HOLLYWOOD™

SCREENWRITER™

User's Manual
for Microsoft® Windows®

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Manual written by Kevin Hindley.

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Overview

The Spec Screenplay

Your ticket to being discovered as a screenwriter and starting your career in Hollywood is the spec screenplay. "Spec" is short for speculative, which means you write it without any up front guarantee of being paid for your work. You can look at it as writing a sample script, one that demonstrates your screenwriting and storytelling talent. When this script is as professional as you can make it, you can enter it in screenwriting competitions. The better competitions are judged by people working in the film industry, who will read your script. You can also send a brief query letter—telling something about yourself and more importantly, the story in your script—directly to agents, producers, directors, actors, and other industry players, asking if they'd like to read your script.

If they do read it, here are the outcomes you're looking for:

• A player buys or options your screenplay. Your career has begun.

• They like the writing but don't want to make a movie based on your script. They may hire you to write another screenplay, based on an idea of theirs or yours. Again, your career has begun.

• They like the writing but not the story. They ask to see something else you've written. This is great, too. Keep writing spec screenplays, keep improving your writing, and keep submitting.

Hollywood's Screenplay Format

An important part of making your script read like a professional script is the format. The special spacing, capitalization, margins, and page breaks are designed with one thing in mind—production. It's all about money. If you use the correct format, the screenplay page will take up about one minute of screen

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time when filmed. So, the page count roughly equals the length of the movie in minutes. This is for the benefit of the Production Manager, who must break down the script and sort the scenes by location, day or night, and other criteria in order to create a shooting schedule. The idea is to shoot the film in the shortest time possible, thus saving money and reducing the budget.

When you submit your spec script, the first (and perhaps only) person who will read it is the Story Analyst or Reader. Their job is to read scripts and pick out the great ones. These are recommended to their boss, who is too busy to read everything that is submitted. Readers have come to expect all scripts to look the same—in the accepted professional screenplay format. Their reasoning is that if the writer can't get the format right, how can they be expected to do justice to the structure, dialogue, plot, characters, or any other part of screenplay storytelling? If your script doesn't look like a professional script, they won't treat it like one. They may toss it in the trash without even reading it.

How To Format Spec Scripts Perfectly

You've got this part of the process mastered already—this is exactly what Hollywood Screenwriter does! In fact, it goes even further—it won't let you format the spec script incorrectly. You can concentrate your time, energy, and creativity on the story and the writing.

Scene Numbers

Q. Why doesn't Hollywood Screenwriter number the scenes like the scripts of produced movies that I've read?

A. Because those were shooting scripts, used in the actual shooting of the film. Spec scripts don't need scene numbers because your script will be rewritten many times before it is shot. They can be added later, usually by the studio's script typing department. Putting scene numbers in a spec script achieves one thing—it clutters up the script, making it a more difficult read. And you don't want to do anything to make your script harder to read for the creative person with limited time. That applies to Scene Continued's, too. On shooting scripts, the bottom of almost every page and the top of the next one has the word Continued. This indicates that the scene is continued on the next page or continued from the previous one. In a spec script, this just takes up extra space and makes the script longer.

Margins

Q. Why can't I cheat the margins and/or spacing to make my script appear longer or shorter?

A. The key words here are *cheat* and *appear*. When the script is retyped in the correct format—and if someone purchases it, it will be—the correct page length will be revealed. And you'll have to delete from or add to the scenes. Cheating tries to fool the reader, and comes from the unwillingness or inability of the writer to master screenplay form. You're better off doing the adding or deleting beforehand, and developing the discipline of a tight, lean writer now. By the way, the ideal length for a spec screenplay is between 90 and 120 pages.

Elements of Screenwriting

A screenplay is formatted using different elements—with different margins, spacing, capitalization, etc.—for each part of the script. A description of each element, with example text, is shown below. (Note that the examples are shown in boldface for emphasis only. Do not use boldface text in your scripts.)

Act Information

In a TV script, ends one act and starts another. Usually with a page break inbetween.

<u>**END OF ACT ONE**</u>

```
===ACT/SCENE
BREAK===============================
```

<u>**ACT TWO**</u>

<u>SCENE A</u>

Action

Shows what the characters are doing in the scene, and briefly describes where they're doing it.

```
EXT. STREET - DAY
```

Uncle Billy is walking along the street, humming happily to himself. He sees some men decorating the Court House with banners and bunting -- there is a huge sign reading: Welcome Home Harry Bailey.

Character Name

Indicates who's speaking. It is immediately followed by a Dialogue element (or a Parenthetical element).

```
                    UNCLE BILLY
              (calls out)
        Be sure you spell the name right.
```

Dialogue

Contains what the character says. It immediately follows a Character Name element (or a Parenthetical element). Note that you cannot create a Dialogue element (or convert another element to Dialogue) without creating a Character Name element first.

```
                    UNCLE BILLY
              (calls out)
        Be sure you spell the name right.
```

Parenthetical

Indicates how the character speaks, when that's not clear from the dialogue itself. It immediately follows a Character Name element, and is immediately followed by a Dialogue element. It can also be placed in the middle of a Dialogue element. Note that you cannot create a Parenthetical element (or convert another element to Parenthetical) without creating a Character Name element first.

```
                    UNCLE BILLY
              (calls out)
        Be sure you spell the name right.
```

Scene Heading

At the beginning of a scene, tells when and where the scene takes place. Indicates that the story has moved to a new location or time. Includes INT./EXT., Location, and Time Of Day.

EXT. STREET – DAY

Uncle Billy is walking along the street, humming
happily to himself. He sees some men decorating
the Court House with banners and bunting --
there is a huge sign reading: Welcome Home
Harry Bailey.

Scene Information

In a TV script, ends one scene and starts another. Usually with a page break.

<u>END OF ACT ONE</u>

===ACT/SCENE
BREAK===============================

<u>ACT TWO</u>

<u>SCENE A</u>

Shot

Indicates a camera angle, usually putting emphasis on one thing.

The door closes on Uncle Billy's fingers.

UNCLE BILLY'S EYES

He's trying not to cry, but the tears flow
anyway.

Title (Centered)

Used to center text horizontally on the page. Instead of using FADE IN:, some
writers prefer to print the script title and their name at the very beginning of
the script.

IT'S A WONDERFUL LIFE

by

Robert Riskin


```
EXT. STREET – NIGHT

George, in the uniform of an air raid warden, is
patrolling his beat.
```

Transition

Emphasizes a change in time or location, between two scenes. Usually ends with **TO:** Use sparingly.

```
Uncle Billy remains sobbing at the table, his
head in his arms.

                                        CUT TO:

INT. GEORGE'S LIVING ROOM – NIGHT
```

Extension

Part of the Character Name element. Used when the character speaking is offscreen or in voice-over.

```
George is walking along the sidewalk, reading a
newspaper.
                JOSEPH (V.O.)
        This morning, day before
        Christmas, about ten a.m. Bedford
        Falls time...
George comes to where Ernie, the taxi driver, is
standing on the sidewalk.
```

Binding

Your script should look like the scripts submitted by professional writers and their agents. Just like screenplay format, there is a standard way to bind

scripts. Do not use spiral binding, fancy report covers, Velobind, or any other method that's acceptable for documents that are not screenplays. Use only 3-hole punched white paper with plain cardstock covers, bound with 2 brass brads. Don't write the title or anything else on the covers or side edges of the script.

Paper

Use regular 8-1/2 by 11 white 20-pound paper, the kind sold for photocopying machines. Make sure it's 3-hole punched, unless you have a machine for doing it yourself and endless patience.

Covers

Use 110-pound cardstock, in a plain solid color. These are usually not 3-hole punched, so you'll need that 3-hole punch machine. Place 1 blank cover on the front and 1 blank cover on the back before binding everything together with 2 brass brads. Make sure your pages are in the correct order and that none are missing. Resist the temptation to put fancy drawings, photos, or designs on the covers—these tell the reader that you are an amateur. Instead, put all that creativity into your writing.

Brads

Use solid brass Acco #5 (1-1/4") or #6 (1-1/2") brads. They are sold in boxes of 100. Accept no substitutes. The cheap, brass-plated steel ones do not stay flat—they spring back, protruding enough to scratch people's desks, laps, and car seats. Put only 2 brads on your script, leaving the middle hole empty. On the back of the script, flatten the prongs of each brad against the back cover by bending them at 90 degrees. Brass washers are optional, but they do keep the brads from coming loose.

Mailing

It's polite, and good business practice, to send out a query letter before sending your script. If you write a good enough query letter, the reader will be intrigued and ask to see the script. If they receive your script without having asked to see it, they will probably send it back unopened. This protects them from any accusations that they read the script and stole the ideas in it.

Alternatively, they will do what most people do with unsolicited junk mail—throw it in the trash unopened.

Basic Information

Windows® Operating System

Using Hollywood Screenwriter and this manual assumes a basic familiarity with Microsoft Windows 3.11, 95, 98, or NT. Teaching or supporting this operating system is beyond the scope of this manual. For help with Windows, go to your Microsoft Windows manual, Windows online Help, or contact Microsoft Corporation.

Selecting Hollywood Screenwriter Commands

There is usually more than one way of performing a function in Hollywood Screenwriter. For ease of use, this manual shows you how to select commands using the Mouse and the Main Menu Bar. As you become more familiar with Hollywood Screenwriter, you many want to use Keyboard Shortcuts and SpeedBar Icons.

To see what command a **SpeedBar Icon** represents, use the mouse to move the cursor over the icon without clicking on it.

A box of explanatory Hint text displays directly beneath the icon, and any Quick Key shortcut displays on the left of the Bottom Status Bar.

For a list of Main Menu Bar commands, see the Appendix chapter entitled Main Menu Bar.

For a list of Keyboard Shortcuts, see the Appendix chapter entitled Command Keys.

Online Help

When writing your script, help with Hollywood Screenwriter is always available online, under the **Help** Menu:

Contents brings up a Table of Contents for the help file.

Search for Help on... displays the help file's searchable Index.

Quick Help displays a sample script page. Get help information about any Element or item by clicking on it.

If you make a selection under the Main Menu Bar, **context-sensitive help** is available. When the menu screen displays, click on the Help button or the ? button.

? Help

Helpful information, explaining what each selection on that menu does, displays.

