



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
- 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
- Import and export capabilities, PDF, PSD, SWF, AI, JPG, TGA, PNG 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 v10.4
- PowerPC G5 and Intel
- 512 MB of Ram (Minimum), 1 GB (Recommended)
- 226 MB of available hard disk space for the software
- Video card fully supporting OpenGL with 128 MB of RAM
- Monitor supporting 1280 x1024 resolution
- Wacom tablet 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)
- 133 MB of available hard disk space for the software
- Video card fully supporting OpenGL with 128 MB of RAM
- Monitor supporting 1280 x1024 resolution
- Wacom tablet for drawing (Optional)

Installation

Installing Toon Boom Storyboard is simple to do.

Licence Key

The first time you run Toon Boom Storyboard you will be asked to enter the licence key provide when you purchased the software. This will validate the software as a legally authorized version and activate it for use.

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

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

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

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 icon.
2. Toon Boom Storyboard opens and the Welcome screen appears.

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

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

Create a new storyboard here.

The screenshot shows the 'Welcome to Toon Boom Storyboard' window. It features a 'New Storyboard' section with a directory path, name, title, and subtitle fields, and a table of video resolutions. A 'Recent Storyboards' section lists 'sbe1' and 'Animation_A'. A 'Tutorials' section lists 'Presentation', 'Creating a storyboard', and 'Creating an animatic'. Annotations with arrows point to these sections: 'Open recent storyboards here.' points to the Recent Storyboards section; 'Select storyboard files here' points to the 'Open Storyboard...' button; 'Direct access to video tutorials installed on your computer which will help you improve your storyboarding techniques.' points to the Tutorials section; and 'Link to Storyboard on the Web' points to the 'GET MORE POWER WITH PRO' banner.

Resolution	Width	Height	FPS	Aspect Ratio
film-1.33	2048	1536	24	1.33
film-1.66	2048	1234	24	1.66
HDTV	1920	1080	24	1.78
low	360	270	24	1.33
NTSC	720	540	24	1.33
PAL	768	576	25	1.33

Annotations:

- Open recent storyboards here.
- Select storyboard files here
- Direct access to video tutorials installed on your computer which will help you improve your storyboarding techniques.
- Link to Storyboard on the Web

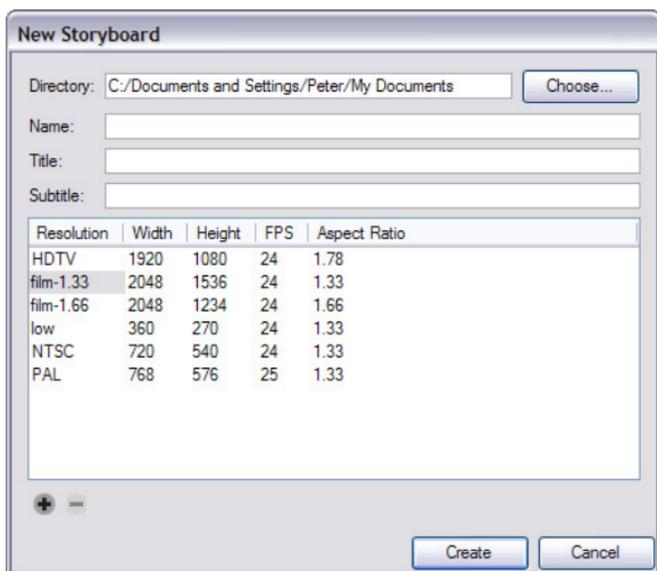
User Guide: Launching The Program

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.



