



Installation and Getting Started Guide

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Welcome to Toon Boom Storyboard

Toon Boom Storyboard is the leading storyboarding system for visual storytelling, perfectly suited to traditional and paperless methods. Truly completing the production pipeline, Storyboard helps you take an idea and translate it into a visual story that will become a complete production, whether animated or live-action.

Introduction

Storyboard's easy-to-use and intuitive interface means that you will be performing basic operations almost immediately (create or import a drawing, add or delete panels) and more complex procedures within the shortest time.

Here are a few highlights of the Toon Boom Storyboard solution:

- A flexible layer-based panel display with dynamic camera capabilities
- A complete set of drawing tools, including the pressure-sensitive Brush tool when using a digital graphic tablet and pen
- Built-in library with more than 100 elements, such as major director's actions and effects
- Customizable caption fields to insert fully searchable textual content, such as scene descriptions and comments
- An advanced timeline to control timing and automatically generate an animatic with sound tracks and transitions between shots
- Audio comments that can be recorded per panel to keep track of changes, notes, or production meeting minutes
- Real-time animatic creation with dynamic camera moves
- Extensive import and export capabilities, including printing, with Toon Boom Opus/Harmony/Solo, EDL, AAF, CSV, PDF, PSD, SWF, AI, JPG, TGA, PNG and QuickTime file formatting.

Check Your System Requirements

Toon Boom Storyboard supports Windows and Mac OS X. Your hardware must meet these minimum requirements to run it.

Minimum Mac OS X system requirements

- OS: Mac OS X and v10.4
- PowerPC G5 and Intel
- 512 MB of Ram (Minimum), 1 GB (Recommended)
- 110 MB of available hard disk space for the software
- Video card fully supporting OpenGL with 128 MB of RAM
- Monitor supporting 1280x1024 resolution
- Wacom tablets for drawing (Optional)

Minimum Windows system requirements

- OS: Microsoft Windows Vista, XP and TabletPC
- 2 GHz Intel Pentium 4 processor (Recommended)
- 512 MB of Ram (Minimum), 1 GB (Recommended)
- 110 MB of available hard disk space for the software
- Video card fully supporting OpenGL with 128 MB of RAM
- Monitor supporting 1280x1024 resolution
- Wacom tablets for drawing (Optional)

Installing on Mac

To install Toon Boom Storyboard on a computer running the Mac OS X operating system, follow these simple instructions:

1. Insert the CD-ROM into your computer.
2. Double-click the Mac OSX folder to open the installation package.
3. Double-click the installation package (an MPKG file) to launch the installation program.
4. Follow the onscreen instructions.

Installing on Windows

To install Toon Boom Storyboard on a computer running the Windows operating system, follow these simple instructions:

1. Insert the CD-ROM into your computer.

If the installation package does not open automatically, use Windows Explorer to locate and open the folder in your CD-ROM drive. Double-click the executable file (EXE file) to launch the installation program.

2. Follow the onscreen instructions.

Now that you have installed Storyboard, you want to start using it. But how do you use Toon Boom Storyboard to get the most productivity in the shortest amount of time?

User Guide: How To Use Storyboard on page 15

Checking the Security Dongle

Once you have followed the instructions and installed Storyboard and the HASP (dongle), plug the dongle into your computer's USB port. The dongle should light up to show you that it is installed and functioning correctly.

Preparing To Create Your Storyboard

We know that you want to get started as quickly as possible, so read this section and refer to the cross references mentioned here for further information. Soon you will be storyboarding as if it is second nature to you.

Before you even think about creating a storyboard project, consider the factors that will affect your storyboard project and your final production.

- The Script
Complete a script or screenplay to the best of your ability before creating a storyboard.
- The Structure
Break down your script into smaller components to produce a more manageable structure to work with.

- **The Delivery**
Assume the viewer's role for a moment, and try to determine how your project will be best viewed in its final medium.

All of these aspects are critical to the efficient production of a quality storyboard. Doing the preparation work at this stage will save you time and money.

User Guide: First Steps on page 11

There are three recommended steps when preparing your storyboard project.

- Script Analysis and Breakdown
- Shot Evaluation
- Shot List Creation

Following these steps will help you to develop a clear vision of how you want your production to look, feel and flow. Anyone viewing your storyboard should be able to follow its story in a clear, logical manner by looking at the textual and visual information.

