

IN DESIGN 101

LOVE AMANDA

This storyboard assembling tutorial was made by Amanda Thomas

www.luvaj.com

for her dad -commercial director and owner of GREENDOT FILMS, Brent Thomas-

www.greendotfilms.com

who sent it to me - Steve - his storyboard artist for the last ten years -

www.storyboardsquad.com

Brent said I could post it for anyone to use.

So thanks Brent, and Amanda...

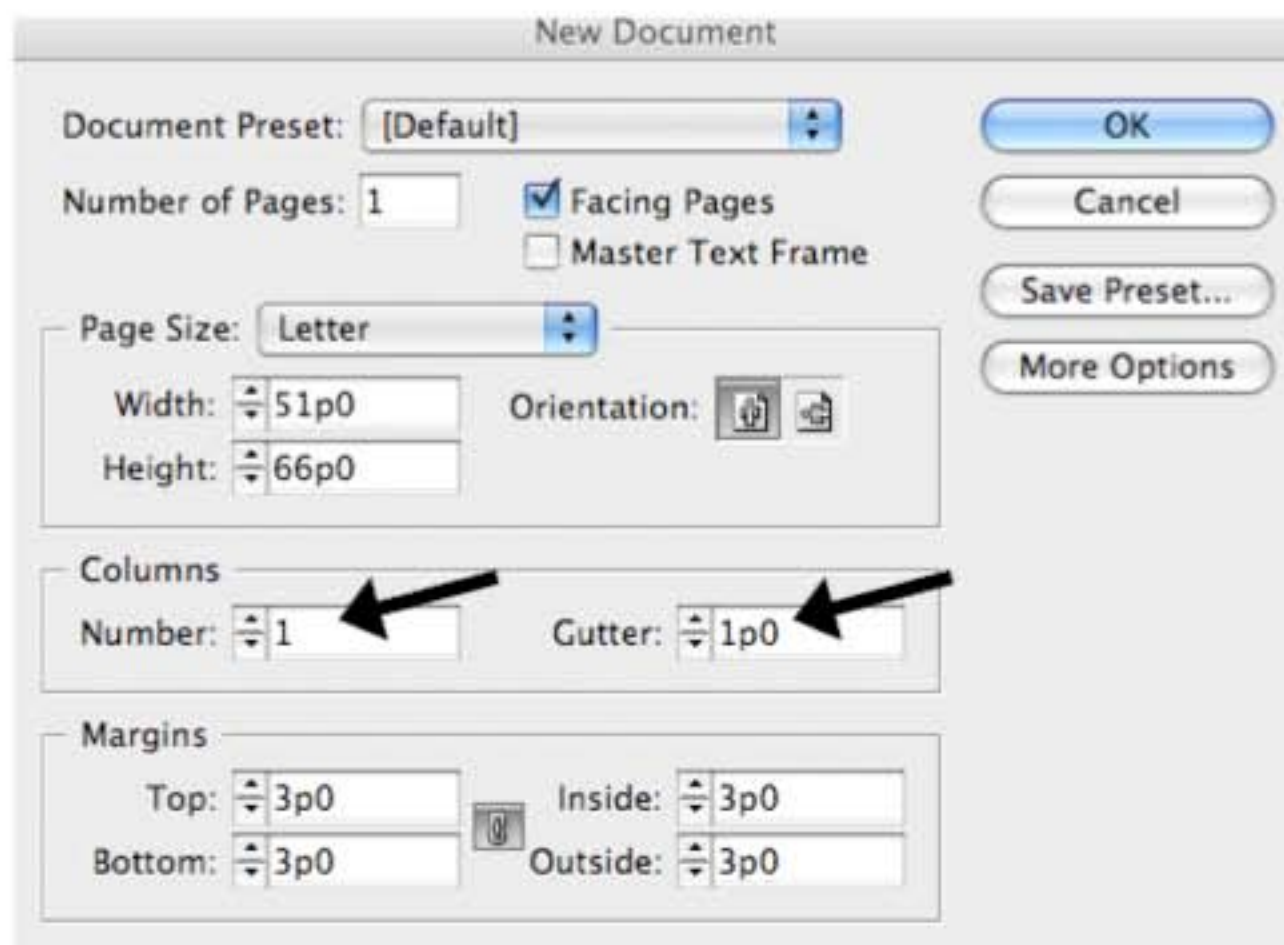
Oh, those links above are not clickable

SETTING UP A DOCUMENT

When you open InDesign, this is the screen that will pop up. Click on **Create New Document**.



Then this window will open. This lets you specify the size of your document, number of pages, etc. For our purposes here though, leave the number of pages as 1, the page size as **Letter** (if you click down, you can change it to Tabloid which will be 11"x17" if you want), and most importantly, make **the number of columns 2 and the gutter 0**. This will create a marker on the pages that will show you where the center is, which will make it easier to line up all the storyboard frames.

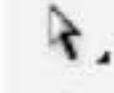


THE TOOL BAR

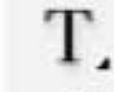
When the document opens, you will have one blank page and your tool bar. Here is what you need to know about the tool bar:



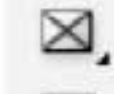
The **black arrow** lets to move and drag things around. You usually want to use this one. The frame edges will be blue when you use this.



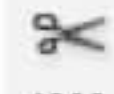
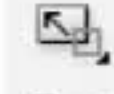
The **white arrow** lets to move and drag images within their box. So you will use this if you need to adjust the storyboard within the box, but not that actual position of the storyboard on the page. The frame edges will be brown when you use this.



The **type tool** lets you create boxes to type into. You can double click on a text box in order to type in it or edit something, OR you can click on this "T" and start typing/editing.



The **rectangle frame tool** is the tool you will be using to draw boxes to place images in. Don't confuse it with the plain box below which only makes solid square shapes. Further instructions on how to use this tool though are on the next page.

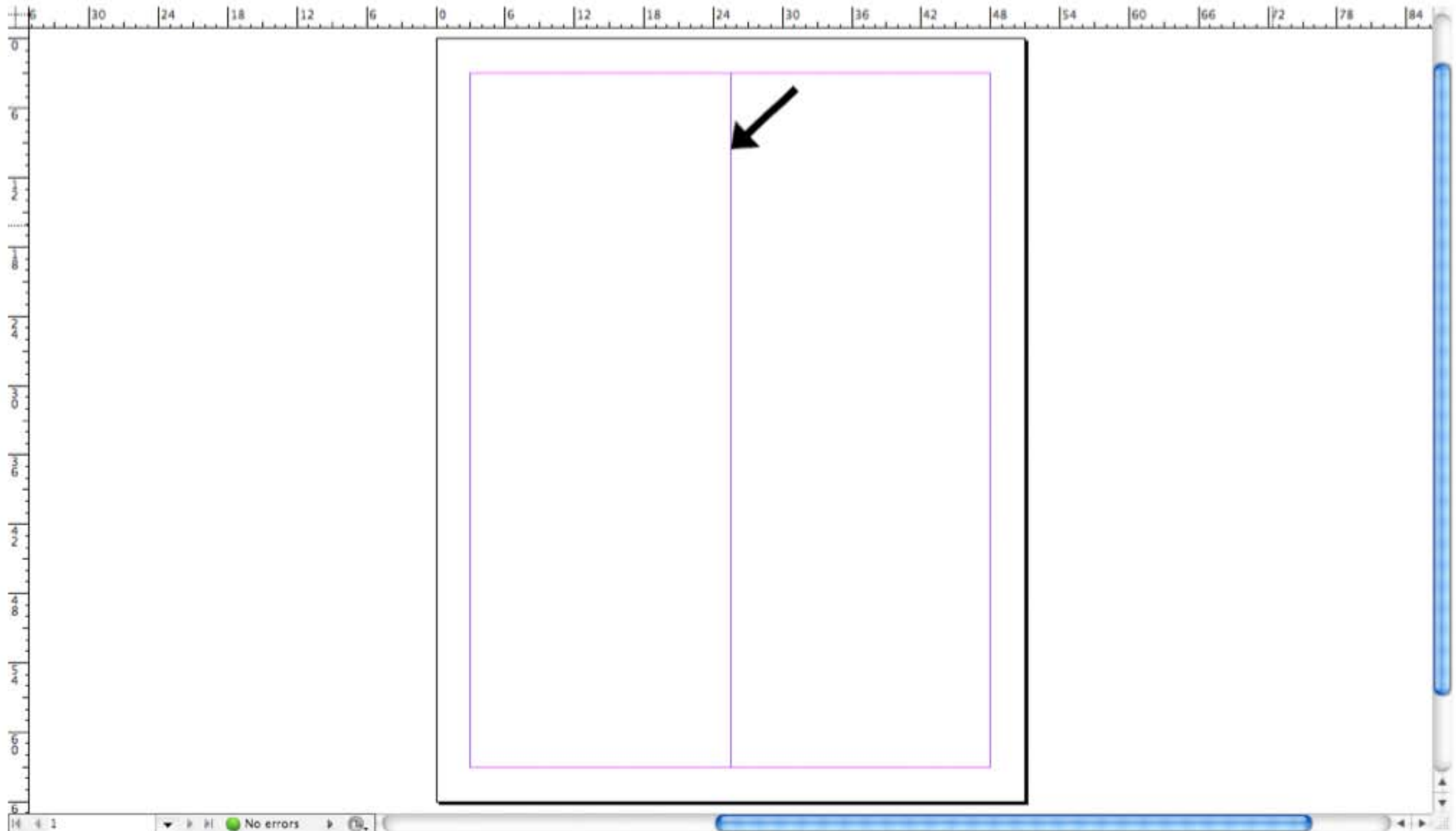


The **zoom tool** lets you zoom in and out the of the screen. I prefer using the key command of **COMMAND +** to zoom in or **COMMAND -** to zoom out.



