

SCREENSTYLE 1.0

FOR MICROSOFT WORD 4.0, 5.0, AND 5.1

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CUT TO:

"SCREENPLAY NAME"

FADE IN:

TWENTY-FIVE WORDS OR LESS

What if properly formatting a screenplay required no more thought than a simple letter -- and page numbering, page breaks, and capitalization were handled automatically?

Why not let your computer keep house, keeping you free to write?

CUT TO:

WHAT IT IS

The ScreenStyle Template contains a style sheet and toolbar created specifically for the needs of screenwriters.

The template conforms to the specifications outlined in The Complete Guide to Standard Script Formats -- Part I: The Screenplay written by Hillis Cole, Jr. and Judith H. Haag. These specifications include margins, tab settings, and capitalization requirements. Certain flourishes have been added to the template that you can easily alter at your discretion.

You may wish to print out a hard copy of this document for easy reference.

DISSOLVE TO:

WORD FOR MACINTOSH VERSIONS 4.0, 5.0, AND 5.1

Microsoft Word For Macintosh Versions 4.0, 5.0, and 5.1 are this version of ScreenStyle's native formats. All of this template's features are available under these versions of Word.

SMASH CUT TO:

OTHER VERSIONS OF MICROSOFT WORD

Versions of ScreenStyle that are compatible with Microsoft Word For Macintosh 3.5, 6.0, 98, 2001, and X and all versions of Microsoft Word For Windows are also included on this CD.

DISSOLVE TO:

SCREENSTYLE VERSUS DEDICATED PROGRAMS

ScreenStyle is a welcome alternative to the dedicated "script processors" on the market because it allows users to work in a familiar environment -- Microsoft Word is one of the most versatile word processors ever written -- and users can easily translate from one of the Microsoft Word formats to any other should the need arise.

FADE TO:

QUICK START

If you are comfortable with Microsoft Word, you might want to dive right into typing a screenplay from scratch using ScreenStyle.

To begin using ScreenStyle, either double-click on it directly from the Finder or start up Microsoft Word, choose "Open..." from the "File" menu, and open "ScreenStyle" as you would any document.

Start typing your screenplay! (Don't forget to save often.)

MATCH CUT TO:

INSTALLATION

The file "ScreenStyle" is a Macintosh Stationery document, which simply means that, after opening, it requires you to save it under a different name. This makes it a screenplay template.

There really are no complex installation instructions. ScreenStyle is ready for use -- it is simply an ordinary Microsoft Word 4.0-, 5.0-, and 5.1-compatible file. It is recommended that you keep the template in a convenient place on your hard drive.

It is worth noting that Microsoft Word For Macintosh Versions 4.0, 5.0, and 5.1 use the same file format, so documents can be easily shared among these different versions.

A Microsoft Word "settings file" called "Word Settings (5)" is also included for users of Word 5.0 and 5.1. This settings file contains ScreenStyle's keyboard shortcuts. For the keyboard shortcuts to function, "Word Settings (5)" must be placed inside the "Preferences" folder inside the "System Folder" on your hard drive.

Since there will likely already be a "Word Settings (5)" file inside the "Preferences" folder, you must decide whether to temporarily or permanently replace it.

To permanently replace the existing settings file, you need only attempt to place the newer file inside "Preferences"; a dialogue box will immediately appear asking whether or not you wish to replace the old file, to which you would respond "Okay".

To temporarily replace the existing settings file, move the existing "Word Settings (5)" file from the "Preferences" folder and place it elsewhere. Then place the new settings file inside the "Preferences" folder. Later, when you wish to restore the old settings, retrieve the old settings file and replace the new one with it. As with any valuable file, you are advised to make a backup copy of the old and new settings files for safety's sake.

PROPER USE OF SCREENSTYLE

A solid working knowledge of Microsoft Word is helpful if you wish to make full use of ScreenStyle's features and automation.

You are advised to print out this entire document and keep it as a reference while using ScreenStyle.

THE SCREENSTYLE TEMPLATE

The ScreenStyle Template ("ScreenStyle") is an ordinary Microsoft Word stationery document divided into two sections (see the Microsoft Word documentation for explanations of "section" and "stationery").