User Guide: Storyboard Basics on page 12


Getting Started

When Toon Boom Storyboard is launched, you must begin by creating a storyboard.

Data for each storyboard is stored in a file folder that you must name when you first create it. Once you open a new or existing project, you will be able to work on it in the Toon Boom Storyboard interface.

Launching Toon Boom Storyboard

To open Toon Boom Storyboard:

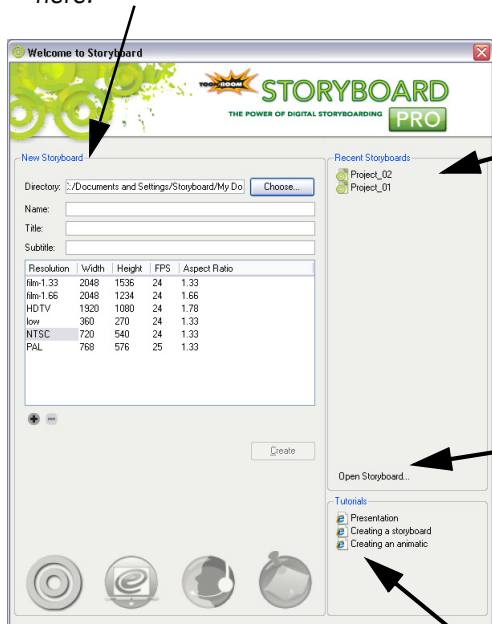
1. Double-click the Toon Boom Storyboard Pro  icon.
2. Toon Boom Storyboard opens. The splash screen briefly appears before closing and displaying the Welcome screen.

There are other ways to launch Storyboard depending on your operating system:

- Windows users can select **Start > Programs > Toon Boom Animation > Toon Boom Storyboard Pro**.
- Mac OS X users can select **Applications > Toon Boom Storyboard Pro > Toon Boom Storyboard Pro**

When you first launch Toon Boom Storyboard, the welcome screen appears.

Create a new storyboard here.



Open recent storyboards here.

Select storyboard files here

Direct access to video tutorials located on our website, will help

Link to Storyboard on the Web


you understand and improve your storyboarding techniques.

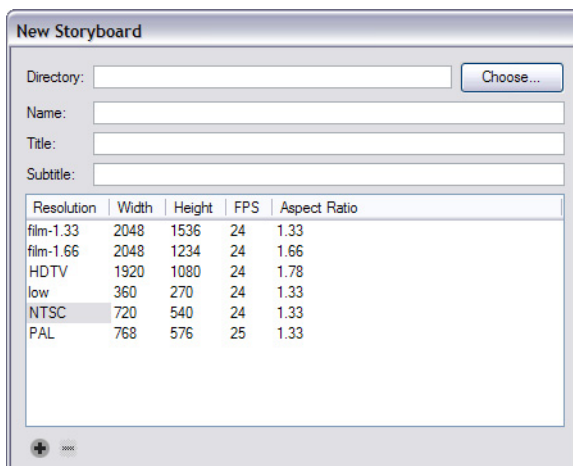
User Guide: Launching The Program on page 15

Creating Your Storyboard

Once you have launched Toon Boom Storyboard you are ready to create a new project.

To create a new project:

1. Do one of the following:
 - ▶ Launch the program to display the welcome screen.
 - ▶ In the menu bar, click on **File > New Storyboard**.
 - ▶ In the File Toolbar, click the **New**  button.



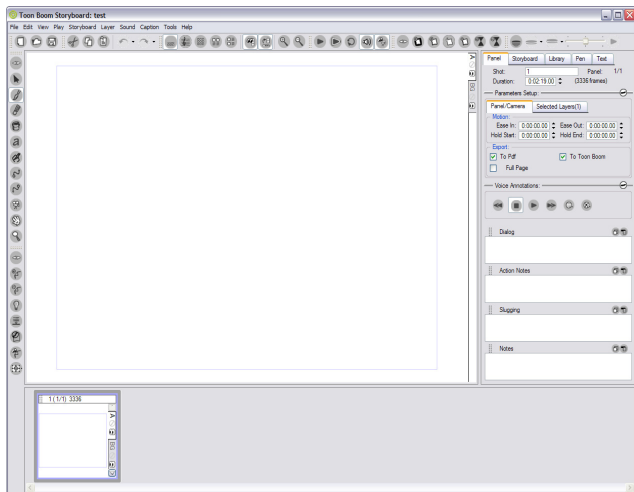
Use this dialog box to name your storyboard, select where you want to store your files (in **Directory**), the name of the storyboard folder (in **Name**), the name of your storyboard and its subtitle (in **Title** and **Subtitle**).