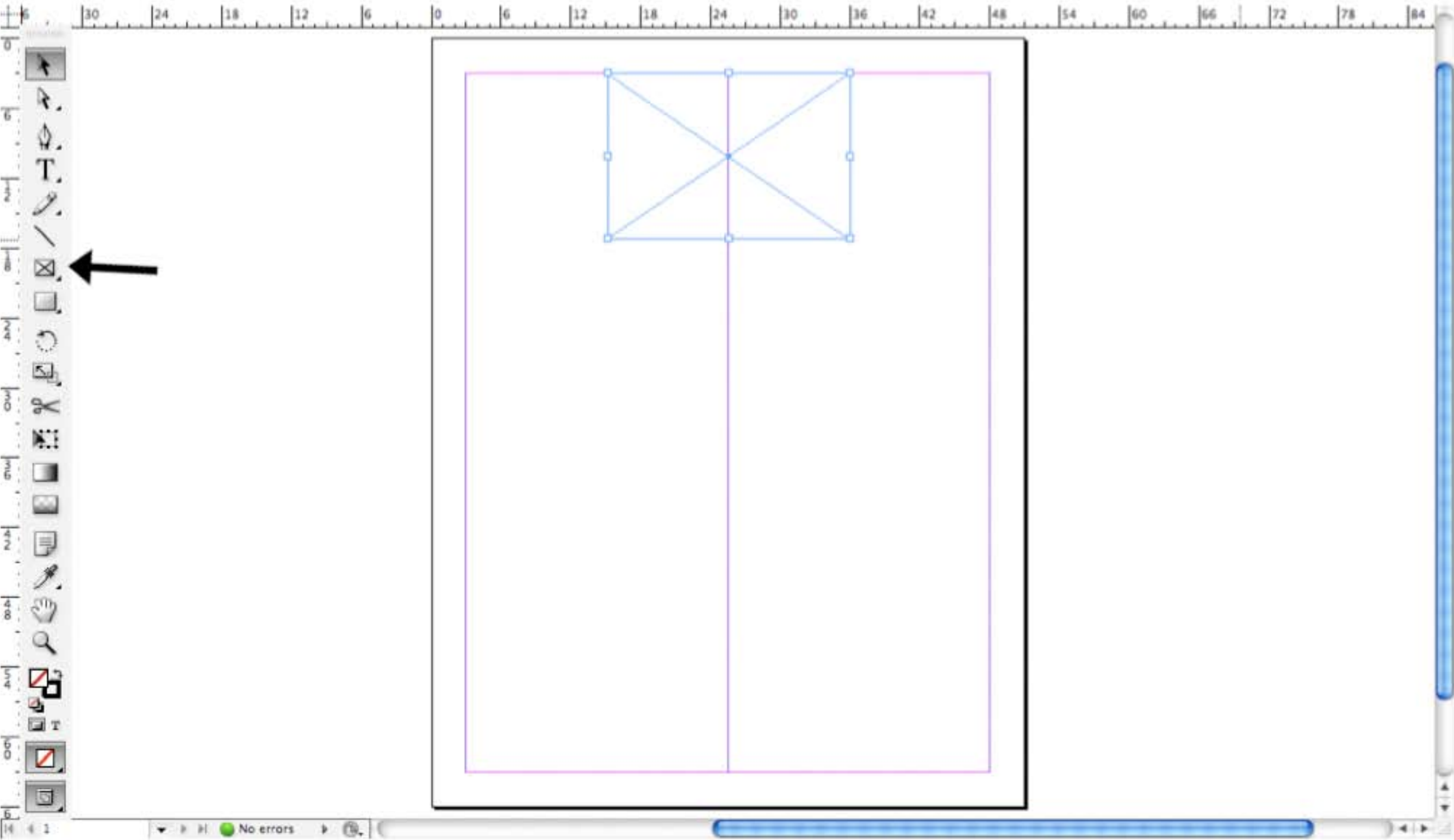
THE SET UP

When the document opens, you will have one blank page with the center axis identified. Now it's time to put the images in.



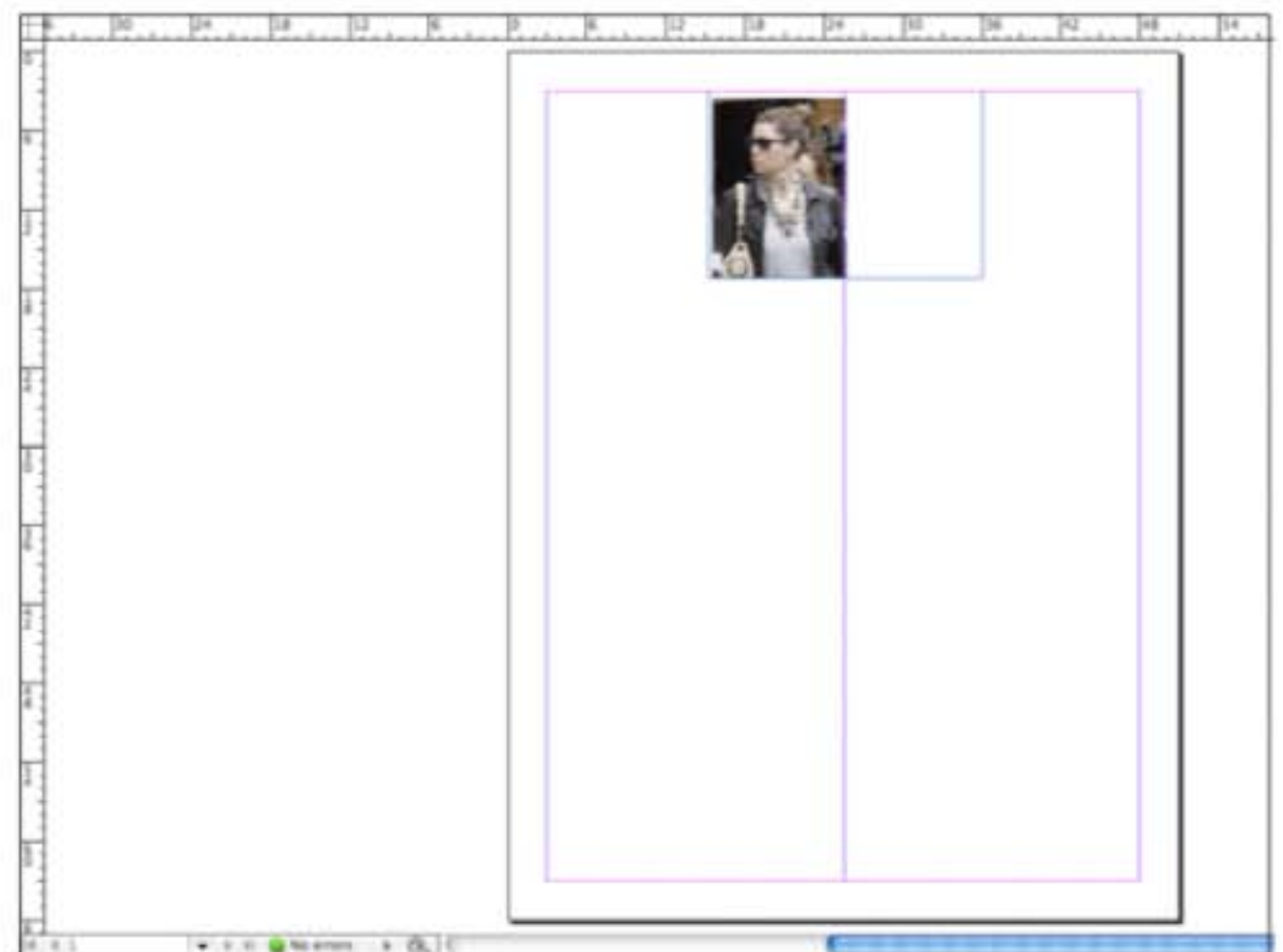
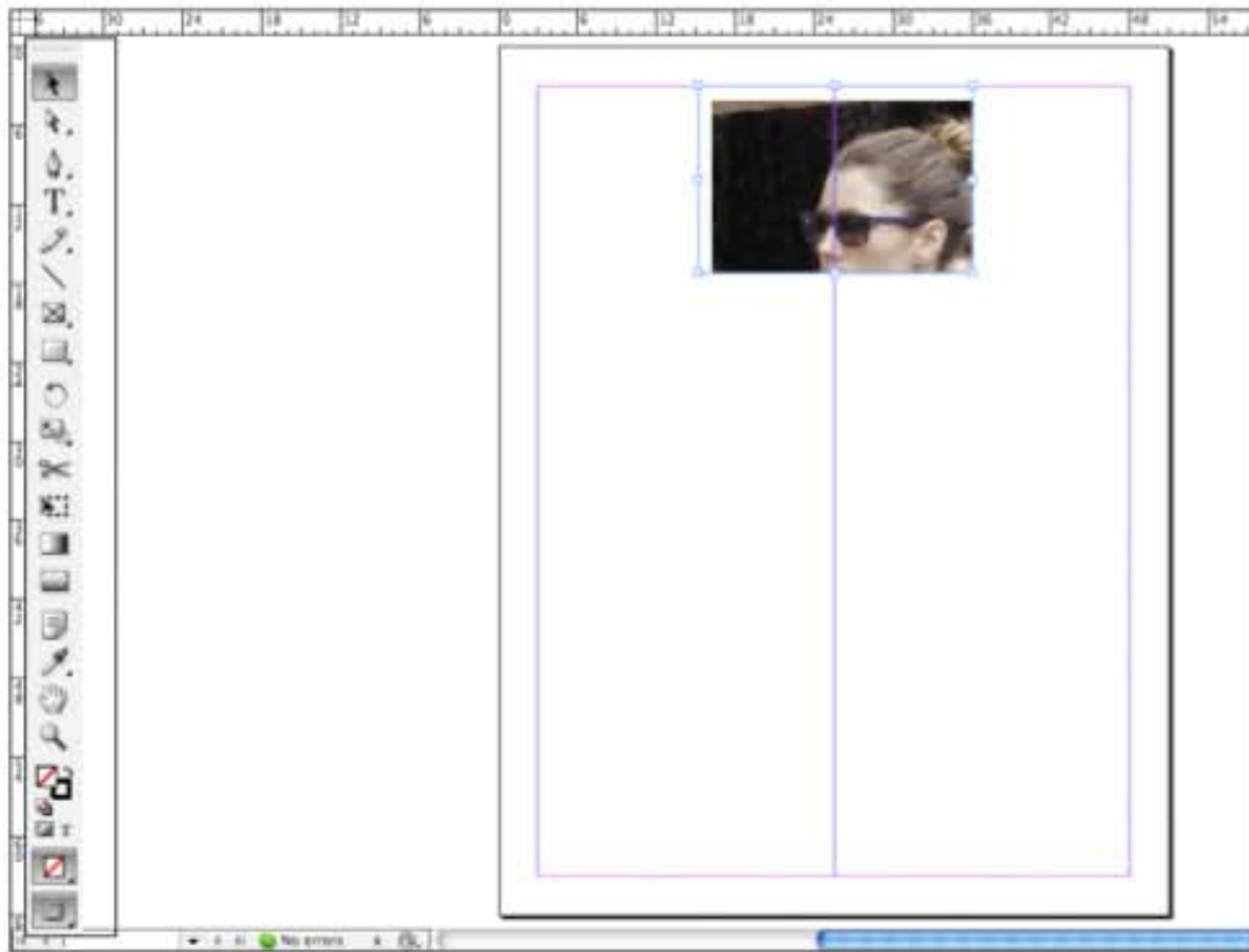
PLACING IMAGES

