

iBoard

version 1.0 manual

Simple Tools Made Well

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introduction

.1

iBoard allows you to create stylish still image presentations, easily and quickly. At the touch of a button you can add or remove frames, add images, change the size and the orientation of your presentation. iBoard does all the layout work for you, recalculating the frame sizes so they fit on the page neatly.

iBoard was developed with Movie Creatives in mind. So the frames default to television screen ratios, either normal TV, or 4 x 3 or widescreen TV size or 16 x 9. But iBoard will display any image in its native ratio, so there's no reason why you couldn't put together a mood board of images of different sizes and shapes.

Each frame has its own text area below it, and you have complete control over the font, style and colour of the text. You can hide it as well if you want.

overview

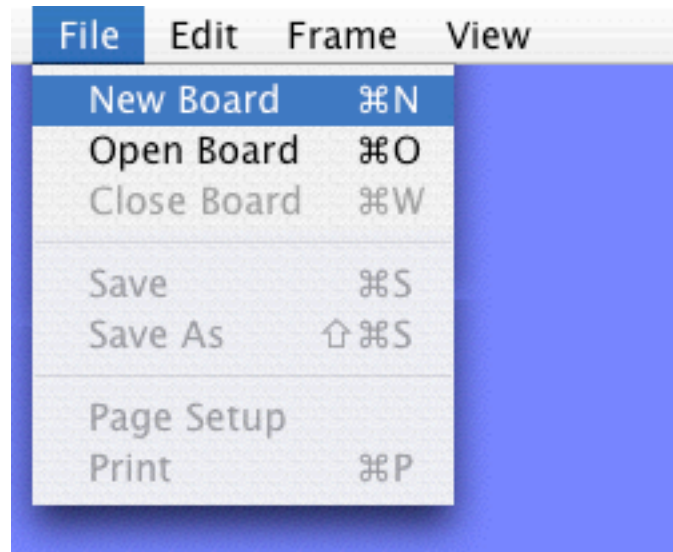
.2

- Add and remove frames from your story board quickly
- Add images to your frames easily
- Add a series of pictures with the Add Folder function
- Change the document size, resolution and orientation easily and let iBoard rejiggle the layout.
- Import images from QuickTime movies
- Set the style of all text items.
- Set the background colour or give the storyboard an image as a background

menus

.3

•file menu



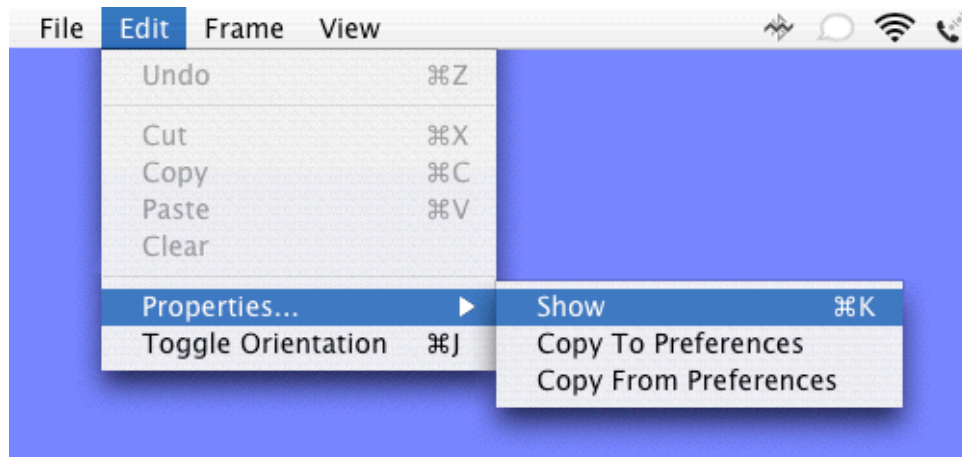
- **New Board**
Opens a new iBoard document.
- **Open Board**
Opens a previously saved iBoard document.
- **Close Window**
Closes the foremost iBoard document. You will be asked to save any changes.
- **Save**
Save the current iBoard document for later use.

