



## Movie Magic Screenwriter

# Table of Contents

|  |           |
|--|-----------|
| Foreword                                       | 0         |
| <b>Part I Movie Magic® Screenwriter 6 Help</b> | <b>12</b> |
| 1 Contents                                     | 12        |
| 2 Copyright & Trademark Notice                 | 13        |
| 3 Running Movie Magic Screenwriter 6           | 14        |
| 4 Tutorials                                    | 14        |
| 10 Minute Tutorial                             | 14        |
| 5 Basic Information                            | 14        |
| Using OS X                                     | 15        |
| Selecting Screenwriter Commands                | 15        |
| On-Line Help                                   | 15        |
| Menus  | 16        |
| Pull Down Menu                                 | 16        |
| List Menu                                      | 17        |
| Options Menu                                   | 17        |
| Push Buttons                                   | 18        |
| Checkboxes                                     | 18        |
| Radio Buttons                                  | 18        |
| Text or Numerical Input Fields                 | 18        |
| Editing Screen                                 | 19        |
| Main Menu Bar                                  | 19        |
| Top Toolbar                                    | 20        |
| Right Toolbar                                  | 20        |
| Bottom Status Bar                              | 20        |
| The View Toolbar                               | 21        |
| Opening a Document                             | 22        |
| Opening Multiple Documents                     | 22        |
| Displaying Multiple Windows                    | 22        |
| Switching between Windows                      | 22        |
| Opening a Previously Saved Version             | 22        |
| Opening a Script automatically at Startup      | 23        |
| Opening a Timed Backup                         | 23        |
| Options for Loading Element Styles             | 24        |
| Saving a Document                              | 24        |
| Saving Portions of a Script                    | 24        |
| Merging Documents                              | 25        |
| 6 Title Page                                   | 26        |
| Opening a Title Page                           | 27        |
| Creating Text Elements                         | 28        |
| Moving a Text Element                          | 28        |
| Saving a Title Page                            | 30        |
| Loading a Title Page                           | 30        |
| Printing a Title Page                          | 30        |
| 7 Script Formats                               | 30        |
| Loading a Script Format                        | 31        |
| Other Formats                                  | 31        |

|   |           |
|---|-----------|
| <b>Television Templates .....</b>                       | <b>32</b> |
| <b>Index Cards .....</b>                                | <b>32</b> |
| Index Card View.....                                    | 33        |
| Index Card Speedbar.....                                | 34        |
| Resize the Index Cards.....                             | 34        |
| Horizontal Index Cards.....                             | 34        |
| Vertical Index Cards.....                               | 34        |
| Add an Index Card.....                                  | 34        |
| Write an Index Card.....                                | 35        |
| Edit an Index Card.....                                 | 36        |
| Shuffle an Index Card.....                              | 36        |
| Shuffle Multiple Index Cards.....                       | 37        |
| Printing Index Cards.....                               | 37        |
| <b>Creating a User Defined Format (Template) .....</b>  | <b>39</b> |
| <b>Restoring an Overwritten Template .....</b>          | <b>39</b> |
| <b>8 Writing the Script.....</b>                        | <b>40</b> |
| <b>Creating Elements .....</b>                          | <b>40</b> |
| <b>Tab &amp; Return .....</b>                           | <b>41</b> |
| <b>Fade In .....</b>                                    | <b>41</b> |
| <b>Scene Heading .....</b>                              | <b>42</b> |
| <b>Location .....</b>                                   | <b>42</b> |
| <b>Time-of-Day .....</b>                                | <b>43</b> |
| <b>Action .....</b>                                     | <b>43</b> |
| <b>Character Name .....</b>                             | <b>43</b> |
| <b>Inserting Character Names .....</b>                  | <b>44</b> |
| <b>Character Extension .....</b>                        | <b>44</b> |
| Delete a Character Extension.....                       | 45        |
| <b>Dialogue .....</b>                                   | <b>45</b> |
| <b>Parenthetical .....</b>                              | <b>46</b> |
| <b>Transition .....</b>                                 | <b>47</b> |
| <b>Shot .....</b>                                       | <b>47</b> |
| <b>Centered Title .....</b>                             | <b>48</b> |
| <b>Act Information (TV and Stage Play Format) .....</b> | <b>48</b> |
| Prologue Text.....                                      | 48        |
| New Act .....   | 48        |
| Same Act .....  | 48        |
| End of Act .....  | 48        |
| New Scene .....   | 49        |
| <b>Notes .....</b>                                      | <b>49</b> |
| Add a Note .....  | 49        |
| Type a Note.....  | 50        |
| Hide/Show a Note.....                                   | 50        |
| Print a Note.....                                       | 50        |
| Note Options.....                                       | 51        |
| <b>Switch Elements .....</b>                            | <b>51</b> |
| <b>Moving between Elements .....</b>                    | <b>52</b> |
| <b>Character Name in Dialog/Action .....</b>            | <b>53</b> |
| <b>Forced Page Break .....</b>                          | <b>54</b> |
| Remove a Forced Page Break.....                         | 54        |
| <b>Soft-Hyphen .....</b>                                | <b>54</b> |
| <b>Hard-Dash .....</b>                                  | <b>54</b> |
| <b>Hard-Space .....</b>                                 | <b>54</b> |
| <b>Hard Return .....</b>                                | <b>55</b> |
| <b>Dual-Column (Simultaneous) Dialogue .....</b>        | <b>55</b> |

|  |           |
|--|-----------|
| Dual Columns Menu.....   | 55        |
| Dual Columns Instructions.....   | 55        |
| Dual Column Margins.....   | 56        |
| <b>Cheating</b> .....  | <b>57</b> |
| Cheat an Element.....  | 57        |
| Cheat Page Breaks.....   | 58        |
| Cheat a Page.....  | 58        |
| Cheat the Whole Script.....  | 58        |
| Cheat the Page's Header.....   | 59        |
| <b>User Lists</b> .....  | <b>59</b> |
| Act/Scene Info.....  | 60        |
| Editing User Lists.....  | 61        |
| Loading User Lists.....  | 61        |
| Loading Locations, Character Names or Transitions from Screenwriter<br>scripts ..... | 61        |
| Saving Lists as the Default Lists for all New Scripts.....                           | 62        |
| Default User Lists.....  | 62        |
| Reloading Default User Lists.....  | 64        |
| <b>Alias Text</b> .....  | <b>64</b> |
| Creating Alias Text.....   | 64        |
| Capitalization of Alias Text.....  | 65        |
| <b>9 Text Editing.....</b>   | <b>66</b> |
| <b>Moving the Cursor</b> .....   | <b>66</b> |
| <b>Selecting Text</b> .....  | <b>67</b> |
| <b>Adjusting the Block Selection</b> .....   | <b>68</b> |
| <b>De-Selecting Text</b> .....   | <b>68</b> |
| <b>Moving Text</b> .....   | <b>68</b> |
| <b>Cutting and Pasting with the Mouse</b> .....                                      | <b>69</b> |
| <b>Copying and Pasting with the Mouse</b> .....                                      | <b>69</b> |
| <b>Cutting/Copying/Pasting with the Keyboard</b> .....                               | <b>69</b> |
| <b>Dragging and Dropping</b> .....   | <b>69</b> |
| <b>Deleting Text</b> .....   | <b>70</b> |
| <b>Un-Deleting Text</b> .....  | <b>70</b> |
| <b>Undo</b> .....  | <b>70</b> |
| <b>Redo</b> .....  | <b>71</b> |
| <b>Insert/Typeover Modes</b> .....   | <b>71</b> |
| <b>Formatting Text</b> .....   | <b>72</b> |
| Bolding Text.....  | 72        |
| Underlining Text.....  | 72        |
| Italicizing Text.....  | 72        |
| Striking OutText.....  | 72        |
| Removing Text Formatting.....  | 73        |
| Applying Multiple Text Formats.....  | 73        |
| Changing Case.....   | 73        |
| Quick Format of Previous Word.....   | 74        |
| Typing Foreign Characters.....   | 74        |
| <b>Spell Check</b> .....   | <b>75</b> |
| Start Spell Check.....   | 75        |
| Auto-Correct Typos.....  | 76        |
| User Dictionaries.....   | 78        |
| <b>Thesaurus</b> .....   | <b>78</b> |
| <b>10 The NaviDoc.....</b>   | <b>79</b> |
| <b>Opening and Closing the NaviDoc</b> .....   | <b>80</b> |
| <b>Resizing the NaviDoc Panel</b> .....  | <b>81</b> |

|  |           |
|--|-----------|
| <b>Navigation Pointer and the NaviDoc Panel .....</b>                                    | <b>81</b> |
| <b>NaviDoc Keyboard Commands .....</b>   | <b>81</b> |
| <b>The NaviDoc Menu .....</b>  | <b>82</b> |
| <b>NaviDoc Options .....</b>   | <b>83</b> |
| <b>General NaviDoc Options .....</b>   | <b>84</b> |
| <b>Notes Panel .....</b>   | <b>85</b> |
| Notes List .....   | 86        |
| Notes Controls.....  | 86        |
| Notes Command Buttons.....   | 86        |
| Notes Category Controls.....   | 87        |
| Note Category Drop-Down List Control.....  | 87        |
| Show/Hide Category View in NaviDoc.....  | 88        |
| Show/Hide Note Categories in Document.....   | 88        |
| Print Notes Control.....   | 89        |
| Notes Options Control.....   | 89        |
| Notes Panel Options.....   | 89        |
| Sync Control (On/Off).....   | 90        |
| Note Display Controls.....   | 90        |
| <b>Bookmarks Panel .....</b>   | <b>91</b> |
| Bookmarks List.....  | 92        |
| Bookmarks Controls.....  | 92        |
| Bookmarks Panel Options.....   | 93        |
| <b>Scenes Panel .....</b>  | <b>93</b> |
| Scene Controls.....  | 95        |
| Sort Scenes Control.....   | 95        |
| Scene Element Spacing Control.....   | 96        |
| Scene Header View Control.....   | 96        |
| Sync Control (On/Off).....   | 96        |
| Scenes Panel Options.....  | 97        |
| Scene List View Controls.....  | 97        |
| <b>Outline Panel .....</b>   | <b>98</b> |
| Outline List .....   | 99        |
| Outline Controls.....  | 99        |
| Outline Levels Control.....  | 99        |
| Style View Control.....  | 100       |
| Outline Spacing Control.....   | 100       |
| Outline Options Control.....   | 100       |
| Outline Panel Options.....   | 101       |
| Scene Heading Field View Control.....  | 102       |
| Sync Control (On/Off).....   | 102       |
| Outline View Controls.....   | 103       |
| Current Element Drop-Down List.....  | 104       |
| Outline Style Management Control.....  | 104       |
| NaviDoc Outline Styles Format Options.....   | 105       |
| Delete Outline Style Control.....  | 106       |
| Add Outline Element Control.....   | 107       |
| Outline Styles Format Options.....   | 108       |
| Using the NaviDoc Outline Panel to Move Outline Elements in the Document .....           | 108       |
| Using the NaviDoc Outline Panel to Reassign Outline Element Styles in the Document ..... | 109       |
| A Note About Copying Styles Between Documents.....                                       | 110       |
| Outlining Features.....  | 111       |
| Outline Tools in the Document View.....  | 112       |
| Adding and Removing Outline Elements in the Document.....                                | 112       |

|  |            |
|--|------------|
| Reassigning Outline Elements in the Document.....            | 112        |
| Promoting and Demoting Outline Elements.....                 | 113        |
| <b>11 Printing the Document.....</b>                         | <b>113</b> |
| <b>Page Setup .....</b>                                      | <b>113</b> |
| <b>Document Layout .....</b>                                 | <b>114</b> |
| <b>Header and Footer... ..</b>                               | <b>116</b> |
| Header and Footer Text.....                                  | 117        |
| Put in Date As.....  | 118        |
| Put In Act Break As.....                                     | 118        |
| Put In Scene Label As.....                                   | 118        |
| Print Headers On.....  | 119        |
| Align Headers/Footers.....                                   | 119        |
| Blank Lines following Header.....                            | 119        |
| Preview .....  | 119        |
| <b>Printing the Document .....</b>                           | <b>120</b> |
| <b>Production Breakdowns Print Window .....</b>              | <b>123</b> |
| Production Breakdowns Print Options.....                     | 124        |
| Secondary Sort by... Example.....                            | 125        |
| Secondary Sort by... Production Breakdown Print Options..... | 126        |
| Miscellaneous Production Breakdown Print Options.....        | 127        |
| <b>12 Other Screenwriter Features.....</b>                   | <b>127</b> |
| <b>iPartner .....</b>  | <b>128</b> |
| Connecting to iPartner.....                                  | 128        |
| The Chat Window.....   | 129        |
| Editing in Slave view.....                                   | 131        |
| Slave view editing capabilities.....                         | 131        |
| Editing Keys in iPartner.....                                | 132        |
| Revoking Slave's editing privileges.....                     | 132        |
| Ending the session.....                                      | 133        |
| Using the Voice feature to talk to your partner.....         | 133        |
| iPartner - Trouble Shooting - Known Issues.....              | 133        |
| Firewall Configuration Information.....                      | 133        |
| <b>Speak Text .....</b>                                      | <b>134</b> |
| Setup Voices.....  | 134        |
| Speak Selection.....   | 137        |
| <b>Send As Email Attachment Command .....</b>                | <b>137</b> |
| Attach Script As:.....                                       | 137        |
| Compose Message In:.....                                     | 138        |
| <b>Name Bank .....</b>                                       | <b>138</b> |
| <b>13 Customizing Screenwriter.....</b>                      | <b>139</b> |
| <b>View Menu .....</b>                                       | <b>140</b> |
| Ruler .....  | 140        |
| Show Format Codes.....                                       | 140        |
| Zoom Screen Text.....  | 141        |
| Fit Width .....  | 142        |
| Fixed Text Size .....  | 142        |
| <b>Toolbar Icons Menu .....</b>                              | <b>143</b> |
| Customize Toolbar.....                                       | 144        |
| <b>Editing Preferences .....</b>                             | <b>146</b> |
| QuickType Preferences.....                                   | 146        |
| Auto Pop-Up .....  | 147        |
| Enable QuickType Entry.....                                  | 147        |
| Use SmartTab .....   | 149        |

|  |            |
|--|------------|
| Running Lists .....  | 149        |
| Pressing the ENTER key.....  | 150        |
| Other Editing Preferences.....   | 150        |
| <b>Files Preferences .....</b>   | <b>151</b> |
| When Screenwriter starts it should.....  | 151        |
| Default Document Folder.....   | 152        |
| Retain Previous Versions.....  | 152        |
| Automatic Timed Backups.....   | 153        |
| Password Protect Scripts.....  | 154        |
| When Opening Existing Documents.....   | 154        |
| <b>SmartCheck Options .....</b>  | <b>154</b> |
| Automatically Run SmartCheck Before Printing.....  | 155        |
| Beep on Found Formatting Error.....  | 155        |
| Delete WITHOUT prompting.....  | 155        |
| Ignore Blank Lines which have Revision Marks.....  | 156        |
| Ignore the same Name speaking twice in a row when Extensions do NOT<br>match .....               | 156        |
| Combine OMITTEDs that are Widowed on page.....   | 156        |
| SmartCheck Prompts.....  | 156        |
| <b>Spelling Options .....</b>  | <b>157</b> |
| Correct Double Capitals (e.g. "Mistake").....  | 157        |
| SpellCheck as you Type and Edit.....   | 157        |
| Auto-Correct Typos as you Type.....  | 158        |
| Beep on Unknown Words.....   | 158        |
| AutoCapitalize.....  | 159        |
| <b>Misc. Preferences .....</b>   | <b>160</b> |
| Miscellaneous Options.....   | 160        |
| Chat Sound.....  | 161        |
| Diskette Button on Tollbar.....  | 161        |
| After a Search.....  | 162        |
| Pagination.....  | 162        |
| <b>Revisions Preferences .....</b>   | <b>162</b> |
| After ?? Revision Marks on the Page, put a Revision Mark on the Header.....                      | 163        |
| Use an Asterisk on the Header instead of the Normally Defined Revision<br>Mark .....             | 163        |
| Put the Header Revision mark on the line under the header rather than to<br>the right of it..... | 163        |
| Don't print Revision Marks on each line.....   | 163        |
| Asterisk Headers of NEW A-Pages that don't have any revisions on them.....                       | 164        |
| Print Separate full "PAGE OMITTED" pages.....  | 164        |
| Mark Element following Complete Deletion.....  | 164        |
| Auto-Update Locked Headers on Revision.....  | 164        |
| <b>Printer Preferences .....</b>   | <b>165</b> |
| Print Bottom Continueds.....   | 165        |
| Print Color Text.....  | 166        |
| Production Sides.....  | 166        |
| When printing to PDF, prompt user with (COPY).....   | 166        |
| Print Using Fractional Widths.....   | 166        |
| <b>Keyboard Preferences .....</b>  | <b>166</b> |
| Keyboard Preferences Buttons.....  | 167        |
| Edit Keyboard Preference.....  | 168        |
| <b>Animation Dialog Preferences .....</b>  | <b>168</b> |
| Speech Number.....   | 169        |
| Character Name Position.....   | 169        |
| Dialogue Spacing.....  | 170        |

|  |            |
|--|------------|
| Dialogue Capitalization.....               | 170        |
| Blank Lines Before Printed Speeches.....   | 170        |
| Print Script Notes.....                    | 171        |
| Misc. Animation Dialog Preferences.....    | 171        |
| <b>NaviDoc Preferences .....</b>           | <b>172</b> |
| <b>Outline Preferences .....</b>           | <b>173</b> |
| <b>Script Format Options .....</b>         | <b>173</b> |
| Element Styles.....                        | 174        |
| Options common to all script elements..... | 175        |
| Character Names.....                       | 176        |
| Dialogue.....                              | 177        |
| Parentheticals.....                        | 177        |
| Scene Headings.....                        | 178        |
| Shots.....                                 | 179        |
| Action.....                                | 179        |
| Transitions.....                           | 179        |
| Act Breaks.....                            | 180        |
| Scene Labels.....                          | 181        |
| Notes.....                                 | 182        |
| Centered Title.....                        | 183        |
| Page Breaks.....                           | 183        |
| Break Action.....                          | 183        |
| Break Dialogue.....                        | 184        |
| Transitions.....                           | 185        |
| Miscellaneous.....                         | 185        |
| Locked Scripts.....                        | 185        |
| <b>14 Production Features.....</b>         | <b>185</b> |
| <b>Production Rewrites .....</b>           | <b>186</b> |
| <b>The Production Cycle .....</b>          | <b>186</b> |
| Shooting Script.....                       | 187        |
| Perform Revisions.....                     | 190        |
| Issue Revised Pages.....                   | 190        |
| Start Next Revision.....                   | 190        |
| <b>Revision Marks .....</b>                | <b>191</b> |
| Manual Revision Marks.....                 | 191        |
| Auto-Revision Marks.....                   | 192        |
| Enabling Auto-Revision Marks.....          | 192        |
| Removing All Current Revision Marks.....   | 192        |
| <b>Locked Scripts Options .....</b>        | <b>192</b> |
| Locked Scene Headings.....                 | 193        |
| Locked Page Breaks.....                    | 194        |
| Omitted Text.....                          | 195        |
| A-Scene Numbering Scheme.....              | 195        |
| Multi-Lock.....                            | 196        |
| Multi-Lock Scenes.....                     | 196        |
| Multi-Lock Pages.....                      | 197        |
| Revision Mark.....                         | 197        |
| Use Alternate Scene Numbering.....         | 198        |
| Locked Letter Skip List.....               | 198        |
| <b>Advanced Locking Features .....</b>     | <b>199</b> |
| Changing the Level of Locking.....         | 199        |
| Overriding a Scene Number.....             | 200        |
| Fix or Flex A-Pages.....                   | 201        |
| Converting A-Pages.....                    | 201        |



|   |            |
|---|------------|
| Combining Short Pages.....                          | 202        |
| Set Revision Draft Color Order.....                 | 203        |
| <b>Production Breakdowns .....</b>                  | <b>204</b> |
| Print Standard Breakdowns.....                      | 204        |
| Sort Breakdown Primarily by.....                    | 205        |
| Secondary Sort by.....                              | 206        |
| Calculating Eighths by.....                         | 207        |
| Display Eighth Totals by.....                       | 208        |
| Miscellaneous Options.....                          | 208        |
| <b>Breakdown Tagging .....</b>                      | <b>209</b> |
| Tagging Mode.....                                   | 209        |
| Tagging Items.....                                  | 209        |
| Untagging Items.....                                | 210        |
| Tag Items Globally.....                             | 210        |
| Ignore Selection for Breakdowns.....                | 210        |
| Untag All Items.....                                | 210        |
| Edit Breakdown Categories.....                      | 211        |
| <b>Breakdown Sheets .....</b>                       | <b>212</b> |
| Layout Breakdown Sheets.....                        | 212        |
| <b>Export to Movie Magic Scheduling .....</b>       | <b>213</b> |
| <b>Animation Production .....</b>                   | <b>214</b> |
| Multiple Revision Marks.....                        | 214        |
| Locking Current Revision Marks.....                 | 214        |
| Assigning Numbers to Speeches.....                  | 215        |
| <b>Animation Recording Scripts .....</b>            | <b>215</b> |
| Printing Animation Recording Scripts.....           | 215        |
| Changing the Animation Recording Script layout..... | 216        |
| Displaying Numbered Dialogue.....                   | 217        |
| Locking Dialogue Numbering.....                     | 217        |
| Multi-Locking Dialogue Numbering.....               | 217        |
| Unlocking Dialogue Numbering.....                   | 217        |
| Overriding Dialogue Numbering.....                  | 217        |
| <b>15 Appendices.....</b>                           | <b>218</b> |
| <b>Screenwriter 6 Menus .....</b>                   | <b>218</b> |
| Screenwriter Menu.....                              | 219        |
| File Menu .....                                     | 220        |
| Edit Menu .....                                     | 221        |
| View Menu.....                                      | 225        |
| Normal .....  | 227        |
| Full Page .....                                     | 228        |
| Format Menu.....                                    | 229        |
| Search Menu.....                                    | 231        |
| Goto Menu.....                                      | 232        |
| NaviDoc Menu.....                                   | 233        |
| Tools Menu.....                                     | 235        |
| Production Menu.....                                | 237        |
| Fix or Flex... .....                                | 238        |
| Auto-Revision... .....                              | 239        |
| Remove... .....                                     | 239        |
| Override... .....                                   | 240        |
| Breakdown... .....                                  | 240        |
| TV Breakdowns .....                                 | 241        |
| Generate Rundown Sheet.....                         | 241        |
| Generate Set List (COPY).....                       | 243        |

|  |            |
|--|------------|
| Scene Character Lists.....                                 | 245        |
| Animation Locking.....                                     | 246        |
| Window Menu.....   | 247        |
| Help Menu.....   | 247        |
| <b>Key Assignments .....</b>                               | <b>248</b> |
| Shortcut Keys for Editing.....                             | 248        |
| Shortcut Keys for Inserting and Manipulating Elements..... | 249        |
| Shortcut Keys for File Operations.....                     | 250        |
| Shortcut Keys for Formatting.....                          | 250        |
| Shortcut Keys for NaviDoc.....                             | 251        |
| Shortcut Keys for Navigation.....                          | 251        |
| Shortcut Keys for Selection.....                           | 252        |
| Miscellaneous Shortcut Keys.....                           | 253        |
| Function Keys.....   | 253        |
| <b>Troubleshooting .....</b>                               | <b>253</b> |
| Known Hardware/Software Problems.....                      | 254        |
| Common Technical Support Questions and Answers.....        | 254        |
| Production Problems and Solutions.....                     | 256        |
| <b>Importing Documents .....</b>                           | <b>257</b> |
| Preparing Documents for Importing.....                     | 257        |
| Direct Import.....   | 258        |
| Cut and Paste Import.....                                  | 259        |
| Importing a Macintosh Word Processor script.....           | 261        |
| Importing a Scriptware for Windows script.....             | 261        |
| Cleaning up Imported Scripts.....                          | 261        |
| <b>Exporting Documents .....</b>                           | <b>262</b> |
| Export .....   | 262        |
| Importing a Screenwriter Export script.....                | 263        |
| Cut and Paste Exporting.....                               | 263        |
| <b>Format Codes .....</b>                                  | <b>264</b> |
| <b>Files Installed .....</b>                               | <b>264</b> |
| Installed Contents.....                                    | 265        |
| Sample Scripts and Templates.....                          | 266        |
| Start Menu Folder.....                                     | 269        |
| <b>16 New Features in Screenwriter 6.0.....</b>            | <b>269</b> |
| <b>New Screenwriter 6.0 Icons .....</b>                    | <b>270</b> |
| <b>Screenwriter 6.0 Menu Changes .....</b>                 | <b>270</b> |
| <b>New File Format—.MMSW .....</b>                         | <b>275</b> |
| Opening Existing Documents.....                            | 275        |
| Saving Documents in 6.0 (MMSW) Format.....                 | 275        |
| Saving Documents as SCW Files.....                         | 275        |
| <b>Undo Levels .....</b>                                   | <b>275</b> |
| <b>Shortcut Key Changes in 6.0 .....</b>                   | <b>276</b> |

# Top Level Intro

This page is printed before a new  
top-level chapter starts

**Part**



# 1 Movie Magic® Screenwriter 6 Help

## Movie Magic® Screenwriter™

Software for Writing  
Screenplays, Teleplays,  
Stage Plays, Novels,  
Multimedia Scripts, & more...

User's Manual for Mac OS X

### Write Brothers, Inc.

138 N. Brand Blvd. • Suite 201  
Glendale, CA 91203 • (818) 843-6557

24-hour Web Technical Support: [www.screenplay.com](http://www.screenplay.com)

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## 1.1 Contents

[Copyright Notice](#)  13

***Things Every Movie Magic Screenwriter User Should Know***

[Basic Information](#)  14

[Running Movie Magic Screenwriter](#)  14

[Choosing a Script Format](#)  30

Typing the Document

[Editing a Document](#)  19

[Saving a Document](#)  24

[Opening a Document](#)  22

[Printing the Script](#)  113

[Importing Scripts](#)  257

[The Main Menu Bar](#)  218

[The NaviDoc Panel](#)  79

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## **Advanced Movie Magic Screenwriter Features**

[Customizing Screenwriter](#) <sup>139</sup>

[Outlining in Screenwriter](#) <sup>98</sup>

[Using User Lists](#) <sup>59</sup>

[Setting Script Options](#) <sup>173</sup>

[Exporting the Script](#) <sup>262</sup>

[Movie Magic Screenwriter in Production](#) <sup>185</sup>

[Movie Magic Screenwriter in Animation Production](#) <sup>214</sup>

[Appendix](#) <sup>218</sup>

## **1.2 Copyright & Trademark Notice**

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Manual written by Kevin Hindley, with contributions by Chris Huntley, Stephen Greenfield, Ken Haberman, Kynan Jones, and Richard McClelland.

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## 1.3 Running Movie Magic Screenwriter 6

To run the program in Mac OS X simply double-click on the Movie Magic Screenwriter Icon.

[Main Menu Bar](#)<sup>[218]</sup> - Movie Magic Screenwriter's Pull-Down menus can be accessed from the Main Menu Bar by single-clicking on any of the menu items or by pressing <ALT> + the underlined letter in the menu item.

*NOTE: To use Alt-keys to access Main Menu Bar you must have Enable Alt-keys for Character Name Entry box unchecked in the Program Options.*

[Top Toolbar](#)<sup>[20]</sup> - the optional Top Toolbar has several Push buttons that allow quick access to frequently used program functions for editing and file management, the Current Element Window with Change Element drop-down menu, and the Right-Left Scroll Bar. The Top Toolbar--when visible--is located just under the Main Menu Bar.

[Right Toolbar](#)<sup>[20]</sup> - has an Up-Down Scroll bar and Push buttons for Page Up/Down, and optionally has Element Buttons for element entry with the mouse. The Right Toolbar is displayed at the right side of your screen.

[The Status Bar](#)<sup>[20]</sup> - contains a Hint Line, [Insert/Typeover] PushButton, the current Line and Position of your cursor, and the current Page Number followed by the Total Number of Pages.

## 1.4 Tutorials

### 1.4.1 10 Minute Tutorial

Enter topic text here.

## 1.5 Basic Information

- [Mac OS X](#)<sup>[15]</sup>
  - [Selecting Screenwriter Commands](#)<sup>[15]</sup>
  - [On-Line Help](#)<sup>[15]</sup>
  - [Menus](#)<sup>[16]</sup>
  - [Push Buttons](#)<sup>[18]</sup>
  - [Checkboxes](#)<sup>[18]</sup>
  - [Radio Buttons](#)<sup>[18]</sup>
-

- [Text or Numerical Input Fields](#) <sup>18</sup>
- [The Editing Screen](#) <sup>19</sup>
- [Opening a Document](#) <sup>22</sup>
- [Saving a Document](#) <sup>24</sup>
- [Merging Documents](#) <sup>25</sup>

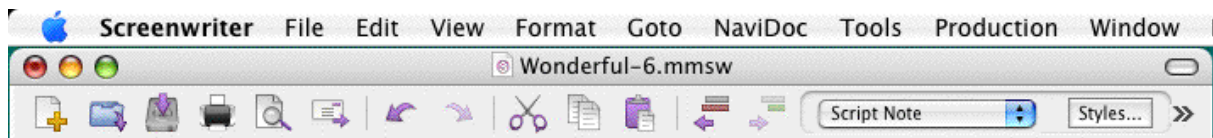
### 1.5.1 Using OS X

Using Movie Magic Screenwriter and this manual assumes a basic familiarity with Macintosh OS X. Teaching or supporting the operating system is beyond the scope of this documentation. For help with OS X, go to your Apple OS X manual, OS X online Help, or contact Apple Corporation.

Here is a link to some General Computer Tutorials for Mac located at Screenplay.com:  
<http://www.screenplay.com/support/tutorials/index.html>

### 1.5.2 Selecting Screenwriter Commands

There is usually more than one way of performing a function in 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 Screenwriter, you may want to use Keyboard Shortcuts and Toolbar Icons.



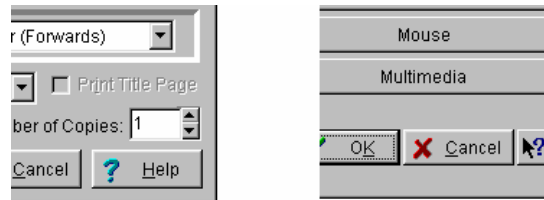
To see what command a Toolbar Icon represents, use the mouse to move the cursor over the icon without clicking on it. A box of explanatory Hint text displays directly beneath the icon, and any Quick Key shortcut displays on the left of the Bottom Status Bar.

- For a list of Main Menu Bar commands, see the Appendix chapter entitled [Screenwriter 6 Menus](#) <sup>218</sup>.
- For a list of Keyboard Shortcuts, see the Appendix chapter entitled Key Assignments.

### 1.5.3 On-Line Help

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

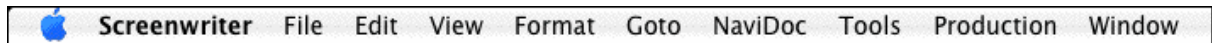
- **Contents**—Opens the Table of Contents for the help file.
- **Search for Help on...**—Opens the help file's searchable Index.
- **Quick Help**—Displays a sample script page. Get help information about any Element or item by clicking on it.



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. It displays helpful information explaining what each selection on that menu does.

## 1.5.4 Menus

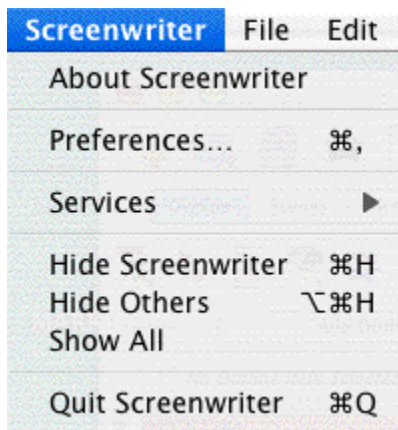
[Main Menu Bar](#)<sup>[218]</sup>—Screenwriter's Pull-Down menus are accessed from the [Main Menu Bar](#)<sup>[218]</sup> at the top of the screen. Individual menus may be selected with the mouse.



There are three types of menus:

- [Pull Down Menu](#)<sup>[16]</sup>
- [List Menu](#)<sup>[17]</sup>
- [Options Menu](#)<sup>[17]</sup>

### 1.5.4.1 Pull Down Menu

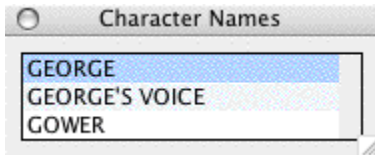


Pull-down menus pull down from the Main Menu Bar. With the menu displayed, use the mouse to click on an option

*NOTE: If there is a Mac OS X Quick-key equivalent for a menu option, it displays to the right of the Menu Item (as in CMD+Q for "Quit Screenwriter" in the example above.)*



### 1.5.4.2 List Menu



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:

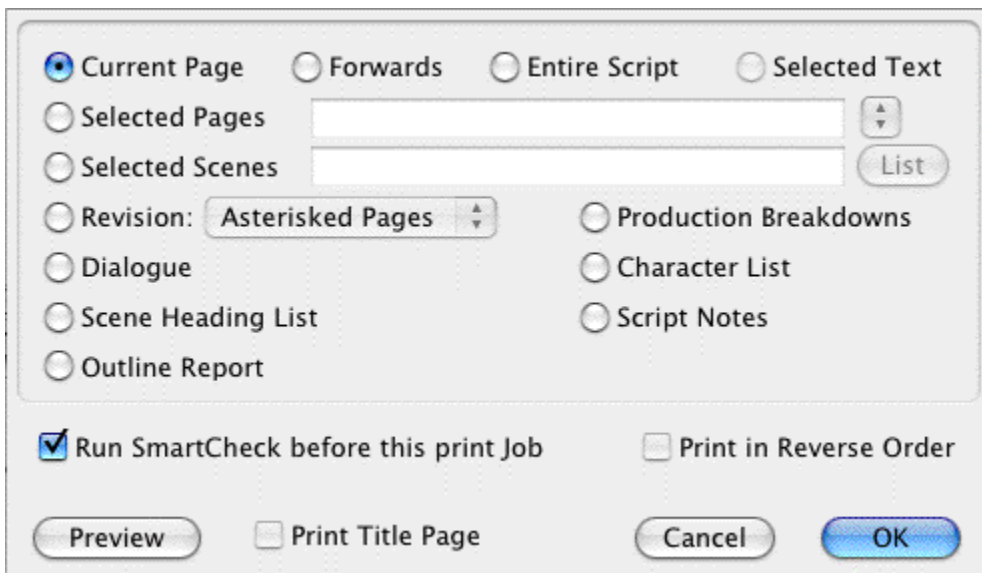
- Type enough letters to match the item you want (typing “c” highlights “CARTER” in the example above, while typing “ch” highlights “CHARLIE”). Then press RETURN.
- Or, Click on the item you want, using the mouse
- Or, Scroll through the items with the arrow keys, and press RETURN to select the highlighted item

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

### 1.5.4.3 Options Menu

Option menus have different types of input options, including Push Buttons, CheckBoxes, Radio Buttons, and Text & Numerical Input Fields. 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



### 1.5.5 Push Buttons

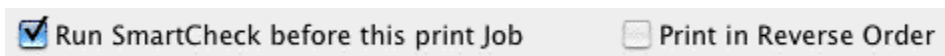
There are two Push Buttons (displayed as rectangular boxes) in the File > Open window as shown in the example below: Open and Cancel. Select a Push Button using any of these methods:

- Moving to it with the arrow or TAB keys and pressing RETURN;
- Clicking on it with the mouse

Selecting OK (or Open in this case) always exits a window, accepting all of the current settings or selections. Selecting Cancel always cancels a menu without changing anything.



### 1.5.6 Checkboxes



An example of a CheckBox (displayed as a small box, either blank or with a Checkmark in it) is shown in the example above, titled Run SmartCheck before this Print Job. A CheckBox can be checked or unchecked using one of these methods:

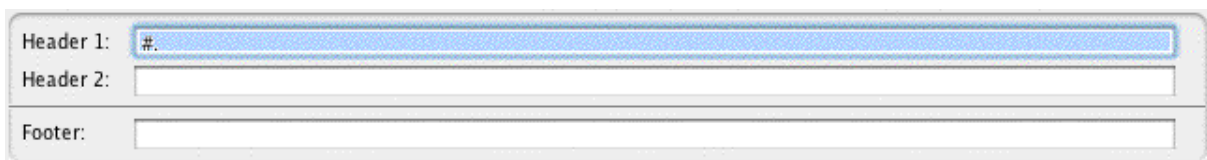
- Moving to it with the arrow or TAB keys and pressing the Space Bar
- Clicking on it with the mouse
- Pressing the Underlined QuickSelect Letter from the keyboard (in this example, “r” for Run).

### 1.5.7 Radio Buttons



There are several Radio Buttons (displayed as a small circle, either blank or with a dot in it) on the example above. The first two are: Current Page and Forwards. Radio Buttons are similar to CheckBoxes, except that only one Radio button in any given group may be checked at any one time

### 1.5.8 Text or Numerical Input Fields



Text or Numerical Input Fields (such as Header and Footer text, or Header/Footer Margins in the examples above) allow you to enter text or numbers as appropriate. Depending on the

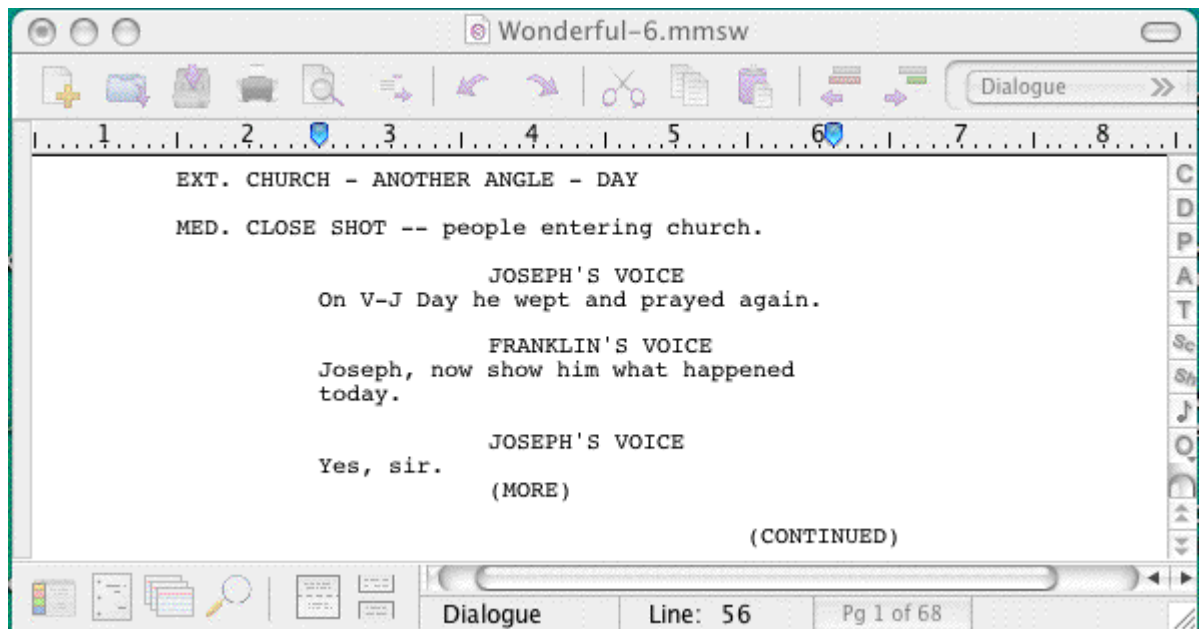
---

particular field, spaces may be allowed and text may be automatically capitalized for you.

### 1.5.9 Editing Screen

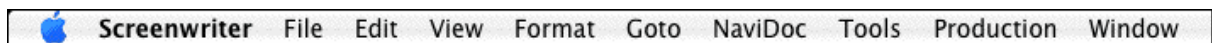
The default editing screen has several menu bars on screen.

- [Main Menu Bar](#)<sup>[19]</sup>
- [Top Toolbar](#)<sup>[20]</sup>
- [Right Toolbar](#)<sup>[20]</sup>
- [Bottom Status Bar](#)<sup>[20]</sup>



#### 1.5.9.1 Main Menu Bar

The top most bar is the [Main Menu Bar](#)<sup>[218]</sup> which gives you access to all of the Pull-Down menus.



- [Screenwriter Menu](#)<sup>[219]</sup>
- [File Menu](#)<sup>[220]</sup>
- [Edit Menu](#)<sup>[221]</sup>
- [View Menu](#)<sup>[225]</sup>

- [Format Menu](#) <sup>229</sup>
- [Goto Menu](#) <sup>232</sup>
- [NaviDoc Menu](#) <sup>233</sup>
- [Tools Menu](#) <sup>235</sup>
- [Production Menu](#) <sup>237</sup>
- [Window Menu](#) <sup>247</sup>
- [Help Menu](#) <sup>247</sup>

### 1.5.9.2 Top Toolbar

Beneath that is the **Top Toolbar** 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.



*NOTE: You can customize the Top Toolbar by going to View > Display Options > Toolbar > Customize Toolbar. You can also access the Customize Toolbar Panel by right-clicking on the Top Toolbar to bring up it's Context menu.*

### 1.5.9.3 Right Toolbar

At the right of the main editing window is the **Right Toolbar**. A Right Toolbar icon button inserts an element at the cursor position.

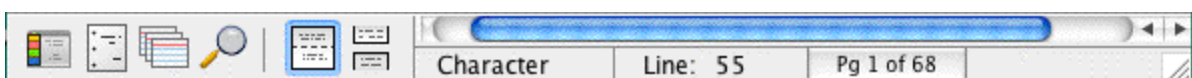
To Show or Hide the Right Toolbar go to **View > Display Options > Toolbars > Show Right Toolbars**

To change the way the Right Toolbar displays, go to **Display Options** under the **View** menu.



### 1.5.9.4 Bottom Status Bar

Across the bottom of the screen is the **Bottom Status Bar**. On its left side is the [View toolbar](#) <sup>21</sup>.



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.

**NOTE:** To enable the Insert/Typeover Button, **Allow Typeover** must be checked in the Text Entry/Editing area of the **Tools > Options** window.

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

To the right of that is the Page Number Button which displays Current Page Number information. Click on it to pop up the **Goto Page** menu. A box on the Goto Page menu marked **Goto Scene Listings** appears. This displays a list of Scene Headings to go to. It can also be displayed by right-clicking on the Page Number Button.

If you're writing a script with Act and Scene Information, such as a Sitcom or Stage Play, this button displays a list of specific Acts/Scenes to go to.

#### 1.5.9.5 The View Toolbar



The View toolbar is located in the lower left-hand corner of the document window. This toolbar controls the view of your document's contents and has six view icons.



##### The NaviDoc View Icon

Shows or hides the [NaviDoc](#)<sup>[79]</sup> panel. The NaviDoc view has four panels useful for navigating through the document: Outline, Scenes, Notes, and Bookmarks.



##### The Title Page Publisher Icon

Opens the [Title Page Publisher](#)<sup>[26]</sup> for creating the document's title page.



##### The Index Card View Icon

Opens the [Index Card](#)<sup>[33]</sup> view for viewing, editing, and rearranging the document scenes in an index card format.



##### The Zoom Screen Text Icon

Opens the [Zoom Screen Text](#)<sup>[141]</sup> window for setting the screen magnification of the document text without changing the printed font sizes in the document.



##### The [Normal](#)<sup>[227]</sup> View Icon

Displays the document text as a continuous scroll of text. Page breaks show as dashed lines.



### The [Full Page](#) <sup>228</sup> Icon

Displays the document text with extra space around the edges to simulate actual pages.

## 1.5.10 Opening a Document

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.

### 1.5.10.1 Opening Multiple Documents

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

- Open multiple scripts at the same time from the **File > Open** menu by holding down the SHIFT key and selecting a range
- Or, press the CMD (Apple) key to select multiple scripts individually.

### 1.5.10.2 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.

### 1.5.10.3 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 CMD+# (where '#' is the number between 1 and 9 that corresponds to the document window) to cycle between the open windows.

### 1.5.10.4 Opening a Previously Saved Version

When you tell Screenwriter to save a script, it makes a backup copy of any previously saved version with the same name. The suffix .MMSW 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 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 .SCW, 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.SCW). Leaving its name with the suffix .BK allows it to be overwritten next time you save—which is not what you want.

#### 1.5.10.5 Opening a Script automatically at Startup

If you don't want to go to a New file each time Screenwriter opens, there are several other Startup options. To choose one:

1. Under the File menu, select Program Options.
2. Click on the Startup/Files button. Select an option:

**Leave You in a Blank Script**—opens a New blank script file.

**Display Screen-Sized Retrieve List**—displays a large Open File menu, showing Screenwriter (.SCW suffix) files in your default Script subdirectory.

**Display Open File Menu**—displays the standard Open File menu.

**Retrieve Last Script you worked on**—opens the last script you saved.

**Restore Last Workspace**—opens all files that were open when you last exited Screenwriter, displayed in the same way.

#### 1.5.10.6 Opening a Timed Backup

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 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>.SCW.)

### 1.5.10.7 Options for Loading Element Styles

## Options for Loading Element Styles

When loading element styles into an existing document, you can choose to keep some existing formats, or load new formatting from the layout. This is done through the Format>Load Styles from... menu. Select either:

- **Template:** Loads styles from a Screenwriter template.
- **From Screenwriter Document:** Loads styles from any Screenwriter document.

### 1.5.11 Saving a Document

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 Screenwriter. If you've made changes without saving, it prompts you to save the file only if you have added something to your script. If you remove portions of your script and never add anything to it the program will never ask you to save.

**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.

**Save All Open Scripts**—Saves all files you have open, if they have changes that need saving. Prompts you for save options for each file, if needed.

**Exit**—Closes all scripts and exits Screenwriter. Prompts you to save any open scripts with unsaved changes only if you have added something to your script. If you remove portions of your script and never add anything to it the program will not prompt you to save.

#### 1.5.11.1 Saving Portions of a Script

While you're rewriting, you may want to cut a scene from your script but not discard it completely. Screenwriter lets you save portions of your script to a new file.

1. Select the text.
2. Under the Edit menu, select either Copy To... or Cut To...

**Copy To...**—Copies the selected text, leaving it in your script and saving it in a new file.

- **New File**—Creates a new file, puts the selected information within it, and allows you to name the file before the program saves it. Screenwriter keeps the original document open. To retrieve the new file you must go to File> Open.
-



- **Existing File**—Allows you to copy the selected text to a script that already exists. Choosing this option brings up a dialog box that allows you to navigate to the file that you would like this text to be pasted to. Select the file and click open. Screenwriter pastes the text to the end of the document and closes the file. Your current script will remain open.
- **Scrap File**—Creates a new file with the same name as your current document, but at the end will have “-scrap”. You can find this document by going into the Window menu. At the bottom of this menu it lists all the open documents. Simply click on your scrap file and the document will display. If you would like to keep the scrap file simply go to the File menu and click Save.

**Cut to...**—Cuts the selected text, removing it from your script and saving it in a new file.

- **New File**—Removes selected information from the original document, creates a new file, puts the selected information within it, and allows you to name the file before the program saves it. Screenwriter keeps the original document open. To retrieve the new file you must go to File> Open.
- **Existing File**—Removes the selected information from the original document and copies it to a script that already exists. Choosing this option brings up a dialog box that allows you to navigate to the file that you would like this text to be pasted to. Select the file and click open. Screenwriter pastes the text to the end of the document and closes the file. Your current script will remain open.
- **Scrap File**—Creates a new file with the same name as your current document, but at the end will have “-scrap”. The file that it creates will have the same name of your current document, but at the end will have “-scrap”. You can find this document by going into the Window menu. At the bottom of this menu it lists all the open documents. Simply click on your scrap file and the document will display. If you would like to keep the scrap file simply go to the File menu and click Save.

3. Give the new file a different name. Click on OK to save it.

If you selected Copy To:, clicking on Cancel discards the new file and leaves your text intact in your original script.

If you selected Cut To:, clicking on Cancel discards the new file and leaves your text on the Clipboard—but removed from your original script. You still need to Save it to another file or Paste it back into your script—otherwise you have deleted the text.

### 1.5.12 Merging Documents

There may be occasions when you want to combine two scripts into one file, such as when two writing partners are writing different scenes of the same script. To merge the scripts:

1. Open the first script, the one you want to merge into.
2. Place the cursor at the position you want the second script to be added. The new Pasted From text will appear after the Element the cursor is in.
3. Under the Edit menu, select Paste Special and then select Paste from...
4. At the menu of scripts displayed, select the script to merge from. Click Open to combine the two scripts.

Screenwriter prompts you about how you'd like to format the incoming text.

The two scripts are merged.

To Cancel the merge, close the merged file without saving it.

To keep a copy of the first file unchanged, save your merged file under a different name using Save As... under the File menu.

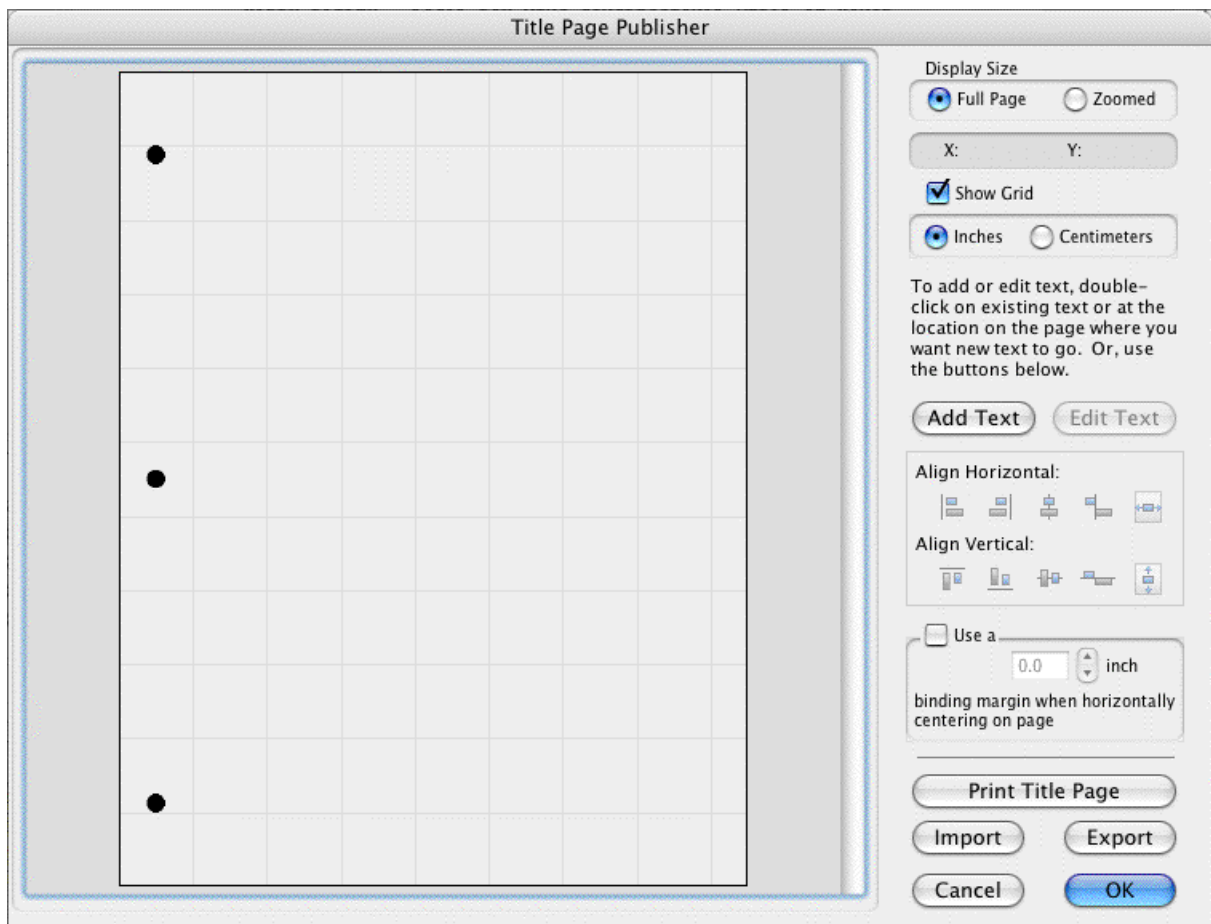
**NOTE:** *If you merge a document that is tagged it will have squares on either side of the words that are tagged. To correct this, simply go to the Production menu and click Breakdown. In the cascading menu choose Tagging Mode. It will reveal all tags. Go back into the Production menu, through Breakdown, and click Tagging Mode again to turn it off. This will hide all tags and cause the squares to disappear.*

## 1.6 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. In a production script, what text appears on the title page is determined by the production company.