2. You can select the resolution, aspect ratio and frame rate.
3. Click on the **Create** button when you are done. The new project is created and placed in the directory you selected. The Toon Boom Storyboard window opens the default workspace.

User Guide: Starting Your Storyboard Project on page 17

Storyboard Layouts

This is the *Drawing Layout*.



The Toon Boom Storyboard window is composed of the menu bar, toolbars, and one or more embedded windows, called views.

The Toon Boom Storyboard user interface consists of five workspaces.

- Drawing Workspace
- Timeline Workspace
- Overview Workspace
- Horizontal Workspace
- Vertical Workspace

Each of the workspaces are accessed using the icons in the View Toolbar.

By using each of these customized window workspaces you can access multiple views. Once you understand the use and capabilities of each view, you will be able to display views, panels and toolbars in a manner that best suits the way you

work. There are also a number of view windows that can appear in Toon Boom Storyboard after you open a project.

They are:

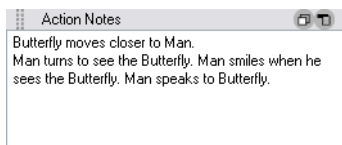
- Drawing View
- Panel View
- Timeline View

User Guide: The Storyboard Window on page 22


User Guide: Managing Your Window Workspace on page 132

Text

In many cases you will start your storyboard creation by consulting a script. In Toon Boom Storyboard you do this by adding text from a file into a caption field.



To add your script from a file into a caption field:

1. Click the Storyboard tab.
2. Do one of the following:
 - ▶ Click the Script caption field to enter notes in the caption.
 - ▶ Click the menu  button of the Script caption and select **Import Caption**.

Use the dialog box that opens to select and open the TXT file with the text you want to insert in the caption. The text is automatically placed into the caption you selected.

You can use the same method to add text to any of the following text fields in the Panel tab:

- Dialogue
- Action Notes
- Slugging
- Notes

All of these fields can be renamed using the **Rename Caption** command.

User Guide: Working With Text on page 76

Drawings and Images

Now that you know how to load your script into Toon Boom Storyboard you can start creating some images.

There are three ways to put images into Storyboard:

- Drawing directly in Storyboard
- Importing images or video
- Re-using images stored in the Library

Toon Boom Storyboard organizes images in the following way:

- **Panels** represent a **shot** or a part of the shot
- A shot is the period of time between when the camera is turned on then off
- Panels or shots can be added using the Add Panel or the Add Shot button.
- When you add a new shot, Storyboard gives a number to it. If you want to rename the shot, edit the Shot field using the Panel Tab.

When you import an image, you are adding artwork to one of the panels *layers*. By default, each panel has two layers, a background (BG) and a foreground layer (A).

As you add layers, they are automatically assigned letters in alphabetical order, but they can be renamed manually. They are also placed behind the other layers in the panel.

Working on multiple layers increases the reusability of your drawing as you move from shot to shot or scene to scene. Each layer or part of a layer can be dragged from the selected shot into any other shot reducing drawing time.

User Guide: Working With Storyboard Panels on page 46

User Guide: Working With Layers on page 61

Drawing directly in Storyboard

You can use your mouse or a graphic tablet and pen to draw your story. The drawing tools in Toon Boom Storyboard resemble standard drawing tools used in many graphic and animation programs, including those in Toon Boom Studio, Toon Boom Solo and Toon Boom Harmony. You can use the Brush, Rectangle, Ellipse or Line tools to draw directly in a selected layer of a current panel.


User Guide: Drawing in a Panel on page 23

Before you draw with the Brush tool or if you want to draw a shape, you may want to change the look of the line. For example, you can change the brush aspect, size, add texture, or change color. You can also store the pens you change for reuse later. You can do all this using the Pen tab.

User Guide: Working with Colours and Pen Styles on page 25

The Drawing View provides an enlarged area for you to draw, but you can also draw in the Panel View.

To draw in a panel:

1. In the Drawing Layout, click on a layer tab (top right of the panel).
2. Select **Tools > Brush** or click the **Brush**  button.
3. Draw your line using your graphic tablet, mouse or other input device.