- **Save As...**
Save the current iBoard document as a differently named document.
- **Export**
You can export your picture to many picture formats including PICT, JPEG, TIFF and BMP.
- **Page Setup.**
Choose the printer you want to print to. Remember to select the same size document as you are working on
- **Print**
Prints the current document. In OSX you can choose to save the document as a PDF from the print dialog box.
- **Quit (not shown)**
Quit iBoard. You will be prompted to save your work.

• **edit menu**

- **Undo**
Undo the last action. You can select the number of undos you want from the Preferences.

- **Redo**
Redo the last undo.
- **Cut/Copy/Paste**
Copy text or whole frames
- **Properties**



- **Show**
Brings up the Document Properties Window. From here you can set global document settings like the background colour or image and the margin values. This is where you set all the header and footer text items.
- **Copy To Preferences**
This copies the values in the Document Properties Window to the Preferences so that they are available for any new document you create.

- **Copy From Preferences**
This copies the values from the preferences to the current document. Its a fast way of changing all the values in one go.
- **Toggle Orientation**
You can toggle the document orientation between landscape and portrait. iBoard recalculates all the frame sizes and positions to maximise the space available.

• **frame menu**

- **Add/Remove Frame**
Add an empty to your layout. iBoard automagically realigns all the frames and text. Remove frame removes the selectd frame.
- **Add/Remove Image.**
Add or remove an image to the selected frame. The frame is displayed in the ratio that the frame is set to. You can select frames to be 4 x 3, 16 x 9 or to display in the ratio of the image.
- **Add Folder**
Add a series of images from the selected folder. The images are added to the selected frame to the end of the layout. New frames are not added if the are more images in the folder than frames.

- **Add Image From Movie**
Brings up the Import Movie window. You can select individual frames or a series of images from a selected QuickTime movie. See below for more information.
- **Next / Previous Frame**
Changes the selected frame to the next or previous frame.
- **Lock/Unlock Frame**
Toggles the lock status on the selected frame.
- **Lock/Unlock All**
Locks or unlocks all the frames in the layout regardless of their lock status.
- **Toggle Locks**
Toggles the lock status of all frames in the layout.
- **Show Properties**
Show the Frame Properties Window. Settings made in this window effect all frames in the layout. Locking a frame will prevent changes being made to it. See below for more information.
- **Show Inspector**
Shows the Frame Inspector Window for the selected frame.

• **view menu**

- **Fit In Window**
Fits the document into the current window size.
- **Show Pixels**
Shows the image at its native size.
- **Zoom In/Out**
Increases and decreases the display size of the image.
- **Preferences**
Select a default set of values for your Company's information.
New iBoard documents will use these settings

easy start

.4

Creating professional presentations with iBoard is easy.

- Simply choose New from the File menu. An iBoard document will be created for you with four empty frames.
- Now open the Documents Properties window, from here you can alter the Orientation, Size and resolution of your document. The new document defaults to a landscape A3, 72 dpi document. We shall leave it at this for now. You can edit the margin sizes here now if you wish also.
- Now we shall set an image as a background picture. Press the Set Image button and choose an image from the file selector dialog box. The image will appear in the image display area. We can now set clearly we want this image to appear by moving the Opacity slider. A value nearer zero will make the image more transparent. The image display will update to show you how it will look in the document. We can give the whole thing a colour wash by selecting a Background Colour by clicking on the coloured square. You will see that by selecting a background colour and changing the opacity of the imported background image you can give the background a colour wash effect. The colour of the text in the header and the footer defaults to black, but you can change the colour of all the elements quickly and in one go by clicking on the Text Colour coloured box. You can of course change the colour of each element individually by clicking on the Options button.

- You can now enter the details in for your board. On this tab panel is the board info details. Press the Headers tab panel to reveal editFields to enter in your company name and address information. iBoard will position this information depending on its length. Size, text font, colour and style can all be set for each of these elements by clicking on the Options button, and making selections from the Text Style Window.

- Press Done and you will see the changes you have made in the document window.

- Now we will add a series of images to our empty frames. First click on the first frame. You see that it is highlighted in red to show that it is selected. Now select Add Folder from the Frame menu or click on the Add Folder Toolbar icon. A dialog box will appear that allows you to select a folder. Press choose. iBoard now opens the images stored in your selected folder and puts them into all of the frames in turn.

