

***Movie Magic® Screenwriter™
2000***

V.I.P.

Very Informative Pamphlet

***A Listing of Resources and Our Most Frequently
Asked Questions.***

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Table of Contents

MOST FREQUENTLY ASKED QUESTIONS:.....	4
How do I put in scene numbers?	4
How do I cheat an element?	4
How can I change specific margins, fonts, page breaking, etc., for the script I am writing?	5
How do I Save a file? How do I do a Save As?	5
How do I change the font in my script?	6
How do I remove a forced page break?	6
Does Screenwriter make backups of my files? How do I retrieve these backups?	7
How can I make my Characters' dialogue to appear side-by-side in dual columns?	7
How do you remove/add the Continueds that appear at the top and bottom of the page?	7
How do I move scenes around in Index Card View?	8
Is there a way for someone to read or print my script even though they do not have Movie Magic Screenwriter?	8
Is there a way for someone on another computer to read my script besides creating a PDF file?	9
Courier is printing out too light. How can I darken the font?	10
How do I hide names in the Character Name Pop-Up List?	10
How do I hide names in the Location Pop-Up List?	10

How do I create a Title Page for my script? 11

IMPORTING and Exporting FILES 12

How do I open a file that I created in the Screenwriter demo? 12

I upgraded my 2.32 version to the latest version. However, I cannot find any of my old scripts, where did they go? 12

How do I import a file into Screenwriter? 12

Importing from Scriptor: 13

Importing from Dramatica: 13

Importing from Scriptware: 13

Final Draft, Word Processor files (Word, WordPerfect, etc.): 14

How do you tag a script, so the tagged items will appear in the proper category in Movie Magic Scheduling? 14

How do you export a Screenwriter script and import it into Movie Magic Scheduling? 14

Can I export scenes additional or modified scenes from a script and import them into an already existing schedule? 16

TUTORIAL AND REFERENCE RESOURCES.. 17

Documents 17

Program Help Menu 17

Technical Resources 18

MOST FREQUENTLY ASKED QUESTIONS:

How do I put in scene numbers?

Scene numbers are handled automatically by Movie Magic Screenwriter as you add Scene Headings. All you need to do is turn them on.

Steps:

1. Click **Format > Edit Script Formats**.
2. Click the **Scene Headings** button on the list on the right side
3. In the middle section, you will see an item called **Scene Numbers**. Simply click the checkboxes marked **Left** or **Right** (or both) depending on where you want the scene numbers to show up.
4. Click **OK**.

You should now have scene numbers on every scene heading!

How do I cheat an element?

Cheating an element is used when you want to change the behavior/style of one element without affect the other elements of the same type.

Steps:

1. Place your cursor inside the element you want to cheat.
2. Click **Format > Cheat > Element** or hit **F3** on your keyboard.
3. In the **Cheat Element** window, choose how you want the element to be cheated.
4. Click **OK**.

How can I change specific margins, fonts, page breaking, etc., for the script I am writing?

All the styles for a script (fonts, margins, bold, etc.) can be set up in **Format > Edit Script Formats**. You can change formatting for the following categories:

- Character Names
- Dialogue
- Parentheticals
- Scene Headings
- Shots
- Action
- Transitions
- Act Information
- Scene Information
- Script Notes
- Centered Title
- Page Breaks
- Locked Scripts

Refer to your screenwriter Manual for more detailed instructions.

How do I Save a file? How do I do a Save As?

As you work, you are going to want to save your work FREQUENTLY, probably every few paragraphs. This can save you time in the event something goes wrong with the computer. Also, make sure to BACK UP YOUR WORK!

You have just started a script and you want to save it:

1. Click **File > Save**.

If you haven't saved the file up to this point, it will bring up a window asking where you want to save the file and what name to save it under. Make sure you look at the top of the window to see what folder it is being saved into. If you don't understand how folders work on the hard drive, please refer to your Macintosh or Windows Help file or

manual.

2. Type a file name and hit the **Save** button.

You already have a script started, but you want to save it under a different name:

1. Click **File > Save As**.

It will bring up a window asking where you want to save the file and what name to save it under. Make sure you look at the top of the window to see what folder it is being saved into. If you don't understand how folders work on the hard drive, please refer to your Macintosh or Windows Help file or manual.

2. Type a file name and hit the **Save** button.

You now have two files, one under the original name and one under the new name.

How do I change the font in my script?

1. Click **Format > Edit Script Formats**.
2. Click on the **Element** that you want to change on the right (**Character Name, Action**, etc.).
3. If you want to use that font for all elements, click the button that says "**Use Current Font for All Elements**" on the bottom left of the screen. Otherwise, skip to step 4.
4. Click **OK**.

How do I remove a forced page break?