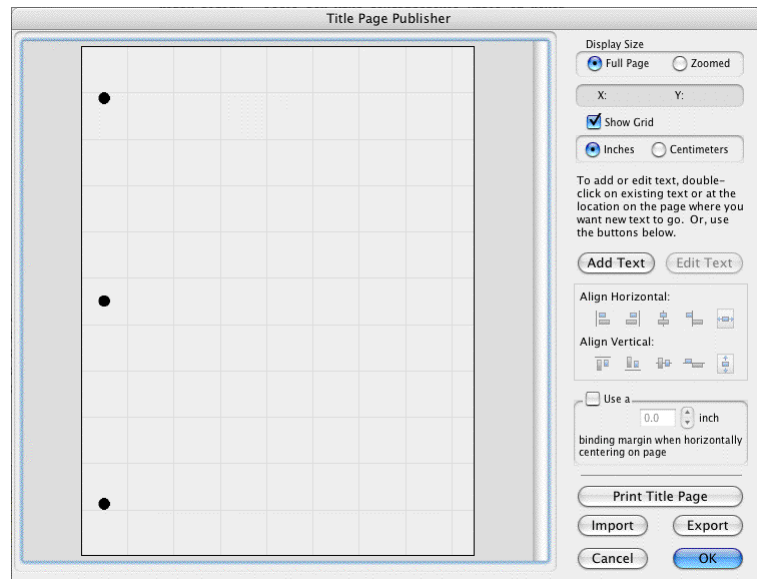
Screenwriter's Title Page Publisher allows you to create a title page with a WYSIWYG ("What-You-See-Is-What-You-Get") page layout. Gridlines are displayed to help you position your text boxes, and do not print. The title page is automatically attached to the script and is saved with it, yet it stays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

---



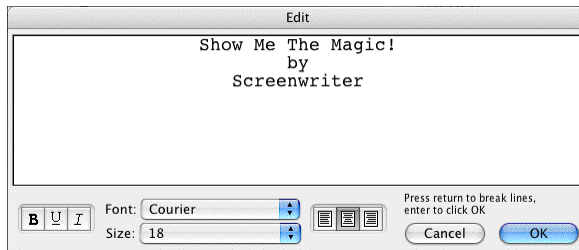
### 1.6.1 Opening a Title Page

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



### 1.6.2 Creating Text Elements

Double click anywhere on the title page to create a text element. The Edit Text window pops up.



Type your text.

The Left three buttons allow you to select Bold Underline and Italic 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.

### 1.6.3 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.

### **Align Horizontally**

- **Left**—Aligns the left edges of all selected text boxes with the left edge of the first text box that was selected.
- **Right**—Aligns the right edges of all selected text boxes with the right edge of the first text box that was selected.
- **Centers**—Horizontally centers all selected text boxes with the horizontal center of the first text box that was selected.
- **Left to Right**—Aligns the right-most box directly against the right edge of the left-most of the two boxes. This option is **ONLY** available when you have exactly two text boxes selected.
- **Center on page**—Centers all selected text boxes with respect to the width of the page, taking into account the binding margin, if checked. If more than one text box is selected then they will be centered as a group that is to say that their total width (furthest left to furthest right) is the value which will be used to center them rather than each one being centered individually.
- **Undo Alignment**—Cancels the last alignment option selected unless the text elements in question have been otherwise dragged.

### **Align Vertically**

- **Tops**—Aligns the top of all selected text boxes to the top of the first text box that was selected.
- **Bottoms**—Aligns the bottom of all selected text boxes to the bottom of the first text box that was selected.
- **Centers**—Vertically centers all selected text boxes with respect to the vertical center of the first text box that was selected.
- **Top to Bottom**—Aligns the lower of the two boxes directly against the bottom of the upper of the two boxes. This option is **ONLY** available when you have exactly two text boxes selected.
- **Center on page**—Centers all selected text boxes with respect to the height of the page. If more than one text box is selected then they will be centered as a group, that is to say that their total height is the value which will be used to center them rather than each one being centered individually.
- **Undo Alignment**—Cancels the last alignment option selected unless the text elements in question have been otherwise dragged.

The section that tracks where text is placed on the title page is the **X** and **Y** axis section. It is located in the upper right of the screen. When text is being positioned on the title page, the X and Y axis section shows how far from the left (**X**) and top (**Y**) margins of the page your text element starts. These measurements change as you move the text element, and are shown in Inches or Centimeters.

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

#### **1.6.4 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.

#### **1.6.5 Loading a Title Page**

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

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

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 Screenwriter Scripts. Select a file ending in .SCW and click OK.

#### **1.6.6 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 menu, select page or scenes to print, and check Print Title Page. Selecting Entire Script automatically checks the Print Title Page box.

### **1.7 Script Formats**

Screenwriter has pre-set format files for:

- Screenplay
- Filmed Sitcom
- Taped Sitcom
- TV Templates
- Stage Play
- Radio Play
- Novel
- Multimedia/Interactive

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

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### 1.7.1 Loading a Script Format

Under the Format menu, select Load Script Format, and 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 including Miniseries, Episodic Dramas including Soaps, and Animation.
- **Sitcom Version I**—A general sitcom format for use on filmed shows. Action is capitalized, Dialogue is double-spaced and Parentheticals are indented.
- **Sitcom Version II**—A general sitcom format for use on taped shows. Similar to Sitcom Version I except: Action is in parenthesis; Parentheticals are capitalized, and outdented to the same left margin as Action.

*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 Screenwriter. See Television Templates, below.)*

- **TV Template** – Movie Magic Screenwriter includes more than 50 preset formats for most of the major TV shows. If you are writing spec TV scripts, you can pre-load the format of the show you are writing for and have access to all of its settings, including major characters and sets. You access these TV templates by going to the Format menu, choosing Load Script Format, then TV Template.
- **Stage Play**—A format based on the professional published formats used by Samuel French. Narrow Action margins with Parenthesis, wide Dialogue margins, and Act & Scene Information.
- **Radio Play**—A script in Radio Play format has Character Names to the left of dialogue. This format is often seen as the published format for plays but is NOT used as the play format within the professional play-writing world.
- **Novel**—A format designed for writing novels. Though most every word processor can produce this format, it is provided to make your writing experience more complete.
- **Multimedia**—A format designed for writing non-linear scripts for Multimedia/Interactive projects, with decision branching and a graphical flowchart view. Like Television, Multimedia has no one standard format.
- **User Defined**—Displays a menu of any script formats you've previously defined. Select one and the onscreen script is reformatted to those settings.
- **From a Script**—Displays a menu of all available Screenwriter scripts. Allows you to load the format from an existing script—for example, if you're writing your second Friends script, you can load the format from the first one you wrote.

### 1.7.2 Other Formats

- **Animation**—Use the Screenplay format. For Screenwriter features specific to Animation

Production, see the Production Features chapter.

- **AudioVisual**—Use the Screenplay format. Screenwriter currently supports limited AV script features with its Dual-Column (Simultaneous) Dialogue capacity. While Left and Right Columns display onscreen sequentially in a staggered manner, they print correctly side-by-side. See Dual Column (Simultaneous) Dialogue in the Writing the Script chapter for more details.
- **Word Processor**—Used from within any other format. Puts you in a mode where Tab and Return function as in normal word processing programs. Effectively switches off 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.

(Allow "Normal Word Processor" Mode must be checked—on the Misc. page of Program Options under the File menu—before you can use WP mode.)

A checkmark appears next to it, and the left of the Bottom Panel displays a message in Red to remind you that you're in WP mode.

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

### 1.7.3 Television Templates

These templates have the pre-set formats for certain Sitcoms and Episodic Dramas.

Loading a Television Template is as easy as opening one of your script files:

1. Under the File menu, select Open. You'll be in the default subdirectory, which is C:\Movie Magic Screenwriter\Scripts unless you changed it.
2. Open the Template folder (it should be in C:\Movie Magic Screenwriter\Scripts, if you installed it as recommended. If you didn't install the templates, uninstall Screenwriter and re-install it. Answer Yes when asked if you want to install the TV Templates. See the Installation chapter for more information.)
3. Select a Template file. Click on OK to open it.

For a list of Television Templates and the shows they correspond to, see the Appendix chapter entitled Files Installed.

### 1.7.4 Index Cards

Many writers use index cards, or 3 by 5 cards, as an organizing tool before writing their scripts. Using a separate card for each scene, they jot down what happens in the scene, where it takes place, etc.

Numbering each card shows the flow of the story from scene to scene. Adding a scene is as easy as inserting a new card between two others. Moving scenes is equally simple, though having to renumber the scenes each time is a chore.

When satisfied with the outline created with the index cards, the writer can expand on that information to write the individual scenes that form the story.

Now Screenwriter brings you an easier way to work with index cards—on your computer

---



screen with Electronic Index Cards.

The information you write on each card transfers directly to a scene in your script. The top line on the card becomes a Scene Heading, and the description becomes Action. Moving an index card is performed using the familiar Drag and Drop method—and Screenwriter automatically moves the scenes in your script and renumbers them for you!

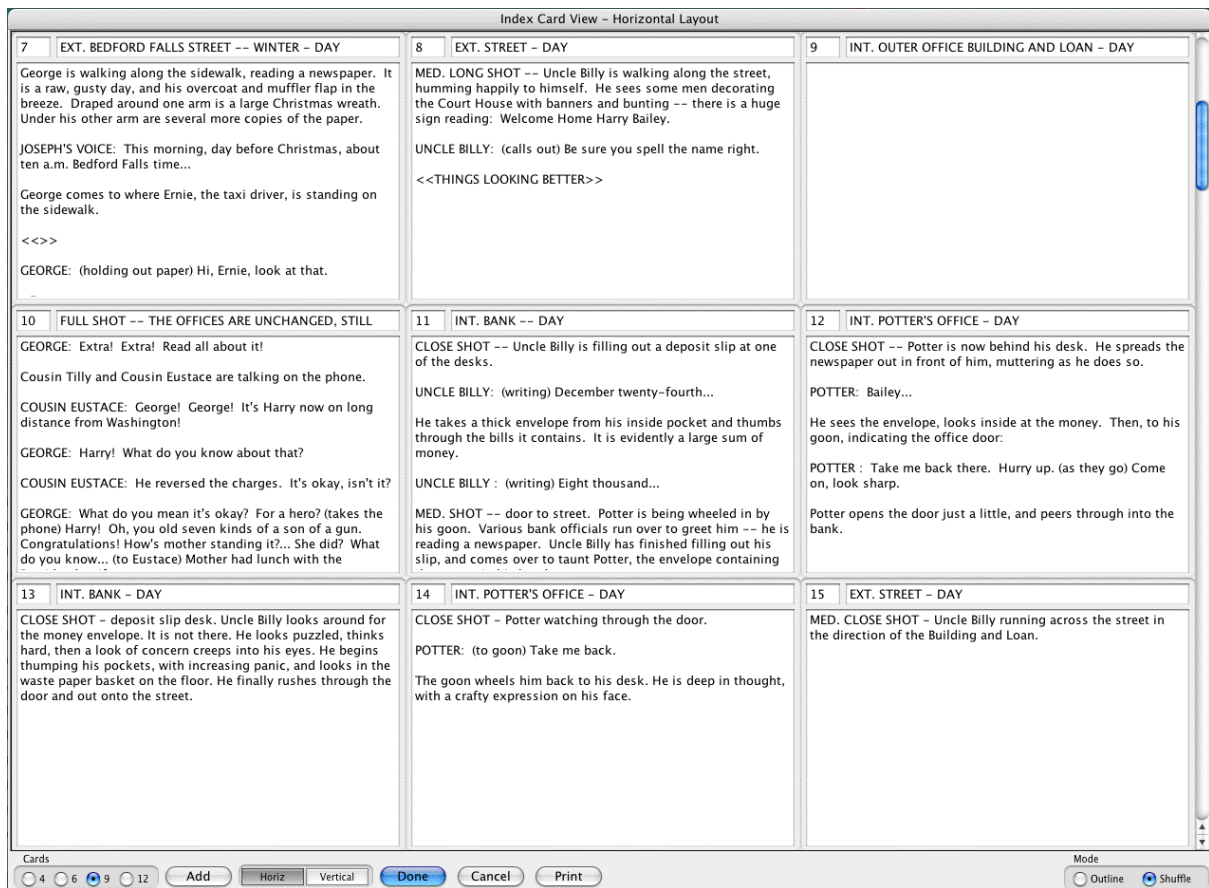
When you're satisfied with your index card outline, switch from Index Card View to normal Script view. All the work you did on the index cards is there—an outline ready for you to expand into a script.

### 1.7.4.1 Index Card View

To use the Electronic Index Cards, you need to enter Index Card View:

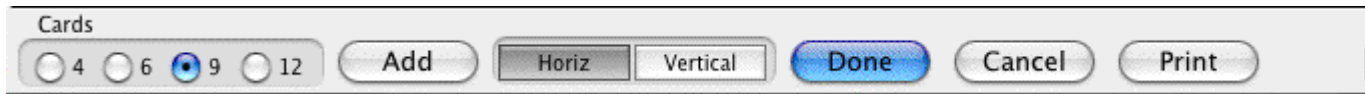
Under the View menu, select Index Cards.

Your script now looks something like the following, depending on the number of cards or scenes you've created:



Each card represents one scene. Across the top of each card are two boxes: the leftmost box contains the Scene Number, while the rightmost box contains the Scene Heading. Beneath is the scene text, comprised of Action (and Character Names and Dialogue if you've entered them in your script.)

### 1.7.4.2 Index Card Speedbar



Across the bottom of the screen is the Index Card Toolbar with the following options:

- [Resize the Index Cards](#) <sup>34</sup>
- Scroll by Row
- [Horizontal Index Cards](#) <sup>34</sup>
- [Vertical Index Cards](#) <sup>34</sup>
- [Add an Index Card](#) <sup>34</sup>

#### 1.7.4.2.1 Resize the Index Cards



You can change the number (and the size) of the Index Cards displayed on Screen. To select the resize level, click on one of the buttons located on the left side of the Toolbar. You can display Four, Six, Nine, or Twelve Index Cards at a time. This is for display purposes only, and doesn't affect how the index cards print.

#### 1.7.4.2.2 Horizontal Index Cards



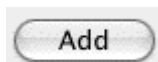
To display your Index Cards horizontally—reading by row from left to right—click the Horizontal button on the Toolbar.

#### 1.7.4.2.3 Vertical Index Cards



To display your Index Cards vertically—reading by column from top to bottom—click the Vertical button on the Toolbar.

#### 1.7.4.2.4 Add an Index Card



A new, blank Index Card can be added by clicking on the Add button on the Bottom Status Bar.

- In Shuffle Mode, a New card is Inserted before the index card displayed at the upper left corner of the screen.

- In Outline Mode, a New card is inserted before the currently selected index card (or the card containing the cursor).

**1.7.4.3 Write an Index Card**

To write and edit the Index Cards, you need to be in Outline Mode. If it's not already selected, select it by clicking on the Outline button at the bottom right of the Toolbar.

Using the mouse, click on an Index Card.

Click on the top right box of the card to enter Scene Heading information. Type INT. or EXT., the Location, and the Time-of-Day. (You don't have to enter the full Scene Heading text. You can enter any text you find useful in outlining your story, such as "The big showdown scene".)

- To enter text in the main body of the card, press TAB to go there.
- To be recognized as elements in your script, text needs to be entered in Index Card mode obeying the following guidelines:
- To move to another Index Card, press TAB.

| <b>Script Element</b> | <b>Return in Index Card as:</b>  |
|-----------------------|--|
| Action                | Normal paragraph, with one blank line before and after it.   |
| Character Name        | Formatted as ALL CAPS, and followed by a colon and 2 spaces.   |
| Dialogue              | Immediately following the Character Name (after the colon and two spaces,) and on the same line. Should word wrap normally, without any special indentation.   |
| Parenthetical         | Part of the dialogue (on the same line), but text is enclosed in parentheses with a space before and after as appropriate.   |
| Transition            | Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Transition text must end in "TO:" Transition text should be surrounded by two carets, like the following:<br><br>^^CUT TO:^^ |
| Shot                  | Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Shot text should be surrounded by two square brackets, like the following:<br><br>[[ANGLE ON SIGN]]                          |

|                   |  |
|-------------------|--|
| Centered Title    | Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Centered Titles should be surrounded by two equal signs, like the following:<br><br>==No Trespassing==                         |
| Script Note       | Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Script Notes should be surrounded by two angle brackets, like the following:<br><br><<Make sure we keep the ages consistent!>> |
| Forced Page Break | Entered as an Action paragraph with one blank line before and one blank line after it. Contains exactly the following text:<br><br>##Forced Page Break##   |

#### 1.7.4.4 Edit an Index Card

Scenes containing regular script elements such as Action, Dialogue, Script Notes, etc. can be edited in Index Card View.

To ensure that your changes translate correctly back to the script scenes, follow the guidelines in the [Write an Index Card table](#)<sup>[35]</sup>.

#### Non-Editable Index Cards

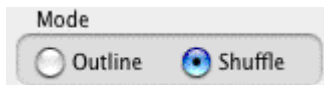
You will not be able to edit the Index Cards if:

- The script contains Locked Page Breaks.
- The script contains Locked Scene Headings.
- The script contains Act/Scene Information (TV or Stage Play formats).
- The script contains non-printing text, and you're using Screenwriter in 16-bit mode.
- The script contains Outline elements on the same level or higher than the Scene level.

*NOTE: If you have Cheated any elements in a scene, editing that scene's Index Card causes all cheating of all elements in that scene to be lost.*

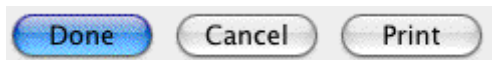
#### 1.7.4.5 Shuffle an Index Card

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 Toolbar.



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 Done button.



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

#### 1.7.4.6 Shuffle Multiple Index Cards

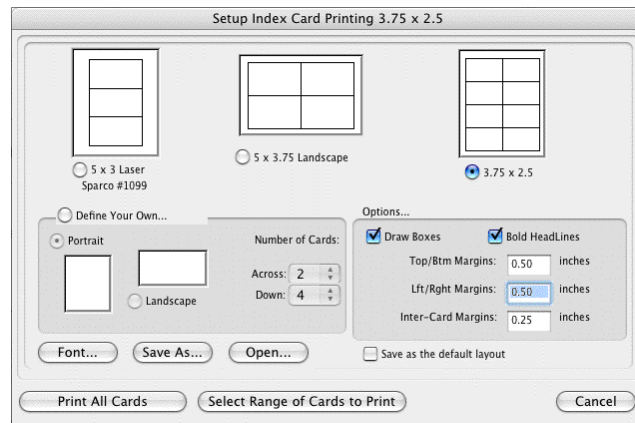


1. Select Shuffle Mode, if it's not already selected.
2. To shuffle more than one Index Card, make sure the first card is displayed onscreen.
3. Hold down the SHIFT key. Using the mouse, click anywhere on the Index Card you want to move. The card turns a darker gray, and the cursor changes to the Shuffle Cursor—a hand holding a card.
4. Still holding down the SHIFT key, click on the other cards you want to shuffle. If you inadvertently select a card that you didn't want to, click on it again while still holding down the SHIFT key and it becomes unselected.
5. Go to the Index Card you want to move your cards in front of, using the Scroll buttons if necessary. Click on that card, and your shuffled Index Cards is inserted in front of it. All other cards shuffle accordingly.

The shuffled cards are inserted in the same order they were selected. For example, if you select card 5, then card 12, then card 8—and insert them before card 3—the new shuffled order will be: cards 1, 2, 5, 12, 8, and then 3, 4, etc.

#### 1.7.4.7 Printing Index Cards

To print your Index Cards, click the Print button on the bottom Toolbar. You'll be taken to the following window:



The three large page icons across the top of the screen are pre-defined layouts, designed to be used with pre-cut card stock Index Cards. Select one by clicking on its icon or radio button.

The layout at the top right of the screen, 3-3/4 x 2-1/2, is the default layout and the one that prints the perforated index cards supplied with Screenwriter.

Create a new layout by clicking on the Define Your Own... button. Choose Portrait or Landscape, and enter the number of cards Across and Down for your page.

Several other settings are available:

- **Draw Boxes**—Prints a box around each Index Card. Recommended if you are not printing onto pre-cut card stock (for example, if printing onto plain copy paper).
- **Bold Headlines**—Prints the Scene Heading Line of each card in boldface.
- **Page Margin Settings**—Allows you to change the Top/Bottom, Left/Right, and Inter-Card (between cards) margins.
- **Font Button**—Allows you to specify a different font for the Index Cards than for the script. Times New Roman 10 pt is often a good choice, as it gets more text on each card than the standard Courier New 12pt.
- **Save As**—Saves Index Card layouts as separate files, automatically adding the extension .CRD for you.
- **Open**—Loads a previously saved Index Card layout.
- **Save as the Default Layout**—Loads the current settings every time you select Print Index Cards in the future.

To print all your Index Cards, click on the Print All Cards button.

To print certain cards only:

1. Click on the Select Range of Cards to Print button. You are returned to Index Card View.
2. The cursor changes to an arrow with a box saying “Select 1st Card to Print.” Click on the first card you want to print, and it turns a darker gray.
3. The cursor text changes to “Select last Card to Print.” Click on the last card you want to print, and it also turns darker gray.

To print one index card only, select it as both the 1st and Last card to print.

The range of cards you selected are sent to the printer.

### 1.7.5 Creating a User Defined Format (Template)

Formats are saved as part of the document file itself, and don't need to be saved separately.

You can re-define one of the pre-defined templates (Screenplay, Sitcom I, etc.) to accept the settings you prefer.

Or you can create a **new template** with your preferred settings, naming it Screenplay II, for example.

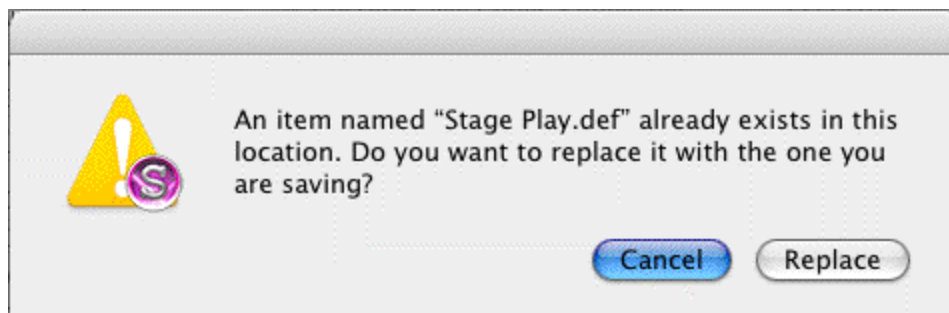
1. Open the script with your preferred settings and format.
2. Under the **File** menu, select **Save As Template....**
3. Enter a new filename, if necessary. Click on OK to save the format.

*NOTE: Re-defining an existing format replaces it by overwriting it.*

### 1.7.6 Restoring an Overwritten Template

There are two ways to restore a previously defined format you've overwritten:

- Uninstall and then reinstall Screenwriter. This restores all the pre-set template formats to their Screenwriter defaults.
- Open the appropriate Example script file, and save its format under the format name you overwrote. If you mistakenly re-define Stage Play format, for example, here's how to restore it:
  1. Under the File menu, select Open.
  2. Select the file Stage Play.mmsw (an Example of a stage play,) and click on OK to open it.
  3. Under the File menu, select **Save As Template....**
  4. Select the template (.def) file you wish to restore.
  5. Click on Save.
  6. Screenwriter asks you if you want to replace it with the one you are saving?



7. Click on **Replace** to save the format settings for Stage Play.mmsw as Stage Play (in effect, restoring it—because the Stage Play.mmsw was formatted as Stage Play format.)

This method will not correctly restore the format if you have modified the settings and format of Stage Play.mmsw. In that case, use the re-install method above.

## 1.8 Writing the Script

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

- Act Information
- Action
- Character Name
- Dialogue
- Parenthetical
- Scene Heading
- Scene Information
- Script Note
- Shot
- [Title \(Centered\)](#)<sup>48</sup>
- Transition

### 1.8.1 Creating Elements

You can create Elements in a number of ways:

- Click on an element in the pull-down Current Element window.
  - Click on the element's icon on the Right Toolbar, if displayed.
  - Press a Command-key shortcut for that element (See the Appendix chapter entitled Key Assignments 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 RETURN at the start of a new script,
    - Type in Transition text, ending it with **to:**
  - Select the **File > Insert Element...** command.
-



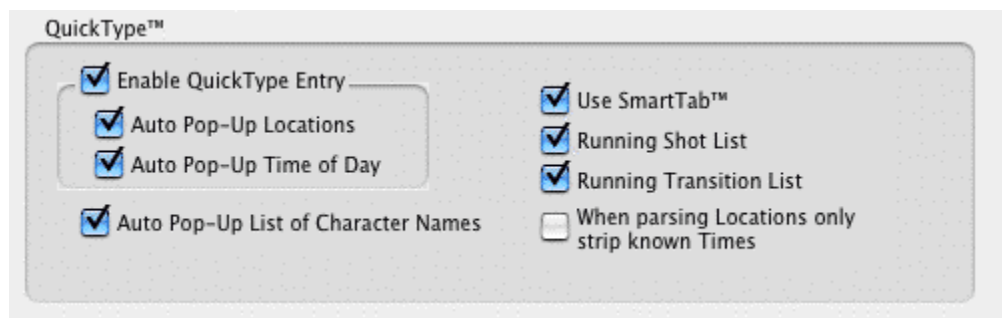
## 1.8.2 Tab & Return

You can easily go from element to element in Screenwriter by pressing just two keys—TAB and RETURN. 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, 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 RETURN, a list of all the Character Names in your script pops up for your selection.

For Tab & Return to work, QuickType must be enabled. To turn QuickType on:

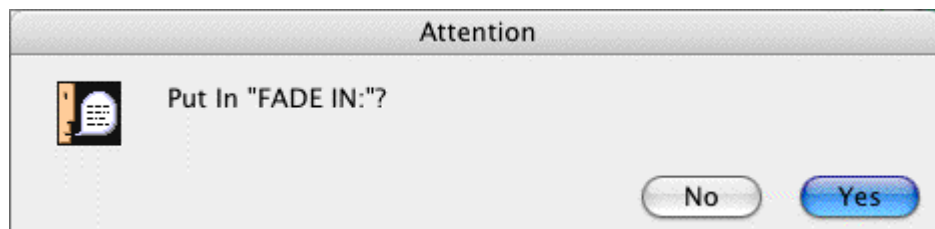
1. Under the Screenwriter menu, select Preferences...
2. At the Preferences screen, click on the Editing tab.
3. Check the Enable QuickType Entry box.



The following element instructions use the Tab & Return method with QuickType enabled.

## 1.8.3 Fade In

On the first line of a new script, press RETURN.



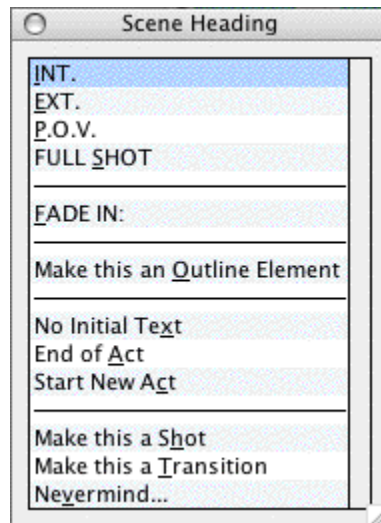
A pop-up box displays, asking you if you want it to start your script with “FADE IN:”

- Click on the Yes button to put it in
- Click on the No button to start your script without it

Next, a Scene Heading element is automatically created.

### 1.8.4 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 EXT to enter "EXT." and the correct spacing following it. (Type "v" for Nevermind to Cancel, or press ESC.)



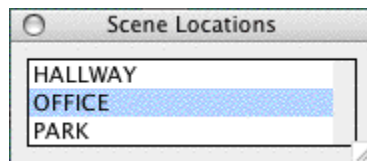
INT. |

Next, enter a Location.

### 1.8.5 Location

To enter a Location that's already been used in this script, press RETURN.

A Pop-up list displays, with your script's unique Location Text options.



Type the first letter of the Location (or if more than one have the same first letter, type enough letters of the location until the location you want is highlighted) and press RETURN.

The Location is entered for you, complete with correct spacing.



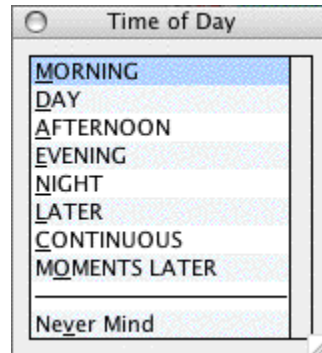
INT. OFFICE

Next, enter a Time-of-Day.

### 1.8.6 Time-of-Day

Enter a Time-of-Day by pressing RETURN 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 DAY to enter "DAY" and the correct spacing and dashes before it.



INT. OFFICE -- NIGHT

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

### 1.8.7 Action

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

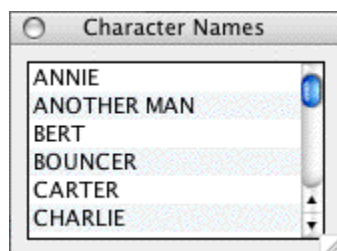
- Press RETURN to go to a new paragraph of Action.
- Press RETURN twice to go to a new Scene Heading element.
- Press TAB to go to a Character Name element.

### 1.8.8 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 RETURN. A Pop-up list of available Character Names displays.

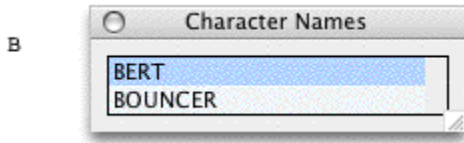


2. Type the first letter of the character's name you want. The name becomes highlighted.

3. Press RETURN. The Character Name is entered, and a Dialogue element is created.

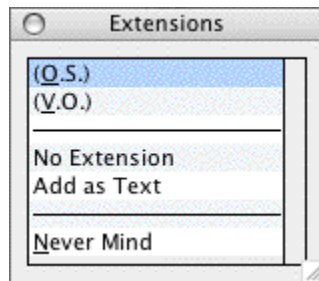
To enter an existing Character Name by first letter:

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



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

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



**NOTE:** To alternate between the Last Two Character Names used preceding the cursor position, press **SHIFT+TAB**. For example: Paul had a speech, then Maya. Pressing SHIFT+TAB enters the character name Paul again, and creates a dialogue element for him. After writing his speech, pressing SHIFT+TAB again would enter the character name Maya and create a dialogue element for her.

### 1.8.9 Inserting Character Names

Character Names can be entered while in any element in the document.

1. Press Control+C. A Pop-Up List of Character Names displays.
2. Select the name you want using the up and down arrows.
3. Press Return.

The name is inserted into the document.

### 1.8.10 Character Extension

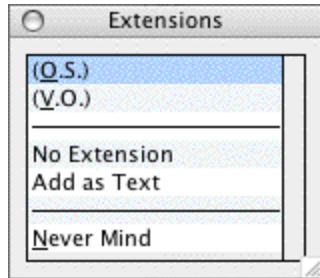
An Extension is a modification to the Character Name, appearing directly after it in parentheses (or on the next line, if you prefer). It is commonly used to indicate that the Character speaking cannot be seen speaking onscreen. The two most common Extensions are:

- **V.O.** —Stands for 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.** —Stands for 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.

**New Extension**—Displays the Character Extension User List, where you can enter text and create a new extension.

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

3. The cursor moves to a new Dialogue element.

(If you pressed RETURN 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).)

#### 1.8.10.1 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.

#### 1.8.11 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 RETURN. The cursor moves to a new Dialogue element.

BERT

|

2. Type your character's dialogue.

BERT  
What was I thinking?|



3. Press RETURN.

BERT  
What was I thinking?

|

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 SHIFT+RETURN twice to put in two hard returns.

BERT  
What was I thinking? I had to act  
quickly, that's why I jumped in. I  
knew if I were drowning you'd try to  
save me.

And you see, you did, and that's how  
I saved you.

#### 1.8.12 Parenthetical

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

Or, if Tab in Dialogue takes you to Parenthetical is checked on the Editing tab of program Options under the Tools menu, press TAB.

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.

BERT  
( | )  
What was I thinking? I had to act  
quickly, that's why I jumped in. I  
knew if I were drowning you'd try to  
save me.

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

Parenthetical.

```
                BERT
What was I thinking? I had to act
quickly, that's why I jumped in.
        ( | )
I knew if I were drowning you'd try
to save me.
```

Type the Parenthetical text, and press RETURN.

The cursor moves to the Dialogue element following the Parenthetical.

```
                BERT
What was I thinking? I had to act
quickly, that's why I jumped in.
                (whispering)
I knew if I were drowning you'd try
to save me.
```

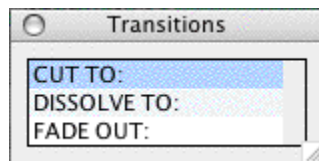
### Type a Left Parenthesis in Dialogue as Text

To type “(“ in Dialogue as text (instead of creating a Parenthetical element) press CTRL+“(“. This is actually typed by pressing CTRL+SHIFT+9.

## 1.8.13 Transition

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

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



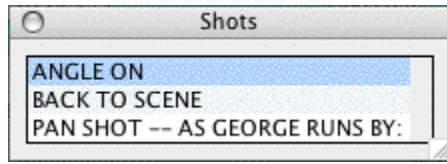
Or, press RETURN in a blank Action element and type “t” for Make this a Transition

## 1.8.14 Shot

At the beginning of any blank element, type any Shot Text (until you customize the User Lists—see User Lists later in this chapter—the only Shot Text that Screenwriter initially recognizes is ANGLE ON or BACK TO SCENE).

It is automatically formatted as a Shot element.

Or, press RETURN in a blank Action element and type “h” for Make this a Shot.



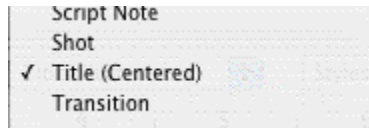
Select a Shot type from the popup list or type the text for your Shot.

Press RETURN and a new Action element is created.

### 1.8.15 Centered Title

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 Toolbar, and select **Title (Centered)** from the drop down menu.



### 1.8.16 Act Information (TV and Stage Play Format)

#### 1.8.16.1 Prologue Text

Type any valid Prologue Text at the beginning of a blank element (until you customize the User Lists—see [User Lists](#)<sup>59</sup> later in this chapter—the only Prologue Text that Screenwriter recognizes is **TEASER**, **PROLOGUE**, or **COLD OPENING**). Screenwriter automatically centers and capitalizes it.

#### 1.8.16.2 New Act

To start a New Act:

Type **NEWACT** at the beginning of any blank element. Screenwriter centers it and changes it to ACT #, where # is the new Act Number. (A forced page break will not be entered.)

Or, press RETURN at the beginning of a blank Action element. Type “c” for **Start New Act**. A forced page break is entered, followed by the appropriate New Act info.

#### 1.8.16.3 Same Act

To continue the Same Act, type **SAMEACT** at the beginning of any blank element. Screenwriter centers it and changes it to ACT #, where # is the same Act Number.

#### 1.8.16.4 End of Act

To end an Act, press RETURN in a blank Action element. Type “a” to select **End of Act Info** at the Scene Heading Initial Text Pop-up List. A forced page break is entered, followed by the appropriate End of Act info.

If you would like to change "End of Act Text" to say something different you can change this



line by selecting Format>User Lists... to open the Edit User Lists window. Then click on the End Of Act Text button and follow the on-screen instructions to change the text.

You can also use this same window to change the way Screenwriter ends the document. Instead of "End of Show" you can insert a different word for "Show" in the B: field.

*NOTE: Screenwriter inserts "End of Show" in your document only if you have specified the last act. You set the last act by selecting Format>Element Styles... to open the Element Styles window, then click on the Act Breaks button. At the center of this window, towards the bottom, is a field called End of Show Follows Act #. Enter the number of the last Act in this field.*

### 1.8.16.5 New Scene

To start a New Scene:

Type **NEWSCENE** at the beginning of any blank element. Screenwriter centers it and changes it to SCENE #, where # is the new Scene Number. (A forced page break will not be entered.)






Or, at the Scene Heading Initial Text Pop-up List, select **Start New Scene**. A forced page break is entered, followed by the appropriate New Scene info.

Or, press RETURN while in an Act Info Line and Screenwriter puts in the appropriate New Scene Info for you. To use this feature, Use Scene Information in Script must be checked on the Scene Labels page of the FORMAT > ELEMENT STYLES... menu.

### 1.8.17 Notes

A Note (or script note) provides you with a place in the document to jot down an idea for a scene or a comment on the story, or to put writing you've cut but are not sure about discarding. (See the section of the NaviDoc Note Panel for additional information on organizing your notes.)

Notes are separate from the body text of your script, and don't affect the page breaks or script length. They can be displayed onscreen, or hidden. They can be printed separately with page references, or printed in the regular body of the script (in which case, they affect the page breaks and script length).

- [Add a Note](#)  49
- [Type a Note](#)  50
- [Hide/Show a Note](#)  50
- [Print a Note](#)  50
- [Note Options](#)  51

#### 1.8.17.1 Add a Note

To add a Note, position the cursor in the element you want a script note to follow.

Press **CTRL+N**.

Or, click on the Right Toolbar button with a musical Note icon. 

A Note is added, directly following the element.

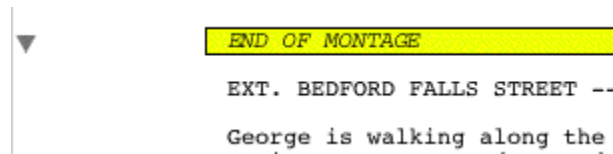
### 1.8.17.2 Type a Note

Type and format text in a Note as you would in any other element. To force a new line, or put in a blank line, press **SHIFT+RETURN**.

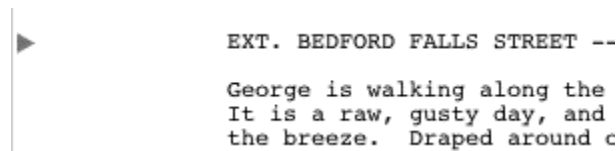
### 1.8.17.3 Hide/Show a Note

Notes can be individually displayed onscreen or hidden. In the left margin next to the Note is a triangle that indicates the note's status.

When a Note displays, the triangle points downward, ▼ :



When a Note is hidden, the triangle points to the right, ► :



Single-click on the triangle to change the Note's display status.

- Single-clicking on “▼” Hides the note.
- Single-clicking on “►” Shows the note.

### 1.8.17.4 Print a Note

You can print Notes as a sequential report, or on the reverse sides of the script pages they're facing (on a script already printed) so the notes are opposite the pages they refer to.

To print Notes:

1. Under the File Menu, select Print.
2. A Print menu displays. Check the Notes radio button.
3. Click OK. A Notes Print window displays.

**Print Notes Sequentially with Reference Page Numbers**—Prints a separate Notes report of all notes listed in sequence with the page numbers they refer to.

**Print Notes on facing pages of script (already printed script)**—Prints each Note opposite the page it refers to, on the back of the previous page.

**Have it Prompt you to Insert Each Page as needed**—Only asks you to insert the page preceding a Note, so it can print the note for the following page. Requires you to insert pages one at a time.

**Print without Prompting (requires you to insert entire script)**—Requires you to

insert the entire script, including a Title Page. Screenwriter only prints on those pages that have a Note on the following page.

**Select Which Color Notes to Print**—If you have more than one color of Note in your script, check the colored boxes for the notes you want to print.

#### 1.8.17.5 Note Options

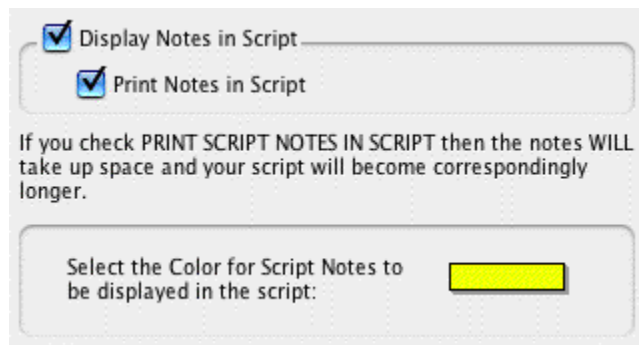
Formatting options for Notes can be set on the Notes page of the Element Styles... command.

1. Under the Format menu, select **Element Styles...**
2. Click on the Script Notes button on the right-hand side.

**Display Notes in Script**—If checked, displays Notes onscreen as you have set their hide/show status individually. Unchecked, all Notes are collapsed to their hidden status.

**Print Notes in Script**—If checked, Notes are treated as part of the script when printing, changing the Page Breaks accordingly. Unchecked, they do not print or increase the script length.

**Click Here to Set Note Color**—Click this button to display a Color palette. Choose a color to display Notes with, or create a Custom color. Click OK to accept your choice, Cancel to exit without changing color. You are prompted to convert all Notes to the new color. Click on Yes to change all the notes, No to change only one Note.



3. Click OK to save your changes, Cancel to discard them.

See [Element Styles...](#)<sup>174</sup> in the Customizing Screenwriter chapter for more details.

#### 1.8.18 Switch Elements

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

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 Toolbar to display the Pull-Down List of elements.

Or, under the Format menu, select Change Element Type then...

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

### 1.8.19 Moving between Elements

With QuickType enabled, pressing Tab or Return in one element either moves you to a new default element or displays a List menu of available options:

| If you Type—                  | QuickType will—   |
|-------------------------------|---|
| FADE IN:<br>or any Transition | Display Scene Heading Initial Text menu (INT., EXT., etc.). |

| If you Press RETURN while in—  | QuickType will—  |
|--|--|
| Blank Action,<br>Transition,<br>blank Scene Heading,<br>Scene Info,<br>or End of Act | Display Scene Heading Initial Text menu (INT., EXT., etc.).  |
| Scene Heading<br>without Location  | Display a List Menu of all unique Locations already in the script.   |
| Scene Heading<br>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<br>(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<br>(if the next element is Dialogue, it moves to the beginning of that element).                  |

\* If **Return in Dialog takes you to Character** is checked on the Editing page of the Preferences... window (found in the Screenwriter menu), a Character Name element will be inserted instead.

If QuickType is not enabled, these popup lists can be displayed manually by pressing the appropriate Control key combination:

| <b>If you Press—</b> | <b>While in—</b>                             | <b>QuickType will—</b>   |
|----------------------|--|--|
| CTRL+S               | Any element                                  | Add a Scene Heading element.                                       |
| CTRL+S               | Blank Scene Heading                          | Display Scene Heading Initial Text menu (INT., EXT., etc.).        |
| CTRL+S               | Scene Heading with Initial Text              | Display a List Menu of all unique Locations already in the script. |
| CTRL+S               | Scene Heading with Initial Text and Location | Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).             |
| CTRL+O               | Any element                                  | Add a Shot element.  |
| CTRL+O               | Blank Shot element                           | Display a List Menu of Shots (ANGLE ON, etc.).                     |
| CMD+RETURN           | Any element                                  | Add an Action element.   |
| SHIFT+CMD+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.                                       |
| CMD+T                | Any element                                  | Add a Transition element.  |
| CMD+T                | Blank Transition element                     | Display a List Menu of Transitions (CUT TO:, etc.).                |
| CTRL+N               | Any element                                  | Add a Note.  |

\*\* If Tab in Dialogue takes you to Parenthetical is checked on the Text Entry/Editing page of Program Options under the File menu, Tab creates a Parenthetical element when in a Dialogue element.

### 1.8.20 Character Name in Dialog/Action

To put an existing Character Name into Dialogue or Action without typing it in again, press SHIFT+CMD+C.

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

Or, if you've assigned that name an Alias, type in the alias text and press the space bar. It is expanded to the full Character Name at the cursor position (See [Aliases](#) <sup>64</sup> later in this chapter for details.)

### 1.8.21 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+RETURN.

#### 1.8.21.1 Remove a Forced Page Break

Remove a Forced Page Break using one of these methods:

1. Put the cursor either before or after the forced page break. Under the Edit menu, select Remove Forced Page Break.
2. Or, put the cursor at the beginning of the element immediately following the Forced Page Break. Press the BACKSPACE key.
3. Or, put the cursor at the end of the element immediately before the Forced Page Break. Press the DELETE key.

### 1.8.22 Soft-Hyphen

A Soft-Hyphen can be used to break a word at the end of a line, to give the right margin a smoother look. If the text is subsequently edited so that the word is no longer broken, the soft hyphen is ignored.

- Put the cursor in the word, where you want the Soft-Hyphen to be inserted.
- Press CTRL+- (Ctrl+Dash).

### 1.8.23 Hard-Dash

A Hard-Dash is similar to a regular dash, except that it keeps the two words either side of it together. For example, inserting a hard-dash between “set” and “up” in the word “set-up” ensures that the word won't be broken by the end of a line word-wrap feature.

- Put the cursor in the word, where you want the Hard-Dash to be inserted.
- Press CTRL+SHIFT+- (Ctrl+Shift+Dash).

### 1.8.24 Hard-Space

A Hard-Space is similar to a regular space, except that it keeps the two words either side of it together. For example, inserting a Hard-Space between “Production” and “Studio” in the phrase “Production Studio” ensures that the word won't be broken by the end of a line word-wrap feature.

- Put the cursor in the phrase, where you want the Hard-Space to be inserted. Or, select the regular space between the two words.
-

- Press SHIFT+CMD+SPACE.

### 1.8.25 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 SHIFT+RETURN.

### 1.8.26 Dual-Column (Simultaneous) Dialogue

There may be occasions when you want two characters' Dialogue to appear side by side in the script. For example, when two characters are speaking at the same time, with their dialogue overlapping.

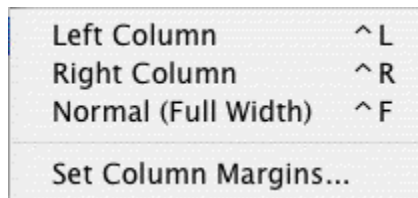
|   |  |
|---|--|
| GEORGE<br>(outraged)<br>What do you mean -- it's<br>gonna snow again! Look at<br>the headlines. | ERMIE<br>I know -- I know -- I<br>know. I think it's<br>marvelous. |
|---|--|


**NOTE:** While Screenwriter can *print* Dual-Column Dialogue lined up correctly, it **displays it onscreen sequentially**. The left column paragraph displays, then the right column paragraph, and so on.

#### 1.8.26.1 Dual Columns Menu

##### Format > Dual Columns

Select the **Dual Columns** menu from the **Format** menu and you'll see four choices:



- **Left Column**—Formats the selected element(s) as the left column of the dual column. Hitting RETURN ends the left column formatting.
- **Right Column**—Formats the selected element(s) as the right column of the dual column. Hitting RETURN ends the right column formatting.
- **Normal (Full Width)**—Resets the selected element(s) as normal, non-dual column text.
- **[Set Column Margins](#)** —Dual-Column margins can be customized to your preference.

#### 1.8.26.2 Dual Columns Instructions

##### To enter Dual-Column Dialogue or text:

1. Type the Left column text as you would normally.

For example, create a Character Name element then type the Character Name.

2. With the cursor in that element, press CTRL+L. The element is formatted as Character Name (L), as displayed in the Change Element window.
3. Press RETURN to go to the next element. In the example, it is a Dialogue element, already formatted as Dialogue (L).
4. Type the Dialogue. Press CTRL+L.
5. Press RETURN to go to the next element. It is a normal Action element.  
To enter Left column action, type the Action text. Press CTRL+L.  
Press RETURN to go to the next element. It is a normal Action element.
6. Type the Right column text as you would normally.  
For example, create a Character Name element then type the Character Name.
7. With the cursor in that element, press CTRL+R. The element is formatted as Character Name (R).
8. Press RETURN to go to the next element. It is a *normal* Dialogue element.
9. Type the Dialogue. Press CTRL+R to move it to the right column.
10. Press RETURN to go to the next element. It is a normal Action element.  
To enter Right column action, type the Action text. Press CTRL+R.  
Press RETURN to go to the next element. It is a normal Action element.
11. Repeat these Steps until all your Dual-Column Dialogue is entered.

**To change an element from a Dual-Column element back to a normal element:**

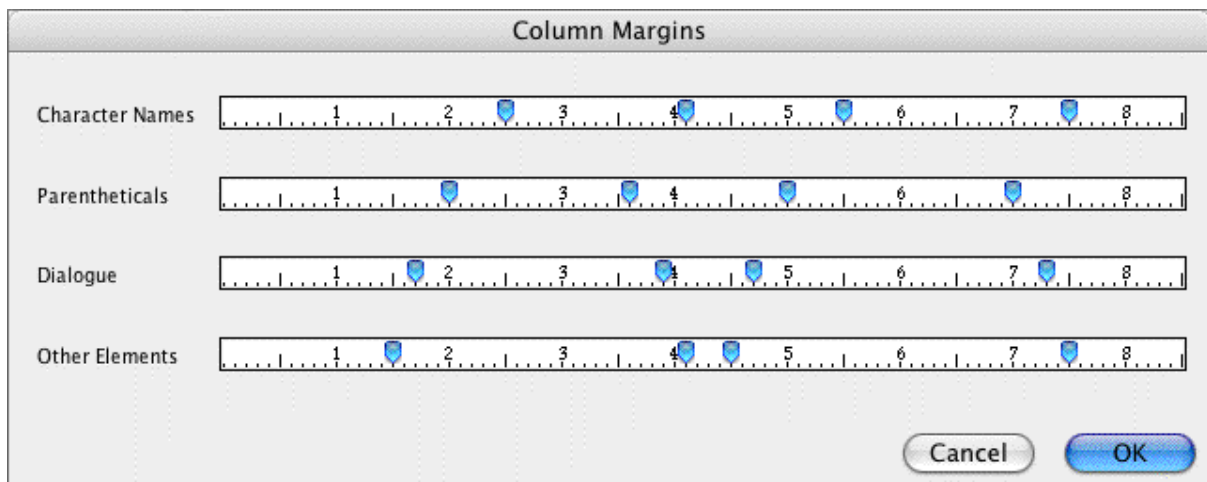
1. Put the cursor anywhere in the element.
2. Under the Format menu, select Dual Columns then Normal (Full Width).  
Or, press CTRL+F.

### 1.8.26.3 Dual Column Margins

Dual-Column margins can be customized to your preference.

1. Under the Format menu, select Dual Columns then Set Column Margins.
  2. Change the settings as desired.
-





### 1.8.27 Cheating

Cheating involves over-riding the default settings as defined in Script Formats under the Format menu. Cheating only affects the single element, page, or script that you apply it to.

Cheating is used to change the look of a script. One reason for doing this is to try to “fool” the professional script reader who expects a screenplay to time out to one minute of screen time per script page.

As an example: if your script is a long 130 pages, you can cheat the line spacing, margins, etc. to have it print out in the standard length of 120 pages.

Another use of cheating would be to “stretch” the text on a page, to fill up the extra blank white space left by a long Dialogue element you don't want broken by a page break.

- [Cheat an Element](#)<sup>57</sup>
- Cheat Right Margins
- [Cheat Page Breaks](#)<sup>58</sup>
- [Cheat a Page](#)<sup>58</sup>
- [Cheat the Whole Script](#)<sup>58</sup>
- [Cheat the Page's Header](#)<sup>59</sup>

#### 1.8.27.1 Cheat an Element

1. Put the cursor anywhere in the element to be cheated.
2. Under the **Format** menu, select **Cheat** then **Element**.  
Or, press CMD+=.
3. Make the desired changes to:
  - Left and Right Margins.
  - Lines Before (the element).

- Interline Spacing (spacing between lines of text in an element).
- Text Formatting (bold, italic, underline, etc.).
- Font Type and Size.
- Character Continueds.

### 1.8.27.2 Cheat Page Breaks

To keep text together instead of splitting it over a Page Break, you can cheat the Page Break.

Put the cursor anywhere in the element to be cheated, on the first page of the two pages that it appears on.

Under the Format menu, select Cheat then select one of the options:

- :Keep Element Together— prevents the Element that the cursor is in from being broken.
- Keep Group Together— keeps all elements in the current Group (for example, Dialogue + Character Name, or Scene Heading + Action) together over a page break.
- Keep With Following—Keeps all elements in the current Group (for example, Dialogue + Character Name, or Scene Heading + Action)—along with the Element that follows them— together over a page break.

A checkmark displays next to the selected cheat option.

To allow Screenwriter to break an element which you've previously told it not to, uncheck the cheat option by selecting it again.

### 1.8.27.3 Cheat a Page

1. Put the cursor anywhere on the Page to be cheated.
2. Under the Format menu, select Cheat then Page.
3. Increase or Decrease the page length by the number of lines desired, from 1 to 10.

### 1.8.27.4 Cheat the Whole Script

1. Put the cursor anywhere in the Script to be cheated.
  2. Under the Format menu, select Cheat then Script.
  3. You're prompted to remove all previous Line Spacing Cheating.
    - Click **Yes** to remove the existing cheating, and start cheating afresh.
    - Click **No** to leave the existing cheating intact, and add any new cheating to it.
  4. The Setup Page Layout menu displays. Change the Page settings for this script as desired.
-

### 1.8.27.5 Cheat the Page's Header

This option is only available in a script with Locked Pages and Locked Headers.

1. Put the cursor anywhere on the Page to be cheated.
2. Under the Production menu, select Override then Page's Header/Draft Color.
3. The Header Setup screen displays. Change the Header settings for that page.
4. Click Preview to view the changes, OK to save the changes, or Cancel to discard the changes.

### 1.8.28 User Lists

While you write, 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.

*To use User Lists, the QuickType feature and the individual Pop-Up lists must be enabled. See **QuickType** in the Customizing Screenwriter section for more information.*

For example, typing “ext.” on a blank line tells Screenwriter that you're starting a new Scene Heading. It automatically formats your entry as “EXT.” and pops up a Scene Body Text User List showing previous Locations in this script.

These popup lists, 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.

Selecting a Location from the Scene Body Text User List enters it in your script and 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.

*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.*

Screenwriter can also recognize abbreviations for text that you use often. Typing the first letter or two of a word tells Screenwriter to enter the full text, complete with any element, formatting, margins, etc.

Entering an abbreviation, or [Alias Text](#)<sup>64</sup>, in an element's User List lets Screenwriter know it should auto-format that abbreviation using that element's settings.

