

DIGITAL VIDEO



StoryPlanner

the ultimate tool for
storyboards **3.4** ML

Mac & Win

Tutorial Workbook

Story Planner

Version 3.4 ML

Tutorial Workbook

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Introduction

Extracting the Tutorial Files

The Story Planner tutorial requires the material included in the **SP_tutorial_material.zip** archive.

The archive contains the following Story Planner projects with the related file folders:

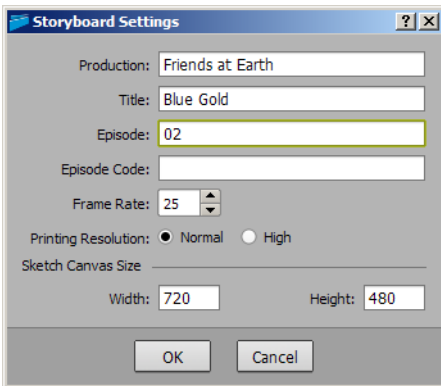
- 01 drawing SP.tsb
- 02 drawing SP.tsb
- 03 story flow SP.tsb
- 04 final SP.tsb

Additional material is available in the folders:

- FAEimages
- FAEscript

Starting a New Storyboard

When creating a new storyboard, basic information about the storyboard has to be provided, such as Production, Title, Episode and Episode Code. It is also possible to set the framerate that is used when the timecode is displayed, and the size in pixels of the canvas size available in the sketch area.



To start a new storyboard:

1. Choose File → New.
2. Define the following settings for the storyboard:
 - Production: Friends at Earth.
 - Title: Blue Gold.
 - Episode: 02.
 - Frame Rate: 25.
 - Sketch Canvas Size: (Width) 900; (Height) 600.
3. Click the OK button:

Note: To modify the storyboard settings later on choose Storyboard → Storyboard Settings.

Defining the Working Environment

Other parameters and settings are available to define the camera and the work area view mode.

As concerning the camera information, it is possible to set its resolution and A/R, also choosing from a list of predefined cameras; how it fits the canvas in case the camera and the canvas have different A/R, and the camera default size.:

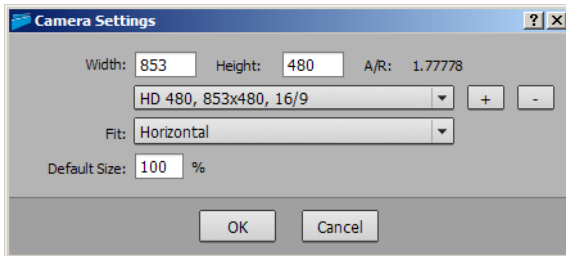


As concerning the work area, it is possible to choose between different views while working on the storyboard:

- Single panel view displays one large panel with a row of thumbnails below; the thumbnails can be hidden by dragging the separator in order to maximize the single panel view.
- Columns displays three vertical panels.
- Rows displays three horizontal panels.
- Thumbnails displays panels with sketches only in a grid: the number of panels per row can be set at the bottom right corner of the work area.

To define camera settings:

1. Choose Storyboard → Camera Settings.



2. Define the following settings for the storyboard:

- Define the camera resolution to HD 480 format, choosing it among presets located in the pulldown list.
- Set the camera fit to horizontal, so that the width of the camera will fit the width of the canvas.
- Leave the camera default size to the default value (100%).

3. Click the OK button.

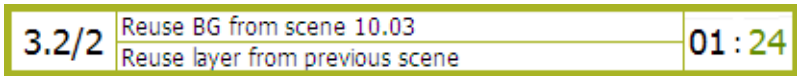
To change the storyboard view:

- Use the buttons on the left of the bottombar, or the View menu commands, to choose among the following views: Single Panel, Columns, Rows and Thumbnails.
- Choose View → Full Screen to display the current panel sketch area in full screen mode.

Setting the Panel Header Information Format

The panel header contains basic information about the following:

- Scene and panel numbering.
- Panel duration.
- Two fields for adding any written note that may be required.



The scene and panel numbering are automatically updated according to the scene and panel positions: the way the numbering is displayed can be defined in the Preferences.

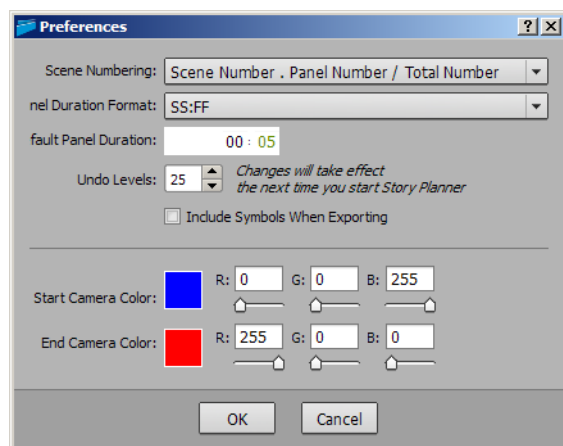
The panel duration can be expressed in different formats, such as frames or seconds and frames, and can be edited for each panel. The format and the default panel duration, assigned to any new panel, can be set in the preferences as well.