Using the **rectangle frame tool**, draw a square that lines up on the center axis. Now click **Command D** and you can chose the file you want to place in the box.



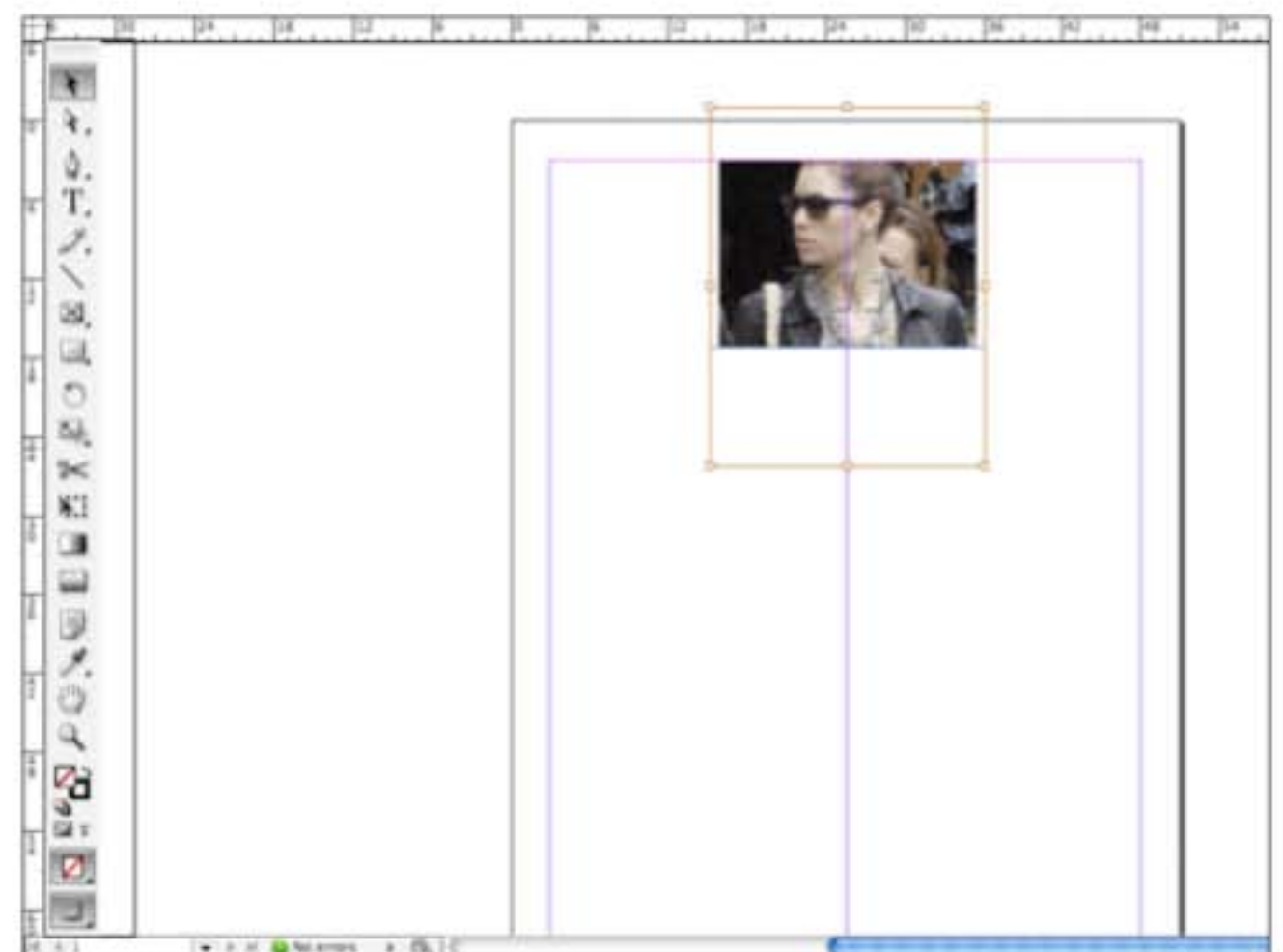
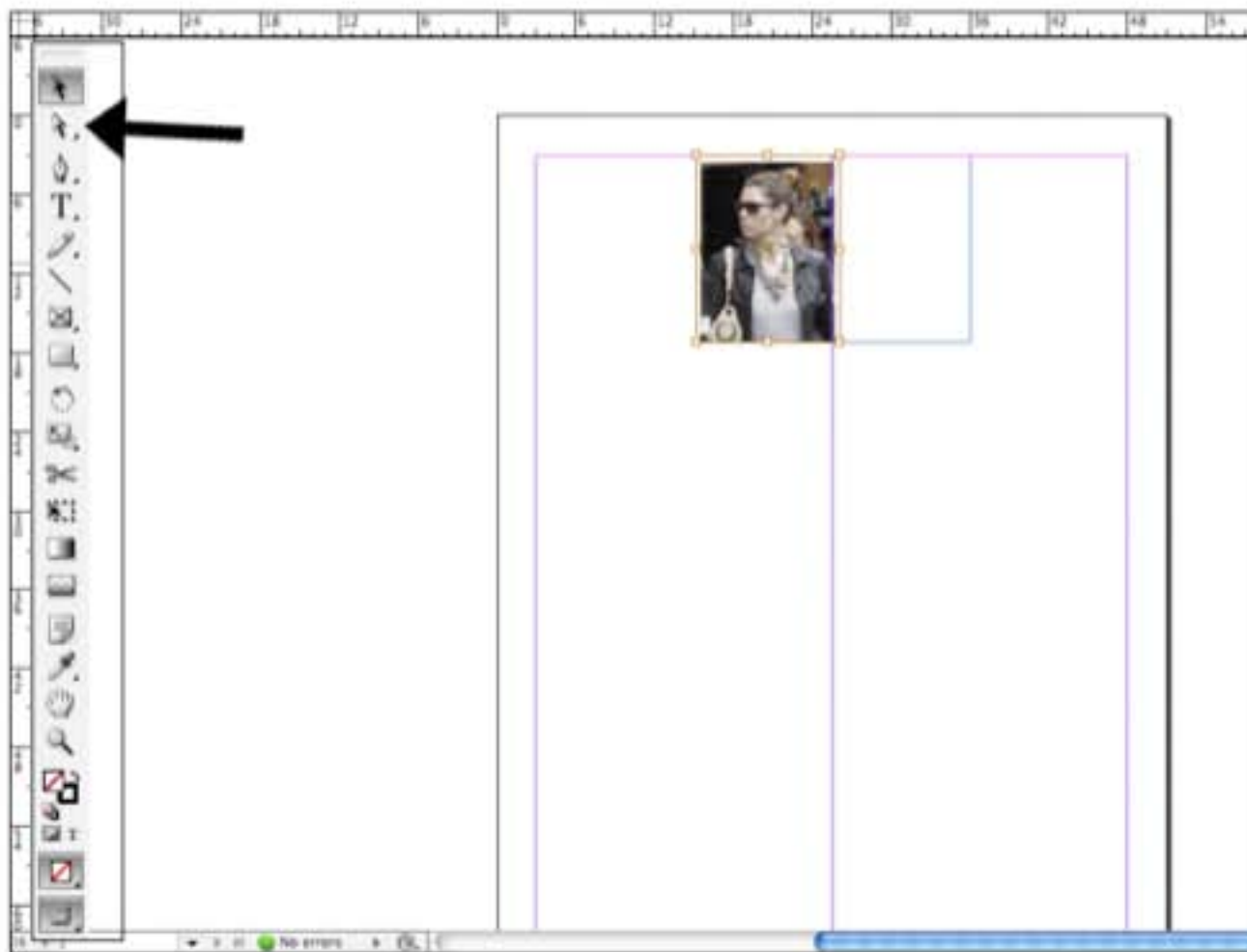
FITTING IMAGES PROPORTIONALLY