As an example, you could assign “I.” as the alias text for the Scene Heading Initial Text “INT.” Typing “I.” on a blank line would tell Screenwriter to expand that abbreviation to “INT.” and format the line as a Scene Heading element (just as if you'd typed “INT.”)

The number of items in a User List is determined by Element, as follows:

| Element             | Maximum Items |
|---------------------|---------------|
| Character Names:    | 15*           |
| Extensions:         | 10            |
| Initial Scene Text: | 10            |

|                              |     |
|------------------------------|-----|
| Scene Body Text (Locations): | 10* |
| Shot Text:                   | 6   |
| Time-of-Day:                 | 12  |
| Transitions:                 | 8   |
| Act/Scene Info:              | 3   |
| Prologue Text:               | 5   |
| Tag Text:                    | 1   |
| End of Act Text:             | 1   |
| FADE IN Text:                | 1   |
| Substitution Text:           | 15  |

\*User Lists for Character Names & Scene Body Text (Locations) are only used to supplement what Screenwriter puts on its popup list and uses in Auto Text Recognition. Before Screenwriter pops-up User List text for Character Name or Scene Body Text, it first scans the script to find existing text in those elements. Then it adds text from the User List and displays.

You only need to add to either of these User Lists if you.

- Write more than one script with the same Characters or Locations (for example, for multiple episodes of a TV series,) and want them to display automatically.
- Want Alias Text for specific Character Names (for example, typing “vk” to have the program enter “Von Karajan”).
- Already typed in lists of this text elsewhere (such as in an outline or a separate story development program) and want to re-use this work.

User Lists for Act/Scene Info and End of Act Text have Alias Text that is only used for auto text-recognition. The actual text is used for popup lists and for replacing the Alias Text.

### 1.8.28.1 Act/Scene Info

The Alias for Item A is set to “NEWACT”. When you type NEWACT it starts a new ACT, changes the element to ACT INFORMATION, replaces the text with ACT, and increases the Act Number.

The Alias for Item B is set to “SAMEACT”. When you type SAMEACT it changes the element to ACT INFORMATION, replaces the text with ACT, but keeps the same Act Number.

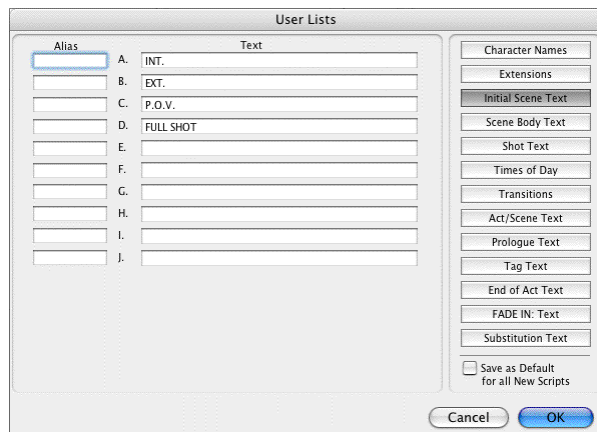
The Alias for Item C is set to “NEWSCENE”. When you type NEWSCENE, it changes the element to Scene Information, replaces the text with SCENE (if appropriate), and increases the Scene Number (or not, depending on whether it follows a New Act and on your settings in the Script Formats menu).

### 1.8.28.2 Editing User Lists

If you'd like Screenwriter to auto-format a text item that you type, put that text in the User List of the Element it should be formatted as. Existing User List text can be changed or deleted.

Under the Format menu, select User Lists.

You'll see the window below.



Click on a button in the right column to select a User List to edit. Available items for that User List, with defaults, display.

Select the text in a lettered Item (for example, “FULL &SHOT” in Item D) and edit it as desired. If you delete an item, the list is updated when you exit the window.

### 1.8.28.3 Loading User Lists

User Lists can be loaded from other Screenwriter scripts, or reset to the original defaults.

Open the script you want to load the User Lists into.

Under the Format menu, select Load User Lists from, then one of the following formats:

- Screenwriter Document—Loads all User Lists from another Screenwriter document.
- Original Defaults—Reloads Screenwriter's originally-installed default User Lists.

### 1.8.28.4 Loading Locations, Character Names or Transitions from Screenwriter scripts

Frequently a script's Locations (Scene Body Text) and Character Names are not actually in the User Lists, but are accessed from within the script itself. To make these items available to another script's User Lists, you must first copy them into a User List in their original script.

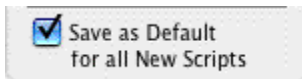
1. Open the script containing the User List items you want to load.
2. Under the Format menu, select User Lists...

3. Click on the button of the items to copy:
  - Character Names
  - Scene Body Text
  - Transitions
4. At the bottom left of the screen a Copy from Script button displays. Click on it and a menu of the unique text items for that element displays.
5. Double-click on an item to copy it to the User List. Click on the Close button when finished.
6. Click OK to save the User List and exit editing, or Cancel to discard changes.
7. Save the changes to the script's User Lists by saving the script file.
8. Now you can load the items you've added to this script's User List into another script. See [Loading User Lists](#)<sup>61</sup>, above.

#### 1.8.28.5 Saving Lists as the Default Lists for all New Scripts

To save User Lists you've made changes to as the default User Lists for new scripts:

1. Under the Format menu, select User Lists.
2. Make changes to your User Lists as described in the sections above.
3. Click the Save as Defaults For all New Scripts checkbox.



The new defaults do not affect any existing scripts. To apply the new defaults to User Lists of existing scripts, load them from a new script that contains them. See [Loading User Lists](#)<sup>61</sup>, above.

#### 1.8.28.6 Default User Lists

When you install Screenwriter, all User Lists except for Character Names, Scene Body Text, and Substitution Text have default items which are used for all new and imported scripts:

| User List       | Default Items    |
|-----------------|------------------|
| Character Names | Empty            |
| Extensions      | "O.S."<br>"V.O." |

|  |  |
|--|--|
| Scene Heading Text   | <p>“INT.”</p> <p>“EXT.”</p> <p>“P.O.V.”</p> <p>“FULL SHOT”</p>   |
| Scene Body Text<br>(Locations)   | Empty  |
| Shot Text  | <p>“BACK TO SCENE”</p> <p>“ANGLE ON”</p>   |
| Time-of-Day<br>(The ampersand “&” tells Screenwriter which letter to underline when it displays the Time-of-Day menu, but is not put into the script.) | <p>“MORNING”</p> <p>“DAY”</p> <p>“AFTERNOON”</p> <p>“EVENING”</p> <p>“NIGHT”</p> <p>“LATER”</p> <p>“CONTINUOUS”</p> <p>“MOMENTS LATER”</p> |
| Transitions  | <p>“CUT TO:”</p> <p>“DISSOLVE TO:”</p> <p>“FADE OUT:”</p>  |
| Act/Scene Info   | <p>(“NEWACT” - Alias for) “ACT”</p> <p>(“SAMEACT” - Alias for) “ACT”</p> <p>(“NEWSCENE” - Alias for) “SCENE”</p>                           |
| Prologue Text  | <p>“TEASER”</p> <p>“PROLOGUE”</p> <p>“COLD OPENING”</p>  |
| Tag Text   | “TAG”  |
| End of Act Text  | <p>“END OF ACT”</p> <p>“END OF SHOW”</p>   |

|                   |           |
|-------------------|-----------|
| FADE IN Text      | “FADE IN” |
| Substitution Text | Empty     |

### 1.8.28.7 Reloading Default User Lists

If, after changing any of the User Lists, you want to go back to the originally-installed Defaults:

- Under the **Format** menu, select **Load User Lists from**, then **Original Defaults**.

### 1.8.29 Alias Text

Alias Text allows you to type an abbreviation of text—as few as two letters—and have Screenwriter automatically expand it to the full text for you. The expanded text is formatted with its correct element format.

For example, you could enter “I.” as the Alias for “INT.” in the Initial Scene Text User List. When you type “I.” on a blank line, followed by a space or appropriate punctuation, Screenwriter expands it to INT. for you and formats the element as Scene Heading.

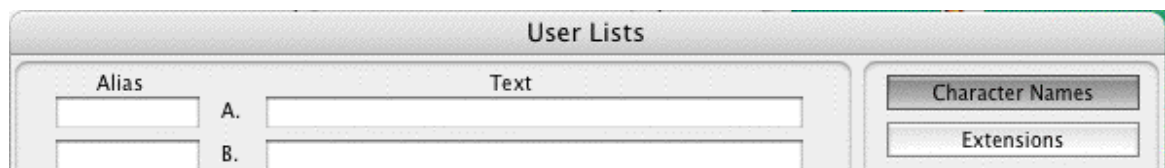
Or, add the name “CAROL ANN” to the Character Name User List, assigning it an Alias of “CA”. When you type “ca” followed by a space or appropriate punctuation, it’s expanded to “Carol Ann” for you. Type “CA” and the same capitalization is used, expanding it to “CAROL ANN” automatically.

*NOTE: To use Aliases for Character Names and Substitution Text you must have the option **Spell Check as you Type & Edit** checked. To do this, go into the Tools menu, select Options, and click on the Spelling button.*

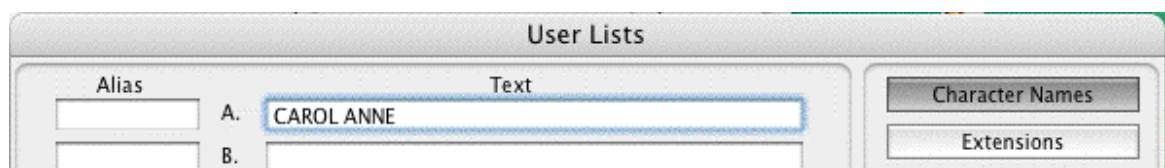
#### 1.8.29.1 Creating Alias Text

1.

1. Under the Format menu, select User Lists. The User Lists screen displays.



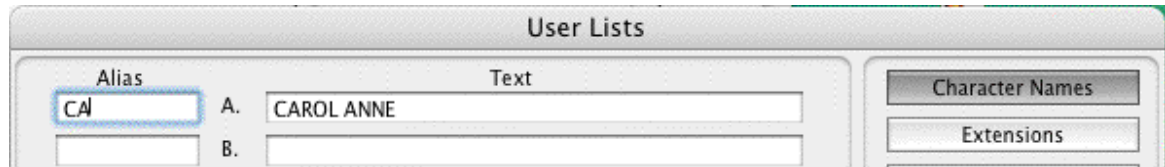
2. Click on the element button of the User List you want to add to. A lettered list of items displays. To add a new text item, type it into a blank box. In this example, we'll add CAROL ANNE.



3. Click in the Alias box located to the left of the Text box. Type the abbreviation for selected



User List text, using at least 2 characters. For this example, type in CA as the alias text.



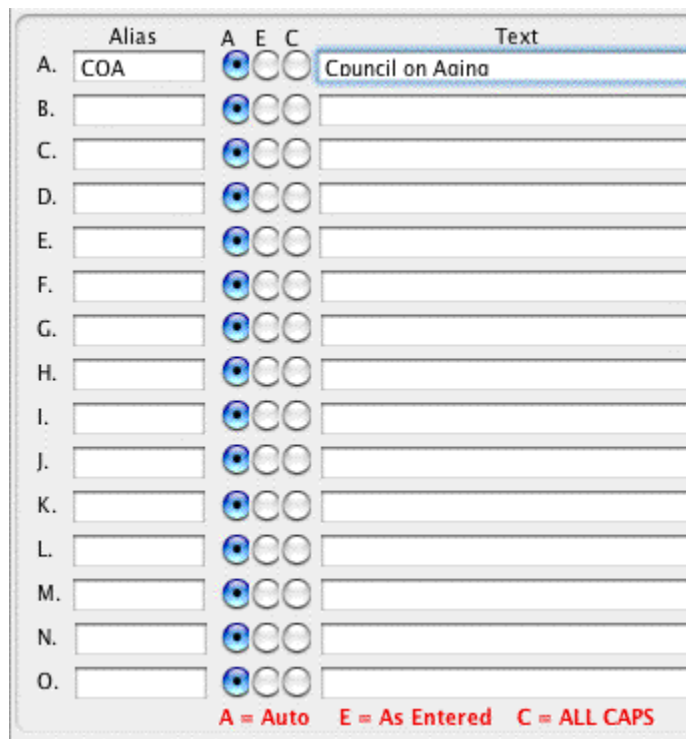
4. Click on OK to save your changes to the script's User Lists.

### 1.8.29.2 Capitalization of Alias Text

With two exceptions, expanded Alias Text takes its capitalization as defined by the Element it belongs in.

### *Substitution Text*

For capitalization purposes, the Alias Auto-Recognition Text window for Substitution Text has three additional options:



**A = Auto**—Capitalization matches the way you type the Alias Text:

- If you type “coa”, it expands to “council on aging”.
- If you type in “Coa”, it expands to “Council On Aging”.
- If you type in “COA”, it expands to “COUNCIL ON AGING”.

**E = As Entered**—Capitalization matches the Substitution Text exactly as it appears in the User List (unless you're in an element defined as all caps, in which case it is put in all caps).

**C = ALL CAPS**—Capitalization is ALL CAPS.

### **Character Name**

Capitalization for Character Name Alias Text uses the Auto capitalization method:

**Auto**—Capitalization matches the way you type the Alias Text:

- If you type “coa”, it expands to “council on aging”.
- If you type in “Coa”, it expands to “Council On Aging”.
- If you type in “COA”, it expands to “COUNCIL ON AGING”.

## **1.9 Text Editing**

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

To see what command a Toolbar 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 [Screenwriter 6 Menus](#)<sup>[218]</sup>.
- For a list of Keyboard Shortcuts, see the Appendix chapter entitled Key Assignments.

### **1.9.1 Moving the Cursor**

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

|                        |                                   |
|------------------------|-----------------------------------|
| CMD+UP ARROW .....     | Previous Element                  |
| CMD+DOWN ARROW .....   | Next Element                      |
| CTRL+UP ARROW .....    | Previous Scene or Outline Element |
| CTRL+DOWN ARROW .....  | Next Scene or Outline Element     |
| CMD+PgUp .....         | Previous Script Page              |
| CMD+PgDn .....         | Next Script Page                  |
| CMD+HOME .....         | Goto Top of Script*               |
| CMD+END .....          | Goto End of Script*               |
| CTRL+G .....           | Goto Page menu                    |
| RIGHT ARROW .....      | Next character                    |
| LEFT ARROW .....       | Previous character                |
| CTRL+RIGHT ARROW ..... | Next Word                         |

|                       |                           |
|-----------------------|---------------------------|
| CTRL+LEFT ARROW ..... | Previous Word             |
| HOME .....            | Beginning of current line |
| END .....             | End of current line       |
| UP ARROW .....        | Previous Line             |
| DOWN ARROW .....      | Next Line                 |
| PgUp .....            | Previous Screen           |
| PgDn .....            | Next Screen               |

\* Asterisked items are the default keystrokes. They can be changed under the Screenwriter menu by selecting Preferences..., then the Keyboard button.

### 1.9.2 Selecting Text

Screenwriter uses the standard Mac OS X methods of text selection.

**Menu Selection**—Places the cursor on the word to be selected. Under the Edit menu, choose from:

**Select All**—Selects the entire script.

**Select Special**—Displays options for selecting by:

- **Word**—Selects the word the cursor's on.
- **Sentence**—Selects the entire sentence the cursor's in.
- **Element**—Selects the entire element the cursor's in.
- **Group**—Selects a group of adjacent elements, including the one the cursor's in (for example, Character Name plus Parenthetical plus Dialogue.)
- **Page**—Selects the entire page the cursor's on.
- **Scene**—Selects the entire scene the cursor's in.
- **Scene Range**—Displays a list of your script's Scene Headings. Click on or drag the cursor over the ones you want to select, and click on OK.
- **Extend Selection**—Displays an Extend Block menu, with options for extending your selection backwards or forwards in the script from the Current Cursor Position.

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

**Mouse Selection**—Screenwriter has a variety of options for selecting text with the mouse:

**Left-Click**—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 Word.
- Double-Click again to select the entire Sentence.
- Double-Click again to select the entire Element.
- Double-Click again to select the entire Group (if any).
- Double-Click again to select the entire Scene.

**Right Click**—Place the cursor on the word/sentence/element to be selected. Right-Click the mouse to bring up a Selection menu. If you're using the Mac OS X popup lists, choose the appropriate item.

**Mouse Blocking**—Screenwriter can select text in increments of text characters or of whole words. Choose your preference under the Tools menu, by selecting Options... then the Mouse button. If you check Mouse Selects Text by Whole Words, Screenwriter automatically selects entire words when you drag the cursor over them. This ensures that you don't accidentally select fragments of words. Unchecked, Screenwriter selects text one character at a time.

**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's selected.

### 1.9.3 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. Use the Up and Down and Side to Side Arrow keys. This will allow you to extend or reduce the selection.
3. Release the SHIFT key.

### 1.9.4 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, without the SHIFT key.

### 1.9.5 Moving Text

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.
-

### 1.9.6 Cutting and Pasting with the Mouse

Pasting has two methods based on how much text you select. If you select a word and paste it into a line it will merge with that element. If you select more than a word and paste it into an element it will insert the line and any adjoining elemental groups and retain its own element value (e.g. if you cut a line of dialog it will paste the dialogue and character name into your script and break the existing element in two or appear in front of the current element).

Whether you break an existing element in half or paste in the front of the element depends on whether you have this feature enabled in the Program Option screen.

Select Tools> Options...> Mouse> Drag n' Drop to enable the break Elements in the Middle feature.

- 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.

### 1.9.7 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.

### 1.9.8 Cutting/Copying/Pasting with the Keyboard

Use CMD+X to cut, CMD+C to copy, and CMD+V to paste.

You can change these editing keys if you want. Go to the Screenwriter menu, select Preferences... then the Keyboard button. Check the appropriate radio button under Cut and Paste Quick Keys

### 1.9.9 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 a Flashing 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**—Screenwriter can handle Drag and Drop text placed in the middle of an Element in two different ways. Choose your preference under the Tools menu by selecting Options..., then clicking on the Mouse button.

Checking the option Drag'n'drop should break Elements in middle tells Screenwriter to let Drag and Drop text Break Elements.

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

Unchecking the option Drag'n'drop should break Elements in middle tells Screenwriter not to let Drag and Drop text Break Elements.

If you release the Left Mouse Button while the cursor's in the First half of the Element, text is dropped Before the Element.

If you release the Left Mouse Button while the cursor's in the Last half of the Element, text is dropped After the Element.

### 1.9.10 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.

NOTE: Select Tools> Options...> Keyboard to enable Shortcut Keys for the Delete keystrokes.

|   |                           |
|---|---------------------------|
| Delete Left of the cursor by character .....  | BACKSPACE                 |
| Delete Right of the cursor by character ..... | DELETE FORWARD            |
| Delete to End of Line .....                   | CMD+OPTION+DELETE FORWARD |
| Delete Next Word .....                        | CMD+DELETE FORWARD        |
| Delete Previous Word .....                    | CMD+DELETE                |

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

Delete a block of selected text by Right-Clicking and using the Context menu.

### 1.9.11 Un-Deleting Text

To un-delete text you've deleted, select Undo before selecting any other editing command:  
Under the Edit menu, select Undo.

### 1.9.12 Undo

To Undo a text edit, select Undo before selecting any other editing command:  
Under the Edit menu, select Undo.

Screenwriter has a multi-level undo, capable of undoing up to the last 99 text editing changes you made. It can undo cutting & pasting blocks, search & replace, and more.

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).

Screenwriter's default Undo Level is 99. To change the Undo Level:

1. Under the Tools menu, select Options....
2. Click on the Text Entry/Editing button.
3. Enter a number between 0 and 99 in the Undo Levels: box. The Undo Level must be set to a number between 1 and 99 to enable the Undo command. Setting it to 0 will cause Undo and Redo to not appear on the Edit menu.
4. Click on OK.

If Screenwriter can undo the changes, Undo on the Edit menu is selectable. If Undo is grayed out, 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. Setting the Undo Level to a higher number gives you a greater likelihood of being able to reverse a text edit.*

### 1.9.13 Redo

To restore a text edit you've just Undone:

Under the Edit menu, select Redo.

### 1.9.14 Insert/Typeover Modes

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 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.

For Typeover mode to take effect, the Allow Typeover option must be enabled. To change its status:

1. Under the Tools menu, select Options....
2. Select the Editing tab.
3. Check or Uncheck the Allow Typeover box.

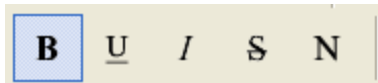
### 1.9.15 Formatting Text

Screenwriter deals with text formatting—**Bold**/Underline/*Italics*/~~Strikeout~~—by placing hidden format codes surrounding the formatted text. One code starts the format, another ends it.

In normal use, you won't need to be aware of these codes. Screenwriter's default is to Hide Format Codes. To display the codes:

Under the **View** menu, select **Show Format Codes**. A checkmark appears next to it, reminding you it's on.

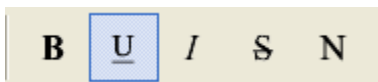
#### 1.9.15.1 Bolding Text



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

- Click on the Bold Button (labeled with a B) on the Top Toolbar. Or,
- Or, press CMD+B.

#### 1.9.15.2 Underlining Text



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

- Click on the Underline Button (labeled with a U) on the Top Toolbar.
- Or, press CMD+U.

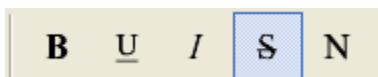
#### 1.9.15.3 Italicizing Text



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

- Click on the Italics Button (labeled with an I) on the Top Toolbar.
- Or, press CMD+I on the keyboard.

#### 1.9.15.4 Striking OutText



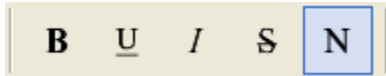
To format existing text as ~~Strikeout~~, Select the text. Then:

---



Press CMD+K on the keyboard.

#### 1.9.15.5 Removing Text Formatting



Select the text to remove formatting from.

- Click on the Normal Button (label with an N) on the Top Toolbar.
- Or, press CMD+DASH on the keyboard.

#### 1.9.15.6 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.

If you'd prefer text to remain highlighted after you've applied a text format, without using the SHIFT key:

1. Under the Tools menu, select Options....
2. Select the Text Entry/Editing button.
3. Uncheck the Selecting Bold, Italics or Underline turns off Block box.

#### 1.9.15.7 Changing Case

You can change the case of existing text without re-typing it, using these options:

- Uppercase
- Lowercase
- Initial Capitals
- Capitalize Word
- Cap & Bold Word
- Lowercase Word

When Screenwriter changes the case of existing text, it retains correct capitalization for:

- Sentence beginnings
- The personal pronoun "I"
- Speaking Characters with Initial Capitals

To change the case of selected text:

1. Select the text.
2. Under the Format menu, select Convert Case, then choose the desired capitalization.

To change the case of an entire Element:

1. Put the cursor anywhere in the appropriate Element.
2. Under the Format menu, select Convert Case, then choose the desired capitalization.

#### 1.9.15.8 Quick Format of Previous Word

If, after typing a word, you realize you want it in a different case or text format, you can quickly change certain formats:

- **Quick Uppercase of Previous Word**—Position the cursor immediately following the word to be uppercased. Press F12 on the keyboard.
- **Quick Bold and Uppercase of Previous Word**—Position the cursor immediately following the word to be formatted. Press CTRL+F12 on the keyboard.
- **Quick Lowercase of Previous Word**—Position the cursor immediately following the word to be lowercased. Press SHIFT+F12 on the keyboard.

#### 1.9.15.9 Typing Foreign Characters

Screenwriter uses the Character set selected in Mac OS X, and can correctly deal with auto-capitalization for the most common accented characters.

To enter Accented Characters:

1. Press OPTION + the accent (or closest keyboard equivalent).
2. Release both keys.
3. Type the letter you want accented.

For example, to create é you would press OPTION+' , release them both, then press e.

- **Accent Aigue** (the accent over the é in café)—Press OPTION+' followed by the letter you want accented.
  - **Accent Grave** (the accent over the à in à la mode)—Press OPTION+` followed by the letter you want accented.
  - **Circumflex** (the accent over the ê in moi-même)—Press OPTION+^ (actually OPTION+SHIFT+6), followed by the letter you want accented.
  - **Umlaut** (the accent over the ë in Noël)—Press OPTION+: followed by the letter you want accented.
  - **Tilde** (the accent over the ñ in mañana)—Press OPTION+~ followed by the letter you want accented.
-

- **Cedilla** (the accent under the CTRL in garçon)—Press OPTION+, followed by either a small c or Capital C.

## 1.9.16 Spell Check

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

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

Spell Check can also:

- Auto-Correct common Typos as you write
- AutoCapitalize Sentences
- AutoCapitalize the Names of Characters
- Correct Double Capitals
- Spell Check in Foreign Languages
- Create User Dictionaries for each script

You can customize Spell Check options to suit the way you work. Under the Tools menu, select Options..., then click the Spelling button. Read on for more details.

- **Add Words to**—This field allows you to change the User Dictionary. The standard “generic” dictionary is USER\_US.LXA. All Learned and Auto-Corrected words will be added to the dictionary that is displayed in this field. Note: If the spell check is set to use a language other than American English then the default User Dictionary will be changed appropriately.
- **Setup Options**—Click this button to go to the Spelling window of the Options... menu so you can setup how the Spell Check functions.
- **Select Language**—Click this button to select among the available language dictionaries.
- **Help**—Clicking on this button takes you to a graphical representation of this window and an explanation of each feature.

### 1.9.16.1 Start Spell Check

As Spell Check 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 spell checking at.

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

- **Word**—Spell checks the Word that the cursor is currently in.
- **Element**—Spell checks the Element that the cursor is currently in.
- **Page**—Spell checks the current Page.
- **Forwards**—Spell checks from the cursor position to the end of the script.
- **Entire Script**—Spell checks all text in the script.

When Spell Check finds no misspelled words, it displays a window telling you how many words it checked. Click on OK to exit.

When Spell Check finds a word it doesn't recognize, it points to it onscreen with a large Red Arrow. It also displays the Found Unknown Word... window. 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. (Auto-Correct must be turned on to enable Typo correction.)
- **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 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.

### 1.9.16.2 Auto-Correct Typos

As you're writing, Spell Check can correct the most commonly-made typos for you. For example, "teh" is corrected to "the", "wnat" becomes "want", etc. This saves you the time of going back and manually correcting typos, and makes any Spell Check you run go faster. To turn Auto-Correct on:

1. Under the Tools menu, select Options....
  2. At the Options... screen, select the Spelling button.
  3. Check the Spell Check as you Type & Edit box (this must be checked for Auto-Correct to work).
  4. Check the Auto-Correct Typos box.
-

5. Change these other Auto-Correct settings, if desired:

- **Max. Length**—Sets the maximum word-length of typos to auto-correct. If on a slower computer, set this to a lower number. Screenwriter uses a default word-length of 25 letters.
- **Beep on Unknown Words**—Alerts you to any suspected typos that Auto-Correct is unable to correct for you.
- **Prompt on Multiple Words**—Gives you a choice of words when the typo could have two or more correct spellings. If unchecked, Auto-Correct makes the decision for you.
- **AutoCapitalize Character Names**—Capitalizes the first letter of all Character Names in Dialogue, Action, and Notes. To be capitalized by Auto-Correct a character name must either have been used previously in the script, or exist in the Character Name User List.

(When using names such as “Mark” or “Art” in your script, Auto-Correct also capitalizes the words “mark” and “art”. To avoid this, Pause Autocorrection under the Spell menu. Type the word with your desired capitalization, move past the word, then resume Auto-Correct by clicking on Pause Autocorrection again.)

- **All Caps**—Makes Character Names ALL CAPS wherever they appear.

6. Click on OK to return to your script.

The following options work both during Auto-Correct, and when you run a manual Spell Check.

- **Correct Double Capitals**—Corrects words that start with two capital letters instead of one, such as “Scheduling”.
- **AutoCapitalize/Sentences**—Capitalizes the first letter in all Sentences in Dialogue, Action, and Notes.
- **Except Following Shots**—Shots (also known as secondary Sluglines) can be used to emphasize an object or person, with the following Action giving more detail. To have the combined Shot and Action read as one sentence—with the Action sentence not capitalized—check this box.
- **Auto-Space Sentences to ?? Spaces**—Ensures that every sentence has a consistent number of spaces after the period. Set the value from 1 to 9. If you hit the space bar once the program will automatically put the set amount of spaces. (To prevent auto-spacing a particular sentence, enter Hard-Spaces after the period instead of regular spaces. Enter a Hard-Space by pressing SHIFT+CMD+SPACE.)
- **Treat “)” as a Sentence End in Dialogue for the purposes of Auto-Capitalization & spacing**—Treats a right parenthesis in Dialogue as a sentence end, in order to format the next sentence correctly.
- **Foreign Language Spell Check**—With the installation of an optional Foreign Language dictionary, Spell Check can check the spelling of words in another language.

### 1.9.16.3 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 Screenwriter's Spell menu as Edit User Dictionary, or run as a stand-alone program by clicking on it in the Movie Magic Screenwriter program window.

The Spell Check 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 the word the way you want it spelled (Note: if you enter an incorrect spelling here, Spell Check uses it. In effect, you're telling Spell Check 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 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". (Note: the Auto-Correct feature must be turned on for this to have any effect on your typing. See Auto-Correct in the Spell Check section of this manual for details.) 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 Yes to delete, No 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.

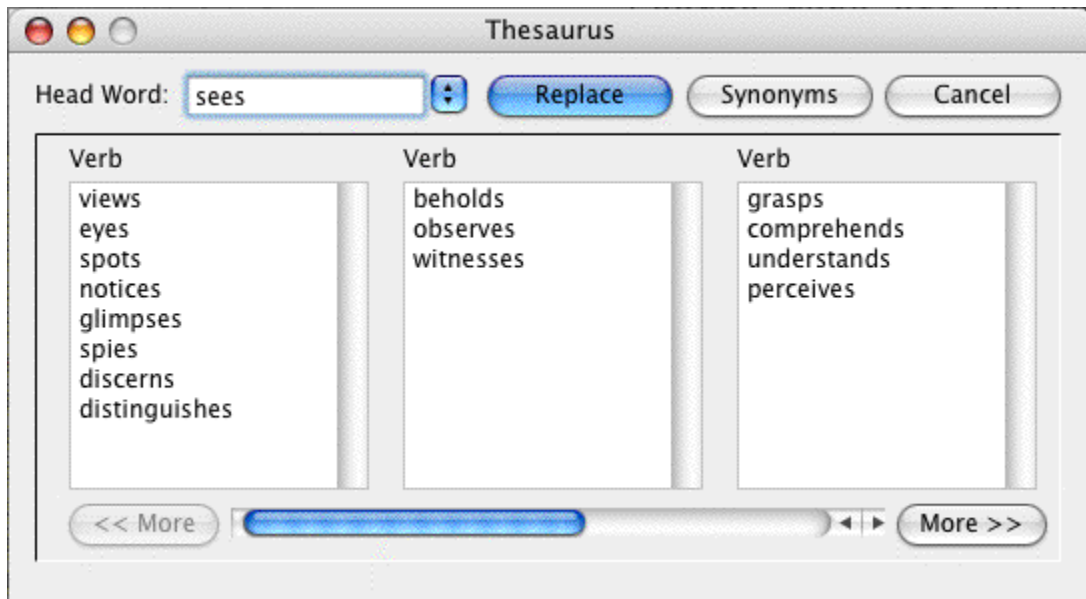
**Exit**—Quits and saves the changes you made to the User Dictionaries. Returns you to either Screenwriter or the Movie Magic Screenwriter program window, depending where you launched it from.

### 1.9.17 Thesaurus

Screenwriter's Thesaurus finds synonyms and related words for any word you select.

1. Select a word.
  2. Under the Spell menu, select Thesaurus.
  3. The Get Synonyms window opens, with the selected word in the Head Word: window. In the Synonyms: window below is a scrollable list of like words.
-

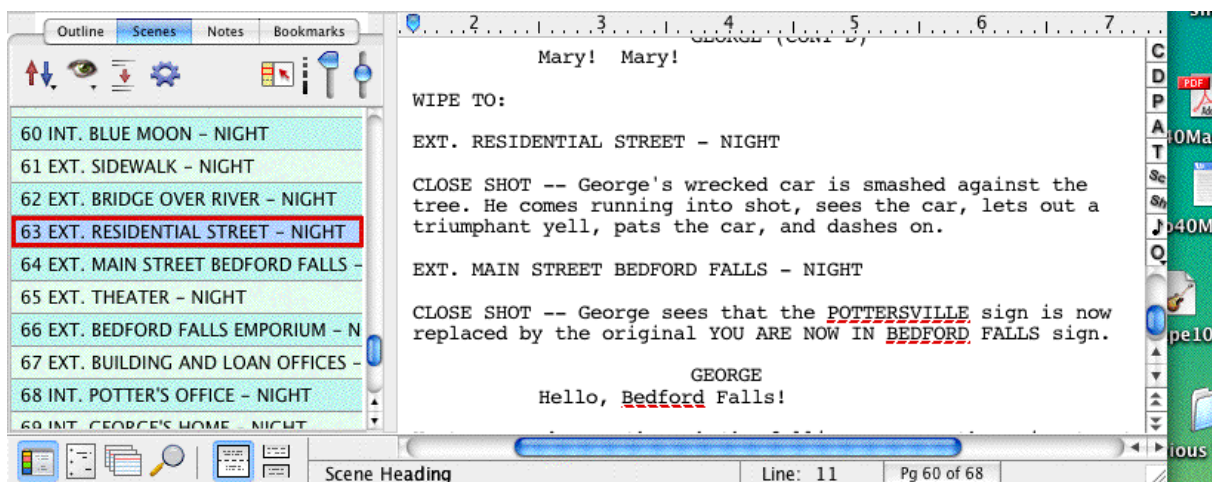
- Click on the word you prefer and it appears in the Head Word: window, along with its alternative words. Click on Replace to put the word in the Head Word: window in your script in place of your original word.



## 1.10 The NaviDoc

### The NaviDoc

The single, biggest new feature in Movie Magic Screenwriter is the NaviDoc. The name comes from its function: NAVI-gating the DOC-ument. Like its name implies, the NaviDoc lets you move quickly around your document.



The NaviDoc has four primary panels:

- [Outline Panel](#)  98

- [Scenes Panel](#)<sup>93</sup>
- [Notes Panel](#)<sup>85</sup>
- [Bookmarks Panel](#)<sup>91</sup>

Each NaviDoc panel is comprised of two parts. The top part of each panel holds the Controls. The remainder of the panel is the Item List. The items in the Item List change with each NaviDoc panel. For example, there is a scene list in the Scenes Panel, a bookmark list in the Bookmarks Panel, a notes list in the Notes Panel, and an outline list in the Outline Panel.

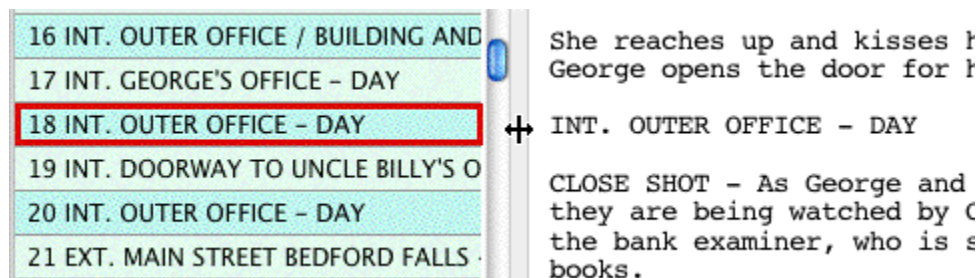
### 1.10.1 Opening and Closing the NaviDoc

There are several ways to show and hide the NaviDoc:

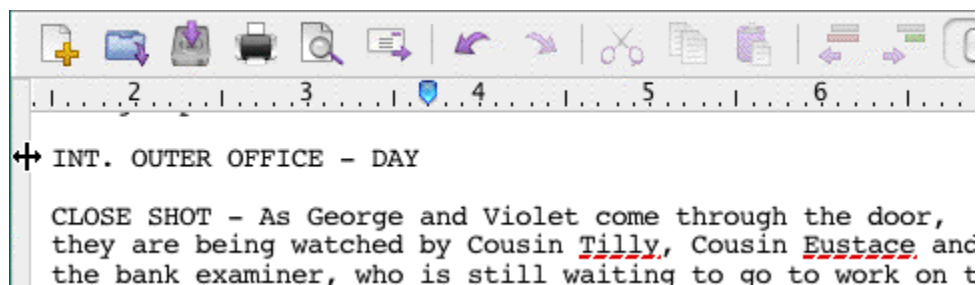
- Select the NaviDoc command from the View menu.
- Press CMD+ZERO.
- Click on the NaviDoc icon located in the View toolbar located at the bottom left of the document window.



- Double-click or Click-and-Drag the NaviDoc Splitter.



*Double-click or drag the NaviDoc splitter to the right to open. (Above)*





Double-click or drag the NaviDoc splitter to the left to close. (Above)

### 1.10.2 Resizing the NaviDoc Panel

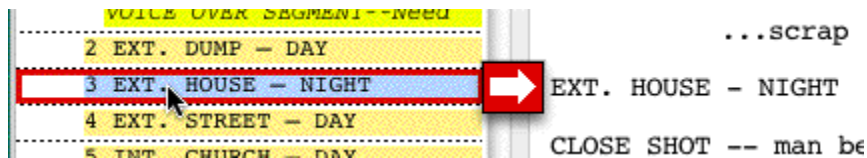
Click and drag the NaviDoc splitter to change the width of the NaviDoc panel. The NaviDoc has a minimum size but no maximum. Dragging the NaviDoc splitter to the left beyond the minimum closes the NaviDoc panel.



*NOTE: The yellow arrow is in the screenshot to point out the splitter and the splitter mouse icon. The yellow arrow is not part of Movie Magic Screenwriter.*

### 1.10.3 Navigation Pointer and the NaviDoc Panel

When you click on any item in the NaviDoc, the document scrolls to the position of that item and shows an arrow pointing to the beginning of the item.



### 1.10.4 NaviDoc Keyboard Commands

Here are the six basic keyboard commands for moving around in the NaviDoc:

- Top of the list ..... CTRL+HOME
- Bottom of the list ... CTRL+END
- Page Up ..... CTRL+PAGE UP
- Page Down ..... CTRL+PAGE DOWN
- Previous Row ..... CTRL+UP ARROW
- Next Row ..... CTRL+DOWN ARROW

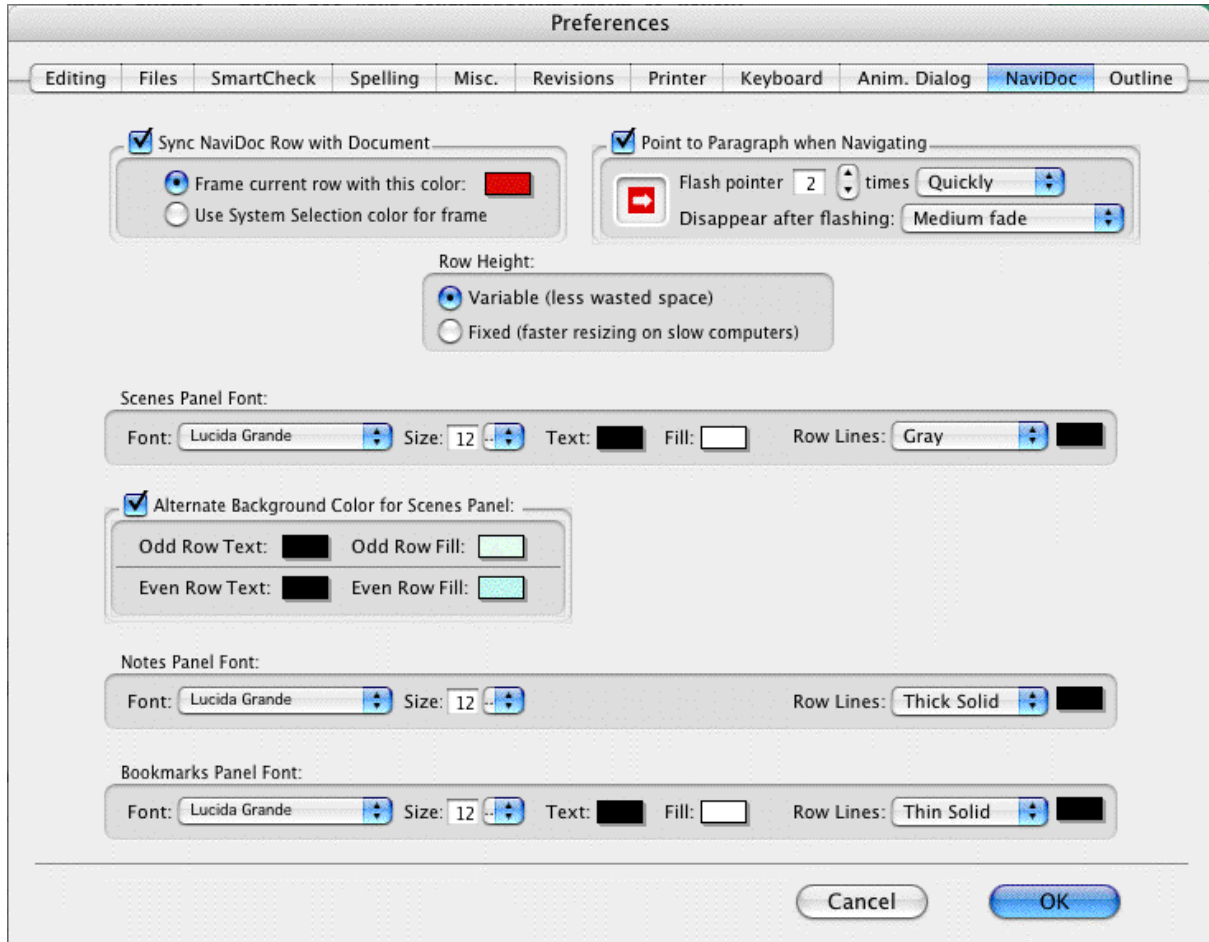
### 1.10.5 The NaviDoc Menu

The NaviDoc menu contains the menu commands for working with the NaviDoc Panel. Keyboard commands for each command are listed in the menu as well. Note that most of the commands require using the CTRL key, such as CTRL+1 to show and hide the Outline Panel in the NaviDoc. For more information on the specific menu commands, go to the [NaviDoc](#)<sup>233</sup> menu description in the Appendices.

|                                 |     |
|---------------------------------|-----|
| ✓ Outline                       | ^ 1 |
| Scenes                          | ^ 2 |
| Notes                           | ^ 3 |
| Bookmarks                       | ^ 4 |
| <hr/>                           |     |
| New Note                        | ^ N |
| New Bookmark                    | ^ B |
| <hr/>                           |     |
| Add Outline Element             | ▶   |
| Promote Outline Element         | ^ ← |
| Demote Outline Element          | ^ → |
| Create / Edit Outline Styles... |     |
| <hr/>                           |     |
| Top                             | ^ ↑ |
| Bottom                          | ^ ↓ |
| Page Up                         | ^ ¶ |
| Page Down                       | ^ ⌵ |
| Previous Row                    | ^ ↑ |
| Next Row                        | ^ ↓ |
| <hr/>                           |     |
| Decrease NaviDoc Font Size      | ^ [ |
| Increase NaviDoc Font Size      | ^ ] |
| <hr/>                           |     |
| NaviDoc Preferences...          |     |

### 1.10.6 NaviDoc Options

In the **Screenwriter** menu select Preferences... Choose **NaviDoc** to bring up the options.

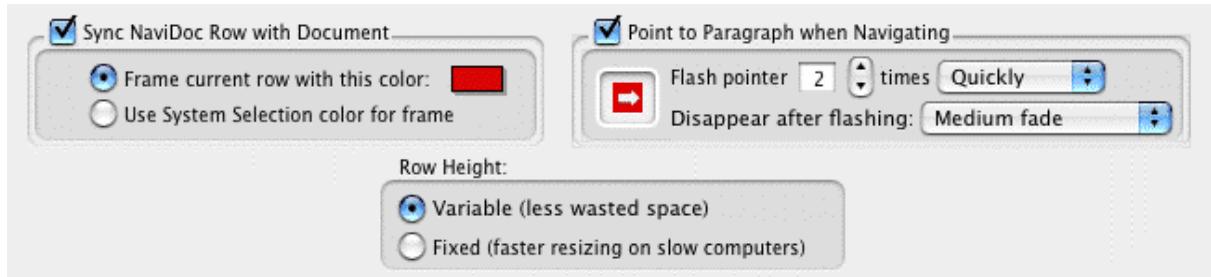


The NaviDoc Options are divided into four areas.

- [NaviDoc Options](#)<sup>84</sup>: These options control the general appearance of the NaviDoc. See the General NaviDoc Options section below for details.
- [Scenes Panel Options](#)<sup>97</sup>: These options control the general appearance of the Scenes Panel in the NaviDoc. See the Scenes Panel Options section for details.
- [Notes Panel Options](#)<sup>89</sup>: These options control the general appearance of the Notes Panel in the NaviDoc. See the Notes Panel Options section for details.
- [Bookmarks Panel Options](#)<sup>93</sup>: These options control the general appearance of the Bookmarks Panel in the NaviDoc. See the Bookmarks Options section

for details.

### 1.10.7 General NaviDoc Options

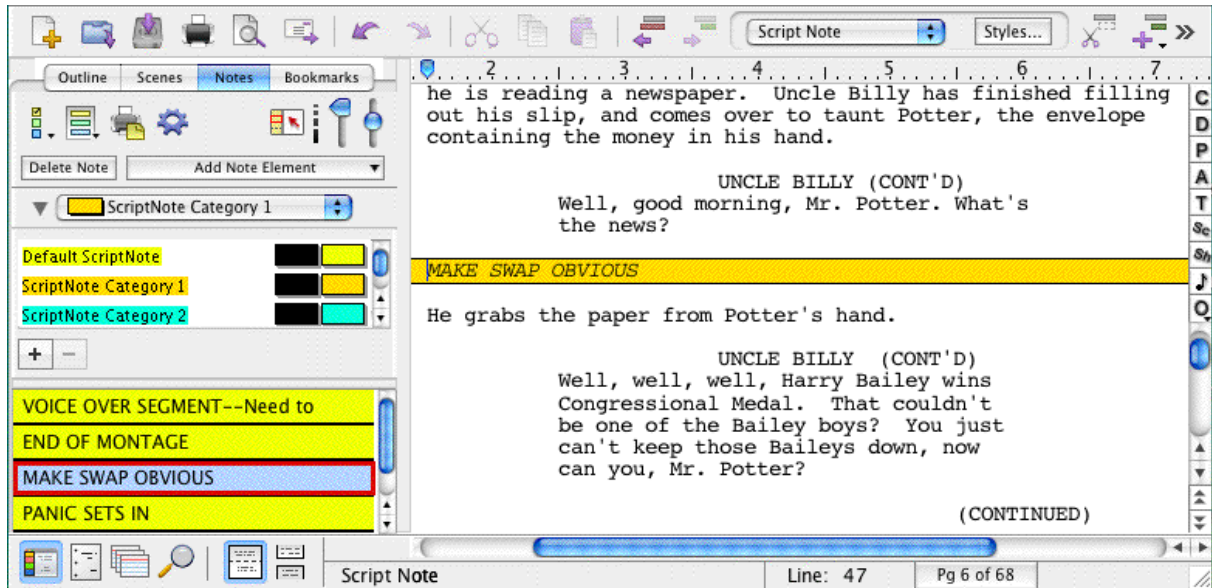


- **Sync NaviDoc Row with Document:** This option turns on the Sync Frame to highlight the item in the NaviDoc list corresponding to the current location of the cursor in the document.
  - **Frame current row with this color:** Sets the color of the Sync Frame.
  - **Use System Selection color for frame:** Sets the color of the Sync Frame to the system selection color.
- **Point to Paragraph when Navigating:** This option turns on the flashing pointer showing the location of the cursor in the document after navigating in the NaviDoc.
  - **Flash Pointer:** This option sets the number of times the pointer flashes.
  - **Flash Pointer “times”:** This option sets the speed at which the pointer flashes—Don’t Flash, Slowly, Quickly, and Super Fast.
  - **Disappear after Flashing:** This option sets the speed at which the pointer disappears after flashing—When I Type or Click, Very slow fade, Slow fade, Medium fade, Fast fade, Instantly.
- **Row Height:** This option controls whether the items in the NaviDoc list are uniform or variable.
  - **Variable (less wasted space):** This option allows varied item heights. The maximum height is related to the item text and the number of visible lines allowed—whichever is less.
  - **Fixed (faster resizing on slow computers):** This option sets a uniform item height dependent on the maximum number of visible lines allowed. If an item's text is shorter than the number of visible lines, the balance of the space is blank.

### 1.10.8 Notes Panel

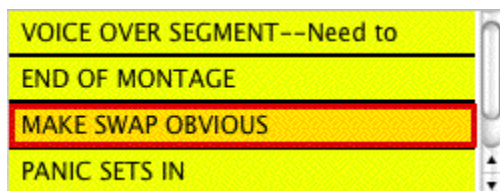
The NaviDoc Notes Panel replaces the Note Commander feature in earlier versions of Movie Magic Screenwriter. The Notes Panel is used to add, remove, modify, and navigate to notes in your document. It is also used to create and control note categories (a new feature). The Notes Panel can be displayed by clicking on the Notes tab in the NaviDoc.

The keyboard command for showing the Notes Panel is CTRL+3.



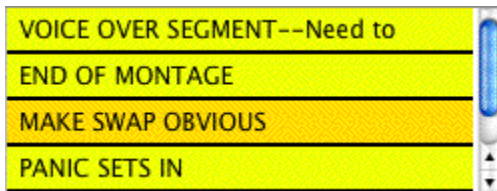
### Notes Panel Sync Frame

When you select a note in the NaviDoc, the script is scrolled to the note in the document view. The Sync Frame, a frame drawn around the note in the NaviDoc, displays ONLY when the selection is within the note in the document.

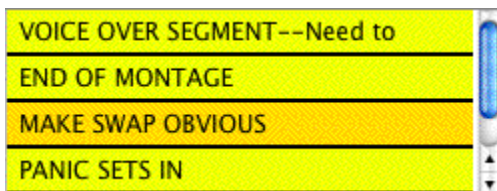


The sync frame disappears if you move the text cursor out of the note in the

document:

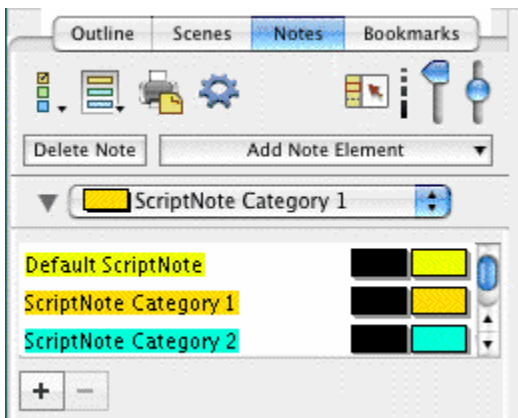


### 1.10.8.1 Notes List



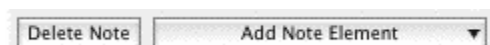
The Notes List displays all notes in the document. Clicking on a note in the note list scrolls the selection to that note in your document.

### 1.10.8.2 Notes Controls



The Notes Controls affect the display of notes and note text in the note list of the Notes Panel. These controls also affect the notes in the document view.

### 1.10.8.3 Notes Command Buttons

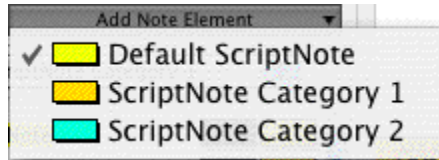


These controls are used to add and remove notes, as well as change the category of a note.

- **Delete Note:** Permanently removes the selected notes from the document

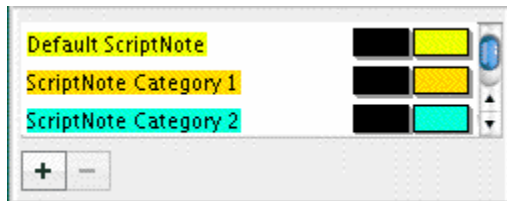
and the notes list.

- **Add Note Element:** Inserts a note in the document at the location of the cursor in the document and displays the note in the note list of the Notes Panel. The popup list determines the note style:



The keyboard command for adding a new note is CTRL+N.

#### 1.10.8.4 Notes Category Controls

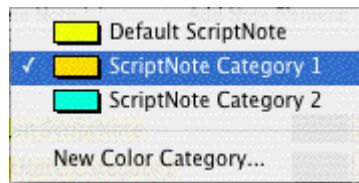


These controls add and remove note categories, as well as determine the note category names, text color, and background color. The top part of the notes category control lists the available note categories. The note category commands appear at the bottom of the control.

- **Note Category Name and Color:** Each category name appears on the left with the text color and background color to the right. Double-click the name of the note category to edit the category name. Single-click on the text and background color controls to change their colors.
- **Note Category Commands:**
  - The **Add Category** command inserts a new note category at the end of the list of note categories. The new category begins with the style settings of the default category, and becomes the new default note category style.
  - The **Delete Category** command permanently removes the selected note category. This command is only available when a note category is selected.

#### 1.10.8.5 Note Category Drop-Down List Control

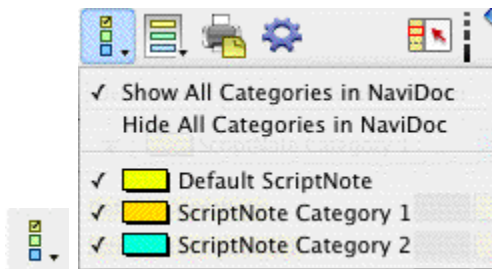




This control sets the default note category style for adding and modifying notes.