Place your cursor directly before the page break and hit the **Delete** key (on the Macintosh the key is a small arrow pointing to the right with an X in it), *or*

Place your cursor directly after the page break and hit the **Backspace** key (on the Macintosh it is also labeled **Delete**, but it is located above the Return key).

Does Screenwriter make backups of my files? How do I retrieve these backups?

Screenwriter makes a timed backup file every 15 minutes (which can be changed in increments of 5 minutes under **File > Program Options**. It is not advisable to turn this off!). Also, Screenwriter will make an additional .BK (backup) after making changes and saving the script again.

To retrieve backup files:

1. Click **File > Open**.
2. On the bottom of the window click, where it says **Files of Type (File Formats** on Macintosh), choose either **Previously Saved Script** (which is the .BK file) or **Timed Backup** (which is the .TMB file).

How can I make my Characters' dialogue to appear side-by-side in dual columns?

To make your Characters' dialogue in dual columns, simply select the Character's name and dialogue. Go to your **Format** menu and click **Change Element Type**. Choose either **Left Column** or **Right Column**. Select the next character and do the same. However, this time choose the opposite column (If you chose Left last time choose Right Column).

The blocks of dialogue will appear to zigzag across your display, however it will print the dialogue side by side.

How do you remove/add the Continueds that appear at the top and bottom of the page?

The Continueds that appear at the top and bottom of the page are associated with Scene Headings. To turn those off (or on):

1. Go to your **Format** menu and click **Edit Script Formats**. On the right, click **Scene Headings**.
2. Under "**Scene Continued Text**", check/uncheck **Top of Pg** and **Btm of Pg**. Click **OK**.

How do I move scenes around in Index Card View?

Screenwriter allows you to move Index Cards around and change their order by Dragging and Dropping them. This is done in Shuffle Mode, entered by clicking on the **Shuffle** button on the bottom right of the window.

1. Select **Shuffle Mode**, if it's not already selected.
2. Click on the card you want to move.
3. Go to the Index Card you want to move your card in front of using the Scroll buttons if necessary. Click on that card, and your shuffled Index Card is inserted in front of it. All other cards shuffle accordingly.

The scenes in the script are not renumbered until you exit Index Card View by pressing the **Exit** button.

To go back to your script without moving any Index Cards or scenes in your script, click the **Cancel** button.

Is there a way for someone to read or print my script even though they do not have Movie Magic Screenwriter?

Screenwriter 2000 can now print to a PDF file that can be read by Adobe Acrobat Reader. Adobe Acrobat reader is available for PC and Macintosh for free at <http://www.adobe.com>.

To print to a PDF on PC:

1. Open your script, go to your **File** menu and click **Print**.
2. In the Print Job dialog box, click **Entire Script** and **Create PDF (Adobe Acrobat) File instead of Printing**.
3. Click **OK**.
4. A dialog box will open, it should have the name of your script in the name field. If it does not, give it a name.
5. Click **Save**.

You can put this file on an IBM formatted disk or send it through e-mail.

To print to a PDF on Mac:

1. Open your script, go to your **File** menu and click **Print**.
2. In the Printing dialog box, click **Entire Script** and **Print to PDF (Adobe Acrobat™) File**.
3. Click **OK**.
4. A dialog box will open, it should have the name of your script in the name field. If it does not, give it a name.
5. Click **Save**.

You can put this file on an IBM formatted disk or send it through e-mail.

Is there a way for someone on another computer to read my script besides creating a PDF file?

If you would like someone on the to view your script you must save the file as a PrintScript file and have them download the PrintScript program for either Macintosh or Windows.

To save your file in PrintScript format do the following:

1. Open your script, go to your **File** menu and click **Print**.
2. In the Printing dialog box, click **Entire Script** and **Create PrintScript File instead of Printing Directly**.
3. Click **OK**.
4. A dialog box will open, it should have the name of your script in the name field. If it does not, give it a name.
5. Click **Save**.
6. You can put this file on an IBM formatted disk or send it through e-mail.
7. Send it to the recipient on an IBM formatted disk or through e-mail.

Send this link to the recipient so they download the PrintScript program <http://www.screenplay.com/support/lists/masterlist.html>.

Courier is printing out too light. How can I darken the font?

- Try printing the example Screenplay and see if the problem still occurs.
If it prints okay, there may be a problem with your file. Try copying and pasting the whole file into a new document.
- Try printing in another font (Arial is a good one to try).
If it prints correctly, your Courier font may be damaged or missing. Try reinstalling the font.
- Try printing in Courier from another program.
If you get similar results or an error message, consult your computer or printer manufacturer. Usually, printers do not come with the latest driver out of the box. Try going to the printer manufacturer's web site and download and install the latest driver for your printer.

How do I hide names in the Character Name Pop-Up List?

1. Click **Format > Hide names in Pop-up List...**
2. Chose a name you would like to hide and click the > arrow to add that name. To add all names click the >> arrow.
3. Click **OK** and those names will no longer show up on the list until you unhide them.