Now that you've placed the image, it's time to make it fit proportionally in the frame. Click and hold **CONTROL** and the click on the image. Then click **Fitting**, then click **Fit Content Proportionally**. This will make the image fit in the square.



SIZING IMAGES WITH THE WHITE ARROW TOOL

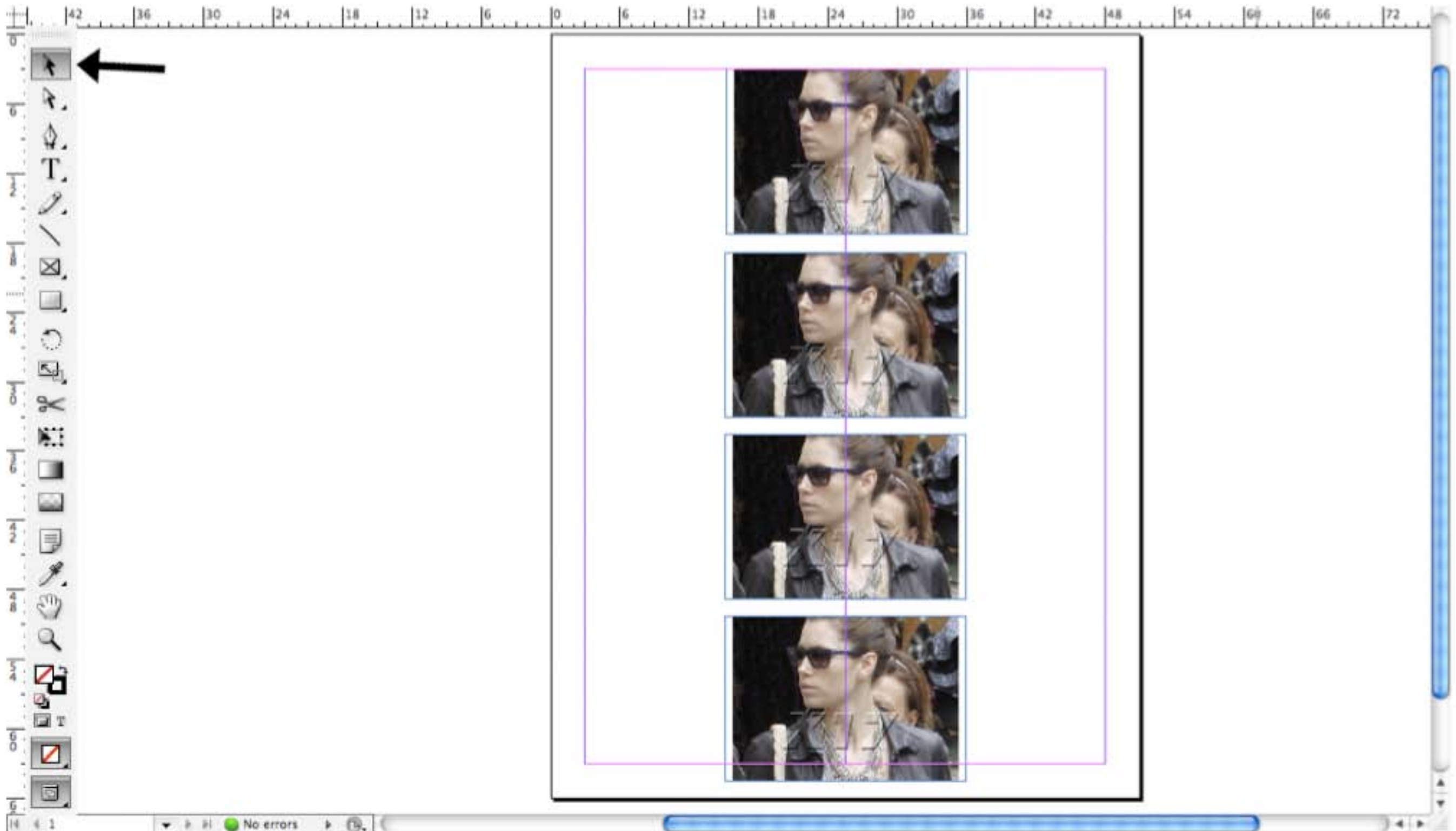
Using the **White Arrow Tool**, you can adjust the image within the frame by dragging the corners to make it bigger or smaller. **MAKE SURE YOU ARE ALWAYS HOLDING SHIFT** WHEN YOU DO THIS. It keeps the image from getting warped.



COPYING IMAGES

Using the **Black Arrow Tool**, you can duplicate the images to put multiple boxes on one page that are all the same size. Make sure you're using the black arrow tool and click and hold **OPTION** while you click on the first image, and then drag it to your desired position- which will be right below it in our case. Do this two more times to get 4 boxes.

