



# STORYBOARDPRO

Toon Boom Storyboard Pro 5.5  
Getting Started Guide

## **Legal Notices**

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# Chapter 1: Introduction

Storyboard Pro is a complete storyboarding software for animated features and TV series, 2D/3D, live action production, video games, or events with advanced features for all your project's needs.

In this Getting Started Guide, you will learn about the main features and basic concepts of Storyboard Pro, which will quickly bring you up to speed. Refer to the complete Toon Boom Storyboard Pro documentation available online at [docs.toonboom.com](https://docs.toonboom.com) to learn about all the tools and options, as well as advanced techniques.



## Chapter 2: How to Create a Project

When you open Storyboard Pro for the first time, two screens are displayed. The first screen provides links for:

- Learning how to use Storyboard Pro.
- Details on what's new in this version of Storyboard Pro.
- Joining the Toon Boom Forum where you can mingle with other Storyboard Pro users, ask questions, and get answers to your questions.



When you close the first Welcome screen, the second one displays. This is where you can create and open projects. However, if a scene is already open, you can display the Welcome Screen by selecting **Help > Show Welcome Screen**.

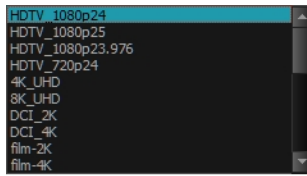


1. Create and name projects
2. Set the project resolution
3. Add or delete a custom project resolution
4. Open projects by browsing
5. Open recent projects
6. Watch Storyboard Pro video tutorials
7. Access the Storyboard Pro documentation

### How to create a project from the Welcome screen

1. In the Project Name field, type the name of the project. This name will appear as the file name.
2. In the Project Directory field, specify the location of your new project.
3. In the Project Title field, type the name of the project title. It is a good idea to use the Project Name for the Project Title. You can also type in the name of the Project Subtitle, but it is not mandatory. These titles will appear on the appropriate pages of PDF exports.
4. In the Camera Size menu, choose the project's resolution.



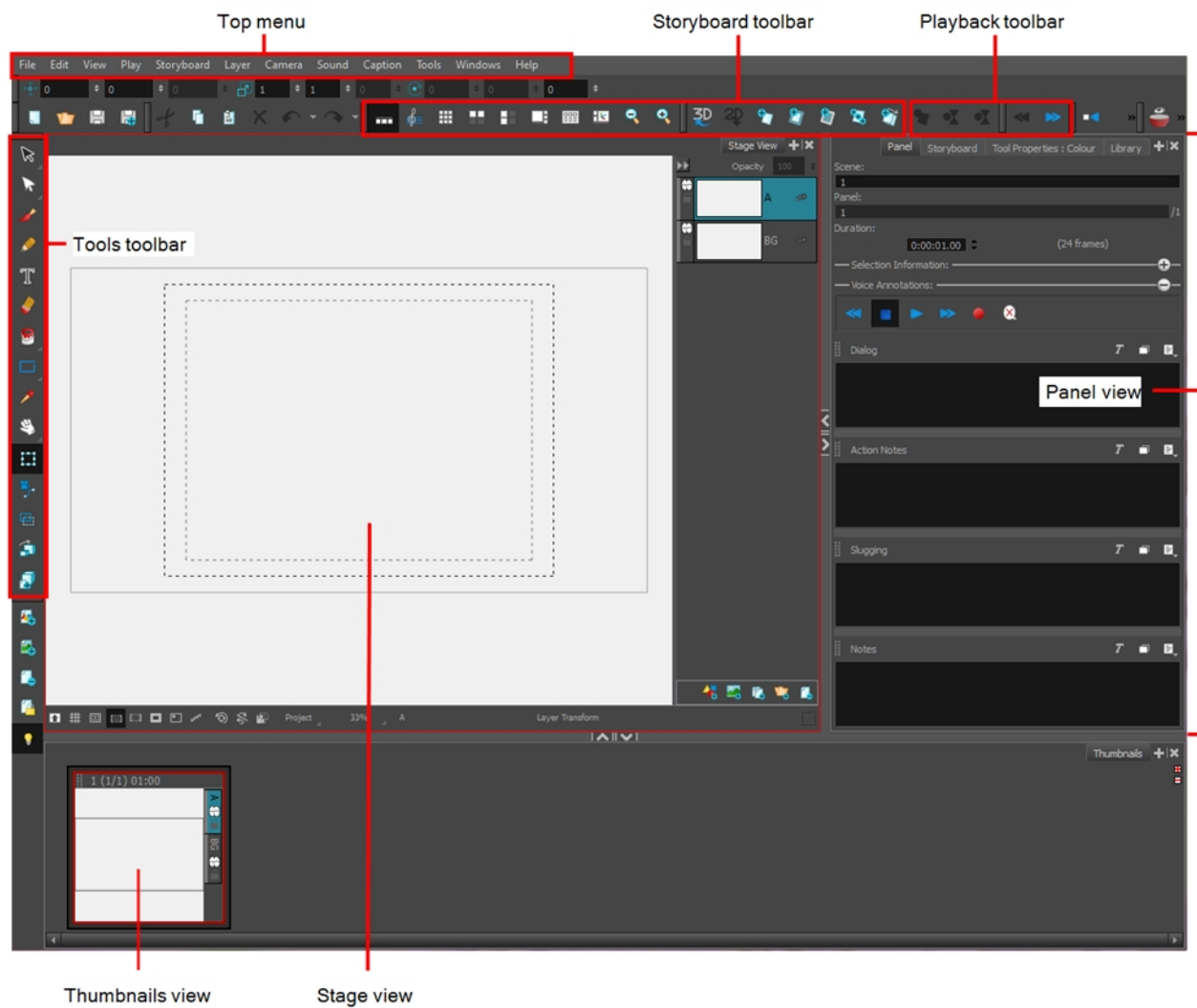


5. Click **Create Project**.



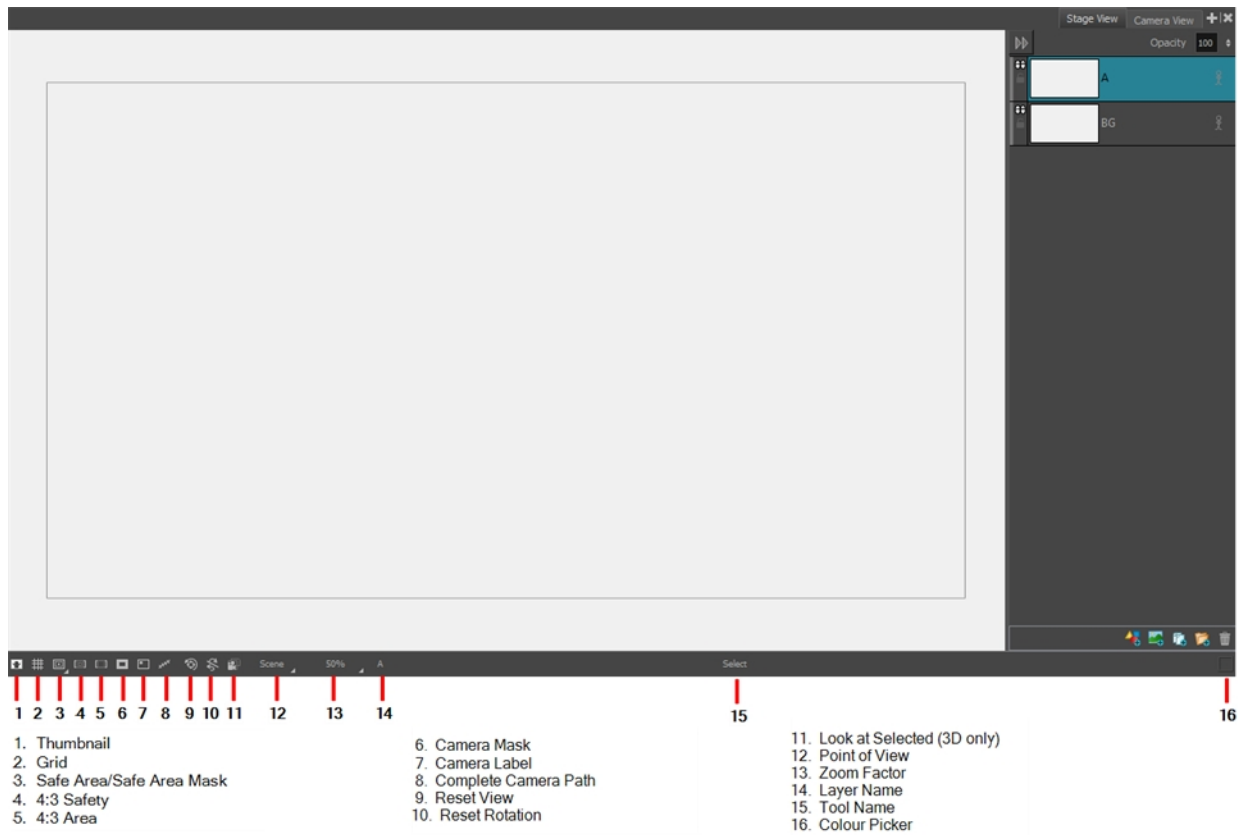
## Chapter 3: Interface

When you start Storyboard Pro for the first time, the default workspace is displayed. It contains all of the main elements you need for storyboarding.



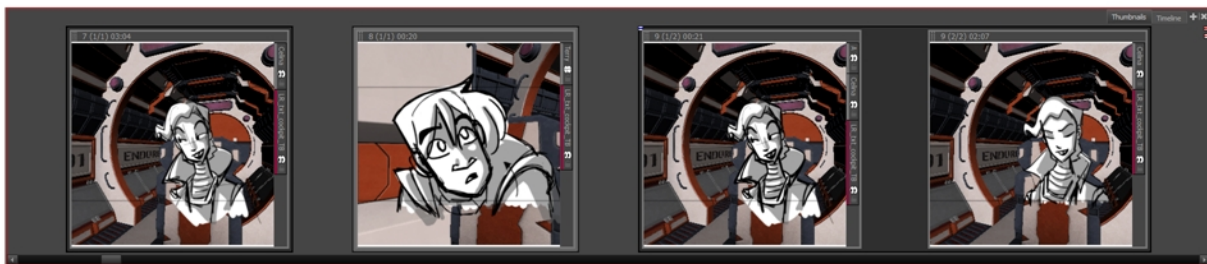
### Stage View

In the Stage view, the perspective is from a fixed point in space, as if standing on the stage looking at the various elements.



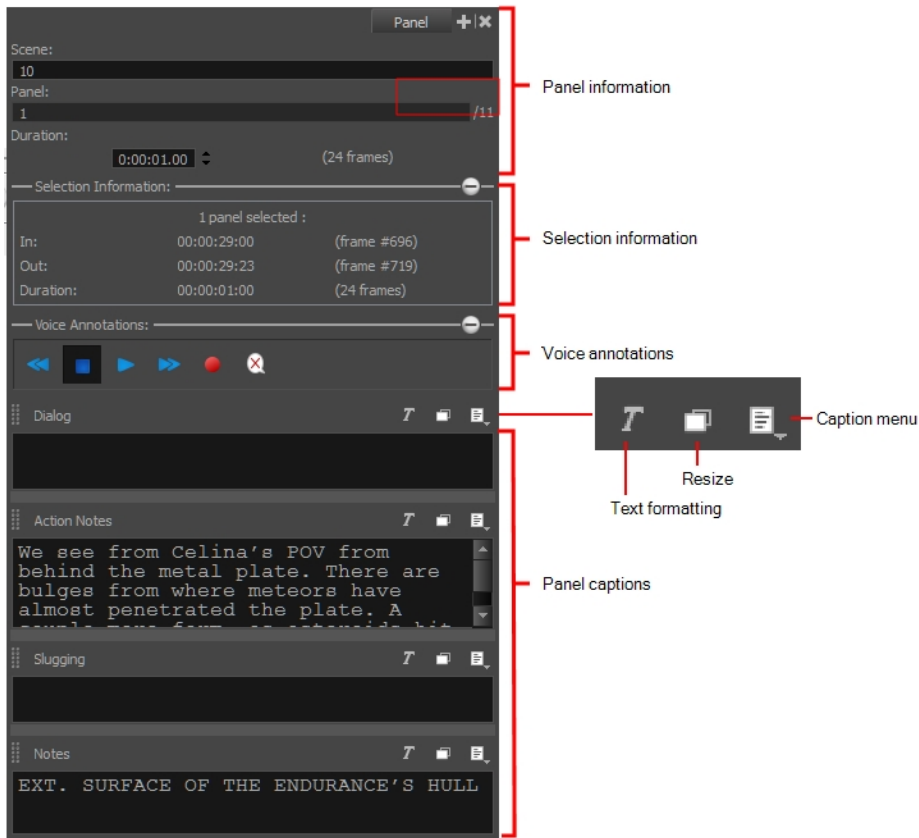
## Thumbnails View

The Thumbnails view displays all the panels in your project in chronological order. Using this view, you can navigate through your storyboard, rearrange panels and scenes, and select a panel to display in the Stage view.