Section 1 contains the screenplay's title page. The author's address, phone number, and the version date and/or number should be inserted into the Footer of Section 1 (see the Microsoft Word documentation for an explanation of how to access headers and footers). Placing this information in the Footer ensures that it will remain in the proper place relative to the page's bottom margin -- and that it will always appear on the title page.

You may alter the contact information in the First Footer so that it contains the contact information for the author's agent or production company.

Section 1 should be no longer than one page (the title page).

Section 2 will house the entire text of the screenplay itself. It is necessary that the screenplay text remain in a section separate from the cover/title section so that the script's first page is numbered "Page 1".

This manual itself was created using the ScreenStyle template, and is thus formatted like an actual screenplay.

The margins of the ScreenStyle document are wide enough to accommodate three-hole-punch paper as well as scene numbering, if used. It is very important to not alter these margins, as doing so will likely cause the document to not conform to proper screenplay format.

The proper fonts for screenplay use are "Courier" or "Courier New" 12 point. No other typefaces should be used. If "Courier", "Courier New", or some other version of the "Courier" font are unavailable on your system, obtain and install one of them. "Courier" and "Courier New" are available for download for free from Apple Computer's (www.apple.com) and Microsoft's (www.microsoft.com) Web sites.

The proper size paper for screenplay use in the United States is 8 1/2 inches by 11 inches. No other size paper should be used.

THE STYLE SHEET

ScreenStyle's style sheet is the source of its automation (see the Microsoft Word documentation for a more thorough explanation of style sheets). You may be tempted to rename some of the styles to suit your own work methods. The author advises against this, however. Certain style names, such as "Heading 1" or "Normal", have special properties defined by Microsoft Word itself or are the basis for other style definitions. Renaming styles may interfere with ScreenStyle's automation.

If you are using Word 5.0 or 5.1 and have installed the "Word Settings (5)" file, you will be pleased to discover that often-used styles have been assigned special keystrokes to make their application fast and easy. These keystrokes can be changed, and changing them will not interfere with their function, so you are free to customize.

The keystrokes assigned to specific styles are listed in the section "The Styles" on page 6.

The style definitions contain margin and tab settings, line spacing, line justification, typeface specifications (capitalization, underlining, etc.), inter-paragraph spacing -- even controls over page breaks. It is very important to not alter these settings, as they conform to standard screenplay format.

PAGINATION

Proper page breaking within the screenplay body is handled by ScreenStyle. For example, the software will not allow page breaks to occur between a character's name and his or her dialogue, or between a scene description (i.e., "INT. BAR - DAY") and the paragraph that immediately follows it.

Because of this automation, it is not recommended that you insert "hard" page breaks to paginate your screenplay.

If you notice, upon printing, that the screenplay's page lengths are uneven (i.e., some pages contain dialogue reaching near the bottom margin, while on other pages the dialogue ends halfway down), it may be because the screenplay contains huge paragraphs of dialogue or scenic description. It is strongly suggested that you break up or cut these unwieldy passages -- particularly since many film professionals admit to skipping such monstrosities altogether when reading a spec script.

CAPITALIZATION

Capitalization is automatic in several of the ScreenStyle template styles. Therefore use of the "Caps Lock" key is seldom necessary. It is always preferable to type in upper- and lower-case -- even when the resulting text will appear in all capitals -- because if the screenplay is ever translated into another form in which such capitalization is not appropriate, little, if any, retyping will be necessary.

LINE SPACING

Proper line and paragraph spacing is handled by the styles themselves. The author admonishes you to not use the "RETURN" OR "ENTER" keys to insert extra space between paragraphs, as this will likely result in uneven top margins.

Several of the styles were created specifically to end scenes (i.e., "Last Paragraph", "Lst Actions", or "Sries Last"). These insert the extra space with which it is proper to end a scene and should be used to end all scenes except those scenes that will conclude with a "CUT TO:" or "DISSOLVE TO:" or similar statement.

THE STYLES

What follows is the name of each style and a brief description of its usage, and (when running ScreenStyle under Word 5.0 or 5.1) its keyboard shortcut(s). Please note that some keyboards may not contain the "Control" key; in most such cases the "Command" key will substitute.