Note: The storyboard total duration is displayed on the right of the interface bottom bar.

To set the panel header information format:

1. Do one of the following:
 - On Windows choose Edit → Preferences.
 - On Macintosh choose Story Planner → Preferences.
2. Set the Scene Numbering option menu to Scene Number.Panel Number/Total Number.
3. Set the Panel Duration Format to SS:FF.

4. Click the OK button.



Creating Sketches

Each panel has a sketch area where the scene action can be represented with a drawing and with additional information like the camera box and movement, arrows and text.

Keep in mind to save your project from time to time and before proceeding to the following step.

To save a storyboard:

Choose File → Save to save the storyboard with the same name in the same location, or File → Save As and use the browser to choose a name and a location for the storyboard you want to save.




Setting the Sketch Area View

The sketch area can be zoomed in, zoomed out and scrolled to better work on the sketch. It extends beyond the canvas size, so that additional elements like camera boxes and arrows can be created regardless of the canvas.

Whatever view is set in the sketch area, it is retained as the final view of the panel sketch. In this way the view is not tied neither to the canvas size nor to the camera box, but you are free to set it the way you prefer.

To navigate the sketch area:

Do any of the following:





- To pan the sketch area select the Hand tool [], then click and drag, or click and drag with the middle-mouse-button.
- To zoom the sketch area select the Zoom tool [], then click and drag up to zoom in, down to zoom out, or use the mouse wheel.
- To rotate the sketch area select the Rotate tool [], then click and drag.
- To fit the sketch area view to the camera, choose View → Fit to Camera; if two camera positions are defined in the sketch area, the sketch area resizes so that both will be fully visible.
- To fit the sketch area view to the canvas, choose View → Fit to Canvas.


Drawing Sketches

The first sketch you will create will start with the drawing base lines, then you will trace the drawing outline and add some shades

A set of tools is available for drawing sketches; each has some settings and four presets available:



- The Paintbrush tool [], that can be defined by setting Size and Opacity.
- The Airbrush tool [], that can be defined by setting Size and Opacity.
- The Pencil tool [], that can be defined by setting Size and Hardness.
- The Eraser tool [], that can be defined by setting Size and Opacity.

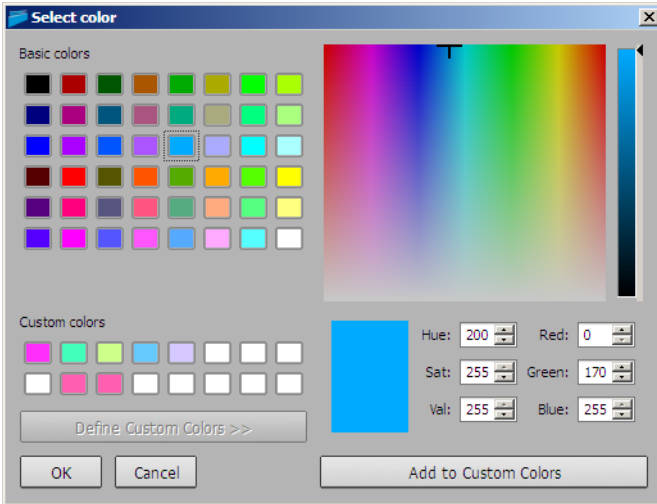
If you use a graphic tablet and the pressure sensitivity is on, the tool size will be affected by the pen pressure; likewise the Eraser tool [] will work automatically with the pen eraser.




The color used to draw can be chosen among four color swatches, and pressure sensitivity can be switched on or off when drawing with a tablet.

To create the pencil sketch:

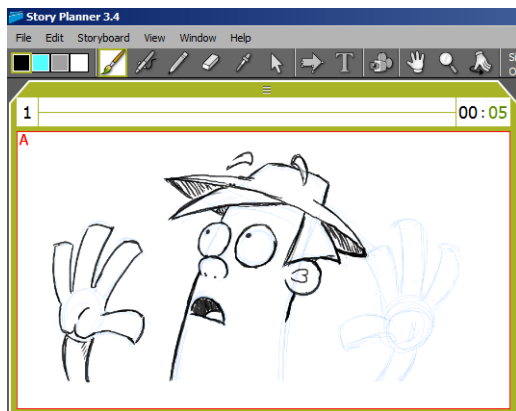
1. Choose File → Load and in the browser that opens retrieve the storyboard project named **01 drawing SP.tsb** located in the **SP_tutorial_material** folder.
2. Choose Storyboard → Add Scene, or click the Add Scene button in the toolbar, to add a new scene made of one panel.

3. Define the color swatches by double-clicking on them and then using the color selector that opens:



- Set a grey color for the second swatch (R=210, G=210, B= 10).
 - Set a light blue color for the third swatch (R=0, G=200, B=230).
4. Looking at the drawing on the first panel for reference, create a sketch by using the Pencil tool [] with a 3H hardness and the light blue color you defined.
 5. Select the Paintbrush tool [] from the toolbar, and set the size to 7, and the opacity to 80.
 6. Trace the outlines using the pencil sketch as reference.
 7. Select the Airbrush tool [], and set the size to 25, and the opacity to 60.