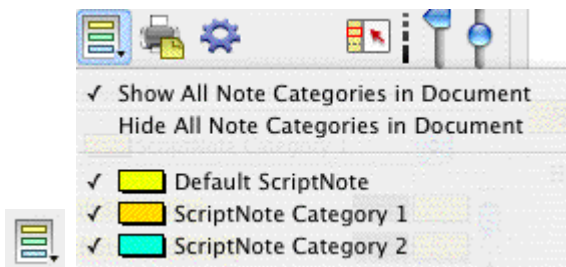
- **Default Note Category:** Selecting a note category in the Note Category drop-down list places a check mark to the left of the category and makes it the note category default. The default note category style is used when new notes are added.
- **New Color Category:** Selecting the New Color Category option in the Note Category drop-down list creates a new notes category. Use the Notes Category controls to modify the category style.

#### 1.10.8.6 Show/Hide Category View in NavIDoc



This control shows or hides categories of notes in the Notes Panel. *This control does not affect the document view.* Notes categories may be turned on or off individually by selecting them from the popup list. Alternately, all categories may be shown or hidden by selecting the appropriate option from the popup list. The default is to show all note categories in the NavIDoc Notes Panel.

#### 1.10.8.7 Show/Hide Note Categories in Document



This control shows or hides categories of notes in the document. *This control does not affect the NavIDoc view.* Note categories may be turned on or off individually by

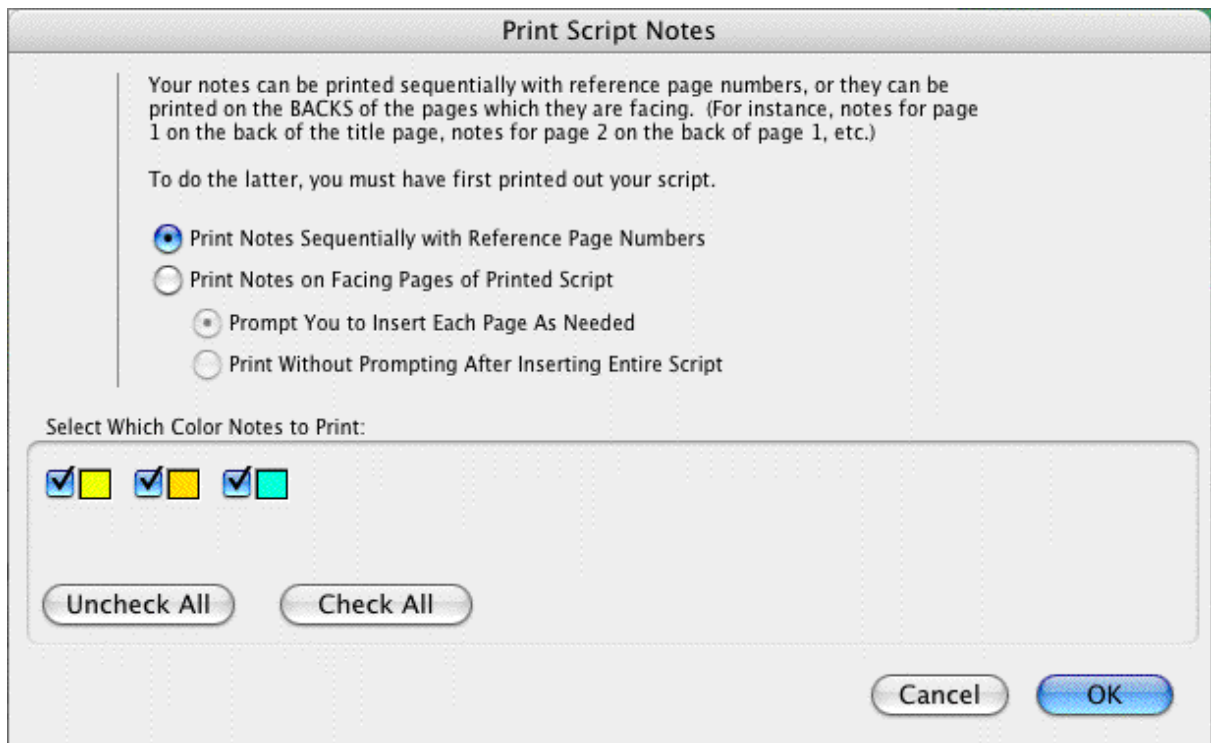


selecting them from the popup list. Alternatively, all categories may be shown or hidden by selecting the appropriate option from the popup list. The default is to show all note categories in the document.

#### 1.10.8.8 Print Notes Control



This control opens the Print Notes window where controls for printing the notes are found.



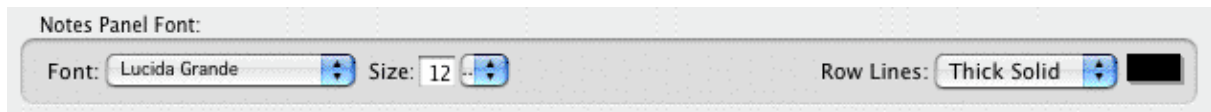
#### 1.10.8.9 Notes Options Control



This control opens the NaviDoc options window where options for the Notes Panel are found.

#### 1.10.8.10 Notes Panel Options

The options for the Notes Panel can be displayed by clicking the NaviDoc Preferences <show icon> button in the Notes Panel. You can also click on **Tools > Options > NaviDoc** to display them.



- **Notes Panel Font:** These options control the appearance of the text font in the notes list. They include the font face and font size.
- **Row Lines:** This option controls the appearance of the line that separates the notes in the notes list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove. This option also controls the color of the Row Lines.

#### 1.10.8.11 Sync Control (On/Off)

This control appears on all panels and effects them globally.



Sync ON

When enabled, clicking in the document will scroll the NaviDoc to that location and display the sync frame around that row.



Sync OFF

With the sync button disabled, clicking in the document will not scroll the NaviDoc.

**NOTE:** clicking on a row in the NaviDoc will always scroll the document regardless if the sync button is enabled or disabled.

#### 1.10.8.12 Note Display Controls



These controls determine the font size and lines of visible text for the notes in the notes list of the NaviDoc Notes Panel.

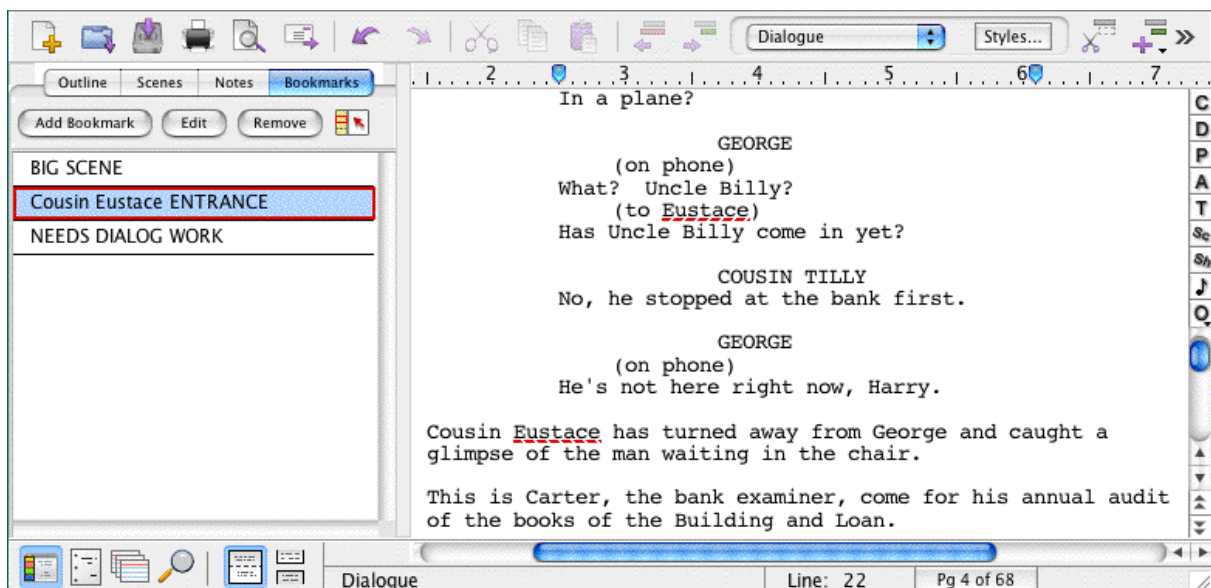
- **Viewable Notes Lines Control** (*left vertical slider*): This control sets the number of viewable lines of each note in the notes list. The default position of the slider is all the way down and corresponds to view all lines, the maximum number of lines allowed. Moving the slider up decreases the number of viewable lines. The minimum number is one line.
- **Font Size Control** (*right vertical slider*): This control sets the font size for the text in the notes list. The default position is the middle of the slider and

corresponds to the font size set in the Notes Panel options. Sliding up reduces the font size to a minimum of 10 points smaller than the default font size. Sliding down increases the font size to a maximum of 10 points greater than the default font size. The keyboard commands for decreasing and increasing the NaviDoc font size are CTRL+] and CTRL+[ .

### 1.10.9 Bookmarks Panel

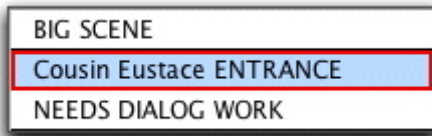
The Bookmarks Panel in the NaviDoc replaces the Bookmark feature in earlier versions of Movie Magic Screenwriter. The Bookmarks Panel is used to add, remove, modify, and navigate to bookmarks in your document. The Bookmarks Panel can be displayed by clicking on the Bookmarks tab in the NaviDoc.

The keyboard command for showing the Bookmarks Panel is CTRL+4.

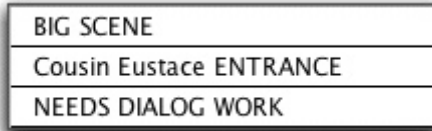


### Bookmarks Panel Sync Frame

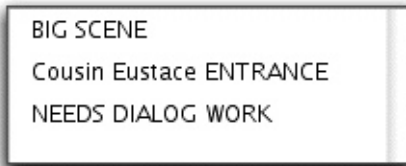
When you select a bookmark in the NaviDoc, the script is scrolled to the bookmark in the document view. The Sync Frame, a frame drawn around the bookmark in the NaviDoc, displays ONLY when the selection is within the paragraph the bookmark points to in the document.



The sync frame disappears if you move the text cursor out of the paragraph in the document pointed to by the bookmark:

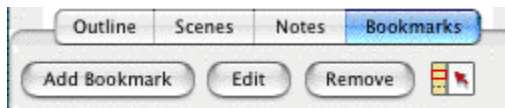


### 1.10.9.1 Bookmarks List



The Bookmarks list shows a list of bookmarks you have added to your document. Clicking on a bookmark moves you to that point in your document. Double-click on a bookmark in the list to edit its description.

### 1.10.9.2 Bookmarks Controls



There are several controls in the NaviDoc Bookmarks Panel.

- **Add Bookmark:** Adds a new bookmark to the list in the Bookmarks Panel. When created, the bookmark grabs the first twenty-five characters of the element where the cursor is located in the document and allows the bookmark description to be edited. If desired, change the bookmark description by typing the new text over the old. Otherwise, hit Return or click somewhere else to confirm the bookmark.

The keyboard command for adding a new bookmark is CTRL+ALT+B.

- **Edit:** Highlights the description text of the selected bookmark to allow it to be modified or completely changed. Double-clicking a bookmark also allows it to be edited.

- **Remove:** Permanently deletes the selected bookmark. This command does not affect the document text.
- **Sync Control (On/Off):** This control appears on all panels and effects them globally.



ON

When enabled, clicking in the document will scroll the NaviDoc to that location and display the sync frame around that row.

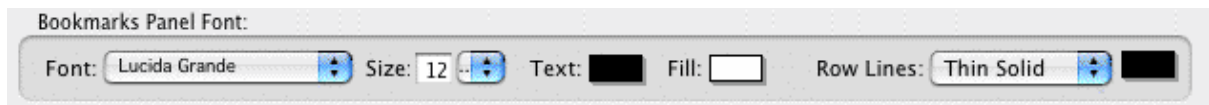


OFF

With the sync button disabled, clicking in the document will not scroll the NaviDoc. **NOTE:** clicking on a row in the NaviDoc will always scroll the document regardless if the sync button is enabled or disabled.

### 1.10.9.3 Bookmarks Panel Options

The options for the Bookmarks Panel can be displayed by clicking the NaviDoc Preferences <show icon> button in the Bookmarks Panel. You can also click on **Tools > Options > NaviDoc** to display them.

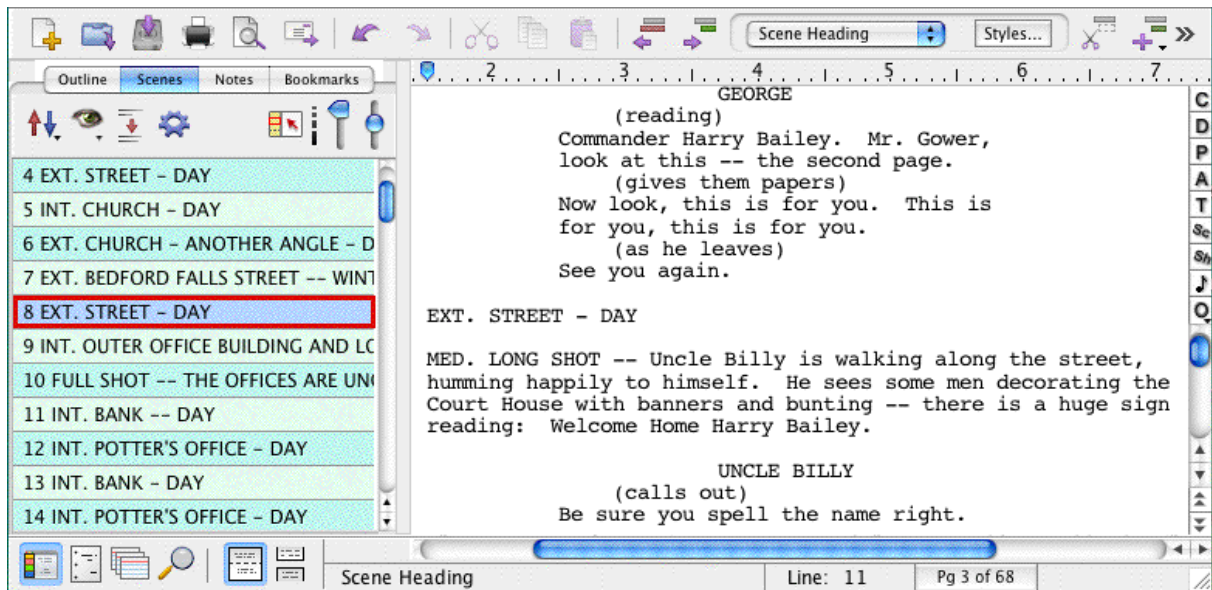


- **Bookmarks Panel Font:** These options control the appearance of the text font in the bookmarks list. They include the font face, font size, font color, and font background color.
- **Row Lines:** This option controls the appearance of the line that separates the bookmarks in the bookmarks list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove. This option also has a control for the color of the Row Lines.

### 1.10.10 Scenes Panel

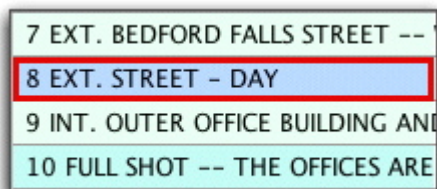
The NaviDoc Scenes panel replaces the Scene Pilot feature in earlier versions. It is used to move through your document quickly. The Scenes panel is reached by selecting the Scenes Tab in the NaviDoc panel.

The keyboard command for showing the Scenes Panel in the NaviDoc is CTRL+2.

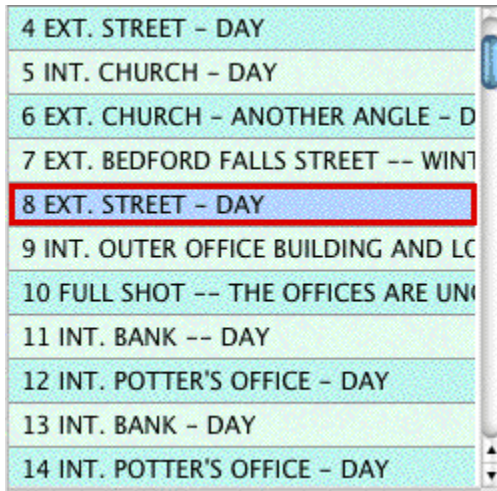


## Scenes Panel Sync Frame

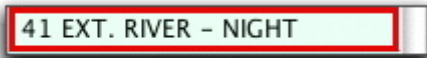
When you select a scene in the NaviDoc, the script is scrolled to the beginning of the scene in the document view. The Sync Frame, a frame drawn around the scene in the NaviDoc, displays always when the selection is anywhere within a scene in the document.



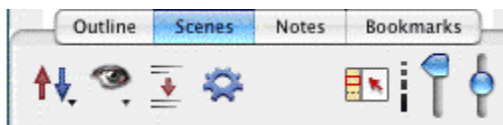
## Scene List



The Scene List displays all items in the document designated as a Scene Heading. Clicking on a scene in the scene list scrolls the document to that scene heading. When the text selection is within the scene heading of the document, the scene heading in the scenes list is outlined and highlighted. When the text selection is anywhere else within the scene in the document, the scene heading in the scene list is outlined but not highlighted.

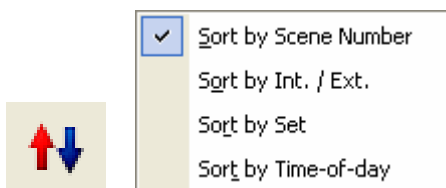


### 1.10.10.1 Scene Controls



The Scene Controls affect the display of the scene list in the Scenes Panel. These controls do not affect the document.

### 1.10.10.2 Sort Scenes Control



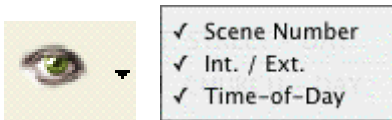
This control changes the display of the scene order in the Scenes Panel based on the parameters chosen. Scenes may be sorted by Scene Number, Interior/Exterior, Location, or Time-of-Day.

#### 1.10.10.3 Scene Element Spacing Control



This control determines if there is single-spacing or double-spacing between scene elements in the Scenes Panel. Note: The effects of this control are visible only when multiple scene lines are visible. See [Viewable Scene Lines Control](#)<sup>97</sup>.

#### 1.10.10.4 Scene Header View Control



This control shows or hides scene heading elements in the scene list of the Scenes Panel. Scenes headings may show or hide scene numbers, interior and exterior designation, or time-of-day.

#### 1.10.10.5 Sync Control (On/Off)

This control appears on all panels and effects them globally.



ON

When enabled, clicking in the document will scroll the NaviDoc to that location and display the sync frame around that row.



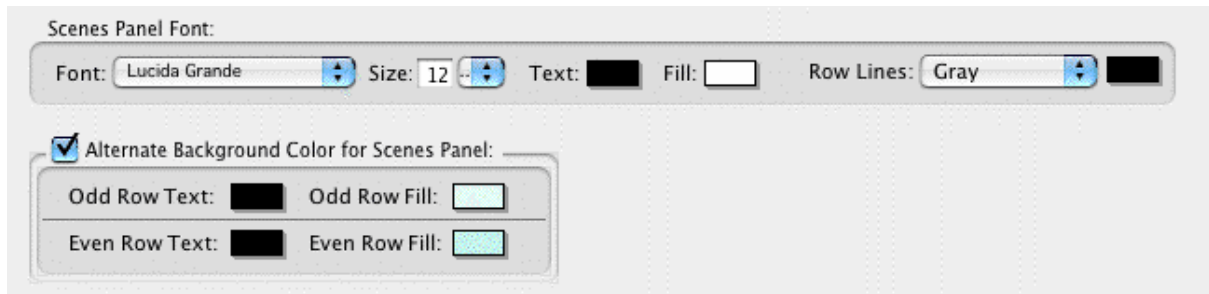
OFF

With the sync button disabled, clicking in the document will not scroll the NaviDoc.

**NOTE:** clicking on a row in the NaviDoc will always scroll the document regardless if the sync button is enabled or disabled.



### 1.10.10.6 Scenes Panel Options



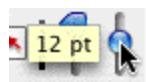
- **Scenes Panel Font:** These options control the appearance of the text font in the scene list. They include the font face, font size, font color, and font background color.
- **Row Lines:** This option controls the appearance of the line that separates the scenes in the scene list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove.
- **Alternate Background Color for Scenes Panel:** This option controls the appearance of adjacent scenes in the scene list. The appearance of adjacent scenes may be the same or they may alternate between two different styles. This option controls the font color and background color for both the even and odd rows.

### 1.10.10.7 Scene List View Controls



These controls determine the font size and lines of visible text for the scenes in the scene list of the Scenes Panel.

- **Font Size Control (right vertical slider):** This control sets the font size for the text in the scene list. The default position is the middle of the slider and corresponds to the font size set in the Scenes Panel option. Sliding up reduces the font size to a minimum of 10 points smaller than the default font size. Sliding down increases the font size to a maximum of 10 points greater than the default font size. The keyboard commands for decreasing and increasing the NaviDoc font size are CTRL+] and CTRL+[ .



- **Viewable Scene Lines Control (left vertical slider):** This control sets the number of viewable lines of each scene in the scene list. The default position of the slider is all the way up and corresponds to one line viewable, the

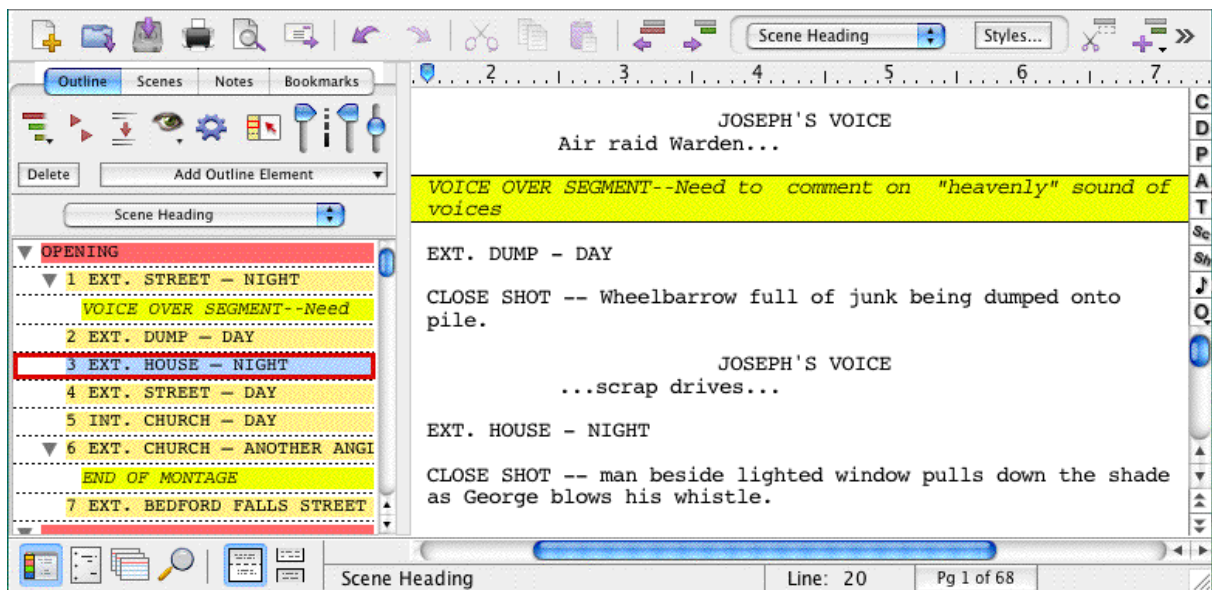
minimum number of lines allowed. Moving the slider down increases the number of viewable lines. Moving the slide all the way down makes the display equal to the “entire scene” for each scene



### 1.10.11 Outline Panel

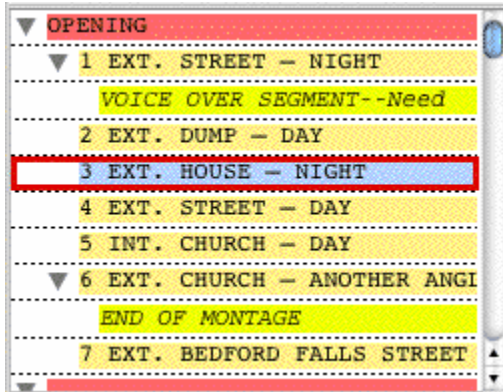
The NaviDoc Outline Panel is new to Screenwriter. The Outline Panel is used to add, remove, modify, and navigate to outline elements in your document. The Outline Panel can be displayed by clicking on the Outline tab in the NaviDoc.

The keyboard command for showing the Outline Panel in the NaviDoc is CTRL+1.



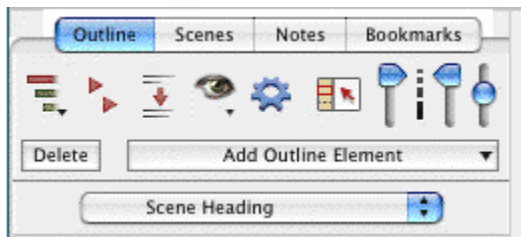
### 1.10.11.1 Outline List

The Outline List displays all outline elements and notes in the document. Clicking on an outline element in the outline list scrolls the document to that outline element. Use the mouse, NaviDoc menu, or keyboard commands to navigate the Outline List

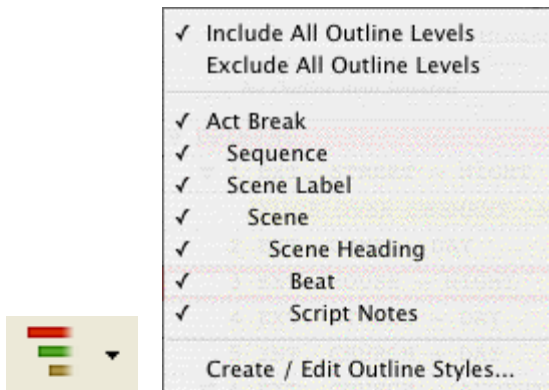


### 1.10.11.2 Outline Controls

The Outline Controls affect the display and organization of the outline elements in the Outline Panel. These controls can affect the styles of outline elements in the document view depending on the setting of the [Outline preferences](#) (Tools > Options... > Outline).



### 1.10.11.3 Outline Levels Control



This control Includes or Excludes outline levels in the Outline Panel. Outline levels



may be turned on or off individually by selecting them in this control. Alternately, all outline levels may be Included or Excluded by selecting the appropriate option in this control. The default is to Include all outline levels in the Outline Panel.

- If outline and document elements are set to expand/collapse together (Tools > Options > Outline), this control will affect both the NaviDoc view and document view.
- If outline and document elements are set to expand/collapse independently (Tools > Options > Outline), this control will only affect the NaviDoc view.

See [Outline Panel Options](#)<sup>101</sup>.

#### 1.10.11.4 Style View Control



This control Expands or Collapses all outline elements and notes in the NaviDoc view. *This control does **not** affect the document view.* Outline elements and notes may be expanded or collapsed individually by clicking on their tree view control (plus box  or minus box ) in the outline list.

#### 1.10.11.5 Outline Spacing Control



This control determines if there is single-spacing or double-spacing between scene elements in the Outline Panel. Note: The effects of this control are visible only when multiple Scene Lines are visible.

See [Outline View Controls](#)<sup>103</sup>.

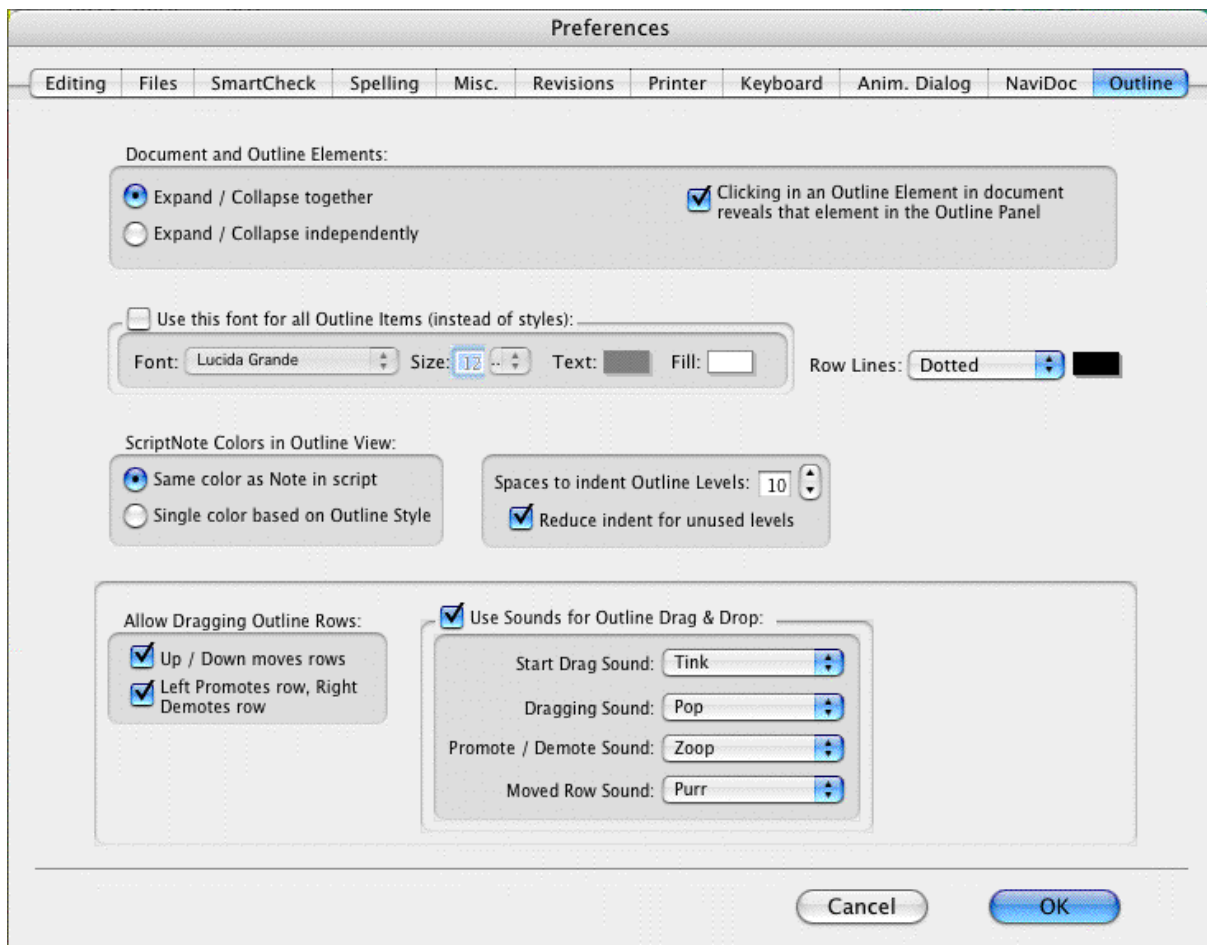
#### 1.10.11.6 Outline Options Control



This control opens the Outline options window where options for the Outline Panel are found.

---

### 1.10.11.7 Outline Panel Options

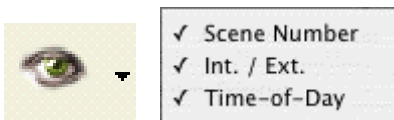


- **Expanding & Collapsing Outline Elements:** These options control the conformity and visibility of the outline list with the document (and vice versa).
- **Outline Panel Font:** These options control the appearance of the text font in the outline list. They include the font face, font size, font color, and font background color. These options only affect the outline list text if the “Use this Font for all Outline Items” box is checked. When not checked, each outline item uses its own document font style.
- **Row Lines:** This option controls the appearance of the line that separates the outline items in the outline list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove.
- **Note Colors in Outline View:** This option controls the appearance of notes in the outline list. The choices are *Same color as Note in document*, and *Single color based on Outline Style*.
- **Spaces to indent Outline Levels:** This option controls the indent distance

between outline levels. The default is two spaces.

- **Reduce Indention for Unused Levels:** This option controls the overall indent of the outline list based on the visibility of each outline style. When checked, hidden outline styles do not indent the outline list. When unchecked, outline styles are indented based on their placement in the outline hierarchy regardless of visibility. Hiding specific outline styles does not affect the visible outline elements in the outline list of the NaviDoc Outline Panel.
- **Allow Dragging Outline Rows:** These options control moving outline items around via the NaviDoc Outline Panel. It has two options:
  - **Up/Down moves rows**—This option controls whether or not moving items is allowed in the NaviDoc Outline list. Dragging a selected item up in the NaviDoc moves the item above other rows, earlier in the document. Dragging a selected outline item down in the NaviDoc moves the item below other rows, later in the document.
  - **Left Promotes row, Right Demotes row**—This option controls whether or not reassigning outline styles (by dragging) is allowed in the NaviDoc Outline list. Moving an outline item to the left in the NaviDoc promotes the item to an outline element style higher up in the outline hierarchy. Moving an outline item to the right in the NaviDoc demotes the item to an outline element style lower down in the outline hierarchy.
- **Allow Sounds for Outline Drag & Drop:** These options control sounds associated with various actions made within the NaviDoc Outline panel.

#### 1.10.11.8 Scene Heading Field View Control



This control shows or hides parts of the Scene Heading elements (Scene Numbers, Interior and Exterior, or Time-of-Day) in the outline list of the Outline Panel.

#### 1.10.11.9 Sync Control (On/Off)

This control appears on all panels and effects them globally.



When enabled, clicking in the document will scroll the NaviDoc to that location and display the sync frame around that row.



OFF



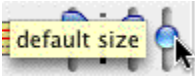
With the sync button disabled, clicking in the document will not scroll the NaviDoc.

**NOTE:** clicking on a row in the NaviDoc will always scroll the document regardless if the sync button is enabled or disabled.

#### 1.10.11.1 Outline View Controls

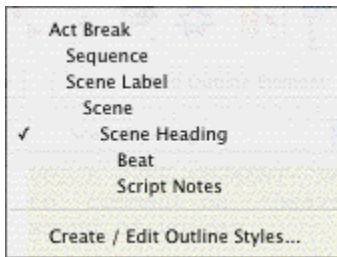


These controls determine the font size and lines of visible text for the outline styles in the outline list of the Outline Panel.

-  **Set number of Scene lines** (*left vertical slider*): This control sets the number of viewable lines of each Scene Heading in the outlines list. The default position of the slider is all the way up and corresponds to one line viewable, the minimum number of lines allowed. Moving the slider down increases the number of viewable lines. NOTE: The maximum number of lines viewable is determined by the scene content.
-  **Set number of Outline item lines** (*middle vertical slider*): This control sets the number of viewable lines of each outline element in the outline list. The default position of the slider is all the way up and corresponds to one line viewable, the minimum number of lines allowed. Moving the slider down increases the number of viewable lines.
-  **Scale font size** (*right vertical slider*): This control sets the font size for the text in the outline list. The default position is the middle of the slider and corresponds to the default font size set in the Outline Panel options. Moving the slider up reduces the font size to a minimum of 10 points smaller than the default font size. Moving the slider down increases the font size to a maximum of 10 points greater than the default font size.

The keyboard commands for decreasing and increasing the NaviDoc font size are CTRL+] and CTRL+[ .

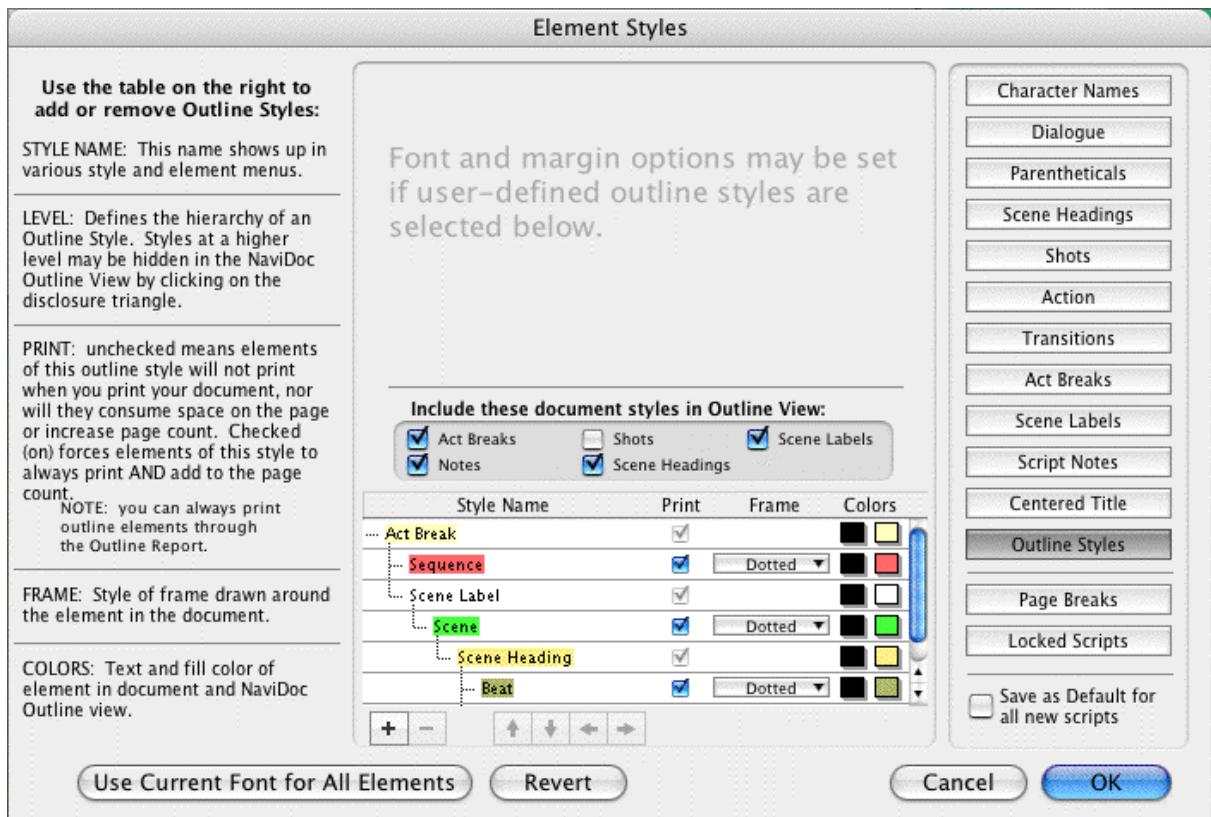
### 1.10.11.1 Current Element Drop-Down List



This control located in the toolbar at the top of the document window sets the outline style of the current paragraph in the document view. It is an easy way to assign or reassign an outline style. The current style is identified by a check mark. If the selection is not an outline style, no check mark is shown. The NaviDoc menu also has commands for setting outline style assignments.

### 1.10.11.1: Outline Style Management Control

Use the **Format > Element Styles...** command and select **Outline Styles**, or use the **NaviDoc > Create / Edit Outline Styles...** command to open the Outline Styles Format Table. This table controls the list and format of all available outline styles.



Located in the Format > Element Styling window, the Outline Styles format options



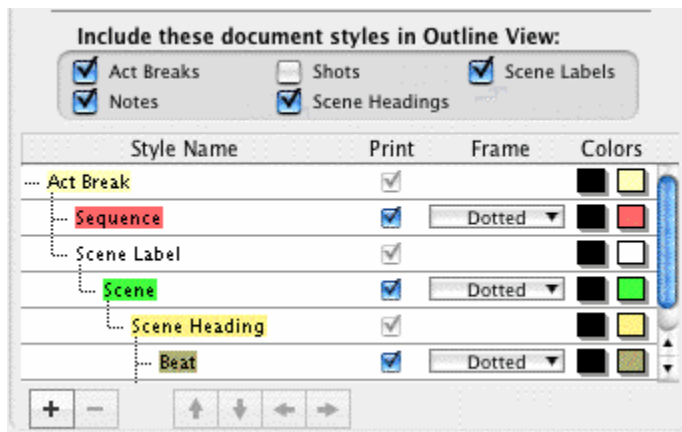
allow you to define, add, and remove outline styles. There are also controls for outline style names, levels, style type, and color.

These Outline Styles format options are divided into two sections:

- The controls in the upper half of the Outline Styles format options control the appearance of items in the Outline Panel and/or the document. This includes margins, line spacing, and character formatting. For Document Styles, these controls only adjust the appearance of the items in the NaviDoc. For Outline Styles, these controls adjust the appearance of the items in the NaviDoc and the document.
- The controls in the lower half of the Outline Element Styles format options control the creation, deletion, and formatting of the outline styles as they appear in the NaviDoc.

#### 1.10.11.1: NaviDoc Outline Styles Format Options

The controls in the lower half of the Outline Styles format options control the creation, deletion, and formatting of the outline styles as they appear in the NaviDoc and the document.



- **Include these standard styles in Outline View:** Makes the selected standard document styles part of the NaviDoc outline styles list.
- **New Outline Style Button:** Creates a new, user-defined outline style.
- **Delete Style Button:** Removes the selected, user-defined outline style from the table.
- **Style Name:** The outline style label that appears in NaviDoc menu lists.
- **Style Level:** The indent level of the outline style from zero (0) to nine (9). The higher the style level number is, the further the style is indented to the

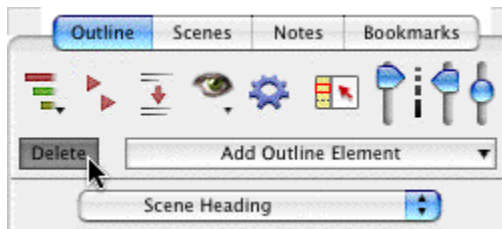
right.

- **Print:** Controls the printing of the style when printing the document. The choices are Yes and No. The default is Yes. Document styles are exempt from this control.
- **Frame:** Assigns a frame to the outline style. The frame choices of available include None, Dotted, Gray, Thin Line, Thick Line, and Groove. The default is None. Document styles are exempt from this control.
- **Colors:** For Outline Styles, this option controls the text and background colors of the outline style in the NaviDoc Outline Panel and document. For Document Styles, this option controls the text and background colors of the item style in the NaviDoc Outline Panel only.

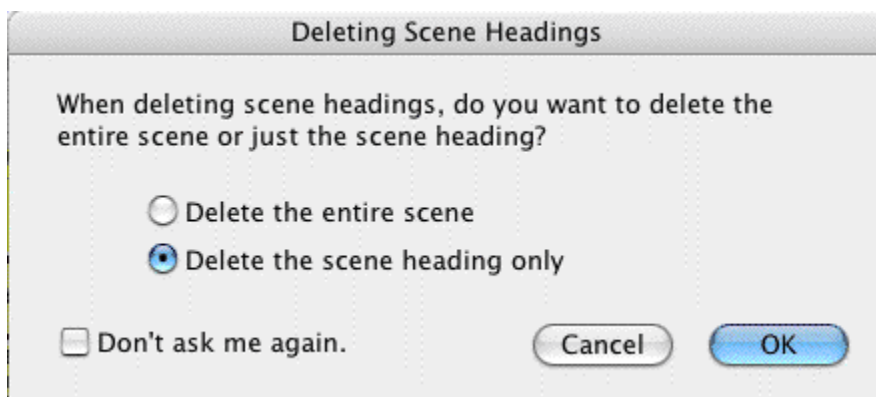
#### 1.10.11.1 Delete Outline Style Control



This control removes the selected outline item(s) from the *document* and the outline list.



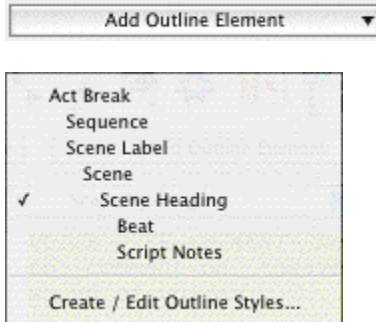
When deleting an outline element, you are given two choices:



- **Delete the entire scene, or Delete the entire element and its children:** This option removes the outline element and everything "contained" within the element.

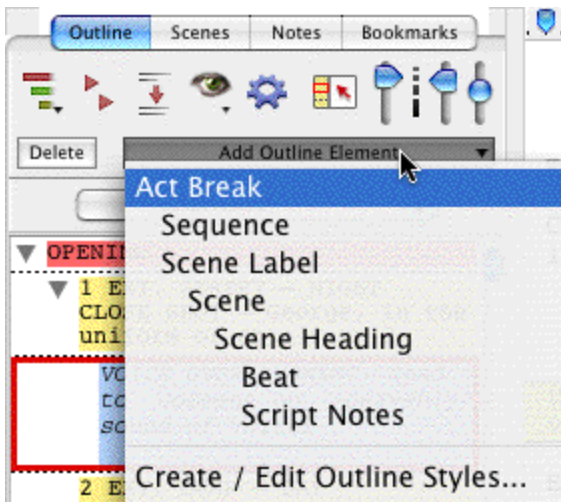
- **Delete the scene heading only**, or **Delete the scene element only**: This option ONLY removes the selected outline item and leaves all other material untouched.

#### 1.10.11.1 Add Outline Element Control



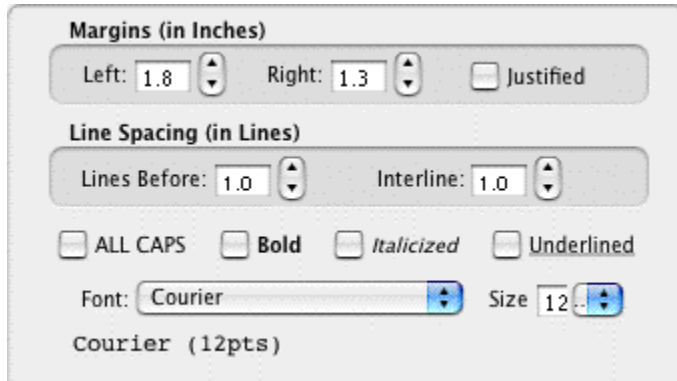
This control inserts a new outline item into the *document* and the outline list. The outline style, selected from the list of available styles, determines the type of outline item added to the document. The NaviDoc menu also has commands for setting outline style assignments.

The keyboard command for adding elements—including outline items—is F4.



### 1.10.11.1 Outline Styles Format Options

The upper part of the Outline Styles format options controls how the styles appear in the document.

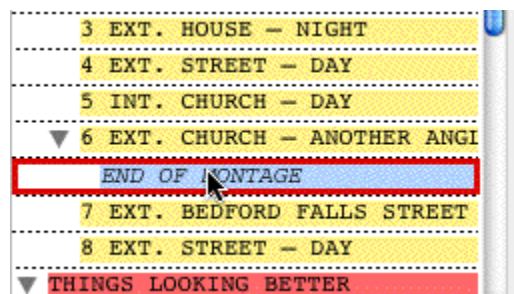


- **Margins (in Inches):** These controls adjust the left and right margin indent (measured in decimal inches), and whether the text is Justified.
- **Line Spacing (in Lines):** These controls adjust the line spacing before the outline element, and the space between lines within the element. The measurements are in decimal inches.
- **Text Format Options.** These controls set the outline style's font, font size, and font styles (all capitalized letters, bold, italics, and underline). The font name is displayed using the settings chosen.

### 1.10.11.1 Using the NaviDoc Outline Panel to Move Outline Elements in the Document

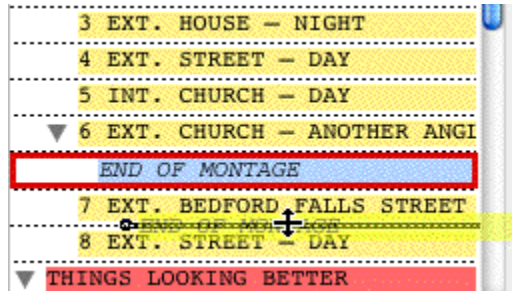
The NaviDoc Outline Panel scene list may be used to move outline elements in the list via Drag and Drop. When you move an outline element in the NaviDoc Outline Panel outline list, the corresponding material is moved in the document. The following example moves a Note outline element.

- Select the outline item to be moved.

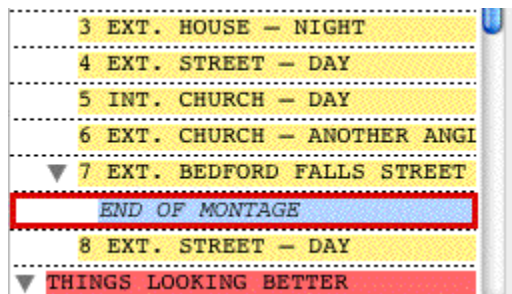


- Click and drag your cursor UP or DOWN the list. In this example, the script

note is moved from Scene 6 to just before scene 8.



- Release the mouse button to drop the outline element at the position indicated by the bold line. The item is always moved in the document to the point immediately before the outline element below the bold line.

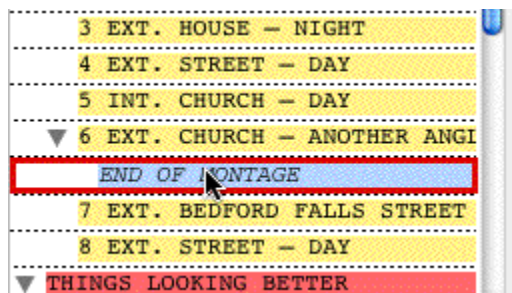


*NOTE: The Outline Styles options have several options that control how you can move outline elements.*

#### 1.10.11.1 Using the NaviDoc Outline Panel to Reassign Outline Element Styles in the Document

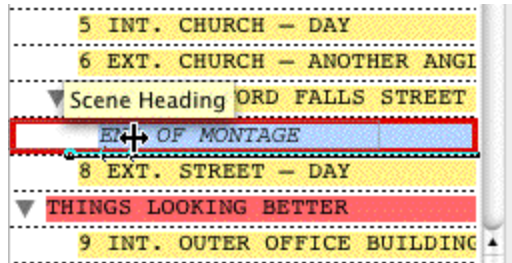
The NaviDoc Outline Panel scene list may be used to promote and demote outline elements in the list via Drag and Drop. When you reassign an outline element's style via drag and drop in the NaviDoc Outline Panel outline list, the style of the corresponding material is reassigned in the document. The following example promotes a Note outline element to a Sequence.

- Select the outline item to be promoted or demoted.

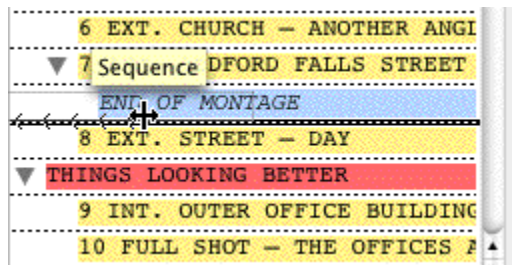


- Click and drag your cursor LEFT (promote) or RIGHT (demote) in the list. In

this example, the Note is promoted four levels to Sequence. The small tic-marks indicating the number of style promotions.



- Release the mouse button to drop the outline element at the position indicated by the flyover text. The item in the document is automatically reassigned to the new style.

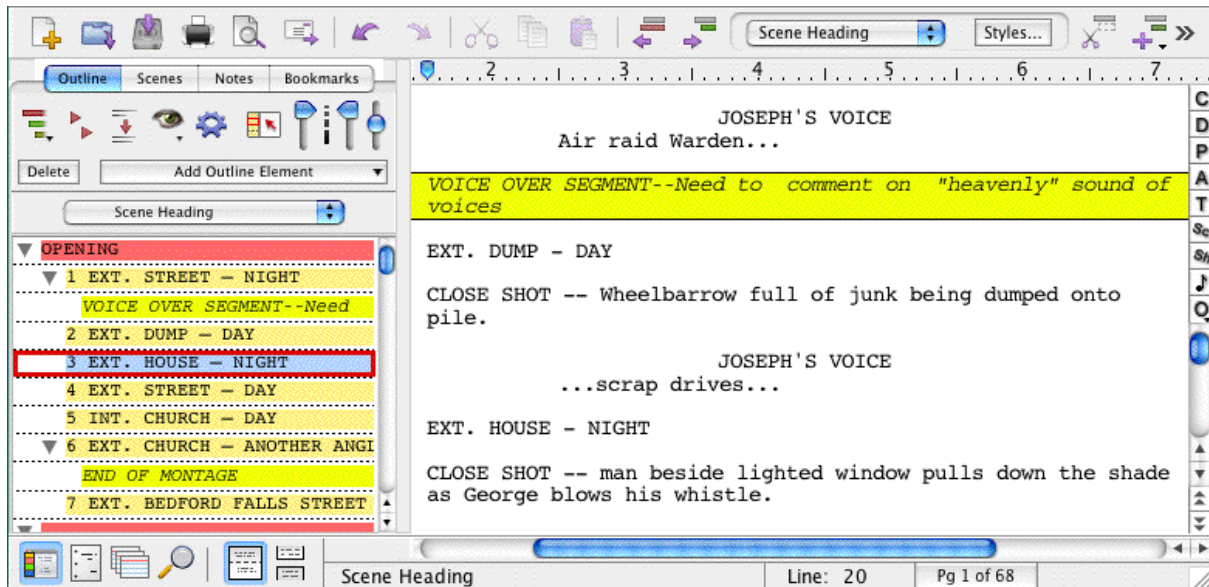


NOTE: The Outline Styles options have several options that control how you can move outline elements.