- I've now decided that I want to change the second image. Click on the second frame so that it is highlighted red. Now choose Add Image from the Frame menu, or click on the Add Image Toolbar icon. Navigate and select an image from the file selector dialog box. The image will appear in the frame.

- One of the things that isn't right about our board is that the images look squashed and pinched. This is because the frames default to displaying in 16x9 mode. We can make the images look right by showing the Frame Properties Window.

- Open the Frame Properties Window by choosing Properties from the Frame menu, or by clicking on the Frame Properties Toolbar icon. Here we choose Picture Aspect from the frame ratio popup menu. That's it for now from this window, but it's worth spending some time playing with the other values in this window. However remember that any changes made from this window will effect all the frames. If you want to change things for a single frame you must show the inspector for that frame. Simply click on the frame you want to edit and select Show Inspector from the Frame menu.
- You can lock a frame by selecting Lock Frame from the Frame menu. Locking a frame will stop any changes you make from the Frame Properties window.
- You can now export your finished frame by choosing Export Picture from the File Menu. Or you can choose to save as PDF from the Print dialog box. Be sure to set your Page set up details before you print.

document properties window

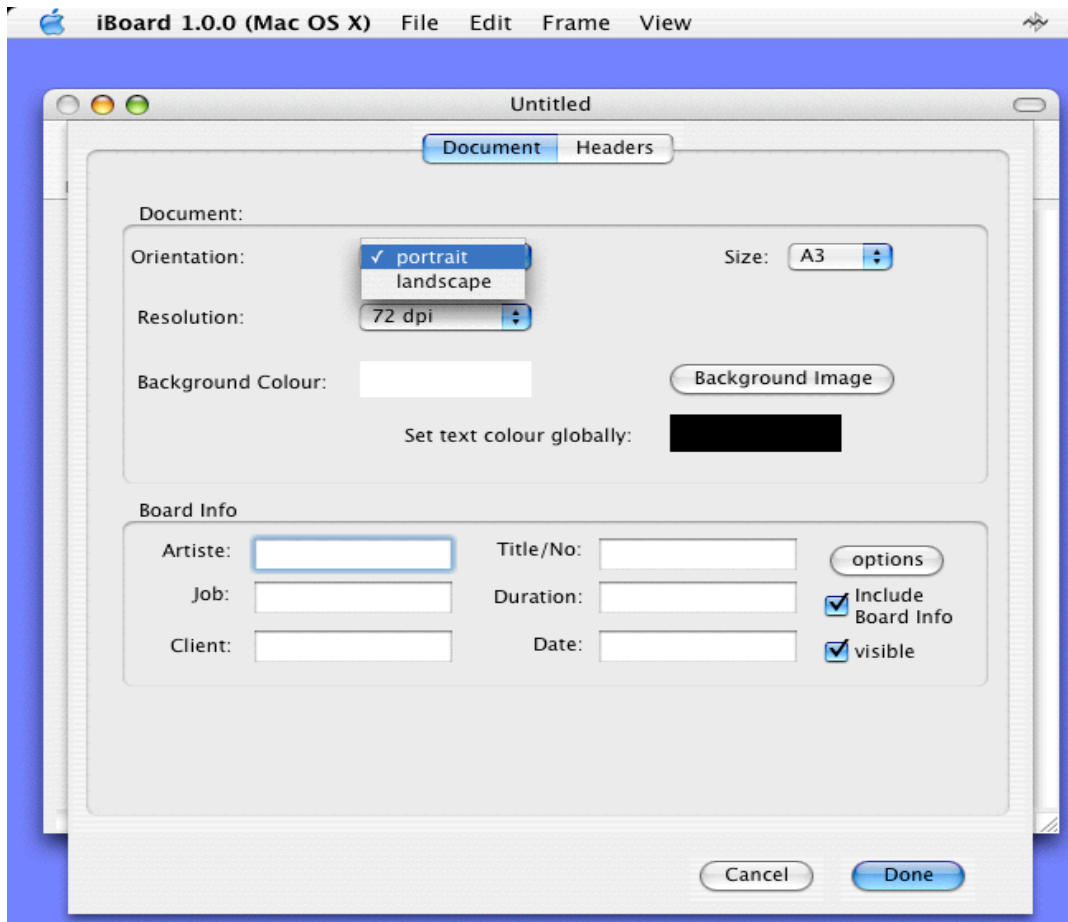
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From this window you can control several document settings. The orientation, the size and the resolution can all be modified from here. You can select a background colour or an image for the board, and you can change the opacity of the background image, to give washed out colour wash effects. It is from this window that all the text that appears in the header and the footer is set. You have complete control over the font, the style and the colour of the text. You can also hide it if its not necessary for your board.