8. Draw shadows as if the light was coming from the left side (as in the reference drawing).



Note: if you want to set view to full screen during process, choose the View → Full Screen command.

Using the Selection Tool

Once you have created a sketch, you can obtain a new sketch starting from it by using selection tool and doing a few simple operations.

The Selection tool [] allows you to transform, move, rotate and scale a drawing selection. It is possible to select an area by defining a rectangular, freehand or polyline selection.



The selection is displayed with a bounding box with handles that allows you to perform some transformations; as you roll over with the cursor, it changes shape to indicate to you the operations you may perform.

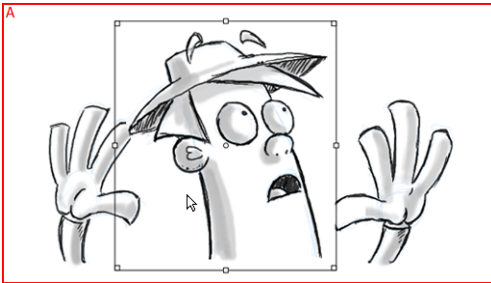
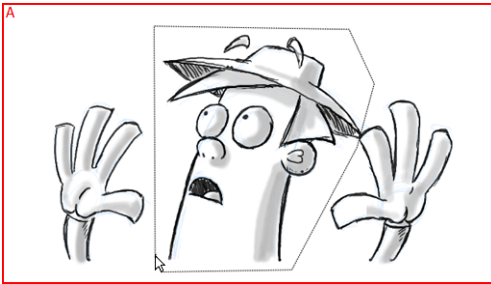
Selections can also be cut, copied, pasted and deleted by using the relevant command in the Edit menu. Cut, or copy, and paste works from one panel to another.

Note: If you did not complete the previous tutorial tasks, load the **02 drawing SP.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.



To add a second sketch by modifying a previously created one:

1. Select the panel with your sketch, and choose Edit → Copy, then Edit → Paste to duplicate it.

2. Choose the Selection tool [] with the Polyline option [], and click to outline the body and head of the character by defining a series of lines; double-click to set the last line.
3. When selection is done, click and drag the bounding box handle at the middle of the left side of the bounding box to flip the selection; then click and drag inside the selection to reposition it in the right place.



4. Click outside the selection bounding box to confirm the editing.

5. Modify some drawing sections, for example the shape of the mouth: first use the Eraser tool [] to delete the mouth, then trace the new shape using the Paintbrush tool [].



Importing External Images as Sketches

It is possible to import external images as sketches, and use the Story Planner drawing tools to modify them. Supported file formats are BMP, GIF, JPG, PNG and TIF.

Note: If the image is larger than the canvas, it is scaled down to fit the canvas size.

To have an example about this feature, import as a sketch in your storyboard the image **Friends at Earth sound animation028_1.png** that is available in the **SP_tutorial_material\FAEimages** folder.

To import an external image as a sketch:

Do one of the following:

- Drag and drop the image file from a system file browser to the panel sketch area.
- Choose File → Import → Image as Sketch and use the browser to select the image to be imported.

Editing Captions

Captions are available to add written notes to each panel, such as dialogue, sound FX, director's notes, etc.

Captions have a label, and they can be expanded or collapsed; they can also be added or removed. Each change in the caption arrangement is reflected in all of the other panels as well: in other words, captions are arranged the same for each panel.

Text in the captions can be formatted by defining the font, size, color, style and alignment.

Keep in mind to save your project from time to time and before proceeding to the following step.

To save a storyboard:

Choose File → Save to save the storyboard with the same name in the same location, or File → Save As and use the browser to choose a name and a location for the storyboard you want to save.


Arranging Captions and Editing Text

Still working on the same storyboard you will rename the first and second caption areas and remove the last one.

Then you will type some text in a caption area, and format it; you will also import some text from an external file.

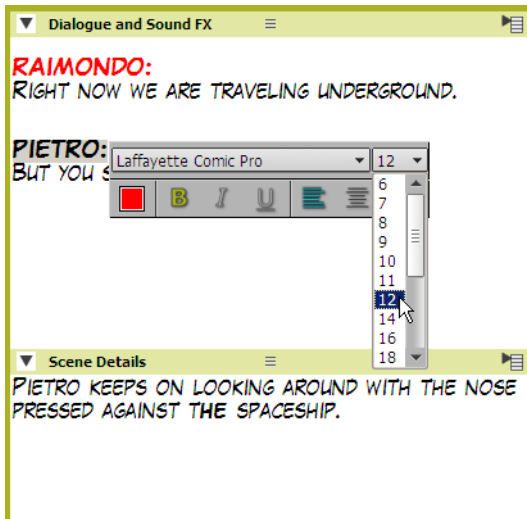
Note: If you did not complete the previous tutorial tasks, load the **02 drawing SP.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.

To rearrange caption areas:

1. Double-click the first caption label and type Dialogue and Sound FX as the new title.
2. Do the same on the second caption label by typing Scene Details as the new title.
3. Click on the option button  on the right of the Notes caption title bar and choose Remove Caption from the menu that opens.