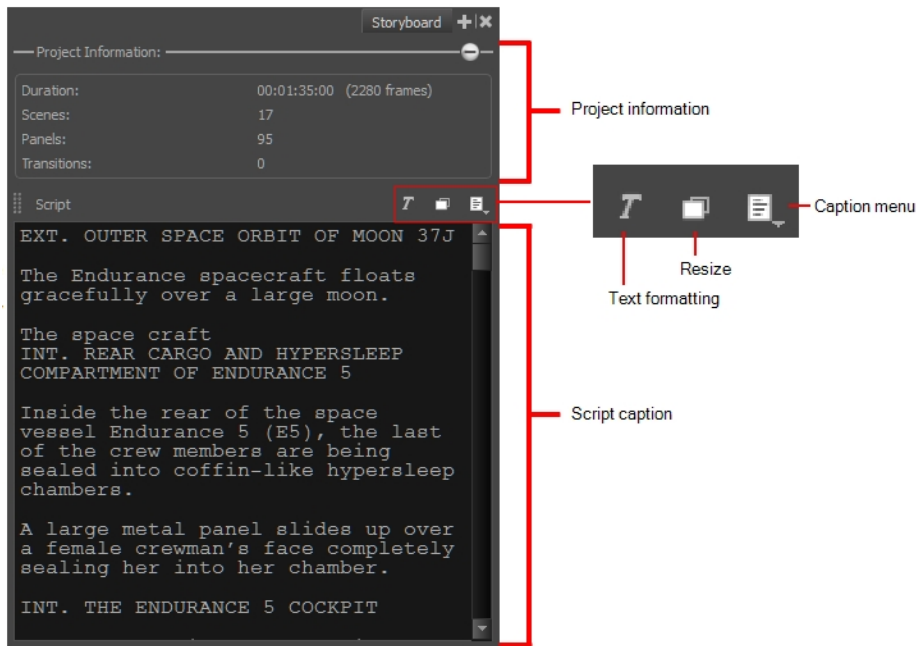
## Panel View

The Panel view displays the different captions related to the current panel, the in, out and duration, and lets you play any voice annotations related to the panel.



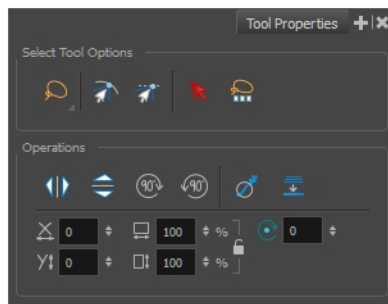
## Storyboard View

The Storyboard view is where you import or type the script. It also displays valuable information about your storyboard project. The Storyboard view is divided into two areas: Project information and Script caption.



## Tool Properties View

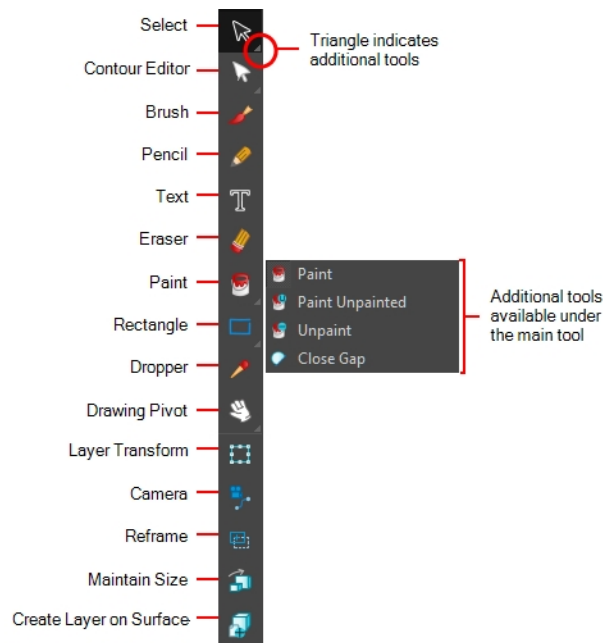
The Tool Properties view contains the most common options and operations related to the currently selected tool. As soon as you select a tool from the Tools toolbar, the Tool Properties view updates to display its properties.



Options and operations related to the Select tool

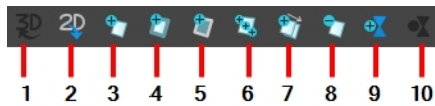
## Tools Toolbar

The Tools toolbar contains all the main tools you need to work in Storyboard Pro. In the default workspace, this toolbar is located on the left-most side of the interface. A small triangle at the lower-right corner of a tool indicates additional tools under the main tool. To access these tools, hold down the left mouse button until the additional tools appear, then select one.



## Storyboard Toolbar

The Storyboard toolbar contains all of the basic commands related to adding and deleting panels, scenes, and transitions, as well as switching between the 2D and 3D workspaces. In the default workspace, this toolbar is located at the top of the interface.



- |                      |                             |
|----------------------|-----------------------------|
| 1. Enable 3D         | 6. Smart Add Panel          |
| 2. Reset Scene to 2D | 7. Duplicate Selected Panel |
| 3. New Panel         | 8. Delete Selected Panels   |
| 4. New Scene         | 9. New Transition           |
| 5. New Sequence      | 10. Delete Transition       |

## Playback Toolbar

The Playback toolbar lets you play back your storyboard. When you create an animatic with transitions and sound, you can play it back in real time in the Stage view to check the timing. In the default workspace, this toolbar is located at the top of the interface.



- |                                   |           |
|-----------------------------------|-----------|
| 1. First Frame                    | 5. Play   |
| 2. Last Frame                     | 6. Loop   |
| 3. Go to First Frame of Selection | 7. Sound  |
| 4. Play Selection                 | 8. Camera |

## Top Menu

The top menus contains most of the commands. Depending on the view you're working in and the element, some commands are available and others not. The top menu is always located at the very top of the interface.

File Edit View Play Storyboard Layer Camera Sound Caption Tools Windows Help

## Navigating the Interface

Toon Boom Storyboard Pro lets you zoom in, zoom out, rotate, pan and reset views for easy navigation of the interface.

The navigation commands in the table below can be used in the following views, with some exceptions:

- Stage
- Camera
- Timeline
- Function Editor
- Side and Top

Command	Action	Access Methods
Zoom In	Zooms in the view.	<b>View &gt; Zoom In</b> Press 2 Roll the mouse wheel up (except in the Timeline view)
Zoom Out	Zooms out the view.	<b>View &gt; Zoom Out</b> Press 1 Roll the mouse wheel down (except in the Timeline view)
Zoom In or Out	Zooms in or out of the view.	Roll the middle mouse button up or down. Hold down the Spacebar and the middle mouse button while dragging the mouse up or down.
Pan	Moves the view horizontally or	Hold down the Spacebar and drag in



	vertically.	the direction you want to pan the view.
Reset Pan	Resets the view's pan to its default position.	<b>View &gt; Reset Pan</b> Press Shift + N
Reset View	Resets the view to its default position.	<b>View &gt; Reset View</b> Press Shift + M
Reset Rotation	Resets the view's rotation to its default position.	<b>View &gt; Reset Rotation</b> Press Shift + X
Reset Zoom	Resets the view's zoom to its default position.	<b>View &gt; Reset Zoom</b> Press Shift + Z
Rotate View	Rotates the view.	Press Ctrl + Alt (Windows/Linux) or Ctrl + ⌘ (macOS) and drag in the direction you want to rotate the view.
Rotate 30 CW	Rotates the Camera view 30 degrees clockwise, like an animation table.	<b>View &gt; Rotate View CW</b>
Rotate 30 CCW	Rotates the Camera view 30 degrees counter-clockwise, like an animation table.	<b>View &gt; Rotate View CCW</b>
Toggle Full Screen	Toggles between making the main application window full screen and restoring it to its original size.	<b>View &gt; Toggle Full Screen</b> Ctrl + Alt + Shift + F (Windows) or ⌘ + Alt + Shift + F (Mac OS X)



# Chapter 4: How to Use Captions

A complete storyboard is not only made of drawing panels, but also includes valuable written directions and information, such as action notes, dialogue, and more. In Storyboard Pro, the editing of these text fields, called captions, is as easy as a drag and drop. You can also reorder, rearrange and modify panels and scenes very easily, without having to go back to the photocopy machine, scissors, and tape!

If your script is in .txt or .rtf file format, you can import it into the Script caption field.

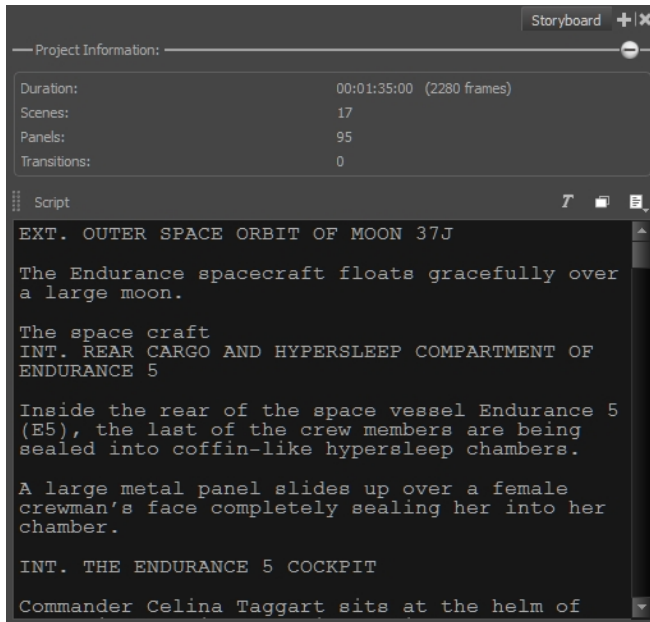
## How to import a script using the Import Caption command

1. In the Storyboard view, click the Caption Menu  button and select **Import Caption**.

The Import Caption browser opens.

2. Select your .txt or .rtf file and click **Open**.

The script appears in the Script caption field.



## How to drag and drop text from an imported script

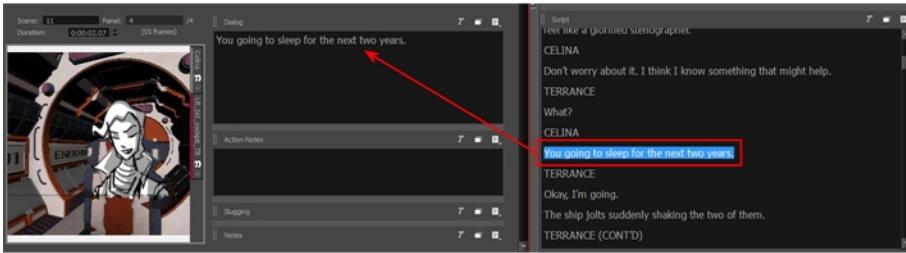
1. (Optional) Switch to the Vertical workspace by selecting **Windows > Workspace > Workspace > Vertical**.
2. In the Thumbnails view, select the panel to which you want to add text to a caption.
3. In the Storyboard view, click the **Storyboard** tab to switch to this view.

If the Storyboard view is not displayed in your workspace, select **Windows > Storyboard**.

4. In the Script caption field, select the text you want to move. Note that the text will be copied when dragged.

**NOTE:** You can drag and drop text from any caption field to another; it does not necessarily have to be from the Script caption.

5. In the Script caption, drag the selected text and drop it in the destination caption of your panel.



6. Repeat this until you have copied all the necessary text into your project's caption fields.
7. If you were using the Vertical workspace, select **Windows > Restore Default Workspace.**

**NOTE:** You can also copy and paste text from external applications such as Microsoft sWord or from a PDF files.

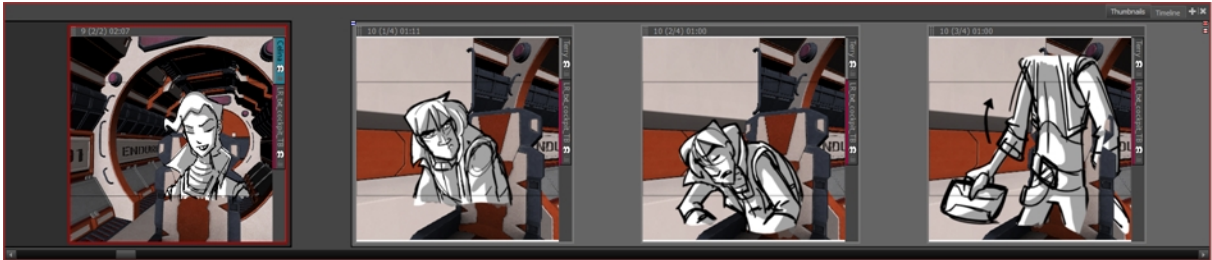
## Chapter 5: How to Add Panels


A panel represents an action. You can use multiple panels whenever you need more than one drawing to clearly express the acting within a scene. It is the white rectangle representing the camera view. By default the current panel will be highlighted in red in the Thumbnails view.

When you create a new panel, it is added after the current panel.

