

## **Briefing Document: How to use storyboarding to plan a multimedia product**

A storyboard is a set of items that represents steps along a road – the road might be a story you want to tell (which is why it's called storyboarding). It might be a sequence of actions you want someone to do, or even a set of dance moves. Each one could be captured as an image or a set of instructions on a card or post-it note.

We're going to look at storyboarding for a multimedia product. This might be a website or a video. You can use storyboarding in two key steps in this project. When planning your website pages, you can storyboard (and mood board – storyboards that capture a mood or feel) and storyboarding is a great way to plan a video.

### **Hints for successful storyboarding**

- If you're planning in a team, use a simple technique to get started, such as post-it notes or cards. As ideas are generated for your product, try to sequence them so you can start to see the order of the 'story'. Arranging them on a large table helps here as you can visualise the order.
- Another great way of organising your storyboard is to use a set of post-it notes and a large wall – but ask your teacher first! You can put the notes on the wall, change the order, move them about – and it's good to stand back and take some time to make sure you are happy with the sequence and the content.
- If you have a camera, take a photograph of the sequence of notes, either on the wall or on a table, to record the order. Otherwise, you might remove them from the wall and forget the order they were in.
- Put as much detail on each storyboard as you can. So if you're using post-it notes, it might be better to go with the slightly larger ones. For example, if you are planning a set of web pages in a website, you might want to show on the board what sort of content would be included. If you are planning a video, you might want to think about the props you will need for that scene, or even the camera angles and lighting you want to use.

- Planning a website includes working out the navigation. This is the movement between pages. You will need to be sure that anyone using your website doesn't get lost by landing on a page that doesn't have a set of navigation buttons to take them home or elsewhere in the site. You can use your storyboard to show on each what navigation is needed.
- Storyboarding can change a lot as you're working on it. When you feel you have a good first attempt, with lots of detail and a sequence, you can move to using a software program to log all the information. This provides a very visual way of doing it and allows everyone in the team to have a copy. It also gives your teacher an idea of the planning you are doing. It's good evidence for evaluation of your project later.
- Presentation software is a good way of storyboarding. Each slide can be used as a board, and you can easily insert images, text (use text boxes), tables and flow charts. Most presentation software also allows you to add notes at the bottom of the slide which can be printed off separately from the slides.
- You can also print off handouts from most programs, and select the number of slides (boards) that you want on each sheet. If you select three slides, the handout leaves space alongside for notes, so you can continue to develop your ideas.
- If you are dividing a task up – perhaps giving different team members different web pages to be responsible for – you can give each member a slide with the content on it. You might have someone who is responsible for capturing the video footage – they can have copies of the boards that detail the camera angles and even lighting effects.