- **Document**

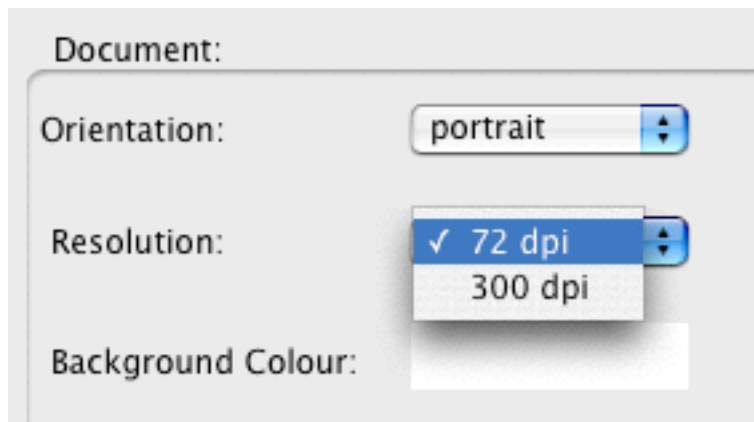
- **Orientation**

How annoying it would be if you decided in the middle of making a storyboard that it would be better presented as a portrait document. Well iBoard makes it a simple thing to change. You can either bring the Document Properties Window and select the orientation you would like from the popup menu, or you can select to toggle the current orientation via the menu command, Edit => Toggle Orientation.



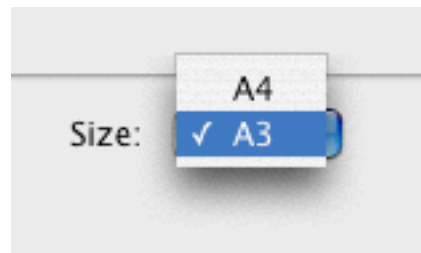
- **Resolution**

You can up rez you document when you have finished the layout and text. A higher rez document will be more RAM hungry and can slow the application down. A good plan is to start your layout at 72 dpi and then only up rez it when you have finished. Although if your images are a good size originially and you are printing to a post script printer then you will get very good results at 72 dpi. You might want to select the higher resolutuion 300 dpi if you are to save you document as a PDF or as a JPEG file.



- **Size**

Currently you can select between A3 or A4 size.



- **Margins**

You can select the size of the top, bottom, left and right margins from here. You can tweak a layout by changing the margin settings. Remember though different printers have different printable areas, and settings the margins too small with some printers will result in clipping of the printed image. It is often a good idea to do a test black and white print before committing to the full colour version.

- **Set Image**

You can select an image to display on the background of the display. This will appear behind the frames. Currently the image is drawn into the ratio of the document so some stretching or squeezing may occur.
- **Opacity**

