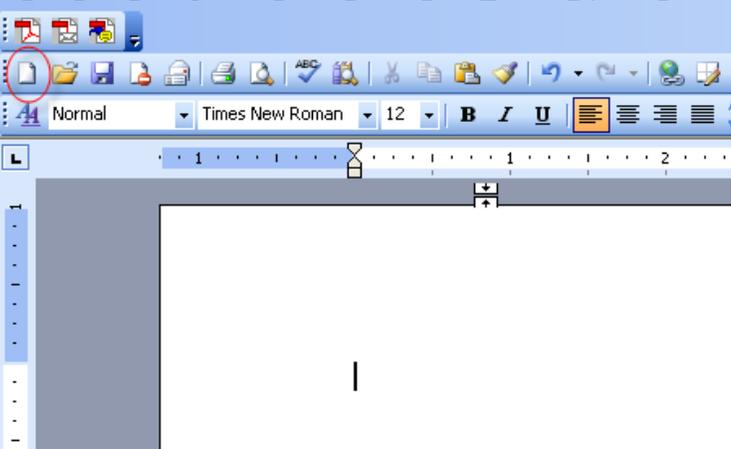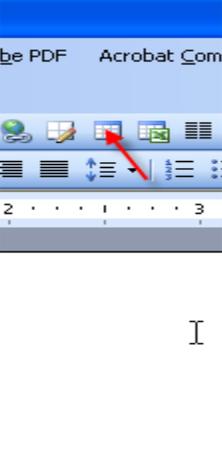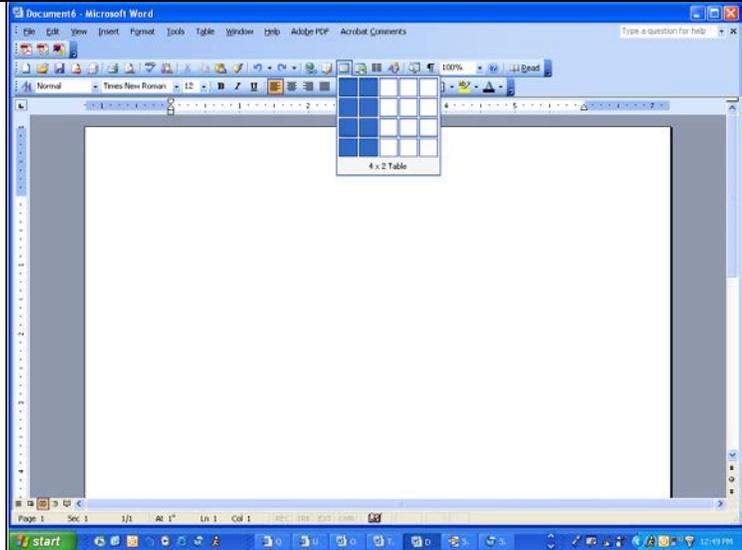# Creating a Storyboard using Microsoft Word

For some, storyboarding may seem like a tedious extra step in the process of digital storytelling. However, we believe that creating a storyboard is a valuable step in the digital storytelling process. It allows the user to lay out all of the important elements of the digital story, including the script that has been written, any images that have created or downloaded, and also describe any music that may be used, text that may be added or other types of effects or transitions. And all of these components can be organized before the digital story is actually produced. This allows the user to visualize how the story will be put together and what gaps may exist in the story so that they can be filled. Storyboarding also can inspires new ideas for the digital story because the user sees all of the pieces of the story laid out in front of them.
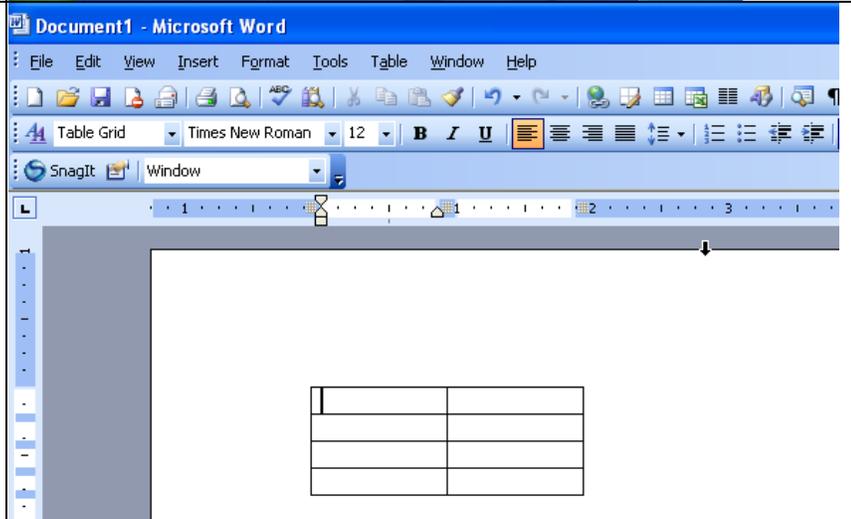
The following storyboard tutorial demonstrates how to create a storyboard in Microsoft Word, since it is a simple, yet very effective method for creating the storyboard. Some digital storytellers may want to consider use more complex software for storyboarding and that is encouraged for advanced users. However for novice digital storytellers, using familiar applications like Microsoft Word is a good place to start.