Importing images or video

Another method of adding images to Storyboard is to create a new shot and import an image into it.

Toon Boom Storyboard supports the following image formats:

- TVG, OPT, PAL, SCAN, SGI, TGA, YUV, OMF, PSD, PNG, JPG.

The following formats can only be imported into the template library:

- SWF, PDF, AI

To import an image directly into your storyboard:

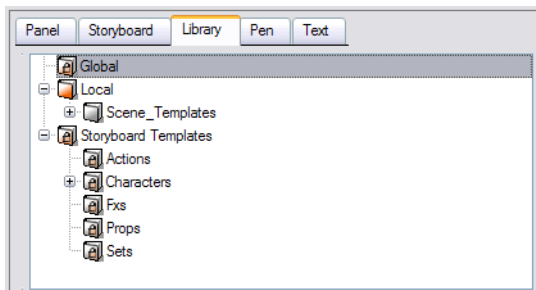
1. Do one of the following:
 - ▶ Select **Layer > Import Images as Layers**.
 - ▶ Select **Storyboard > Import Images as Shots**.

The **Choose Images Files** dialog box opens.

2. Select the file and click the **Open** button. The image is imported into a new layer or new shot in Storyboard.

To import an image into your template library:

1. In the Tool Properties, click the Library tab.



2. Select the folder for the library where you want to import the image.
3. All template library folders except the Local folder are locked by default. You must get the rights to edit the library before you work with it:
 - ▶ Windows users must right-click the library folder.
 - ▶ Mac OS X users must [Ctrl]-click the library folder.
4. From the pop-up menu, select **Right To Modify Library** so that a check mark appears next to the command name.
5. Select the folder where you want to store the file.
6. From the pop-up menu, select **Import Files**.
7. Select the image(s) you want to import and press Open to confirm your selection.

The image file names or thumbnails appear in the folder's list of assets. If you want to use it in your storyboard at any time, drag the image into the panel where you want to use it.

Reusing Images

You can reuse drawings from other panels throughout your storyboard by cutting or copying, then pasting. You can also copy layers of drawing objects and transformations to other panels.

To copy a layer to another panel:

1. Click the tab of the layer you want to copy.
2. Drag the tab to another panel:
 - ▶ Drop it in the panel's drawing area to make it the topmost layer.
 - ▶ Drop it in the tabs at a specific tab position to place it in a specific layer order.

The template library allows you to access stored images (as well as sounds and SWF files) and reuse them in your storyboard.

To use templates in your storyboard:

1. In the Tool Properties, click the Library Tab.
2. Get rights to the folder.
3. Select a template to use in your storyboard:
4. Drag the item to the location where you want to use it.
 - ▶ Select a drawing and drag it to the panel to add it as a layer.

If your template was a drawing that was originally composed of multiple layers, select **Tools > Convert Template to Drawing** if you want to edit the new layer.

Reordering Layers

If you want to reorder your layers you can drag and drop them to change the viewing order or copy a layer from one panel to another. When you have a background which does not change between shots, just copy the background layer and paste it into the new panel.

Layers can be repositioned. They can be brought closer to the front or the back in the layering order. If you want to have a character move to the back of a shot, you can click on the character's layer tab and drag it lower on the tab order.

To change the display order of a layer:

1. Click the tab of the layer you want to move.
2. Drag the tab up or down. A black bar will indicate the tab's (and the layer's) new position.

Timing

Timing refers to the amount of time it takes for a shot or a transition to occur between shots. In Toon Boom Storyboard, there are two ways of defining the timing or duration of your storyboard.

Each panel represents action over a defined period of time. Its length is measured in seconds or frames and its rate of playback is expressed in frames per second. By default, a panel in Toon Boom Storyboard is 5 seconds, or 120 frames. You can change the default length of panels in the Preferences dialog box.

When timing your storyboard, you will define the length of panels, based in its playback rate, and you can also control timing of the camera motion within a shot.

You can use the Drawing Layout or the Timeline Layout or you can use the Duration field in the Panel tab.

Transitions

By default, transitions between scenes are defined as cuts—the action in the panel at the end of a scene finishes and immediately displays the next scene—but transitions that are more gradual can be represented in the storyboard. The transitions will also be translated visually when the storyboard is exported to a QuickTime movie.