Menus

Main Menu Bar—Hollywood Screenwriter's Pull-Down menus are accessed from the *Main Menu Bar* at the top of the screen. Individual Menus may be selected with the mouse, or by pressing ⌈alt⌉ plus the underlined letter of the Menu (such as ⌈alt⌉ + ⌈P⌉ for **Sp̲ell**).

There are three types of menu:

PULL DOWN MENU

| Spell	
W̲ord	Ctrl+L
E̲lement	
P̲age	
F̲orwards	
Entire S̲cript	
C̲ount Words	
Clear I̲gnore List	
Edit U̲ser Dictionary	
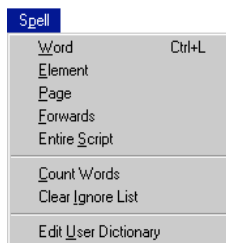
Pull-down menus pull down from the Main Menu Bar. Each option has an underlined QuickSelect letter as part of its name, as in the **Sp̲ell** Menu in the

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example. With the Menu displayed, select an option using any of these methods:

- Scrolling through the options with the arrow keys and pressing `Enter←`

- Use the mouse to click on an option

- Pressing the appropriate QuickSelect Letter (e.g., "w" to select **Word**)


NOTE: If there is a Windows Quick-key equivalent for a menu option, it displays to the *right* of the Menu Item (as in Ctrl+L for Word in the example above.)


LIST MENU

```
BOB
CAROL ANN
HELMER
IOANNA
KEVIN
MUSSO
```
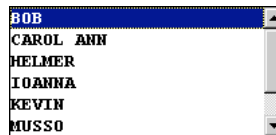
List Menus are scrollable menus with text items selectable for input into your script without typing, such as the Character List in the example.

To select an item, you would:

- Type enough letters to match the item you want (typing "H" highlights "Helmer", while typing "Helmer a" highlights "Helmer and Nora"). Then press `Enter←`

- Click on the item you want, using the mouse

- Scroll through the items with the arrow keys, and press `Enter←` to select the highlighted item

More items can be viewed by clicking or dragging in the scroll bar on the right of the menu.

DIALOG BOX
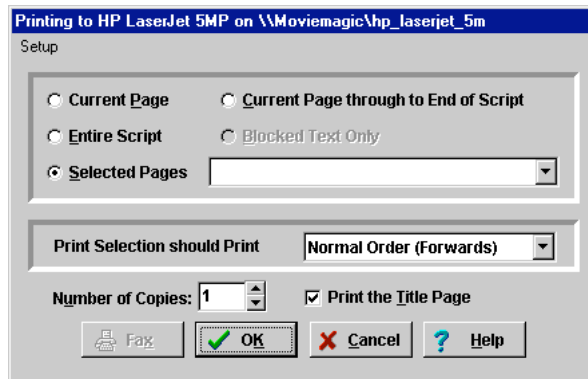
Dialog boxes have different types of input options, including *Push Buttons, CheckBoxes, Radio Buttons,* and *Text & Numerical Input Fields.* Most options have an Underlined QuickSelect letter. Select the option you want using any of these methods:

- Moving around in the menu by pressing `tab` or `shift` + `tab`

- Clicking on it with the mouse

- Pressing the QuickSelect letter on the keyboard (if you're already in a Text or Numerical Input Field such as Selected Pages and want to move to another, such as Current Page, press `alt` + `R` to distinguish from text input).

PushButtons

There are four PushButtons (displayed as rectangular boxes) on the **Print** dialog box in the example above: **Fax, OK, Cancel**, and **Help**. Select a Push Button using any of these methods:

- Moving to it with the arrow or `tab` keys and pressing `Enter←`;

- Clicking on it with the mouse

- Pressing its underlined QuickSelect letter (if any) from the keyboard.

Selecting **OK** always exits a dialog box, accepting all of the current settings. Selecting **Cancel** always cancels a dialog box without changing anything.

CheckBoxes

An example of a CheckBox (displayed as a small box, either blank or with a Checkmark in it) is shown on the example **Print** dialog box on the previous page, titled **Print the** <u>**T**</u>**itle Page.** A CheckBox can be checked or unchecked using one of these methods:

- Moving to it with the arrow or ⌨tab keys and pressing the Space Bar

- Clicking on it with the mouse

- Pressing the Underlined QuickSelect Letter from the keyboard (in this example, "r" for <u>R</u>un).

Radio Buttons

There are many Radio Buttons (displayed as a small circle, either blank or with a dot in it) on the example **Print** dialog box. The first two are: **Current** <u>**P**</u>**age** and <u>**E**</u>**ntire Script**. Radio Buttons are similar to CheckBoxes, except that only *one* Radio button in any given group may be checked at any one time.

Text or Numerical Input Fields

Text or Numerical Input Fields (such as <u>**S**</u>**elected Pages** or **N**<u></u>**umber of Copies** on the example **Print** dialog box) allow you to enter text or numbers as appropriate. Depending on the particular field, spaces may be allowed and text may be automatically capitalized for you.

Editing Screen
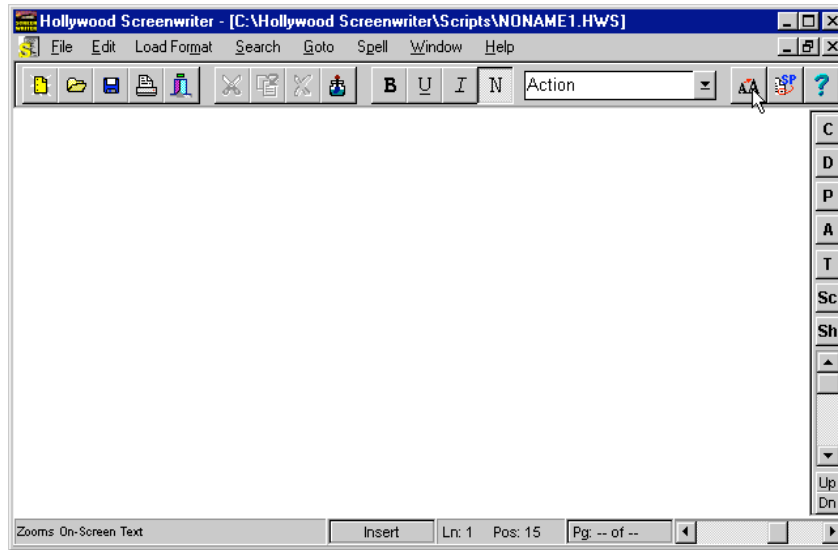
The default editing screen has several bars on screen. The top most bar is the **Main Menu Bar** which gives you access to all of the Pull-Down Menus.

Beneath that is the **Top SpeedBar** with *Speed Buttons* for frequently used tasks. To see what any Speed Button does, move the mouse cursor arrow over it. A hint explaining its function appears immediately underneath the button. Another explanation, often giving the Quick Key command, may also appear on the status bar at the bottom of the screen.

At the right of the screen is the **Right SpeedBar**. A Right SpeedBar icon button *inserts* an element at the cursor position.

Across the bottom of the screen is the **Bottom Status Bar**. On its left side it displays a "hint" about the item the cursor is currently over.

To the right of that is the **Insert/Typeover Button**, which toggles between Insert and Typeover modes. In Insert mode, whatever you type is inserted before the cursor. In Typeover mode, whatever you type writes over the text after the cursor position, replacing it. Insert mode is in common use in most word processing and screenwriting programs.

Next to that is **Line** & **Position**, information, telling you where the cursor is located onscreen.

Opening a Script

Under the **File** Menu, select **Open**. Select from the list of available files, changing the subdirectory, drive, or file type if necessary.

Click on **OK** to open the file.

To open a file you've *recently saved*, select one of the numbered files at the bottom of the **File** Menu.

Opening Multiple Scripts

Hollywood Screenwriter allows you to have up to 9 files open at the same time.

To have more than one script open, **Open** them one at a time under the **File** Menu. Initially, they each open in full screen. To see several of them on screen at once, you can resize them and open multiple windows:

Displaying Multiple Windows

Under the **Window** Menu, select either **Cascade** or **Tile**:

Tile—shows all open scripts, each at full page width, stacked horizontally above each other. Makes for easy cutting and pasting.

Cascade—shows all open scripts with reduced windows, overlapping each other. The most recently opened script is at the front, becoming the currently displayed file.

Switching between Windows

If all the windows are visible on screen, switch between them by clicking anywhere on a script's window.

If the windows are *Maximized* (i.e. at full screen size,) then:

Select the script to display by clicking on its name at the bottom of the **Window** Menu.

Or, press Ctrl + F6 , or Ctrl + tab to cycle between the open windows.

Opening a Previously Saved Version

When you tell Hollywood Screenwriter to save a script, it makes a backup copy of any previously saved version with the same name. The suffix .HWS is changed to .BK for the previous version.

If you need to go back to that previous version, load the **.BK** file:

1.   Under the **File** Menu, select **Open**.

2.   Change the **File Type** from Hollywood Screenwriter Scripts to **Prev. Saved Script**.

3.   Select from the list of available .BK files, changing the subdirectory, drive, or file type if necessary.

4.   Click on **OK** to open the file.

Now both versions of the file, the old .BK and the latest .HWS, are open. Switch between them under the **Window** Menu.

To keep a copy of the .BK version, save it under a different name (for example, if the filename is OSCAR.BK, save it as OSCAR1.HWS). Leaving its name with the suffix .BK allows it to be overwritten next time you save—which is not what you want.

Opening a Timed Backup

Hollywood Screenwriter makes an emergency backup of the currently displayed script at timed intervals. This is in addition to the automatic .BK backup file created when you save a script, and is saved separately. To open a Timed Backup file:

1.   Under the **File** Menu, select **Open**.

2.   Change the **File Type** from Hollywood Screenwriter Scripts to **Timed Backup**.

3.   Select from the list of available **.TMB** files.

4.   Click on **OK** to open the file.

To keep a copy of the .TMB version, save it under a different name (for example, if the filename is SAVE2.TMB, save it as <FILENAME>.HWS.)

Saving a Script

To save an open file, display it onscreen. (If you have multiple scripts open, select the file to display by clicking on its name at the bottom of the **Window** Menu . A checkmark appears next to its name, and it becomes the currently displayed file.)

Under the **File** Menu, select a save option:

Close—exits the script, without exiting Hollywood Screenwriter. If you've made changes without saving, it prompts you to save the file.

Save—saves your script under its current name, or asks for a new name if you haven't already named the file.

