



UTAH EDUCATION NETWORK
PROFESSIONAL DEVELOPMENT
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Steps to Storyboard your Project

Using a storyboard to plan your project keeps everything organized. Without a storyboard, you can quickly become lost in the maze of separate files, links, graphics, and other media elements that make up an effective presentation. It is a good idea to make a storyboard for each slide that you create in your presentation. The following steps will guide you through the storyboarding process.

1. Define the title and objective of your project.
2. Choose the presentation topic.
3. Identify major subtopics.
4. Determine how you will link all the information.
5. Decide what graphics and images you will use (.jpg and .gif files).
6. Decide what other media you will use such as music or video files.
7. Plan how to navigate through the project (e.g., buttons, hyperlinks, slide by slide).

Storyboard Template

Use the following template to sketch how the project's topics link to one another.

Created by:

Project Title: _____

Objective: _____

Project main topic: _____

Subtopics: _____

Create a Multimedia Presentation

Use the back of this page to plan the structure of your Presentation. Provide lines to each slide showing how they link together.

Create a Multimedia Presentation Storyboard

Use the Storyboard to plan the content and layout of your presentation. Keep track of the media that you are using for each slide.

Presentation Title

Presentation Author(s)

Slide Title:

Include:

Media	Description	File Name
Graphic		
Graphic		
Graphic		
Other		
Other		

Slide Title:

Include:

Media	Description	File Name
Graphic		
Graphic		
Graphic		
Other		
Other		

Slide Title:

Include:

Media	Description	File Name
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Slide Title:

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