Inserting Transitions



To add a transition:

1. Select the panel before the scene transition you want to add.

2. Do one of the following:
 - ▶ Select **Storyboard > Insert Transition**.

- ▶ In the Storyboard Toolbar, press **Insert Transition** button.



A transition is inserted between scenes. By default, the transition is a wipe . A transition can be changed to a dissolve , by selecting the transition, and either double-clicking it or changing its type in the Panel tab.

You can delete a wipe or dissolve transition at any time and restore it to a cut.

Sound

When you decide that you want to add sound to your storyboard, you must first prepare this sound outside Toon Boom Storyboard. You can add one or more sound tracks, into which you import sound sequences. You can then organize the sounds by organizing sound tracks, mixing sound levels and editing the part of the sound sequence you will use.

You can preview your panels with sound at any time, by playing back an animatic of the current panel or the entire storyboard using the controls in the Play Toolbar.

To manage sound tracks and sequences, display the Timeline View in the Timeline Workspace.

User Guide: Working With Sound on page 80

Displaying the Timeline View

The Timeline View is only visible in the Timeline Workspace. This workspace is similar to the Drawing Workspace, except the Panel View is replaced by the Timeline View.




To display the Timeline View:

- ▶ Select **View > Timeline Workspace**.
- ▶ Click the **Timeline Workspace**  button in the View Toolbar.

Adding a Sound Track

You can create a sound track in which you can import one or more sounds. You can add an unlimited number of tracks to your sound track to help you organize your work. For instance, you can have a track for all dialogue or a separate track for each character's dialogue. You can create a track for ambient sound, music or significant sound effects.

To add a sound track:

1. Display the Timeline View.
2. Do one of the following:
 - ▶ Select **Sound > New Sound Track**.
 - ▶ In the Sound Toolbar, press **New Sound Track** .
3. After you have added a new sound track you are ready to import a sound.

You can delete a sound track at any time. When you delete a sound track all of the sounds included in this sound track are also deleted.

User Guide: Adding a Sound Track on page 80

User Guide: Deleting a Sound Track on page 81

Importing Sound

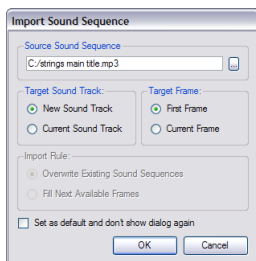
You can import a sound file into a sound track at the first frame or at the current frame. If the sound file doesn't already exist in your project, Toon Boom Storyboard copies the file from its present location to the **audio** folder in your storyboard project folder.

To import a sound file:

1. Display the Timeline Workspace.
2. Select the sound track where you want to import the sound.

3. Select **Sound > Import Sound Sequence**.

The Import Sound Sequence dialog box opens.



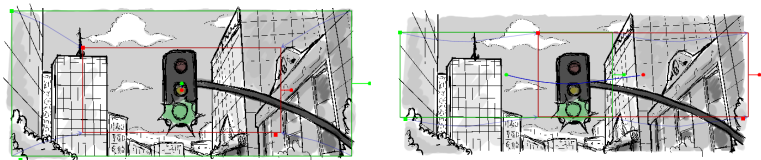
4. Select the sound file you want to import by typing in the file path or using the Browse button to search for the file you want to use.
5. Use the Target Sound Track options to specify whether you want to create a sound track and import the file into it, or import the file into the selected sound track.
6. Use the Target Frame options to select at which frame the sound will begin.
7. If you selected **Current Sound Track** option, specify the Import Rule:
 - ▶ **Overwrite Existing Sound Sequences:** by default, when you import a sound, it will replace sounds that exist in the target frames.
 - ▶ **Fill Next Available Frames:** import the sound file into the first available empty frames after any existing sound selection.
8. Select the **Set as default and don't show dialog again** option, if you want to use the current settings the next time you import sound and open a browse box to select a sound automatically.

User Guide: Importing a Sound Sequence on page 82

Camera

The script or shot list may describe a camera move to be included in a panel. In Toon Boom Storyboard, you can easily add a visual guide representing a camera movement using the Camera Transform tool. When you create a Flash or QuickTime animatic based on the storyboard, it will include actual camera movements translated from the information described in the project.

Once a camera guide has been added to a panel, you can change the start and end positions of the camera to define its movement.




