

SitcomStyle: Windows Version

I hope you are pleased with your purchase of SitcomStyle. Please take a moment to inspect the software to make sure that it is what you ordered and that it arrived undamaged.

Introduction

SitcomStyle is not a program. It is a Microsoft Word *template*—a starting point from which you can begin creating your situation comedy scripts. It contains a style sheet and toolbar created specifically for sitcom script writing yet it allows you to continue to use all of Microsoft Word's functionality including Word's spell checker, thesaurus, macro language, redlining capabilities, etc.

Because SitcomStyle is a normal Word template, it can and should be installed like any Microsoft Word template. Different versions of Microsoft Word handle templates differently. Below you will find template installation instructions for each currently available version of Word or you can simply refer to Word's printed documentation or online help.

If you already own ScreenStyle, Style-Soft's other script formatting template, and remember how you installed it, you will find the following procedures identical to what you did last time. SitcomStyle is also an ordinary Microsoft Word template.

Installation: Microsoft Word For Windows 6.0

To install the software under Microsoft Word 6.0, please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the SitcomStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.
2. Open the SitcomStyle CD-ROM or floppy disk either by double-clicking its icon or by following your usual procedure for accessing files on inserted disks.
3. If you received the software on floppy disk, on the floppy disk find the folder or directory labeled "Microsoft Word 6-7", open it, and find the SitcomStyle template ("SITCOM.DOT") inside. Keep SITCOM.DOT in view—you will need it momentarily. Skip down to step 5.
4. If you received the software on CD-ROM, on the CD-ROM find the folder or directory called "SitcomStyle" and open it. If the entire CD-ROM is called "SitcomStyle", make sure the CD-ROM is open so you can see its contents. Find the folder or directory called "Windows" and open it. Find the folder or directory labeled "Microsoft Word 6-7", open it, and find the SitcomStyle template ("SITCOM.DOT") inside. Keep SITCOM.DOT in view—you will need it momentarily.
5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") or whichever disk on your computer system contains the Microsoft Word program Version 6.0. You will

emmettloverde.com

usually find Word 6.0 inside a folder or directory called "WORD6" or "WINWORD". Open whichever folder or directory contains Microsoft Word 6.0.

6. Inside the folder or directory that contains Microsoft Word 6.0 you will find a folder or directory called "TEMPLATE". Copy SITCOM.DOT from the floppy disk or CD-ROM into the "TEMPLATE" folder or directory. *It is very important that you make sure SITCOM.DOT is located inside the "TEMPLATE" folder or directory or Microsoft Word 6.0 will not know where to find SITCOM.DOT and SitcomStyle will not function properly!*
7. Start Microsoft Word 6.0.
8. Choose "New..." from Microsoft Word 6.0's "File" menu and choose "SITCOM" or "sitcom" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

NOTE: If "SITCOM" or "sitcom" are *not* listed in the dialogue box that appears when you choose "New..." from the "File" menu and you are certain that you correctly placed SITCOM.DOT inside the "TEMPLATE" folder or directory, then Microsoft Word may be looking in the wrong place for SITCOM.DOT. With Microsoft Word 6.0 running, choose "Options..." from the "Tools" menu. In the dialogue box that appears, click on the tab labeled "File Locations". On the list that appears, highlight "File Locations", then click on "Modify..." A dialogue box will appear. Navigate by pointing and clicking inside the "TEMPLATE" folder or directory inside the folder or directory that stores Word, then click on "Use Selected Directory". Click on "Close". "SITCOM" or "sitcom" should now appear in the dialogue box that appears when "New..." is selected from the "File" menu.

Don't forget to read and print out the included documents "READ-ME.DOC" or "READ-ME.PDF" for more instructions.

Installation: Microsoft Word For Windows 7.0

To install the software under Microsoft Word 7.0, please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the SitcomStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.
2. Open the SitcomStyle CD-ROM or floppy disk either by double-clicking its icon or by following your usual procedure for accessing files on inserted disks.
3. If you received the software on floppy disk, on the floppy disk find the folder or directory labeled "Microsoft Word 6-7", open it, and find the SitcomStyle template ("SITCOM.DOT") inside. Keep SITCOM.DOT in view—you will need it momentarily. Skip down to step 5.
4. If you received the software on CD-ROM, on the CD-ROM find the folder or directory called "SitcomStyle" and open it. If the entire CD-ROM is called "SitcomStyle", make sure the CD-ROM is open so you can see its contents. Find the folder or directory called "Windows" and open it. Find the folder or directory labeled "Microsoft Word 6-7", open it,

emmetloverde.com

and find the SitcomStyle template ("SITCOM.DOT") inside. Keep SITCOM.DOT in view—you will need it momentarily.

5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") or whichever disk on your computer system contains the Microsoft Word program Version 7.0. You will usually find Word 7.0 inside a folder or directory called "WINWORD" or "WinWord" or "Microsoft Word 7.0". Open whichever folder or directory contains Microsoft Word 7.0.
6. Inside the folder or directory that contains Microsoft Word 7.0 you will find a folder or directory called "Templates". Copy SITCOM.DOT from the floppy disk or CD-ROM into the "Templates" folder or directory. *It is very important that you make sure SITCOM.DOT is located inside the "Templates" folder or directory or Microsoft Word 7.0 will not know where to find SITCOM.DOT and SitcomStyle will not function properly!*
7. Start Microsoft Word 7.0.
8. Choose "New..." from Microsoft Word 7.0's "File" menu and choose "SITCOM" or "sitcom" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

NOTE: If "SITCOM" or "sitcom" are *not* listed in the dialogue box that appears when you choose "New..." from the "File" menu and you are certain that you correctly placed SITCOM.DOT inside the "Templates" folder or directory, then Microsoft Word may be looking in the wrong place for SITCOM.DOT. With Microsoft Word 7.0 running, choose "Options..." from the "Tools" menu. In the dialogue box that appears, click on the tab labeled "File Locations". On the list that appears, highlight "File Locations", then click on "Modify..." A dialogue box will appear. Navigate by pointing and clicking inside the "Templates" folder or directory inside the folder or directory that stores Word, then click on "Use Selected Directory". Click on "Close". "SITCOM" or "sitcom" should now appear in the dialogue box that appears when "New..." is selected from the "File" menu.