How do I hide names in the Location Pop-Up List?

1. Click **Format > Hide names in Location Pop-up List...**
2. Chose a name you would like to hide and click the > arrow to add that name. To add all names click the >> arrow.
3. Click **OK** and those names will no longer show up on the list until you unhide them.

How do I create a Title Page for my script?

1. Click **File > Title Page Publisher**.
2. Double click anywhere on the page to create a text element. The **Edit Text** window will pop up.
3. Type your text.
4. The left three buttons allow for **Bold**, Underline and *Italics* respectively.
5. The next button lets you select the text's **Font**.
6. The next three buttons allow you to select **Left Justified**, **Centered**, or **Right Justified** text.
7. Click OK.

Repeat the above steps to create more text fields. For more detailed instructions, please refer to the manual or Help Menu.

IMPORTING AND EXPORTING FILES

How do I open a file that I created in the Screenwriter demo?

Open the script in the Movie Magic Screenwriter program that you recently purchased. If it requires an access code, you will need to contact Technical Support. You can call Technical Support and give them your validation code. However, you must be registered to receive the access code. To register, you can fax or mail your registration card to us. If you are not sure if you are registered, please contact Client Services.

Client Services - (800) 84-STORY or (818) 843-6557

[\[service@screenplay.com\]](mailto:service@screenplay.com)

Operating Hours: 8:30am to 5:00pm M-F (PST)

I upgraded my 2.32 version to the latest version. However, I cannot find any of my old scripts, where did they go?

The new 32 bit version installs into a new directory called Movie Magic Screenwriter. Look in the C:\SCWRITER\SCRIPTS directory and they should be there. You should save them to the new Movie Magic Screenwriter folder to avoid having to move between the two folders. If you are not sure how to navigate within the Window's system or how to save files, please consult the Window's Help.

How do I import a file into Screenwriter?

General Instructions:

Screenwriter comes with the capability of importing many different kinds of files. The basics steps for importing are outlined below:

1. Open Movie Magic Screenwriter.
2. Go to your **File** menu and click **Open**.
3. Click the drop-down menu in **Files of Type** and select the type of file you wish to import.
4. Navigate to the location of your file.
5. Click on the file and click **Open**.

If you do not know how to open folders, please refer to your Window's Help.

6. When the **How Should I Interpret This Text?** Dialogue box appears, click **OK**.

It will interpret the file and open it. The file may require a little cleanup, so be sure to double check the formatting.

Importing from Scriptor:

You need to import the original word processor file instead of the formatted output file that Scriptor has made.

If your Scriptor file imported with too many errors, you can attempt to save your original document in Rich Text Format (RTF), which might allow you to import with fewer errors. Open the original word processor you used to write your script. Usually, all you need to do is go to the **File** menu and click **Save as**. At the bottom of the dialog box, it will say **File Types** or **File Format** and you can select **Rich Text Format**. If you are having trouble doing this, please consult the word processor's Help menu or the vendor of the Word Processing program. Once you have saved the file in RTF, follow the steps above once more.

Importing from Dramatica:

Simply place the Dramatica export file (.dsf) into the Screenwriter folder and follow the steps above.

Your Dramatica file information will now be imported into a Movie Magic Screenwriter script.

Importing from Scriptware:

For Screenwriter to import a Scriptware you will first need to save it as Scriptware tagged (.tag) file. If you are having trouble doing this, please consult Scriptware Help menu or their technical support. Once the file is saved as a tagged file, it should import into Screenwriter easily.

Final Draft, Word Processor files (Word, WordPerfect, etc.):

Screenwriter is often able to open these kinds of files directly.

If any of the above steps did not work, or if your file imported with too many errors, you can try the following:

Attempt to save your original document in Rich Text Format (RTF), which might allow you to import with fewer errors. Open the program you wrote the script in and save your script as a Rich Text Format (RTF) or a formatted ASCII file. If you are not sure how to do this, please consult the Final Draft manual or contact Final Draft. Once you have saved the file as an RTF or formatted ASCII file, please follow the steps above once more.

When the program brings up the **How should I interpret this text?** dialogue, try toggling the different options and see if that improves importing. In most cases, you should be able to import your script effortlessly with only minor corrections being required. However, depending on how the original script was formatted you may only be able to get marginal results. If this is the case, you will need to go through the script and make the corrections manually.

How do you tag a script, so the tagged items will appear in the proper category in Movie Magic Scheduling?

When you export a file to Movie Magic Scheduling, INT/EXT, the Time of Day, Set, and Cast will be automatically included. However, Screenwriter allows you to tag any additional item in your script to put it into any of Scheduling's categories, such as Prop, Special Effect, or Notes. For detailed instructions, please refer to the Screenwriter tutorial pamphlet that came with the program.