User Guide: Working With the Camera on page 71

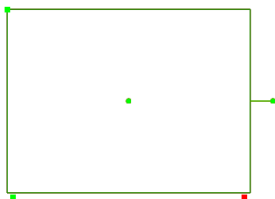
Adding a Camera Guide

By default each panel has a static camera frame view. To add camera motion (pan, zoom or tilt) you first need to add a camera guide.

To add a camera guide to a panel:

1. Select the panel to which you want to add the camera guide.
2. Do one of the following:
 - ▶ Select **Tools > Camera Transform**.
 - ▶ Press the **Camera Transform**  button in the Tools Toolbar.

The camera guide is displayed at its default position.



You can also copy camera guides from other panels.

User Guide: Adding a Camera Move on page 71

Creating Camera Moves

Once a camera guide has been added to a panel, you can change the start and end positions of the camera. The start position of the camera is represented by a green rectangle (go), and the end position is represented by a red rectangle (stop).

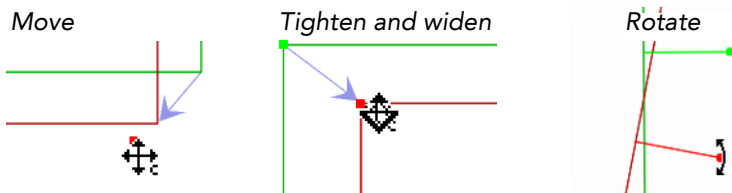
The default position of the camera makes the default viewing area visible and remains static for the entire panel.

To define a camera move:

1. Select the panel with the camera you want to modify.
2. Select either **Tools > Camera Transform** to add a camera guide or select the existing camera guide.

You can also press the **Camera Transform**  button in the Drawing Toolbar.

3. Use the handles to move, tighten, widen and rotate the camera until you set it in the desired position.

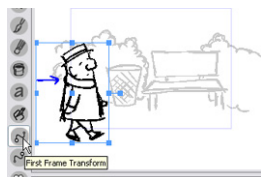


To reset the camera to its default position, select **Storyboard > Reset Camera** to remove the guide.

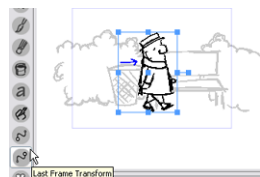
Transformations

With the Transform tools, you can animate changes in drawing object position, rotation and scaling all from one tool. Unlike with the Select tool, your changes do not remain static for the entire panel; you set the image's position, rotation and scale at the first frame and define its new position, rotation and scale at the final frame. Toon Boom Storyboard calculates the position of the drawing object at the frames in between the first and last frame in the panel.

If you want to animate a motion path, you can use the Translate tool in the Drawing View or Panel View. You can make an object appear to change in size by transforming the object and re-scaling it to a new size.



First frame position



Last frame position



The Transform tools work with all the drawing objects on a selected layer at once.

Unlike a traditional paper-based storyboard, you will be able to see your transformations when you play back your animatic in

Toon Boom Storyboard and when you view an enhanced animatic in QuickTime or Flash.

To animate with the Transform tools:

1. Select the layer you want to transform.
2. Select **Tools > First Frame Transform**.

A blue bounding box appears around all of the drawing objects in the layer.

3. Scale, rotate and position the objects in the selection as you want them to look in the first frame.
4. Select **Tools > Last Frame Transform**.
5. Scale, rotate and position the objects in the selection as you want them to look in the last frame.

You can choose to set the transformation for the last frame before the first frame. You can reapply a transformation at any time while working on your project.

User Guide: Transforming Drawing Objects on page 39

User Guide: Drawing on Layers on page 62

Animatics



One of the advantages of using Toon Boom Storyboard is that you can make use of the built-in animatic feature. An animatic consists of the storyboard's pictures synchronized with the sound track. The Toon Boom Storyboard Animatic feature allows you to:

- Create a new animatic to review any changes you have made since reviewing the previous animatic.
- Avoid creating scenes that will eventually be edited out of the completed cartoon.
- Resolve script or timing issues that may exist with the current storyboard.
- Decide if the storyboard or sound track needs to be edited.

As an animatic or story reel is made after the sound track is created, but before full animation begins, it allows you the

opportunity to edit the production. Editing the film at the animatic stage prevents unnecessary animation of scenes that would only be edited out of the film, this saves production costs and time.