#### 1.10.11.1A Note About Copying Styles Between Documents

The rules for copying outline styles between documents are very simple: If the style name of the source Outline Elements (copied) matches the style name in the destination (pasted) EXACTLY, the destination's style will be used. If not, the entire style will be “copied” over from the source document and created in the destination document. This means if you copy a “beat” from a document with ten Outline Styles to a document with one outline style, the “beat” style will be created. No other styles will be copied unless you actually copy over elements with that style (same as MS-Word).

### 1.10.11.2 Outlining Features



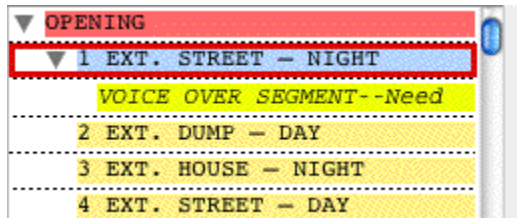
Screenwriter's new Outline feature helps you to develop, organize and structure the different elements of your story. You can create a hierarchical outline using the Outline Elements along with other document elements. Outline Elements are similar to Notes, except they are defined in a hierarchical order. The Outline feature allows you to incorporate the existing hierarchical document Elements: Act or Book Info, Scene or Chapter Info, Scene or Outline Headings and Shots in the Outline.

The keyboard command for showing the Outline Panel in the NaviDoc is CTRL+1.

### Outline Panel Sync Frame

When you select an item in the NaviDoc, the script is scrolled to that item in the document view. The Sync Frame, a frame drawn around the item in the NaviDoc, behaves differently depending on the type of item you select.

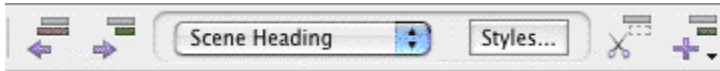
- For standard Document elements (Act break, scene label, scene heading)—The Sync Frame appears around the item corresponding to the element in the document in which the cursor appears. Example: If the cursor is in the middle of a scene, the Sync Frame still appears around that Scene Heading in the Outline Panel.



- For Outline Elements (Sequences, scene label, beats, notes, shots, and user

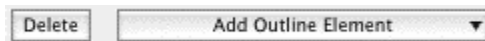
defined outline styles)—The sync frame only displays around the corresponding item in the Outline Panel when the cursor is in that particular Outline Element in the document.

#### 1.10.11.20.1 Outline Tools in the Document View



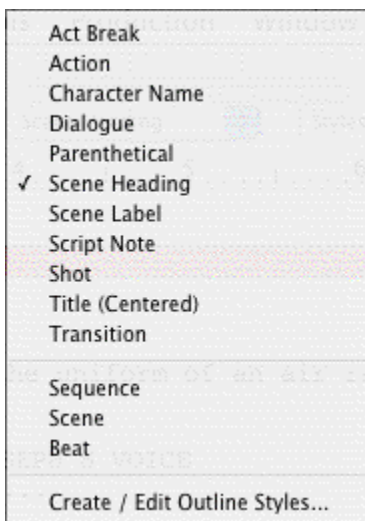
The Outline Tools in the top toolbar control adding, removing, reassigning, promoting, and demoting outline items in the document.

#### 1.10.11.20.2 Adding and Removing Outline Elements in the Document



- Press the Add Outline Element button to insert an outline element item into the document. You can also add outline elements through the NaviDoc menu, the Insert Element button on the top toolbar or the Outline Element button on the right toolbar.
- Press the Delete button to remove selected outline elements from the document. Pressing this icon deletes the entire outline element. NOTE: Placing the text edit cursor within an outline item in the document is sufficient use the Delete button. You can also delete outline elements by selecting their contents and hitting Backspace or Delete on the keyboard.

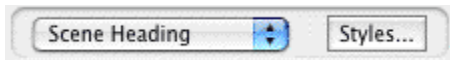
#### 1.10.11.20.3 Reassigning Outline Elements in the Document



This control sets the outline style of the selected paragraphs in the document view. It is an easy way to reassign an outline style. The current style is identified by a check mark. To modify styles, click the Styles button.



See [Element Styles...](#) 



#### 1.10.11.20.4 Promoting and Demoting Outline Elements



These icons change the outline style of selected outline items based on the style's position in the Outline Styles table.

- Click on the Promote button (Left Arrow) to promote (move to a greater level in the hierarchy) the outline element by assigning the style above the current style in the Outline Styles table. The keyboard command for promoting an outline element is ALT+LEFT ARROW.
- Click on the Demote button (Right Arrow) to demote (move to a lesser level in the hierarchy) the outline element by assigning the style below the current style in the Outline Styles table. The keyboard command for demoting an outline element is ALT+RIGHT ARROW.

## 1.11 Printing the Document

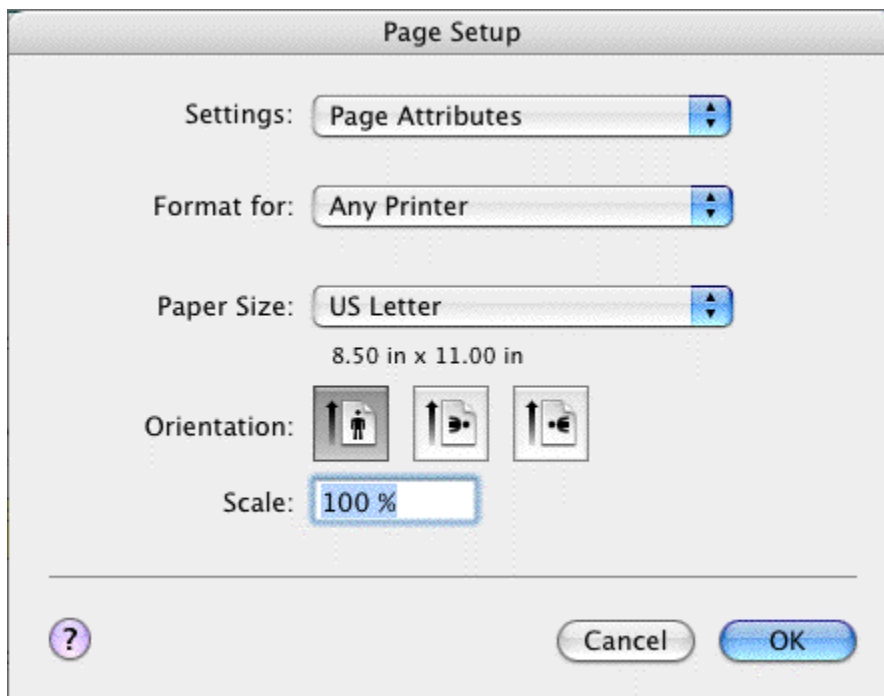
Before printing a document, there needs to be at least one printer specified in the Mac OS X control panel. With only one printer connected, Mac OS X automatically selects it as the default.

### 1.11.1 Page Setup

Screenwriter uses Mac OS X's Page Setup screen to let you choose default settings for all your printing in Screenwriter.

Under the File menu, select Page Setup.

The Print Setup screen displays, with the name of your currently selected printer in the "Format for:" popup list.



- **To select another printer**, scroll through the list of connected printers in the "Format for:" popup list and click on your choice.
- **Select a Paper Size.** US Letter is the standard 8-1/2" by 11" paper used for screenplays in the United States. International paper size is generally A4 (210mm x 297mm).
- **Select a Paper Orientation.** Portrait is the standard orientation for printing 8-1/2 by 11 screenplay pages.
- Click on OK to save your default settings or Cancel to exit and discard changes.

### 1.11.2 Document Layout

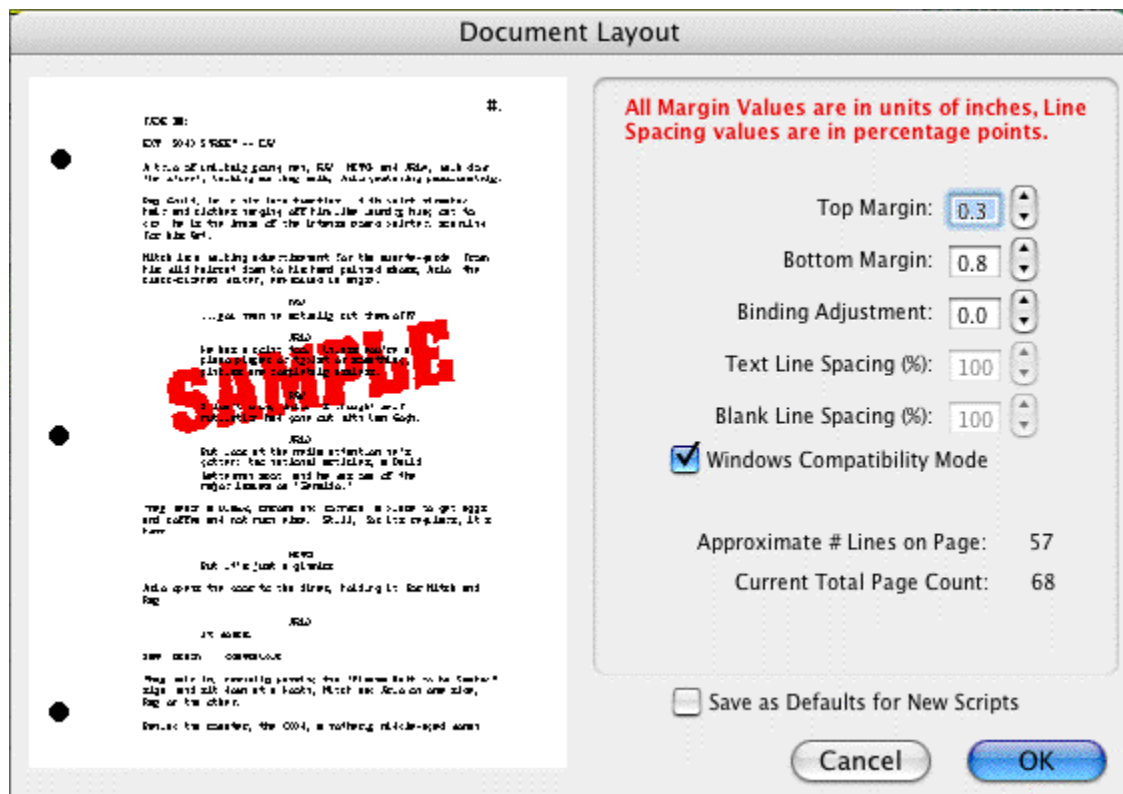
Document Layout gives you control over how your document text displays onscreen and prints on the page. Changing margins and line spacing can increase or decrease the white space on your pages, shortening or lengthening your document's page count.

This practice is commonly known as "cheating." Cheating your text by an amount that drastically changes the look of the page is not recommended. It will be obvious to experienced readers that your document doesn't conform to the standard format they expect, which times out to 1 minute of screen time per page. For screenplays that times out to one (1) minute of screen time per page.

Choices you make here apply to the currently open document. You can also set them as the default for new documents.

Under the Format menu, select Document Layout.

The Setup Document Layout screen displays:



At the left of the screen is a Sample Page, showing how a typical page will look with the current settings. Adjustments made to the Top Margin, Bottom Margin, or Binding Adjustment change the Sample Page display.

**Top Margin**—This is the fixed space between the top edge of the page and the first line of the Page Header. Adjustable in increments of 1/10 of an inch, from 0.3 to 5 inches.

**Bottom Margin**—This is the minimum amount of space between the last line of Text on the page (not including Bottom Scene Continueds) and the bottom edge of the page. Adjustable in increments of 1/10 of an inch, from 0.3 to 5.0 inches.

**Binding Adjustment**—Left and Right Margins are determined by the Element Styles of the document template you're currently using. The Binding Adjustment allows you to add to or subtract from the leftmost Margin, shifting all the pages' text left or right without changing the width of its elements. Adjustable in increments of 1/10 of an inch, from -0.5 to 5.0 inches.

**Text Line Spacing**—Sets the amount of white space between consecutive lines of text in the same paragraph. Entering a value of less than 100%—for example, 95%—can fit 2 or 3 extra lines of text on each page, and make your document perhaps 2 or 3 pages shorter. Adjustable in single percentage points, from 85% to 115%.

**Blank Line Spacing**—Sets the size of the blank line spacing that Screenwriter places between elements. This can be set slightly lower than Text Line Spacing and still look acceptable. Below 90%, it becomes noticeable to the reader. Adjustable in single percentage points, from 85% to 115%.

**Macintosh Compatibility Mode**—Used for moving a document back and forth between Movie Magic Screenwriter for PC and Movie Magic Screenwriter for Macintosh. This feature

ensures that you cannot use cheating functions that are not compatible across the two platforms.

**Approximate # of Lines on Page**—As you make changes to the Margins and Line Spacing items above, this number recalculates the number of lines that can fit on your page. It assumes you're using Courier 12 point font, and will be inaccurate if you mix fonts or sizes.

**Current Total Page Count**—As you make changes to the Margins and Line Spacing items above, this number recalculates the number of pages in your document. It assumes you're using Courier 12 point font, and will be inaccurate if you mix fonts or sizes.

**Stretch Short Pages to Fill**—Screenwriter's rules for page breaking (as set on the Page Break screen of Format > Element Styles) can result in pages with more white space at the bottom, known as short pages. Check this box to have Screenwriter “stretch” the text on short pages to make them look more like regular pages.

- **Short by a min. of ?? lines**—Enter the minimum number of lines a page must be short before it will be stretched. Accepts values between 1 and 10, with a default of 3.
- **Stretch by a max. of ?? lines**—Enter the maximum number of lines to stretch a page by. Accepts values between 1 and 10, with a default of 3.

**Save as Defaults for New Documents**—If checked, all new documents will have these Document Layout settings as the default.

**Document Font Size**—You can adjust the size of the printed text from 85% to 115%. The initial size of text is chosen in the Format > Element Styles... window. Changing the size will effect how many lines fit on the page.

### 1.11.3 Header and Footer...

To print the same text across the top of each page—such as Page Numbers, Dates, Act/Scene Information—use Header lines 1 and 2. To print the same text across the bottom of each page, use the Footer line.

Under the Format menu, select Header and Footer....

The Header and Footer screen displays:

---

### 1.11.3.1 Header and Footer Text

You can have one or two lines of Header Text and one line of Footer Text. Type in any text in the appropriate Line window.

Headers for Spec Scripts normally contain the page number only, flush right and followed by a period.

To insert codes at the cursor position for the following items, click on their buttons:

- **Pg#**—Inserts “#”, the code representing the Page number. To have the page number appear with a period following it (e.g. “119.”) type a period after this code.
- **Act Break**—Inserts “@”, the code representing the Act number (for TV shows and Stage Plays.) To have the act number appear as “Act 2”, put “Act @” in the Header.
- **Scene Number**—Inserts “ç”, the code representing the Scene Heading number. To have the number appear as “Scene 2”, put “Scene ç” in the Header.
- **Scene Label**—Inserts “\$”, the code representing the Scene number (for TV shows and Stage Plays.) To have the number appear as “Scene 2”, put “Scene \$” in the Header.

- **Date**—Inserts “%”, the code representing the current date.
- **Rev. Color**—Inserts “~”, the code representing the Revision Draft Color for revised pages.
- **Flush Right**—Inserts “^”, the code telling Screenwriter to align the text following it flush with the Right Margin. To have some items align flush left and others align flush right, insert this code between them (for example, “Act @^Page #.” would place “Act 2” flush left and “Page 3.” flush right).
- **Underline**—Insert “{” to start underlining, and “}” to end underlining.
- **Bold**—Insert “<” to start underlining, and “>” to end underlining.

To enter the character that represents a code in the Header—such as the # sign to make it say “Act # 6”—enter the code twice, as in “Act ## @”.

Screenwriter's default is to keep blank spaces in Header Line 2, and print it as a blank line. Text you enter in Line 2 replaces the spaces, and print accordingly.

#### 1.11.3.2 Put in Date As...

Selects a format for the Date appearing in Header and/or Footer Text. Click on the appropriate radio button to select:

- **Month/Day/Year**—Standard American format (3/15/2009)
- **Month-Day-Year**—American with dashes (3-15-2009)
- **Day/Month/Year**—Standard International Format (15/3/2009)
- **Day-Month-Year**—Standard International with dashes (15-3-2009)

#### 1.11.3.3 Put In Act Break As...

Selects a format for Act Break when it appears in the Header and/or Footer Text. Click on the appropriate radio button to select:

- Numbers (1,2,3..)
- Letters (A, B, C...)
- Words (One, Two, Three...)
- WORDS (ONE, TWO, THREE...)
- Roman Numerals (I, II, III...)

#### 1.11.3.4 Put In Scene Label As...

Selects a format for Scene Label when it appears in the Header and/or Footer Text. Click on the appropriate radio button to select:

- Numbers (1,2,3..)
  - Letters (A, B, C...)
-

- Words (One, Two, Three...)
- WORDS (ONE, TWO, THREE...)
- Roman Numerals (I, II, III...)

#### 1.11.3.5 Print Headers On...

Determines on which pages you want the Header and Footer Text to print. Click on the appropriate radio button to select:

- **Not Page One**—Header Text will be printed on every page except Page One. This is the accepted standard for Screenplays.
- **Every Page**—Header Text will be printed on every page including Page One.
- **Every Page Except first Page of Scene**—Header Text will not be printed on the first page of a new Scene or Act. Used in some TV shows, as the Act Break/Scene Label is already displayed.

#### 1.11.3.6 Align Headers/Footers

Items in Header and Footer Text can be aligned flush with the right margin, flush with the left margin, or a combination of the two. Click on the appropriate radio button to select:

- **Flush Left at Margin**—Aligns Header and Footer Text flush with the Left margin, using the default Left margin selected in Page Layout. Enter a new Left margin for Header and Footer Text only, if desired. Accepts values in 1/10" increments, between 0.3 and 8.0.
- **Flush Right at Margin**—Aligns Header and Footer Text flush with the Right margin, using the default Right margin selected in Page Layout. Enter a new Right margin for Header Text only, if desired. This is Screenwriter's default for Header and Footer Text alignment. Accepts values in 1/10" increments, between 0.3 and 8.0.

To have some items align flush left and others align flush right, insert a Flush Right code (^) between them. For example, "Act @^Page #." would place "Act 2" flush left and "Page 3." flush right on the same line.

#### 1.11.3.7 Blank Lines following Header

Select the number of blank lines to insert between the Header Text and the page's first line of script text (or Top Scene Continued). Default is 1 blank line.

#### 1.11.3.8 Preview

Click this button to see a Print Preview of the current page, showing your Header and Footer Text. Click on the appropriate button for:

- **Print**—Disabled when previewing from the Header/Footer window. (Normally, it sends the onscreen page to the printer, formatted exactly as it looks but at 100% size.).
- **Prev.**—Goes to the previous page in the script.
- **Next**—Goes to the next page in the script.

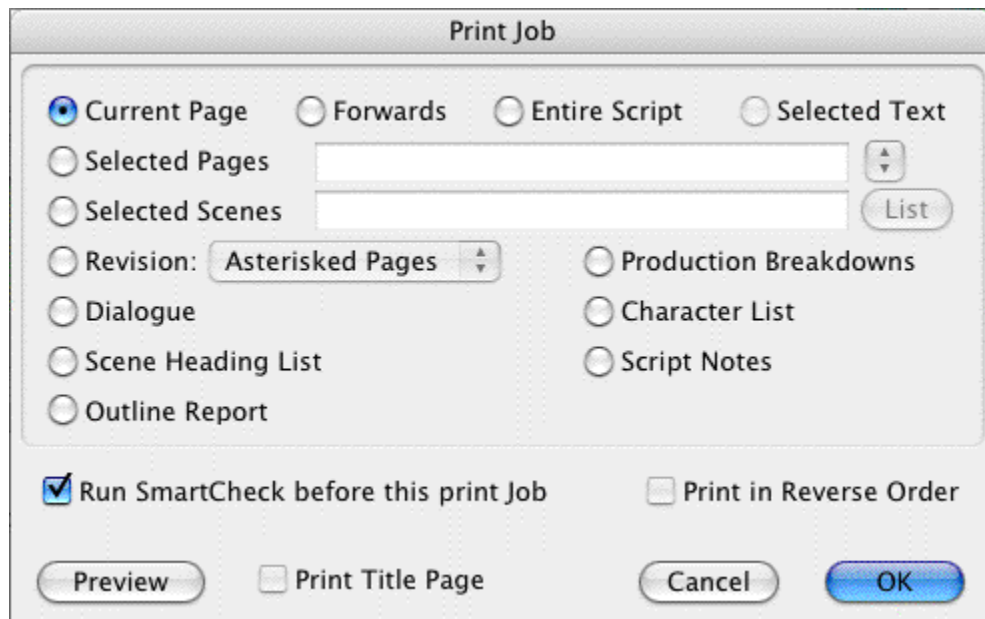
- **Close**—Exits the Print Preview screen.
- **1 Page**—Displays one page at a time onscreen.
- **2 Pgs**—Displays two pages at a time onscreen.
- **Setup Document Layout**—Disabled when previewing from the Header/Footer window. (Normally, it goes to the Document Layout screen (see above), displaying your actual script page instead of a non-printable sample page.)
- **Zoom In**—Displays the sample page larger onscreen. You can also left-click on the sample page to zoom in.
- **Zoom Out**—Displays the sample page smaller onscreen. You can also right-click on the sample page to zoom out.

#### 1.11.4 Printing the Document

Printing in Screenwriter is accessed through the Print Window.

Under the File menu, select Print.

You'll see the following window. Check one of the print selection radio buttons on the top half of the screen. Screenwriter's default is to select Current Page.



- **Current Page**—If selected, prints the page that the cursor is currently on.
- **Forwards**—If selected, prints from the current page through to the end of the document.
- **Entire Document**—If selected, prints the entire document. If you've created a title page in the Title Page Publisher, it is also printed.
- **Selected Text**—If checked, prints the text block you've selected in your document. If no text is selected, this option is grayed out and unselectable.



- **Selected Pages**—If selected, prints the Pages you select. Enter the page numbers in the same order they appear in the document (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)

- **Selected Scenes**—If selected, prints the Scenes you select. Enter the scene numbers in the same order they appear in the document (i.e. lower numbers first).

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

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

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

**List**—Click on this button to see a List Menu of all the scenes in your document with their Scene Headings.

Select a scene by clicking on it.

De-select a scene by clicking on it again.

**OK**—Click OK when done to confirm your selections.

- **Dialogue**—If selected, displays a Dialogue Selection menu. Check a radio button to select the kind of Dialogue to print, and select one or more Character Names.

**Dialogue With Reference Page Numbers and Statistics**—If checked, prints a dialogue report with page number references and statistics about the number of speeches, words, sentences, and sentence length for each character.

*NOTE: If you select all characters, a screen displays asking if you'd like to print characters' dialog in Script order rather than printing all of one character's dialogue at a time. If you click on Yes, your Dialogue report will not contain any statistics. If you click on No, statistics will appear in your printed report.*

**Dialogue With Cues for Actors**—If checked, prints all the dialogue for selected characters along with—either a Dialogue Cue preceding the speech (if available), or the preceding line of Action.

**Entire Scenes that ANY of the Selected Character(s) is/are in...**—If checked, scans the document and finds only those scenes where At Least One of your selected characters is present. Those scenes are automatically placed in the Selected Scenes window, ready to be printed.

**Entire Scenes that ALL of the Selected Character(s) is/are in...**—If checked, scans the document and finds only those scenes where All of your selected characters are present. Those scenes are automatically placed in the Selected Scenes window, ready to be printed.

**Dialogue Numbered/Laid Out for Animation Recording Scripts**—If checked, prints dialogue only with each speech numbered sequentially.

**Animation Recording Script Format - Asterisked Speeches Only**—If checked, prints dialogue only with each speech numbered sequentially—but only Revised dialogue speeches, which have Asterisks in their right margin.

**Select Names**—Click on one or more Character Names in this window to print their dialogue. Click on a name again to de-select it.

**Select All**—Click on this button to select all Character Names in your document.

**Clear Selected**—Click on this button to de-select all Character Names you've selected.

Click on OK to save your Dialogue selection and return to the Print menu, or Cancel to discard your selection.

- **Character List**—If selected, prints an alphabetical list of all Character Names in the document.
- **Scene List**—If selected, prints a list of numbered scene headings in script order.
- **Production Breakdowns**—If selected, displays the Production Breakdown Print menu when you click on the OK button. See the Production Breakdown Print menu section, below.
- **Notes**—If selected, prints all Notes with the page numbers they appear on. When you click on the OK button, a Notes Print menu displays:

**Print Notes Sequentially with Reference Page Numbers**—Prints a separate Notes report of all notes listed in sequence with the page numbers they refer to.

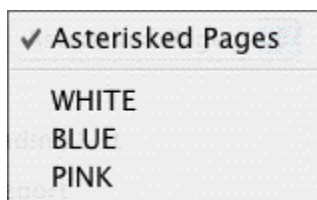
**Print Notes on facing pages of script (already printed document)**—Prints each Note opposite the page it refers to, on the back of the previous page.

**Have it Prompt you to Insert Each Page as needed**—Only asks you to insert the page preceding a Note, so it can print the note for the following page. Requires you to insert pages one at a time.

**Print without Prompting (requires you to insert entire script)**—Requires you to insert the entire script, including a Title Page. Screenwriter only prints on those pages that have a Note on the following page.

**Select Which Color Notes to Print**—If you have more than one color of Note in your document, check the colored boxes for the notes you want to print.

- **Revision**—If checked, prints pages based on your selection:



**Asterisked Pages**—If checked, prints only those pages which have Current Revision Marks on them, and any A-Pages immediately following them.

*NOTE: If you're working in a Locked script with Draft Revision Colors, this displays a list*

*of Revision Colors, as in the pictured example.*

- **Print in Reverse Order**—Prints your selection in reverse order, starting with the highest numbered pages/scenes.
- **Run SmartCheck before this Print Job**—If checked, SmartCheck checks your document for common formatting errors before printing. (If you've set SmartCheck to always run before printing—in Options... under the Tools menu—it is checked here. Turn it off for this print job only by unchecking the box.)
- **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. Selecting an Entire Script to print automatically checks this box and prints the Title Page.
- **Preview**—Click this button to see a Print Preview of the current selection, in WYSIWYG format. Click on the appropriate button for:
  - Print**—Sends the onscreen page to the printer, formatted exactly as it looks (but at 100% size).
  - Prev.**—Goes to the previous page in the document.
  - Next**—Goes to the next page in the document.
  - Close**—Exits the Print Preview screen, back to the Print Selection menu.
  - Zoom In**—Displays the document page larger onscreen. Cycles through 53%, 93%, 133%, 173%, 213%, 253% of actual page size.
  - Zoom Out**—Displays the document page smaller onscreen. Cycles through 53%, 93%, 133%, 173%, 213%, 253% of actual page size.

### 1.11.5 Production Breakdowns Print Window

Selecting Print Standard Breakdowns... from the Production > Breakdowns... menu (or from File > Print > Production Breakdowns) displays the Production Breakdowns Print window, which looks like the following:



#### 1.11.5.1 Production Breakdowns Print Options

Breakdowns can be sorted before printing, using Primary and Secondary Sort criteria:

#### ***Sort Breakdown Primarily by...***

**Script Order**—Prints a breakdown of all scenes in the order they appear in the script (without any sorting).

**Interior VS. Exterior**—Lists all the EXT. scenes, followed by all the INT. scenes.

**Location**—Lists by Location in alphabetical order, grouping all scenes that take place in the same Location.

**Time-of-Day**—Lists by Time-of-Day in alphabetical order, grouping all scenes that have the same Time-of-Day.

#### **Characters**

- **All**—Lists Every Character Name in the script in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).
- **Some**—Lists Selected Character Names in alphabetical order, followed by the scenes they're in (whether they have dialogue or not). Checking this radio button and pressing OK brings up a Select Names screen. Click on a name to select it, and Double-Click on the top bar of the Select Names screen to return to the Production Breakdowns menu.

*NOTE: If you select any Primary sort other than Script Order, Time-of-Day*

*Normalization is performed—any scene that ends with CONTINUOUS, LATER, or SAME TIME is automatically given the previous Scene Heading's Time-of-Day.*

- **Movie Magic Scheduling (File)**—Prints a breakdown to disk, saving it as a Movie Magic Scheduling import file. It contains the Scene Number, Scene Heading, and Starting Page Number and page count in Eighths of a page. Options under Secondary Sort and Miscellaneous is grayed out and unselectable.
- **Script Breakdown Sheets**—Prints breakdown sheets that include any items you've tagged in Breakdown Tagging. Checking this radio button and clicking on the OK button displays the:

Production Breakdowns scene selection screen—here you can enter the Production Company name and Production Title/No. to print on the breakdown sheets, and select which scene breakdowns to print:

- **Selected Scenes ONLY**—If checked, only breakdowns for the scenes you select by clicking on them are printed.
- **All Scenes**—If checked, breakdowns for all scenes in the script are printed.
- **All Scenes except OMITTEDs**—If checked, breakdowns for all scenes except those deleted and marked with an OMITTED are printed.
- **Setup Breakdown Sheet**—Clicking on this button displays the Breakdown Sheet Layout screen. Category headings on the windows can be renamed by highlighting the name (CAST, STUNTS, etc.) and typing in your preferred name. Categories of tagged items (Cast Members, Greenery, Vehicles, etc.) can be moved between Category windows by dragging and dropping. Click on OK to exit and save your changes, Cancel to discard changes and exit.

**1.11.5.2 Secondary Sort by... Example**

Secondary sort order allows you to specify how you want the scenes sorted within the Primary groupings of Interior VS. Exterior, Location, Time-of-Day, or Characters. For example, Interior VS. Exterior as the Primary sort and Script Order as a Secondary sort would give this kind of breakdown:

```

EXTERIOR
1  HOSPITAL  --  DAY                1-2    1 1/8
4  PARK     --  DAY                4-4    2/8
5  HOSPITAL  --  EVENING           4-5    6/8
                                     -----
                                     2 1/8
INTERIOR
2  HOSPITAL  --  DAY                2-2    3/8
3  EMERGENCY ROOM -- DAY           2-3    5/8
6  EMERGENCY ROOM -- EVENING       5-5    2/8
                                     -----
    
```

1 2/8

With Location as the Secondary sort, the same script would breakdown with the locations grouped together alphabetically:

EXTERIOR

|   |                     |     |       |
|---|---------------------|-----|-------|
| 1 | HOSPITAL -- DAY     | 1-2 | 1 1/8 |
| 5 | HOSPITAL -- EVENING | 4-5 | 6/8   |
| 4 | PARK -- DAY         | 4-4 | 2/8   |

-----

2 1/8

INTERIOR

|   |                           |     |     |
|---|---------------------------|-----|-----|
| 3 | EMERGENCY ROOM -- DAY     | 2-3 | 5/8 |
| 6 | EMERGENCY ROOM -- EVENING | 5-5 | 2/8 |
| 2 | HOSPITAL -- DAY           | 2-2 | 3/8 |

-----

1 2/8

### 1.11.5.3 Secondary Sort by... Production Breakdown Print Options

- **Script Order**—First groups all scenes in the Primary sort order, then in the order they appear in the script (without any sorting).
- **Interior VS. Exterior**—First groups all scenes in the Primary sort order, then sorts all Exterior scenes before Interiors within each group.
- **Location**—First groups all scenes in the Primary sort order, then sorts all Locations alphabetically within each group.
- **Time-of-Day**—First groups all scenes in the Primary sort order, then sorts alphabetically by Time-of-Day within each group.
- **Calculate Eighths by...**—Specifies how Screenwriter should define an 1/8th of a page. Historically, an 1/8th of a page was one inch (6 lines). Nowadays writers are allowing more than 48 lines on a page, so Screenwriter gives you a choice between the standard 1/8th or a “truer” 1/8th.

**Standard- 6 lines = 1/8th of a Page**—If checked, defines an eighth of a page as 1” (6 lines). If you have more than 8” of text on a page, however, it’s possible for a page to calculate as longer than 8/8ths—giving inaccurate page counts.

**Adjusted - 7 lines = 1/8th of a Page**—If checked, defines an eighth of a page as the total allowable lines on a page divided by eight. When rounded, this equals 7 lines.

- **Display Eighth Totals...**—Specifies how Screenwriter should calculate the totals for each Sort grouping. If the displayed totals for each scene are added, their rounding accumulates too—leading to an inaccurate total.
- **Totals of All Rounded Eighths**—If checked, rounds the displayed totals for each scene

into eighths before adding them.

For example, a group has Scene 5 with 39 lines and Scene 7 with 50 lines in it. You've specified 6 lines per eighth. For Scene 5, it calculates 39 divided by 6 = 6.5/8ths, which rounded upwards becomes 7/8ths. Scene 7 is calculated as 50 divided by 6 = 8.33/8ths or 1 and 0.33/8ths, which rounded upwards becomes 1-1/8ths. The total of Scenes 5 & 7 calculates as 7/8ths + 1-1/8ths = 2-0/8ths.

- **True Total of All Lines**—If checked, the actual numbers of lines in each scene are added, then rounded into eighths to give a more accurate total.

In our previous example, the total of the lines from Scenes 5 & 7 is 89. And 89 divided by 6 is 14.83/8ths—or 1-6.83/8ths—which rounded upwards comes out to 1-7/8ths.

#### 1.11.5.4 Miscellaneous Production Breakdown Print Options...

- **List Characters in Each Scene**—If checked, lists all the characters (whether they have dialogue or not) directly underneath each Scene Heading in the breakdown. Listing options are:
  - **Sorted Alphabetically**—If checked, lists characters in each scene alphabetically.
  - **Script Order**—If checked, lists characters in each scene in the order in which they appear.
  - **Speaking Characters First**—If checked, lists characters in each scene in the order in which they speak in that scene, followed by character with no dialogue.
  - **User List Order**—If checked, lists characters in each scene with those from User Lists first, then all others alphabetically.
  - **List Non-Speaking Characters**—If checked, lists characters who are mentioned in Action or Dialogue, but who have no dialogue of their own. Unchecked, only characters with dialogue are listed.
- **Each Group on New Page**—If checked, starts a new page for each new group.
- **Print Tagged Items**—If checked, prints—or exports—all tagged items along with the other breakdown information.

## 1.12 Other Screenwriter Features

Screenwriter has two specialized features for working with your script. They are:

- [iPartner](#)<sup>128</sup>
- [Speak Text](#)<sup>134</sup>
- [Send As Email Attachment](#)<sup>137</sup>
- Document Analysis
- [Name Bank](#)<sup>138</sup>

### 1.12.1 iPartner

Whether you're across the building, or across the world, Movie Magic Screenwriter's iPartner™ feature lets you and a partner view, write, edit and chat over the same script as if you were in the same room together.

iPartner™ requires a standard internet connection through a non-proxy server on both computers, and we highly recommend at least a high-speed Internet connection or direct network connection, although a 56k dial-up connection will work. See the section Trouble-Shooting iPartner for more technical details.

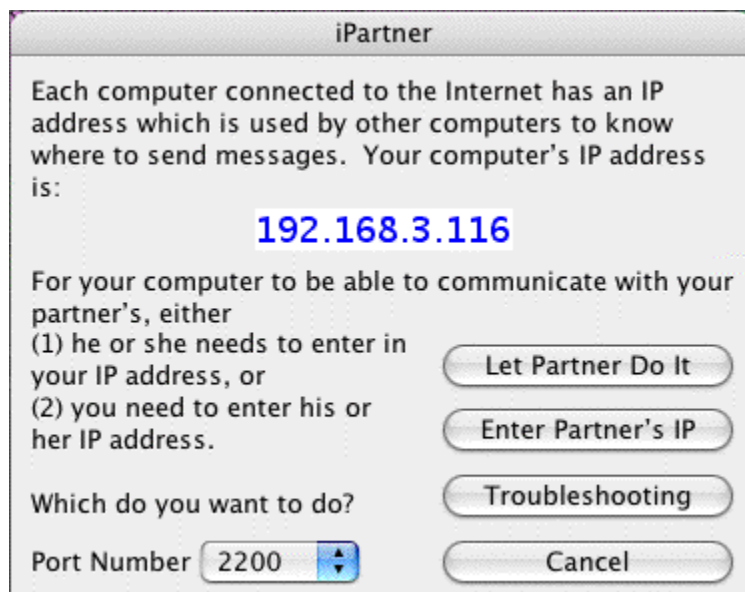
iPartner™ major features include:

- The ability to allow you to view and edit a script on your partner's computer and vice versa.
- The ability to communicate with your partner through a typing in a “chat” window.
- The ability to speak and hear your partner (requires compatible sound card and microphone; only available on Mac-to-Mac or PC-to-PC connections).
- The ability to transfer scripts back and forth.
- The ability to “synchronize scripts”.

#### 1.12.1.1 Connecting to iPartner

Select the iPartner™ command from the Tools menu to use this powerful tool to collaborate with a writing partner over the internet.

When you run iPartner™ you'll see the following screen, which displays your unique IP Address and Port Number.



#### IP Address

In order to connect with your partner one of you will need to know the other's IP. If you have a Static (fixed) IP address (if connected by network, or some high speed Internet



connections), you can give the IP address to your writing partner and they will be able to use that address anytime they want to connect to you.

If you are connecting via a Dial-up connection, meaning your computer calls your Internet Provider every time you wish to connect to the internet, your IP will change each time you connect to the Internet. This means one of you will need to communicate the other's IP address to the other person every time. You can do this by one of the following ways.

- Calling the person on the telephone.
- Sending the IP to them in a text message on their mobile phone.
- Sending the IP via an instant message service such as: AOL instant Messenger, Yahoo Instant Messenger, MSN Messenger, Google Talk, ICQ, etc..
- E-mailing the IP address. However, this can take as long as a day depending on your e-mail provider.

“Enter Partner's IP” or “Let Partner do it”—This allows you and your partner to enter each other's IP address for iPartner to make a connection. Click “Enter Partner's IP” if you wish to enter your Partner's IP address to connect or if “Let Partner do it” if you wish to have your partner enter your IP address. Whichever one you choose, your partner will need to choose the other one in order for a connection to be made. Who ever initiates the connection does not affect how iPartner performs, both people will have the same privileges and capabilities.

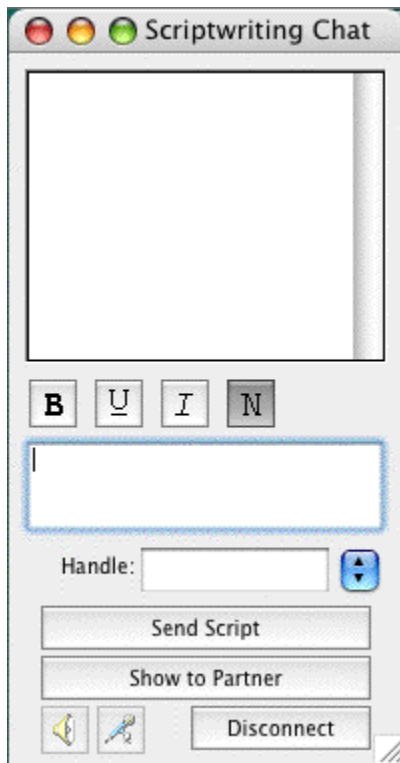
**Trouble-Shooting**—This button will bring up a text screen with known issues; helpful tips as well information on problems with connecting and using iPartner

**Cancel**—This will close the iPartner window and return you to your document.

**Connect on port number #**—This is the TCP port that iPartner uses to connect with. By default it should be 2200. For more info see [Trouble-shooting iPartner](#) [make this a link to [Movie Magic® Screenwriter 6 Help > Other Screenwriter Features > iPartner™ > iPartner - Trouble Shooting - Known Issues](#)].

### 1.12.1.2 The Chat Window

Once you and your partner are connected, you both will see a Chat Window, which generally looks like the following, though of course the exact text will vary.



The top area of the chat window is the message area where you will see messages from your partner and you as well as occasional system messages.

The bottom area of the chat window is a text entry window where you can type messages to send to your partner.

The **B** **U** / ***I*** **N** style Buttons between the two windows allow you to change the style of the text you send to BOLD, Underline, Italics and Normal respectively.

The small window below the text entry window is where you specify your name as it will appear in your partner's Chat window. You can change the name by simply typing a new name in this window. All previous names are remembered and are accessible by clicking on the down arrow to open the popup list.

**Send Script / Document**—Allows you to send the current active document in your program to your partner. Your partner will receive a request asking if he wants to accept the document.. If accepted, your partner's computer will begin receiving the document. During this time, you and your partner will not be able to Chat with each other until your partner receives the document. iPartner will then automatically put you in Partner view (slave mode, see below) because the file is now on their computer. The document now resides on your partner's computer allowing him to save and print the file.

**Show partner**—This is different then the “Send Document” feature since it does not actually transfer the document to your partner's computer. Instead, it opens a window on your partner's computer allowing your partner to view (and edit with permission) the document. .

Once you click on the "Show Partner" button, it will change to “Showing Partner” to indicate that your partner is viewing your document. At this point you are considered in “Master view” since the document is on your computer and you control the editing and the viewing of the

document.

When your partner is showing you a document, the Show Partner button will change to “View Partner” to indicate that you are viewing your partner's document. Since at this point you can only view the document and cannot edit without the Master's permission you are considered in “Slave view”

### 1.12.1.3 Editing in Slave view

Normally in “Slave view” you are unable to have any control over what part of the script you are viewing or make changes in it. However, it is possible for the Master to grant you permission to edit the script. While you can edit the script, it is important to realize you are viewing a script on another's computer. You will not be able to use any of your menu commands, function key's or quick entry features such as pop-up lists of Character Names or Locations.

This feature is mainly for the purpose of editing or rewriting existing text in a collaborative type of environment. If the Slave needs to do major rewriting, it would probably be better to use the “Send Document” feature so they can have full use of their program.

You may also experience slow screen refreshes and typing rates since you are actually editing the script on the Master's computer.

A Slave can request control of the script by simply placing the mouse pointer anywhere over the script and clicking. The Master will then receive the following request.

*Attention*

*Your partner wishes to type in the document.*

*This can cause problems if you both try to edit at once or if you move around in the document while your partner is trying to edit.*

*Allow your partner to type in the document?*

Once the Master clicks **Yes** the Slave can now edit the script.

### 1.12.1.4 Slave view editing capabilities

Once you have permission to edit the script you can perform the following functions.

- Use the mouse to click in the script to edit.
- Use the Mouse to highlight text by holding the shift key and clicking where you want the text selection to be extended.
- Edit by typing in the script.
- Scroll by using the Up and Down Arrows or Page up/Page Down.

You can also cut, copy and paste text as well by using whatever keys are set on that computer to cut/copy/paste with in the Keyboard section of the Tools > Options... window. These commands are being executed on the Masters computer so the Slave will not be able to paste text from another application on the Slave computer. Likewise, if the Slave invokes the paste text before copying or cutting text from the script, the program will try and paste whatever is in the Masters clipboard from a previous application into the script with

unpredictable results.

**IMPORTANT!!!** While all of the keys listed below will work in slave mode some of them may cause popup list's to appear on the Master's computer if the Master has QuickType text entry turned on. In order for the Slave to use the Quick Key's to change elements efficiently, the Master must go into the Tools menu and change the Options.... Clicking the **QuickType** button allows the master to turn off all Auto Pop-up and Running List options. This enables the Slave to use the Quick Keys.

#### 1.12.1.5 Editing Keys in iPartner

- **Tab Key**—Puts in Character Names regardless of where the cursor is in the document.
- **Enter Key**—Takes you from one element type to another (i.e. pressing <ENTER> while in Character Name will take you to dialogue; while in Transition will take you to Scene Heading, etc).
- **Left Parenthesis Key**—Puts you in a Parenthetical when pressed while in Dialogue. This key adds a Character Extension if pressed while in a Character Name.
- **CTRL+ B**—Turns Bold on/off.
- **CTRL+ E**—Puts you into a Scene Heading with EXT. and a space already typed in for you.
- **CTRL+ I**—Puts you into a Scene Heading with INT. and a space already typed in for you.
- **CTRL+ O**—If you aren't in a Shot, then it puts you into one.
- **CTRL+ R**—Forces a refreshing of the screen.
- **CTRL+ S**—If you aren't in a Scene Heading, then it puts you into one.
- **CTRL+ T**—If you aren't in a Transition, then it puts you into one.
- **CTRL+ U**—Turns Underlining on/off.
- **CTRL+ Y**—Turns Italics on/off.
- **CTRL+ ENTER**—Puts you into Action.
- **SHIFT + ENTER**—Puts in a Forced Page Break.
- **ALT + ENTER**—Puts in a Hard Return.
- **CTRL+ -**—Puts in a Soft-Hyphen.
- **CTRL+ SHIFT -**—Puts in a Hard-Dash.
- **CTRL+ SHIFT (**—Puts in a "(" into Dialogue without making it a Parenthetical.
- **CTRL+ ALT+ SPACE**—Puts in a Hard Space.

#### 1.12.1.6 Revoking Slave's editing privileges

The Master can revoke the Slave's ability to edit the document only by clicking on the "Showing Partner" button. The Master can permit the Slave to still view the script by simply

---

clicking the "Show to Partner" button again.

#### 1.12.1.7 Ending the session

Either side can end the iPartner session by clicking the Disconnect button. When you disconnect, iPartner will ask if you wish to synchronize your document with the document that has been edited by your partner. If you select Yes, it overwrites the copy of the document you currently have open in your program with the edited changes in your partner's program. If you choose No, then the document in your program will not reflect any of the changes made since you sent the document to your partner.

#### 1.12.1.8 Using the Voice feature to talk to your partner

iPartner allows you and your partner to actually speak to each other via the connection using a microphone and speaker. This feature functions best if both you and your partner are on the same LAN (Local Area Network), or if you both have high speed internet connections (DSL, Cable, etc.). Slower modem connections may produce undesirable results when using the Voice feature.

In order to enable speaking and listening you must have the microphone and speaker buttons available. These buttons are only be available if both you and your partner are on the same platform (Windows-to-Windows or Mac-to-Mac connections).

**Speaking**—To enable speaking to your partner, click on the microphone and iPartner will enable your microphone and send anything you say to your partner via Streaming Audio.

**Listening**—To enable listening to your partner, click on the speaker and iPartner will enable your speaker so that you can hear anything your partner says via Streaming Audio.

#### 1.12.1.9 iPartner - Trouble Shooting - Known Issues

Go to the online [technical support site](#) for known iPartner issues.

#### 1.12.1.10 Firewall Configuration Information

iPartner can communicate over any of the following TCP port numbers:

**2200, 2136, 2184 and 2245.**

At a minimum, the firewall will need to allow outbound connection on at least **one** of these ports. The user can select the port number to use, so if you only open one port number, let the users know which one has been opened.

iPartner can also accept incoming connections on these same port numbers. Although it is not absolutely necessary to allow incoming connections, it will be more convenient for the users to allow incoming connections on these ports.

#### **The optimal configuration for iPartner would be:**

Outgoing and Incoming connections allowed on ports 2200, 2136, 2184 and 2245

A more secure, but still fully-functional configuration would be: Outgoing and Incoming connections allowed on port 2200 (the default port for iPartner).

The minimal configuration is: Outgoing connections only on port 2200.

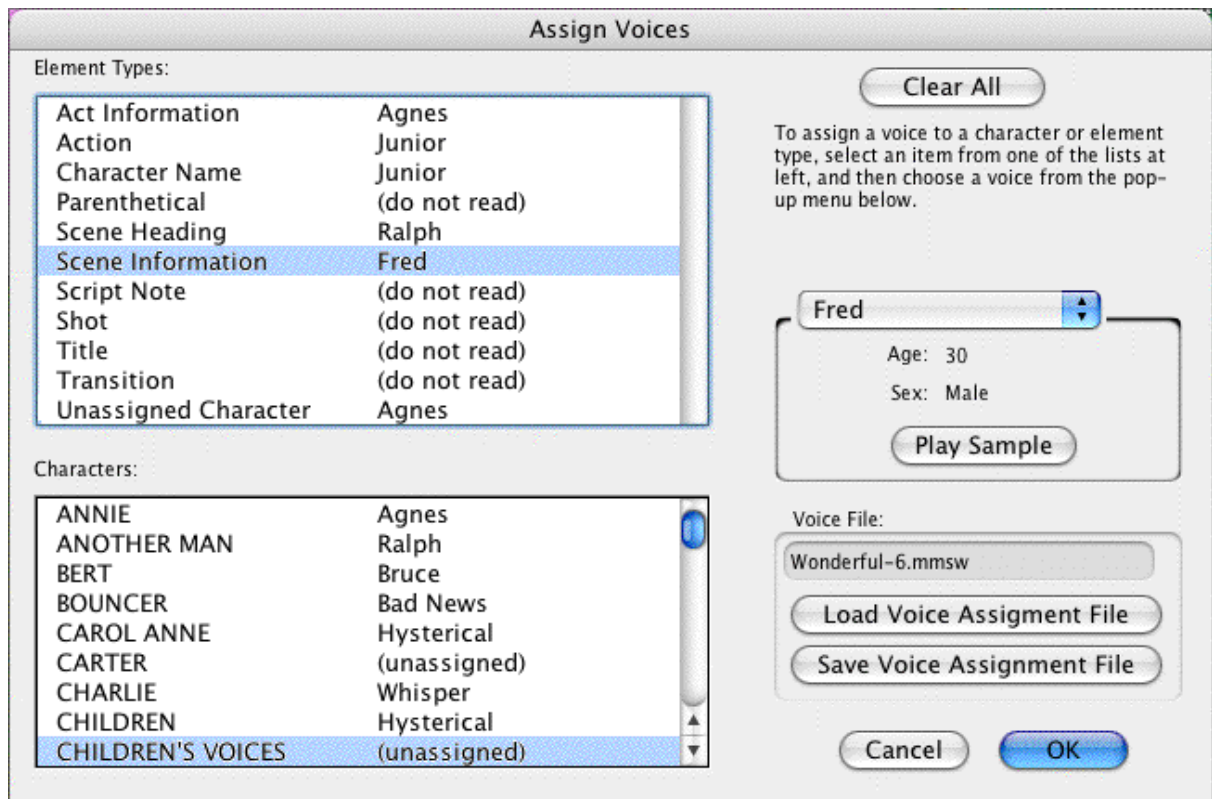
### 1.12.2 Speak Text

Movie Magic Screenwriter has the ability to actually read your script aloud using Microsoft's free Text-to-Speech engine.

- [Setup Voices](#)<sup>[134]</sup>
- Read Document

#### 1.12.2.1 Setup Voices

Selecting **Tools > Assign Voices...** displays a window that allows the user to assign voices to elements of the document.



**Character Name Options**—This area allows you some choices on the way Character Names are read in the document.

- Do not read—If selected, the Character Names are not read.
- Read in Character Voice—If selected, Character Names are read in their assigned voices.
- Read in Action Voice—If selected, Character Names are read in the voice assigned to the Action element.

**Parenthetical Options**—This area allows you some choices on the way Parentheticals are read in the document.

- Do not read—If selected, the Parentheticals are not read.

- **Read in Character Voice**—If selected, Parentheticals are read in their assigned Character Name voices.
- **Read in Action Voice**—If selected, Parentheticals are read in the voice assigned to the Action element.

**Load Voice Association File**—If you have assigned voices to a previous document and saved them, you can load the voice association file (.vaf) and use it on your current document.

**Save Voice Association File**—This option allows you to save your current voice allocation settings. Clicking this button saves your voice settings to a voice association file (.vaf). The voices that are assigned to this document can now be used for other documents.

**Clear All**—Clicking this button removes all assigned voices to the elements.

**OK**—This saves all changes and returns you to your document.

**Cancel**—This removes all changes and returns you to your document.

Assign a voice by clicking on an element or Character Name and selecting a voice from the voice popup list:



The window has voices that are divided into two categories: Female Voices and Male Voices.

- **Play Sample**—Clicking this button plays the voice that you selected in the Voice window. The voice will say a brief introduction.
- **Select Voice**—Clicking this button will assign the selected voice to a particular element shown at the top of the window.
- **Speak Silently**—Clicking this button will mute the voice of this character even though Screenwriter will still read it. This will create an appropriate pause to allow a human actor/character to read that part aloud. The purpose of this feature is to allow a particular actor/character to read interactively with the program to help them rehearse and memorize their lines.
- **Do NOT Read**—Clicking this button will ignore reading the chosen element or Character Name. The voice shows as "(do not read)" and does not create an appropriate pause as does "Speak Silently".
- **Setup Available Voices**—Clicking this button changes the configuration of the window by showing options to add or modify existing voices.
- **Edit Vocal Characteristics**—Clicking this button displays a window that allows control of the Pitch and Speed of the voice the user selected from the Voice window.
- **Edit Pronunciation**—Clicking this button displays a window that allows alteration of the pronunciation of the voice that was chosen from the Voice window. Based on the word entered in the blank field, the Edit Pronunciation window gives four choices: Add this word to the dictionary, Change the pronunciation of this word, Remove this word from the dictionary, and Change capitalization or spelling.

Once a choice is made, clicking Next goes to the next stage of modification.

The "**Change the Pronunciation of this word**" feature is more extensive and allows modification of the way a voice says the word. To modify the way a word is pronounced, type in a spelling that sounds more like the word or the phonetic symbols.

- **Add New Voice**—Clicking this button allows the user to add a new voice based on an existing voice. The gender of the new voice can be male or female. Whichever is chosen (male or female) determines the voice on which this new voice is based.

For example, the voice will default to Mary if you choose female.

You can change the default voice by clicking on the Edit Vocal Characteristics button.