Save As...—goes to the **Save As...** Menu. You can change the script name, its subdirectory, or file format.

Exit—closes all scripts and exits Hollywood Screenwriter. Prompts you to save any open scripts with unsaved changes.

Title Page

A Title Page is placed before page 1 of the script. In a spec script, all it needs to contain is the script's title, the author's name, and an address and contact phone number.

Hollywood Screenwriter's **Title Page Publisher** allows you to create a title page with a WYSIWYG ("What-You-See-Is-What-You-Get") page layout. Gridlines are displayed to help you position your text boxes, and do not print. The title page is automatically attached to the script and is saved with it, yet it stays out of your way while writing**.**
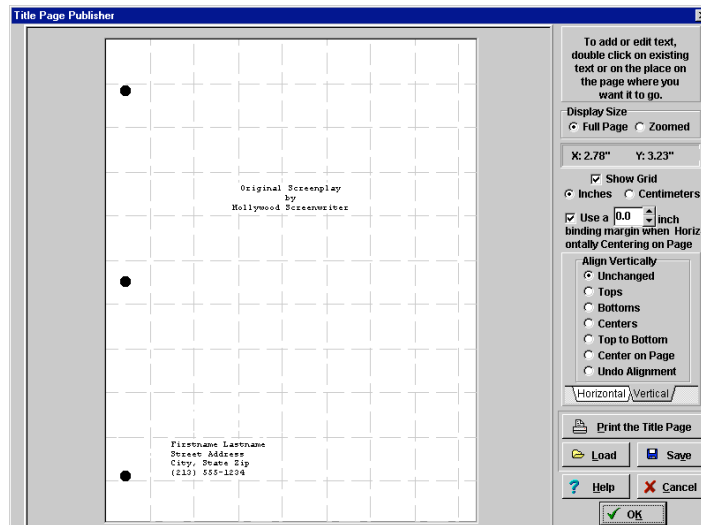
Opening a Title Page

Under the **File** Menu, select **Title Page Publisher** and you'll see a screen like the one in the example above. You can enlarge or reduce the size of the title page displayed onscreen with the **Full Page** and **Zoomed** buttons at top right.

Creating Text Elements

Double click anywhere on the title page to create a text element. The **Edit Text** dialog box displays.
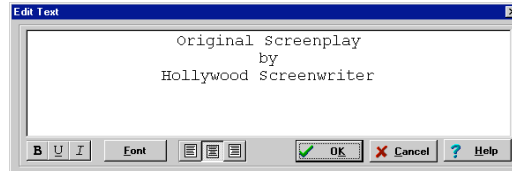
Type your text.   To change the text's style, highlight the text then click on the appropriate style button.

The Left three buttons allow you to select **Bold** <u>Underline</u> and *Italics* respectively.

The next button lets you select the text's **Font**.

The next three buttons allow you to select **Left Justified**, **Centered**, or **Right Justified** text.

> **NOTE:** All the text in any given text element will have the same style (i.e. bold, underline, etc.), font, and justification. If you want the script's Title to appear differently from the Author's name (for example, underlined), use different text elements for each and align them as desired.

Click **OK** and the Edit Text window disappears, placing your text in a text element on the Title Page.

Moving a Text Element

Select the text element by single-clicking on it with the mouse. You can now move it using any of these methods:

- Dragging it to where you want it to go.

- Pressing the arrow keys on the keyboard.

- Clicking on the **Horizontal** and **Vertical** text alignment buttons at the right of the title page.

X and **Y** axis displays at the upper right of the screen show how far from the left (X) and top (Y) margins of the page your text element starts. These measurement change as you move the text element, and are shown in your selection of **Inches** or **Centimeters**.

A Grid helps you position text elements on the page. Check **Show Grid** to display it.

Saving a Title Page

As the Title Page is saved as part of the script itself, there's no need to save it separately. To save it as a template for use with other scripts, simply click on the **Save** button and give it a name. A file extension of **.TPG** is automatically added to a Title Page Template file you save.

Loading a Title Page

You can load a title page that is part of another Hollywood Screenwriter script, or was saved as a Title Page Template file. Click on the **Load** Button.

On the **Open Title Page** dialog box, load an existing Title Page Template file by selecting a file ending in **.TPG** and clicking **Open**.

To load a title page that is part of another Screenwriter script, click the Load Button then change the **List files of type:** from Title Page to **Hollywood Screenwriter Scripts**. Select a file ending in **.HWS** (or .SCW) and click **Open**.

Printing a Title Page

From *within* Title Page Publisher, print the Title Page by clicking the **Print The Title Page** Button.

To print from *outside* Title Page Publisher, under the File Menu, select **Print.** On the Print dialog box, select which pages to print, and check **Print Title Page**.

Script Formats

Hollywood Screenwriter has pre-set format files for:

- Screenplay

- TV Templates

- Stage Play

As a default, Hollywood Screenwriter loads Screenplay format each time you open a blank script file. However, you can easily switch to one of the other formats:

Loading a Script Format

Under the **Load Format** Menu, click on the format you want.

If you already have a script open and displayed onscreen, loading a different format applies the new settings to your existing script.

Screenplay—the standard feature film format, also used for most MOW's (TV Movies) including Miniseries, Episodic Dramas including Soaps, and Animation.

NOTE: There is no one standard format for Television shows. It's recommended that you get at least two scripts from the show you're writing for and match the format before submitting your spec. Reading a show's scripts also gives you a better feel for the characters and the kinds of stories that get made. Try to get scripts from the current season. (Templates for certain TV shows are supplied with Hollywood Screenwriter. See Television Templates, below.)

Stage Play—based on the professional published formats used by Samuel French. Narrow Action margins with Parenthesis, wide Dialogue margins, and Act & Scene Information.

TV Templates—based on the actual production scripts used by the TV shows, they have the correct margins, formatting, character lists, act and scene breaks, and even sample text for the top Sitcoms, Soaps, and Episodic Dramas.

Other Formats

Word Processor—can be used from within any other format. Puts you in a mode where Tab and Enter function as in normal word processing programs. Effectively switches off Hollywood Screenwriter's script formatting features, though you can still insert script Elements. To switch to WP mode:

Under the **Edit** Menu, select **Normal WP mode**.

A checkmark appears next to Normal WP mode on the menu, and the left of the Bottom Status Bar displays a message in Red to remind you that you're in WP mode.

To exit WP mode, repeat this command sequence or press `control`+`W`.

Writing the Script

Elements

Each part of a script is formatted uniquely, with different margins, capitalization, and spacing. Hollywood Screenwriter uses these elements:

- Act Information
- Action
- Character Name
- Dialogue
- Parenthetical
- Scene Heading
- Scene Information
- Shot
- Title (Centered)
- Transition

Creating Elements

You can create Elements in a number of ways:

- Click on an element in the pull-down Current Element window (changes the current element)
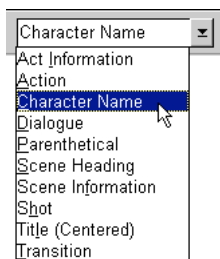
- Click on the element's icon on the Right SpeedBar, if displayed (inserts the element at the cursor position)
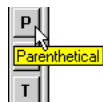
- Press a ⌈Ctrl⌉-key shortcut for that element
  (See the Appendix chapter entitled Command Keys for details)

- Type an element's text and it is automatically formatted in certain elements:

  —type **int.** or **ext.** in a new Scene Heading or blank Action element

  —type **fade in:** or press ⌈Enter⌉ at the start of a new script,

  —type in Transition text, ending it with **to:**

Tab & Enter

You can easily go from element to element in Hollywood Screenwriter by pressing just two keys—⌈tab⌉ and ⌈Enter⌉. Your fingers need never leave the keyboard (unlike using a Control-key shortcut, or using the mouse,) enabling you to stay in the flow of writing your script.

Based on which Element the cursor's in, Hollywood Screenwriter makes an informed guess as to what you'd like to do next. It places you in the logical next Element, and pops up a menu of possible choices. For example, if the cursor's in a blank Character Name element and you press ⌈Enter⌉, a list of all the Character Names in your script pops up for your selection.

The following element instructions use the Tab & Enter method.

Fade In

On the first line of a new script, press [Enter←].

A Pop-up list displays, with Initial Scene Heading Text options.

Type "f" for <u>F</u>ade In, and **FADE IN:** is entered for you, correctly formatted. The cursor drops down to a new line and makes it a Scene Heading, which is the element that usually follows Fade In:

Scene Heading

A Pop-up list displays, with Initial Scene Heading Text options.
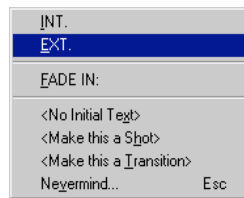
Type in the underlined QuickLetter of your selection, and it's entered for you. For example, type "e" for <u>E</u>XT to enter "EXT." and the correct spacing following it. (Type "v" for Ne<u>v</u>ermind to Cancel, or press [esc])

Next, enter a Location.

Location

To enter a Location, type it. For example, "detective's office". It will be automatically formatted as All Caps.

Next, enter a Time-of-Day.

Time-of-Day

Enter a Time-of-Day by pressing [Enter←] after typing your Location.

A Pop-up list displays, with Time-of-Day options.
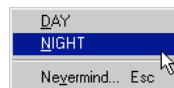
Type in the underlined QuickLetter of your selection, and it's entered for you. For example, type "d" for <u>D</u>AY to enter "DAY" and the correct spacing and dashes before it.

Your Time-of-Day is entered, and the cursor moves to a new Action element.

Action

Type your characters' descriptions and activities in the Action element.

Press ⌈Enter◄─⌉ to go to a new paragraph of Action.

Press ⌈Enter◄─⌉ twice to go to a new Scene Heading element.

Press ⌈tab⌉ to go to a Character Name element.

Character Name

To create a *new* Character Name, type it in.

To enter a Character Name that's *already been used* in this script:

1. Press ⌈Enter◄─⌉. A Pop-up list of available Character Names displays.

```
CAROL ANN
HELMER
HELMER AND NORA
KEVIN
MUSSO
NORA
```
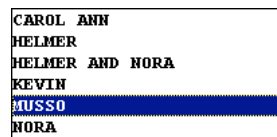
2. Type the first letter of the character's name you want. The name becomes highlighted.

