

FORMATTING IN MICROSOFT WORD FOR STORYBOARD SCRIPT

1. Using Microsoft Word, insert the required header on a new page
2. Under Insert select Table, one row/two columns
3. Left column, first row: center the word VIDEO all caps and in bold
4. Right column, first row: center the word AUDIO all caps and in bold
5. Left column second row: locate your first frame by hitting Return button on keyboard until your cursor is at the desired location
 - a. draw in one appropriately-sized using Insert and Shapes
 - i. Once the frame is inserted, select No Fill from the Shape Fill option located at the menu above
 - ii. From the Shape Outline option above, select black for the border
 - iii. Copy and paste that frame as many times as needed in that same column
 - iv. Type in appropriate descriptive text for each frame per the script template I gave in class
6. Right column, second row: type in all sound cues, dialogue, etc.
7. Final step is to remove all borders (lines)
 - a. Right click on the table and go to Borders and Shading and select None on the left side of that window