- **Delete Voice**—Clicking this button deletes any user-defined voice selected on the list. Voices that come with the program cannot be deleted.
  - **Edit Voice Name**—Clicking this button allows the user to change the name of any user-defined voice.
  - **Return to Voice Assign**—Clicking this button will return the window to its original configuration by showing all original buttons.
  - **Cancel**—Clicking this button removes any changes and returns you to the Setup
-

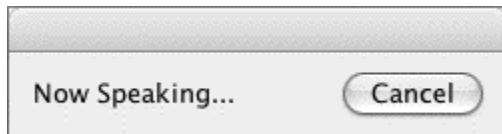


Voices window.

### 1.12.2.2 Speak Selection

#### Tools > Speak Selection

This command uses the Mac's built in speech tools to read the selected text aloud. You'll know it is running when you see the following window:

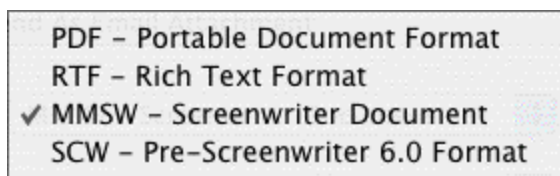


### 1.12.3 Send As Email Attachment Command

The **File > Send As Email Attachment...** menu command transmits the open document to a recipient via email. Use this feature to send MMSW files to other Screenwriter users, or PDF and RTF files to non-Screenwriter users.



#### 1.12.3.1 Attach Script As:



There are three choices of file formats when sending the document as an email attachment from Movie Magic Screenwriter:

- **MMSW: Screenwriter Document** (default). This is the file format Movie Magic Screenwriter 6.0 uses for saving documents. Select this to send another Screenwriter user your Screenwriter document. The recipient must have Movie Magic Screenwriter to be able to open this type of file.
- **PDF:** Portable Document Format. This is the file format used by Adobe Acrobat Reader, a popular, free document utility. This format will allow others to view your document as it appears in Screenwriter with the exact same formatting and page breaks. The file is read/print only and cannot be edited. It is recommended to select this if the other party

does not have Screenwriter or you are unsure.

- **RTF:** Rich Text Format. This is an editable, standard word processing document that can be opened in any word processor, such as Microsoft Word, WordPerfect, etc., or imported into Final Draft. However, this will not retain the same page breaks as they appear in Screenwriter.

#### 1.12.3.2 Compose Message In:

This control allows the choice of email programs in which to write and send the email message with the attachment.

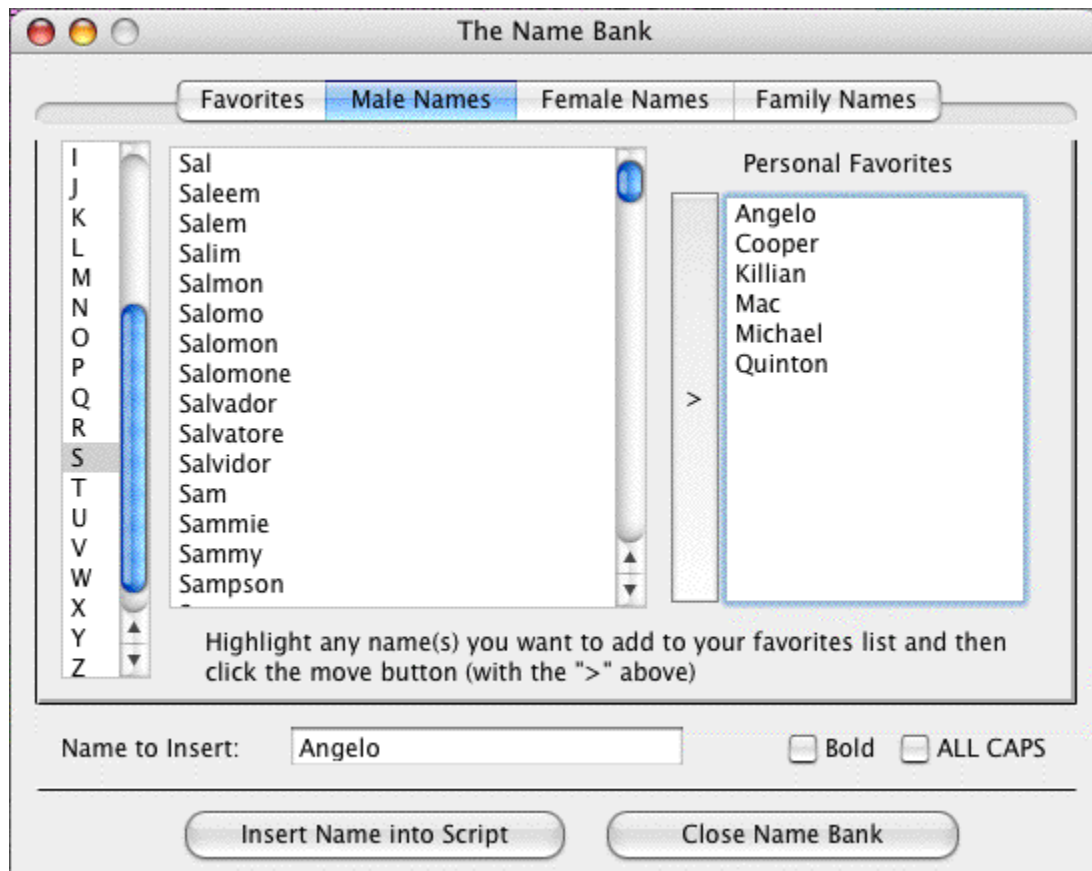
NOTE: This option requires the chosen email application to be installed properly before using it to compose and send the message.

#### 1.12.4 Name Bank

Movie Magic Screenwriter's Name Bank feature is a collection of 3,900 Male Names, 4,950 Female Names and 22,000 Family Names designed to help you find interesting and unique names for your characters.

To Run the Name Bank:

- Click on [Tools](#) <sup>235</sup> > **Name Bank...** and you will see a window similar to the one below:



## 1.13 Customizing Screenwriter

Screenwriter comes with a set of program option defaults. As you become more familiar with Screenwriter's features, you may want to customize these default settings to the way you work.

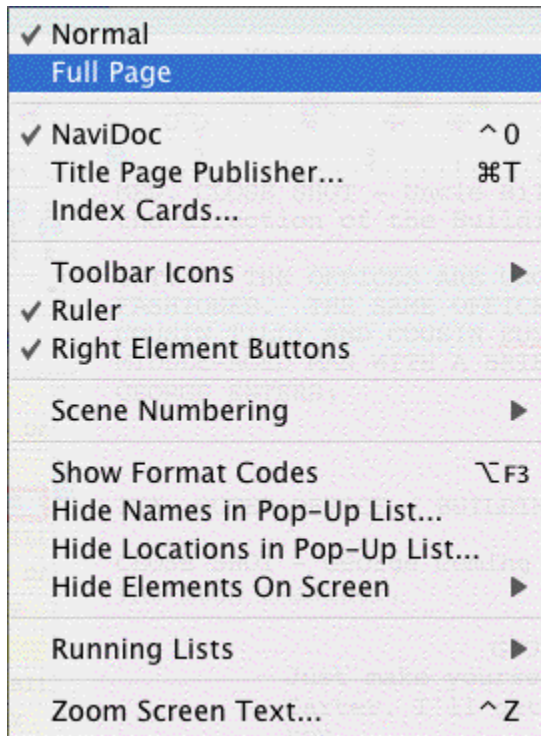
Most of Screenwriter's program settings are found on the **Screenwriter >Preferences...** menu. Under the Screenwriter menu, select Preferences.... At the Preferences window, go to one of the following option screens by clicking on its tab:



You can make changes to:

- Editing Options (including QuickType )
- Files Options
- [SmartCheck Options](#) <sup>154</sup>
- [Spelling Options](#) <sup>157</sup>
- Miscellaneous Options
- Revisions Options
- Printer Options
- Keyboard Options
- Animation Dialog
- NaviDoc Options
- Outline Options

### 1.13.1 View Menu



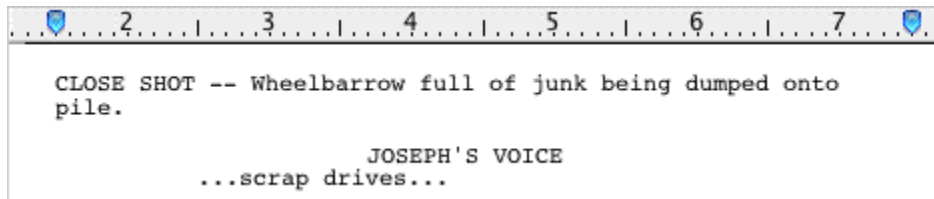
The View menu holds the display controls.

For a description of each of these commands, see [Screenwriter 6 Menus](#)<sup>225</sup> in the Appendices.

#### 1.13.1.1 Ruler

##### View > Ruler

If checked, displays the horizontal page Ruler, showing margin markers for the Element in which the cursor is located. Element margins can be cheated by moving the right and left ruler markers. Unchecked, the Ruler does not display.



#### 1.13.1.2 Show Format Codes

If checked, displays the hidden format codes embedded in the text of your document by Screenwriter for such things as text styles (Bold, Italic, etc.), text color and other formatting codes. In normal use, you won't need to be aware of these codes. Unchecked, the format codes are hidden and do not display onscreen.

```
¶ CLOSE SHOT -- WHEELBARROW FULL OF JUNK BEING DUMPED ONTO  
¶ FILE.
```

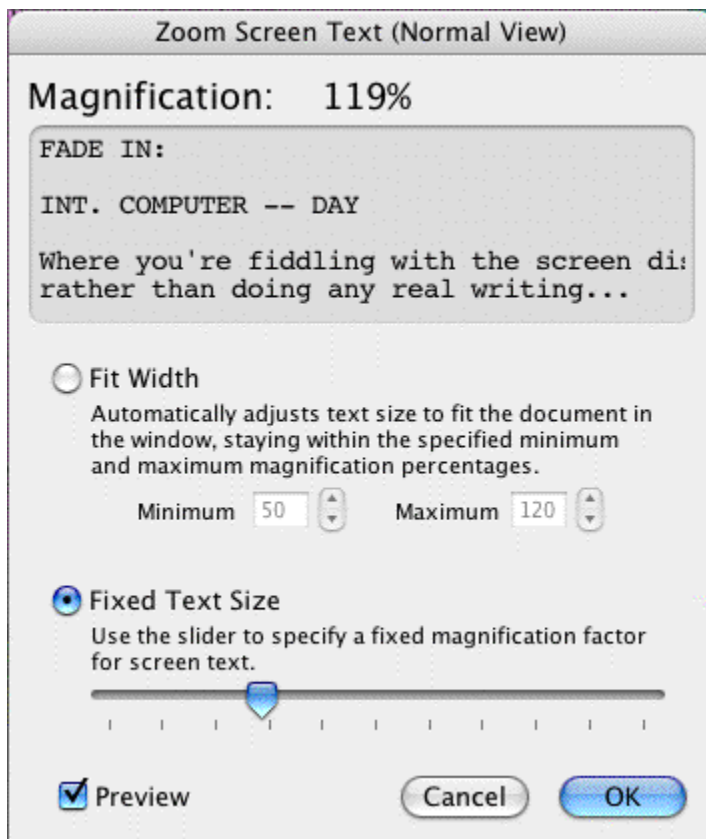
Format Codes:

- **[B]** / **[b]**—Bold start and end (respectively).
- **[I]** / **[i]**—Italics start and end.
- **[U]** / **[u]**—Underline start and end.
- **[S]** / **[s]**—Strikeout start and end.
- **[L]** / **[l]**—Blue text start and end.
- **[R]** / **[r]**—Red text start and end.
- **[G]** / **[g]**—Green text start and end.
- **[U1] thru [U7]** / **[u1] thru [u7]**—User Defined color text start and end.
- **§** (section symbol)—Hard Return.
- **|** (pipe symbol)—Hard Dash.
- **~** (tilde)—Soft Dash; this symbol is also inserted before a word in a document if you have told the program to ignore the word for auto-correction.

### 1.13.1.3 Zoom Screen Text...

#### **View > Zoom Screen Text...**

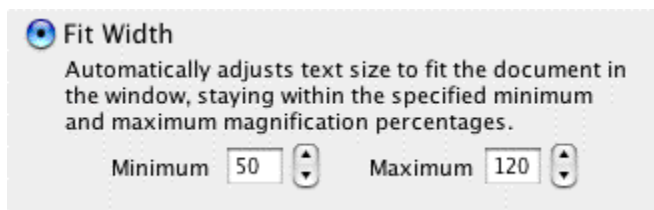
Displays the Zoom Screen dialog window, allowing you to alter how large the document text displays onscreen.



#### 1.13.1.3.1 Fit Width

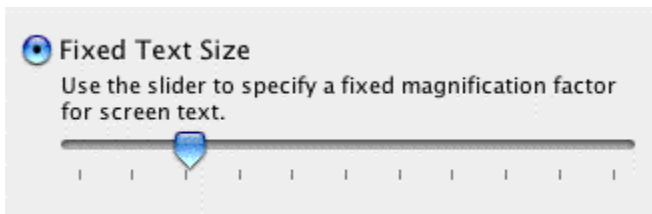
This option makes Screenwriter automatically adjust the text size in the document portion of the window as you grow or shrink the document view **horizontally** (including opening/closing the NaviDoc). Growing or shrinking the document view *vertically* does not change the displayed font's width.

- The minimum value controls how small the document text can be reduced as a percentage of the original font size.
- The maximum value controls how large the document text can be enlarged as a percentage of the original font size.



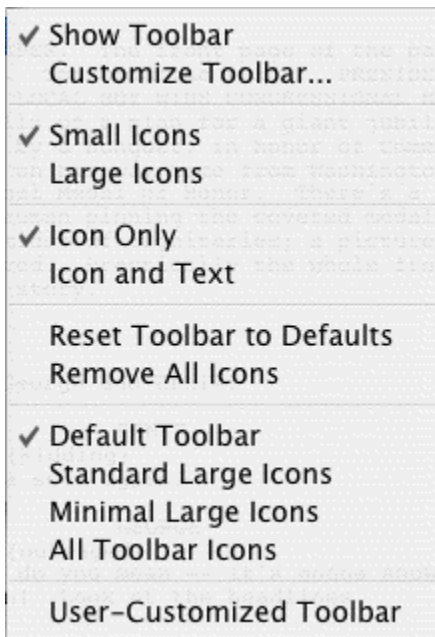
#### 1.13.1.3.2 Fixed Text Size

This option lets you specify a fixed magnification factor for the document screen text as a percentage of the original font size.



### 1.13.2 Toolbar Icons Menu

## View > Toolbar Icons Menu

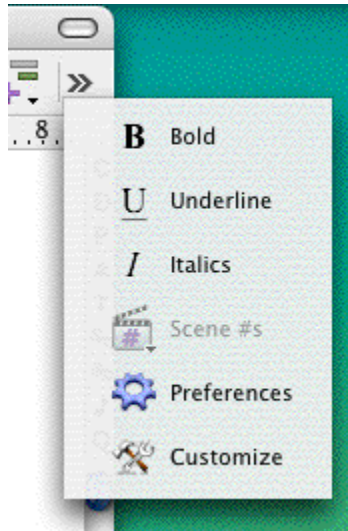


The View > Toolbar Icons menu has options that control the display of the Toolbar and Toolbar icons that appear at the top of the document window.



- **Show Toolbar**—Turns the Toolbar display on and off.
- **Customize Toolbar...**<sup>144</sup>—Clicking this opens the Customize Toolbar window. This is where you can drag and drop specific icons from the palette to customize the icons in the Top Toolbar.
- **Small / Large Icons**—These options allow the user to choose between small or large size icons on the top Toolbar.
- **Reset Toolbar to Defaults**—Clicking this sets the Toolbar to the default set of visible icons, icon positions, and icon size.
- **Remove All Icons**—Clicking this removes all icons from the Toolbar but still keeps the Toolbar visible.

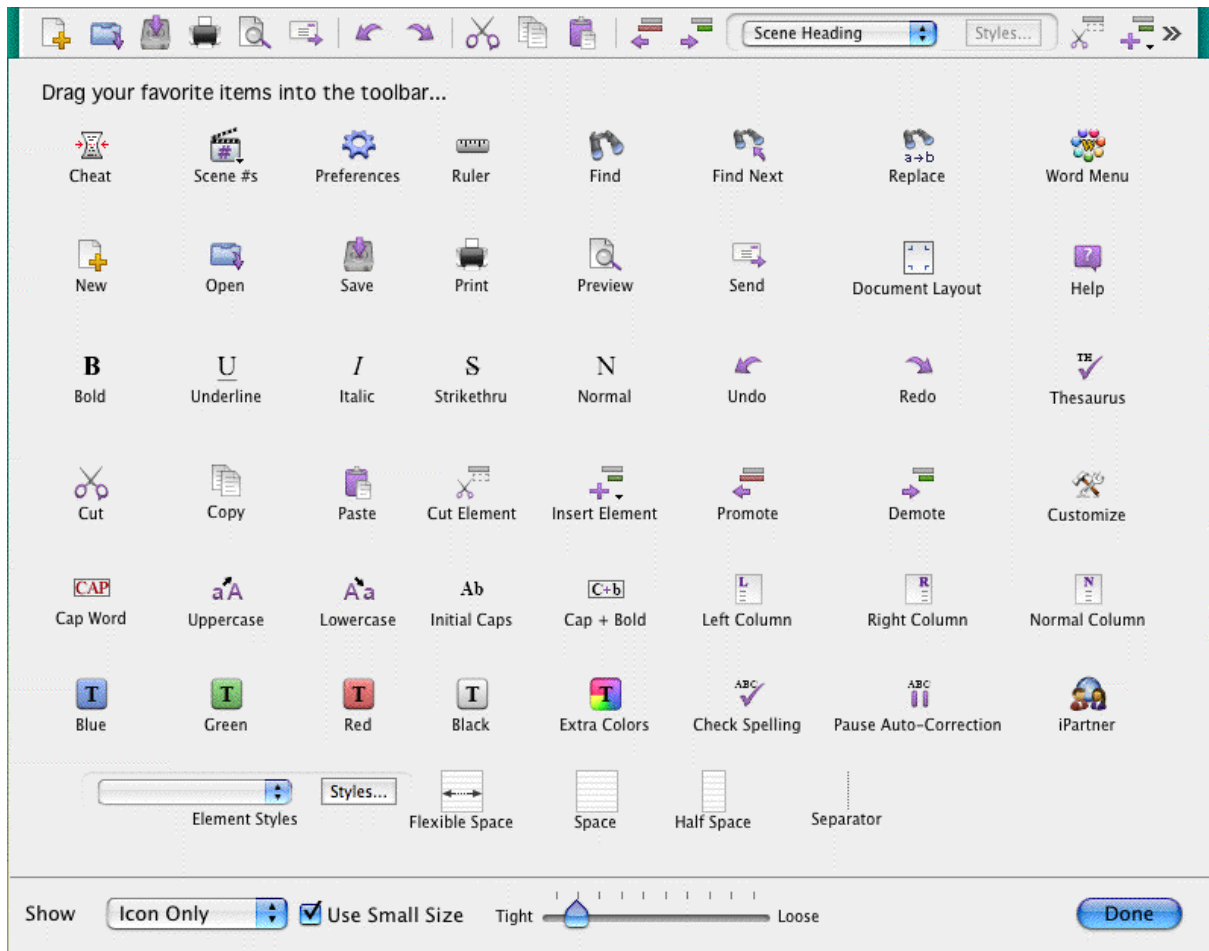
- **Default Toolbar**—Clicking this sets the Toolbar to the default set of icons and icon positions.
- **Standard Large Icons**—Selecting this sets the Toolbar to the default set of icons at the larger size.
- **Minimal Large Icons**—Selecting this sets the Toolbar to a reduced set of large icons.
- **All Toolbar Icons**—Includes all Toolbar icons in the Top Toolbar. *Note: Since the Toolbar does not wrap, most of the icons are available by clicking on the >> icon on the far right of the Toolbar and selecting from the popup menu of icons. For example:*



#### 1.13.2.1 Customize Toolbar...

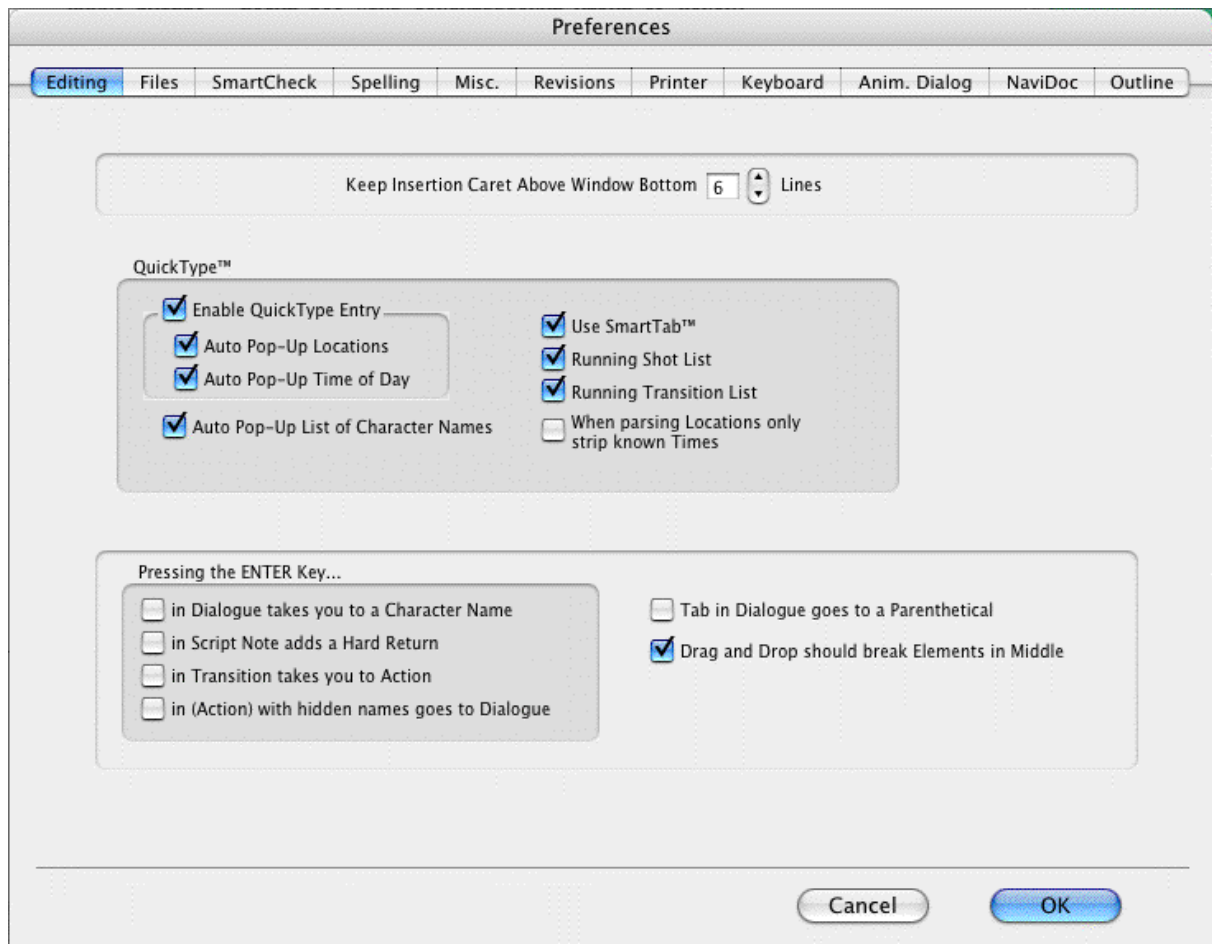
This command gives you complete control over what appears in the top toolbar. All you have to do is drag the icons to and from the toolbar. It's that simple.





### 1.13.3 Editing Preferences

#### Screenwriter > Preferences... > Editing

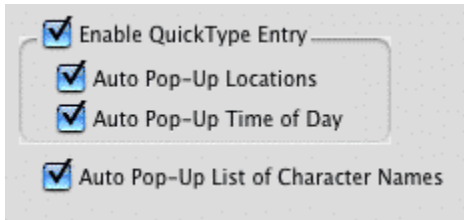


QuickType preferences are located in the QuickType section.

#### 1.13.3.1 QuickType Preferences



1.13.3.1.1 Auto Pop-Up



[Enable Quick Entry](#)<sup>147</sup>--When checked, QuickType is enabled. QuickType lets you speed text entry by using many different [keyboard shortcuts](#)<sup>147</sup>. Unchecked, QuickType is disabled.

- **Auto Pop-Up Locations**—If checked, QuickType automatically pops up the Unique Locations List after you enter Scene Heading Initial Text (e.g., INT.) Unchecked, you need to press RETURN to display the list.
- **Auto Pop-Up Time of Day**—If checked, QuickType automatically pops up the Time-of-Day List after you enter Location text (e.g., LAURA'S APARTMENT) from a pop-up Locations List. Unchecked, you need to press RETURN to display the list.
- **Auto Pop-Up List of Character Names**—If checked, pops up a List of all Character Names in the script when pressing RETURN is the first activity in a Character Name element.

1.13.3.1.2 Enable QuickType Entry



If checked, this allows the automatic display of pop-up lists of Character Names, Locations, Times of Day, etc.

| If you Type—                  | QuickType will—   |
|-------------------------------|---|
| FADE IN:<br>or any Transition | Display Scene Heading Initial Text menu (INT., EXT., etc.). |

| If you Press RETURN while in—  | QuickType 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<br>(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<br>(if the next element is Dialogue, it moves to the beginning of that element).                  |

*\* If Return in Dialog takes you to Character is checked on the Editing page of the Options... menu (under the Tools menu), a Character Name element will be inserted instead.*

If QuickType is **not** enabled, these popup lists can be displayed manually by pressing the appropriate Control key combination:

| If you Press— | While in—                                    | QuickType will—  |
|---------------|--|--|
| CTRL+S        | Any element                                  | Add a Scene Heading element.                                       |
| CTRL+S        | Blank Scene Heading                          | Display Scene Heading Initial Text menu (INT., EXT., etc.).        |
| CTRL+S        | Scene Heading with Initial Text              | Display a List Menu of all unique Locations already in the script. |
| CTRL+S        | Scene Heading with Initial Text and Location | Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).             |
| CTRL+O        | Any element                                  | Add a Shot element.  |
| CTRL+O        | Blank Shot element                           | Display a List Menu of Shots (ANGLE ON, etc.).                     |
| 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.                                       |
| CTRL+T  | Blank Transition element | Display a List Menu of Transitions (CUT TO:, etc.).             |
| CTRL+F1 | Any element              | Add a Note.   |

*\*\* If Tab in Dialogue takes you to Parenthetical is checked on the Editing page of Options... under the Tools menu, Tab creates a Parenthetical element when in a Dialogue element.*

1.13.3.1.3 Use SmartTab

If checked, this option allows the quick entry of recently used Character Names using the TAB key. Press TAB followed by a letter, and the last Character Name you used starting with that letter is highlighted in the pop-up Character Name pop-up list. Press ENTER to enter the name in your script.

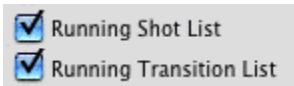
For example, you have characters named MICHELLE, LARRY, LISA, and LAURA in your script and the current scene features LAURA and MICHELLE. When you press TAB then L the first time in this scene, the drop-down list might have the name LARRY highlighted. Type A then U to highlight LAURA, then press ENTER to have SmartTab finish entering the name for you.

Without SmartTab enabled, you'll have to do that each time you want LAURA.

With SmartTab enabled, the next time you press TAB then L, the name LAURA is automatically highlighted for you.

*NOTE: Without SmartTab enabled, pressing TAB followed by a letter always highlights the first name starting with that letter. If you've added a name starting with that letter to the Character Name User List, the User List name always appears highlighted. See User Lists below.*

1.13.3.1.4 Running Lists

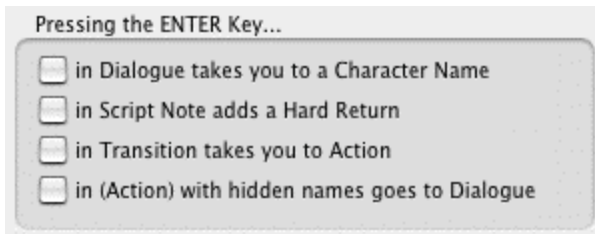


Running lists are lists of user-defined items (such as character names, shots, and transitions) created and updated as you write in the document.

- **Running Shot List**—If checked, QuickType automatically pops up the Unique Shots List (plus any initial shot text defined in the User List) when you add a new Shot element. Unchecked, displays User List items only.
- **Running Transition List**—If checked, QuickType automatically pops up the Unique Transitions List (plus any Transition text defined in the User List) when you add a new

Transition. Unchecked, displays User List items only.

### 1.13.3.2 Pressing the ENTER key...



#### Pressing the ENTER Key

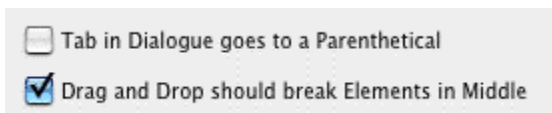
- **Enter in Dialogue takes you to a Character Name**—If checked, QuickType creates a new Character Name element when you press ENTER in a Dialogue element. To go to an Action element instead, press ENTER twice or press CTRL+ENTER. Unchecked, pressing ENTER creates a new Action element.
- **Pressing the ENTER key in Script Note adds a Hard Return**—If checked, QuickType adds a Hard Return in a Note when you press ENTER, ending the line short and taking you to another line. Unchecked, pressing ENTER in a Note creates a new Action element following the Note.
- **Pressing the ENTER Key in Transition takes you to Action**—With this option enabled, when you press ENTER in a transition element, then you will be taken to an Action element.
- **Pressing the ENTER Key in (Action) with Hidden Names goes to Dialogue**—With this option enabled, if you press ENTER after an action line that follows a Dialogue line, it will automatically put in the same name for you and drop you into dialogue. This is because Action in play format is the same as parentheticals but should be broken over page breaks. With this option set, the ONLY way to put in two lines of action in a row is to press CTRL+ENTER to explicitly have it enter action.

*NOTE: This option ONLY takes effect when you are in a document that has Action in Parentheticals and has the option Cont'd Dialogue shouldn't have Character Names. These are typical settings for Play Format.*

### 1.13.3.3 Other Editing Preferences



**Keep Insertion Caret Above Window Bottom # Lines**—Controls the number of lines above the bottom of the window that the insertion caret (the blinking editing marker) can go before forcing the text to be scrolled vertically. The higher the number, the more lines of text is visible above the insertion caret.

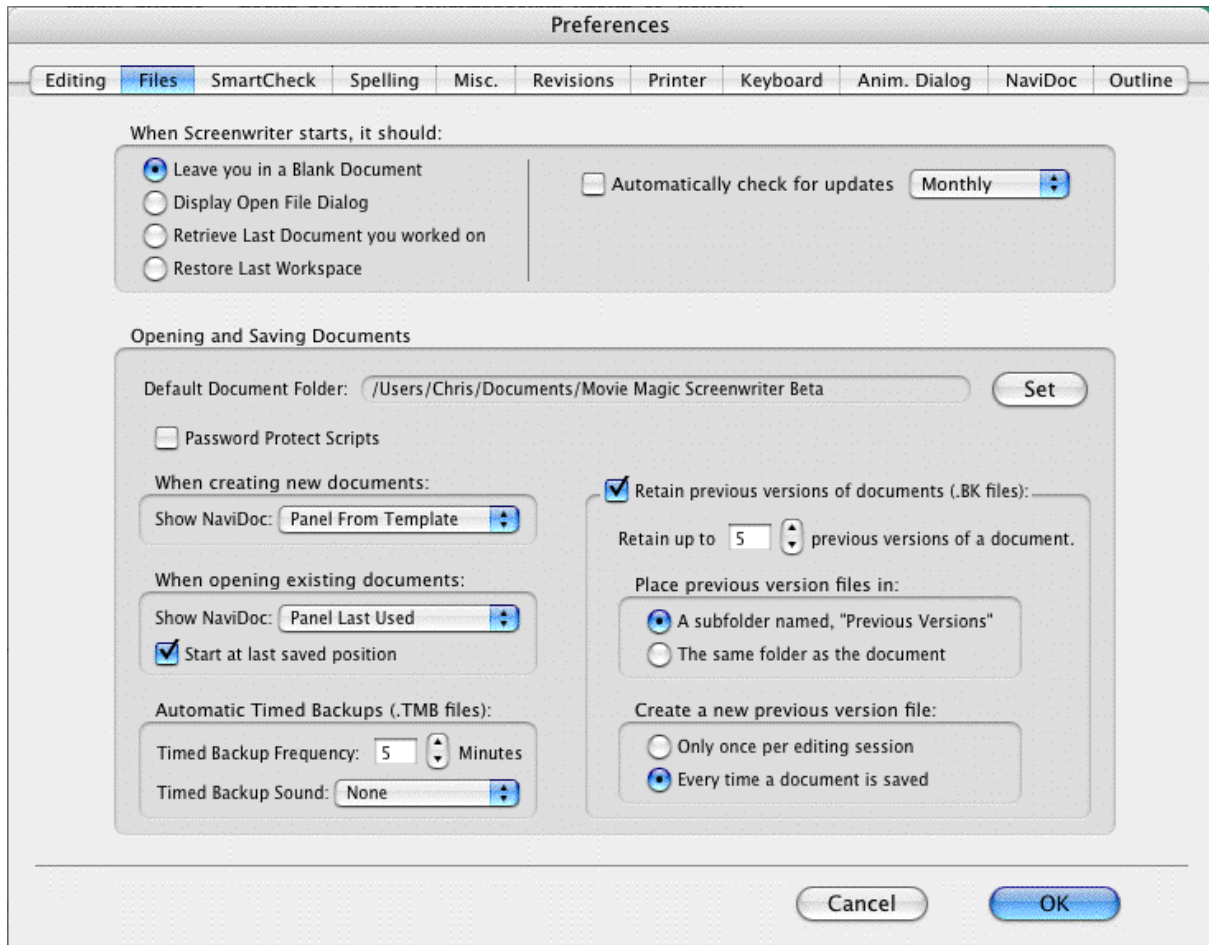


**Tab in Dialogue takes you to Parenthetical**—If checked, QuickType creates a new Parenthetical element when you press TAB in a Dialogue element. To go to a Character Name element instead, press TAB again. Unchecked, pressing TAB creates a new Character Name element.

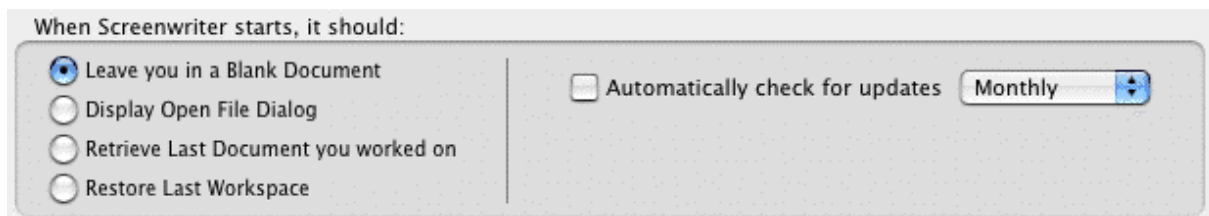
**Drag and Drop should break elements in the Middle**—If checked, dragging and dropping items into the middle of text splits the text element and inserts the dropped material with it's original element designation. Unchecked, it inserts the item after the current element.

### 1.13.4 Files Preferences

Screenwriter > Preferences... > Files



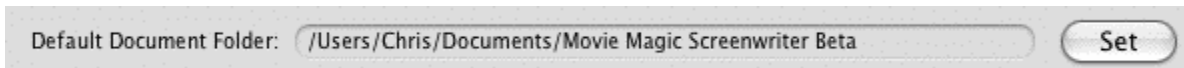
#### 1.13.4.1 When Screenwriter starts it should...



Screenwriter can be preset to automatically do one of five things each time it starts up, by clicking on one of the following radio buttons:

- **Leave You in a Blank Script**—Opens a new file with the default Screenplay format.
- **Display the Open File Dialog**—Displays a standard Open File dialog, set to your default scripts subdirectory.
- **Retrieve Last Document you worked on**—Opens in the last script you saved in your previous Screenwriter session.
- **Restore Last Workspace**—Opens all scripts you had open at the time you Exited your previous Screenwriter session.
- **Automatically check for updates**—When checked, Screenwriter automatically checks for updates daily, weekly, or monthly.

#### 1.13.4.2 Default Document Folder

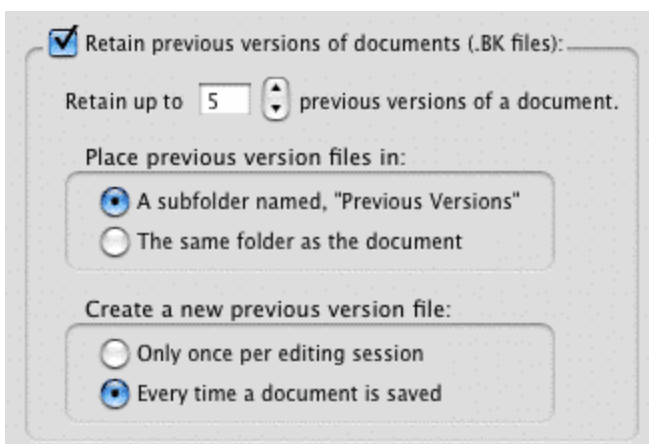


This option allows you to change the folder that Screenwriter uses as the default for opening/saving documents (default folder is \My Documents\Screenwriter Documents\).

When you click on the Set... button, you'll get a standard OS X navigation dialog.

- Change the default folder to a different pre-existing directory by clicking on items in the directory tree.
- Create a new folder by pressing the New Folder button.
- Click on Choose to set your default folder, Cancel to keep the existing default.

#### 1.13.4.3 Retain Previous Versions



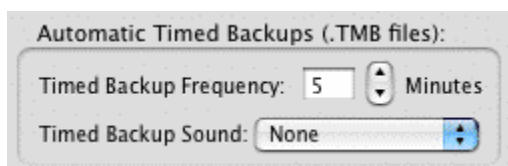
When checked, these options control where previous versions of your document are automatically stored when you use the File > Save command in Screenwriter. This option retains versions of the file as they were BEFORE a save command is performed. We recommend you do NOT consider these files backup files since they are temporary and can



be overwritten as you continue to save your document. **RECOMMENDATION: MAKE SEPARATE BACKUPS OF YOUR WORK.** Use these .BK files as emergency file retrievals only.

- **Retain up to # previous version of a document**—This option sets the number of previous version files of a document Screenwriter keeps around. The number is from 1 to 100. Each .bk file is a complete copy of the document file. The default number of versions retained is 5. That means Screenwriter stores up to five additional copies of each document you work on. Setting the number higher can begin to take up a lot of disk space.
- **Place previous version files in:**—This option controls where the previous versions of your document are saved.
  - **A subfolder named, "Previous Versions"**—Screenwriter places the .bk files for all documents in a folder called Previous Versions.
  - **The same folder as the document**—Screenwriter places the .bk files for the document being edited in the same folder as the document.
- **Create a new previous version file**—This option controls when the previous version files are created.
  - **Only once per editing session**—A .bk file is created the first time the document is saved during a single editing session. If the document is closed and reopened, Screenwriter considers it a new editing session and another .bk file is created if the document is saved while in the new editing session.
  - **Every time a document is saved**—Screenwriter creates a .bk file every time a document is saved.

#### 1.13.4.4 Automatic Timed Backups



Screenwriter has a data security function that makes a temporary Timed Backup of your script at regular intervals. In an emergency situation, such as a power outage, you can retrieve the timed backup and use the data.

The timed backup is a separate process from regular file saving. It automatically backs up the file you're working on when its timer activates.

Always save your scripts separately before you exit Screenwriter.

Make Backups of your scripts to another drive or medium, such as a floppy disk, tape drive, CD, DVD, network server, etc.

- **Timed Backup Frequency**—Set this to between 1 and 60 minutes (15 is the default.) If you try to set it to 0 or greater than 60 minutes, it changes to 60 minutes when you exit the menu.

- **Timed Backup Sound**—Use this sound to remind you that the .bk file has been created when you save your document. The default is set to None.

#### 1.13.4.5 Password Protect Scripts

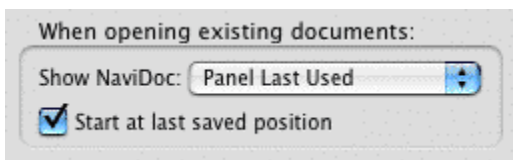
Password Protect Scripts

Password Protection keeps unauthorized people from reading your scripts. When saving a script, you'll be asked to enter a password twice for confirmation. To open the script, you'll have to enter the correct password.

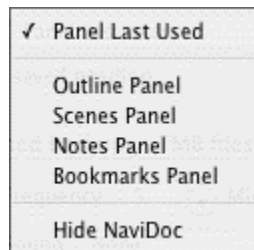
When checking this option, you'll be prompted to type the word YES to confirm your decision to put passwords on all scripts.

When saving, an Allow Viewing/Printing without Password option lets you make the script viewable and printable to anyone without the password, if checked. They won't be able to edit or save the script.

#### 1.13.4.6 When Opening Existing Documents...



- **Show NaviDoc**—This option controls the NaviDoc display when documents are opened. It has the following options: Panel Last Used (default); Outline Panel; Scenes Panel; Notes Panel; Bookmarks Panel; or Hide NaviDoc.



- **Start at last saved position**—If checked, it opens a script exactly as it was onscreen when you last saved it. Unchecked, it opens at the top of the script.

### 1.13.5 SmartCheck Options

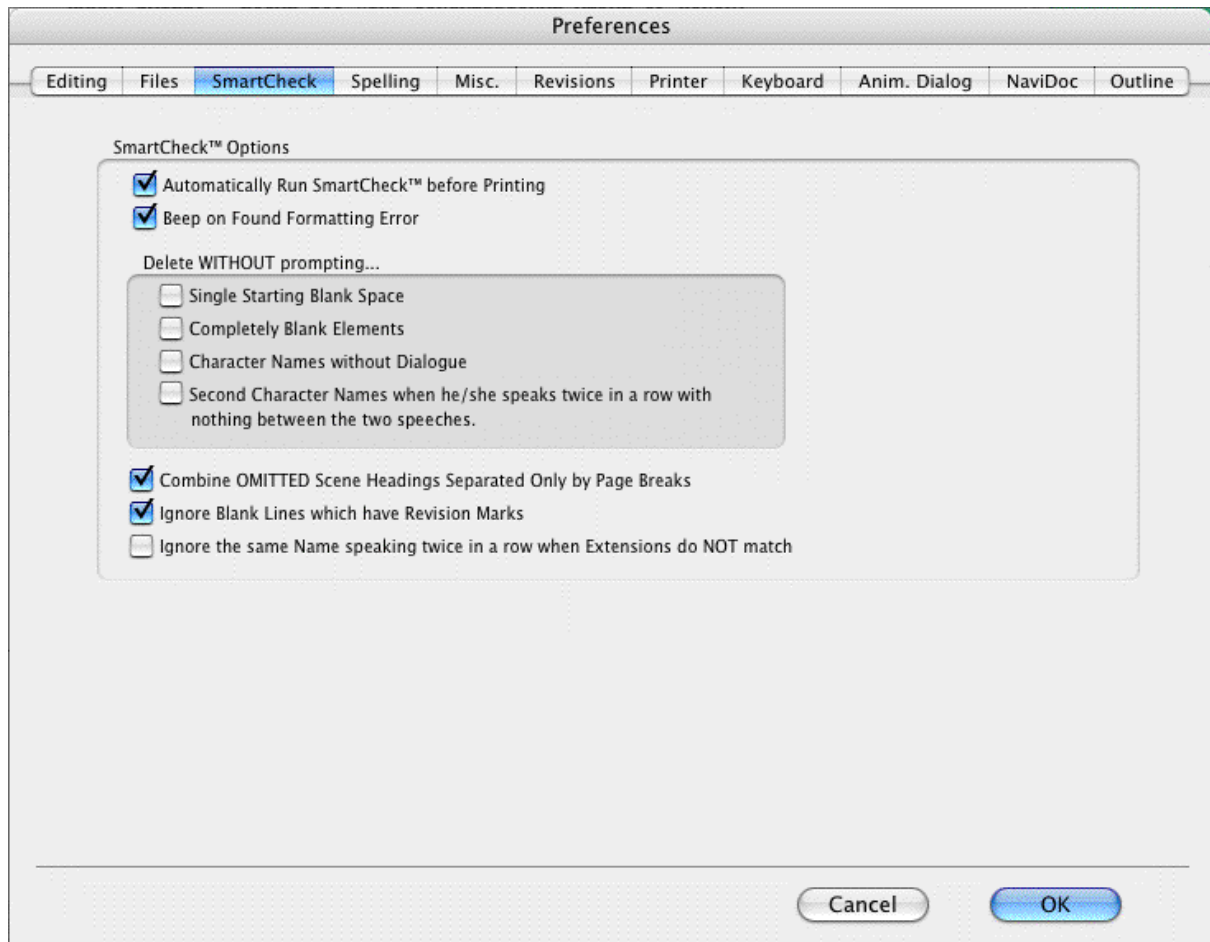
#### Screenwriter > Preferences... > SmartCheck

You should always have your script proofread before sending it out to be read, preferably by someone else. At the very least, run SmartCheck before printing your script. SmartCheck scans your script for the following common formatting errors:

- An element that starts with a single blank space (a common typing error).
- Completely blank elements.

- Character Names with no dialogue.
- A Character with two speeches in a row, with no intervening text (such as an Action element).

Any errors found are displayed onscreen for your attention, or if you prefer, are automatically fixed by SmartCheck.



#### 1.13.5.1 Automatically Run SmartCheck Before Printing

If checked, Screenwriter checks your script for errors each time you print. In the Print window, the Run SmartCheck before this Print Job box is also checked (you can print without running SmartCheck by unchecking the box, turning it off temporarily). Unchecked, no script checking is performed unless you manually run SmartCheck.

#### 1.13.5.2 Beep on Found Formatting Error

If checked, SmartCheck beeps each time it finds an error.

#### 1.13.5.3 Delete WITHOUT prompting...

These four options specify which formatting errors SmartCheck should fix without prompting for your decision. This applies whether SmartCheck is running in manual or automatic

mode.

- **Single Starting Blank Space**—If checked, deletes a single space at the beginning of a line. Unchecked, this error displays a prompt.
- **Completely Blank Elements**—If checked, deletes a line with no text. Unchecked, this error displays a prompt.
- **Character Names without Dialogue**—If checked, deletes orphaned Character Names. Unchecked, this error displays a prompt.
- **Second Character Name when he/she speaks twice in a row with nothing between the two speeches**—If checked, deletes the second Character Name element and joins the two Dialogue elements when it finds two speeches in a row by the same character (without an intervening Action or other Element.) Unchecked, this error displays a prompt.

#### 1.13.5.4 Ignore Blank Lines which have Revision Marks

If checked, SmartCheck accepts blank lines with Revision Marks as correct. Unchecked, it treats such blank lines as Completely Blank Elements.

#### 1.13.5.5 Ignore the same Name speaking twice in a row when Extensions do NOT match

If checked, treats the same Character Name speaking twice in a row as correct when their Extensions differ (such as V.O. and O.S.) Unchecked, it flags this as an error.

#### 1.13.5.6 Combine OMITTEDs that are Widowed on page

If checked, SmartCheck finds any page that contains only an OMITTED scene, and prompts you to combine that OMITTED with any OMITTEDs that precede or follow it. Unchecked, the page prints with only an OMITTED scene on it.

#### 1.13.5.7 SmartCheck Prompts

If you select **Yes** to fix an error SmartCheck has prompted you about, it fixes the error and continue to check your script.

If you select **No**, it asks you whether YOU want to fix it.

If you reply **Yes**, it pauses at the format error to allow you to fix it.

If you reply **No**, it ignores the error and continues checking.

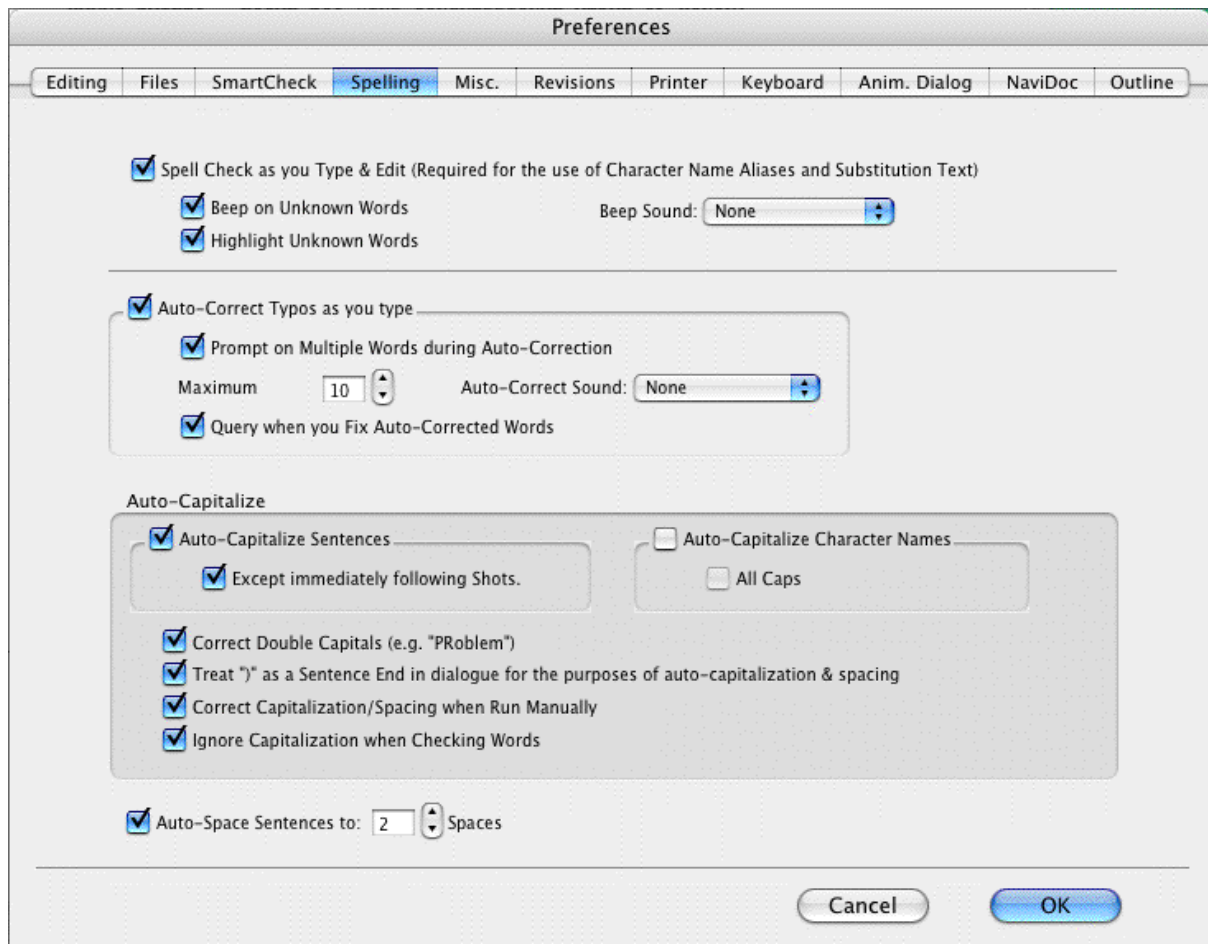
If you select **Cancel**, it stops the SmartCheck scan. If SmartCheck was run automatically before a print job, printing begins. Otherwise, you'll be returned to your script.

When SmartCheck completes a manual scan, it informs you with a dialog box. When it finishes an automatic scan before printing, it starts printing without any further message.

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## 1.13.6 Spelling Options

### Screenwriter > Preferences... > Spelling



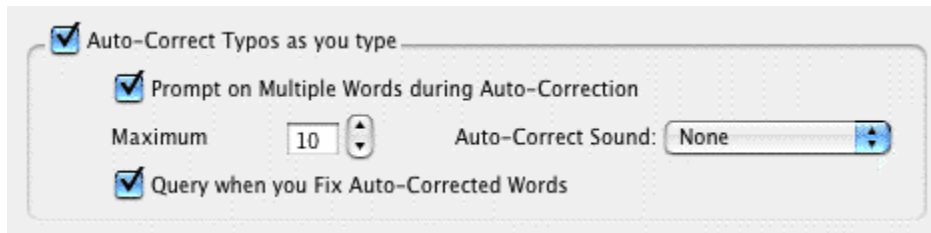
#### 1.13.6.1 Correct Double Capitals (e.g. "MlStake")

If checked, words that start with two capital letters are corrected by Auto-Correct and display an error prompt in a manual Spell Check. Unchecked, these errors are ignored as correct. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

#### 1.13.6.2 SpellCheck as you Type and Edit...

If checked, Auto-Correct, Character Name Aliases, and Substitution Text Aliases are allowed. Unchecked, they are disallowed and grayed out on this page.

### 1.13.6.3 Auto-Correct Typos as you Type



If checked, Auto-Correct corrects common letter inversion typos such as “teh” to “the” as soon as you type them. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

- **Prompt on Multiple Words during Auto-Correction**—Check this if you want to be asked what to do when a misspelled word can be corrected in more than one way. If checked, it gives you a choice of words when the typo could have two or more correct spellings. If unchecked, Auto-Correct makes the decision for you. (The Spell Check as you Type and Edit option must also be checked for this function to work.)
- **Maximum**—Sets the maximum word length of typos to auto-correct. If on a slower computer, set this to a lower number. Screenwriter uses a default word length of 25 letters.
- **Auto-Correct Sound**—Sets the sound used when an auto-correction is made. The default setting is None.
- **Query when you fix Auto-Corrected Words**—With this option enabled, if the real-time spell check erroneously ‘fixes’ a word by inverting two of its letters, changing the capitalization or spacing and then you immediately go back and change it back to what it was before the program ‘fixed’ it, will prompt you with a message asking you if it should learn this word as you have restored it or whether it should simply ignore this one instance. This option will only be available if the option Spell Check as you Type and Edit has already been enabled.