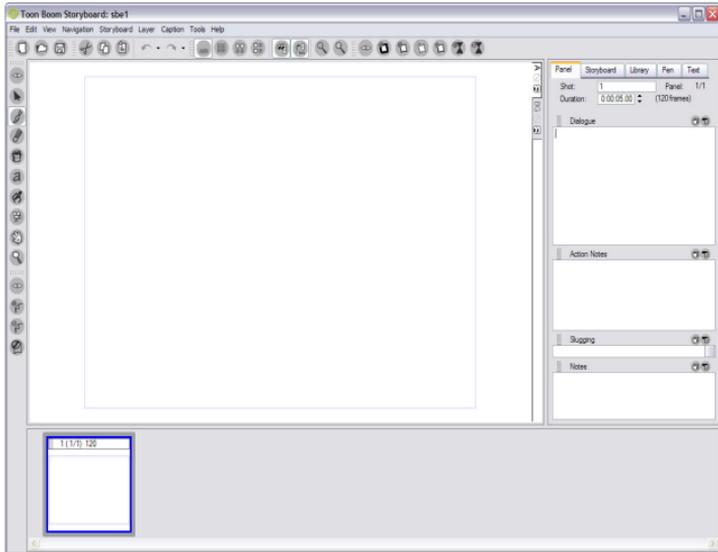
Use this dialog box to name your storyboard, select where you want to store your files (in **Directory**), the name of the storyboard folder (in **Name**), the name of your storyboard and its subtitle (in **Title** and **Subtitle**).

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

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 these workspaces.

- Drawing 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:

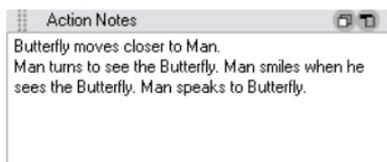
- Drawing View
- Panel View

User Guide: The Storyboard Window

User Guide: Managing Your Window Workspace

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

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
- 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. Images imported as layers are added at the bottom (behind) but layers added using the add layer command are added at the top (in front). 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

User Guide: Working With Layers

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

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

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:

To be able to draw directly in the Panel View, you need to disable the option called **Forbid Drawing On Panel Thumbnails** in **Edit > Preferences > General** tab.

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

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:

- SGI, TGA, YUV, 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.

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 SWF files) and reuse them in your storyboard.

To use templates in your storyboard:

1. In the Tool Properties, click the Library Tab.
2. Select a template to use in your storyboard:
3. 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.

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.

Adding 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 > Add Transition**.
 - ▶ In the Storyboard Toolbar, press **Add Transition**  button.

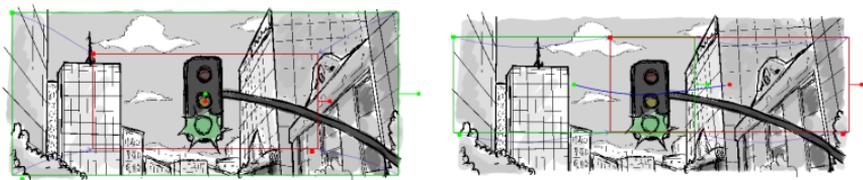
A transition is added between scenes. By default, the transition is a wipe . A transition can be changed to a dissolve , by selecting the transition, and either double-clicking it or changing its type in the Panel tab.

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

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.

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

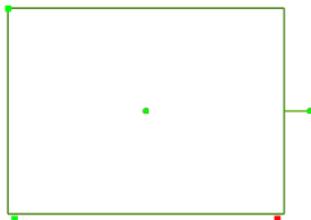
Adding a Camera Guide

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.



User Guide: Adding a Camera Move

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.

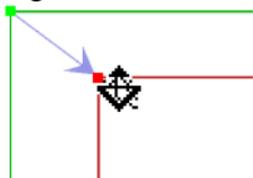
You can also press the **Camera Transform**  button in the Drawing Toolbar.

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

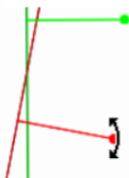
Move



Tighten and widen



Rotate



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

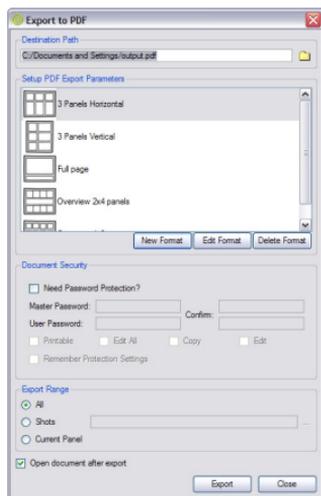
Exporting your Storyboard

You can create a PDF file from a storyboard project.

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

Documentation

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*.