

# Framework for Digital Reports & Stories



1	<p><b>Determine the objective of the project:</b></p> <ul style="list-style-type: none"> <li>-What is the big question?</li> <li>-What concept do you want your audience to understand?</li> <li>-What is the universal truth?</li> </ul>	2	<p><b>Determine best resources.</b></p> <ul style="list-style-type: none"> <li>-Take notes in an organized way, using your own words.</li> <li>-Answer all of the "W" questions: Who? What? Where? When? Why? Which? How?</li> </ul>	<ul style="list-style-type: none"> <li>-Answer any new questions that arise.</li> <li>-Cite ALL sources and show source on notes.</li> <li>-Find a partner and orally 'tell' what you have learned as you answer the "W" questions.</li> </ul>
3	<p><b>Define beginning, middle and end.</b></p> <ul style="list-style-type: none"> <li>-Synthesize oral telling and notes into a well written, one page report or story.</li> <li>-Is the big question answered completely?</li> </ul>	<ul style="list-style-type: none"> <li>-Read the text out loud and listen to it. Focus on ideas, organization, voice, sentence fluency, word choice, &amp; conventions.</li> <li>-Edit and adjust.</li> </ul>	4	<p><b>Storyboard</b></p> <ul style="list-style-type: none"> <li>-Mark natural divisions in the story or report.</li> <li>-Scan or search &amp; download images that enhance your text.</li> <li>-Image size must be bigger than 640x480 pixels</li> <li>-Cite ALL image sources.</li> </ul>
5	<p><b>Photo Story</b></p> <ul style="list-style-type: none"> <li>-Import appropriate images into a new Photo Story project.</li> <li>-Select a beginning and ending image.</li> <li>-Arrange remaining images and edit.</li> <li>-Add title and citations.</li> <li>-Copy and paste selected text into frames.</li> </ul>	<ul style="list-style-type: none"> <li>- "Customize" image motion; add transitions</li> <li>-Record story and preview each section.</li> <li>-Listen with a critical ear and rerecord edits and adjustments.</li> <li>- "Create Music" and preview.</li> <li>-Set music volume for background quality.</li> </ul>	6	<p><b>Save the Final Project</b></p> <ul style="list-style-type: none"> <li>-Select "Save your report or story for playback on your computer."</li> <li>- "Browse" to specify a location to save.</li> <li>-Select an appropriate "Settings" profile and finalize.</li> <li>-View the final project.</li> </ul>