With this option NOT enabled, assuming you have Auto-Correct Typos enabled, in the case where you restore a fix that the program has just made, it will simply ignore this one case without prompting you.

### 1.13.6.4 Beep on Unknown Words

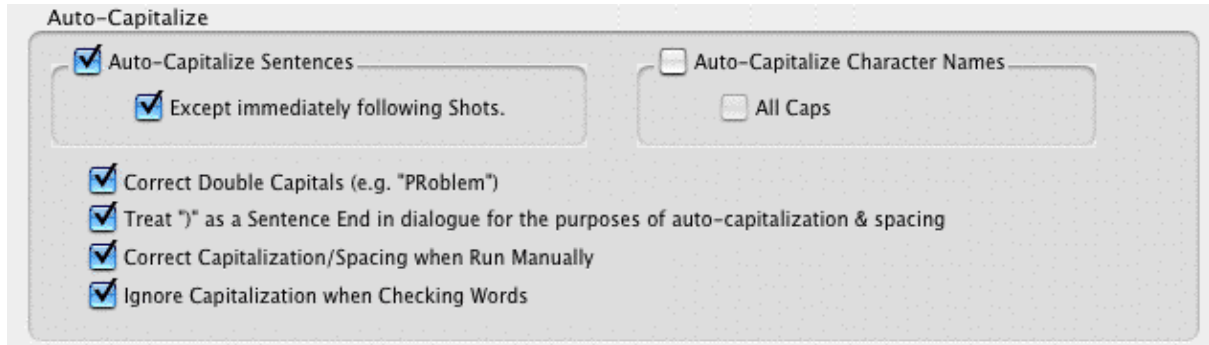


**Beep on Unknown Words**—If checked, alerts you to any suspected typos that Auto-Correct is unable to correct for you. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

**Highlight Unknown Words**—If this is checked, the spelling checker draws red underlines beneath words in the current element it does not know. This option will only be available if the option Spell Check as you Type and Edit has already been enabled. With this option NOT enabled, when the real-time spell checking routines find a word that it cannot correct and does not recognize, it will NOT give you a visual alert.

**Beep Sound**—Use this popup menu to choose a sound that is played when you type a word that is not in the dictionary. The default is None.

### 1.13.6.5 AutoCapitalize



- **Sentences**—If checked, capitalizes the first letter in all Sentences in Dialogue, Action, and Notes.

**Except immediately Following Shots**—Shots (also known as secondary Sluglines) can be used to emphasize an object or person, with the following Action giving more detail. To have the combined Shot and Action read as one sentence—with the Action sentence not capitalized—check this box.

- **Character Names**—If checked, capitalizes the first letter of all Character Names in Dialogue, Action, and Notes. To be capitalized by Auto-Correct a character name must either have been used previously in the script, or exist in the Character Name User List.

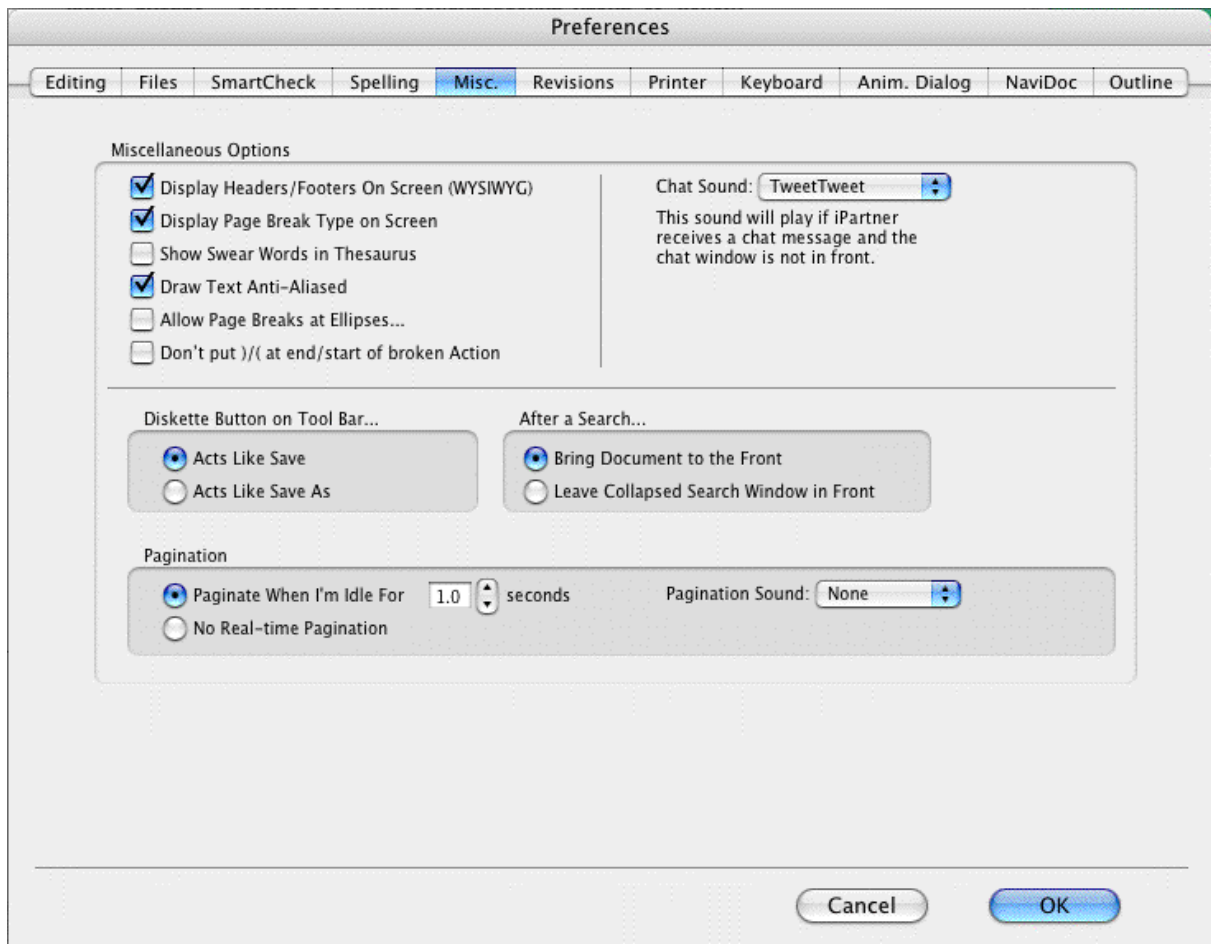
(When using names such as “Mark “or “Art” in your script, Auto-Correct also capitalizes the words “mark” and “art”. To avoid this, Pause Autocorrection under the Spell menu. Type the word with your desired capitalization, move past the word, then resume Auto-Correct by clicking on Pause Autocorrection again.)

**All Caps**—Makes Character Names ALL CAPS wherever they appear.

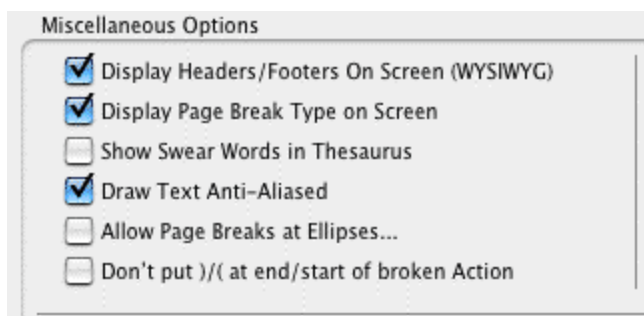
- **Correct Double Capitals (e.g. "PRoblem")**—If checked, when Spell Check is run from the Spell menu it auto-corrects Sentence spacing and capitalization—without prompting you first. This way, sentence spacing and capitalization will be corrected even if Auto-Correct is off.
- **Treat ")\" as a Sentence End in dialogue for the purposes of auto-capitalization & spacing**—If checked, treats a right parenthesis in Dialogue as a sentence end, in order to format the next sentence correctly.
- **Correct Capitalization/Spacing when Run Manually**—If checked, when Spell Check is run from the Spell menu it auto-corrects Sentence spacing and capitalization—without prompting you first. This way, sentence spacing and capitalization will be corrected even if Auto-Correct is off.
- **Ignore Capitalization when Checking Words**—If checked, allows unusual Capitalization of words and sentences when Spell Checking a script. Unchecked, Spell Check expects correct Capitalization of sentences, proper names, etc.

### 1.13.7 Misc. Preferences

Screenwriter > Preferences... > Misc.



#### 1.13.7.1 Miscellaneous Options



**Display Headers/Headers On Screen (WYSIWYG)**--If checked, the onscreen display represents the printed page. Shows Headers, Footers, Page Numbers, Top & Bottom Continueds, etc. with less screen space for text. Unchecked, these items print but don't display onscreen.

**Display Page Break Type on Screen**--If checked, displays page break lines with



descriptive text (e.g., FORCED PAGE) as part of the line itself. Unchecked, the lines display but carry no onscreen description.

**Show Swear Words in Thesaurus**--With this option enabled, the thesaurus will display vernacular swear words as synonyms for words like excrement. With this option NOT enabled, the thesaurus will not display vernacular swear words as synonyms for words like excrement.

**Draw Text Anti-Aliased**--Check this if you want text drawn anti-aliased. Note: Some fonts may look better anti-aliased, while others may not.

**Allow Page Breaks at Ellipses...**--If checked, treats Ellipses (...) as a sentence ending for purposes of page breaking. Unchecked, pages won't be broken at ellipses.

**Don't put )/ at end/start of broken Action**--With this option enabled, if you have action in parentheses and Movie Magic Screenwriter breaks an action line over a page break, it will not put in an ending parenthetical on the half left at the bottom of a page, nor a starting parenthetical on the half that starts the new page.

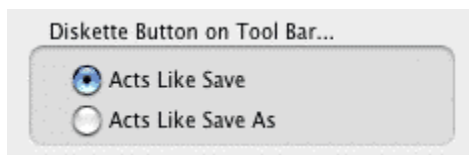
With this option NOT enabled, if you have action in parentheses and Movie Magic Screenwriter breaks an action line over a page break, it will put in closing and starting parentheticals as if these broken action elements were each individual elements.

#### 1.13.7.2 Chat Sound



This preference controls the sound played if [iPartner](#) receives a chat message and the chat window is not in front.

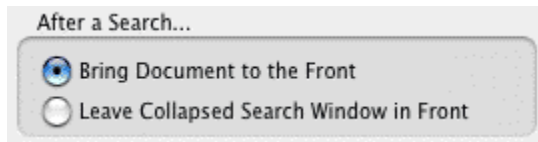
#### 1.13.7.3 Diskette Button on Tollbar...



This option controls what happens when the diskette button on the tool bar is pressed.

- **Acts Like Save**--This saves the file as if you had chosen File > Save.
- **Acts Like Save As**--This brings up the Save As... window and lets you save the file under a different name or location.

#### 1.13.7.4 After a Search...

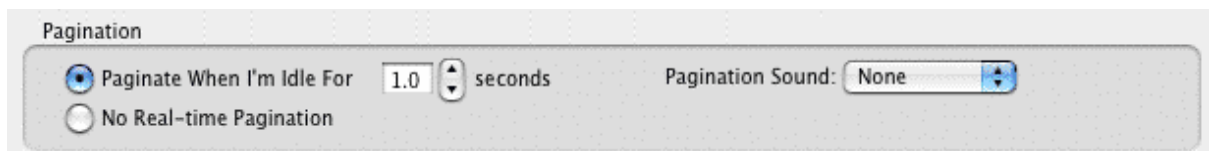


After a Search...

- **Bring Document to the Front**--This option brings the document to the front and sends the search window to the back.
- **Leave Collapsed Search Window in Front**--This option leaves the focus in the search window but collapses it into a smaller (and less obtrusive) version.



#### 1.13.7.5 Pagination

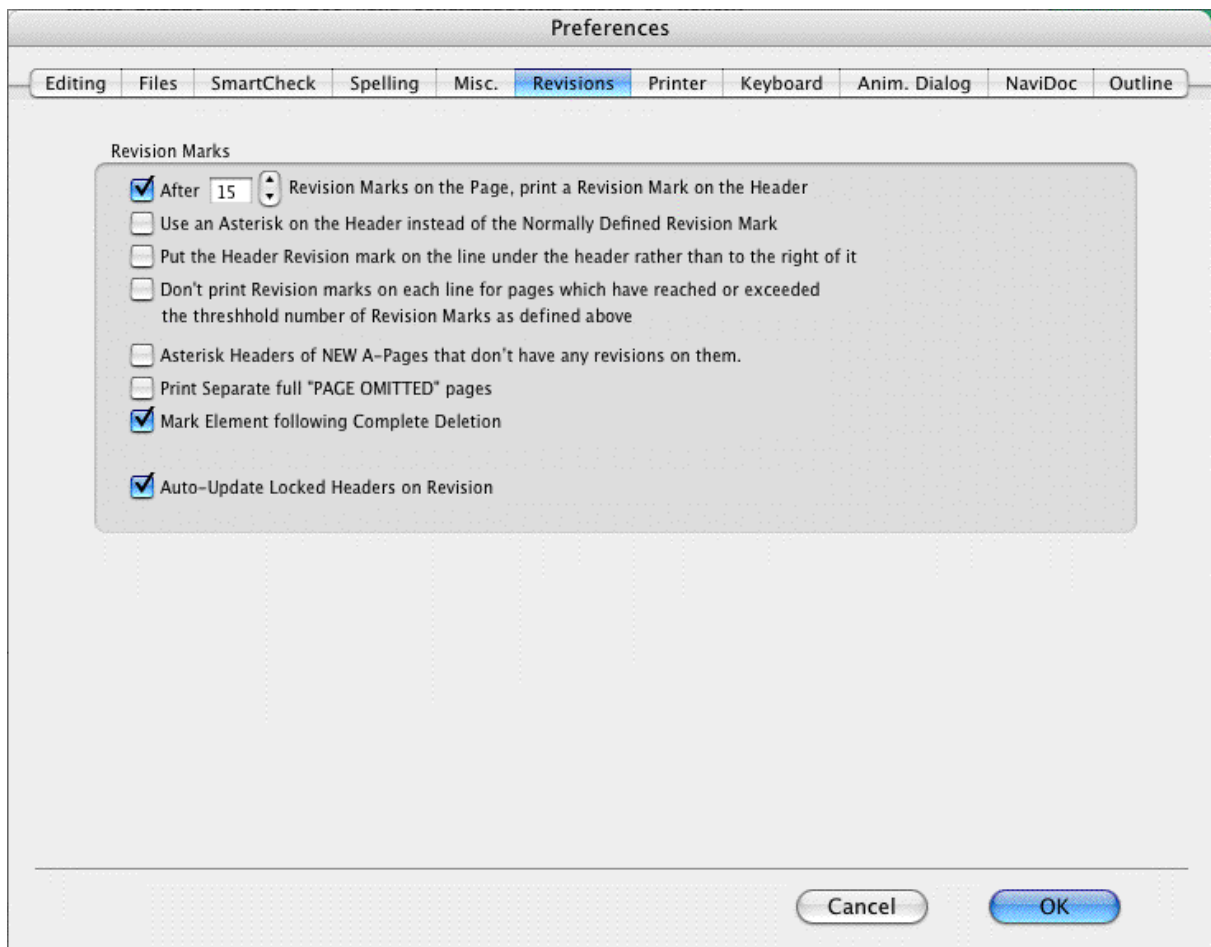


- **Paginate When I'm Idle For # seconds**--Lets you specify how long Screenwriter should wait when there's a pause in your typing before automatically repaginating your script. If your writing is interrupted by the automatic repaginating, increase the pagination delay.
- **No Real-time Pagination**--This option turns off real-time pagination.
- **Pagination Sound**--This option controls the sound Screenwriter makes every time it runs the real-time pagination. The default for this option is None.

#### 1.13.8 Revisions Preferences

Options on this page allow you to change certain Production Features. Revision Marks mentioned in the following section refer to Current Revision Marks, not Locked Revision Marks. See the Production Features chapter for more details.

**Screenwriter > Preferences... > Revisions**



#### 1.13.8.1 After ?? Revision Marks on the Page, put a Revision Mark on the Header

Lets you specify how many Current Revision Marks on a page are acceptable before putting a Revision Mark on the Header also, to indicate a revised page.

#### 1.13.8.2 Use an Asterisk on the Header instead of the Normally Defined Revision Mark

If checked, puts the default asterisk as the Header Revision Mark even when you've changed the Current Revision Mark to be some other symbol. Unchecked, the Header gets the same Revision Mark as the rest of your script.

#### 1.13.8.3 Put the Header Revision mark on the line under the header rather than to the right of it

If checked, puts the Header Revision Mark on its own separate line below the Header. Unchecked, puts the Header Revision Mark on the Header line, at the right.

#### 1.13.8.4 Don't print Revision Marks on each line...

If checked, and there are enough Revision Marks on the page to warrant Screenwriter putting a Revision Mark on the Header (as determined by your setting in After ?? Revision Marks..., above,) Current Revision Marks won't print on revised lines. The Header Revision Mark prints instead, indicating a revised page. This avoids having a cluttered look to the

page. Unchecked, Current Revision Marks prints on the Header and on each revised line.

#### **1.13.8.5 Asterisk Headers of NEW A-Pages that don't have any revisions on them**

If checked, puts an asterisk on the Header of added A-pages to indicate that they're new (and are considered revisions.) Unchecked, new A-pages are identifiable by their page numbering scheme only.

#### **1.13.8.6 Print Separate full "PAGE OMITTED" pages**

If checked, a page in a locked script whose entire text has been omitted prints with the legend PAGE OMITTED at its center. Unchecked, the omitted page won't print. Instead, the previous page prints numbered as a run (119-120, for example.)

#### **1.13.8.7 Mark Element following Complete Deletion**

If checked, puts a Revision Mark on the following element when an element with Current Revision Marks is completely deleted. Unchecked, there is no indication of where that deleted revised element used to be.

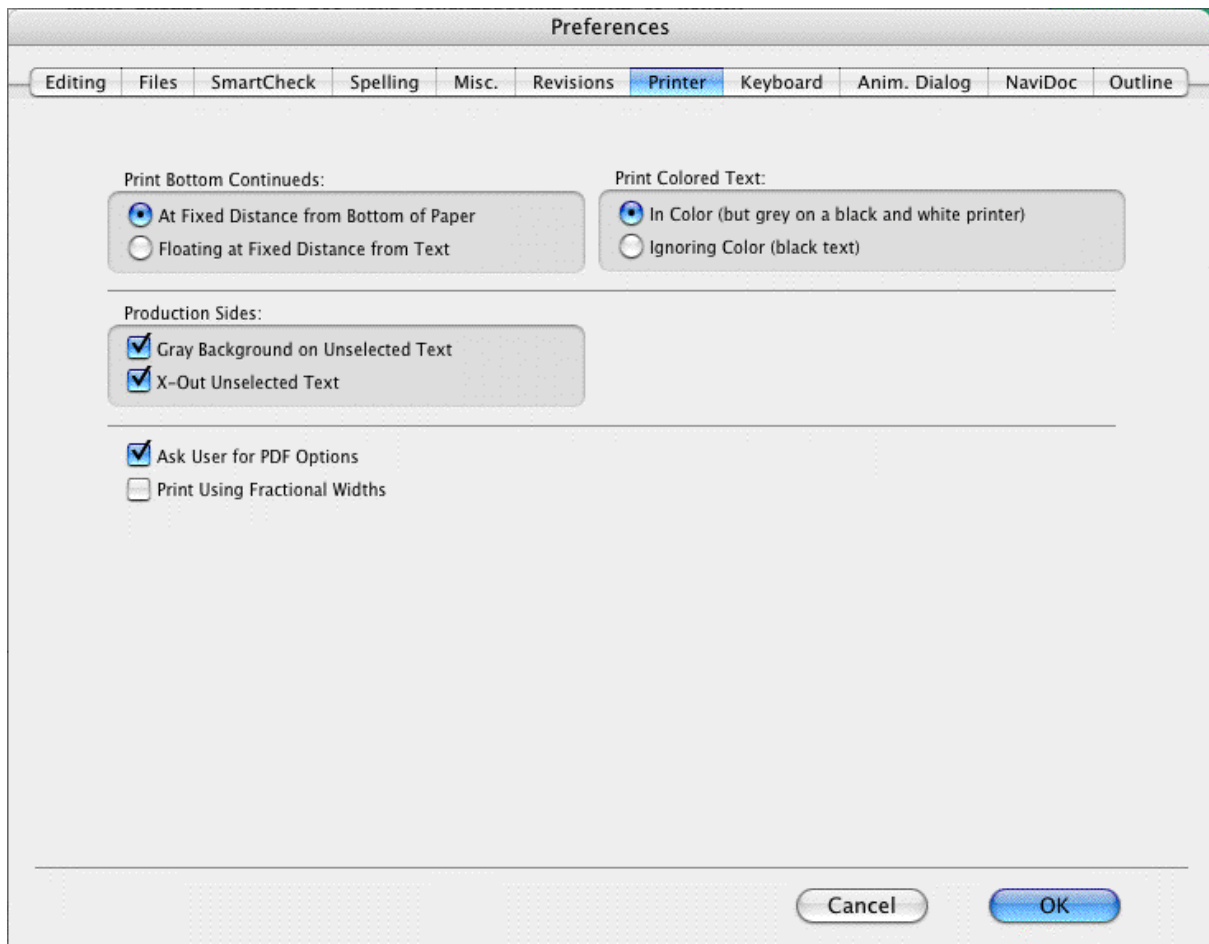
#### **1.13.8.8 Auto-Update Locked Headers on Revision**

If checked, automatically changes an individual Locked header to the Current revision header when a new revision mark appears on its page. Unchecked, Locked headers are not updated automatically. When printing, Screenwriter prompts you to Update the Headers of all pages with revisions on them to the Current header? They can also be updated manually by issuing either a Fix Headers or Remove Current Revision Marks command.

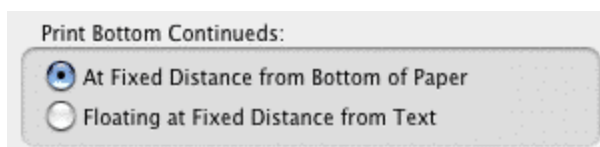
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## 1.13.9 Printer Preferences

### Screenwriter > Preferences... > Printing

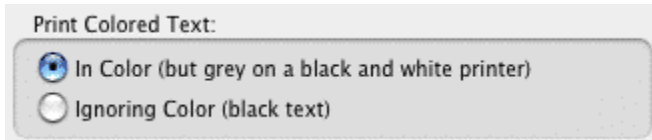


#### 1.13.9.1 Print Bottom Continueds



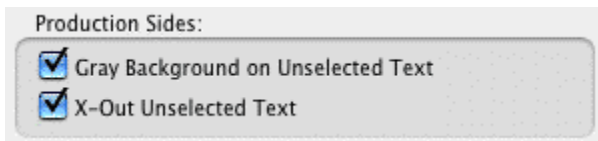
- **At Fixed Distance from Bottom of Page**--If selected, the Bottom Scene Continueds print at the same position on each page, one line below the page's Bottom Margin.
- **Floating at Fixed Distance from Text**--If selected, the Bottom Scene Continueds are printed two lines below the final line of text on each page. This results in the Continueds appearing in different positions on each page.

### 1.13.9.2 Print Color Text



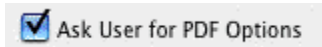
- **In Color (but grey on a black and white printer)**--If selected, prints color-highlighted text in color on color printers, and with a grayed background on black & white printers.
- **Ignoring Color (black text)**--If selected, ignores color-highlighted text and prints normally.

### 1.13.9.3 Production Sides



- **Gray Background on Unselected Text**--If checked, script material NOT selected is printed over a gray background which makes the selected production sides material easier to see. Unchecked, all material is printed normally.
- **X-Out Unselected Text**--If checked, script material NOT selected is printed with a large "X" across it. Unchecked, all material is printed normally.

### 1.13.9.4 When printing to PDF, prompt user with (COPY)



With this option enabled, when you create a PDF (Adobe Acrobat) file, it will ask you whether it should automatically display the Scene Heading Bookmarks and which, if any non-printing Notes should it include. With this option NOT enabled, it will automatically use the last PDF Printing Options that you had chosen.

### 1.13.9.5 Print Using Fractional Widths



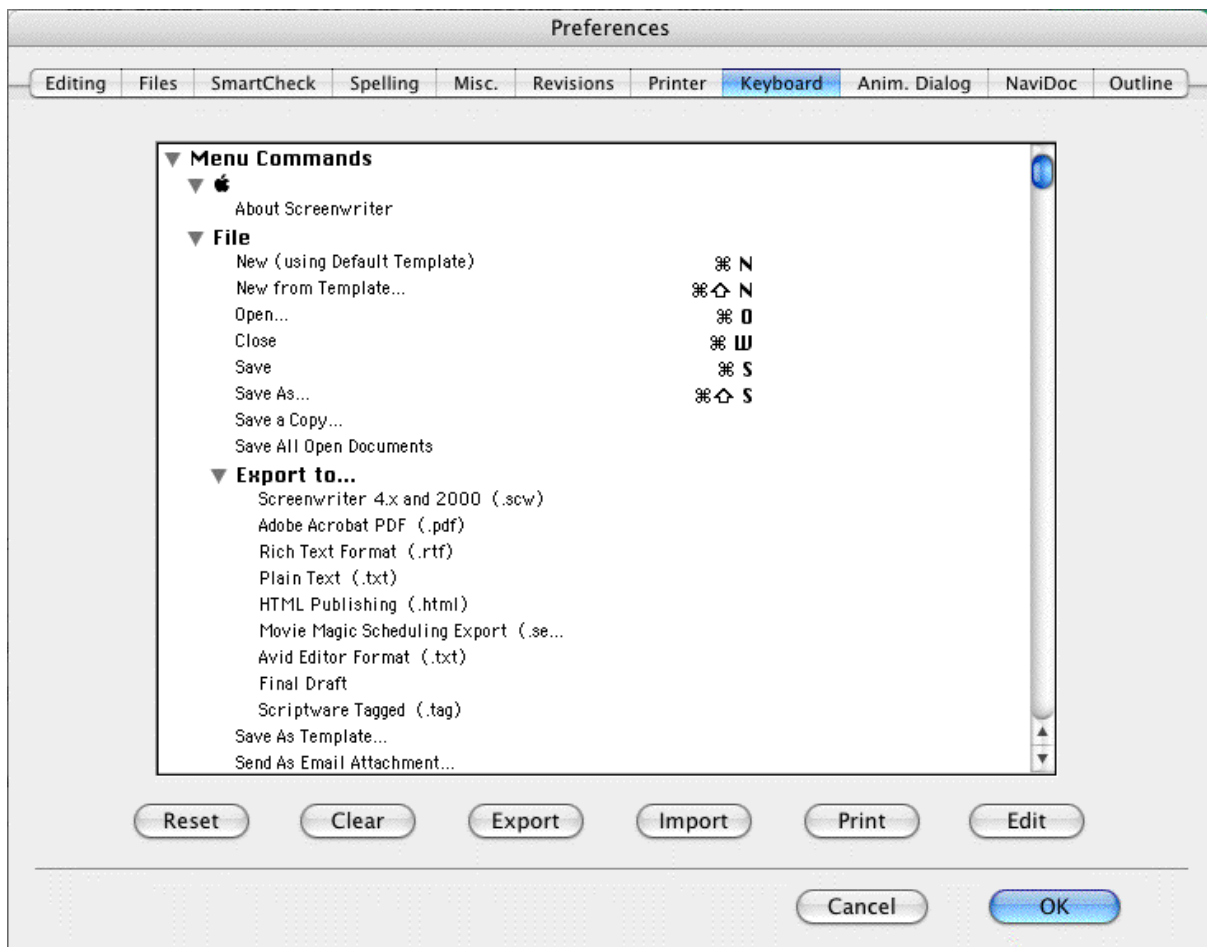
When checked, Screenwriter prints using fractional width calculations. Most fonts look better when printed using fractional widths but some fonts don't. Unchecked, Screenwriter prints without using fractional width calculations.

## 1.13.10 Keyboard Preferences

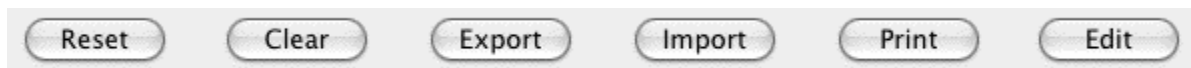
### Screenwriter > Preferences... > Keyboard

This page allows you to change Screenwriter's special editing keys. From the scrollable lists, choose your key preferences. .

---



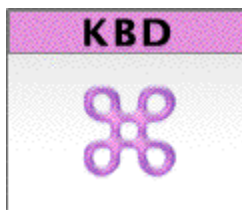
### 1.13.10.1 Keyboard Preferences Buttons



**Reset**--This button resets the keyboard shortcuts to the shipping defaults.

**Clear**--This button clears all of the keyboard shortcuts.

**Export**--Exports the current keyboard shortcuts to a keyboard shortcuts (.kbd) file.



**Import**--Imports .kbd keyboard shortcuts files to the current keyboard shortcuts.

**Print**--Prints the keyboard shortcuts.

**Edit**<sup>168</sup>--This button lets you add, remove, and change keyboard shortcuts.

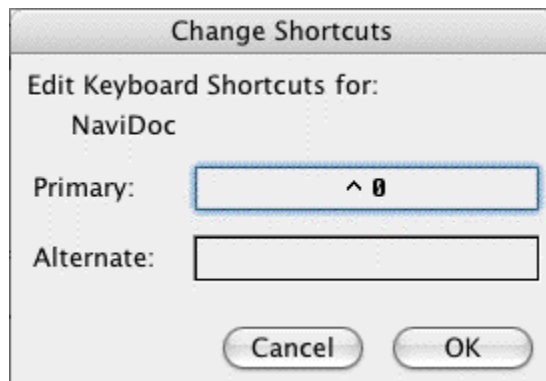
### 1.13.10.2 Edit Keyboard Preference



Most any command in Screenwriter can have a keyboard shortcut. To add, remove, or change a keyboard shortcut:

- Select the command from the list of commands in the Keyboard Preferences tab by clicking on it.
- Press Edit.

This opens the Change Shortcuts window:



Each command can have one primary keyboard shortcut and one alternate shortcut. If a shortcut already exists for the command it displays automatically. Click in or tab to the Primary or Alternate shortcut box and press the keyboard shortcut of your choice. You may use many combinations of CMD, CTRL, OPTION, and SHIFT modifier keys. Screenwriter lets you know if the shortcut key has already be assigned of if it is an invalid choice (such as OPTION, SHIFT, and SHIFT+OPTION only modifiers).

Press OK to save your edits. Press Cancel to exit without saving your keyboard shortcut edits.

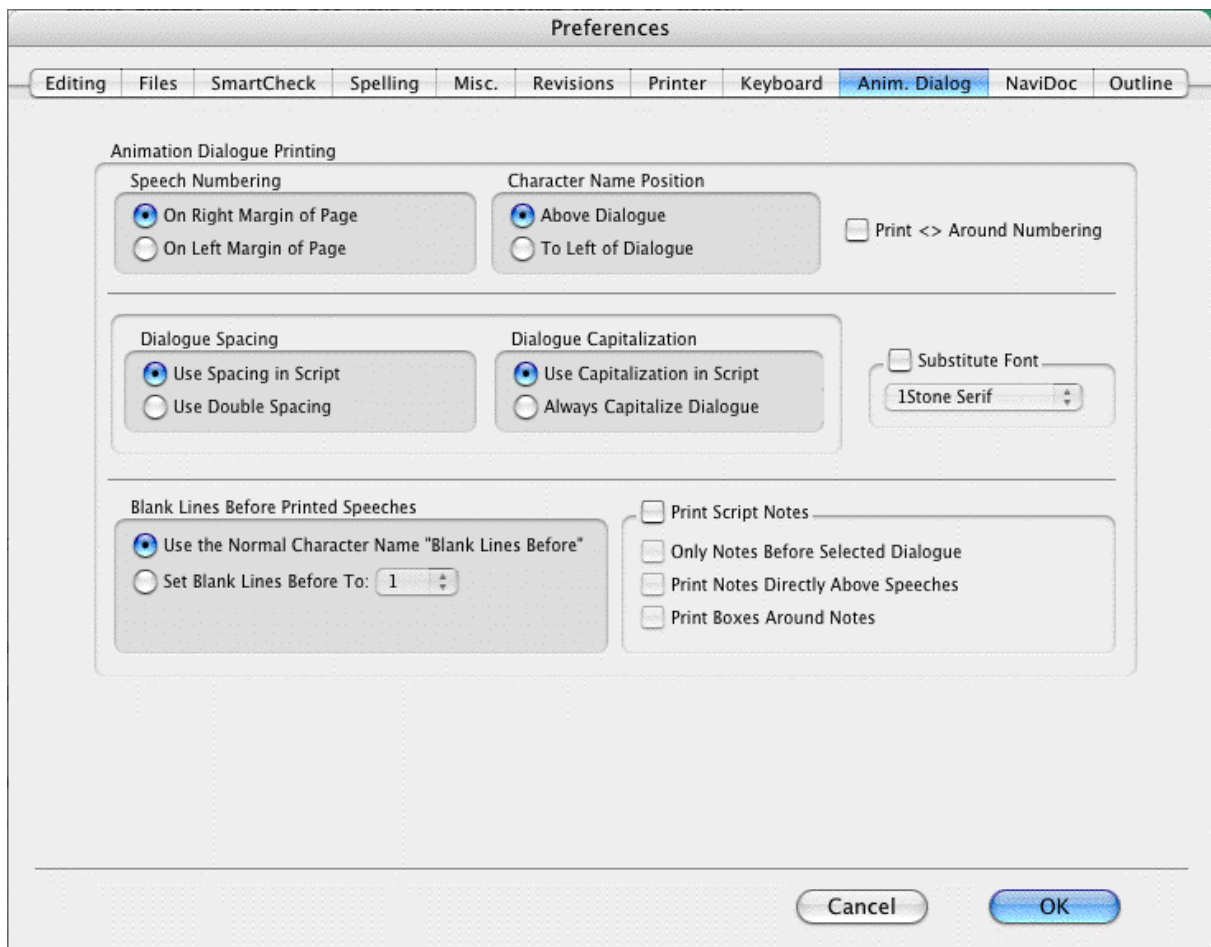
### 1.13.11 Animation Dialog Preferences

#### Screenwriter > Preferences... > Anim. Dialog

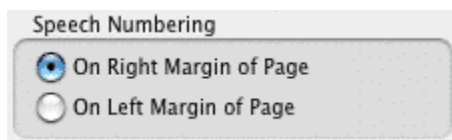
Select the Anim. Dialog preferences to setup the layout of your Animation Recording Scripts. These options change the way the a Recording Script prints without affecting the script.

---





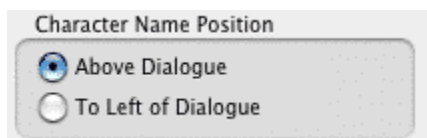
### 1.13.11.1 Speech Number



#### Speech Numbering

- **On Right Margin of Page**—Prints dialogue numbers in the speech's right margin.
- **On Left Margin of Page**—Prints dialogue numbers in the speech's left margin.

### 1.13.11.2 Character Name Position



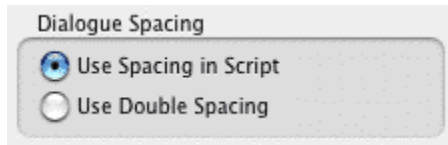
#### Character Name Position

- **Above Dialogue**—Prints the Character Name above the dialogue speech (normal

position).

- **To Left of Dialogue**—Prints the Character Name at the left of the dialogue speech.

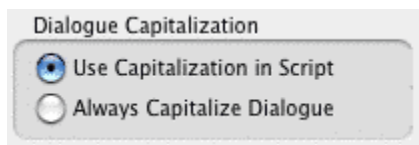
#### 1.13.11.3 Dialogue Spacing



#### Dialogue Spacing

- **Use Spacing in Script**—Prints the dialogue using the same spacing as in the original script.
- **Use Double Spacing**—Prints with the dialogue double-spaced.

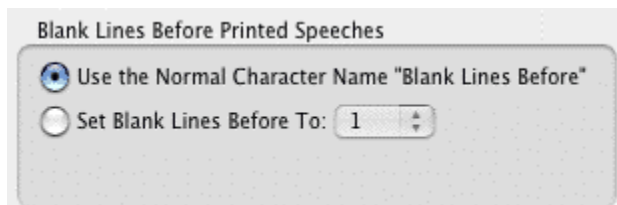
#### 1.13.11.4 Dialogue Capitalization



#### Dialogue Capitalization

- **Use Capitalization in Script**—Prints the dialogue using the same Capitalization as in the original script.
- **Always Capitalize Dialogue**—Prints Dialogue speeches in ALL CAPS.

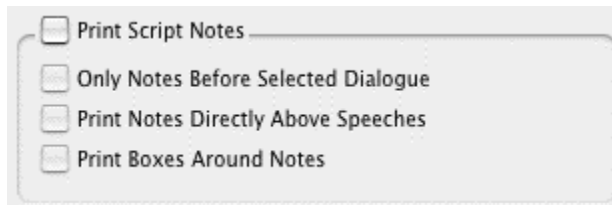
#### 1.13.11.5 Blank Lines Before Printed Speeches



#### Blank Lines before Printed Speeches

- **Use the Normal Character Name "Blank Lines Before"**—Prints the dialogue using the same # of Blank Lines Before the Character Name as in the original script.
  - **Set Blank Lines Before to #**—Allows you to set the number of Blank Lines Before the Character Name, from 1 to 5.
-

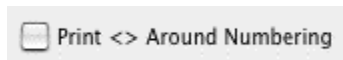
### 1.13.11.6 Print Script Notes



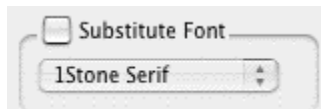
**Print Notes**—If checked, prints Notes in the Animation Recording Script, with the following options:

- **Only Notes before selected Dialogue**—Prints Notes only if they appear directly before a dialogue speech.
- **Print Notes directly above Speeches**—If checked, prints Notes on the line immediately above the Character Name. Unchecked, prints according to the line spacing set in Blank Lines Before Printed Speeches.
- **Print Boxes around Notes**—If checked, prints Notes as they appear in the original script, with boxes around them. Unchecked, no boxes are printed.

### 1.13.11.7 Misc. Animation Dialog Preferences



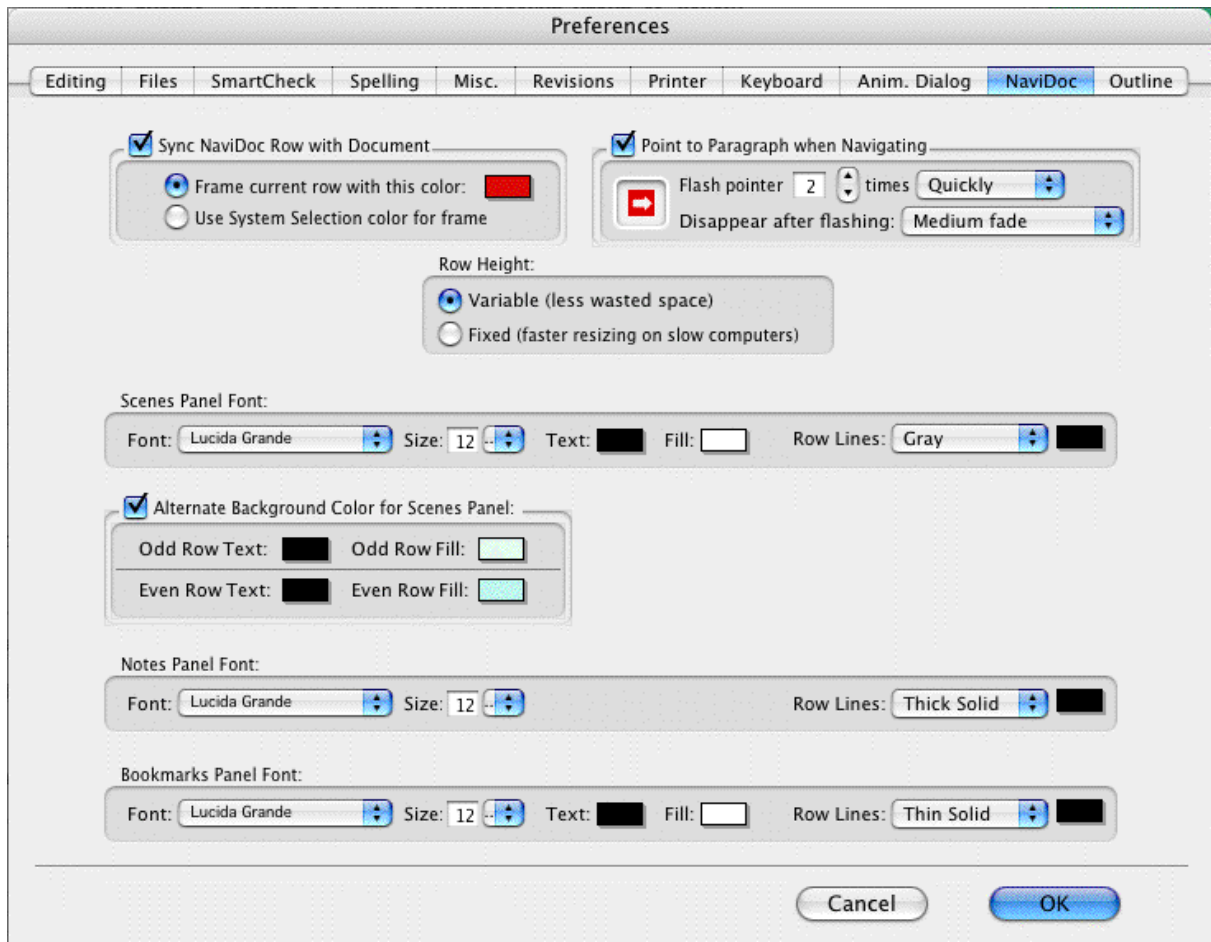
**Print <> around Numbering**—If checked, displays and prints angle brackets around the dialogue numbers, to differentiate between them and page numbers, scene numbers, etc.



**Substitute Font:**—Lets you print the Animation Recording Script using a different font than in the original script.

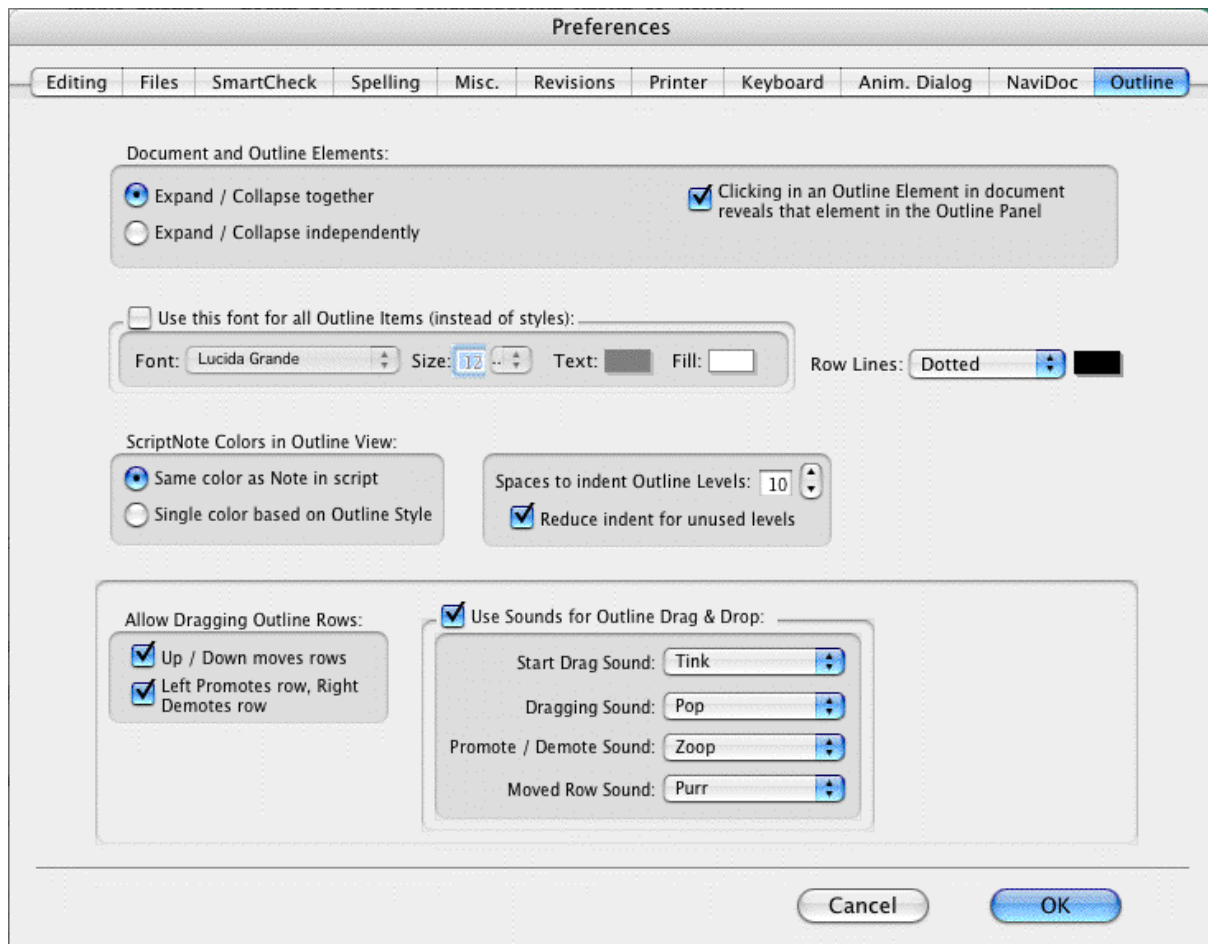
### 1.13.12 NaviDoc Preferences

Screenwriter > Preferences... > [NaviDoc](#)<sup>83</sup>



### 1.13.13 Outline Preferences

Screenwriter > Preferences... > Outline



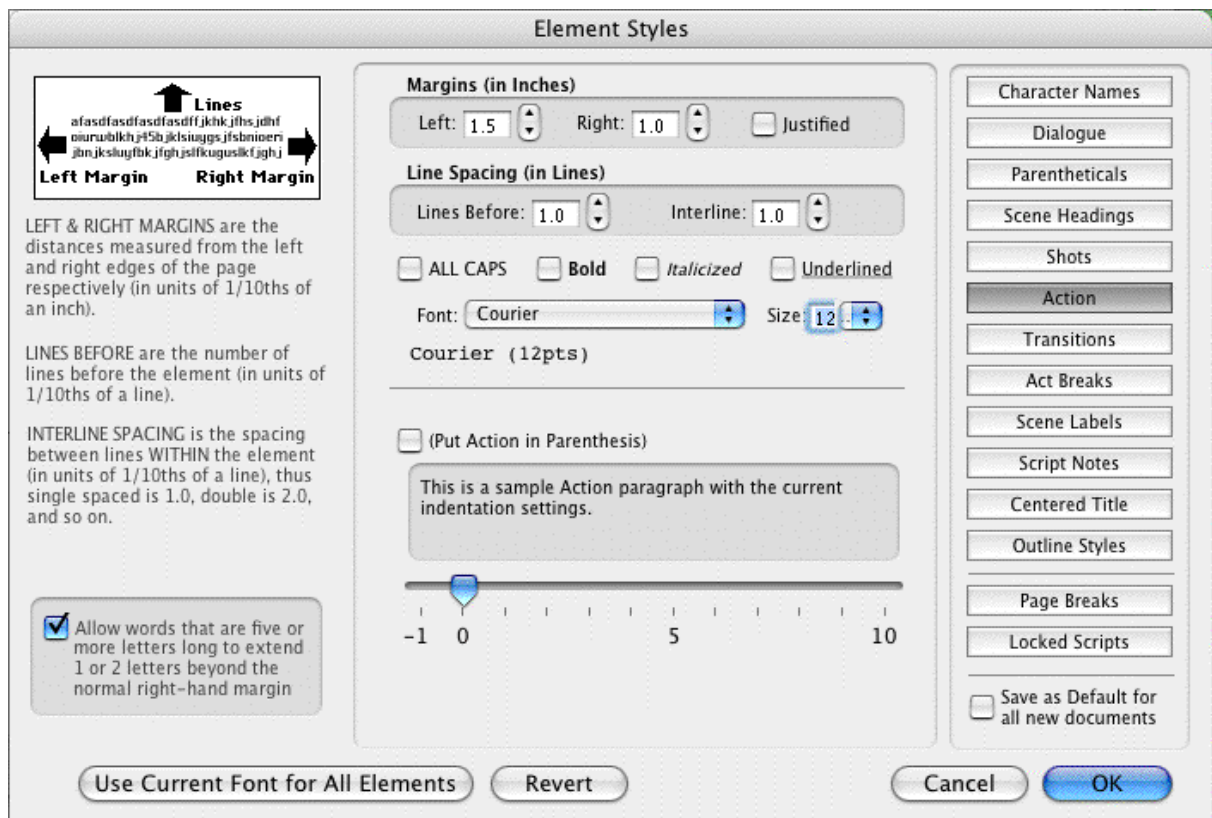
### 1.13.14 Script Format Options

The script formats supplied with Screenwriter—for Screenplay, Sitcom 1, Sitcom 2, Stage Play, or Multimedia—can be customized to your preference. The changes affect the current script, or can be saved as a default to affect all new scripts created using that format. Formats for the Television Templates can also be changed—to reflect the different format of a new TV show, for example.

Change options for specific script formats by using the Element Styles... screen:

Under the **Format** menu, select **Element Styles...**

A screen similar to the following displays:



### 1.13.14.1 Element Styles...

#### Format > Element Styles...

Down the right side of the Element Styles window are buttons for displaying the unique characteristics of individual Elements:

- [Character Names](#) <sup>176</sup>
- [Dialogue](#) <sup>177</sup>
- [Parentheticals](#) <sup>177</sup>
- [Scene Headings](#) <sup>178</sup>
- [Shots](#) <sup>179</sup>
- [Action](#) <sup>179</sup>
- [Transitions](#) <sup>179</sup>
- [Act Breaks](#) <sup>180</sup>
- [Scene Labels](#) <sup>181</sup>
- [Notes](#) <sup>182</sup>
- [Centered Title](#) <sup>183</sup>

and options for:

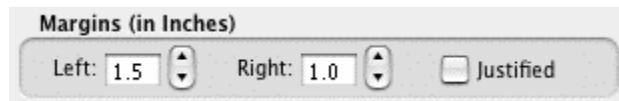
- [Page Breaks](#) <sup>183</sup>
- [Locked Scripts](#) <sup>185</sup>

Click on a button to display that element's options.

#### 1.13.14.1.1 Options common to all script elements

Options common to all script elements (though with different values for each) are:

**Margins**—Left and Right, adjustable in units of 1/10th of an inch.

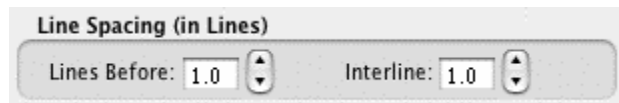


**Justified**—Justified is a feature that appears in the text formatting section of the following menus: Dialogue, Parenthetical, Action, and Notes.

When this option is enabled all words along the right side of the script will be aligned and even. Animation scripts are the only scripts that actually use this format. In addition, the justified text will not display on screen but will print and display in Print Preview.

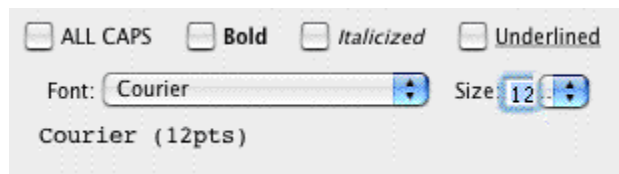
*NOTE: The “Darken Courier New” function will not work when justified is selected. It will normally print Courier New instead. You can find this function by going into the Tools menu, clicking Options..., and then clicking the Printing button.*

**Line Spacing**—Lines Before and Interline (between lines within an element), adjustable in units of 1/10th of a line.

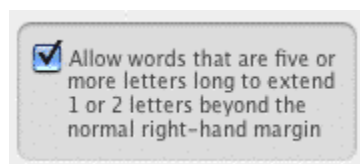


**All Capitals, Bold, Italicized, and Underlined** text formatting checkboxes.

A button to select a **Font's Typeface, Style, and Size**.



**Allow Words that are five or more letters long to extend 1 or 2 letters beyond the normal right-hand margin**—If checked, allows a right margin “slop” for smoother-looking right margins in all elements. Unchecked, maintains strict right margins.



## BUTTONS



**Use Current Font for All Elements**—Applies the font type and size (but not formatting such as bold, italic, etc.) in the current element to all other elements.