How do you export a Screenwriter script and import it into Movie Magic Scheduling?

Movie Magic Screenwriter allows you to export information about your script into Movie Magic Scheduling. Screenwriter will automatically export the Scene Headings and Character Names, however if you would like to learn how to export more information to learn how to tag a script, read the tutorial pamphlet included with the program.

Follow the steps below to export a Screenwriter script:

1. Go to your **Production** menu and click **Breakdown**.
2. In the cascading menu, click **Movie Magic Scheduling Export**. **Note:** if there are any errors in the script, the program may attempt to correct them now.
3. The **Production Breakdown: Scenes** dialog box will appear. Make sure **All Scenes** is selected and click **OK**.
4. It will bring up a dialog box where you can save the exported file with the given name or a new name. The file will have a scheduling export extension (.sex). At the top of the dialog box select your Desktop. Click **Save**.

The Screenwriter script has just been exported.

To import the file into Movie Magic Scheduling do the following:

1. Open Movie Magic Scheduling.
2. Go to the **File** menu and click **New**.
3. In the cascading menu, choose **From Default Form** or **Pick A Form**, depending on which you would like to use. A breakdown sheet will now appear and you will be in an untitled document.
4. Go to your **File** menu and click **Import**.
5. In the dialog box, select your Desktop, click on your exported script and click **Open**. If you are having trouble navigating please see Window's Help.
6. The script you created will now be fully imported into your schedule.
7. Go to your **File** menu and click **Save**.
8. Name your schedule whatever you like and click **Save**.

Can I export scenes additional or modified scenes from a script and import them into an already existing schedule?

Yes!

Exporting:

1. Go to your **Production** menu and click **Breakdown**.
2. In the cascading menu, click **Movie Magic Scheduling Export**. **Note:** If there are any errors in the script, the program may attempt to correct them now.
3. The **Production Breakdown: Scenes** dialog box will appear. Make sure to select only those scenes which you have added or modified and click **OK**.
4. It will bring up a dialog box where you can save the exported file with the given name or a new name. The file will have a Scheduling export extension (.sex). At the top of the dialog box, select your Desktop. Click **Save**.

Importing:

1. Open your schedule in Movie Magic Scheduling.
2. Go to your **File** menu and click **Import**.
3. In the dialog box, click on your exported script and click **Open**. If you are having trouble navigating, please see your systems Help file.
4. Only those scenes you exported will be imported at the end of your schedule.

Note: If you are importing scenes that have been modified, but already exist in your schedule, you will have to delete the old breakdown sheet/strip so that you do not have duplicates.

TUTORIAL AND REFERENCE RESOURCES

One of Screenwriter's biggest features is its ease of use. You can literally write a script without knowing any special keys or accessing any of the menus, with the exception of printing and saving your script. However, the program is also very rich in advanced features and in its ability for the user to customize both the program and formatting of the script. To help the user get the most out of the program, we have created the following resources and documents.

Documents

Screenwriter Tutorial Pamphlet - A tutorial to help you quickly start writing a script. It also includes a tutorial on tagging items to be exported into Scheduling.

Installation and Release Notes Pamphlet - Provides information on installing, new features, foreign language dictionaries and how to get Technical Support.

Screenwriter 2000 Manual - The manual provides clear and concise documentation of every feature in the program, including complete documentation on all of Screenwriter 2000 new features.

Readme.Doc - An online version of this document plus a listing of new features.

Program Help Menu

Online Help Menu - We have an extensive online help including:

- A complete and extensive online document, including context-sensitive help for most program dialogue windows.
- A "**What's This?**" command that allows you to click anywhere in the program and get a description of that item's function.
- New in Screenwriter 2000 is a Web Resources menu that allows you to quickly access our website and other links for assistance.
- You can also customize the Web resource menu to add your own links of sites you may want to access during screenwriting.

Extras! Folder on the CD-ROM - This folder contains some excellent reference material for scriptwriting. All of it is in PDF format for easy viewing.

Technical Resources

Online Help - Technical Support offers several electronic alternatives to phone support. These avenues allow you to bypass busy signals, waiting on hold and can even give you answers 24 hours a day.

If you are unable to find a solution using all of these resources, please contact one of our technical support representatives. Please make sure to have your serial number ready and be at the computer, if possible.

Online Help Desk <http://www.screenplay.com/support>

Our online help desk is fast, easy to use and available 24 hours a day. It is frequently updated to have current solutions for problems we encounter over the phones.

E-Mail support@screenplay.com

E-Mail is answered within 24 business hours. It's an excellent method of obtaining support when the need is not immediate.

FAX **(818) 843-8364**

Faxes are answered within 24 business hours. This is another excellent method of obtaining support when the need is not immediate.

Phone **(818) 843-0888**

Technical Support via telephone is available from 8:30 am to 5:00 pm PST, Monday through Friday.