To add and format text:

1. Click inside the Dialogue and sound FX caption area and type: Pietro looks scared.
2. To format the text, select it then click the arrow that is displayed on the right of the selection to open the text toolbar.
3. Click on the relevant menu and buttons in the toolbar to choose the font family, size, a color, the style and the paragraph alignment.




To import text from an external file:

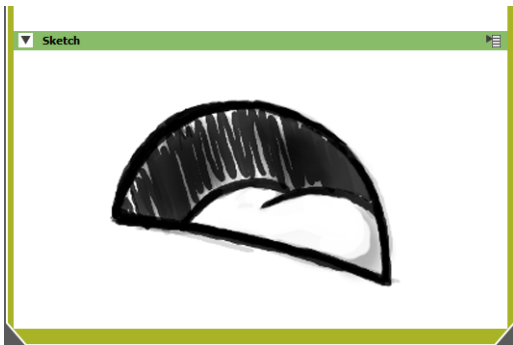
1. Open the file **FAE-05.doc** that is available in the **SP_tutorial_material\FAEscript** folder with a text editor (e.g. Microsoft Word).
2. Select the text you want to import (in this case the dialogue provided for the scene 1.2/4) and drag and drop it to the text caption area.

Adding Sketch Notes

A sketch note can be added as well to have an area where to add drawn comments. The sketch note is handled as a standard sketch: it is possible to use tools to draw and to navigate it. The sketch note is added to the current panel only.

To add a sketch note to the first panel:

1. Click on the option button [] on the right of any caption title bar and choose Add Sketch Note from the menu that opens.
2. Use the newly added sketch area to draw, for instance, a detailed sketch of the mouth shape.



Defining the Story Flow

A storyboard is organized in scenes, each scene can be made of one or more panels.

When a scene is made of one single panel, all panel corners are cropped. When a scene is made of several panels, only the left corners of the first panel and the right corners of the last panels are cropped.

Scenes and panels can be added, removed, and rearranged, bringing the sketch and the notes along.

Keep in mind to save your project from time to time and before proceeding to the following step.

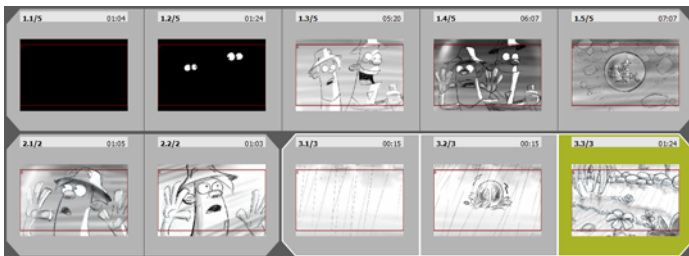
To save a storyboard:

Choose File → Save to save the storyboard with the same name in the same location, or File → Save As and use the browser to choose a name and a location for the storyboard you want to save.

Arranging Scenes and Panels

Once panels are ready, it is possible to arrange them to define scenes. In this case you will load the **03 story flow SP.tsb** storyboard and will join different panels to define three scenes:

- Scene 1, composed by 5 panels.
- Scene 2, composed by 2 panels.
- Scene 3, composed by 3 panels.



To have a better overall view, set the thumbnail view clicking on the related button that is located at the bottom left of main window.

Note: In this view mode, according to your preferences, you can also set the number of panels displayed for each row, editing the text field placed at the bottom right of the main window.

To join panels in scenes:

- 1.** Load the **03 story flow SP.tsb** project available in the **SP_tutorial_material** folder.
- 2.** Click on the first panel to select it, then Shift-click on the fourth panel to extend the selection.
- 3.** Choose Storyboard → Join Panels.
- 4.** In the same way join the sixth and seventh panels, and the last three panels.

To rearrange the panel order:

- 1.** Select the fifth panel of scene 1, the one numbered 1.5/5.
- 2.** Choose Storyboard → Separate Panels to isolate it from the scene 1.
- 3.** Click and drag it after scene 2, and release when the insertion point is highlighted by a vertical line located between the second and the third scene: the panel sequence will be automatically renumbered;
- 4.** Select the same panel again, then click and drag it again inside scene 1, and release when a yellow vertical strip is highlighted on the left side of the fourth panel: you will get the same arrangement as at the beginning.

Setting the Camera Box

The camera box can be moved and transformed: in this way it is possible to set how the sketch has to be shot.

Keep in mind to save your project from time to time and before proceeding to the following step.

To save a storyboard:


Choose File → Save to save the storyboard with the same name in the same location, or File → Save As and use the browser to choose a name and a location for the storyboard you want to save.

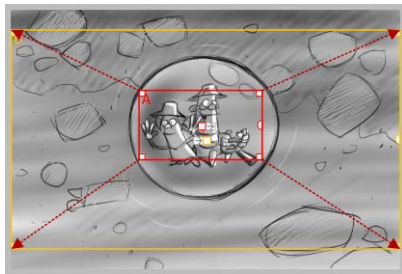
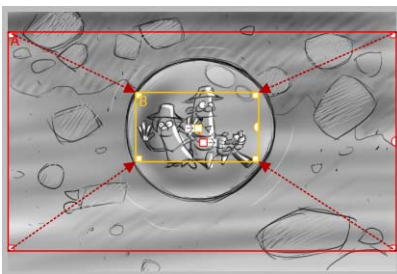
Setting the Camera Box

Two different camera boxes can be defined, one for the starting and the other for the ending position. Arrows connecting the camera boxes corners tell the direction of the movement.