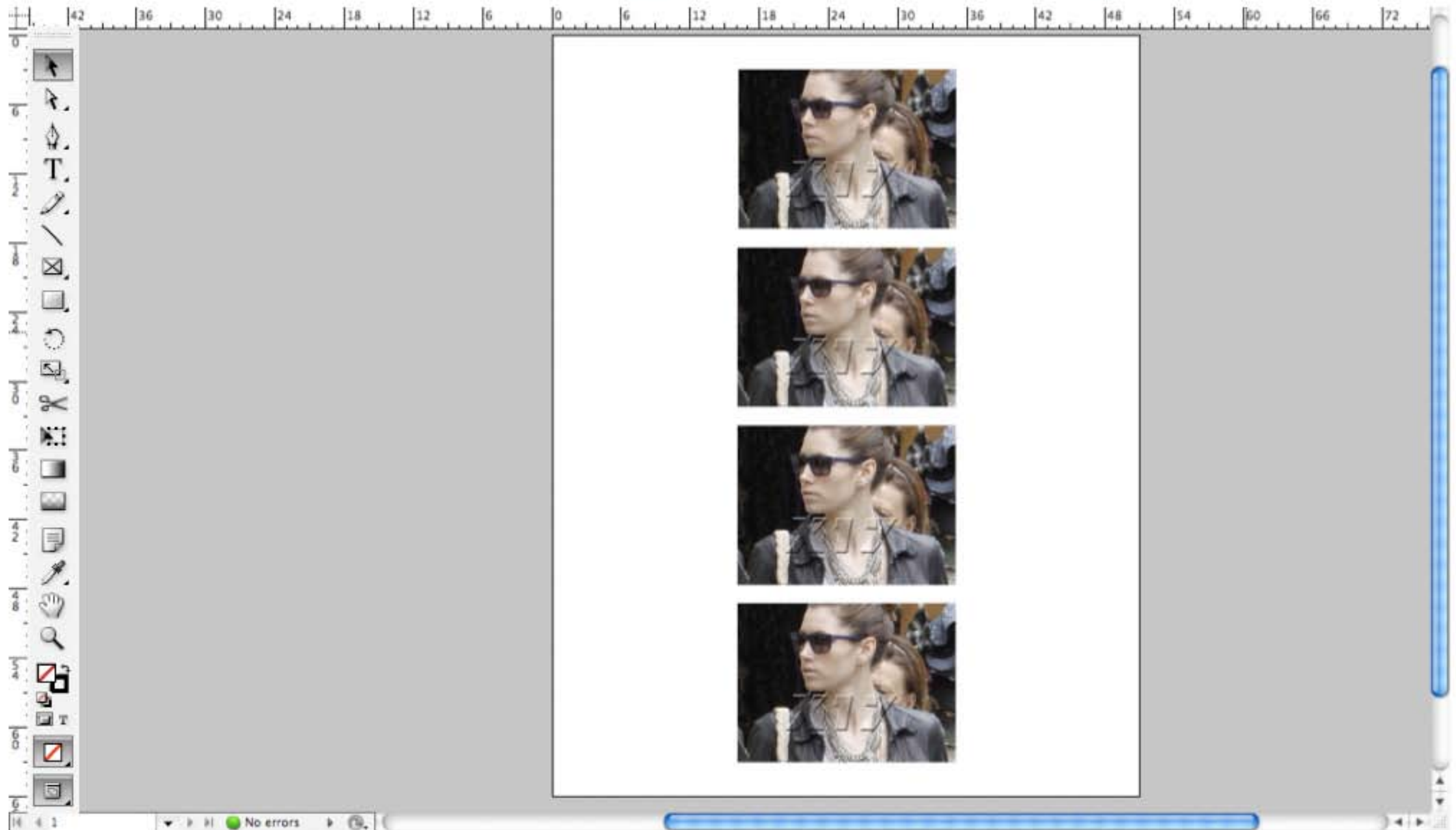
To change the images in each box, click on the box, then click **COMMAND D**, and you it will allow you to find your file and place it in.



SCALING IMAGES

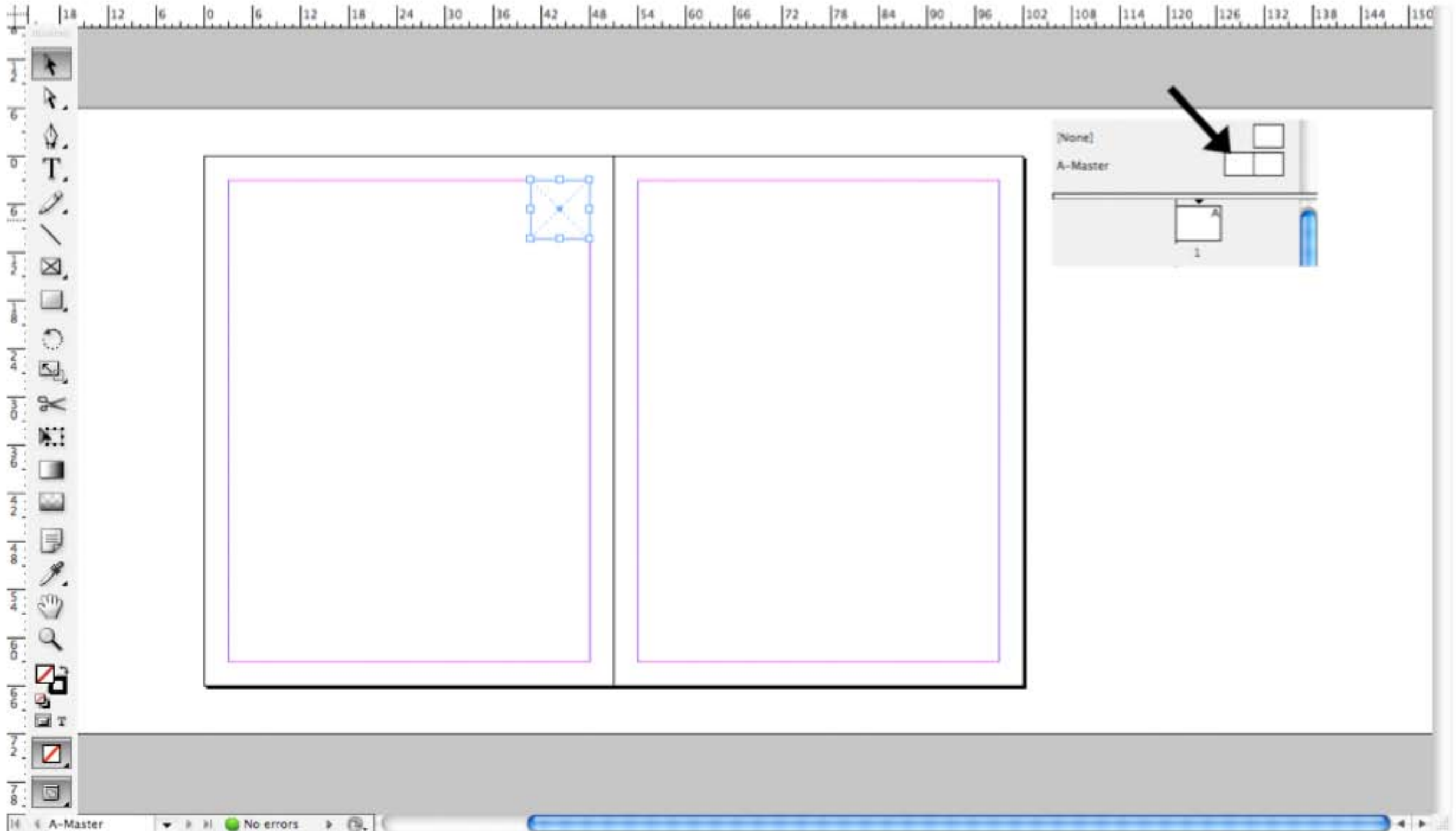
If you ever want to see your document without any of the lines and guides and frames, just click **W** and it will grey out the background and get rid of all the lines. To go back to the original screen mode, just click **W** again.

If you want to scale any of the images, or a group of images, **click on the image and hold SHIFT** and then click on any other ones you want to scale as well. Then **click S** and the scale tool will be activated. Then **holding SHIFT** again, **click on the lower right corner of the image and drag** to make it smaller or larger.



USING MASTER PAGES

Now if you want to put something permanently on every page, like a Big Lots logo or something, **DOUBLE CLICK** on the master pages which can be found in the Pages menu. They are the two pages next to "A-Master."