3. Press ⌈Enter◄─⌉. The Character Name is entered, and a Dialogue element is created.

To enter an existing Character Name by first letter:

1. Type the first letter of the character's name, e.g. "h". A Pop-up list of Character Names starting with that letter displays.

```
HELMER
HELMER AND NORA
```

2.   Type enough letters until the name you want is highlighted and press
     [Enter←]. The Character Name is entered, and a Dialogue element is
     created.

3.   (To enter a Character Extension, press "("(left parenthesis) instead of
     [Enter←]. The Character Name is entered, and a Character Extension Pop-
     up List displays.)

Character Extension

An Extension is a modification to the Character Name, appearing directly
after it in parentheses (or on the next line, if you prefer). It is commonly
used to indicate that the Character speaking cannot be seen speaking
onscreen. The two most common Extensions are:

• **V.O.** —meaning Voice Over, which tells the reader that the character is
  commenting on the onscreen action but is not part of it, or is narrating
  over the scene.

• **O.S.** —meaning Off Screen, which tells the reader that the character is
  not visible on screen but is nearby somewhere in the scene.

To enter a Character Extension:

1.   Press [(] (left parenthesis) while the cursor is anywhere in a Character
     Name and a Character Extension Pop-up List displays.
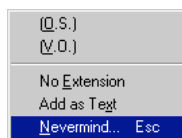
2.   Type in the underlined QuickLetter of your selection, and it's entered for
     you. For example, type "v" for (V.O.) and **(V.O.)** is entered.

     Add as Text—enters whatever you type as a Character Extension,
     without adding it to the User List.

The cursor moves to a new Dialogue element.

(If you pressed [Enter←] and the cursor's already gone to a blank Dialogue
element, press [backspace] to return the cursor to the Character Name element.
Then press [(] (left parenthesis).)

Delete a Character Extension

With the cursor at the *end* of a Character Name element, press ⌨️`delete` to delete the Character Extension.

Or, with the cursor *anywhere* in a Character Name element, press `(` (left parenthesis). A Character Extension Pop-up List displays. Type "e" for No Extension.

The cursor moves to the Dialogue element following the Character Name.

Dialogue

A Dialogue element can only be created immediately following a Character Name (or its Parenthetical) element.

1. With the cursor in a Character Name or Parenthetical element, press `Enter←`. The cursor moves to a new Dialogue element.

2. Type your character's dialogue.

3. Press `Enter←`.

4. The cursor moves to a new Action element.

Second Dialogue Paragraph

To split up a long paragraph of Dialogue into smaller chunks, you can enter it as two or more shorter paragraphs of Dialogue.

To enter a second paragraph of Dialogue, press `alt`+`Enter←` twice to put in two hard returns.

Parenthetical

With the cursor anywhere in a Dialogue element, press `(` (left parenthesis).

A Parenthetical element is created at the cursor location.

If the cursor is at the beginning of a Dialogue element, the Parenthetical is placed between the Character Name and the Dialogue.

If the cursor is in the middle of a Dialogue element, the Dialogue is broken by the Parenthetical.

Type the Parenthetical text, then press ⌨Enter⏎.

The cursor moves to the Dialogue element following the Parenthetical.

Transition

With the cursor at the beginning of any blank element, type any Transition text ending in **to:** Hollywood Screenwriter automatically formats and spaces it correctly at the right margin.

A new Scene Heading element is created, and a Pop-up List of Initial Scene Heading Text displays.

Or, press ⌨Enter⏎ in a blank Action element and type "t" for **Make this a Transition**.

Shot

Press ⌨Enter⏎ in a blank Action element and type "h" for **Make this a S<u>h</u>ot**. Then type any text for your Shot.

Press ⌨Enter⏎ and a new Action element is created.

Title (Centered)

You can create a centered title that doesn't contain Act or Scene information. As an example, some writers prefer to start the first page of their script with the script's title underlined, instead of Fade In:

First create a blank Action element. Then click on the Current Element window on the Top SpeedBar, and select **Title (Centered)** from the drop down Menu that displays.

Act Information (TV and Stage Play Format)

Prologue Text

Type any valid Prologue Text at the beginning of a blank element (the only Prologue Text that Hollywood Screenwriter recognizes is **TEASER**, **PROLOGUE**, or **COLD OPENING**.) Hollywood Screenwriter automatically centers and capitalizes it.

New Act

To start a New Act:

Type **NEWACT** (this is all one word, without a space) at the beginning of any blank element. Hollywood Screenwriter centers it and changes it to **ACT** #, where # is the new Act Number. (A forced page break will *not* be entered.)

Same Act

To continue the Same Act, type **SAMEACT** (this is all one word, without a space) at the beginning of any blank element. Hollywood Screenwriter centers it and changes it to **ACT** #, where # is the same Act Number.

End of Act

To end an Act, type **END OF** (this is two words, with a space) in a blank Action element. The appropriate End of Act info is entered, followed by a forced page break.

Scene Information (TV and Stage Play Format)

New Scene

To start a New Scene:

Type **NEWSCENE** (this is all one word, without a space) at the beginning of any blank element. Hollywood Screenwriter centers it and changes it to **SCENE** #, where # is the new Scene Number. (A forced page break will *not* be entered.)

Or, press ⎡Enter⏎⎤ while in an **Act Info** Line and Hollywood Screenwriter puts in the appropriate New Scene Info for you.

Switch Elements

To convert one element to another (for example, Action to Shot):

1. Put the cursor anywhere in the Element to be changed. (Or, select a portion of the element to change.)

2. Click on the **Current Element Window** on the Top SpeedBar to display the Pull-Down List of elements.

3. Select the element type to switch to by clicking on it.

Moving between Elements

Pressing Tab or Enter in one element either moves you to a new default
element or displays a List Menu of available options:

If you Type—	Hollywood Screenwriter will—
FADE IN: or any Transition	display Scene Heading Initial Text menu (INT., EXT., etc.)

If you Press `Enter←` while in—	Hollywood Screenwriter will—
blank Action, Transition, blank Scene Heading, Scene Info, or End of Act	display Scene Heading Initial Text menu (INT., EXT., etc.)
Scene Heading without Location	display a List Menu of all unique Locations already in the script
Scene Heading with Location	display a List Menu of Time-of-Day (DAY, NIGHT, etc.)
End of Action	add another Action Element
Character Name	add a Dialogue Element (If the next element is Dialogue or Parenthetical, it moves to the beginning of that element)
End of Dialogue	add an Action Element
Middle of Dialogue	break the Dialogue and insert an Action Element.
Parenthetical	add a Dialogue Element (if the next element is Dialogue, it moves to the beginning of that element).

Pop-up menus can be displayed manually by pressing the appropriate Control
key combination:

If you Press—	While in—	QuickType will—
`Ctrl`+`O`	any element	add a Shot element
`Ctrl`+`Enter⏎`	any element	add an Action element
`⇧ Shift`+`Ctrl`+`C`	Action or Dialogue element	display a List Menu of existing Character Names
`tab`	any element	add a Character Name element
`(`	Character Name element	display a List Menu of Character Extensions (V.O., O.S., etc.)
`(`	Dialogue element	add a Parenthetical element
`Ctrl`+`T`	any element	add a Transition element

Character Name in Dialog/Action

To put an existing Character Name into Dialogue or Action without typing it in again, press `⇧ Shift`+`Ctrl`+`C`.

A Pull-Down menu displays, with all the existing Character Names. Select one and it is entered as text at the cursor position.

Forced Page Break

To end a page short and start a new page, enter a Forced Page Break at the cursor position.

Under the **Edit** Menu, select **Add Forced Page Break**.

Or, press `shift`+`Enter⏎`.

Remove a Forced Page Break

Remove a Forced Page Break using one of these methods:

- Put the cursor either before or after the forced page break. Under the Edit Menu, select **Remove Forced Page Break**.

- Or, put the cursor at the beginning of the element immediately *following* the Forced Page Break. Press the `←BkSp` key.

- Or, put the cursor at the end of the element immediately *before* the Forced Page Break. Press the `delete` key.

Hard Return

To end a line short and start a new line, enter a Hard Return at the cursor position.

Under the **Edit** Menu, select **Add Hard Return**.

Or, press `alt` + `Enter←`.

User Lists

While you write, Hollywood Screenwriter can recognize certain text you've typed as matching an item in one of its User Lists, and format it as the appropriate element automatically.

For example, typing "ext." on a blank line tells Hollywood Screenwriter that you're starting a new Scene Heading. It automatically formats your entry as "EXT."

Typing a Location in your script and pressing `Enter←` pops up the Time-of-Day User List. Typing the first letter (or underlined QuickLetter) of a Time-of-Day enters it in your script and moves the cursor to a new Action element.

These pop-up menus, or User Lists, contain text items that can be entered by typing the first letter or two instead of typing the whole text, saving you time and effort.

NOTE: Transitions are an exception. Any text that ends with **TO:** is recognized as a transition, whether or not the text is in the Transition User List.

Default User Lists

When you install Hollywood Screenwriter, all User Lists except for Character Names and Locations have default items which are used for all new and imported scripts:

User List	Default Items
Character Names	Empty
Extensions	"O.S."
	"V.O."
Scene Heading Text	"INT."
	"EXT."
Time-of-Day	"DAY"
	"NIGHT"
Transitions	"CUT TO:"
	"DISSOLVE TO:"
	"FADE OUT:"
Act/Scene Info	"NEWACT"
	"SAMEACT"
	"NEWSCENE"
Prologue Text	"TEASER"
	"PROLOGUE"
	"COLD OPENING"
Tag Text	"TAG"
End of Act Text	"END OF"

Text Editing

There is usually more than one way of performing any text selecting or editing command in Hollywood Screenwriter. For ease of use, the method using the *Mouse* and the *Main Menu Bar* is emphasized. As you become more familiar with Hollywood Screenwriter, you many want to use Keyboard Shortcuts and SpeedBar Icons.

To see what command a **SpeedBar Icon** represents, use the mouse to move the cursor over the icon without clicking on it. A box of explanatory Hint text displays directly beneath the icon, and any Quick Key shortcut displays on the left of the Bottom Status Bar.

For a list of Main Menu Bar commands, see the Appendix chapter entitled Main Menu Bar.

For a list of Keyboard Shortcuts, see the Appendix chapter entitled Command Keys.