Still working on the **03 story flow SP.tsb** storyboard used in the previous task, you will define a zooming out camera movement in the panel numbered 1.5/5, with the starting position matching the shot of the previous sketch.

To set the camera box:

1. Choose the Camera tool [].
2. Click and drag in the sketch area to define a box for the second position for the camera framing both characters.
3. Operate the handles on the second camera box to refine it.





4. As in this way you created a zooming in movement, you can use the Edit → Reverse Animation command to reverse the camera animation and get a zooming out.

Note: You can use the tool options in the toolbar to add labels to the camera starting and ending position: leave them to the default values.

Adding Graphical Information

Some graphical information can be added to the sketch by using the following tools:

- The Arrow tool [,], to add arrows depicting actions taking place in the shot.
- The Type tool [,], to add text boxes.

These graphical symbols overlay the sketch, therefore they do not affect the drawing itself.

They can be hidden at any moment, in order not to interfere visually with the drawing operations, and they can be also included in the exported images or animatics.

Keep in mind to save your project from time to time and before proceeding to the following step.


To save a storyboard:

Choose File → Save to save the storyboard with the same name in the same location, or File → Save As and use the browser to choose a name and a location for the storyboard you want to save.

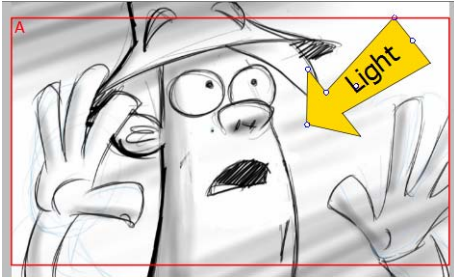
Adding Arrows and Text Boxes

Still working on the **03 story flow SPPR0.tsb** storyboard, you will add an arrow in the panel 2.2/2 indicating the source of light, and a text box in the panel 3.2/3 describing the action shown in the sketch.

To add an arrow:

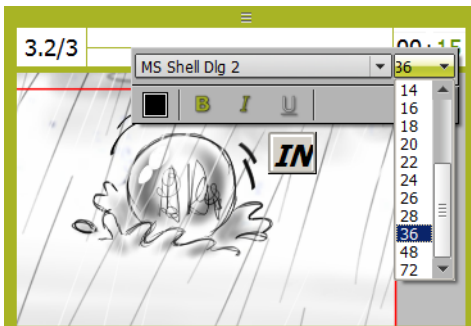
1. Select the Arrow tool [,].
2. Click and drag in the sketch area of the panel 2.2/2 to define an oblique arrow that goes from the top right corner to the center of the image.
3. Operate the handles on the arrow to define the arrow shape: here you can, for instance, enlarge the arrowhead and stretch lightly the base using the appropriate handles. Click and drag the arrow if you need to correct its position.

- In the toolbar options, increase the thickness of the arrow border by setting the Border value to 2.
- Type Light in the Text field to add a label to the arrow.



To add a text box:

- Select the Type tool [**T**].
- Click in the sketch area of the panel 3.2/3 and type IN in the text box you just created.
- To format the text, select it then click on the relevant menu and buttons in the toolbar that opens to choose the font family, size, a color and the style.
- Click out of the box to confirm the editing.
- Click the text you defined, and click and drag it to move it to a different position.



Exporting Images and Toonz Scenes

Storyboard sketches can be exported as image files.

Storyboard scenes can also be exported as Toonz TNZ files to start the production in Toonz Harlequin or Toonz Bravo.

Exporting Sketches

Storyboard sketches can be exported as PNG image files. It is possible to export all the sketches or to specify a range of scenes.

They can include when needed drawn symbols, such as camera boxes, arrows and texts.

The image resolution is the canvas size set for the storyboard.

Still working on the **03 story flow SP.tsb** storyboard used in the previous task, you will export the storyboard sketches.

Note: If you did not complete the previous tutorial tasks, load the **04 final SP.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.

To include symbols in the exported sketches:

1. Do one of the following:
 - On Windows choose Edit → Preferences.
 - On Macintosh choose Story Planner → Preferences.
2. Activate the Include Symbols when Exporting option.

To export images:

1. Choose File → Export → Images.
2. In the browser that opens choose the following:
 - A location for the images you want to export.
 - The range of scenes whose sketches you want to export.
3. Click the Export button.

Exporting Scenes to Toonz

Storyboard scenes can be exported as scenes of a Toonz project, containing sketches and preserving the panel timing. These scenes can

be used as a starting point for defining the animation layout and starting the actual production in Toonz Harlequin or Toonz Bravo.

Still working on the **03 story flow SP.tsb** storyboard used in the previous task, you will export the storyboard scenes as scenes of a Toonz project.