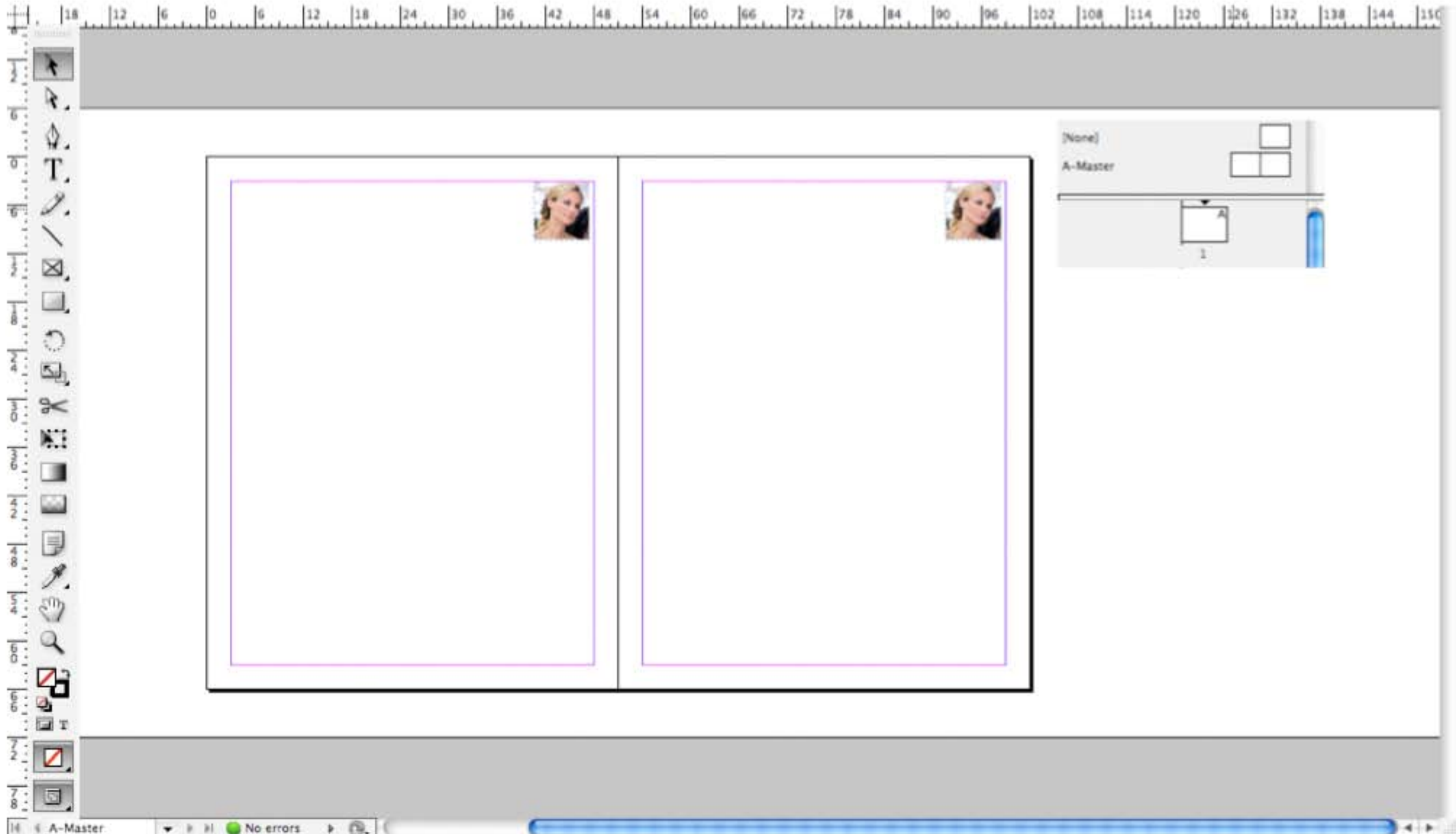


USING MASTER PAGES

Same as with placing images in a document, you just draw a box with the Rectangle Frame Tool, then click COMMAND D, and chose your image to place it. Using the Black Arrow Tool, you can move it around the page anywhere.

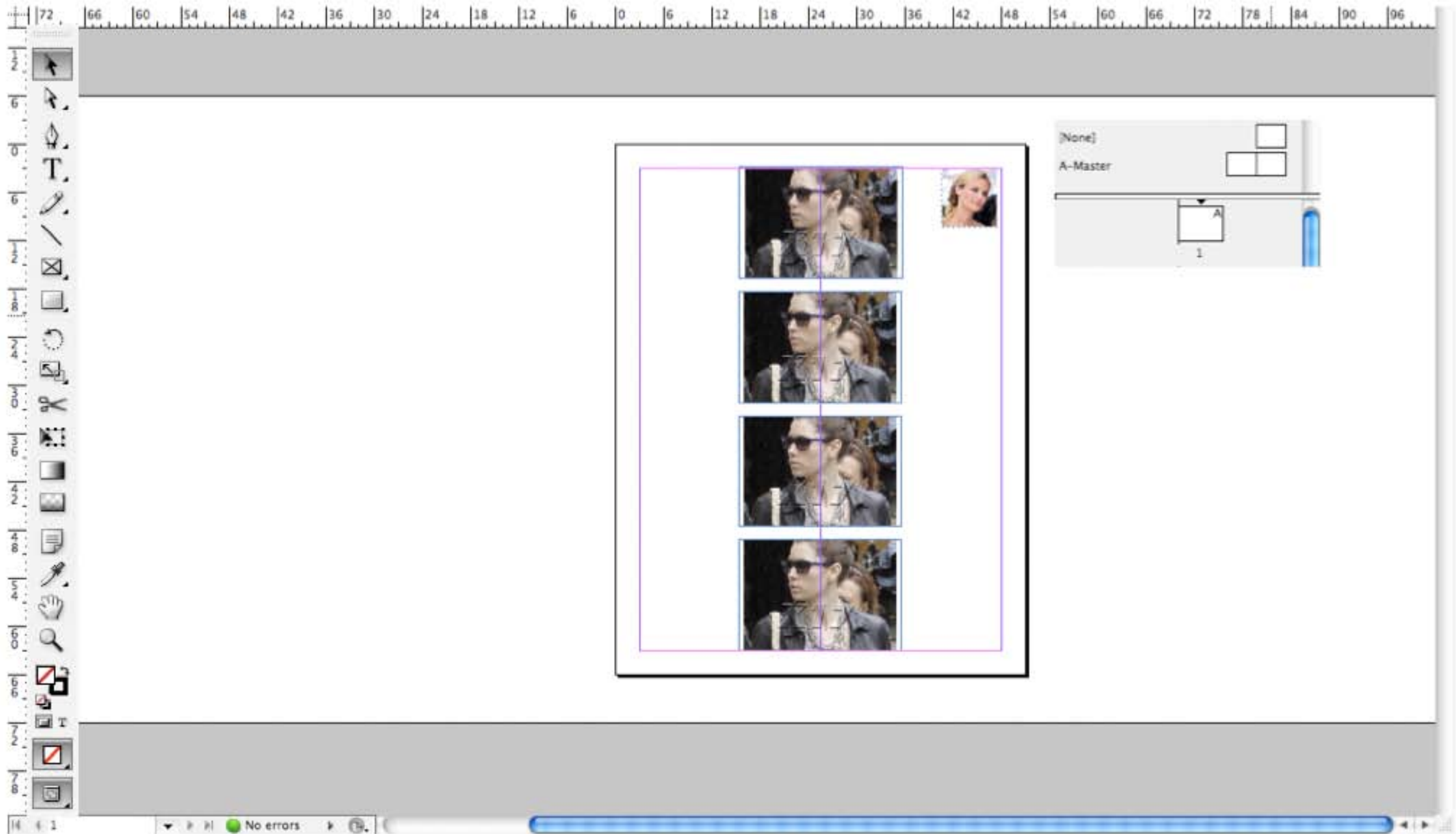
You need to put the logo or image or whatever text you want to show up on every page on both the **RIGHT AND THE LEFT MASTER PAGES**.

You will want to put the Green Dot logo, the other company's logo, and maybe the text that says "Audio" and "Video"



USING MASTER PAGES

So now your page will look like this, with the content from the master pages showing up on every other page.



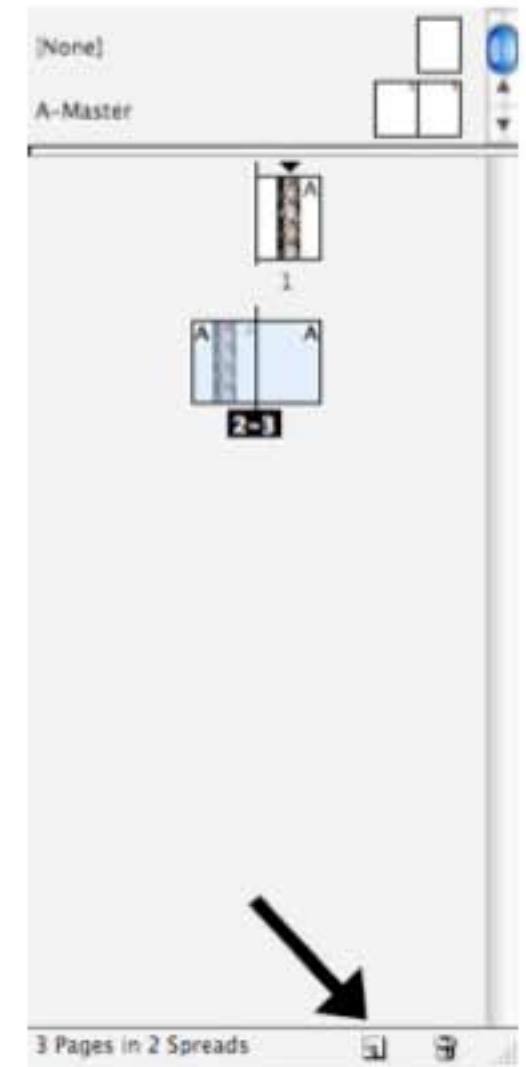
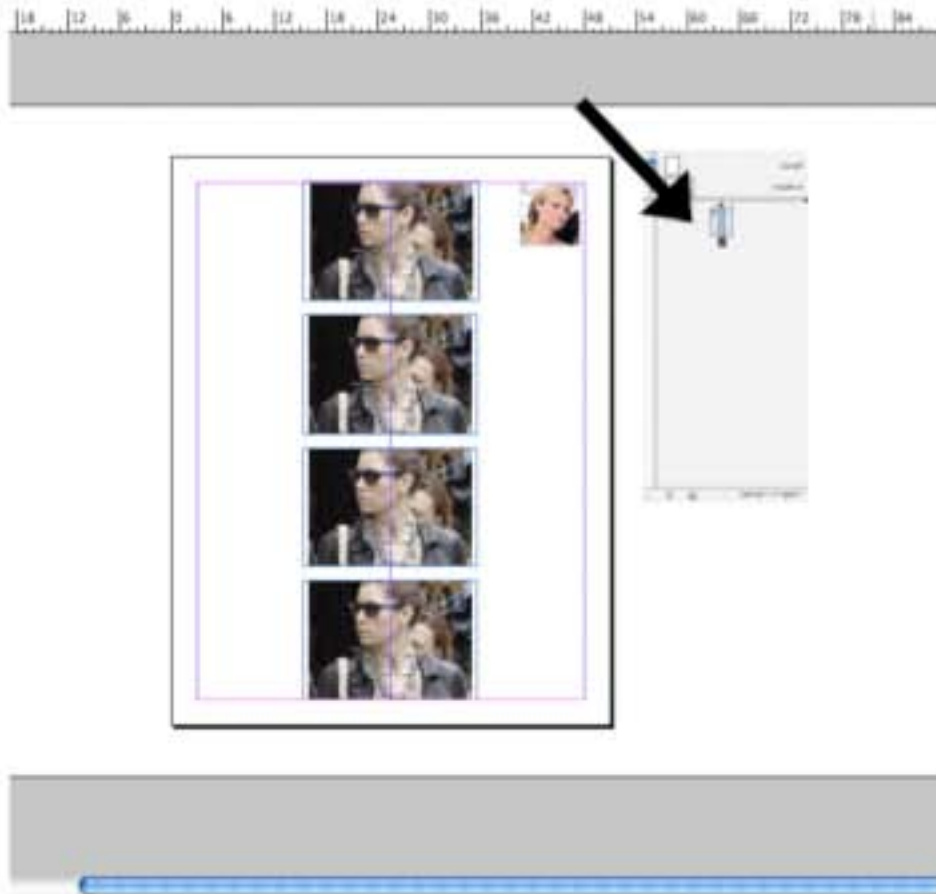
ADDING AND COPYING PAGES