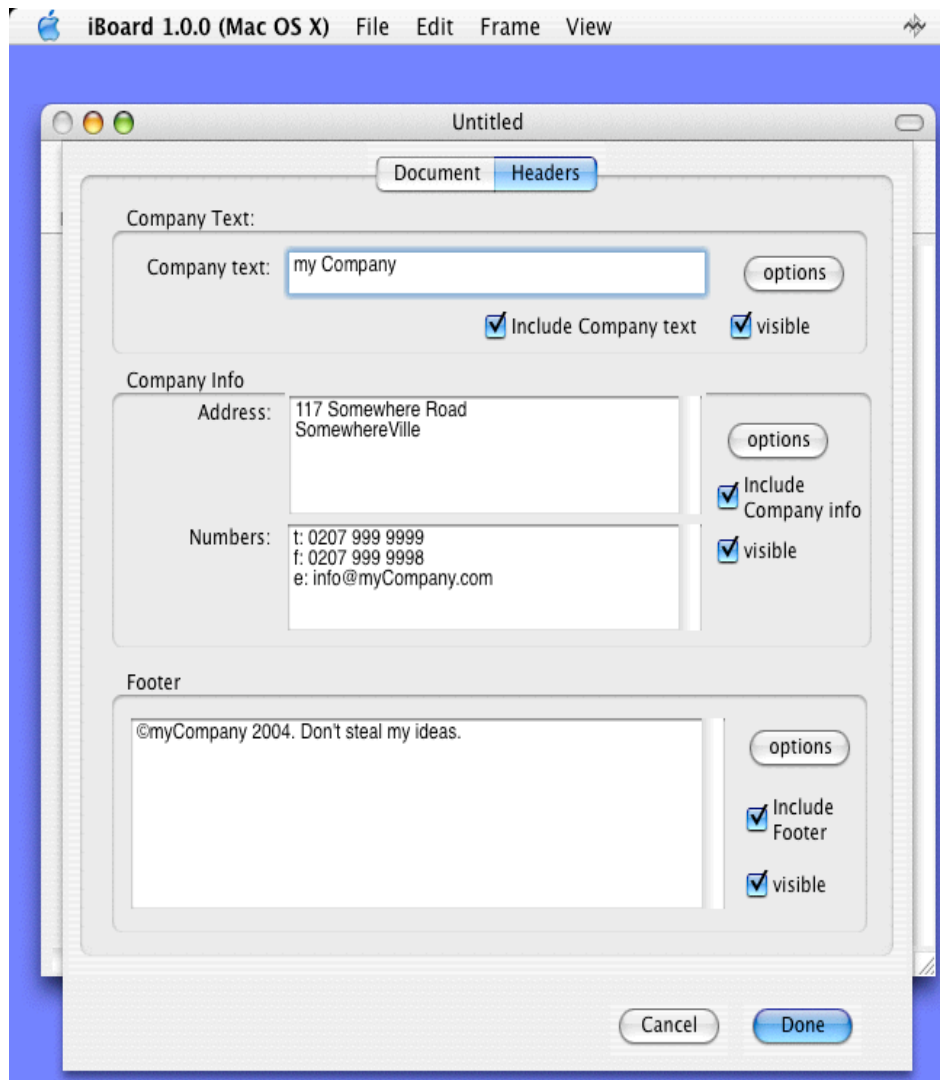
Here you can change the opacity of the background image. Setting the opacity to a low number will make it look faint and washed out. Combine this with a background colour and you can give the background image a colour wash.
- **Background Colour**

From here you can select a colour, other than the default white, for the background. Just click on the coloured box to open the Colour Selector Window.
- **Set Text Colour**

Here you can choose a colour for all the text elements to display in. This is a global feature and it will override any settings currently in place the text elements.
- **Board Info**

Here you can title the storyboard, write in the client's details, and date it. The check boxes to the right allow you to hide the text so that it doesn't appear on the board.

• Headers



- **Company text**
You can enter the name of your company here
- **Company Info**
You can enter addresses and telephone numbers here

- **Footer**

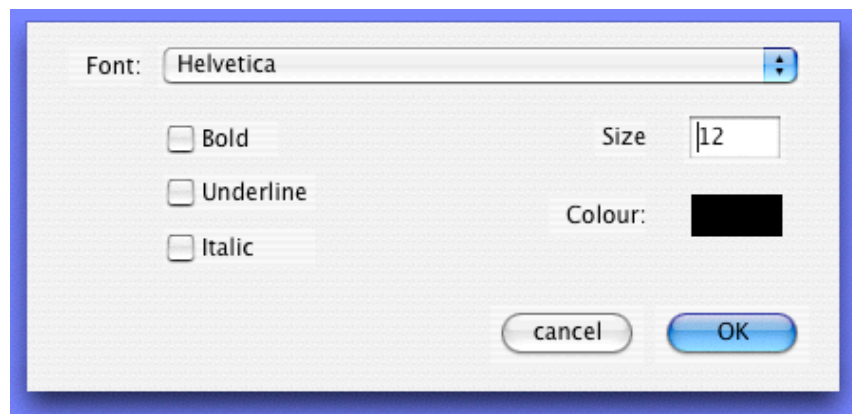
You can add additional information here. In this example we have added a copyright warning.