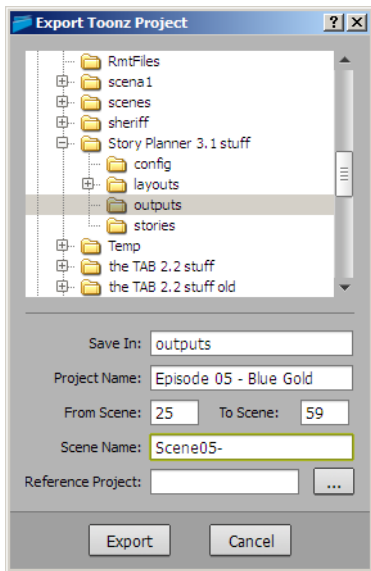
Note: If you did not complete the previous tutorial tasks, load the **04 final SP.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.

To include symbols in the sketches used in the Toonz scenes:

1. Do one of the following:

- On Windows choose Edit → Preferences.
- On Macintosh choose Story Planner → Preferences.

2. Activate the Include Symbols when Exporting option.



To export a Toonz Project:

1. Choose File → Export → Toonz Project.

- In the browser that opens choose the following:
- A location and a name for the project you want to export.
- The range of scenes you want to export.

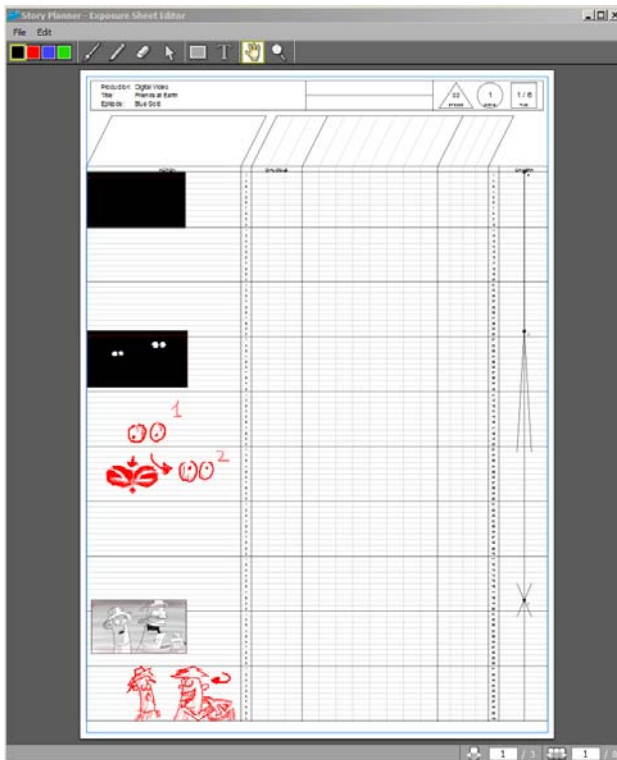
- The name for the scene file, to which it will be automatically added the scene number as a three-digits suffix.
 - The reference Toonz project (a PRJ format file) for defining the project default settings that cannot be controlled in Story Planner, and to define the project folder structure.
- 2.** Click the Export button.

Editing and Printing Exposure Sheets

Information related to a storyboard can be used to create exposure sheets that can be printed and compiled by animators with references to backgrounds and animation levels for planning a 2D animation production.

Generating Exposure Sheets

Exposure sheets can be generated according to the storyboard information, panel sketches and camera movements.



They are generated independently for each scene defined in the storyboard, and they can consist of multiple pages according to the scene duration, with each page containing 100 frames.

Still working on the **03 story flow SP.tsb** storyboard used in the previous task, you will use the exposure sheet editor to create exposure sheets for the storyboard scenes.


Note: If you did not complete the previous tutorial tasks, load the **04 final SP.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.

To open the exposure sheet editor:


Choose Windows → Exposure Sheet Editor.

To navigate the exposure sheet editor:

1. To pan do one of the following:

- Select the Hand tool [], then click and drag.
- Click and drag with the middle-mouse-button.

2. To zoom do one of the following:

- Select the Zoom tool [], then click and drag up to zoom in, down to zoom out.
- Use the mouse wheel.

To navigate scene exposure sheets and pages:

Do one of the following:

- Click the Previous Scene/Next Scene button or enter a scene number on the right of the bottombar to move through the first pages of the exposure sheets.
- Click the Previous Page/Next Page button or enter a page number on the right of the bottombar to move through all the pages of the exposure sheets.

To set the exposure sheet marker interval:

1. Do one of the following:

- On Windows choose Edit → Preferences.
- On Macintosh choose Story Planner → Preferences.

2. In the Exposure Sheet Editor section set a value for the Marker Interval.


Editing Sketch Thumbnails

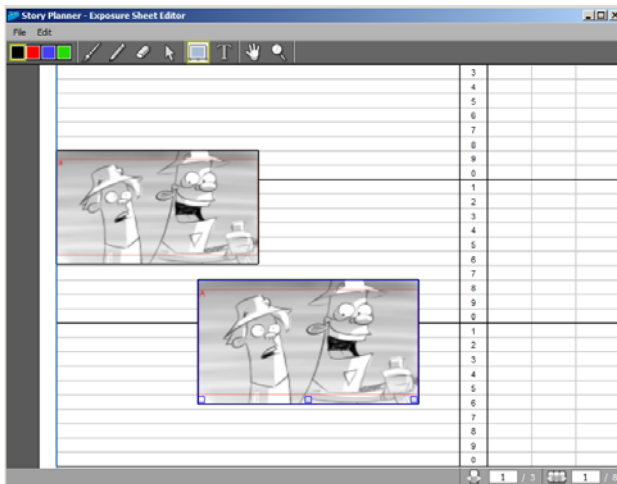
Sketch thumbnails can be added automatically at the beginning of each panel, or manually in the sketch area on the left of the exposure sheet; once added they can be resized and moved along.