Type or Do the Following	Results
1. Open a new Word document.	
2. Insert a table into the document.	

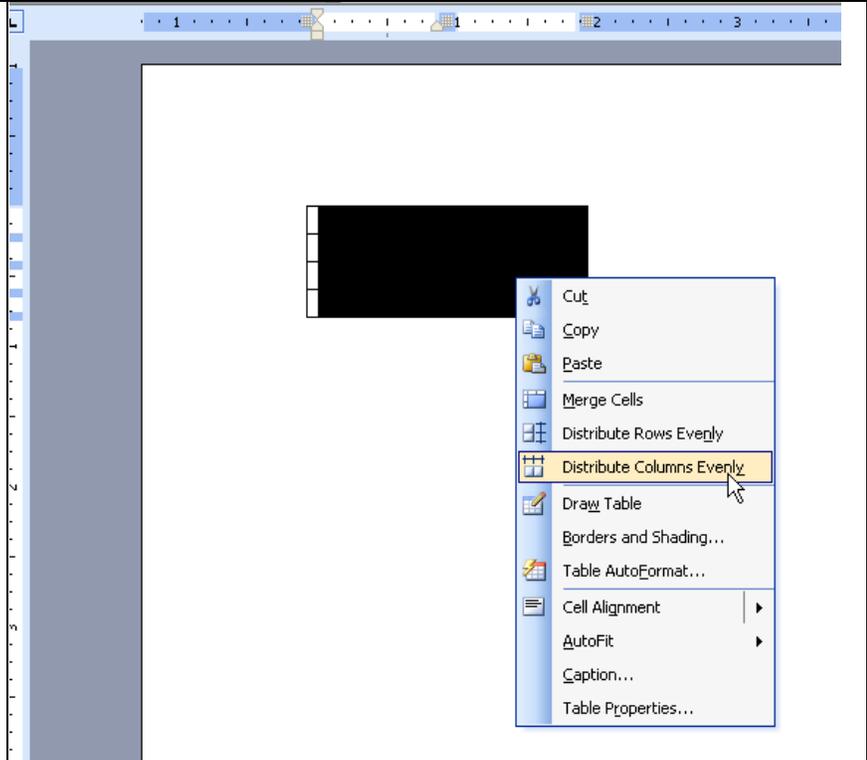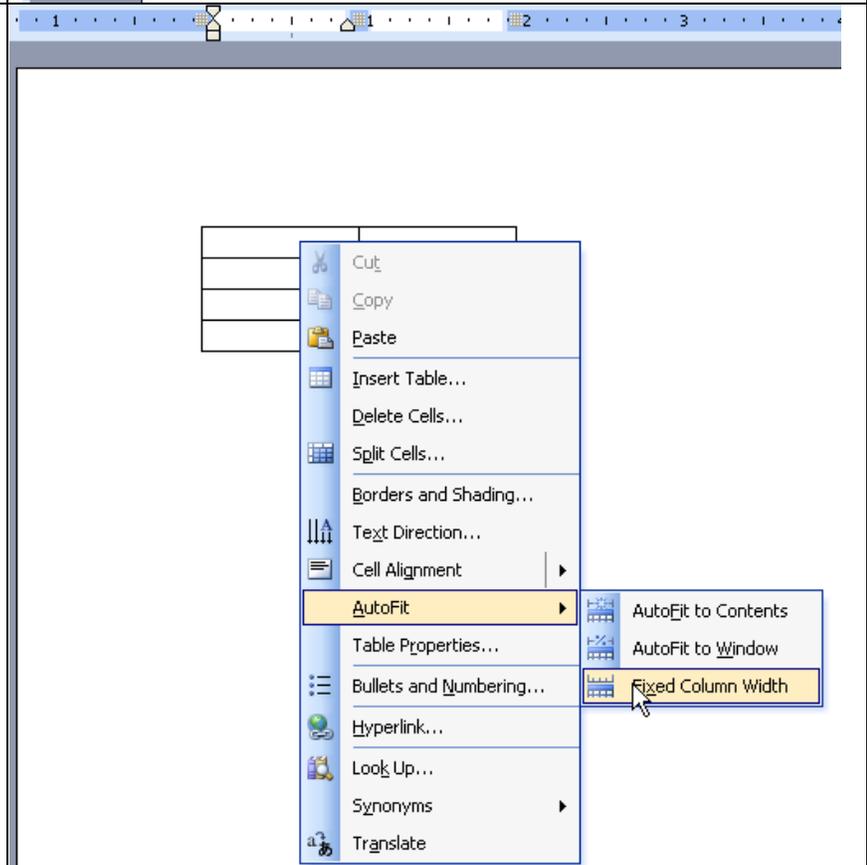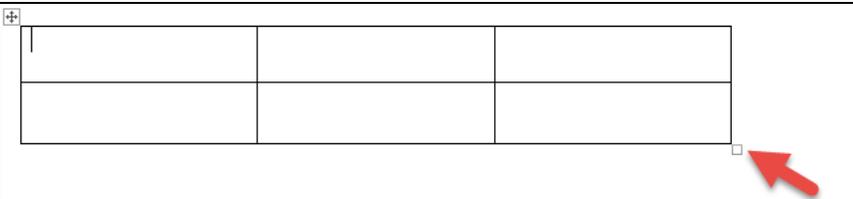|	
3. Insert a table with two columns and four rows. (You can add more rows later, If needed.)	
4. It should look like this at first.	