Click on the page you want to copy, make sure it is highlighted blue.

Then drag it over the little page icon at the bottom of the window.

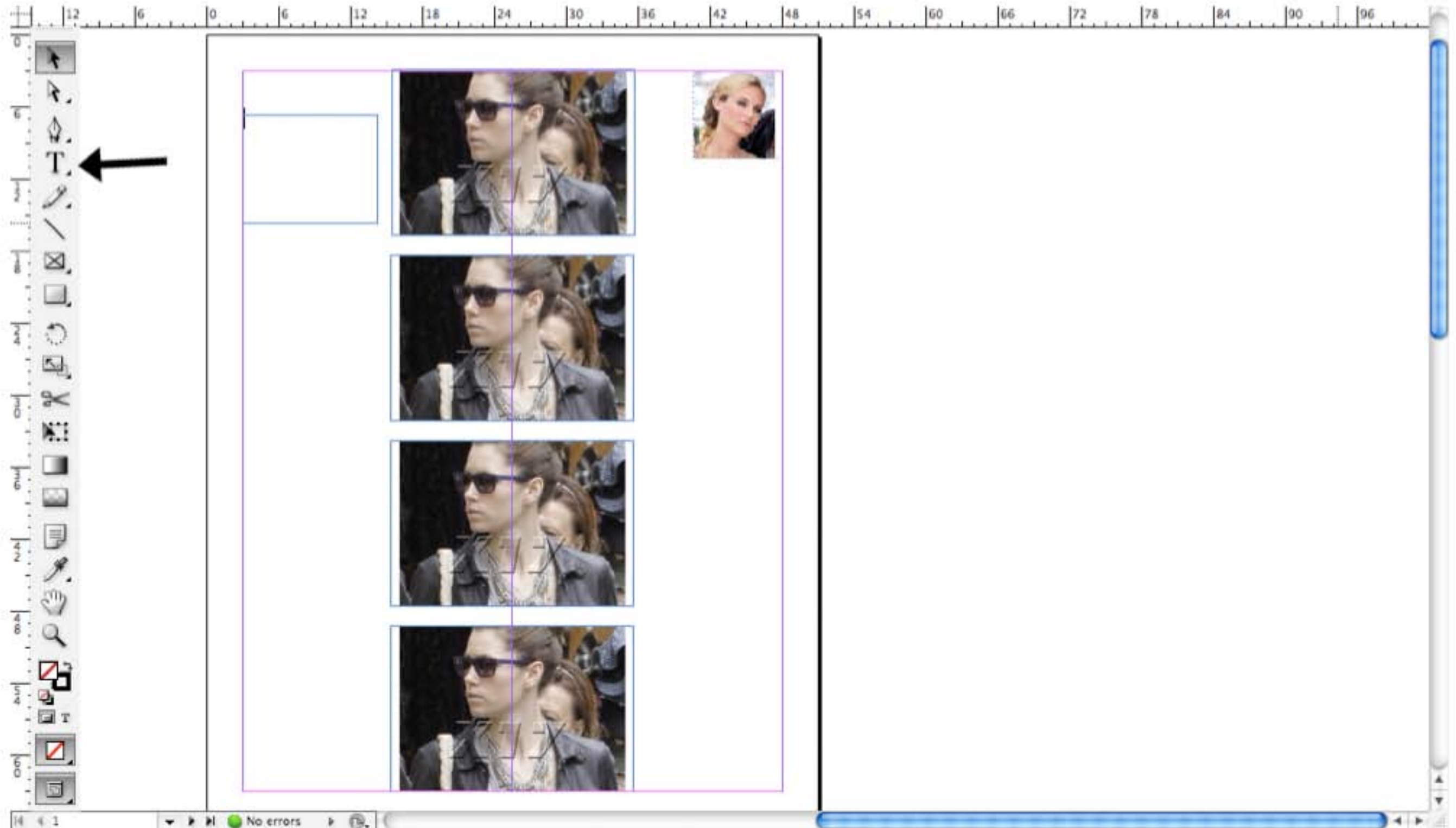
If you just want just a blank page, just click on the icon and it will add one.

Now that you have one page done, you can easily copy pages in the PAGE MENU, which is located on the right side of the screen.



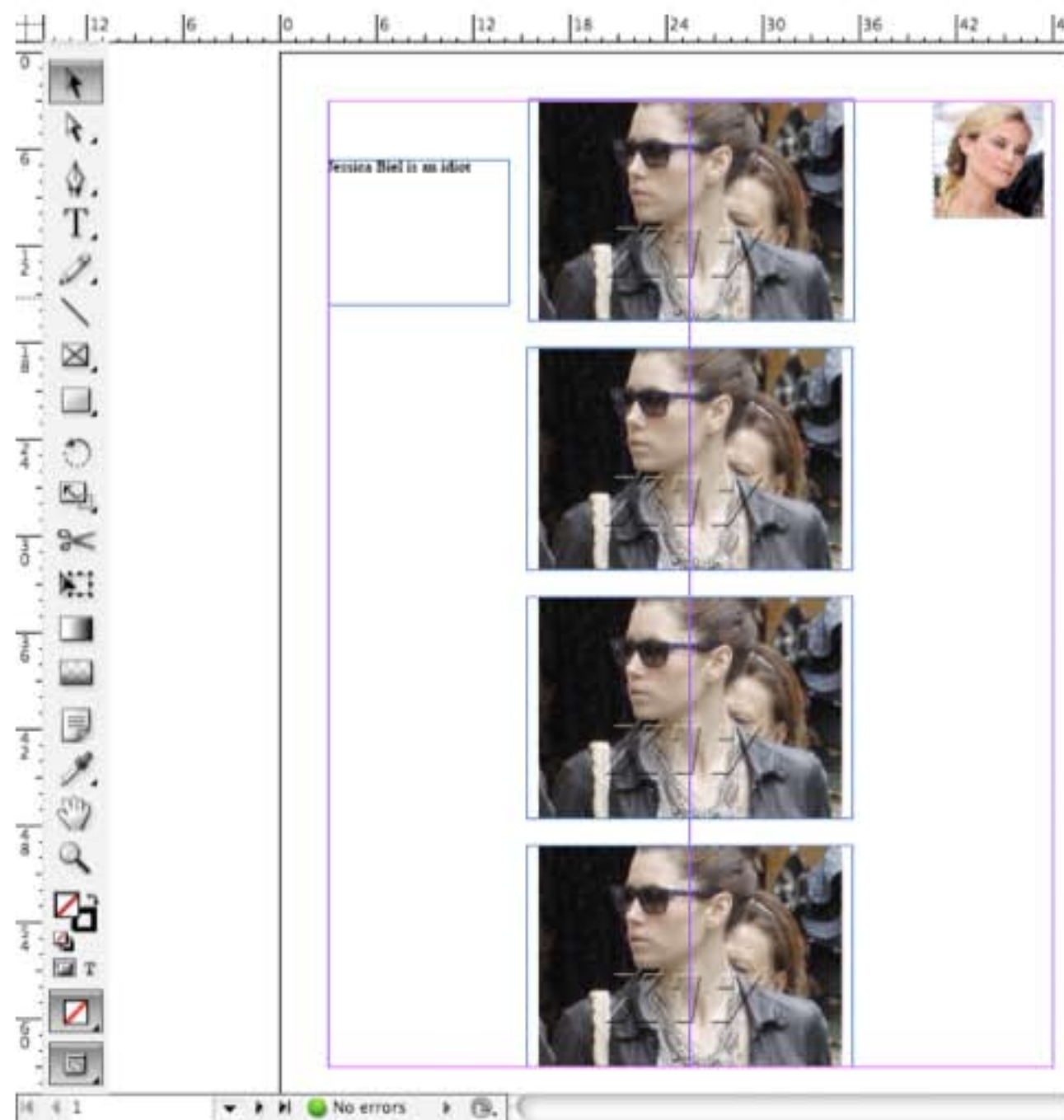
ADDING TEXT

To add text, click on the **Text Tool** and draw a text box and begin typing.