To generate automatically sketch thumbnails according to storyboard panels:

1. Choose Edit → Generate Sketch Thumbnails.
2. In the dialog that opens do the following:
 - Choose the option that generates thumbnails for all of the scenes.
 - Set the alignment of the thumbnails in the sketch area to be on the left side.
 - Set the width of the thumbnail as 60% of the sketch area width.
3. Click the Generate button.

To add and edit a sketch thumbnail:

1. Select the Thumbnail tool [].
2. Click the Next Scene button until scene 3 is visualized.
3. Click and drag in the sketch area below the last automatically generated thumbnail to define a new thumbnail.
4. Click and drag the handles at the bottom of the bounding box to resize it until it fits horizontally the sketch area.



5. Click the thumbnail above the last created to select it and choose Edit → Delete to delete it.

Adding Graphical and Textual Information

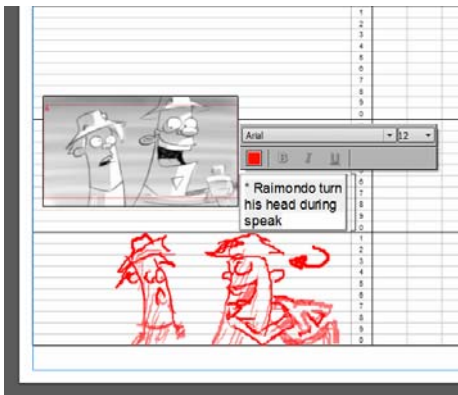
On the left of each page of the exposure sheet a sketch area extending for the whole height of the Action column is available for adding graphical notes.


All the tools and options available in the toolbar can be used to edit the sketch area, and in case of the Type tool [**T**] any section of the exposure sheet page, the same way they can be used to edit the panel sketch.

Working on the exposure sheet set in the previous task you will insert indications for animators around the third thumbnail on page 1, and you will sketch some graphical notes describing the animation sequence that animators have to create based on the third thumbnail

To add graphical and textual information to an exposure sheet:

1. Select the Type tool [**T**].
2. Click on the right side of thumbnail to add a text box.
3. Type “*Raimondo turns his head while speaking”.



4. Set the font family, size, color and style.
5. Click and drag the text box to align it to the related thumbnail.
6. Select the Pencil tool [] with a 3 size and a 3B hardness, and select the red color.

7. In the space below the thumbnail, sketch a drawing showing the character's gestures and expressions as in the image above.

Printing the Exposure Sheets

Exposure sheets can be printed by generating a PDF file that refers to the whole storyboard, a scene range or to a scene only.

Once the PDF file is generated it is possible to use the options available in your PDF reader to send it to a printer.

To print the exposure sheets:

- 1.** Choose File → Print To PDF.
- 2.** In the browser that opens set the following:
 - Choose **C:\Story Planner 3.4 Stuff\outputs** as location and **FAE_BlueGold** as name for the PDF file you are going to generate.
 - Leave the default value for the scene range (from the first to the last scene) to include all scenes in the PDF file.
- 3.** Click the Print button.

Printing the Storyboard

Storyboards created with Story Planner can be printed out on paper or as PDF files.

Printing Storyboards

When printing the storyboard you can choose a template layout to organize the storyboard elements on a page. The layout will be used for all the generated pages.

A series of templates are provided with the software, but it is possible to customize them, or to create new templates from scratch.

Still working on the **03 story flow SPPRO.tsb** storyboard used in the previous task, you will choose a page layout and print the storyboard out.

Note: If you did not complete the previous tutorial tasks, load the **04 final SPPRO.tsb** project available in the **SP_tutorial_material** folder, and use it to proceed with the tutorial task.

To print the storyboard:

1. Do one of the following:

- Choose Windows → Page Layout.
- Choose File → Print.

2. In the Page Layout window, choose File → Load and use the browser that opens to load the **A4_2_Rows_3_Columns.tly** layout.