The keyboard shortcuts will only function under Word 5.0 or 5.1 if the included settings file "Word Settings (5)" is placed inside the "Preferences" folder inside the "System Folder" on your hard drive.

ACTIONS

This style is used for paragraphs containing action and scenic descriptions. It is automatically followed by the style "Character". Its keyboard shortcuts are "Command+Shift+A" and "Control+Shift+A".

BY

This style is for the line containing the author's name on the title page. It is automatically followed by the style "Normal".

CHARACTER

This style is for a character's name. It is automatically followed by the style "Dialogue". Its keyboard shortcuts are "Command+Shift+C" and "Control+Shift+C".

COLUMN 1 DIALOGUE

This style is used for dialogue in Column 1 of a sequence of two-column dialogue (see "Two Column Dialogue" on page **Error! Bookmark not defined.**). It is automatically followed by the style "Column Character".

COLUMN 2 DIALOGUE

This style is used for dialogue in Column 2 of a sequence of two-column dialogue (see "Two Column Dialogue" on page **Error! Bookmark not defined.**). It is automatically followed by the style "Column Character".

COLUMN CHARACTER

This style is used for the characters' names in a sequence of two-column dialogue (see "Two Column Dialogue" on page **Error! Bookmark not defined.**). It is automatically followed by the style "Column 1 Dialogue".

DIALOGUE

This style is used for dialogue. It is automatically followed by the style "Character" to better facilitate writing conversations. Its keyboard shortcuts are "Command+Shift+D" and "Control+Shift+D".

DISSOLVE

This style is used for scene transitions (i.e., "CUT TO:", "DISSOLVE TO:", etc.) It is automatically followed by the style "Heading 1".

END

This style is used for "The End". It appears, of course, only once per screenplay.

FIRST FOOTER

This style is used for the footer on the title page of the screenplay.

FOCUS ON

This style is used to indicate that a person or object is to be highlighted on camera. See the end of this document for an example of this in use. This style is automatically followed by the style "Actions". Its keyboard shortcuts are "Command+Shift+F" and "Control+Shift+F".

FOOTER

This style is used for the footer of every page save the title page. However, since standard screenplay format does not call for footers, the style is seldom used.

HEADER

This style is used for the header that runs throughout the screenplay.

HEADING 1

This style is used for scene headings. A tab should always be inserted at the left margin in order to accommodate scene numbering that may be inserted into the screenplay later. The style is so named to allow it to be more easily manipulated in Microsoft Word's Outline View (see "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**). It is automatically followed by the style "Actions". Its keyboard shortcut is "Control+Shift+1".

HEADING 2

This style is used for such headings as "FADE IN:", "FADE OUT", "BEGIN CREDITS", "ROLL CREDITS", etc. It differs from Heading 1 in that it does not require that a tab be inserted at the left margin, and in the line spacing above and below it. The style is so named to allow it to be more easily manipulated in Microsoft Word's Outline View (see "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**). It is automatically followed by the style "Heading 1" because such headings tend to be followed by scene headings. Its keyboard shortcut is "Control+Shift+2".

LAST DIALOGUE

This style is used when a paragraph of dialogue ends a scene. It contains the extra spacing appropriate in such situations. It is automatically followed by the style "Heading 1" to facilitate beginning a new scene. Its keyboard shortcuts are "Command+Shift+T" and "Control+Shift+T".

LINE ACTIONS

This style is used when a dialogue modifier (i.e., "angrily") or an action (i.e., "rises and opens window") is inserted into a line of dialogue. It is automatically followed by the style "Dialogue". Its keyboard shortcuts are "Command+Shift+L" and "Control+Shift+L".

LST ACTIONS

This style is used when a paragraph of action or scenic description ends a scene, as it contains appropriate extra spacing. It is automatically followed by the style "Heading 1" to begin a new scene. The awkward spelling of the style name is to accommodate keyboard shortcuts as will be explained further in this documentation. Its keyboard shortcuts are "Command+Shift+T" and "Control+Shift+T".

NORMAL

The Normal style is the base for all the others. It is very important that you not alter this style in any way, as changes to it will likely be reflected throughout the document, in every style. Its keyboard shortcuts are "Command+Shift+N" and "Control+Shift+N".