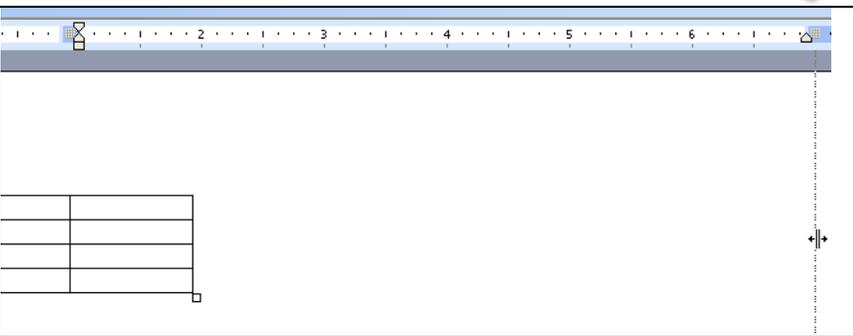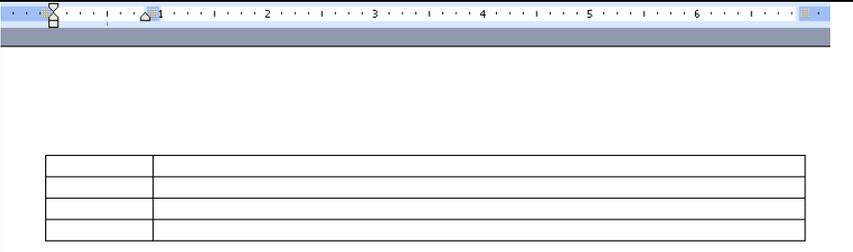|	
5. Highlight the entire table by left-clicking mouse and dragging the cursor over the table. Then, right click on highlighted area and scroll down and select **Distribute Columns Evenly.**	Cut Copy Paste Merge Cells Distribute Rows Evenly Distribute Columns Evenly Draw Table Borders and Shading... Table AutoFormat... Cell Alignment ▶ AutoFit ▶ Caption... Table Properties...
6. While the table is selected, right click and scroll down to **Auto Fit**, left click, and scroll over and choose **Fixed Column Width.**	Cut Copy Paste Insert Table... Delete Cells... Split Cells... Borders and Shading... Text Direction... Cell Alignment ▶ AutoFit ▶ AutoFit to Contents / AutoFit to Window / Fixed Column Width Table Properties... Bullets and Numbering... Hyperlink... Look Up... Synonyms ▶ Translate

