a preview of the frame to which you wish to move.

Go Next takes you forward one frame in the current sequence of frames.

Go Last takes you to the last frame of the open project.

Draw Tools hides/shows the Draw Toolbar at the bottom of the Frame Window.

TV Safe Overlay places/removes the TV Safe overlay on the Frame Window.

Border Overlays shows a dialog box and allows you to select a number of graphic border styles to add to the printout of your boards. The overlay is shown both on the Frame Window as well as the Print Preview.

Aspect Ratio... allows you to change the Aspect Ratio of the Frame Window as well as the size of the frame in which you wish to work.

Object Menu

Object	
Key Color...	Ctrl+J
Align	▶
Fit to	▶
Flip	▶
Zoom	▶
Rotate...	
Bring to Front	Ctrl+F
Move Forward	Ctrl+Shift+F
Move Backward	Ctrl+Shift+B
Send to Back	Ctrl+B
Group	Ctrl+G
Ungroup	Ctrl+U
Turn Left	Ctrl+,
Turn Right	Ctrl+.
Higher Angle	Ctrl+<
Lower Angle	Ctrl+>
Previous Character Pose	Ctrl+Page Up
Next Character Pose	Ctrl+Page Down
Alpha Channel	▶
Remove Crop	
Edit Points	F4

Key Color... opens a dialog box which allows you to remove a particular color from a bitmap image. Use the eyedropper to select the color you wish removed and the tolerance slider to increase/decrease the key color.

Align offers submenu that lets you align two objects in relation to one another when both are selected. The objects are aligned to each other with the object in the backmost layer being the primary object.

Fit to offers a submenu that lets you size a selected object in relation to the size of the frame.

Flip offers a submenu lets you flip a selected object either Horizontally or Vertically.

Zoom offers a submenu that allows you to select from multiple zoom options as well as size multiple selected graphics in relation to one another.

Bring to Front brings a selected object to the frontmost layer in the frame window.

Move Forward brings a selected object forward one layer in the frame window.

Move Backward sends a selected object back one layer in the frame window.

Send to Back places a selected object in the backmost layer of the frame window.

Group allows for two selected objects to merge into one object.

Ungroup removes the grouping of an object previously grouped in StoryBoard Quick and allows them to be edited independently once again.

Turn Left rotates applicable characters and rotatable props to the left.

Turn Right rotates applicable characters and rotatable props to the right.

Higher Angle rotates applicable characters to the next available high angle view.

Lower Angle rotates applicable characters to the next available low angle view.

Previous Character Pose cycles through the character poses from bottom to top according to the character pose grid.

Next Character Pose cycles through the character poses from top to bottom according to the character pose grid.

Alpha Channel opens a submenu that enables you to either invert or ignore the Alpha Channel on an imported graphic containing an Alpha Channel.

Remove Crop restores an object cropped in StoryBoard Quick to its previously-uncropped view.

Edit Points allows you to edit the points on shapes created with the Polygon or Bezier Draw Tool.

Text Menu
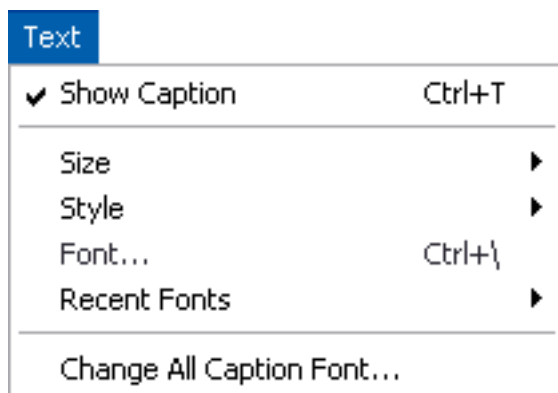
Show Caption opens the Caption Window in the work-space.

Size allows you to change the size of selected text in the Caption Window and In-Frame Text.

Style allows you to select the font style (Regular, Bold, Underline or Italic) you want to use for the Caption Window as well as In-Frame Text.

Font opens the Font Selection dialog box allowing you to choose the font / font size / font style and color for use in the Caption Window and In-Frame Text.

