

Digital Story Checklist

STEP	DONE?
1. Brainstorm an IDEA for your story	
2. Write SCRIPT (300 word max)	
3. Record audio NARRATION	
4. Design your STORYBOARD	
5. Collect IMAGES	
Digital photos you take yourself	
Prints that you need to digitize (scanner or camera)	
Images from the Web (copyright-free, public domain or creative commons)	
Digital images of personal artifacts (documents or objects)	
6. Manipulate IMAGES	
Re-size images to 720 by 480 pixels, 300 dpi, landscape orientation (4:3) and .jpg format (use square for a podcast)	
Adjust brightness, contrast, cropping or add effects	
7. Collect MUSIC	
Find music on the Web (copyright-free, public domain or creative commons)	
Create music using Garageband, Photostory or other programs	
8. Complete a ROUGH CUT	
9. Get FEEDBACK of your rough cut	
10. Complete your FINAL CUT	
11. EXPORT your final cut	
12. PUBLISH your final cut	