3. Do one of the following:

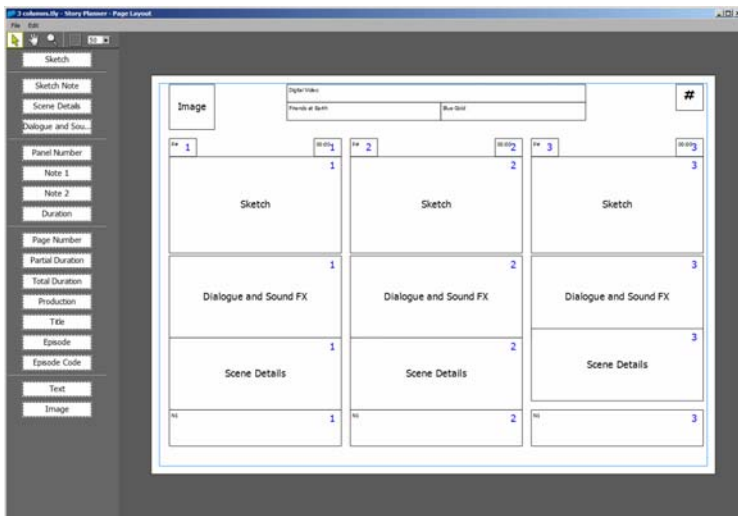
- Select File → Print to print the storyboard out on a printer according to the loaded layout.
- Select File → Print to PDF to generate a PDF file according to the loaded layout.

Defining Page Layouts

When editing a layout template, you can choose the page format, and define the size and the position of all the storyboard elements. A grid is also available as reference: the grid size can be set, and page elements will automatically snap to it.

Elements available to define the layout are the following:

- The panel sketch.
- The sketch note, if there are any.
- Captions, displayed with the caption titles of the current storyboard.
- The panel number, notes and duration as displayed in the panel header, whose text can be formatted.
- The page number, that will be increased automatically, whose text can be formatted.
- The partial duration, displaying the storyboard duration up to the last panel displayed in the page, whose text can be formatted.
- The total duration, displaying the storyboard total duration, whose text can be formatted.
- The production, title, episode and episode code information as defined in the Storyboard Settings, whose text can be formatted.
- A text box, where you can type and format information that will appear on all of the pages (e.g. the company name).
- An image box, where you can place an image that will appear on all of the pages (e.g. the company logo).



To create several similar elements, each element has to be placed several times in the same page. For example to organize three panels on a page, you have to add three sketches elements (the number indicates the progressive order), three caption elements, three panel number elements, and so on.


To open the Page Layout window:

Do one of the following:


- Choose Windows → Page Layout.
- Choose File → Print.

To navigate the work area:

1. To pan the work area do one of the following:

- Select the Hand tool [], then click and drag.
- Click and drag with the middle-mouse-button.

2. To zoom the work area do one of the following:

- Select the Zoom tool [], then click and drag up to zoom in, down to zoom out.
- Use the mouse wheel.

To setup the work area:

1. In the Page Layout window choose File → Page Setup.


2. In the dialog that opens set the size to A4 and the Orientation to Landscape.

Set here:

3. Activate the Grid button [] and set the size value to 18.

To add elements to the layout and edit them:

1. Drag the Sketch box to the page.

2. Choose the Edit tool [].

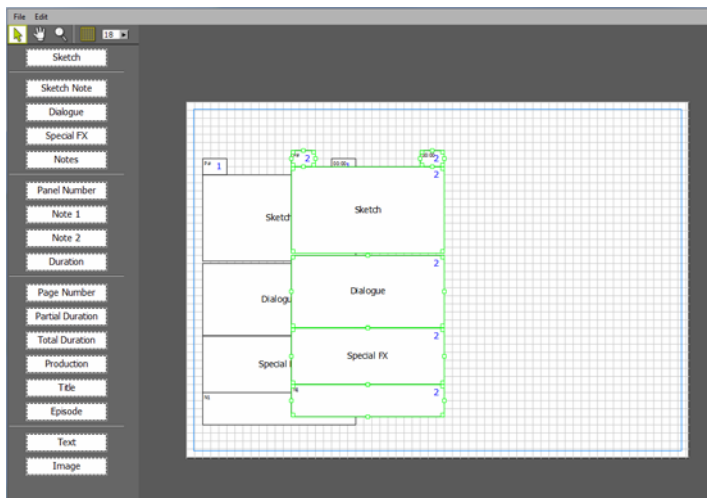
3. Click the Sketch box to select it and do any of the following to arrange the box in the layout:

- Click and drag it to move it.
- Click it and use the box handles to resize it.

4. Drag the following boxes to the page and arrange them in the layout as in the image below: Dialogue and Sound FX, Scene Details, Note 1, Panel Number and Duration.

5. Ctrl-click the boxes you added to select them.

6. Choose Edit → Copy, then Edit → Paste to duplicate them, then align the pasted boxes to the other ones.



7. Repeat the operation described above to create a third series of boxes.

8. Add header elements by dragging to the page the Production, Title, Episode, Image and Page Number boxes, and arrange them in the layout.

To format the text available in some layout elements:

1. Double-click the layout element for which you want to format the text, for example the Title.
2. To format the text, select it then click on the relevant menu and buttons in the toolbar that opens to choose the font family, size, a color, the style and the paragraph alignment.

To load an image in the image box:

1. Double-click the image box.
2. In the browser that opens retrieve the image **DVlogo.png** available in the **SP_tutorial_material\FAE images** folder.
3. Click the Open button.

To save the layout:

1. In the Page Layout window choose File → Save Layout.

2. In the browser that opens assign the name 3-Columns to the layout and choose a location where the file will be saved.
3. Click the Save button.

DIGITAL VIDEO

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