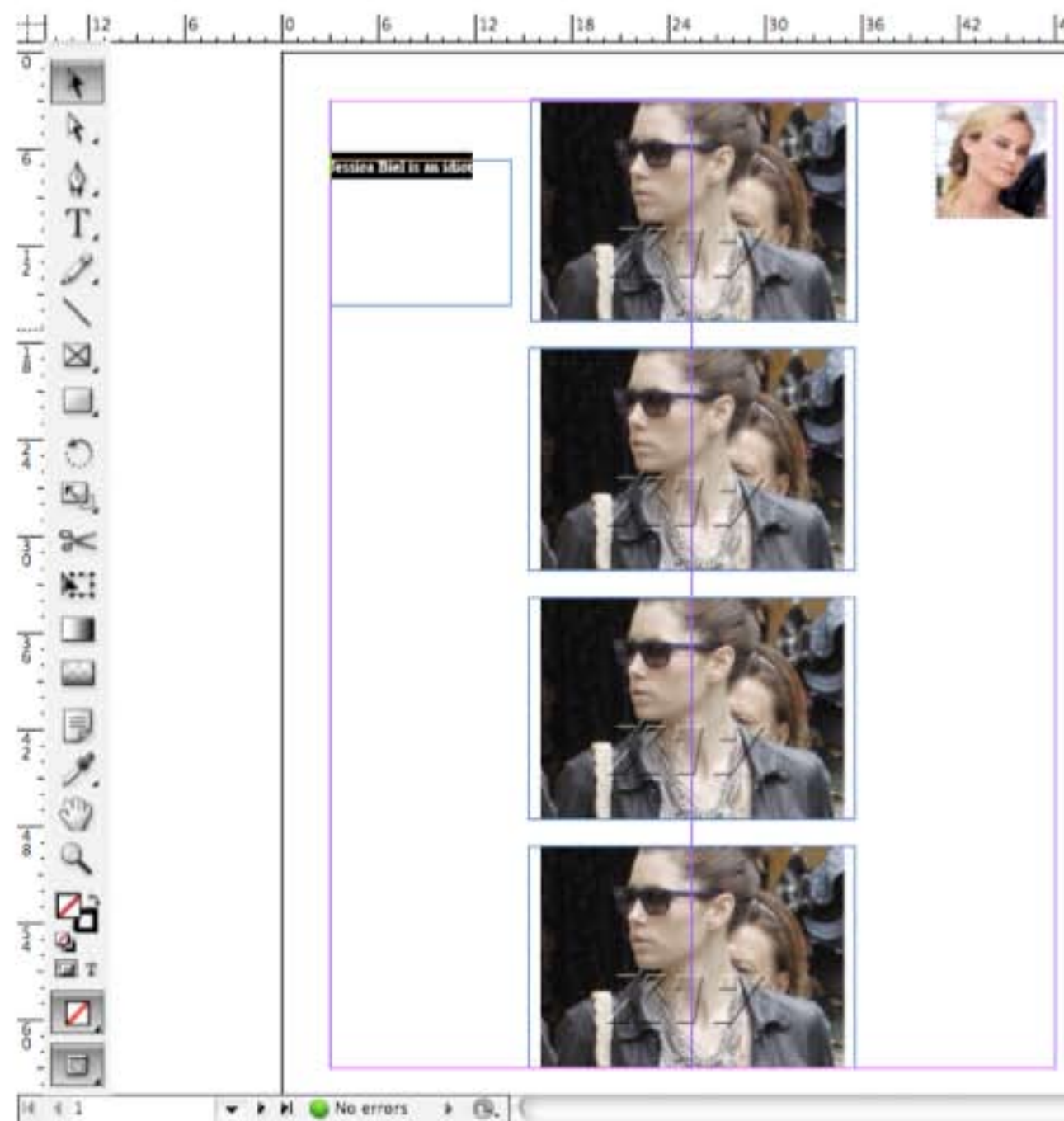


ADDING TEXT

To add text, click on the Text Tool and draw a text box and begin typing.



To make changes to the text, begin by highlighting the section you want to change.



USING THE TYPE MENU

On the right side of the screen, you can control the type by click on **CHARACTER**. In this menu, you can control the font, font style, type size, leading, kerning, etc.

Type Size

The Character panel in Adobe Photoshop is shown with the following settings:

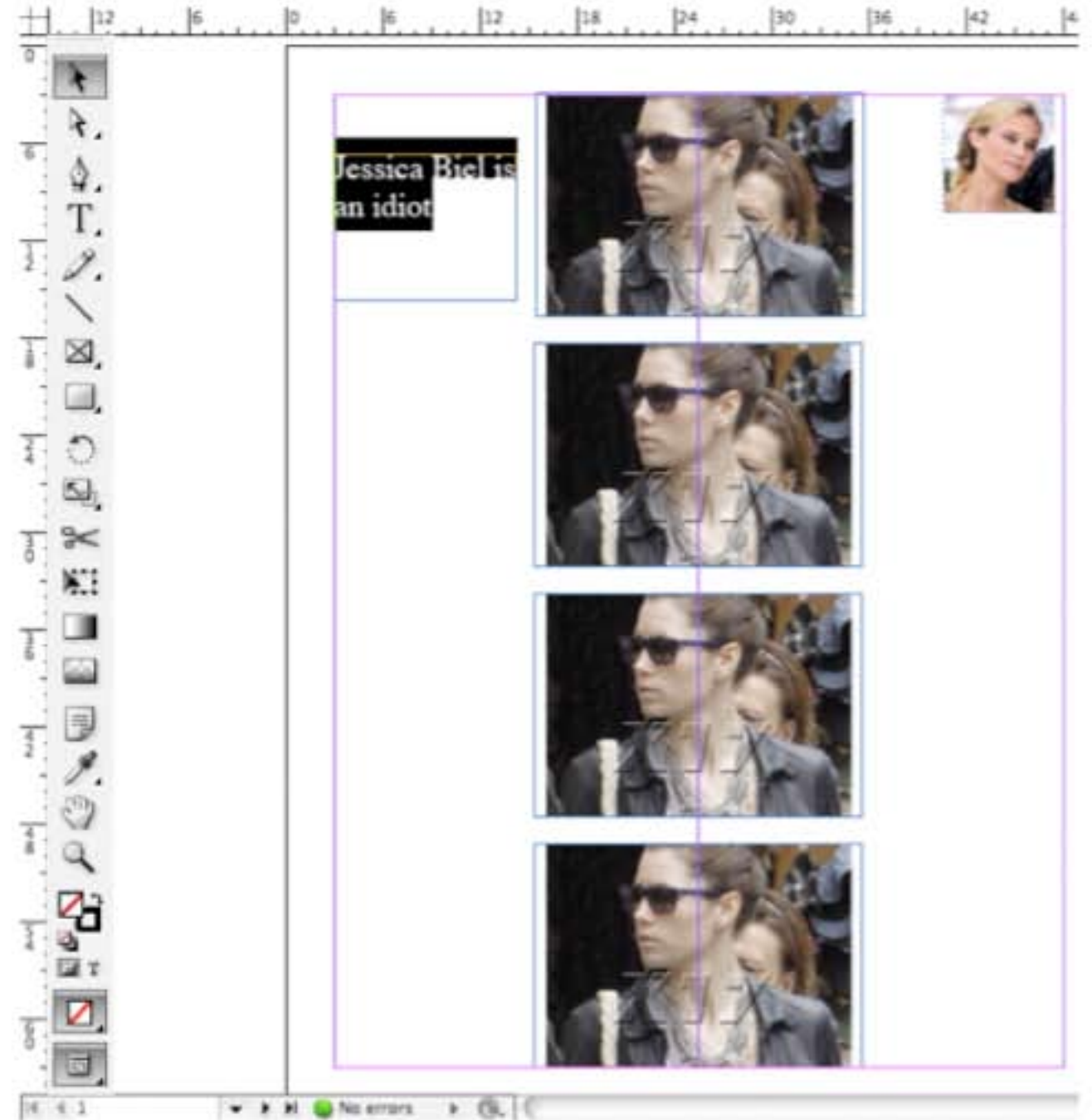
- Font: Times
- Font Style: Regular
- Type Size: 12 pt
- Leading: 14.4 pt
- Metrics: Metrics
- Kerning: 0
- Anti-aliased: 100%
- Smooth: 100%
- Language: English: USA

Font

Font Style

Leading

Kerning



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