Don't forget to read and print out the included documents "READ-ME.DOC" or "READ-ME.PDF" for more instructions.

Installation: Microsoft Word 97 For Windows and Later (Including XP)

To install the software under Microsoft Word 97 For Windows and later (including XP), please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the SitcomStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.
2. Open the SitcomStyle CD-ROM or floppy disk either by double-clicking its icon or by following your usual procedure for accessing files on inserted disks.
3. If you received the software on floppy disk, on the floppy disk find the folder labeled "Microsoft Word 97-XP", open it, and find the SitcomStyle template ("SitcomStyle.DOT") inside. Keep SitcomStyle.DOT in view—you will need it momentarily. Skip down to step 5.

emmetloverde.com

4. If you received the software on CD-ROM, on the CD-ROM find the folder called "SitcomStyle" and open it. If the entire CD-ROM is called "SitcomStyle", make sure the CD-ROM is open so you can see its contents. Find the folder called "Windows" and open it. Find the folder labeled "Microsoft Word 97-XP", open it, and find the SitcomStyle template ("SitcomStyle.DOT") inside. Keep SitcomStyle.DOT in view—you will need it momentarily.
5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") or whichever disk on your computer system contains the Microsoft Word program or Microsoft Office. You will usually find Microsoft Word inside a folder called "Microsoft Word" or "Microsoft Office" inside a folder called "Program Files". Open whichever folder contains Microsoft Word or Microsoft Office.
6. Inside the folder that contains Microsoft Word or Microsoft Office you will find a folder called "Templates". Open the folder called "Templates".
7. Inside the folder called "Templates" you should find another folder called "My Templates". You may need to scroll down or sideways within the "Templates" window to find the "My Templates" folder. When you find the "My Templates" folder, open it.
8. Copy SitcomStyle.DOT that you kept in view as instructed above from the floppy disk or CD-ROM into the "My Templates" folder.
9. If there is no "My Templates" folder inside the "Templates" folder, simply copy SitcomStyle.DOT directly into the "Templates" folder. *It is very important that you make sure SitcomStyle.DOT is located inside the "My Templates" or the "Templates" folder or Microsoft Word will not know where to find SitcomStyle.DOT and SitcomStyle will not function properly!*
10. Start Microsoft Word.
11. Choose "Project Gallery", "Task Launcher", or "New..." from Microsoft Word's "File" menu.
12. Choose "My Templates", "SitcomStyle.DOT", or "SitcomStyle" from the dialogue box that appears. If neither "My Templates" nor "SitcomStyle.DOT" nor "SitcomStyle" are visible, scroll down or sideways within the dialogue box window until one of them comes into view.
13. If you were able to choose and open "My Templates" per step 12, choose "SitcomStyle" or "SitcomStyle.DOT" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

Don't forget to read and print out the included documents "SitcomStyle Read Me.doc" or "SitcomStyle Read Me.pdf" for instructions on using SitcomStyle!

Alternative Installation Method: All Versions of Microsoft Word

If you experience difficulty with the above instructions, an alternative installation method is to open the SitcomStyle template ("SITCOM.DOT" or "SitcomStyle.DOT") directly. *Do not do this by double-clicking SITCOM.DOT or SitcomStyle.DOT directly!* Instead please follow these steps:

1. Start up Microsoft Word.

emmetloverde.com

2. Choose "Open" from the "File..." menu. From the pop-up menu "Show", choose "Word Templates".
3. Open SITCOM.DOT or SitcomStyle.DOT from their locations on the SitcomStyle CD-ROM or floppy disk. *Make sure you are opening the version of SitcomStyle appropriate for your version of Microsoft Word.* Refer to the instructions above if you have difficulty locating the version of SitcomStyle appropriate for your version of Microsoft Word.
4. If upon opening SITCOM.DOT or SitcomStyle.DOT Microsoft Word offers you the option, choose to "Enable Macros".
5. Once the SitcomStyle template is open, *do not type anything or make any changes!* Instead, simply choose "Save As" from the "File" menu.
6. Choose "Document Template" from the pop-up "Format" menu in the "Save As" dialogue box. Choosing "Document Template" should automatically change the folder or directory into which you will save SITCOM.DOT or SitcomStyle.DOT to either the "My Documents" or the "Documents" folder or directory.
7. Click on "Save" and close SITCOM.DOT or SitcomStyle.DOT.
8. Choose "Project Gallery", "Task Launcher", or "New..." from Microsoft Word's "File" menu.
9. Choose "My Templates", "SitcomStyle", "SitcomStyle.DOT", "SITCOM.DOT", or "SITCOM" from the dialogue box that appears. If neither "My Templates" nor "SitcomStyle" nor "SitcomStyle.DOT" nor "SITCOM.DOT" nor "SITCOM" are visible, scroll down or sideways within the dialogue box window until one of them comes into view.
10. If you were able to choose and open "My Templates" per step 9, choose "SitcomStyle", "SitcomStyle.DOT", "SITCOM.DOT", or "SITCOM" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

Your Microsoft Word User Manual will have more information about working with template files.

Sincerely,

Emmett Loverde
ECLoverde@aol.com
www.emmettloverde.com

emmettloverde.com