Moving the Cursor

Use the following keys to move the cursor around the script quickly:

|alt|+|↑| .... Previous Element

|alt|+|↓| .... Next Element

|Ctrl|+|alt|+|home| .... Goto Top of Script

|Ctrl|+|alt|+|end| .... Goto End of Script

|Ctrl|+|G| .... Goto Page Menu

|→| .... Next character

|←| .... Previous character

Ctrl + → .... Next Word

Ctrl + ← .... Previous Word

home .... Beginning of current line

end .... End of current line

↑ .... Previous Line

↓ .... Next Line

PgUp .... Previous Screen

PgDn .... Next Screen

Selecting Text

Hollywood Screenwriter uses the standard Windows methods of text selection.

Menu Selection—place the cursor in the text to be selected. Under the **Edit** Menu, choose from:

   Select All—selects the entire script.

   Turn off Block—de-selects the currently selected block of text.

Mouse Selection—Hollywood Screenwriter has these options for selecting text with the mouse:

   Drag Select—using the mouse, Left-Click directly in front of the text to be selected. *While holding the Left Button down*, drag the mouse cursor across the text. Release the button when all the desired text is highlighted. (To continue selecting text that's offscreen, move the mouse cursor onto the top or bottom menu bar while still holding the button down—it continues scrolling and selecting in that direction.)

   Double-Click—place the cursor on the word to be selected.

      Double-Click the Left mouse button to select the <u>Word</u>.

Keyboard Selection—place the cursor on the word/sentence/element to be selected. Press the shift key and hold it down. Press other movement

keys, such as an arrow or page down key, to highlight the text. Release both keys when the desired text is selected.

Adjusting the Block Selection

If you've selected some text and then realized that you need to block less or more text, you don't have to start over. Instead:

1. Press the ⌗shift key and hold it down.

2. Extend or reduce the selection, by using the mouse or the keyboard's movement keys (up, down, right, and left arrow keys).

3. Release the ⌗shift key.

De-Selecting Text

To de-select a selected block of text:

Left-Click the mouse anywhere on the page.

Or, press a movement key alone (up, down, right, and left arrow keys), without the ⌗shift key.

Moving Text

Hollywood Screenwriter offers these methods of moving text around in your script:

Cut and Paste—a two-step method. Text is *removed* from one location and placed on the Clipboard, then Pasted into a new location.

Copy and Paste—a two-step method. Text is left in its original location and placed on the Clipboard, then Pasted into a new location.

Drag and Drop—a one-step method. Direct movement of text without cutting or copying.

Cutting and Pasting with the Mouse

Select the text to be moved. Under the **Edit** Menu, select **Cut**.

Move the cursor to the place you want the text you've cut to appear, and click there. The cut text appears *after* the cursor position. If you select any text in the new position, the cut text *replaces* it.

Under the **Edit** Menu, select **Paste**.

Copying and Pasting with the Mouse

Select the text to be moved. Under the **Edit** Menu, select **Copy**.

Move the cursor to the place you want the text you've copied to appear, and click there. The copied text appears *after* the cursor position. If you select any text in the new position, the copied text *replaces* it.

Under the **Edit** Menu, select **Paste**.

Cutting/Copying/Pasting with the Keyboard

Select the text to be edited.

Use Ctrl + X to cut, Ctrl + C to copy, and Ctrl + V to paste. This is the Hollywood Screenwriter default, equivalent to the ⌘ (Command) keys in Apple Macintosh software.

Dragging and Dropping

1. Move the cursor to the start of the text you want to move.

2. Highlight the text to move, using your preferred selection method.

3. Using the Mouse, move the cursor anywhere over the selected text and press the Left Mouse Button down. Hold it down. The cursor changes from the normal text "I-Bar" to an Arrow with a page icon at its base (the Drag and Drop cursor.)

4. While holding the Left Mouse Button down, "drag" this block across the page to its new position. With the arrow cursor at the place you want

the text inserted, release the Left Mouse Button. The text block moves to the new position.

Breaking Elements—Hollywood Screenwriter handles Drag and Drop text placed in the middle of an Element in these ways:

- If the cursor is in the *middle* of an Element when you release the button, Hollywood Screenwriter breaks that Element at the cursor position. Dropped text is inserted *Between* the broken Elements.

- If you release the Left Mouse Button while the cursor is at the very *beginning* of the Element, text is dropped *Before* the Element.

- If you release the Left Mouse Button while the cursor is at the very *end* of the Element, text is dropped *After* the Element.

Deleting Text

The following delete commands remove the selected text from your script, *without* placing it on the Clipboard. To un-delete text you've deleted, select Undo before selecting any other editing command.

Delete Left of the cursor by character ...... `backspace`

Delete Right of the cursor by character .... `delete`

Delete to End of Line.............................. `Ctrl` + `end`

Delete Current Word.............................. `Ctrl` + `delete`

Delete a Block of selected text by clicking on the **Delete Block Button** on the Top SpeedBar (the icon with a large dark red X).

Un-Deleting Text

To un-delete text you've deleted, select Undo *before selecting any other editing command*:

Under the **Edit** Menu, select **Undo**.

Undo

To Undo a text edit, select Undo *before selecting any other editing command*:

Under the **Edit** Menu, select **Undo**. Or, press `Ctrl` + `backspace`

Hollywood Screenwriter has a multi-level undo, capable of undoing up to the last 10 text editing changes you made. It can undo cutting & pasting blocks, search & replace, and more. Hollywood Screenwriter recognizes three basic types of editing:

- Adding text (including Pasting).

- Deleting text (including cutting/deleting blocks).

- Global processing (such as search/replace or reformatting).

If Hollywood Screenwriter can undo the changes, **Undo** on the **Edit** Menu is selectable. If Undo is grayed out, Hollywood Screenwriter cannot undo your text editing.

> **NOTE:** For the purposes of Undo, each mouse click that you make is considered a text edit. The Undo function merely "un-clicks" it—which results in no change.

Redo

To restore a text edit you've just Undone:

Under the **Edit** Menu, select **Redo**.

Redo can restore only one (1) text editing change.

Insert/Typeover Modes

Hollywood Screenwriter can deal with the typing of new text at the cursor position in two different ways. The current mode is displayed on the Bottom Status Bar.

Insert mode—inserts new text at the cursor position, pushing existing text to the right. This is Hollywood Screenwriter's default mode.

Typeover mode—new text replaces existing text, typing over it.

To Switch between Insert and Typeover:

Press the ⌷ins⌷ key on the keyboard.

Or, click on the **Insert/Typeover** button on the Bottom Status Bar.

Bolding Text

To format *existing text* as Bold, select the text. Then:

Click on the **Bold Button** (labeled with a **B**) on the Top SpeedBar.

B

Or, press ⌷Ctrl⌷+⌷B⌷, or ⌷F6⌷ on the keyboard.

Underlining Text

To format *existing text* as Underline, Select the text. Then:

Click on the **Underline Button** (labeled with a U̲) on the Top SpeedBar.

U̲

Or, press ⌷Ctrl⌷+⌷U⌷, or ⌷F8⌷ on the keyboard.

Italicizing Text

To format *existing text* as Italic, Select the text. Then:

Click on the **Italics Button** (labeled with an *I* on the Top SpeedBar.)

I

Or, press ⌨Ctrl⌨+⌨Y⌨, or ⌨F9⌨ on the keyboard.

Striking Out Text

To format *existing text* as Strikeout, Select the text. Then:

Press ⌨F11⌨ on the keyboard.

Removing Text Formatting

Select the text to remove formatting from.

Click on the **Normal Button** (labeled with an N) on the Top SpeedBar.

Or, press ⌨Ctrl⌨+⌨N⌨ on the keyboard.

Applying Multiple Text Formats

You can apply multiple formats to existing text (e.g., make text both Bold and Italicized) without re-selecting it multiple times:

Hold down the ⌨shift⌨ key while applying any of the text formats above. The text remains highlighted, ready for you to apply the next format.

SpellCheck

Hollywood Screenwriter's built-in SpellCheck system allows you to check the spelling of your script by:

- Word
- Element
- Page
- Forwards from the cursor position
- Entire Script

SpellCheck can also:

- SpellCheck in Foreign Languages
- Create User Dictionaries for each script

Start SpellCheck—As SpellCheck begins checking relative to the cursor position, it's not necessary to select the text to check.

1.   Position the cursor *in* the word or Element you'd like to check, or *directly before* the word to start spellchecking at.

2.   Under the **Spell** Menu, select the checking method to use:

   Word—spellchecks the Word that the cursor is currently in.

   Element—spellchecks the Element that the cursor is currently in.

   Page—spellchecks the current Page.

   Forwards—spellchecks from the cursor position to the end of the script.

   Entire Script—spellchecks all text in the script.

When SpellCheck finds *no misspelled words*, it displays a dialog box telling you how many words it checked. Click on **OK** to exit.

When SpellCheck finds *a word it doesn't recognize*, it points to it onscreen with a large Red Arrow. It also displays the **Found Unknown Word...** dialog box. This shows the unknown word in the **Word:** window and offers a list of suggested alternatives in the **Suggestion:** window. Option Buttons down the right side are:

   Replace—if you find the correct spelling in the Suggestion window, click on it and it appears in the Word window, replacing the unknown spelling. Click the Replace button to replace it in your script also.

   Auto-Correct—adds the unknown word and its correct spelling to the User Dictionary as a Typo which should be Auto-Corrected as you type.

   Learn—remember this spelling for future use by adding the word to the current User Dictionary (USER_US.LXA, unless you specify otherwise). All scripts that use that User Dictionary will recognize the word.

   Skip Once—skip over this appearance of the word, but stop at the next one.

Ignore—skip over this word and all future occurrences. Ignores the word in all scripts you check until you Exit Hollywood Screenwriter, or Clear the Ignore List.

Suggest—if none of the suggested spellings for your unknown word are correct, type a different spelling in the Word box and Click the Suggest button to have it checked.

User Dictionaries

The User Dictionary Editor allows you to add, remove, or change words in any of your User Dictionaries. It can be selected under Hollywood Screenwriter's **Spell** Menu as **Edit <u>U</u>ser Dictionary**, or run as a stand-alone program by clicking on it in the Hollywood Screenwriter program window.

The **SpellCheck Language Selection** screen appears, asking you to select the language of the dictionary you're going to edit. American English is selected as the default. Select a language and click on **OK**.

Next, you're asked to **Select User Dictionary**. User Dictionary files end with the extension .lxa. User_us.lxa is selected as the default. Select a dictionary and click on **OK**.