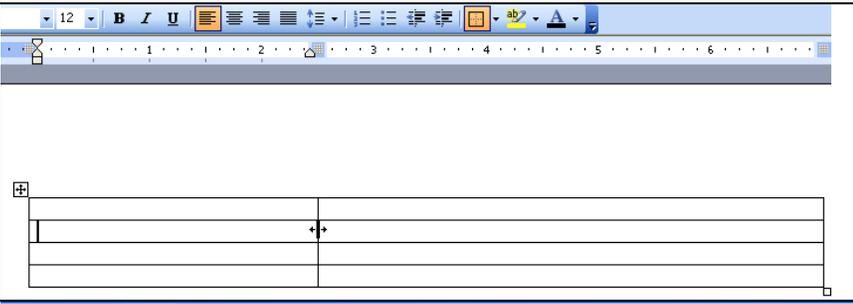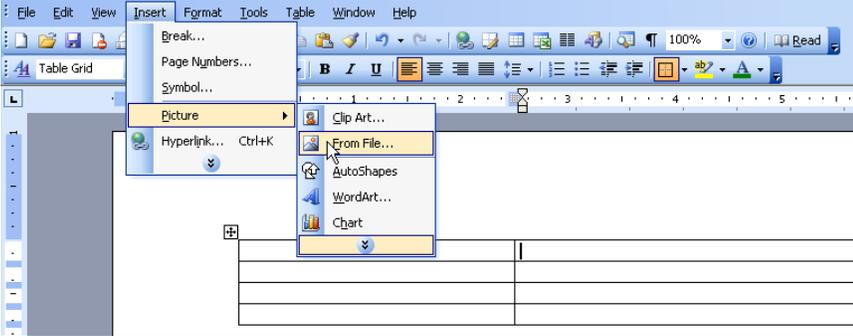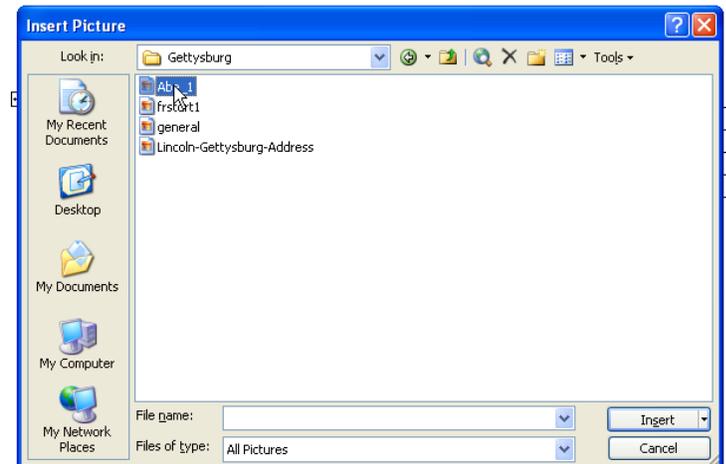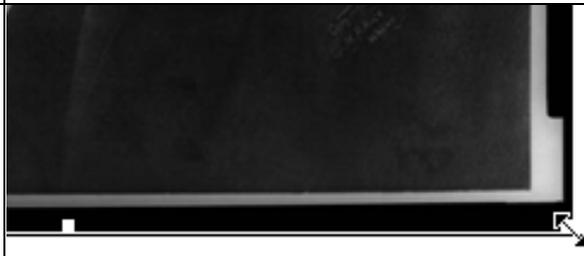|	
7. Hover your cursor over the right border of your table or select it so that you see this symbol:	
8. Left-click and drag the right column table border over until it equals 7 inches on the ruler displayed at the top of the Word screen.	
9. It should now look like this:	
10. Hover the cursor over the right border of the left column and drag it to 2.5 inches on the ruler. This should give you enough space so You can type or paste your text in the left column, and to insert thumbnail images in the right column.	
11. Now you can begin to insert Images into your storyboard. With the cursor on the left corner of the right column, mouse up to "Insert" on the toolbar, left click, and scroll down to "Pictures", left click, and click "From File".	