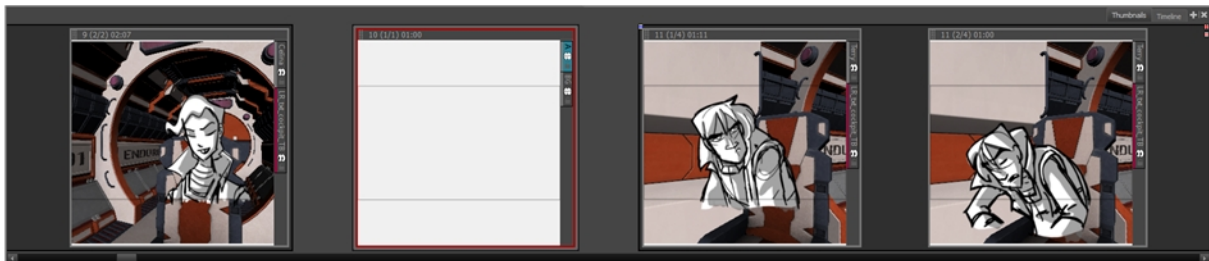
### How to create a new panel

1. In the Thumbnails view, select the panel to which you want to add a panel.



2. Do one of the following:
  - In the Storyboard toolbar, click the New Panel  button.
  - Select **Storyboard > New > New Panel**.
  - Press P.


A new panel is added to the storyboard and is part of the same scene as the current panel.



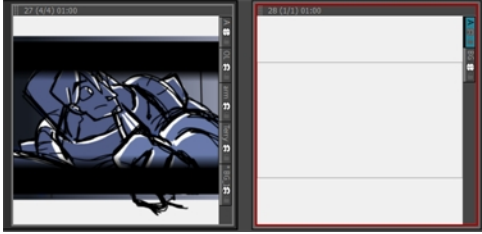
## Creating Scenes

A scene is composed of one or several panels. In animation, whenever the camera angle changes, you should create a new scene. In live action, this is called a shot. In other words, if your action goes from a mid shot to a close shot, each of these shot should be a different scene. By default, a grey rectangle connects the different panels of a scene together.

## How to create a scene

1. Do one of the following:
  - ▶ In the Storyboard toolbar, click the New Scene  button.
  - ▶ Select **Storyboard > New > New Scene**.


A new scene, containing one blank panel, is added after the current scene.

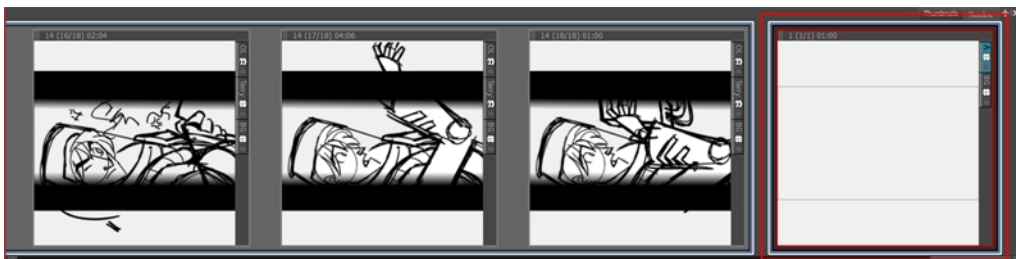


## Creating Sequences

By default, when you start building a storyboard, the scenes you create are not part of a sequence. If you want to start adding sequences to your project, you must use the New Sequence button for every new scene beginning a new sequence. This will add a new scene to your project and show the sequence markers in the Thumbnails and Timeline views.

## How to create a new sequence

1. Do one of the following:
  - ▶ In the Storyboard toolbar, click the New Sequence  button.
  - ▶ Select **Storyboard > New > New Sequence**.

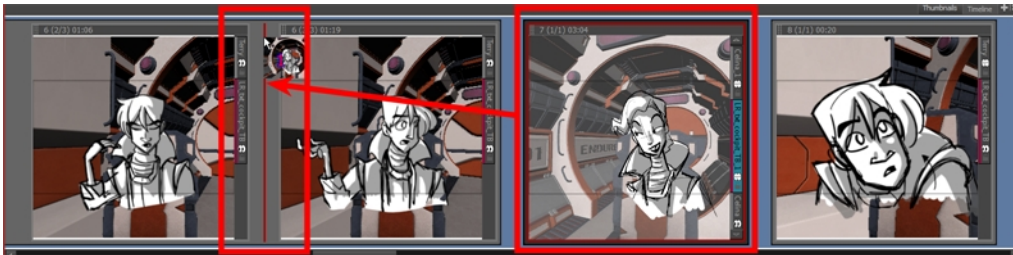
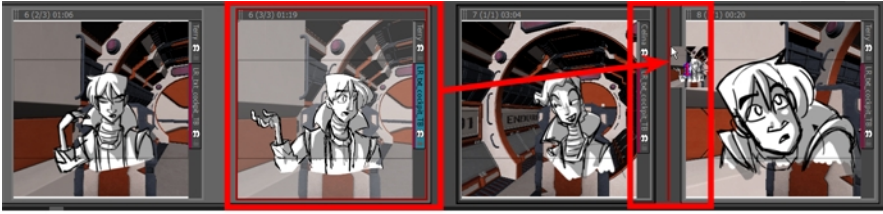


A new scene is added to your project and is now the starting point of a new sequence. If this is the first sequence you add to a project, all scenes prior to it will be combined as a sequence as well. The sequence markers will also become visible in both the Thumbnails and Timeline views.

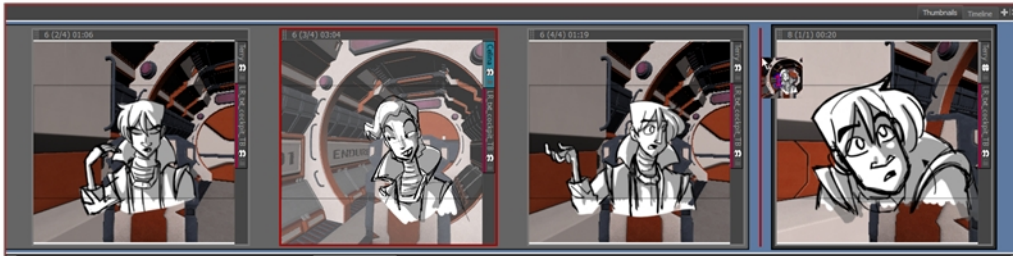
## Reordering Panels

You can reorder selected panels by dragging and dropping them where you see a straight blue line. You can drop the panels between two scenes or in the middle of a scene. Dropping a panel in the middle of a scene will include it in the scene; it will not split it.

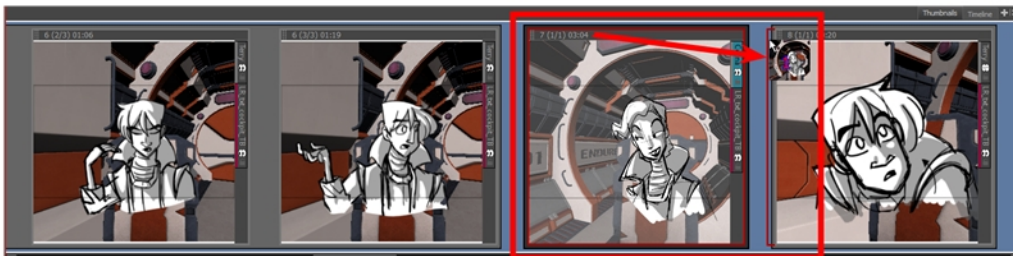
If you select more than one panel to move, you can drag them by clicking the current panel in the selection. Clicking any other panel in the selection will deselect the other panels.



You can remove selected panels from a scene. Just drag and drop the panels between two scenes when you see a straight red line appear.



You can join selected panels with another scene. Just drag the panel onto the edge of the scene you want it to attach to, and drop it when you see a right-facing or left-facing bracket appear.







# Chapter 6: How to Use Layers

There are several types of layers available depending on the type of graphics and artwork you are aiming to achieve: bitmap or vector.

**Bitmap Layers:** Allow you to use bitmap graphics which are made of pixels on a grid that resemble tiny dots, which altogether make up the drawing you are creating or artwork you are importing. Bitmap graphics impart a more natural and soft look to your work. The colour is defined on a pixel-by-pixel basis.

**Vector Layers:** Allow you to create 2D graphics that are made of many individual, scalable objects. Each object is created by a mathematical equation rather than pixels, so they always display at the highest quality. Because they are scalable, vector objects are resolution independent. You can increase and decrease the size of vector objects and your lines remain crisp and sharp, which is ideal for cartoons! On vector layers, the colour is defined for the whole stroke.

Vector objects consist of lines, curves, and shapes you can edit and transform using their control handles. Vector graphics are not restricted to rectangular shapes like bitmap graphics. You can place vector objects over other objects, and the object below will show through.



**3D Layers:** Allow you to manipulate imported 3D objects (.fbx). After importing 3D object into the Library, you can add it the Layers list to automatically create a 3D layer.

**Group Layers:** Allow to group multiple layers that can consist of vector, bitmap and 3D layers.

## Adding Layers

You can add an unlimited number of layers to a panel.

### How to add a layer to a panel

1. In the Thumbnails view, select the panel to which you want to add a new layer.
2. Do one of the following:
  - Select **Layer > New > Vector Layer** or **New Bitmap Layer**.
  - Click the Add Vector Layer  or Add Bitmap Layer  button in one of these areas: Layers toolbar, Layers list in the Stage view, or Layers panel.

## Deleting Layers

You can delete layers you no longer need. This keeps your project clean and tidy.

### How to delete a layer from a panel

1. In the Thumbnails view, select a layer.
2. Do one of the following:

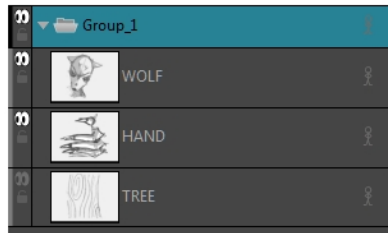
- Select **Layer > Delete Layers**.

## Showing and Hiding Layers

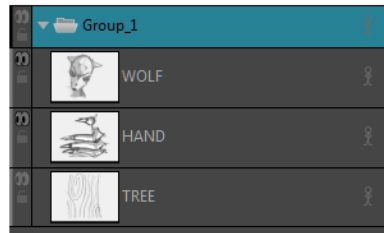
Working with many layers, it may be useful to hide certain layers.



You can also show or hide group layers. When you do so, all of its sub-layers are shown or hidden, and the state of the Show/Hide icon on each sub-layer is respected. For example, if you hide a group layer that contains one hidden layer and two visible layers, all of the layers in the group are hidden. When you show the group layer, it will once again show one hidden and two visible layers because the visibility state of each layer is retained.



Group layer is visible. Two of its sub-layers are visible and one is hidden.

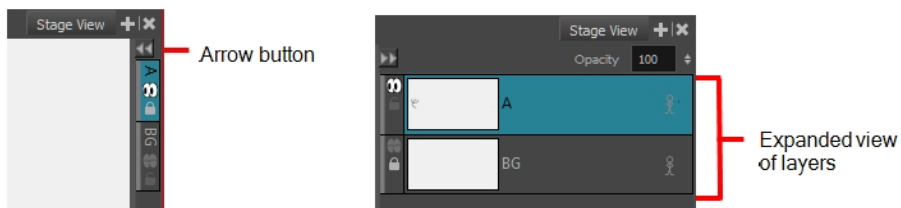


Group layer and all of its sub-layers are hidden. The visibility state (shown or hidden) of each sub-layer is retained.

**NOTE:** When merging layers, hidden layers will be excluded and left unmerged.


### How to view layers in the Stage view

- In the Stage view, click the arrow button to expand the Layers list.



### How to show or hide a layer

1. Do one of the following:
  - In the Stage or Layers view, select a layer.

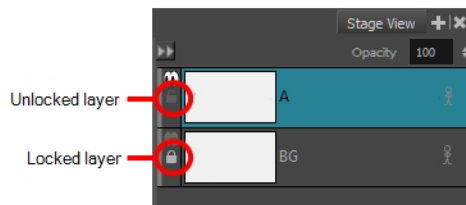
- ▶ In the Thumbnails view, click the tab of a layer.
2. Do one of the following:
    - ▶ Click the Show/Hide Layer  icon.
    - ▶ Select **Layer > Show/Hide Layers**.

## Locking and Unlocking Layers

You can lock a selected layer to protect any objects on it from being changed. Once locked, you can unlock the layer to make changes to any objects on it.

### How to lock or unlock a layer

1. Select a layer.
2. Do one of the following:
  - ▶ Click the Lock icon of a layer.





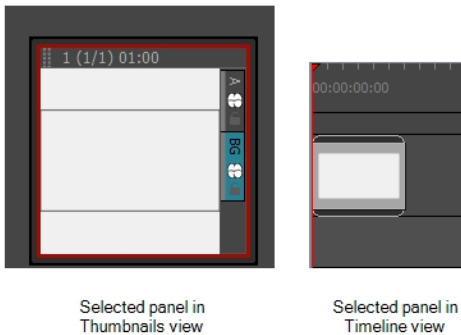
# Chapter 7: How to Draw


Once you start Storyboard Pro, you can start to draw in the currently selected panel and layer. But first, you must decide on the style of drawing you are trying to achieve, and therefore, the type of layer you will be using: vector or bitmap. Whichever you decide upon, the associated tools become available for that type of layer.