- **Copy From/To Preferences**

You can copy the values stored in the Preferences into the Document Properties Window, they will then appear in your board. Its a quick an easy way to change the board details in one go. And it works the other way. You can copy the values stored in a board into the Preferences. Now these details will be be abvailable by default to any new board you create. the chapter on menus for a description of this feature.

- **Text Style Window**

You can control the style, font and colour of all text in your board. You do this by way of the Text Style Window. This is opened by pressing the Option button next to the text you want to modify.



You select the font you want the text to appear in via the popup menu. This menu displays all the current fonts in your font folder.

Selecting the check boxes will toggle the Bold, Underline and Italic qualities of the text.

And you can choose a text colour via the colour selector box. Just click on the coloured box to bring up the colour selector window.

frame properties window

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From this window you control how the frames look. You can modify their ratio, the border colour and thickness, the style and colour of the sub-text, and whether it is visible or not. See below for the complete list of modifications that can be made. It is important to know however that any changes made from this window will effect all frames within the document, unless a frame is locked. So changing the border colour to a lurid pink will make all the frames look like this. If you want to edit the frames individually you will need to open the Frame Inspector. See chapter 7 for details.

- **Number of frames**

Change the current number of frames that appear in your document. iBoard will automatically readjust the sizes and layout to make the frames fit neatly into the space available. Allowing for the margins, the header and the footer.

- **Frame Ratio**

Change the ratio of the frames. As iBoard was developed for presenting TV commercial ideas, the frame ratio defaults to 16 x 9, which is the ratio for widescreen TV. You can also select 4 x 3 which is the older TV ratio still supported by some countries. Selecting either of these will modify the frame ratio

of all the frames in the board. Images displayed in these frames may appear stretched or squashed if they did not originate in this ratio.

- **Border Size**

This will modify the thickness of the border around the frames. Setting the value to zero will result in a borderless frame. This is the only value that isn't scaled according to the resolution. So if you change the resolution from 72 to 300 dpi the frame borders will suddenly appear much thinner. You will have to change them manually. This is so you can get hairline border thicknesses in higher resolution documents.

- **Border Colour**

Click on the coloured square to bring up the Colour Selector Window. This will set the colour of the frame border for all the frames in the document.

- **Fit On Page**

This feature is on by default in this version of iBoard, and cannot be turned off. This ensures that all the frames fit onto one page. Multiple page documents will happen in a future version of iBoard.

- **Number Of Frames Per Row**

From this popup you can set how many frames will stretch along a row. This can also be set up at any time by pressing the number keys on the keyboard. If you set a number that is

higher than the number of frames you have, the frames will be scaled as if you did have extra frames there. There is a known bug here where the frames will sometimes draw out of the frame area. But hey this is version 1, what do you expect?

- **Include text**

If this is unchecked none of the text below the frames will show. Also it wont be used to calculate how big to tdraw the frames. This will result in bigger frames closer together.

- **Text Visible**

This will hide the frame texts. This will effect all the texts globally no matter how they are set indiviually.

- **Vision Header/Sound Header**

Each frame has two text areas where you can display text. Commonly these are to describe whats happening in the picture and whats happening in the soundtrack at this point. You are of course free to use them however you want. You can give a title to both of these text areas. This is a global setting. If you don't want any heading then just remove the title completely.

- **Horizontal Frame Space**

From this slider you can control how closely spaced the frames are in a row. They are by default drawn with a 50% spacing value. Reducing the percentage amount will move them closer together. A value of 0% will draw them with no gaps between

them. A value of 100% will draw with the maximum gap between each frame. The actual gap size will depend on the size of the frames, which of course is dependant on the number of frames there are in a row.

- **Vertical Frame Space**

This setting controls the spacing between frames vertically.