PAGE 1 TITLE

This style is used on the first page of the text of the screenplay (not the title page) where the title of the screenplay appears in quotation marks. It is automatically followed by the style "Heading 2" in order to ease insertion of "FADE IN:".

PRE FOCUS ON

This is a variation on the "Actions" style that prevents a page break from appearing between it and the paragraph that follows. This style is automatically followed by "Focus On" (see **Error! Reference source not found.** the ScreenStyleUsing the ScreenStyle Examples " on page **Error! Bookmark not defined.** for an example of this in use). Its keyboard shortcuts are "Command+Shift+P" and "Control+Shift+P".

PRE LINE ACTIONS

This is a variation on the "Dialogue" style that removes the space between it and the paragraph that follows. This style is automatically followed by "Line Actions" to accommodate situations in which actions are inserted in the midst of a character's dialogue. Its keyboard shortcuts are "Command+Shift+R" and "Control+Shift+R".

SERIES OF SHOTS

This style is used in the preparation of a "Montage" or a "Series of Shots" sequence. See the description that follows and the example of its use in the ScreenStyle template.

SRIES LAST

This style is used at the end of a "Series of Shots" sequence. It contains the appropriate extra spacing. It is automatically followed by the style "Heading 1" to begin a new scene. The awkward spelling of the style name is to accommodate keyboard shortcuts.

TITLE PAGE

This style is used for the title on the title page of the screenplay. It is automatically followed by the style "By".

MICROSOFT WORD'S AUTOMATIC STYLES

Microsoft Word provides a multitude of automatic styles which cannot be removed from ScreenStyle's style sheet. These should be ignored, as they are not used during the preparation of a screenplay.

KEYBOARD SHORTCUTS

As stated earlier, you can change the keystrokes that have been assigned to the various styles -- or assign keystrokes to styles that don't already have them -- as you wish. See the Microsoft Word documentation for an explanation of how to do this.

WORKING IN OUTLINE VIEW

Microsoft Word's Outline view allows you to view a screenplay in a "collapsed" view for easier editing. See the Microsoft Word documentation for an explanation of the Outline feature.

Since all scene headings use either the style "Heading 1" or "Heading 2", if, in Outline view, you choose the number "2" in the Outline View toolbar that appears across the top of the window, only the scene headings themselves will be visible (the rest of the text is "collapsed" under the "headings"). You can then quickly and easily rearrange scenes as you wish.

HEADERS AND FOOTERS

The header and footer in Section 1 have been discussed previously under "The ScreenStyle Template" on page 3.

The header in Section 2 of the ScreenStyle template contains automatic page numbering and an automatic dating system ("Last Revision: February 25, 2002").

Page numbering is, of course, standard, but some users may wish to remove the dating system. Simply select it the text and delete it. If the tab that places the page number on the right is accidentally deleted as well, simply retype it.

There is no footer used in Section 2 of the ScreenStyle template. Proper screenplay format does not call for the use of footers.

SERIES OF SHOTS

A "Montage" or "Series of Shots" sequence can be created through the use of the appropriate styles ("Series of Shots" and "Sries Last").

"Heading 1" is used to label the heading of a sequence. "Series of Shots" contains the proper indentation specifications -- including a first line that sticks out a half-inch farther to the left than the other lines of the paragraph -- for the shot descriptions themselves. "Sries Last" contains the extra space that the last paragraph of the sequence should have following it.

TWO-COLUMN DIALOGUE

On occasion, the user may wish to indicate that two characters are speaking simultaneously to each other, resulting in two columns, each of which contains dialogue spoken by a separate character.

Microsoft Word (all versions) contains multi-column features. The author does not recommend their use, as they often require dividing the document into more sections, which may interfere with page numbering, pagination, and header/footer modifications.

Word For Macintosh Versions 4 and 5 support tables; therein lies the best method for creating two-column dialogue (see the Microsoft Word documentation for an explanation of tables). Word For Macintosh Version 3.X does not support tables.

The easiest and quickest way to create a two-column dialogue sequence is to select the two-column dialogue table in the ScreenStyle template, copy it to wherever it's needed, and replace the sample dialogue and character names with the appropriate material.