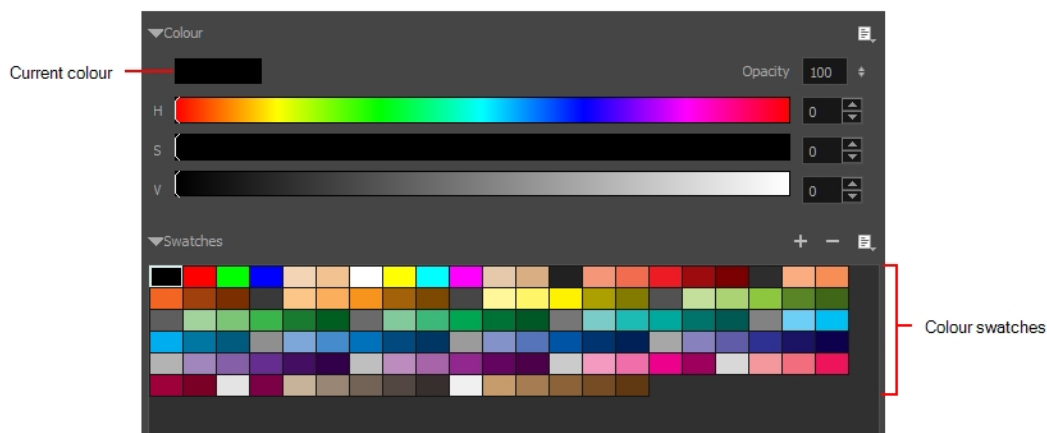
These are the general steps to start drawing in Storyboard Pro.

## How to draw

1. In the Timeline or Thumbnails view, click a panel.



2. Select a vector or bitmap layer on which to draw.
3. In the Tools toolbar, select the Brush  tool or press Alt + B.
4. In the Stage view, start drawing.
5. You can change the current colour by adjusting the sliders in the Colour view, or click a colour swatch to use that colour.



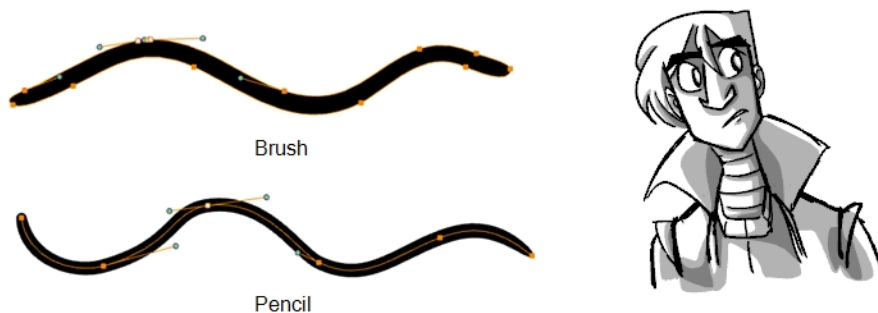
## Drawing on a Vector Layer

Vector layers allow you to create 2D graphics that are made of many individual, scalable objects. Each object is created by a mathematical equation rather than pixels, so they always display at the highest quality. Because they are scalable, vector objects are resolution independent. You can increase and decrease the size of vector objects and your lines remain crisp and sharp, which is ideal for cartoons! On vector layers, the colour is defined for the whole stroke.

You can place vector objects on top of other vector objects, but each object will still be able to be manipulated independently.

When drawing on a vector layer, you will be using a brush, pencil, or textured brush.

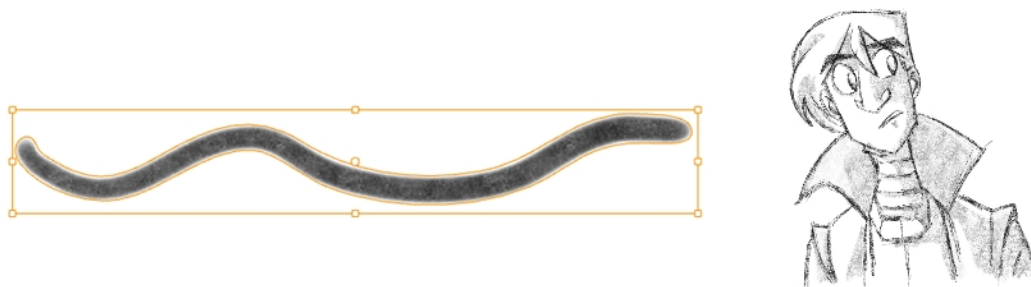
### Using a Vector Brush or Pencil



Vector strokes produce files that are very light, and are ideal for long projects because you do not have to compromise on efficiency during playback. Also, you can modify the shape of the lines after you draw them using the Contour Editor or Perspective tool. The strokes are stored as separate lines until the drawing is flattened.

- **Advantage:** File sizes are light.
- **Disadvantage:** Cannot get natural media-style textured drawings.
- **Recommended Use:** For clean drawings, sketchy vector drawings, drawings you want to reuse from different distances (close, mid, far).

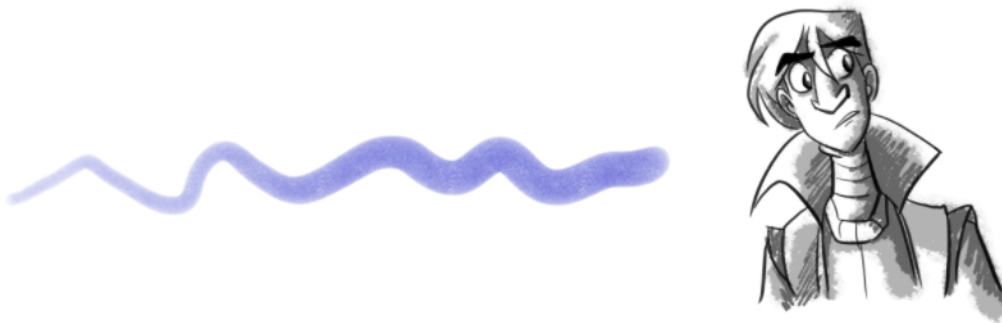
### Using a Textured Brush



Textured brushes allow you to create lines that feel more like natural media, like working with a pencil on paper for example. With this kind of stroke, you can still move the strokes around after you draw them. You cannot, use the Contour Editor or Perspective tool on this kind of line.

- **Advantage:** You can get a natural media feel, and still have the ability to modify the position of lines after you draw them.
- **Disadvantage:** File sizes can get heavy. Although some strokes can be flattened, they cannot be flattened when you use different colours. Also, you can only have one colour/shade applied for the entire length of the line.
- **Recommended Use:** For textured drawings in which you can adjust the position of the lines later.

## Drawing on a Bitmap Layer



Bitmap layers allow you to create 2D graphics. The bitmap lines you create are composed of pixels on a grid that resemble tiny dots, which altogether make up the drawing you are creating or artwork you are importing. Bitmap graphics impart a more natural and soft look to your work. The colour is defined on a pixel-by-pixel basis.

Drawing on a bitmap layer is similar to drawing with a bitmap tool in Photoshop or Painter. You can select and move bitmap strokes. However, layering strokes on top of each other will merge (flatten) them. Instead of drawing lines, you are laying down the individual pixels. This gives you finer control over the brush itself, as well as the shading and colour of the drawing. However, the strokes cannot be edited with the Contour Editor or Perspective tool. It is more efficient for storing texture information than a textured brush on a vector layer, so if you are creating drawings with a lot of texture, this may be a better option.

- **Advantage:** File sizes are not as heavy as when you use textured brushes on a vector layer, since each stroke does not have to be remembered individually. Also, you have full artistic control over the style of the drawing.
- **Disadvantage:** You cannot modify the lines after you draw them. Simply draw and erase, like you would on paper. Also, it can be difficult to reuse the drawing at multiple distances.
- **Recommended Use:** When creating drawings with a lot of texture, for a natural media feel. Particularly when you want a wide variety in colour and shading, this is where you will see the real advantage.






# Chapter 8: How to Paint

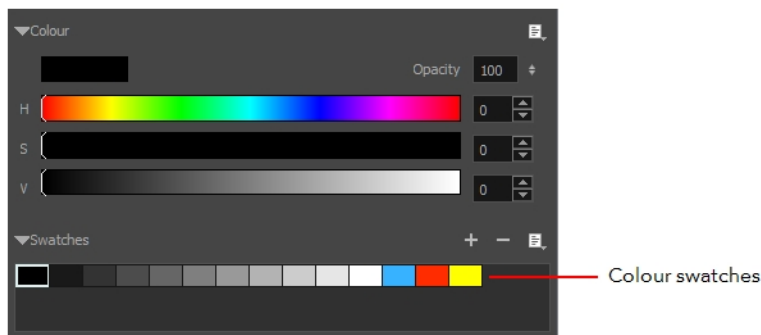
To paint drawings and select colours, you will be using the Colour view located at the bottom of the Tool Properties view. The Current Colour swatch at the top-left corner indicates the current colour. You can modify the current colour and opacity using the sliders beneath, or double-click the Current Colour swatch to open the Colour Picker for more possibilities.

If you are going to frequently use a colour, you can save this colour for reuse by creating a colour swatch out of it.



## How to paint a drawing

1. Do one of the following:
  - In the Tools toolbar, select the Paint  tool.
  - Select **Tools > Paint**.
  - Press Alt+l.
2. In the Tool Properties & Colour view, select a colour by clicking a colour swatch.



3. In the Stage view, start painting on your drawing by clicking the area to be painted. Note that the area to be painted must be closed. You can either click to paint a zone or trace a lasso or marquee selection to paint several zones at the same time.



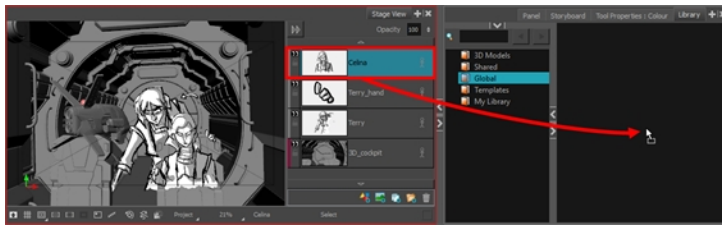
# Chapter 9: How to Create Templates

A template is a copy (instance) of the artwork stored in the library which you can reuse in different scenes. Once a template is stored in the library, you can access it from any project, as many times as needed.

You can create a template from the Stage or Thumbnails view.

## How to create a template from one or several layers using the Stage or Camera view

1. In the Library view, select a folder in which you want to store your template.
2. In the Layer panel of the Stage or Camera view, drag and drop the layer you want to create a template from into the right panel of the Library view.

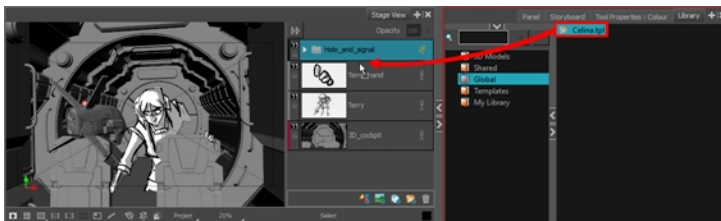


3. In the Rename dialog box, enter the name for your new template.


**NOTE:** You can also rename a template after it is created by right-clicking on it and selecting **Rename**.

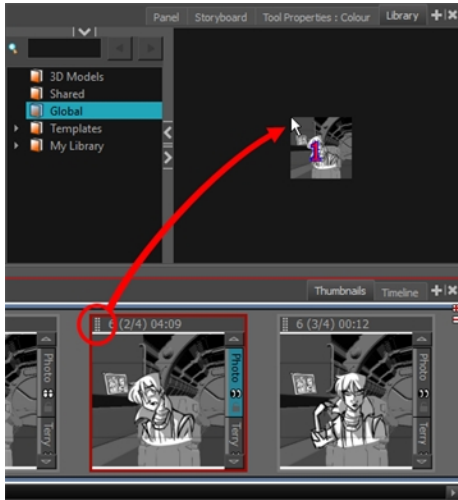
## How to import a template in the Stage or Camera view

1. In the Thumbnails view, select the panel in which you want to insert the template.
2. In the Library view, select the template you want to insert.
3. Drag the selected template to the Stage or Camera view.
  - To insert it between two specific layers, drop it between those layers in the Layer panel of the Stage or Camera view.
  - If you want to insert it over all the other layers, you can drop it directly into the Stage or Camera view.



## How to create a template from the Thumbnails view

1. In the Library view, select a folder in which you want to store your template.
2. In the Thumbnails view, click and drag on the drag and drop handle  of the selected panel, then drop it into the right pane of the Library view.