To preview your project in Toon Boom Storyboard:

1. Select the panel where you want the playback to begin.
2. Display the Drawing Workspace.
3. In the Play Toolbar, click the **Play Selected Panels**  button or the **Play All Panels**  button.

User Guide: Viewing an Animatic in Toon Boom Storyboard on page 103

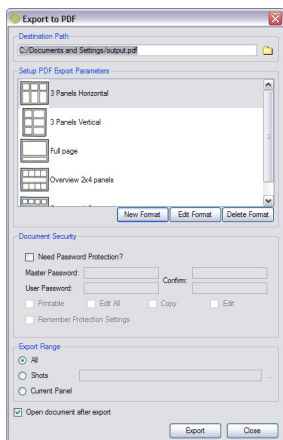
Exporting your Storyboard


You can create a PDF file from a storyboard project, and export storyboard assets to work with them in Toon Boom Solo, Toon Boom Harmony and applications that support EDL or AAF files.

To create a PDF:

- ▶ Select **File > Export to PDF**.

The Export to PDF dialog box opens.



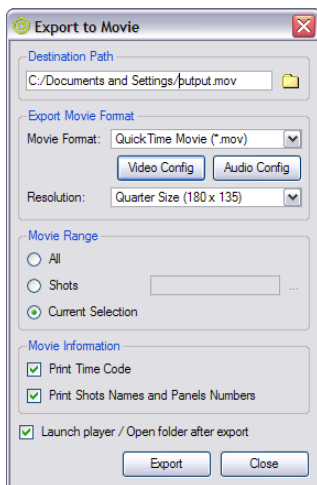
Use this dialog box to create a PDF file based on your storyboard. You can select one of the four layout options to print your storyboard and define where you want to save the PDF file by entering it in the Output File folder or clicking the Browse  button to display a window to select a file.


User Guide: Printing Your Storyboard on page 93

To create a Flash or QuickTime animatic:

- ▶ Select **File > Export to Movie**.

The Export to Movie dialog box opens.



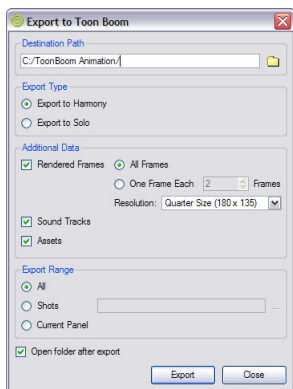
Use this dialog box to export your storyboard project to either a Flash movie, QuickTime movie or an image sequence. You can change the location of where you store your animatic by entering it in the File folder or clicking the Browse  button to display a window to select a file.


User Guide: Creating a Flash or QuickTime Animatic on page 103

To export a storyboard to Toon Boom Solo or Toon Boom Harmony:

- ▶ Select **File > Export to > Toon Boom**.

The Export to Toon Boom dialog box opens.



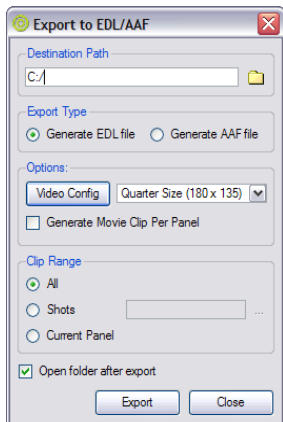
Use this dialog box to export assets to Toon Boom Solo or Toon Boom Harmony. You can change the location of where you store your exported data by entering it or click the Browse  button to display a window to select its new path.


User Guide: Exporting to Toon Boom Applications on page 106

To create an EDL or AAF file:

- ▶ Select **File > Export to > EDL/AAF**.

The Export to EDL/AAF dialog box opens.



Use this dialog box to export your storyboard project to either an EDL or AAF file. You can change the location of where you store your file by entering it or click the Browse  button to display a window to select its new path.

User Guide: Exporting to EDL or AAF on page 108

Getting the Information You Need

Learn to use Toon Boom Storyboard with our comprehensive easy-to-use documentation package included with this software.

Other useful documents in this set are:

Toon Boom Storyboard User Guide

Covers how to prepare for storyboarding and how to use the Toon Boom Storyboard application. Also lists the default shortcuts and shows you how to customize them.

Integrated Help

To open the help within the application, select **Help > Help**.

The help system opens in your default Web browser and includes the *Toon Boom Storyboard User Guide*.