The User Dictionary Editor screen displays. If opening a User Dictionary for the first time, the file is empty and ready for you to add words. Tab to the Word Editing window on the right of the screen. Buttons below it show your options:

Add Word—type in the word the way you want it spelled (Note: if you enter an incorrect spelling here, SpellCheck uses it. In effect, you're telling SpellCheck that this is the correct spelling.) Click on **Add Word** and the word you entered appears in the Dictionary window on the left.

To allow Hollywood Screenwriter to **Auto-Correct** a word as you're typing in a script, enter both incorrect and correct spellings here, separated by a colon. For example, to Auto-Correct "Dramatica" when it's spelled as "Darmatica", type in "Darmatica:Dramatica". It's not necessary to type a space either before or after the colon.

The User Dictionary Editor does not distinguish between UPPERCASE and lowercase, adding all words as lowercase.

Delete Word—in the Dictionary window on the left, highlight the word you want to Delete. Click on the **Delete Word** button. You are prompted to

confirm the deletion. Click on **<u>Y</u>es** to delete, **<u>N</u>o** to keep the word in the User Dictionary.

Edit Word—in the Dictionary window on the left, highlight the word you want to Edit. Click on the **Edit Word** button. Your word is moved from the Dictionary window to the Word Editing window. Make the desired changes, then click on either the **Edit Word** or **Add Word** button to save them back to the Dictionary window.

Exit—quits and saves the changes you made to the User Dictionaries. Returns you to either Hollywood Screenwriter or the Hollywood Screenwriter program window, depending where you launched it from.

Printing the Script

Before printing a script, you need to configure Hollywood Screenwriter to work with one specific printer. With only one printer connected, your Windows operating system automatically selects it as the default.

Printer Setup

Hollywood Screenwriter uses Windows' Print Setup screen to let you choose default settings for all your printing in Hollywood Screenwriter.

Under the **File** Menu, select **Printer Setup**.

The Print Setup screen displays, with the name of your currently selected printer in the **Name:** window.
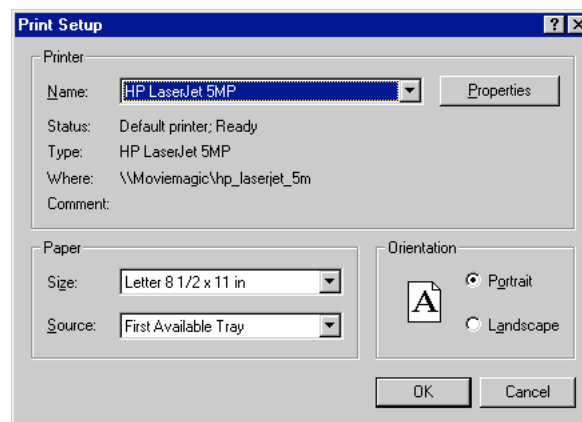
To select another printer, scroll through the list of connected printers in the **Name:** window and click on your choice.

Select a Paper **Size**. **US Letter** is the standard 8-1/2 by 11 paper used for screenplays.

Select a Paper **Source** . **AutoSelect Tray** looks for paper in all your printer's sources if the Cassette runs out. Select **Manual Feed** if your printer doesn't have an automatic feed paper Cassette.

Select a Paper **Orientation**. **Portrait** is the standard orientation for printing 8-1/2 by 11 screenplay pages.

Click on the **Properties** button to select default **Paper**, **Graphics**, and **PostScript** options.

Click on **OK** to save your default settings, **Cancel** to exit and discard changes.

Print the Script

Printing in Hollywood Screenwriter is accessed through the Print dialog box.

Under the **File** Menu, select **Print**. Or, press ⌨Ctrl+⌨P .

You'll see the following dialog box. Check one of the print selection radio buttons on the top half of the screen. Hollywood Screenwriter's default is to select Current Page.
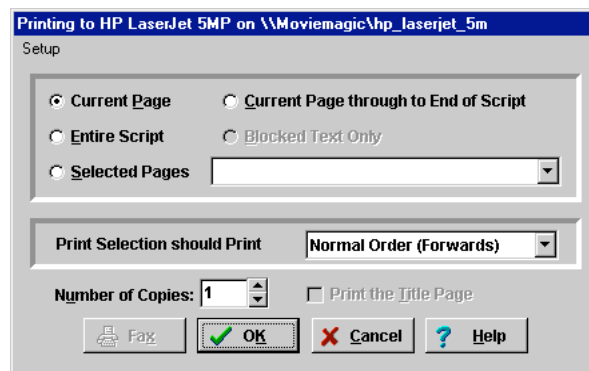
Current Page—If checked, prints the page that the cursor is currently on.

Current Page through to End of Script—If checked, prints from the current page through to the end of the script.

Entire Script—If checked, prints the entire script.

Blocked Text Only—If checked, prints the text block you've selected in your script. If no text is selected, this option is grayed out and unselectable.

Selected Pages—If checked, prints the Pages you select. Enter the page numbers in the same order they appear in the script (i.e. lower numbers first).

Enter individual page numbers separated by commas (1,3,32)

Enter a section of consecutive pages using a dash between the first and last page (45-78) or (89-end)

Or combine the two methods (1,3,32,45-78,89-end)

Print Selection should Print in...—in this window, pull down and click on one of these printing order options to select:

- **Normal Order (Forwards)**- prints your selection in normal sequential order, starting with lower numbered pages/scenes. This is the default option.

- **Reverse order (Backwards)** - prints your selection in reverse order, starting with the highest numbered pages/scenes. Use for printers that output the pages face up (like the HP DeskJet and Canon BubbleJet).

Number of Copies—Enter the number of copies of your print selection to print. Acceptable values are between 1 and 99.

Print Title Page—If checked, prints the title page at the head of the script. Only available if you've created a Title Page in the Title Page Publisher.

Fax—Click this button to Fax your print selection instead of printing it. Only available if you have a Fax Modem installed, with appropriate Windows Faxing software. Otherwise the button is grayed out and unselectable.

Setup Options

At the top left corner of the Print dialog box is the Setup pull-down menu. Click on the word **Setup** to access these options:

Printer—displays the Windows Print Setup window, where you can select a printer and change printing options (same as Printer Setup under the File Menu).

Fax Modem—displays a Fax Modem Setup window, where you can select from among installed Fax software print drivers. Checking the **Fax Via Internal Spooler** box ensures the most efficient faxing.

Appendix A—Importing Scripts

Hollywood Screenwriter can Directly open script files saved in these formats:

- ASCII (Text)
- RTF (Rich Text Format)
- MS Word 5.5 for DOS
- MS Word 2.0, 6.0 and 7.0 for Windows
- WordPerfect 5.1 & 6.x files (for DOS and Windows)
- WordStar for DOS

Hollywood Screenwriter also supports Cut & Paste importing directly from other Windows programs.

Preparing a Script for Importing

No matter which format you import your script into Hollywood Screenwriter from, there are two simple rules which *must* be followed:

- In the original file, *each script element* (i.e. Character Name, Dialogue, Action, etc.) *must start on its own line.*
- The *script must be in a general script format* (i.e. Character Names before Dialogue and so on).

> **NOTE:** The following instructions assume that your Hollywood Screenwriter script subdirectory is set to C:\Hollywood Screenwriter\Scripts. If not, type in the correct subdirectory where appropriate.

Direct Import

To open an MS Word, WordPerfect, WordStar for DOS, ASCII, or RTF file:

1. Open the Hollywood Screenwriter program.

2. Under the **File** Menu, select **Open**.

3. Select the **File Type** for the type of file you're opening.

    If the file you want to import doesn't have the appropriate File Extension (e.g. ".RTF" for Rich Text Format, etc.), selecting **All Files** as the file type shows files with *any* extension.

4. Select the file you want to import to Hollywood Screenwriter. (If necessary, change the subdirectory by double clicking on the Path Tree.) Click on **OK**. The Text Interpretation dialog box appears:
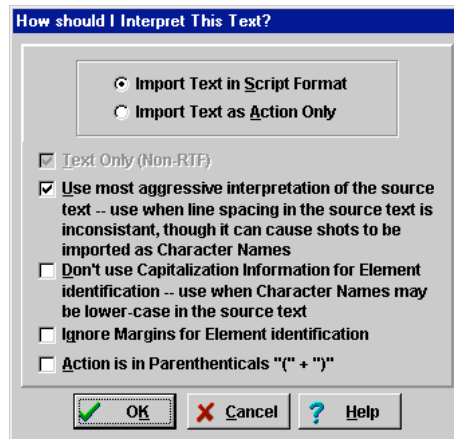
To import a script file, **Import in Script Format** should be checked.

To import an outline or some other non-script text, check **Import Text as Action Only**.

Text Only (Non-RTF) —checking this CheckBox (if available) imports the file slightly faster, and may improve the accuracy of the import. It also loses any bold, italic, or underline formatting.

If you're importing a file with Embedded Style Sheets in Rich Text Format, such as a Final Draft script, a **Use Style Sheets** checkbox displays on the menu. Check it for better interpretation of paragraph elements. If Hollywood Screenwriter has difficulty interpreting any style sheet, it prompts you to identify it.

Use most aggressive interpretation of the source text —causes Hollywood Screenwriter to normalize inconsistent line spacing and margins. In most cases this produces the most accurate import. However, it may cause Shots to be misinterpreted as Character Names, and vice versa.

Don't use Capitalization Information for Element identification —some word processors lose Capitalization Information when exporting files. Checking this box tells Hollywood Screenwriter to ignore Capitalization when identifying Elements.

Ignore Margins for Element identification—some script files have their script elements defined by their margins, others by codes or Hard Returns. If a script file is being imported incorrectly due to its margins not being what Hollywood Screenwriter expects, checking this feature may allow a more accurate import.

Action is in Parentheticals "(" + ")"—check this if your import file has the Action Element in parentheses (such as certain TV or Stage Play scripts).

5. Click on **OK** to import the file.

6. Under Hollywood Screenwriter's **File** Menu, Save your imported file under a new name.

If your script doesn't import successfully, try again with different options checked. You may have to experiment with these options to get the best results.

Cut and Paste Import

Use this method if none of the other methods imports your script successfully. To import a Script from another Windows program on the same computer as Hollywood Screenwriter:

1. Open the other Windows program, and open the file you want to import to Hollywood Screenwriter.

2. Under that program's **Edit** Menu, **Select All** (or select all the text in the file using another method).

3. Under the **Edit** Menu, select **Copy**. Once the Copy command is complete, the text will be on the Clipboard. Don't cut or copy anything else.