Again a value nearing 0% will draw them closer together, and a value nearing 100% will draw them further apart.

frame inspector window

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From this window you can set the properties of the frames individually. So each frame can have its own border width and colour, or its own vision text size and font. Each frame can obviously have its own image, but it can have its own ratio also.

It is important to know that values set in this window alter only the selected frame. If subsequently the Frame Properties Window is opened and changes are made this will effect all the frames as a whole. And this will overi ride any settings you may have made individually to a frame. A good practice to get into is to try to put all your global modifications into place first, and then make individual changes. Back in the real world this is of course not always possible, so one way to avoid this is to lock a frame before making any global changes. Locked frames are left intact.

- **Vision text**

This is where you alter the text for the uppermost frame text. You can alter its style , font and colour by pressing the Options button and making choices from the Text Style Window. You can also select to Include the text or to make it visible or not. This works in exactly the same way as from the Frame Properties Window, except that it operates only on the selected frame. The setting from the Frame Properties Window

takes precedence, such that if the text is marked as Invisible from that Window then it will not be visible no matter how it is checked in this window. Of course it is marked as Visible in the global frame window then it will behave as per your selection in this window.

- **Sound text**

This is the same as above but applies text to the lowermost frame text.

- **Border Size**

Alter the frame border size here. Changes made here effect the selected frame only. This popup menu defaults to 'No Change'. If left to this setting these values are not changed when you press Done. This is a handy feature if some of your frames are unlocked.

- **Border Colour**

Click on the coloured box to open the Colour Selector Window. The colour of the selected frame border can now be altered.

- **Frame Ratio**

You can alter the ratio of the selected frame from here. You can chose 4x3, 16x9 or have the frame reswize itself according to the ratio of the image it is displaying. A frame will not remember that it is set to display a picture in its native ratio.

Thus if you change an image in a frame that was set to resize itself to its image's ratio it will show the new image in the original format. You will have to reselect the frame and reselect the Picture Ratio value from this popup. You can of course set this value globally from the Frame Properties Window. This popup menu again defaults to No Change. Thus not effecting any unlocked frames in your display.

- **Frame Lock**

You can lock and unlock the current frame from here. You will notice that if you lock the frame all of the above controls become un-enabled, and you are unable to edit any of the values. Simply unlock the frame to re-enable them.

- **Import Movie Window**

Choose the Import Movie Window by clicking on the Import Movie Toolbar icon. You can drag a quicktime movie to the window or press the Import Movie button. Choose a Quicktime Movie from the file selector dialog. You can play the movie by hitting the play button on the controller below the movie or use the slider to show the frame you want to import. When you select to import a frame from a movie iBoard creates a PICT image of the frame and saves it to disc. But before you can import any frames you have to tell iBoard where you would like it to save these images. Once you have selected a destination the Import and Sequence buttons become enabled, allowing you to import the current frame of the quicktime movie to your board. iBoard will start to place the frame at the currently highlight frame in your board. It will overwrite any image that is currently displayed in that frame. If it runs out of frames it will automatically create a new frame to put it in. If you have not made a frame selection before you import, iBoard assumes you want to add frames from the end.

You can also set iBoard to import a number of frames per second from you movie. when you set the number of images per second editfield, the Import Sequence Button will become

enabled and it will tell you how many frames it's going to create.

Those of you paying attention will have realised that using the Movie Import Window is a quick and easy way of creating still images from movies. As iBoard saves the images to disc you can then use these in any image manipulation program of your choosing. And then of course you can reimport them into iBoard to show off your talents.

registration

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If you decide you'd like to buy iBoard go to the muteAnt Online Store and purchase it from there. Once you have a registration number you can make a demo version a fully working version by bringing up the about box. Then click on the Register iBoard button. Be sure also to register your software with muteAnt via our web site.

system requirements

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- You will need a Macintosh running System 8.6 or above.
- You will need at least 25 Meg of Ram and 4 meg of Hard drive space for the application.
- You will also need QuickTime version 4.0 at least.

iBoard uses QuickTime to open graphics files. So it can support any file format that QuickTime can handle. Which is pretty much most of them.

Please feel free to contact muteAnt to report bugs or to offer suggestions on features you'd like to see in future releases.