Recent Fonts displays a list of the most recent fonts you have selected. Clear this list by selecting Clear Recent Fonts at the bottom of the submenu.

Change All Caption Font... command will open the Font Selection dialog box allowing you to change the font of all the captions at one time.

Window Menu
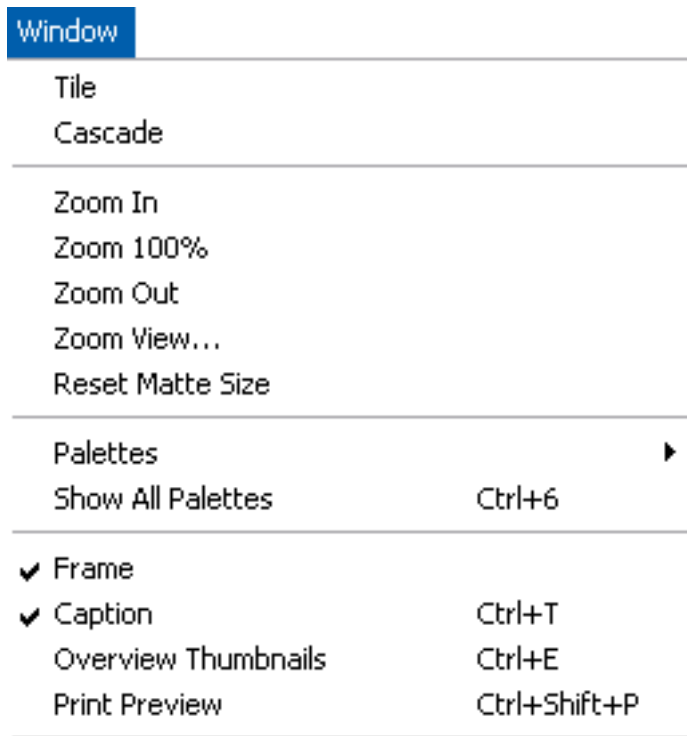
Tile aligns all open workspace windows side by side.

Cascade overlaps all open workspaces.

Zoom In makes the current selected workspace larger.

Zoom 100% resets the current selected workspace back to its normal size.

Zoom Out makes the current selected workspace smaller.

Zoom View... allows you to select a specific percentage that you wish to zoom the current workspace.

Reset Matte Size brings the matte surrounding the Frame Window back to its default sizing.

Palettes offers a submenu to allow access to content palettes as well as to the color palette. Palettes can be toggled on and off from this menu.

Show All Palettes toggles opens all availalbe palettes and marks the toggle with a checkmark. To close all palettes, click the menu item again which will remove the checkmark and close all palettes.

Frame brings the Frame Window to the foreground in the workspace.

Caption brings the Caption Window to the foreground in the workspace. It will also open the Caption Window if it is not already open.

Overview Thumbnails brings the Overview Window to the foreground in the workspace. It will also open the Overview Window if it is not already open.

Print Preview brings the Print Preview to the foreground in the workspace. It will also open the Print Preview if it is not already open.

Help Menu

StoryBoard Quick Help... opens the StoryBoard Quick documentation.

Welcome Screen brings up the initial welcome screen. The option to have this open upon launch of StoryBoard Quick can be controlled in the Preferences.

Get More Libraries Now! takes you directly to the PowerProduction Software Website where more libraries are available for purchase.

More Artwork Online connects you to PowerProduction Software's Website Database "more artwork" ....if your computer has internet access.

Internet Support Form allows you to connect with PowerProduction Software Technical Support if your computer has internet access.

Quick Movie Demo launches the StoryBoard Quick Demo movie.

StoryBoard Quick Video Tutorials will connect you to the Video Tutorial area

License Manager... opens the registration screen.

Check for Updates connects to PowerProduction website. After you log in your copy of StoryBoard Quick will be checked to insure you are using the most current version of the program. Before updating, please save your work. We recommend that you keep your email address current so we can contact you with update, upgrade and new art information.

StoryBoard Quick Website links to PowerProduction website.

About StoryBoard Quick displays the splash screen.