4. Open Hollywood Screenwriter.

5. Under Hollywood Screenwriter's **File** Menu , open a **New** file. Under the **Edit** Menu, select **Paste**. Instead of pasting the import text in your new empty document, Hollywood Screenwriter presents the following Text Interpretation dialog box:
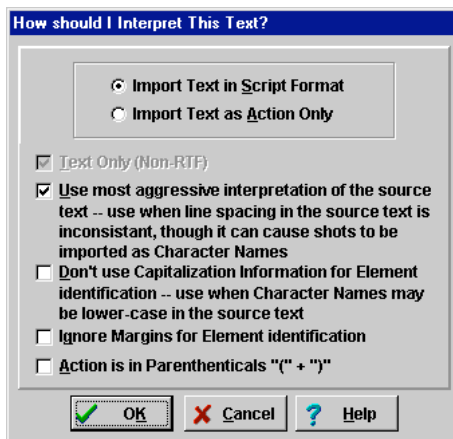
To import a script file, **Import in Script Format** should be checked.

To import an outline or some other non-script text, check **Import Text as Action Only**.

Text Only (Non-RTF) —checking this CheckBox (if available) imports the file slightly faster, and may improve the accuracy of the import. It also loses any bold, italic, or underline formatting.

Use most aggressive interpretation of the source text —causes Hollywood Screenwriter to normalize inconsistent line spacing and margins. In most cases this produces the most accurate import. However, it may cause Shots to be misinterpreted as Character Names.

Don't use Capitalization Information for Element identification —some word processors lose Capitalization Information when exporting files. Checking this box tells Hollywood Screenwriter to ignore Capitalization when identifying Elements.

Ignore Margins for Element identification—some script files have their script elements defined by their margins, others by codes or Hard Returns. If a script file is being imported incorrectly due to its margins not being what Hollywood Screenwriter expects, checking this feature may allow a more accurate import.

Action is in Parentheticals "(" + ")"—check this if your import file has the Action Element in parentheses (such as certain TV or Stage Play scripts).

6.   Click on **OK** to paste the imported text.

7.   Under Hollywood Screenwriter's **File** Menu, **Save** your imported file under a new name.

If your script doesn't import successfully, try again with different options checked. You may have to experiment with these options to get the best results.

Importing a WordPerfect 5.0 (for DOS) or earlier script

To import a script written in WordPerfect 5.0 or earlier for DOS:

1.   Open WordPerfect and open the script you want to import to Hollywood Screenwriter.

2.   Save the file in Generic format. Press ⎡Ctrl⎤+⎡F5⎤ and choose **Save As,** then **Generic**. Type in a path and file name: **C:\Hollywood Screenwriter\Scripts\<SCRIPT NAME>.DOS** and press ⎡Enter⎤

3.   When the file is saved, press ⌨F7. Press ⌨N when it asks you if you want to save, then ⌨Y to exit.

Now follow the **Direct Import** instructions above.

Importing a Windows Word Processor script

If the Cut and Paste method doesn't import satisfactorily, try this method. Also, if the Windows Word Processor script you want to import is on a different computer than Hollywood Screenwriter, you can't use the Cut and Paste method. Instead:

1.   Open the Windows Word Processor, and open the script file you want to import to Hollywood Screenwriter.

2.   Under the **File** Menu, choose **Save As**. Save the script under a different name: **C:\Hollywood Screenwriter\Scripts\<ScriptName>** (Save to a floppy disk if importing from a different computer.)

3.   On the **Save As** Menu there should be an option to save the script in a different format. Typically, it says something like **Format** or **File Type** or **Save Type.** Change it to **Rich Text Format** or **RTF.** If that's not available, choose **DOS Text** or **ASCII Text** (If DOS or ASCII options like **With Line Breaks** or **With Formatting** are available, select them.)

4.   Click on **OK** to save. When the file's saved, exit the Windows Word Processor. (If importing from a different computer, eject the floppy disk you saved to and insert it into your Hollywood Screenwriter computer.)

Now follow the **Direct Import** instructions above. (If importing from the floppy disk, tell Hollywood Screenwriter the path and file name.)

Importing a non-Windows Word Processor script

To import a script from a non-Windows Word Processor, check that program's manual for Exporting instructions. If that doesn't help, call the Word Processing program's Technical Support number and ask how to produce either:

- a **Rich Text Format (RTF)**file (preferred), or

- an **ASCII** file, with formatting and line-feeds (or Hard Returns) at the end of each line (If there's no option to save directly as Text Only or ASCII, there's usually an option to "Print to a File".)

Then follow the **Direct Import** instructions above.

Cleaning up Imported Scripts

Hollywood Screenwriter may require you to do some cleaning up after importing a script.

To correct a *mis-recognized Element*, place the cursor anywhere in the element. Click on the **Current Element Window** in the center of the Top SpeedBar, and select the desired Element.

If the imported script was in *TV format*, you may have to reset the script's formats (See **Choosing a Script Format** for more details.) You'll also need to put back in the forced Page Breaks between scenes, and re-enter the Act and Scene Information. Unfortunately, due to a lack of standardization in TV formats, the import function is unable to recognize all possible permutations.

NOTE: Although the Import function is highly accurate, we recommend you check all imported scripts for errors before printing multiple copies.

Appendix B—Exporting Scripts

Exporting to other scriptwriting or word processing programs is a matter of saving a script in a different format.

A script exported from Hollywood Screenwriter is designed to be an editable copy, not an exact duplicate. It will *not* have exactly the same margins, page breaks, or even number of pages as it does in Hollywood Screenwriter. Neither will it have MOREs or CONTINUEDs. However, it *will* retain all of the text in your script and will be in general script format.

Export

To export, open Hollywood Screenwriter and open the script you want to export.

1. Under the **File** Menu, select **Save As...**

2. At the **Save File** Menu, select **Save as type** to choose an Export Format.

File Type
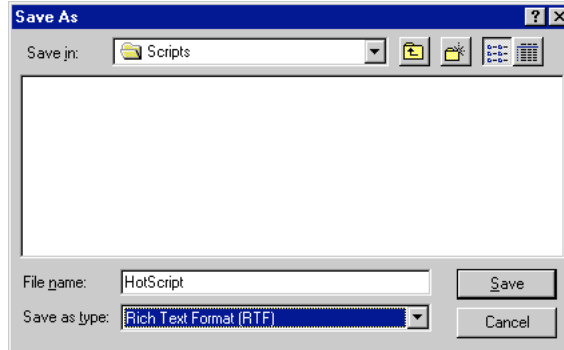
There are the export file types (formats) currently available:

Hollywood Screenwriter—normally used for saving Hollywood Screenwriter scripts.

Formatted ASCII —used to export to programs which cannot handle any of the other format. A plain text format with all the text of the script indented correctly using spaces.

Rich Text Format—used to export to RTF format. Compatible with most other screenwriting and Word Processing programs.

3. Enter a new **File Name** for the exported file. Hollywood Screenwriter automatically adds the correct export file extension, according to your chosen export format.

4. Click on **OK** to save the export file.

Importing a Hollywood Screenwriter Export script

To import a Hollywood Screenwriter export file into another program, check that program's manual for Importing instructions. If that doesn't help, call that program's Technical Support number and ask how best to do it.

The script must have been exported from Hollywood Screenwriter in a format readable by the other program.

Write Brothers is only able to provide technical support on the *export* side of this procedure. Unfortunately, we have no control over how another company's programs deal with importing.

Cut and Paste Exporting

You can export from Hollywood Screenwriter to another Windows program on the same computer using **Cut and Paste**:

1. Open the Windows program you want to export to. Open a file to export to, or open a new file.

2. Open Hollywood Screenwriter and open the script you want to export from.

3. Using the mouse, select the text to export.

    To select the entire script, under the **Edit** menu, **Select All**.

4. Under the **Edit** menu, select **Copy**.

5. Go to the other Windows program.

6. Under the **Edit** menu, select **Paste**.

All of Hollywood Screenwriter's formatting may not transfer, but you should at least be able to export all the text. Be warned that not all Windows programs can handle **Cut and Paste** correctly.

Appendix C—Main! Menu! B ar

Hollywood Screenwriter's Main Menu Bar gives you access to eight main pull-down Menus. Most of their features have been covered elsewhere in this manual, and are included here for easy reference.

<u>F</u>ile Menu

<u>N</u>ew—opens a new blank script.

<u>O</u>pen—by default, displays a list of existing Hollywood Screenwriter scripts to be opened. Also allows you to open files in other formats, for purposes of importing.

<u>C</u>lose—exits the currently displayed script, prompting you to save it.

<u>S</u>ave—saves the currently displayed script *without prompting you for a file name*. Automatically overwrites any previously saved version of a script with the same name.

Save <u>A</u>s...—saves the currently displayed script to a different name, location, or format.

<u>B</u>ackup to Floppy—saves a copy of the currently displayed script to floppy drive A:, or B: if available.

Title Page <u>P</u>ublisher—displays the Title Page Publisher for WYSIWYG Drag'n'Drop creation of Title Pages.

Print—displays a dialog box where you can select what to print or fax.

Printer Setup—displays a dialog box where you can select a printer and change printing options.

Setup Menu Fonts—displays a dialog box where you can change the way text is displayed on Hollywood Screenwriter's menus and dialog boxes. This is the same dialog box seen during installation.

Exit—exits Hollywood Screenwriter, prompting to you save any open scripts.

1...3<FileName>—the File History List, with names of recently saved scripts. Select one to re-open it.

Edit Menu

Undo—Takes a step back, undoing the last text edit performed. This option is grayed-out (unselectable) if Hollywood Screenwriter cannot Undo the changes.

Redo—Restores what you just undid. Only available immediately after you've performed an Undo, prior to making any more changes.

Cut—removes selected text from the script, placing it on the clipboard.

Copy—copies selected text, leaving it in the script but also placing it on the clipboard.

Delete—deletes selected text, removing it from the script but *not* putting it into the clipboard.

Paste—places the contents of the clipboard into the script at the cursor position.

Select All—selects the entire contents of the currently displayed script.

Turn Off Block—un-selects the currently selected text.

Add Forced Page Break—starts a new page at the current cursor position.