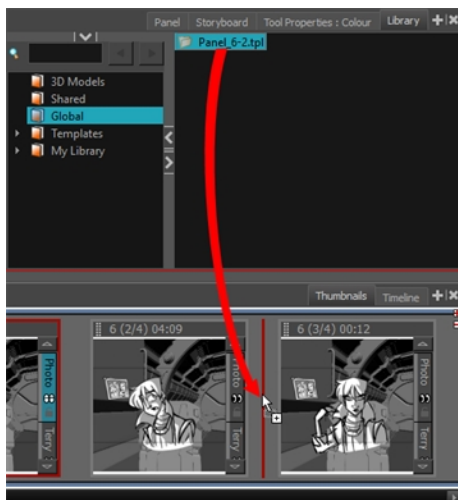


3. In the Rename dialog box, type a name for your new template.

**NOTE:** You can also rename a template after it is created by right-clicking on it and selecting **Rename**.

## How to insert a panel template between two panels in the Thumbnails view

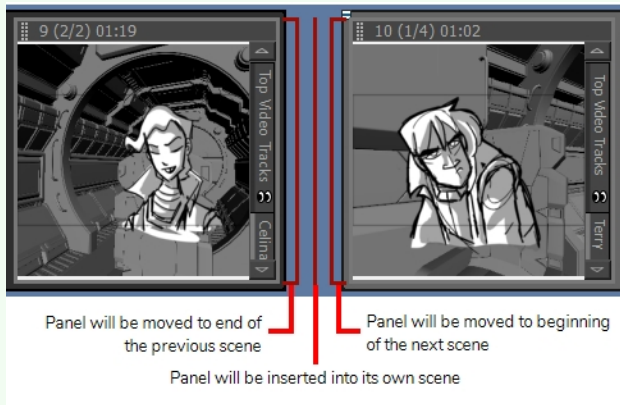
1. In the Library view, select the template you want to import.
2. Drag and drop the selected template into the Thumbnails view, between the two panels where you want it to be inserted.



The panel in the template is added to the storyboard, inserted between the two other panels.

#### NOTES

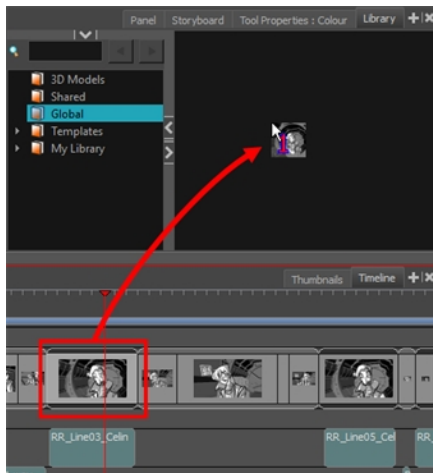
- If you are inserting the template between two scenes, you are able to choose whether the panel will be attached to the previous scene or the next scene, or whether it will be inserted into its own scene. This will depend on how close to either scene or to the gap between them you drop the template. As you move the panel around in the gap, a red line will indicate where the panel will end up.



- You can also drop a template over a panel's thumbnail to add its layers to that panel.

#### How to create a template from the Timeline view

1. In the Library view, select a folder in which you want to store your template.
2. In the Timeline view, select a panel and drag it into the right pane of the Library view.

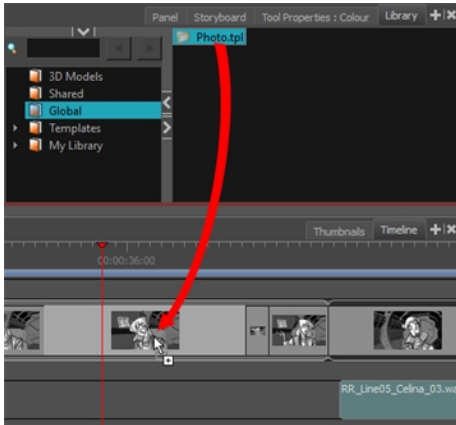


3. In the Rename dialog box, type a name for your new template.

**NOTE:** You can also rename a template after it is created by right-clicking on it and selecting **Rename**.

## How to import a template in the Timeline view

1. In the Library view, select the template you want to import.
2. Drag the selected template into the Timeline view, over the panel in which you want it to be inserted.



The template's layers are added to that panel's layers.

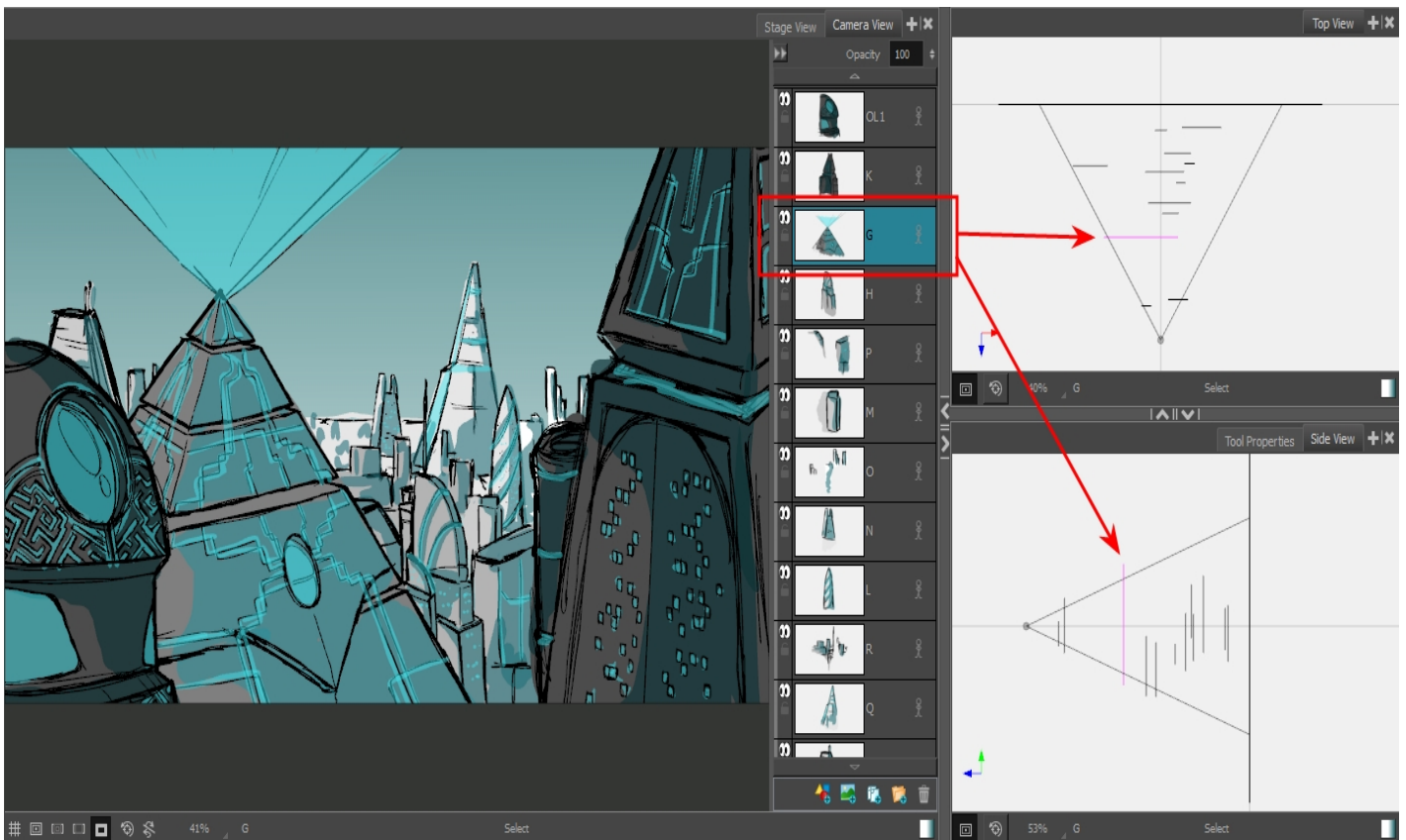
## Chapter 10: How to Work in the 3D Space

Storyboard Pro brings your animation into the third dimension by letting you import 3D objects into your project. You can place, manipulate, and modify 3D objects and add new depth to your storytelling.

### Viewing Objects from the Top and Side

The Top and Side views are representations of your scene's space viewed from the top and side. The views also display the viewing area that the camera can see.

When you move an element along the Z-axis, notice that it seems the object becomes smaller or larger. This is because of the perspective effect. That is, the elements closer to the camera appear larger and elements that are farther away, appear smaller. Because of this, you may need to resize elements once they are positioned.



Each element in this scene is located in a different position in 3D space, which you can clearly see in the Top and Side views.

The Stage view displays the north/south (NS), east/west (EW) and front/back (FB) offset positions, but you can use the Side and Top views to reposition elements:

- **Top View:** Displays the EW and FB positions.
- **Side View:** Displays the NS and FB positions.

Changing an element's position affects all of its contents.

Because these are 2D layers in your scene, they appear as lines in the Top and Side views (since you are viewing them from their sides). When you import 3D objects, you will see the full 3D object in the Top and Side views.

### How to display the Top and Side views


- ▶ In the Panel view, click the Add View  button and select **Side View** or **Top View**.

## Converting a Scene to 3D

By default, newly created scenes are set to the 2D mode, so your project is not encumbered with unnecessary features if you plan to work in 2D for more than a few scenes. You can convert a scene to 3D, so you can move and rotate 2D and 3D layers in 3D space. This means that even if you do not have any 3D objects in your scene, you can still move 2D objects along the Z-axis to create a multiplane effect. A 3D scene will also allow a camera to be moved in 3D space using the Camera tool.

**NOTE:** Converting a scene to 3D applies only to the selected scene, not the entire project.

### How to enable the 3D option


1. In the Thumbnails view, select the scene you want to convert to 3D.
2. Do one of the following:
  - ▶ In the Storyboard toolbar, click the Enable 3D  button.
  - ▶ Select **Storyboard > Enable 3D for Current Scene**.

## Resetting a Scene to 2D

Storyboard Pro lets you reset your scene to 2D. When you do so, the following happens:

- Imported 3D models are removed.
- 3D camera moves are removed.
- 2D layers that have been moved and rotated in 3D are be set back to 2D, removing those transformations.

### How to reset a scene to 2D

1. Do one of the following:
  - ▶ In the Storyboard toolbar, click the Reset Scene to 2D  button.
  - ▶ Select **Storyboard > Reset Scene to 2D**.



## Importing 3D Objects to the Library

You can integrate 3D models to your project by importing them to your library, then dragging and dropping them into your panels where needed. Each Storyboard Pro project has its own 3D models library. Since each instance of the model is sourced from your project's library, Storyboard Pro does not have to store a copy of your model for each panel that uses it.

Storyboard Pro supports the following types of 3D models:

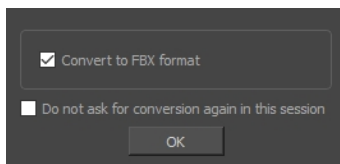
- Filmbox (.fbx)
- 3DS Max (.3ds)
- Wavefront OBJ (.obj)
- Allembic (.abc)
- Collada (.dae)

It is recommended to use the Filmbox (.fbx) format, as it can be packaged with textures embedded in the model.

### How to import a 3D object into the Library

1. In the Library view, right-click on the 3D Models library folder, then select **Import Files**.
2. In the file browser, locate and select your 3D model, then click on **Open**.

The following prompt appears.



If you want, you can choose to import your model in its original format. Converting it to FBX will however make sure its textures are consolidated with the model in your project.

3. Click on **OK**.

The selected model appears in the 3D Models folder of the Library view.

4. Drag and drop the 3D model from the Library view to the Stage or Camera view:
  - To insert it between two specific layers, drop it between those layers in the Layer panel of the Stage or Camera view.
  - If you want to insert it over all the other layers, you can drop it directly in the Stage or Camera view.


The 3D model is inserted into your panel, in its original size, in the centre of the stage. A layer for the 3D model is added to the layer list.

**NOTE:** If you delete a 3D model from the 3D Models folder of the Library, every instance of the model used in the project will be deleted at once. A warning message will prompt you to confirm or cancel the action.

## Positioning 2D Elements in 3D Space

You can manipulate a single 2D object in 3D space. You can also stagger multiple 2D objects along the Z-axis to make a multiplane or rotate planes to build open-faced rooms

### How to position a 2D element in 3D space

1. From the Library view, drag one or more elements into your scene. By default, the elements appear in the NS/EW/FB offset position of zero in the 3D space.
2. From the Tools toolbar, click the Layer Transform  button.
3. From the Stage view, select an element in your scene.

A bounding box appears around the element and the layer appears highlighted in purple in the Top and Side views.