To delete a table, select the table and a bit of other text either preceding or following it, then hit DELETE.

It is recommended that two-column dialogue not run longer than a short paragraph. Tables can quickly get unwieldy, and such sequences are difficult to watch in a film.

SCENE NUMBERING

As mentioned previously, scene numbering should only be used when a script is in production. However, since students and other entrepreneurs produce films daily, the ability to number and renumber scenes semi-automatically is included in ScreenStyle.

Every scene heading (all of which should use the style "Heading 1") is preceded by a tab, as can be seen upon examination of the ScreenStyle template itself. The scene number should be at the beginning of each scene heading line -- to the left of the tab.

The quickest and easiest method of numbering scenes is to perform a Search-and-Replace (see the Microsoft Word documentation for instructions), searching for every instance in which a tab appears at the beginning of a line (search for "`^p^t`" -- the "`^`" character is SHIFT+6) and replacing it with generic number, such as "1".

This operation will result in a "1" being placed at the beginning of every scene head.

To order the scenes properly, the "Renumber" command should be used (see the Microsoft Word documentation for instructions). Place the cursor at the first page of the screenplay body, before the first scene heading, execute the "Renumber" ("Bullets and Numbering") command, indicate for it to start at "1", and that it perform the operation on paragraphs "Only If Already Numbered" (the program will assume the "1's" inserted earlier are a form of paragraph numbering). Do not have the program insert periods after the numbers -- properly formatted scene numbers do not include periods.

Note that if there are any "Series of Shots" sequences, their lettering ("A)", "B)", "C)", etc.) will interfere with proper scene numbering -- the program will assume these paragraphs are to be renumbered as well. Therefore, before performing the "Renumber" command ("Bullets and Numbering"), select the entire screenplay body up to the "Series of Shots" sequence, perform the renumbering operation, then select the screenplay body following the "Series of Shots" through to the end (or up to the next "Series of Shots"), perform the renumbering operation (but indicate that the renumbering begin with the correct scene number), and lather, rinse, and repeat.

Unfortunately, the user is only half done. Proper scene numbering requires that the numbers appear in the right margin as well.

There is a tab stop at the right margin of the scene headings for insertion of numbers, but putting the tab and the correct number in will need to be performed manually.

FADE OUT.

THE END

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"EXAMPLES"

FADE IN:

EXT. PLACE - TIME OF DAY

Standard scene actions.

CHARACTER #1
(adverbial)
Dialogue dialogue dialogue,
dialogue dialogue dialogue.
Dialogue dialogue dialogue?
Dialogue dialogue dialogue dialogue
dialogue dialogue!

CHARACTER #2
(adverbial)
Dialogue dialogue dialogue?

CHARACTER #1
Dialogue dialogue.

CUT TO:

INT. PLACE - TIME OF DAY

Scene with two-column dialogue and close-ups.

CHARACTER #3
Dialogue dialogue dialogue?

CHARACTER #4
Dialogue dialogue.

Character 3 and Character 4 try to talk over each other.

CHARACTER #3
Dialogue dialogue
dialogue, dialogue
dialogue. Dialogue
dialogue dialogue???
Dialogue dialogue
dialogue dialogue
dialogue dialogue!

CHARACTER #4
Dialogue dialogue
dialogue? Dialogue
dialogue, dialogue
dialogue dialogue --
dialogue dialogue
dialogue dialogue
dialogue!

Character 3 watches as

CHARACTER #4

performs an action.

CHARACTER #3

responds.

CHARACTER #4
Dialogue dialogue.

CHARACTER #3
Dialogue, dialogue dialogue.
(frowns)
Dialogue dialogue, dialogue (last).

SERIES OF SHOTS

- A) Short scene description.
- B) Short scene description.
- C) Short scene description.
- D) Short scene description (last).

EXT. PLACE - TIME OF DAY

Actions.

CHARACTER #1
Dialogue dialogue.

CHARACTER #2
Dialogue dialogue.

CHARACTER #3

Dialogue dialogue! Dialogue
dialogue. Dialogue dialogue.
(adverbial)
Dialogue dialogue, dialogue.
Dialogue dialogue, dialogue.

CHARACTER #2

Dialogue dialogue.

FADE OUT:

THE END

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