Remove Forced Page—removes a Forced Page Break immediately before or after the cursor position.

Add Hard Return—goes to a new line, but stays in the same element.

Normal <u>W</u>P Mode—toggles between the script format you're using and Word Processing mode, where Tab and Enter function as in other Windows word processing programs.

Load For<u>m</u>at Menu

<u>S</u>creenplay—loads this script format, and applies it to the currently selected script if one is open. This is Hollywood Screenwriter's default choice.

<u>T</u>V Formats—loads a television script format, and applies it to the currently selected script if one is open. Choose from over 50 sitcoms, episodic dramas, and soaps.

Stage <u>P</u>lay—loads this script format, and applies it to the currently selected script if one is open. Conforms to Samuel French's published play format.

<u>S</u>earch Menu

<u>S</u>earch—displays the Search & Replace dialog box, with the Replace parameters grayed out. Enter the text to Search for, and define the search parameters.

Search & <u>R</u>eplace—displays the Search & Replace dialog box. Enter the text to Search for, the text to Replace it with, and define the Search & Replace parameters.

Search <u>A</u>gain or **Search & Replace Again**—repeats or continues the previous Search/Replace command, starting from the current cursor position.

<u>C</u>hange Character Name—displays a Search & Replace dialog box, modified for Character Names only. The **Search for:** box contains a list of available Character Names to choose from. Choose one, enter the new Name in the **Replace with:** box, and define the Search & Replace parameters.

<u>G</u>oto Menu

<u>T</u>op—takes you to the Top of the script.

<u>B</u>ottom—takes you to the End of the script.

<u>P</u>age—takes you to a specific **Page Number** or **Scene Number**.

Scene—displays a Scene Heading list, allowing you to select the one to go to.

Act/Scene Info—in a Television or Stage Play format script, displays an Act#/Scene# list, allowing you to select an Act to go to. Takes you to that Act's first Scene Heading.

Spell Menu

Word—spellchecks the Word that the cursor is currently in.

Element—spellchecks the Element that the cursor is currently in.

Page—spellchecks the current Page.

Forwards—spellchecks from the cursor position to the end of the script.

Entire Script—spellchecks all text in the script.

Count Words—counts the number of words in the script.

Clear Ignore List—clears from memory all the words that you've told SpellCheck to Ignore this writing session.

Edit User Dictionary—takes you to **Select Language**, then to a dialog box to choose a User Dictionary to edit. Add, delete or edit words to be used by SpellCheck or Auto-Correct.

Window Menu

Cascade—cascades (shrinks and overlays at an offset) all open script windows.

Tile—tiles (shrinks and stacks horizontally) all open script windows.

Arrange Icons—neatly arranges the icons of any minimized script windows.

Minimize All—minimizes (shrinks to icons at the bottom of the window) all open script windows.

Maximize Window—maximizes the currently selected script window. Click on a script icon to select it.

Redraw Screen—forces the screen to be redrawn.

1...9 <FileName>—lists the Names of all open script windows, with a checkmark by the currently displayed script. Select one to make it the active open window.

Help Menu

Contents—displays the main contents window of the Online Help.

Quick Help—displays a Sample Script Page. Move the cursor over an item to get a Hint, and click on any item to get a brief Help screen.

Search for Help On...—displays the searchable Index of the Online Help.

Script Analysis—provides statistical information (printable) about your scenes and characters. This report can also be printed, or saved to a PrintScript file.

About...—displays Hollywood Screenwriter Version information, and Registration information (if you entered it at Installation).

Appendix D—Command Keys

Special Keys

These are the only special keys you need to use to write with Hollywood Screenwriter:

`tab`	Tab takes you to the Character Name element from any other element.
`Enter←`	Enter takes you to any other element except Character Name (for example, pressing `Enter←` while in Character Name takes you to Dialogue; while in Transition, it takes you to Scene Heading, etc.)
`(`	Left parenthesis takes you to Parenthetical if pressed while in Dialogue, or Character Extension if pressed while in Character Name.

Formatting is done for you by Hollywood Screenwriter as you write (e.g. type **int.** at the beginning of *any* blank line and Hollywood Screenwriter automatically formats that as a Scene Heading.)

Cursor Movement Keys

Use the following keys to move the cursor around the script quickly:

⌥alt⌥+↑ .... Previous Element

⌥alt⌥+↓ .... Next Element

⌥Ctrl⌥+⌥alt⌥+↑ .... Previous Scene

⌥Ctrl⌥+⌥alt⌥+↓ .... Next Scene

⌥Ctrl⌥+⌥alt⌥+⌥home⌥ .... Goto Top of Script

⌥Ctrl⌥+⌥alt⌥+⌥end⌥ .... Goto End of Script

⌥Ctrl⌥+⌥G⌥ .... Goto Page Menu

⌥→⌥ .... Next character

⌥←⌥ .... Previous character

⌥Ctrl⌥+⌥→⌥ .... Next Word

⌥Ctrl⌥+⌥←⌥ .... Previous Word

⌥home⌥ .... Beginning of current line

⌥end⌥ .... End of current line

⌥↑⌥ .... Previous Line

⌥↓⌥ .... Next Line

⌥PgUp⌥ .... Previous Screen

⌥PgDn⌥ .... Next Screen

Control-Keys

The following keys are optional Quick Keys to use for text input. Most of them also have a Menu or Speed Button equivalent:

⌥Ctrl⌥+⌥B⌥ .... Toggles **Bold** on/off.

⌥Ctrl⌥+⌥C⌥ .... **Copies** highlighted text.

71.

⌨️shift + ⌨️Ctrl + ⌨️C   Displays a pop-up list of all **Existing Character Names** for your selection.

⌨️Ctrl + ⌨️E .... Puts you into a Scene Heading element and inserts **EXT.**

⌨️Ctrl + ⌨️G .... Pops up the **Goto Page** Menu.

⌨️Ctrl + ⌨️I .... Puts you into a Scene Heading element and inserts **INT.**

⌨️Ctrl + ⌨️L .... SpellChecks the word preceding the cursor.

⌨️Ctrl + ⌨️O .... If you aren't in a **Shot** element, it puts you into one.
        If QuickType is on, a pop-up list of Initial Shot Text displays for your selection.
        If you're already in a Shot, then the list of Initial Shot Text displays regardless of the status of QuickType.

⌨️Ctrl + ⌨️P .... Pops up the **Print** dialog box.

⌨️Ctrl + ⌨️R .... Forces a Repagination of your script.

⌨️Ctrl + ⌨️T .... If you aren't in a **Transition** element, then it puts you into one.

⌨️Ctrl + ⌨️U .... Toggles **Underlining** on/off.

⌨️Ctrl + ⌨️V .... **Pastes** text from the clipboard.

⌨️Ctrl + ⌨️W .... Toggles **Word Processor** mode on/off.

⌨️Ctrl + ⌨️X .... **Cuts** highlighted text.

⌨️Ctrl + ⌨️Y .... Toggles **Italics** on/off.

⌨️Ctrl + ⌨️Enter .... Puts you into an **Action** element.

⌨️shift + ⌨️Enter ...... Inserts a **Forced Page Break**.

Function Keys

Function Keys give you another way to access features also available through Pull-Down Menus or other keystrokes.

⌨ `F1` .... Pops up the **Help Menu**.

⌨ `↑` .... Pops up the **Search for Text** box.

⌨ `alt`+`↑` .... Pops up the **Search/Replace Text** box.

⌨ `alt`+`F4` .... **Exit**s Hollywood Screenwriter.

⌨ `Ctrl`+`F4` .... **Close**s the currently active open script.

⌨ `F6` .... Toggles **Bold** on/off.

⌨ `Ctrl`+`F6` .... Switches between a number of open Scripts.

⌨ `F7` .... **Save**s the script without prompting for a file name.

⌨ `F8` .... Toggles **Underline** on/off.

⌨ `F9` .... Toggles **Italics** on/off.

⌨ `F10` .... Pops up the **Save As** dialog box.

⌨ `F11` .... Toggles **Strikeout** on/off.

Appendix
E—Utility! Progra
ms

User Dictionary Editor (DICTEDIT.EXE)

The User Dictionary Editor allows you to add, remove, or change words in any of your User Dictionaries. It can be selected under Hollywood Screenwriter's **Spell** Menu as **Edit <u>U</u>ser Dictionary**, or run as a stand-alone program by clicking on it in the Hollywood Screenwriter program group window.

The **SpellCheck Language Selection** dialog box appears, asking you to select the language of the dictionary you're going to edit. American English is selected as the default. Editing of other languages requires installation of optional Foreign Language Dictionaries. Select a language and click on **OK**.

Next, you're asked to **Select User Dictionary**.

User Dictionary files end with the extension .lxa. User_us.lxa is selected as the default. Select a dictionary and click on **OK**.

The User Dictionary Editor screen displays:

If opening a User Dictionary for the first time, the file is empty and ready for you to add words. Tab to the Word Editing window on the right of the screen. Buttons below it show your options:

<u>Add Word</u>—type in the word the way you want it spelled (Note: if you enter an incorrect spelling here, SpellCheck uses it. In effect, you're telling SpellCheck that this is the correct spelling.) Click on **Add Word** and the word you entered appears in the Dictionary window on the left.

To allow Hollywood Screenwriter to **Auto-Correct** a word as you're typing in a script, enter both incorrect and correct spellings here, separated by a colon. For example, to Auto-Correct "Dramatica" when it's spelled as "Darmatica", type in "Darmatica:Dramatica". It's not necessary to type a space either before or after the colon.

The User Dictionary Editor does not distinguish between UPPERCASE and lowercase, adding all words as lowercase.

<u>Delete Word</u>—in the Dictionary window on the left, highlight the word you want to Delete. Click on the **Delete Word** button. You are prompted to

confirm the deletion. Click on **<u>Yes</u>** to delete, **<u>N</u>o** to keep the word in the User Dictionary.

<u>Edit Word</u>—in the Dictionary window on the left, highlight the word you want to Edit. Click on the **Edit Word** button. Your word is moved from the Dictionary window to the Word Editing window. Make the desired changes, then click on either the **Edit Word** or **Add Word** button to save them back to the Dictionary window.

<u>Exit</u>—quits and saves the changes you made to the User Dictionaries. Returns you to either Hollywood Screenwriter or the Hollywood Screenwriter program window, depending where you launched it from.

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