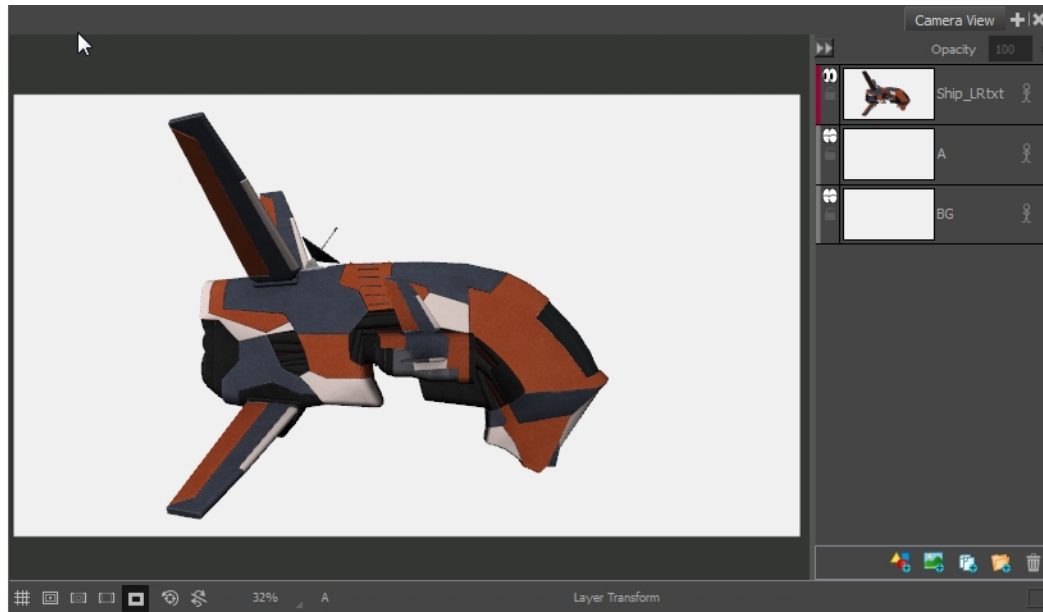
4. Move the object and place it in the desired place in the 3D space. Use the view that will allow you to move the element to the right position:
  - ▶ **Stage View:** Changes the EW and NS positions.
  - ▶ **Top View:** Changes the EW and FB positions.
  - ▶ **Side View:** Changes the NS and FB positions.

As you drag the element around in 3D space, the position of the element automatically changes in the other views.

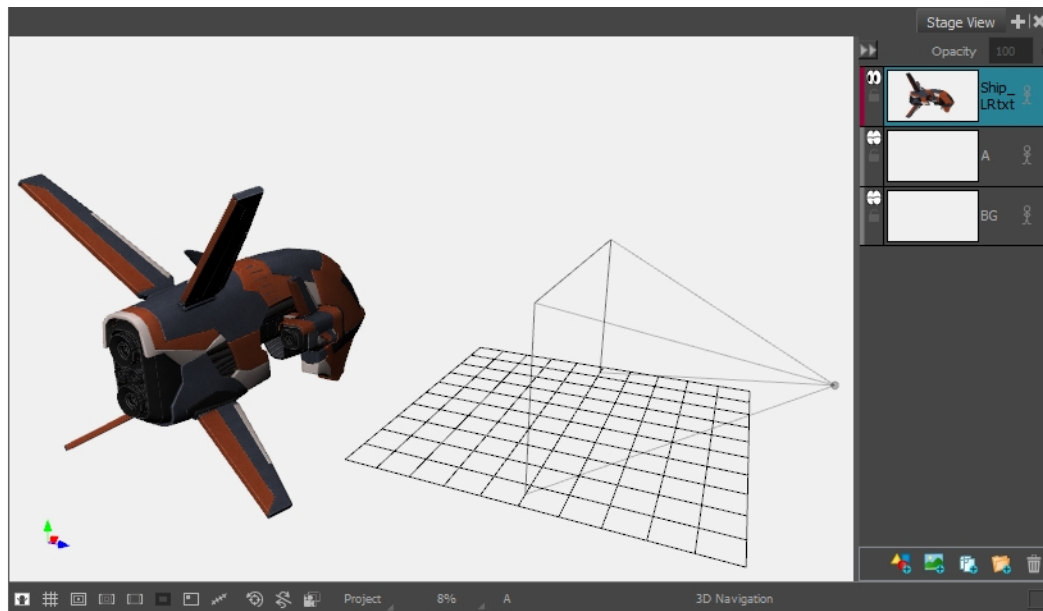
## Previewing the Panel with the Camera View

In the Stage view, the perspective is from a fixed point in space, as if were standing on the stage looking at the various elements.

If you switch to the Camera view to preview the scene, the perspective is from the camera lens, so you can see exactly what the camera captures as it moves from one keyframe to another.



The Camera view displays the current frame from the point of view of the camera. Because the camera at the first keyframe is facing the spaceship, you see the side face of the ship.



Because the perspective in the Stage view is locked at the default position, it displays the objects from that perspective. The ship in this example is in the same position as above, but from the Stage view perspective; its angle is different.

Therefore, if you make changes to the camera position, especially if you change the camera's focus, use the Camera view to preview the camera move accurately.

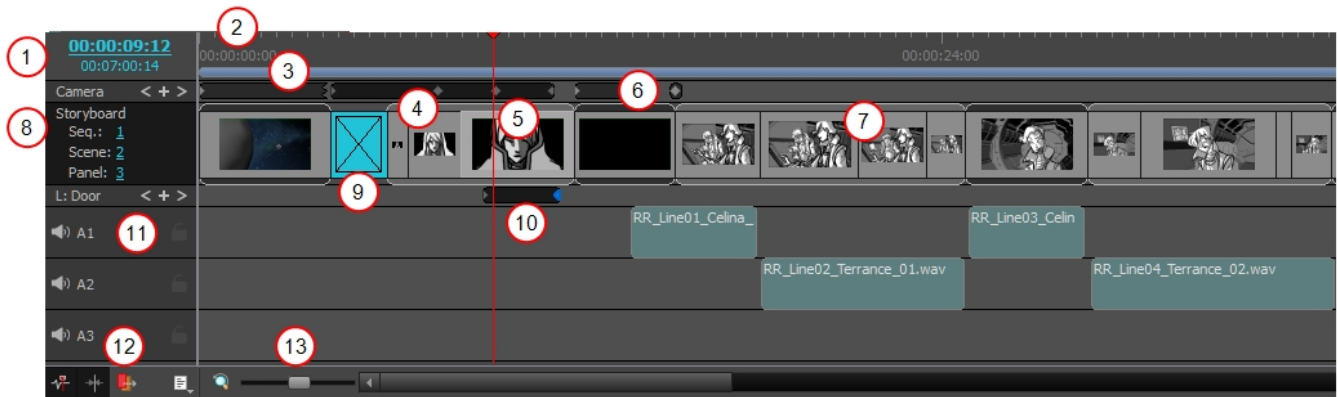


# Chapter 11: How to Create an Animatic

An animatic is the next step in the storyboarding process which involves adding sound, camera movements, animation, and scene transitions. Storyboard Pro has all the tools necessary to synchronize your storyboard with sound, add camera and layer movements, and transitions before you export to the final video format.

## About the Timeline View

The Timeline view is where you assemble the timing of a scene's visuals and sounds. You can add sound track layers, as well as edit audio files imported into the sound tracks. You can also add transitions and control the playback of a selected panel or the entire storyboard from this view.



1	The current timecode (playhead position) is displayed in the top-left corner of the Timeline view. The total duration of the project is displayed the current timecode.
2	The names and beginnings of the different acts are indicated by small flags at the top of the Timeline view.
3	Sequences are displayed as blue bars.
4	Scenes are represented by grey frames at the top and bottom of the panels.
5	Each panel displays a thumbnail.
6	Camera movements are displayed as black bars in the Camera track and keyframes as blue diamonds (when selected).
7	The audio blocks appear below the scenes.

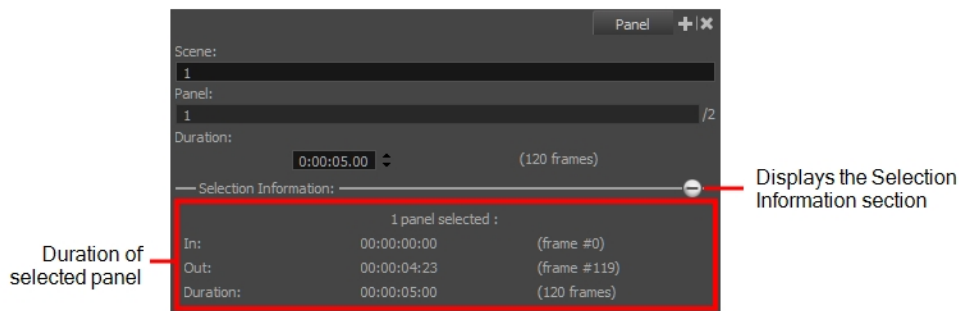
8	The current sequence, scene, and panel names are displayed at the beginning of the panel row.
9	Transitions are displayed as blue rectangles between scenes.
10	Layer movements are displayed as black bars in the Layer track and keyframes as blue diamonds (when selected).
11	The soundtrack names and Mute and Lock icons are displayed at the beginning of the audio rows.
12	Sound options are available for manipulating the audio.
13	The Zoom tool increases or reduces the width of the frames in the Timeline view.

### How to access the Timeline view

- Do one of the following:
  - In a view area, click the Add View **+** button and select **Timeline**.
  - Select **Windows > Timeline**.

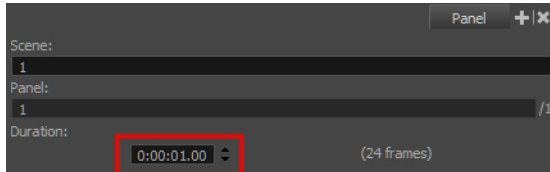
## Setting the Panel Duration

An accurate way of setting the duration of a panel is to use the Panel view, which will display, among other things, the exact timecode information for the selected panel. You can also use the Add Frame to Panel and Remove Frame from Panel commands, in the Storyboard Pro menu, to adjust the length of the selected panel frame by frame.



## How to set the panel duration in the Panel view

1. In the Timeline or Thumbnails view, select a panel.
2. In the Duration field of the Panel view, lengthen or shorten the selected panel by using the up and down arrows or type in a value.




## Animating Layers

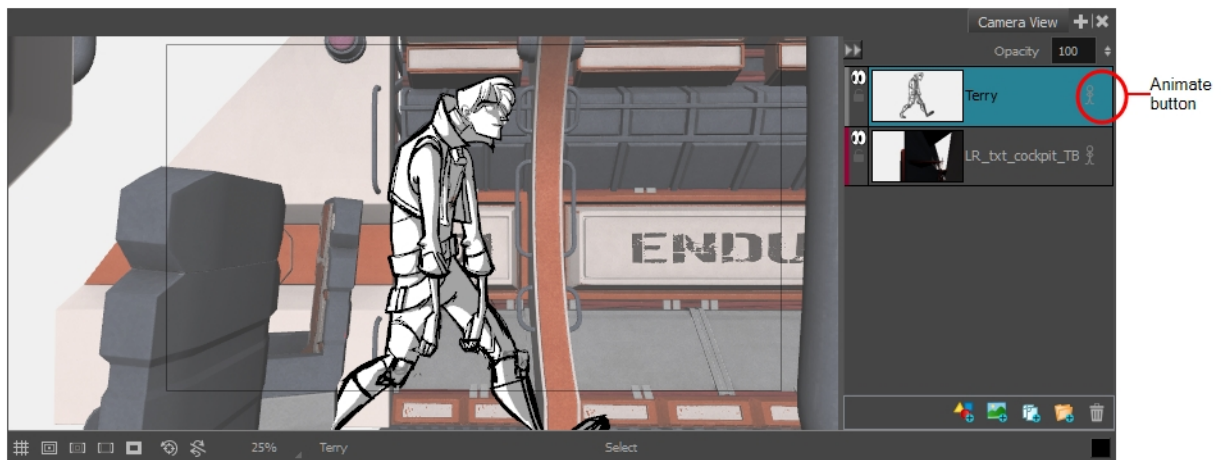
By default, layers are not animated. To animate a layer, begin by setting a keyframe on the desired position. You can then use the Transform tool to move the layer and set as many keyframes as needed for your animation. You can then edit the keyframes and timing using the layer track controls in the Timeline view.

If you decide to delete the keyframes from a layer, you can clear all of them by clicking the Animate button. Once cleared the keyframes are cleared, the layer remains at the position of the current frame.

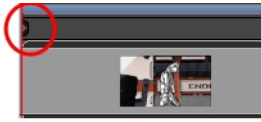
## How to animate a layer


1. In the Timeline or Thumbnails view, select the panel with the layer you want to animate.
2. In the Stage or Camera view, select a layer to animate and click its Animate  button.

The Animate button turns yellow and changes shape:  .

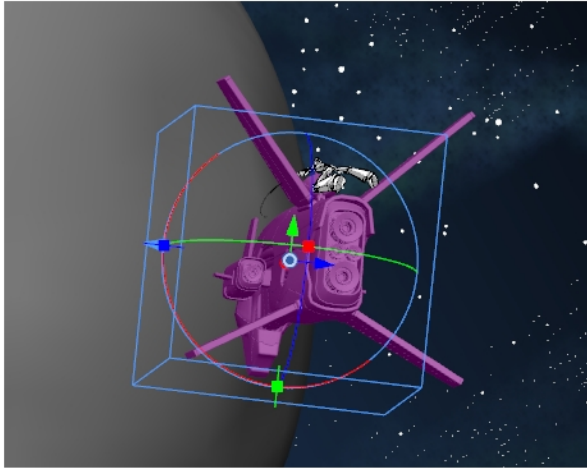


In the Timeline view, the current frame becomes the first frame of the current panel.




3. From the Tools toolbar, click the Layer Transform  button.

The 3D manipulators are displayed, letting you rotate and position the 2D layer within the 3D space.




4. Select an element in the scene and place it in its initial state. Use the transformation handles to scale, rotate and move the layer.



5. In the Layer Transform tool properties, click the Add Keyframe button  to set a keyframe.


A keyframe is added at the current frame.