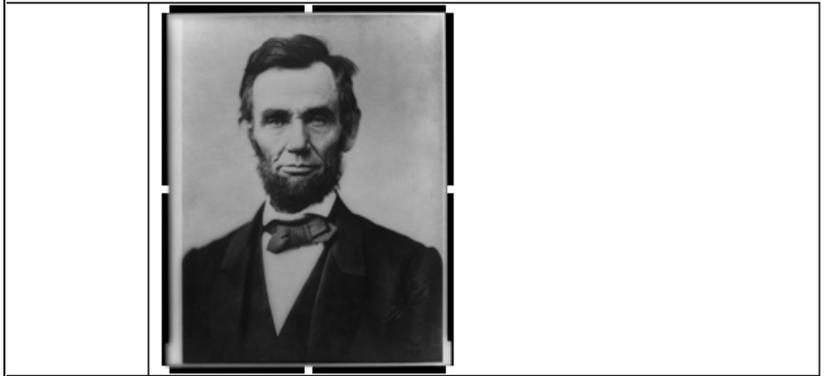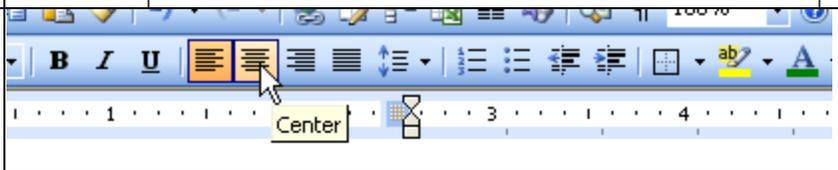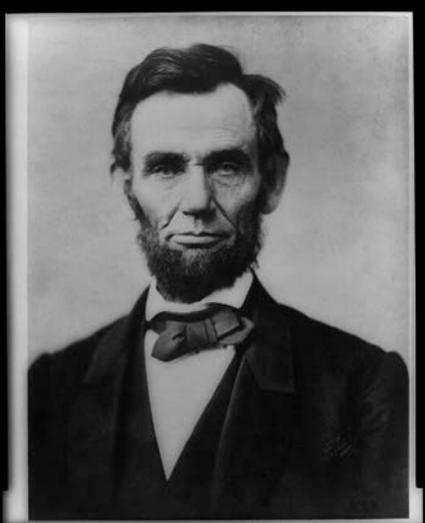|	
12. Browse for the image you would like to use and left click on the name of the image you want to insert.	
13. In this example, the picture is too large for the storyboard, so you would need to decrease its size to a thumbnail version. Click on the picture and use the handlebar in the lower right corner to re-size it so that if fits in the table cell.	
14. Now you will see that the image has been re-sized to a smaller version that fits better.	
15. You can also try centering the image in the cell by clicking on the picture and then clicking on the center button on the toolbar.	

16. Now you are ready to insert pieces of text from your script into your storyboard. This text will go in the left-hand column cell.	Text goes here	
17. Some digital storytellers like to customize the labels for music, narration, titles, effects, etc., by using different colors for each different element of the story.	Music Narration Title slide Motion Interview	

The following example uses the Gettysburg Address digital story to illustrate how the storyboard has been organized.
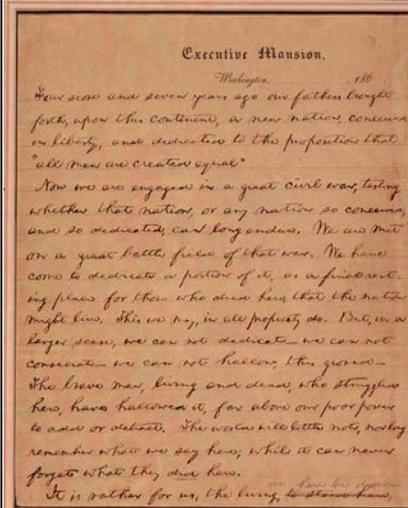
Narration: "Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty…" Title Slide: NONE Music: None		

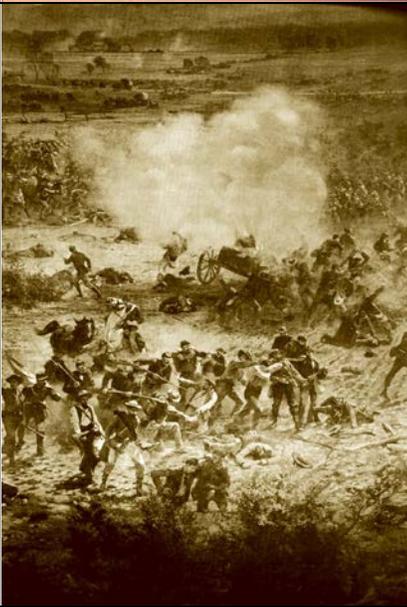|	
Narration: …and dedicated to the proposition that all men are created equal. Title Slide: NONE Music: None Motion: Zoom in to "all men are created equal."	
Narration: Now we are engaged in a great civil war… Motion: Top to bottom Music: None Title Slide: NONE	
Narration: …testing whether that nation or any nation so conceived and so dedicated, can long endure. Motion: Pan from right to left Music: None Title Slide: NONE	