6. Select the same element and place it in its next state. Keep setting keyframes until your animation is complete.
7. Click the Play  button to see the animation of the element.

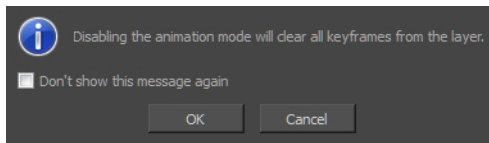


**NOTE:** You can also use the Coordinate toolbar to enter values for the translation, scale and rotation values of a selected layer.

### How to clear all keyframes

1. Select a layer that contains animation. This is indicated by the yellow Animate icon.
2. Click the Animate  icon.

The following message appears when turning off the Animate mode.





3. Click **OK**.

All keyframes are cleared and the layer remains at the position of the current frame. The Animate icon on the layer turns grey to indicate that it does not contain animation.

## Animating the Camera

In order to create any animated camera for a scene, you need at least two keyframes. Create these keyframes before you change the position of the camera if you plan to move it.



### How to add a keyframe at the current frame

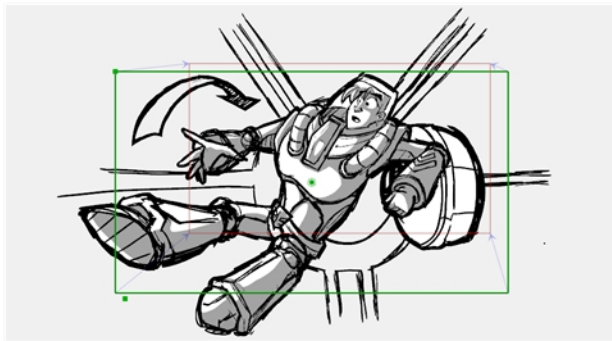
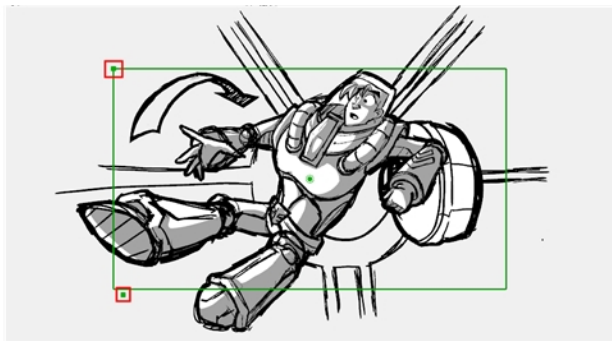
1. In the Timeline view, drag the red playhead to the frame on which you want add a keyframe.
2. From the Tools toolbar, select the Camera  tool.
3. Do one of the following:
  - Select **Camera > Add Camera Keyframe at Current Frame**.
  - In the Tool Properties view, click the Add Keyframe  button.




A keyframe is added in the Timeline view at the exact position of the red playhead.

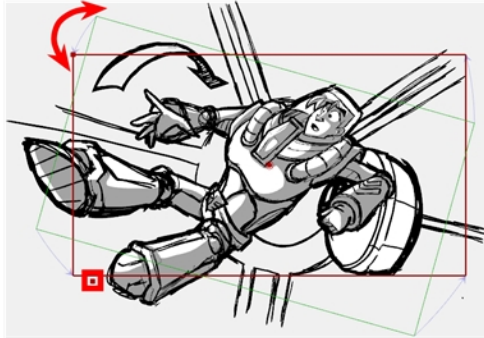
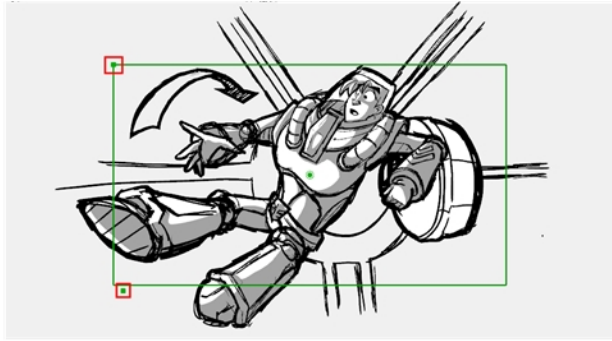
## How to position camera keyframes in a 2D project


1. Do one of the following:
  - From the Tools toolbar, select the Camera  tool.
  - Select **Tools > Camera**.
2. In the Stage view, select the camera keyframe to modify.
3. Use one of the following methods to modify the camera keyframe:
  - **Truck In, Truck Out:** To position the selected keyframe along the Z axis, creating a truck in or truck out movement, drag the top-left corner of the frame when you see the Truck  icon.

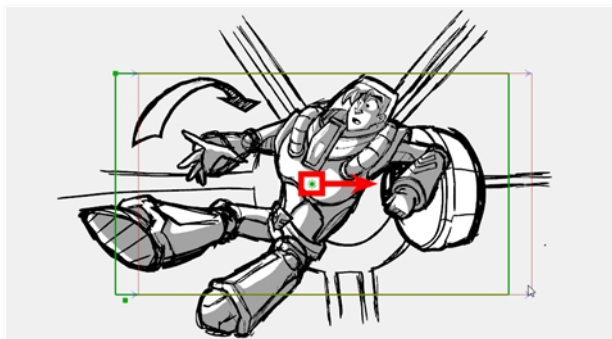
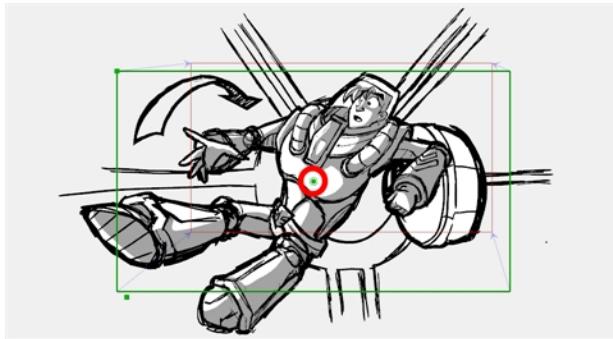


When you release the mouse, the keyframe is set, and blue arrows appear to indicate the direction of the camera movement. In this case, it would be zooming out from position A to position B.

- **Rotate:** To rotate the selected keyframe, drag the top-left corner of the frame when you see the Rotate  icon.



- **Move:** To move the selected keyframe, drag the frame from the centre pivot point or the outer edge of the camera frame when you see the Drag  icon.



Keyframe B was dragged to the right of keyframe A. When the Camera pans, it will pan from left to right.

- **Nudge:** You can also nudge the selected keyframe by pressing the arrow keys on your


keyboard.

At this point, if you wanted to, you can select the B position keyframe and move it to a new location. When you play back the scene, the camera will move from position A to B.

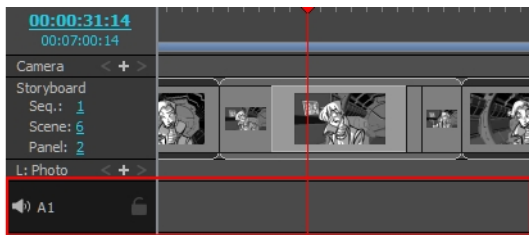
## Adding Sound

You can add new audio tracks to your project. To do so, you must work in the Timeline view.

### How to add an audio track

1. Do one of the following:
  - In the top menu, select **Sound > New Audio Track**.
  - In the Timeline view, either right-click on an existing audio track or underneath all tracks, then select **New Audio Track**.
  - In the Sound toolbar, click the New Audio Track  button.

Once you add a new audio track, you are ready to import a sound.



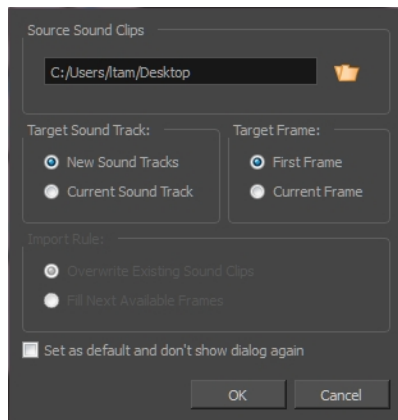
## Importing a Sound Clip

You can import sound clips (.wav, .aif, .aiff, or .mp3) into an audio track at the first frame or at the current frame. If the sound clip does not already exist in your project, Storyboard Pro copies the file from its present location to the audio folder in your storyboard project folder. You must work in the Timeline view. MP3 files are not recommended for long sequences because it is a compressed file format. For optimal results, use .wav or .aif sound files when working on a long sequence.

### How to import a sound clip

1. In the Timeline view, select an audio track.
2. Do one of the following:
  - Select **File > Import Sounds**.
  - Right-click the audio track and select **Import Sound Clips**.

The Import Sound Clips dialog box opens.



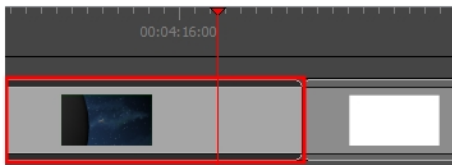
3. Select a sound clip to import by typing in the file path or using the Browse button to search for the file.
4. In the Target Sound Track section, specify whether you want to create an audio track and import the clip into it or import the clip into the selected audio track.
5. In the Target Frame section, indicate the frame at which the sound will begin.
6. If you selected the Current Sound Track option, specify the Import Rule:
  - **Overwrite Existing Sound Clips:** By default, when you import a sound, it will replace sounds that exist in the target frames.
  - **Fill Next Available Frames:** Imports the sound clip into the first available empty frames after any existing sound selection.
7. Select the **Set as default and don't show dialogue 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.


## Creating a Transition

Adding a transition between scenes is an effective way to move your story along.

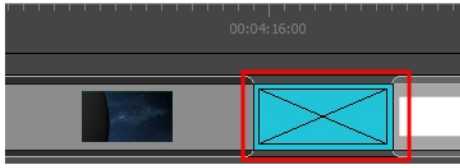
### How to add a transition

1. In the Timeline view, select the scene in which you want to add a transition.



2. Do one of the following:
  - ▶ From the Storyboard toolbar, click the New Transition  button.
  - ▶ Select **Storyboard > Add Transition**.

- ▶ Right-click the scene thumbnails and select **Add Transition**.



# Chapter 12: How to Export

Now that you have finished your storyboard or animatic, it is time to export it as images, PDF, or a movie file. Depending on whether or not you plan to edit your movie in a third party software or export snapshots, Storyboard Pro supports several export formats.

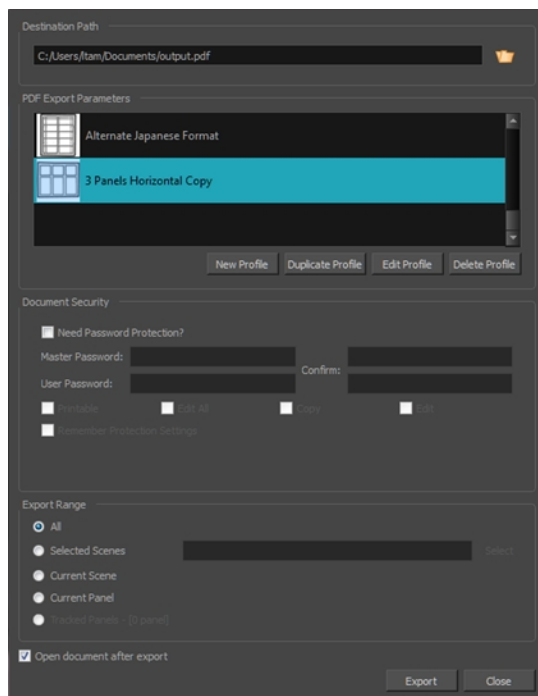
## Exporting a PDF

You can export your storyboard project as a PDF file which you can print or share electronically. This is where you can set up your visuals to represent a classic storyboard on paper, or any other format you desire.

### How to export a PDF

1. Select **File > Export > PDF**.

The Export to PDF window opens.



2. In the **Destination Path** section, click the Browse 📁 button.
3. In the Save dialog, browse to the location in which you want to export your PDF document. In the File name field, type in the desired name for the document and click on **Save**.
4. In the PDF Export Parameters section, select a layout for the PDF file.
5. In the **Export Range** section, select whether you want to export the entire project, or only specific parts of it:

- **All:** Exports the entire storyboard.
  - **Selected Scenes:** Select this option to export a specific selection of scenes. Then, click on the **Select** button to open the Scenes Picker dialog box, in which you can:
    - Type the number of a sequence or of a scene in the **Sequence** or **Scene** fields in the **Filter** section, to only show matching sequences or matching scenes in the list.
    - Click and drag to select a range of scenes.
    - Hold the Ctrl key and click on each scene you want to add to your selection.
    - Hold the Shift key, then click on the first scene and the last scene you want to add to your selection, to select every scene between those two scenes inclusively.
    - If your project has sequences, click on a sequence to select every scene in that sequence.
  - **Current Scene:** Exports only the currently selected scene.
  - **Current Panel:** Exports only the currently selected panel.
  - **Tracked Panels:** Exports panels on which tracking changes is enabled.
6. If you want to view the storyboard after it is exported, check the **Open document after export** option.
  7. Click on **Export** button.

## Exporting a Movie

Once you have created your storyboard and animatic, you can export it as a movie file to share it with project collaborators or import it in third party software. You can export a single file for your whole animatic, or one movie file for each scene or each sequence.

You can export movies in the following formats:

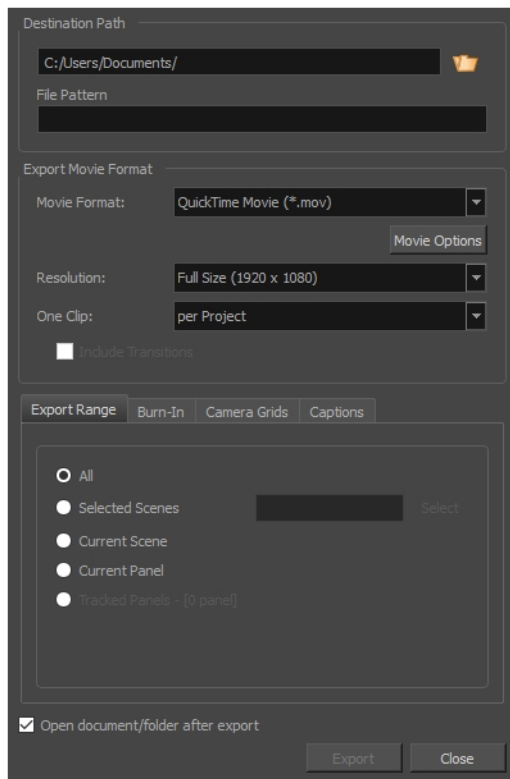
- QuickTime Movie (.mov)
- Windows Media Video (.wmv) (Windows only)
- Flash Movie (.swf)
- Image sequence in Jpeg (.jpg), Portable Network Graphics (.png) or Targa (.tga) format.

### How to export a movie

1. Select **File > Export > Movie**.

The Export to Movie dialog box opens.



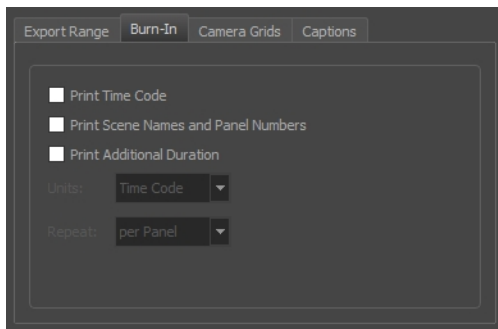


2. In the **Destination Path** section, click the Browse 📁 button and choose a folder in which to save the exported files.
3. In the **File Pattern** field, type in a prefix for the exported files.
4. From the Export Movie Format panel:
  - a. In the **Movie Format** drop-down, select an export format:
    - **QuickTime Movie (\*.mov)** to export a video in QuickTime Movie (.mov) format.
    - **Windows Media Video (\*.wmv)** to export a video in Windows Media Video (.wmv) format. This option is only available on Windows.
  - b. In the **Resolution** dropdown, select whether you want the exported movie to be in **Full Size**, **Half Size** or **Quarter Size**, relative to the resolution of your project. It is recommended to export your animatic in full size unless you want to quickly export a test video.
  - c. In the **One Clip** drop-down, select how you want your video clips to be separated:
    - **Per Scene:** Create one movie file for each scene in your project.
    - **Per Sequence:** Create one movie file for each sequence in your project, if any.
    - **Per Project:** Export your whole animatic into a single video file.

5. In the **Export Range** section, select whether you want to export the entire project, or only specific parts of it:

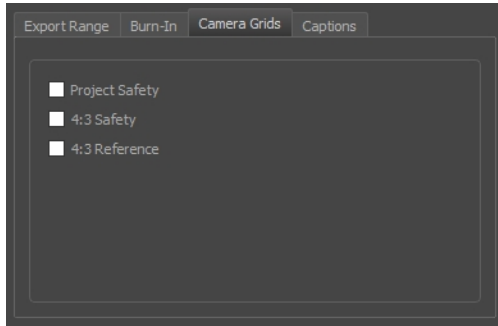
- **All:** Exports the entire storyboard.
- **Selected Scenes:** Select this option to export a specific selection of scenes. Then, click on the **Select** button to open the Scenes Picker dialog box, in which you can:
  - Type the number of a sequence or of a scene in the **Sequence** or **Scene** fields in the **Filter** section, to only show matching sequences or matching scenes in the list.
  - Click and drag to select a range of scenes.
  - Hold the Ctrl key and click on each scene you want to add to your selection.
  - Hold the Shift key, then click on the first scene and the last scene you want to add to your selection, to select every scene between those two scenes inclusively.
  - If your project has sequences, click on a sequence to select every scene in that sequence.
- **Current Scene:** Exports only the currently selected scene.
- **Current Panel:** Exports only the currently selected panel.
- **Tracked Panels:** Exports panels on which tracking changes is enabled.

6. In the **Burn-In** tab, choose what kind of information you want to have printed into the exported files:



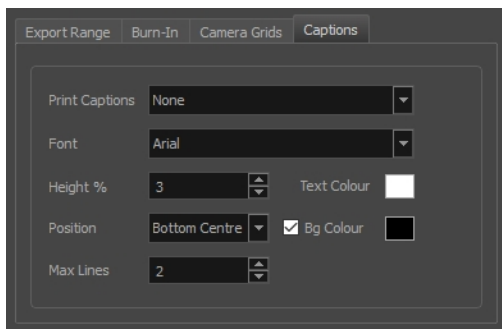
- **Print Time Code:** Prints the global timecode on each rendered image.
- **Print Scene Names and Panel Numbers:** Prints the scene names and panel numbers as an overlay on your video.
- **Print Additional Duration:** Prints an additional duration on your video, defined by the Units and Repeat menu.
  - **Units:** Whether to print the additional duration in time units (seconds, minutes, etc.) or in frames.
  - **Repeat:** Decide what to count the time of for the additional duration. For example, if set to per Panel, the time elapsed since the beginning of the current panel will be printed.

7. In the **Camera Grids** tab, using these options, decides whether you want any kind of camera frame to be printed into the exported files:



- **Project Safety:** Prints the safe area on your video.
- **4:3 Safety:** Prints the 4:3 safe area on each panel of your storyboard that has a camera movement.
- **4:3 Reference:** Prints the 4:3 area on each panel of your storyboard that has a camera movement.

8. In the **Captions** tab, you can choose to print any of your storyboard's captions into the exported movies using the following options—see [About Captions](#).



- **Print Captions:** Choose whether to not print captions (None) or select one of your project's captions to print into the exported movies. By default, a Storyboard Pro project has Action Notes, Dialog, Slugging and Notes captions, but you can also choose to print custom captions if your project has any.
- **Font:** Select which font the captions will be printed in. By default, they will be printed in Arial.
- **Height %:** Sets the size of caption lines relative to the height of the exported movies. For example, if exporting a movie at 1080p with 3% Height captions, each caption line will be 32 pixels in height.
- **Position:** Prints the captions at either the Top Left, Top Centre, Top Right, Bottom Left, Bottom Centre or Bottom Right of the movie. By default, captions are printed to the Bottom Centre.

- **Max Lines:** Sets the maximum amount of caption lines to print on each panel. If a caption being printed requires more than the maximum amount of lines, it will be cut off with an ellipsis (...) at the end. Note that even if captions are printed at the bottom, they will be aligned to the top of the space reserved for them, which is calculated by the amount of Max Lines x the Height %. Therefore, if this setting is too high and captions are printed at the bottom, they may appear closer to the middle of the picture than to the bottom.
  - **Text Colour:** Select the font colour in which to print the captions.
  - **Bg Colour:** Select the background colour on which to print the captions. If the checkbox is unchecked, the captions will be printed directly into the rendered picture. Otherwise, they will be printed in rectangular boxes of the chosen colour.
9. If you want to automatically play the video or view the exported files once the export is done, check the **Open document/folder after export** option.
  10. Click on the **Export** button.

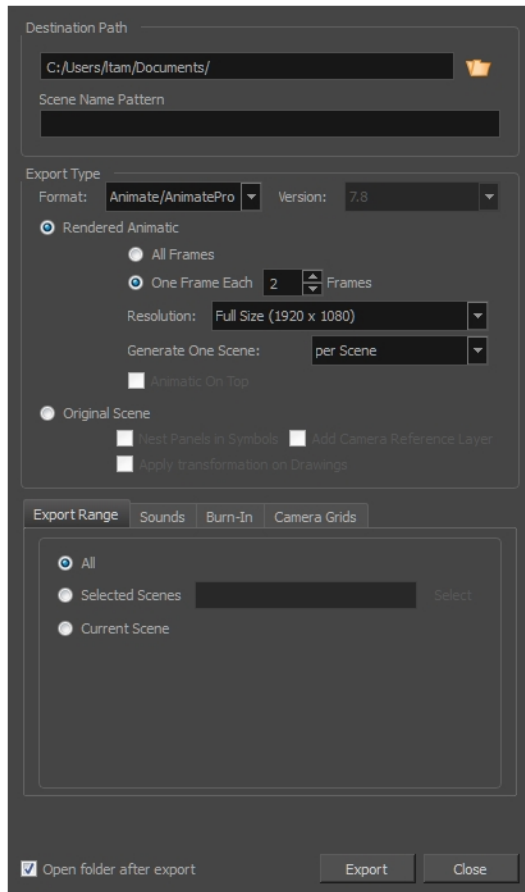
## Exporting to Toon Boom


Using Storyboard Pro, you can export your animatic as Harmony scene files. You can export the entire storyboard project or a selection of scenes. When the export is ready, you can open it in the destination software. When you first save this new scene, the exported file will be converted in the proper format depending on the software you used. The following elements of your storyboard will be exported: layers, layer motion and camera moves.

### How to export to Toon Boom

1. Select **File > Export > Export to Toon Boom**.

The Export to Toon Boom dialog box opens.



5. In the Destination Path, select a folder in which to save your storyboard project. You can type in the exact path or use the Browse  button to browse to a specific folder on your system. You should create a folder for your exported project since Storyboard Pro will generate several files during the export.
6. In the Export Type section, select the Toon Boom animation software in which you want to export.

**NOTE:** To determine if your export will be created for Harmony Server or Harmony Stand Alone, in the Format menu, select the **Offline** option for a stand alone export or **To Database** for a server format. Depending on the Harmony version you have, select either 7.8 or 9.2 or higher.

7. Select one of the following export types, depending on what you prefer to work with.
  - **Rendered Animatic:** storyboard to be rendered in bitmap images and exports to Animate/Animate Pro/Harmony scene. For each scene in your storyboard, an Animate/Animate Pro/Harmony scene will be created. Use this option if you have 3D content and want to export to Animate, Animate Pro, or Harmony 9.2 and earlier. And also to export to Harmony if you have bitmap drawing layers.
    - Select **Original Scene** to export your storyboard in a project where the vector

drawings, layers and camera settings are kept as is. For each shot or scene in your storyboard, a Harmony/Animate scene is created.

- Select **Original Scene** to export your storyboard in a project where the vector drawings, layers and camera settings are kept as is. For each shot or scene in your storyboard, a Harmony/Animate scene is created.

8. Select the **Open document/folder after export** option to view the file when it is ready.

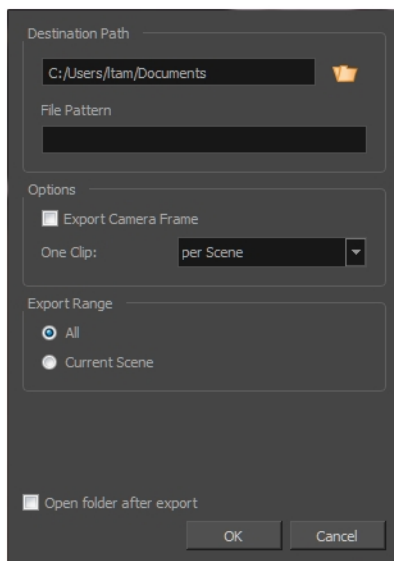
## Exporting to FBX


You can export your project's scenes, sequences or the entire project into animated Filmbox (.fbx) files. This can be useful if your project has 3D elements. The exported Filmbox (.fbx) file will contain all the 2D and 3D elements in your animatic as well as their animation. You can then import it in a third-party software and use it as a template to create the 3D animations for your production.

### How to export an FBX file

1. Select **File > Export > FBX**.

The Export to FBX dialog box opens.



2. In the **Destination Path** section, click the Browse  button and choose a folder in which to save the exported files.
3. In the **File Pattern** field, type in a prefix for the exported files.
4. To include the camera frame's black border in the scene, select the **Export Camera Frame** option.

5. From the One Clip list, select one of the following:
  - **Per Scene:** Exports one clip per scene.
  - **Per Project:** Exports one clip for the entire project.
  - **Per Sequence:** Exports one clip per sequence. This option is available only if your project contains sequences.
  
6. In the **Export Range** section, select whether you want to export the entire project, or only specific parts of it:
  - **All:** Includes all the scenes in your project.
  - **Current Scene:** Includes only the scene you selected when you opened this dialog box.
  - **Current Sequence:** Includes only the scenes from the sequence you selected when you opened this dialog box. This option will only be visible if your project contains sequences.
  
7. Click the **OK** button.