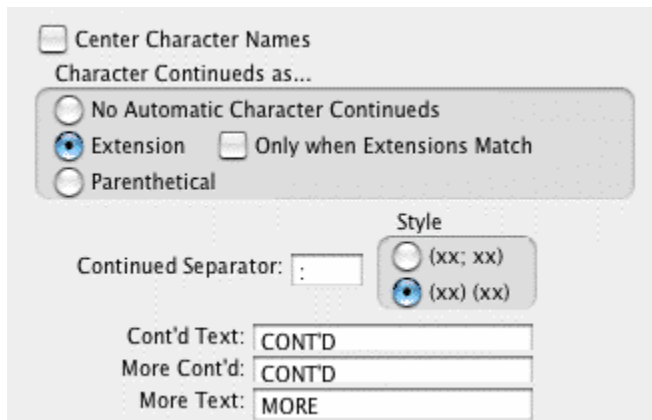
**Reset**—The Reset button works as an Undo button for the changes you've made to an individual Element. It restores the settings to the way they were before you made changes. Use the Reset button before clicking OK to exit the menu and save changes to Script Formats, or it will have no effect.

**Save as Defaults for all New Scripts**—If checked, applies any changes you've made to a script's elements to all new scripts.

**OK**—Exits and applies Script Format changes you've just made to the script.

**Cancel**—Exits and discards Script Format changes you've just made to the script.

### 1.13.14.1.2 Character Names



**Center Character Names**—If checked, all Character Names are centered horizontally across the page (an unconventional choice). Unchecked, each Character Name starts at the same left margin position.

**Character Continueds as...**—Allows you to choose one of these options for adding a Continued to a Character Name when dialogue is split by an Action element:

- **No Automatic Character Continueds**—If checked, Continued is not added to the Character Name on the second speech.
- **Extension**—If checked, Continued is placed in parentheses after the Character Name (for example, KATY (CONT'D)) on the second speech.
- **Parenthetical**—If checked, Continued is placed in a Parenthetical element beneath the Character Name on the second speech.
- **Only when Extensions Match**—If checked, adds a Continued to the Character Name on the second speech only if both speeches are of the same type, e.g. (V.O.)



Unchecked, adds a Continued even if the first speech was normal Dialogue and the second is (V.O.), for example.

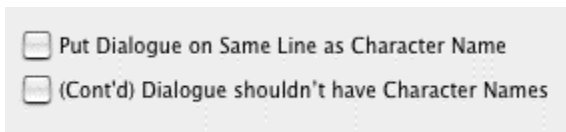
**Continued Separator:**—Allows you to enter a character to use to separate a Character Name Extension from a Character Name Continued. Default is the semi-colon. The Set Style option lets you determine how Character Name Extensions and Continueds are separated: either by the Separator character or by parentheses.

**Cont'd Text:**—Lets you enter your choice of Character Name Continued text. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

**More Cont'd:**—Lets you enter your choice of Character Name Continued text to use at the end of a page's broken Dialogue when it's split by a Page Break. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

**More Text:**—Lets you enter your choice of Character Name Continued text to use at the beginning of the next page's continued Dialogue when it's split by a Page Break. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

#### 1.13.14.1.3 Dialogue



**(Cont'd) Dialogue Shouldn't have Character**—Select this option to have Movie Magic Screenwriter 'hide' all Character Names to which it applies automatic Cont'ds. If you have this option selected then these Continued Names will appear in the script in a GRAY color to identify that they will not print, and they will be ignored by the pagination routines.

*NOTE: The ONLY format in which this is used in the professional world is in play writing, and we HIGHLY recommend that you do not use this setting in a screenplay or teleplay!*

**Put Dialogue on the same line as Character Names**—Select this option to have Movie Magic Screenwriter put dialogue on the same line as the Character Names (i.e. Radio Script Style) so that it will look like the following:

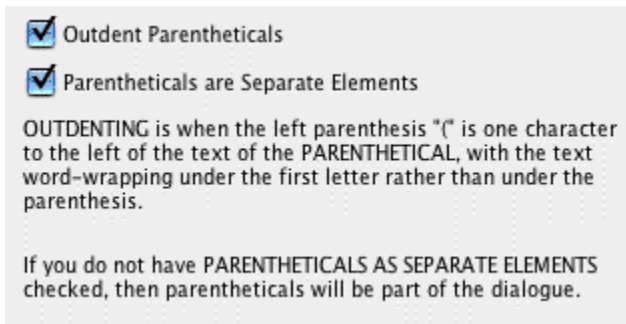
```
MARK: True, but despite the fact that you read many plays
      printed in this format, it is not the one used in the
      professional play writing world!
```

*NOTE: When you are in the Radio Script format, QuickType™ functions a little differently to accommodate the text flow in this format. Typing in a known Character Name on a blank action line and then pressing the colon (":") automatically takes you to Dialogue. In addition, pressing the TAB key following a colon in an action line automatically takes you to Dialogue.*

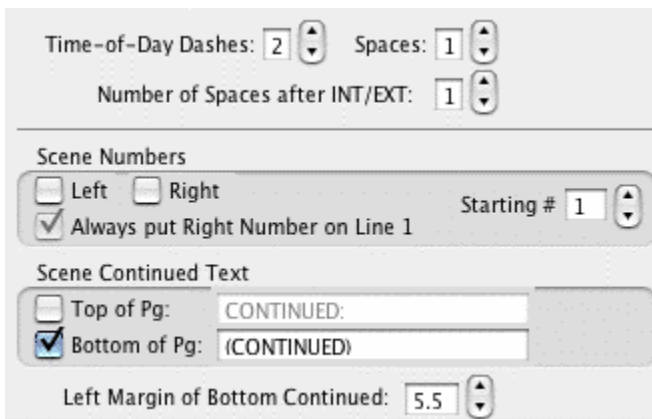
#### 1.13.14.1.4 Parentheticals

**Outdent Parentheticals**—If checked, wraps parenthetical text so that the second line text lines up under the first line text and not the parenthesis. Pushes wrapped text over by one character space.

**Parentheticals are Separate Element**—If checked, puts Parenthetical text on its own line above the Dialogue and below the Character Name. Unchecked, puts Parenthetical text on the same line as Dialogue.



#### 1.13.14.1.5 Scene Headings



**Time-of-Day Dashes**—Lets you choose how many dashes should be placed between Location and Time-of-Day in Scene Headings when using QuickType popup lists. Enter a number between 0 and 9. The number entered in Spaces: determines how many spaces are placed before and after the Time-of-Day Dash(es).

**Number of Spaces after INT/EXT:**—Determines how many character spaces are placed between INT. or EXT. and the Location when using QuickType popup lists. Enter a number between 0 and 9.

*NOTE: The Time-of-Day Dashes and Number of Spaces after INT/EXT settings do not update existing Scene Headings. They only change the appearance of future Scene Headings you create after changing the settings. To change existing Scene Headings, use the Search & Replace command.*

**Scene Numbers**—Allows you to choose how and when Scene Numbers are displayed onscreen (and printed, if you have Scene Numbers set to print):

- **Left**—If checked, displays left Scene Numbers.
- **Right**—If checked, displays right Scene Numbers.
- **Starting**—Allows you to enter a Scene Number to start numbering from, between 0 and 9999. Default is 1.

- **Always put Right Number on Line 1**—If checked, always puts the right Scene Number on the first line of Scene Heading even when the Scene Heading text wraps to a second line. Unchecked, the right Scene Number may appear on the second wrapped line.

**Scene Continued Text**—Allows you to choose whether Scene Continued text is displayed, and what text to use:

- **Top of Pg:**—If checked, puts the default text CONTINUED: above a Scene that's continued from the previous page. Enter your preferred text, including any parentheses, to replace the default text with.
- **Btm of Pg:**—If checked, puts the default text (CONTINUED) below a Scene that continues to another page. Enter your preferred text, including any parentheses, to replace the default text with.
- **Left Margin of Bottom Cont'd:**—Lets you choose how far, in 1/10 of an inch increments, to indent the Bottom Continued from the left edge of the page.

#### 1.13.14.1.6 Shots

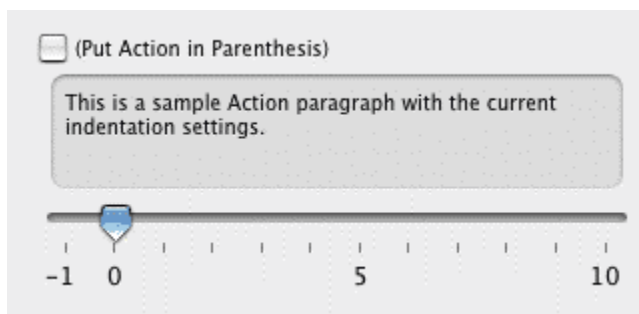
Shots has no element-specific options.

#### 1.13.14.1.7 Action

**(Put Action in Parentheses)**—If checked, puts Parentheses around the Action text (as is required in some Stage Play and TV Sitcom formats).

**Action Indentation**—This option allows you to change the starting indent of Action. The setting of -1 is only available when you have the option Put Action in Parenthesis selected, and setting it to -1 will automatically select that option for you if it is not already. This setting will cause the left parenthesis to be outdented one position so that the first line of action will line up with all subsequent lines.

When you change this Action Indentation setting, you will see a sample action line which will display how action will look with the current parenthetical and indentation settings.

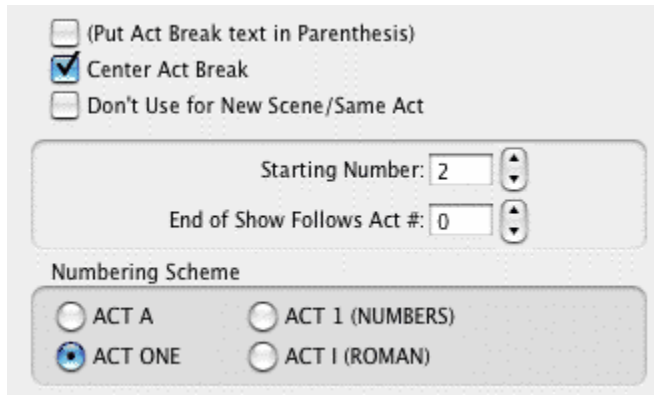


#### 1.13.14.1.8 Transitions

**Transitions are FLUSH RIGHT**—If checked, Transition text is aligned flush with the right margin. Unchecked, Transition text is aligned flush with the left margin.

Transitions are FLUSH RIGHT

#### 1.13.14.1.9 Act Breaks



**(Put Act Info in Parenthesis)**—If checked, puts Parentheses around the Act Information text (as is required in some TV Sitcom formats).

**Center Act Info**—If checked, all Act Information text is centered horizontally between the Act Information margins. Unchecked, Act Information text starts at the Act Information left margin.

**Don't use Act Break for a New Scene in the Same Act** (e.g. *Put in ONLY on first Scene of an Act*)—If checked, puts “Act #, Scene #” at the beginning of the first scene in an Act only. Subsequent scenes have the “Scene #” information only. Unchecked, each scene in an Act has the full “Act #, Scene #” information.

*NOTE: The Put in ONLY on 1st Scene of Act setting does not update existing Act/Scene Info—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Info you create after changing the setting. To change existing Act/Scene Info, use the Search & Replace command.*

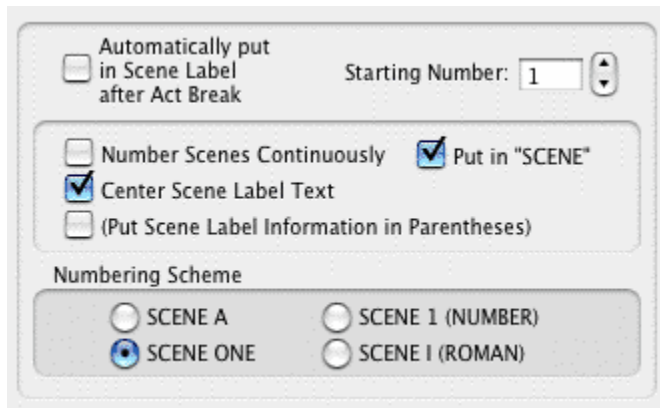
**Starting Number**—Allows you to enter an Act Number to start numbering from, between 0 and 9999. Default is 1.

**End of Show is Act Number**—Lets you specify how many acts are in the current script. Screenwriter enters “END OF SHOW” at the end of the Act Number you specify here, instead of “END OF ACT #”.

**Numbering Scheme...**—Lets you choose how Acts are numbered, from one of the following schemes:

- **ACT A**—If checked, uses letters to number the acts.
- **ACT 1 (NUMBERS)**—If checked, uses numbers to number the acts.
- **ACT ONE**—If checked, uses words to number the acts.
- **ACT I (ROMAN)**—If checked, uses Roman numerals to number the acts.

## 1.13.14.1.10 Scene Labels



**Automatically put in Scene Label after Act Break**—If checked, Scene Labels is automatically put in the script directly after Act Information (as in Sitcoms). Unchecked, Scene Labels are not added (as in MOWs).

*NOTE: The Use Scene Labels in Script setting does not update existing Act/Scene Info—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Label you create after changing the setting. To change existing Act/Scene Label, use the Search & Replace command.*

**(Put Scene Labels in Parenthesis)**—If checked, puts Parentheses around the Scene Label text (as is required in some TV Sitcom formats).

**Center S-Info**—If checked, all Scene Label text is centered horizontally between the Scene Label margins. Unchecked, Scene Label text starts at the Scene Label left margin.

**Put in “SCENE”**—If checked, displays the word “SCENE” along with Scene Numbers. Unchecked, Scene Numbers display alone.

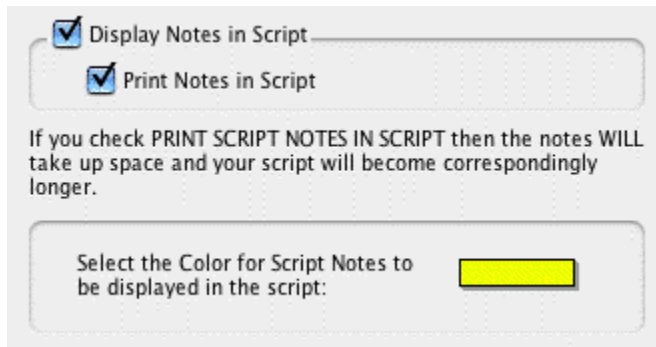
**Number Scenes Continuously**—If checked, Scenes are numbered continuously from first to last. Unchecked, Scene Numbering restarts at 1 from each Act Break.

**Starting Number:**—Allows you to enter a Scene Number to start numbering from, between 0 and 9999. Default is 1.

**Numbering Scheme...**—Lets you choose how Scenes are numbered, from one of the following schemes:

- **SCENE A**—If checked, uses letters to number the scenes.
- **SCENE 1 (NUMBERS)**—If checked, uses numbers to number the scenes.
- **SCENE ONE**—If checked, uses words to number the scenes.
- **SCENE I (ROMAN)**—If checked, uses Roman numerals to number the scenes.

## 1.13.14.1.11 Notes



**Display Notes in Script**—If checked, displays Notes onscreen. Unchecked, they are hidden. Unchecking Display Notes in Script automatically unchecks Print Notes in Script.

**Print Notes in Script**—If checked, Notes are treated as part of the script when printing, changing the Page Breaks accordingly. Checking Print Notes in Script automatically checks Display Notes in Script. Unchecked, Notes do not print or increase the script length.

**Select the Color for Notes**—Clicking this button displays a Color palette. Choose a color to display Notes with, or create a Custom color. Click OK to accept your choice, Cancel to exit without changing color.



## 1.13.14.1.12 Centered Title

Centered Title has no element-specific options.

## 1.13.14.1.13 Page Breaks

Break Action

Do Not Break Action  
 Sentence Ends Only  
 Sentence Ends Preferred  
 Maximum Lines on Page

Minimum Action Lines on a Page: 2

Break Dialogue

Do Not Break Dialogue  
 Sentence Ends Only  
 Sentence Ends Preferred  
 Maximum Lines on Page

Minimum Dialogue Lines on a Page: 2

---

Break After a Single Sentence  
 Break two One-line Sentences  
 Allow Transition as 1st line on Page  
 Allow Transition on CONTINUED line  
 Allow Scene on TOP CONTINUED line  
 Count (More) Line in Page Breaking

Starting Page Number: 1

Start 1st/Forced Page on Line: 1

## 1.13.14.1.13.1 Break Action

Break Action

Do Not Break Action  
 Sentence Ends Only  
 Sentence Ends Preferred  
 Maximum Lines on Page

Minimum Action Lines on a Page: 2

**Do Not Break Action**—If checked, an Action element is never split by a page break. Unchecked, Action may be broken over the two pages.

**Sentence Ends Only**—If checked, Action is broken at the end of a sentence only.

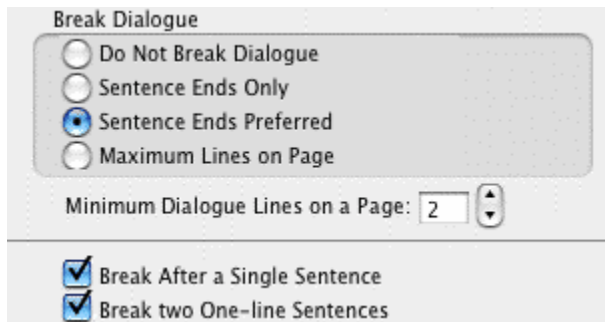
**Sentence Ends Preferred**—If checked, Action is broken at the end of a sentence if one exists in the 3 lines before the end of where the page break falls. If no sentence end is

found in the last 3 lines, Action may be broken in the middle of a sentence.

**Maximum Lines on Page**—If checked, Action may be broken in the middle of a sentence in order to fit the maximum number of lines on a page.

**Minimum Action Lines on a Page**—Tells Screenwriter not to break an Action element unless there are at least this number of Action lines both before and after the page break. The lower the number entered, the less blank white space at the bottom of a page. Accepts a number between 1 and 10, with 2 as the default. (Not used when Sentence Ends Only is selected.)

#### 1.13.14.1.13.2 Break Dialogue



**Do Not Break Dialogue**—If checked, a Dialogue element is never split by a page break. Unchecked, Dialogue may be broken over the two pages.

**Sentence Ends Only**—If checked, Dialogue is broken at the end of a sentence or between Dialogue and Parenthetical only.

**Sentence Ends Preferred**—If checked, Dialogue is broken at the end of a sentence if one exists in the 3 lines before the end of where the page break falls. If no sentence end is found in the last 3 lines, Dialogue may be broken in the middle of a sentence.

**Maximum Lines on Page**—If checked, Dialogue may be broken in the middle of a sentence in order to fit the maximum number of lines on a page.

**Minimum Dialogue Lines on a Page**—Tells Screenwriter not to break a Dialogue element unless there are at least this number of Dialogue lines both before and after the page break. The lower the number entered, the less blank white space at the bottom of a page. Accepts a number between 1 and 10, with 2 as the default. (Not used when Sentence Ends Only is selected.)

**Break After a Single Sentence**—If checked, elements may be broken after a single sentence that only takes up one line (doesn't word-wrap.) For Dialogue elements, this option only applies to a single sentence directly following the Character Name element. Dialogue elements following Parentheticals, or second paragraphs of Dialogue, may be broken after a single sentence even if this option is not checked.

**Break two One-line Sentences**—If checked, elements consisting of only two one-line sentences may be broken. Unchecked, the element is not broken.



## 1.13.14.1.13.3 Transitions

 Allow Transition as 1st line on Page  
 Allow Transition on CONTINUED line

**Allow Transition as 1st Line on Page**—If checked, a new page is allowed to start with a Transition element. This is unconventional, as Transitions are intended to bridge two other elements. Unchecked, part of the element preceding the Transition is broken to appear at the top of the new page. The previous page may have extra blank white space as a result.

**Allow Transition on CONTINUED line**—If checked, forces a Transition element to fit on the bottom of a page if the next element is Scene Heading or Act/Scene Information. Only applies when **Bottom Scene Continueds** are turned on—the Transition takes the place of the Bottom Scene Continued.

## 1.13.14.1.13.4 Miscellaneous

 Allow Scene on TOP CONTINUED line  
 Count (More) Line in Page Breaking  
 Starting Page Number:    
 Start 1st/Forced Page on Line:  

**Allow Scene on TOP CONTINUED line**—If checked, a Scene Heading or Act/Scene Information that is the first item on a page is placed where the Top Scene Continued would appear. Only applies when Top Scene Continueds are turned on. Unchecked, the first element text on a page appears in the same position on each page, regardless of the Top Continueds.

**Count (More) Line in Page Breaking**—If checked, the line containing (MORE) is considered part of the Dialogue element for page breaking purposes. Unchecked, only the actual Dialogue text is considered when deciding where to break the page.

**Starting Page Number**—Allows you to specify a different starting page number for the script. Default is 1.

**Start 1st/Forced Page on Line #**—Allows text on the first page of the script and all pages following Forced Page Breaks to start further down the page than the first line. Enter the line number to start text on. Used in Sitcom formats to start each scene about a third of the way down the page.

## 1.13.14.1.14 Locked Scripts

The options on this page are only used during production. Locked Scripts are covered in the [Production Features](#)<sup>185</sup> chapter.

## 1.14 Production Features

- [Production Rewrites](#)<sup>186</sup>
- [The Production Cycle](#)<sup>186</sup>
- [Revision Marks](#)<sup>191</sup>

- [Locked Script Options](#) <sup>[192]</sup>
- [Advanced Locking Features](#) <sup>[199]</sup>
- [Production Breakdowns](#) <sup>[204]</sup>
- [Breakdown Sheets](#) <sup>[212]</sup>
- [Export to Movie Magic Scheduling](#) <sup>[213]</sup>
- [Animation Production](#) <sup>[214]</sup>
- [Animation Recording Scripts](#) <sup>[215]</sup>

### 1.14.1 Production Rewrites

After the final draft of a script is turned in by the screenwriter, and the decision to go into production is made, copies of what is now the shooting script are distributed to cast and crew.

Each time a change is made to the script after that, everyone needs a copy of the changes. Instead of sending out the entire script to everyone again, only those pages with changed text are sent—the revised pages.

Revised pages have revision marks next to those lines that have changed, or revision marks in the header if most of the page has changed. Added (A and B) and deleted (Omitted) scenes and pages are indicated also.

Each time a set of revised pages is distributed, they're copied on a different color of paper to instantly distinguish them from other revisions.

Screenwriter can automatically generate all A-Pages, A-Scenes and revision marks for you, and gives you a lot of flexibility over how you'd like your revisions to appear. To begin generating revised pages, you must first Lock the Page Breaks of the script. Otherwise, any addition or deletion to the script would change the page numbers of the pages following it—and everyone would no longer have the same text on the same pages. Subsequent pages are added as A-Pages. Deleted pages become Omitted pages.

Similarly, Scene Headings (and numbers) can be locked, so that everyone's referring to the same scene. New scenes become A-Scenes. Deleted scenes become Omitted scenes.

*NOTE: If you place the mouse on Page Panel in a locked script, it displays a pop-up window with the total number of page, how many pages were revised and the applicable percentage.*



### 1.14.2 The Production Cycle

The Production Cycle involves the following steps:

- [Issue the Shooting Script](#) <sup>[187]</sup>

then...

- [Lock the Script](#) <sup>[187]</sup>
  - [Perform Revisions](#) <sup>[190]</sup>
-

- [Issue Revised Pages](#)  <sup>190</sup>
- [Start Next Revision](#)  <sup>190</sup> (Lock the script again)
- Perform Next Revisions
- Issue Next Revised Pages

...and so on. Here's how:

#### 1.14.2.1 Shooting Script

Before issuing the shooting script for the first time, turn on and/or customize all the Production Features you'd like to use (especially Top and Bottom Continueds!). Each of these options is described in detail elsewhere in the manual and in this Online Help.

1. Save the screenwriter's final draft , using **File > Save As...** Give it a different name to reflect the date and its status as the White shooting draft you're about to create (e.g. MyScript WHITE). Now you can save your work at regular intervals, using the Save command.

*NOTE: To customize the Production Features for the way you or your production company work, continue with Steps 2 and 3. To accept Screenwriter's default settings, skip directly to Step 4.*

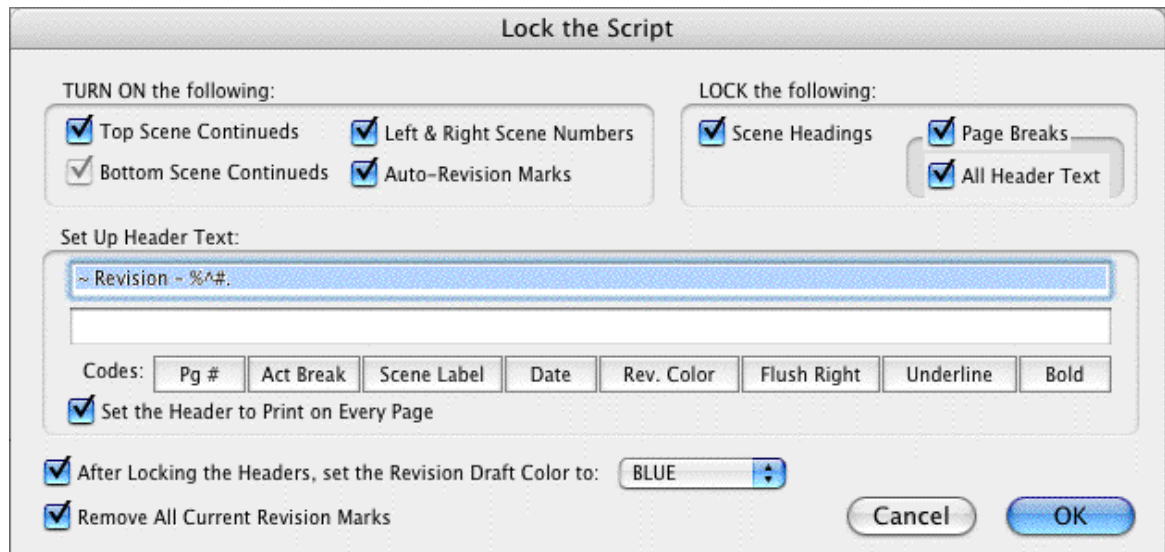
2. Under the **Format** menu, select **Element Styles...**

- Click on the **Scene Headings** button and set the Scene Numbers and Scene Continued Text to your preference.
- Click on the **Locked Scripts** button and set the Scene Omitted Text, A-Scene Numbering Scheme, Revision Mark Text and Locked Letter Skip List to your preferences (Do not Lock Scene Headings and Page Breaks here. You'll do all Locking from the Production menu.)
- Once you have the settings customized to the way your production company works, click on **Make Default for All New Documents** if you want all new files to have this format.
- Click on the **OK** button to accept your changes.

3. Under the **Tools** menu, select **Options...**

- Click on the **Revisions** tab and set the Revision Marks options to your preference.
- Click on the **Printing** tab and set the Print Bottom Continueds and Print (MORE) options to your preference. Click on the OK button to accept your changes.

4. Under the **Production Menu**, select **Lock the Script**. Click **OK** to confirm your decision. A Lock the Script window displays.



Screenwriter's defaults for Locked Scripts are already selected for you. Generally, you will want to accept these settings unless your Production Company dictates otherwise. If desired, you can:

- TURN ON or off the options you prefer by clicking on their checkboxes. Grayed-out options have already been selected by your prior choices in Element Styles....
- LOCK or Unlock items, as you prefer, by clicking their checkboxes.
- SETUP the Header Text by editing the default codes. Click on a Code's button to enter it in the Header. The default Header Text for the White shooting script reads something like:

```
White Revision - 12/25/97                120.
```

...using the current date and page number.

- Change the Revision Draft Color order, if desired. Screenwriter uses the following industry standard Revision Draft Color order:



White  
Blue  
Pink  
Yellow  
Green  
Goldenrod  
Salmon  
Cherry  
Buff  
Tan

After you have locked this—the White shooting script—for the first time, Blue will be set as the next revision color.

Click on **OK** to accept your changes or the defaults and Lock the Script.

A prompt displays, telling you that you're ready to print the White draft and then start making Revisions that will appear in the Blue draft. Click on **OK** to continue.

5. Next, update the Title Page. Under the **View** menu, select **Title Page Publisher**. Create a text box and start the Running List, with the current Date and Revision Draft Color. Click on **OK** to save the changes.
6. Save the script under **File > Save**.
7. Print the White draft Shooting Script. Under the **File** menu, select **Print**. Copy and distribute the script to all concerned parties.

#### 1.14.2.2 Perform Revisions

1. Save the script under **File > Save As**. Give it a different name to reflect the Date and its status as the next Revision Color draft (e.g. MyScript BLUE).
2. Make changes to the script—adding and deleting text as necessary—that will appear in the next draft. Save the file as you go. Because the script is locked, Screenwriter does the following:
  - Automatically puts Revision Marks on lines you make changes to.
  - Puts appropriate OMITTED text in the place of omitted Scenes and Pages.
  - Keeps existing Page and Scene numbers the same, while adding new ones as A-Pages and A-Scenes.
3. Update the Title Page. Under the File menu, select **Title Page Publisher...** Manually change the Running List, adding the current Date and Revision Draft Color. Click on OK to save the changes.
4. Check the Header Text to make sure it accurately reflects the current Date and Revision Draft Color.
5. Save the script, using the Save command.

#### 1.14.2.3 Issue Revised Pages

1. Print the Revised Pages only:
  - Under the **File** menu, select **Print**.
  - Click on the radio button for the displayed Revision Color (or click on the radio button for Asterisked Pages if you're not using Revision Colors.) Screenwriter prints only the pages with Revision Marks and any A-Pages immediately following them.
2. Distribute the revised pages.

#### 1.14.2.4 Start Next Revision

1. Under the **Production** menu, select **Start Next Revision**. From now on, Screenwriter automatically takes you through the steps to get to the next revision. When you select Start Next Revision, Screenwriter:
    - Removes all Revision Marks.
    - Fixes all A-Pages.
-

- Locks the Header Text.
  - Advances to the next Revision Draft Color.
  - Prompts for a mandatory Save.
  - Displays the Title Page Publisher, so you can add the next Revision Draft Color to the Running List and change the Date.
    - Click YES to have Screenwriter start the automated process.
2. New drafts must be saved Save the script, using the Save As command. Give it a different name to reflect the Date and its status as the next Revision Color draft (e.g. MyScript PINK).
    - Click on OK to go to the Title Page Publisher. Manually change the Running List, adding the current Date and Revision Draft Color. Click on OK to save the changes.
  3. Make changes to the script, adding and deleting text as necessary. Save the file as you go.
  4. Issue Revised Pages by printing and distributing them.
  5. Go back to Step 1 of Start Next Revision. Repeat the process for each day's revisions.
  6. That's the Production Cycle completed.

### 1.14.3 Revision Marks

A Revision Mark is a special character (usually an asterisk) usually appearing in the right margin of a line. It signifies that changes have been made to that line.

If you follow the Production Cycle sequence described above, Screenwriter will automatically handle Revision Marks for you.

To work with Revision Marks manually , use the following instructions.

#### 1.14.3.1 Manual Revision Marks

There are three ways to manually enter or remove revision marks:

- **Asterisk Key**—Pressing the Asterisk key (\*) manually enters a revision mark on the line the cursor is blinking. If the line already has a revision mark, pressing the asterisk key removes it.

*NOTE: The Asterisk key is still used to type Manual Revision Marks, even if the Revision Mark has been re-defined as a different character.*

- **Apply Revision Marks**—Applies revision mark to any currently selected line of text that does not have one applied. If any lines already have revision marks, this will not affect those lines.
  - **Remove Revision Marks**—Removes revision mark from any currently selected line of text that has one applied. If any lines already have revision marks, those will also be removed.
-

### 1.14.3.2 Auto-Revision Marks

Auto-Revision Marks are revision marks which are automatically entered for you as you edit your Locked script.

When you change a line, Screenwriter gives it a revision mark in the right margin. If you Undo the change, it will remove the mark. If you change it back the way it originally was manually, that is still considered a "change" so the revision mark will remain.

### 1.14.3.3 Enabling Auto-Revision Marks

To enable Auto-Revision marks:

This feature can be turned on or off under **Production > Auto-Revision > Marks**.

A checkmark displays next to Marks on the menu to indicate that Auto-Revision Marks are enabled.

### 1.14.3.4 Removing All Current Revision Marks

To remove all Current Revision Marks:

- Click on **Production > Remove > Current Revision Marks**.

*NOTE: There are additional Revision Mark settings on both the Locked Scripts page of the **Format > Element Styles** window and on the Revisions section of the **Tools > Options** window.*

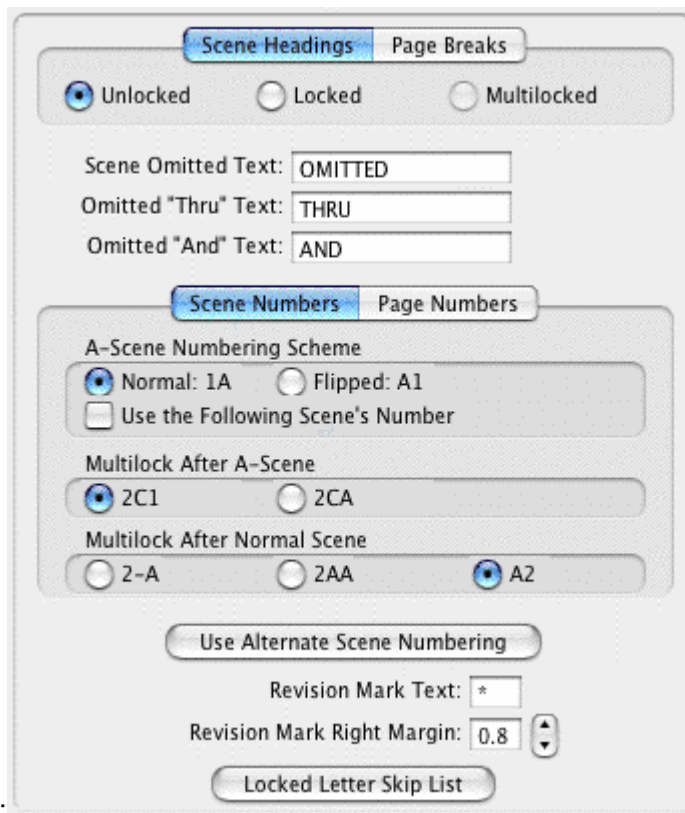
### 1.14.4 Locked Scripts Options

You can customize Screenwriter's Locked Script Options to work the way you work.

Under the **Format** menu, select **Element Styles...** The Editing Script Formats screen displays. Click on the **Locked Scripts** button. You'll see the following window

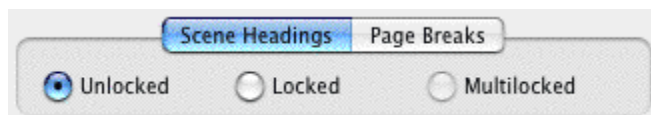
---





#### 1.14.4.1 Locked Scene Headings

To use Scene Heading Locking, you need to click on its tab.



- **Unlocked** (Normal)—Adding or deleting Scene Headings causes scenes to renumber automatically in sequential order. This does not affect page breaks.
- **Locked**—Adding or deleting Scene Headings does not affect existing scene numbers, generating A-Scenes and OMITTED scenes instead. If you add scenes between Scenes 23 and 24, for example, the first added scene becomes 23A, the second 23B, etc. This does not affect page breaks.

For example, if you add a new scene before the first scene in the script, the new first scene is numbered 0A.

**Multi-Locked**—Once you've locked your script and added/omitted scenes, you may want to keep the new A-Scene Numbering and give any new scenes a new unique number. Checking this option enables you to do so.

Any new scene added between existing A-Scenes will have a number added after it. For example, a scene added between scenes 13A and 13B would be numbered 13A1, the next one 13A2, etc.

If you add a new scene between an existing A-Scene and a Normal Scene, it is entered as a normal A-Scene. For example, a scene added between 25B and 26 would become 25C.

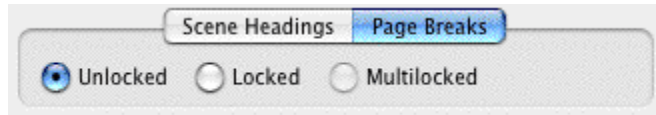
If a new scene is added between a Normal Scene and an A-Scene, it is entered using the Multi-Lock Character. For example, a scene added between scenes 103 and 103A would become A103 (using the default Multi-Lock Character).

Also see [A-Scene Numbering Scheme](#) <sup>195</sup>.

*NOTE: An individual Locked Scene Heading can be moved in the script without changing the numbering by Dragging and Dropping it. Be careful to drag and drop only the Scene Heading. The text of the scene associated with the moved Scene Heading does not move with it.*

#### 1.14.4.2 Locked Page Breaks

To use Page Break Locking, you need to click on its tab.



**Unlocked (Normal)**—Adding or deleting enough text to create a new Page Break causes pages to renumber automatically.

**Locked**—Adding or deleting enough text to create a new Page Break makes the existing page numbers stay the same, and generates a new short A-Page.

If you add text to page 38, for example, the text flows over to a new page. This new short page becomes 38A. If the page 38 text flows over to two new pages, the second becomes 38B.

*NOTE: Screenwriter displays different page breaks differently:*

Normal and A-Page Breaks display as a series of dashes, e.g.:

-----FLEXIBLE A-PAGE-----

Forced Page Breaks and Locked Page Breaks both display as a double dashed line, e.g.:

=====LOCKED PAGE=====

Fixed Page Breaks display as a single unbroken line, e.g.:

=====FIXED A-PAGE=====

The descriptive text contained within the page break line refers to the page following it. It only displays if **Display Page Break Type on Screen** is checked under **Tools > Options > Miscellaneous**.

**Multi-Locked**—Once you've locked your script and added A-Pages, you may want to keep the new A-Page Numbering and give any new pages a new unique number. Checking this option enables you to do so.

Any new page added between existing A-Pages has a number added after it. For example, a page added after page 94B would be numbered 94B1, the next one 94B2, etc.

If a new page is added between a normal page and an A-Page, it is entered using the Multi-Lock Character. For example, a page added after page 67 would become A67 (using the default Multi-Lock Character).

#### 1.14.4.3 Omitted Text

**Scene Omitted Text**—If you completely delete a Scene (the text of the Scene Heading and the Action, Character Names, Dialog, etc.) in a Locked or Multi-Locked script, Screenwriter enters the text specified here into the blank Scene Heading. Default text is “OMITTED”.

**Omitted “Thru” Text**—If you delete a series of adjacent Scenes in a script with Locked or Multi-Locked scenes, Screenwriter produces a Run of Omitted Scenes. Onscreen it looks something like:

```

3      OMITTED : 5                               3
THRU                                     THRU
5                                         5

```

(The “:5” in “Omitted:5 “ is provided for manual override control, and does not print. It allows you to change the ending number of the run if you ever need to.)

Default Omitted “Thru” text is “THRU”.

**Omitted “And” Text**—Used for a Run of only 2 Omitted Scenes. Default Omitted “And” text is “AND”.

#### 1.14.4.4 A-Scene Numbering Scheme

Specifies how A-Scenes and A-Pages are numbered.

**Normal - 1A**—Places the A-Letter After the scene/page number.

**Flipped - A1**—Places the A-Letter Before the scene/page number.

**Use the *following* Scene's Number**—This option only affects the numbering of Scene Headings inserted into a script with Locked Scene Headings. Choose this option if you want a new Scene Heading that's inserted between two existing Scene Headings to be numbered with the following scene's number, rather than the preceding scene's number.

With this option selected, when you insert a new scene between scenes 1 and 2 it would be scene 2A. The next scene would be scene 2B and so on.

#### 1.14.4.5 Multi-Lock

##### Production > Multi-Lock

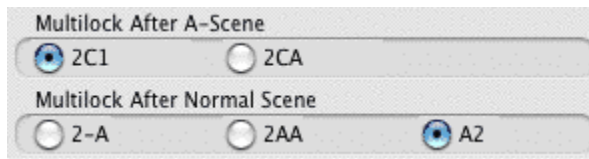
This menu command is grayed out unless you are in a script that already has Locked Scene Headings and/or Locked Pages, in which case selecting this item will take you to a sub-menu with the following options:

1. **Scenes**<sup>196</sup>: This option will be grayed out unless the script already has Locked Scene Headings, in which case selecting it will turn on/off the Multi-Locking of Scenes.
2. **Pages**<sup>197</sup>: This option will be grayed out unless the script already has Locked Pages, in which case selecting it will turn on/off the Multi-Locking of Pages.

*NOTE: Multi-Locking is Movie Magic Screenwriter variable second locking level, used to preserve A-Scene and A-Page Numbering when new scene headings or pages are inserted before or between existing A-Scenes or A-Pages respectively. See the online help under Multi-Locking for more details.*

#### 1.14.4.6 Multi-Lock Scenes

To use Multi-Lock Scenes, you need to click on its' tab.



**Multi-Lk: 1 A1**—This option only affects the numbering of Scene Headings that are inserted into a script with Multi-Locked Scene Headings and fall between two existing A-Scenes.

Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Number. For example, a scene inserted between scenes 12A and 12B would be 12A1, the next one would be 12A2 and so on.

**Multi-Lk: 1 AA**—This option only affects the numbering of Scene Headings that are inserted into a script with Multi-Locked Scene Headings and fall between two existing A-Scenes.

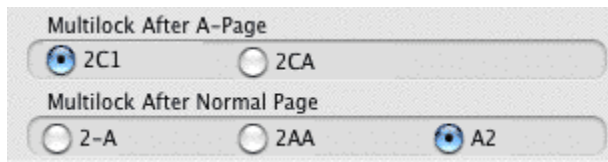
Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Letter. For example, a scene inserted between scenes 12A and 12B would be 12AA, the next one would be 12AB and so on.

**Multi-Lock Scene between 1 & 1A is:**—Determines how a Multi-Lock Scene inserted between a Normal Scene and an A-Scene is numbered:

- **1-A**—Adds a Dash plus the A-Letter after the scene number.
- **1AA**—Adds the A-Letter plus the Multi-Lock Letter after the scene number.
- **A1**—Flips the normal A-Scene numbering order.

#### 1.14.4.7 Multi-Lock Pages

To use Multi-Lock Pages, you need to click on its' tab.



**Multilock After A-Page**—This option only affects the numbering of Page Breaks that are inserted into a script with Multi-Locked Page Breaks and fall between two existing A-Pages.

- **2C1**--Choose this option if you want a new Page Break added in this case to be numbered as Number-Letter-Number. For example, a Page inserted between Page 12A and 12B would be 12A1, the next one would be 12A2 and so on.
- **2CA**--Choose this option if you want a new page break added and numbered as Number-Letter-Letter.

**Multilock After Normal Page:**—Determines how a Multi-Lock Page inserted between a Normal Page and an A-Page is numbered:

- **2-A**—Adds a Dash plus the A-Letter after the page number.
- **2AA**—Adds the A-Letter plus the Multi-Lock Letter after the page number.
- **A2**—Flips the normal A-Page numbering order.

#### 1.14.4.8 Revision Mark



**Revision Mark Text**—Allows you to enter a character used for printing and displaying all Revision Marks in this document. Default Revision Mark Text is an Asterisk (\*).

**Revision Mark Right Margin**—Specifies the distance of the Revision Mark from the right hand side of the page in 1/10ths of an inch. A value of 1.0 would print 1” from the right hand side of the page, a value of 0.5 would have them print 1/2”, etc.

#### 1.14.4.9 Use Alternate Scene Numbering

**Alternate Scene Numbering Method**

**Numbering Scheme**

Standard     
  Standard with Numbers     
  User Defined  
 Flipped     
  Flipped with Numbers

|  |   |   |  |
|--|---|---|--|
| <b>Locked</b><br>12<br><input type="text" value="{S#}"/> | <b>A-Number</b><br>12A<br><input type="text" value="{S#}AA"/> | <b>Multi-Locked<br/>between 12A &amp; 12B</b><br>12AA<br><input style="border: 2px solid blue;" type="text" value="{S#}AA}MA"/> | <b>Multi-Locked<br/>between 12 &amp; 12A</b><br>A12<br><input type="text" value="{MA}S#"/> |
|--|---|---|--|

|                   |                        |
|-------------------|------------------------|
| Scene Number      | Following Scene Number |
| "A" Number        | "A" Letter             |
| Multi-Lock Number | Multi-Lock Letter      |

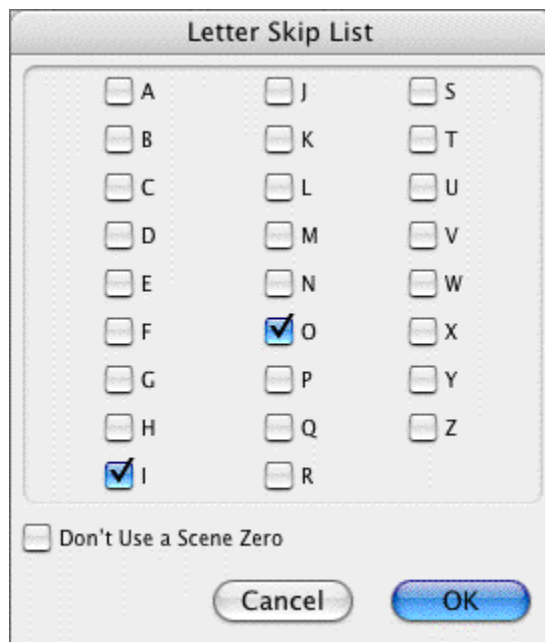
#### 1.14.4.10 Locked Letter Skip List

Certain letters are seldom used for Act, Scene, and Page numbering, due to the potential for confusion. Common pairs skipped due to their similarity are:

- the letter "l" and the number "1"
- the letter "O" and the number "0"
- the letters "E" and "F"

Clicking on the Locked Letter Skip List button displays a List of letters of the alphabet. Check those letters you don't want to use.

*NOTE: Screenwriter also uses this skip list for use in its numbering of Act Breaks and Scene Labels, if they are set to use Letters.*



### 1.14.5 Advanced Locking Features

In the normal day-to-day process of the Production Cycle, Screenwriter's automated Production Features will meet most people's needs. The following features give you an extra level of manual control over Scene and Page Locking, should an unusual situation arise.

Be careful when altering Locking features, as some procedures are not reversible. Always save a copy of the script before attempting any of the following procedures.

In a Locked script, many Locking options can be changed by selecting Unlock the Script under the Production menu and unchecking the appropriate checkboxes.

#### 1.14.5.1 Changing the Level of Locking

When the script has too many revision marks, a production company may decide to send out the entire script with all the numbers reverted to normal numbering.

To do this with Screenwriter, you need to step back, undo-ing one or more levels of Locking.

Under the Format menu, select Element Styles....

Click on the Locked Scripts button.

Select the level of locking lower than currently set.

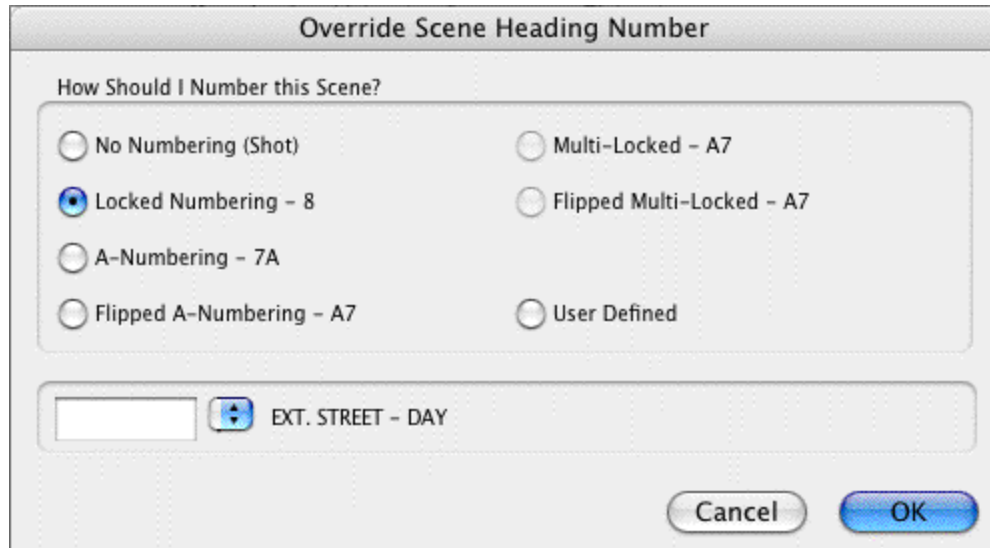
For example, if you have Multi-Locked Scene Numbers but only want Locked Scene Numbers—with all the Multi-Locked A-Scenes (64A1, for example) renumbered to be normal A-Scenes—uncheck Multi-Locked Scene Numbers by checking Locked Scene Numbers.

*NOTE: If you unlock either a script's Page Breaks or Scene Headings, all of the appropriate A-Numbering is completely and permanently lost. That's why it's important to make backup copies of your scripts at least daily.*

### 1.14.5.2 Overriding a Scene Number

To manually override the number of an individual Scene Heading (or Scene Info, or Act Info):

- Put the cursor anywhere in that element.
- Under the Production menu, select Override then Element's Numbering.



A window displays showing your options for renumbering that element. Check the radio button of the numbering you'd like the scene to have:

- **No Numbering**—If checked, converts a Scene Heading to a Shot element. Scene numbers are removed.
- **Locked**—If checked, converts a Scene Heading to normal numbering, without any A-numbering scheme.
- **A-Numbering**—If checked, converts a Scene Heading to A-Scene numbering.
- **Flipped A-Numbering**—If checked, converts a Scene Heading to A-Scene numbering with the number and A-letter reversed.
- **Multi-Locked**—If checked, converts a Scene Heading to a Multi-Locked Scene Heading, taking its numbering scheme from the scenes before and after it.
- **Flipped Multi-Locked**—If checked, converts a Scene Heading to a Multi-Locked Scene Heading, taking its numbering scheme from the scenes before and after it, but with the number and A-letter reversed.
- **User Defined**—If checked, displays a box in which to enter the specific number you want the Scene Heading to have. Based on the number you enter, Screenwriter assigns the appropriate numbering scheme to the Scene Heading.

*NOTE: Overriding a Scene Number may change all subsequent Scene Numbering. Check the scene numbers of scenes following the one you've overridden, and renumber them if necessary.*



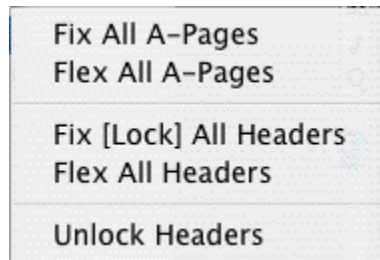
### 1.14.5.3 Fix or Flex A-Pages

When Screenwriter adds an A-Page (or B-Page etc.) to a script, it puts it in as a flexible A-Page.

If you later add or delete text before the flexible A-Page, the A-Page adjusts its numbering accordingly, just like a normal un-locked page.

After pages have been issued, you may want existing A-Page numbering to become fixed:

To do so, click on **Production > Fix or Flex... > Fix All A-Pages**.



All Flexible A-Pages are converted into Fixed A-Pages, becoming locked.

When you add text later, the new A-Pages generated are Flexible A-Pages. These can also be locked when necessary.

- **Fix All A-Pages**—Locks all A-Pages. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Flex All A-Pages**—Unlocks all fixed A-Pages. Combines any short A-Pages that were locked, and may combine any Double-Locked Pages in the script. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Fix (Lock) All Headers**—Locks the Headers of all pages, except Flexible A-Pages. Only available in a script with Locked Pages.
- **Flex All Headers**—Unlocks the Headers of all pages, converting them to the Current Header. Only available in a script with Locked Pages.
- **Unlock Headers**—Unlocks the Headers of all pages, and turns Header Locking off for this script. Only available in a script with Locked Pages.

### 1.14.5.4 Converting A-Pages

There may be times when you want to pull out a bunch of short A-Pages to combine the text, or convert an A-Page to a Locked Page.

#### To Remove a Locked or Fixed A-Page Break

- Put the cursor at the beginning of the Element following that Page Break.
- Press the BACKSPACE key [Delete key on Mac], or, under the **Edit** menu, select **Remove Forced Page Break**.
- Screenwriter will display a dialog box that asks, “Delete this Locked Page Break?” Choose **Yes**.

- The page becomes a Flexible A-Page.

#### **To Insert a Locked or Fixed A-Page Break** (in a script with locked page breaks)

- Put the cursor at the end of the Element that you want the page break to follow.
- Press CTRL+RETURN.
- Or, under the Edit menu, select Add Forced Page Break.
- At the Page Break screen that displays, select the type of page break.

*NOTE: Adding or removing Locked Page Breaks changes the numbering of all following pages. Adding a Fixed Page Break will only change the numbering of Fixed or Flexed pages.*

#### **1.14.5.5 Combining Short Pages**

There may be a situation whereby, in a Locked production draft, you end up with a few consecutive short pages that need to be combined and show a hyphenated page number.

Example.: Pages 15, 16 and 17 are short pages that need to be combined into one 15-17 page.

##### **Combining the short pages.**

The first step is to delete the page breaks that separate the short pages.

- Place the cursor at the Beginning of the Element following the first short page.
- Press the Backspace [Delete on Mac] key, or under the **Edit** menu, select **Remove Forced Page Break**.
- Screenwriter will display a dialog box that asks, "Delete this Locked Page Break?" Choose Yes.
- Repeat these steps until all short pages are combined.

##### **Hyphenating the page numbering.**

The next steps is to add Non-Printing Omitted pages at the end of the newly combined page. This will tell the program that there used to be multiple pages occupying the space of the newly combined page.

- Place the cursor at the end of the newly combined page.
- Press Ctrl+Return on the keyboard to add a Non-Printing Omitted page. The page number on the combined page should now be hyphenated (e.g. 15-16, from the example above). Repeat this step until the page number reads correctly (e.g., 15-17).

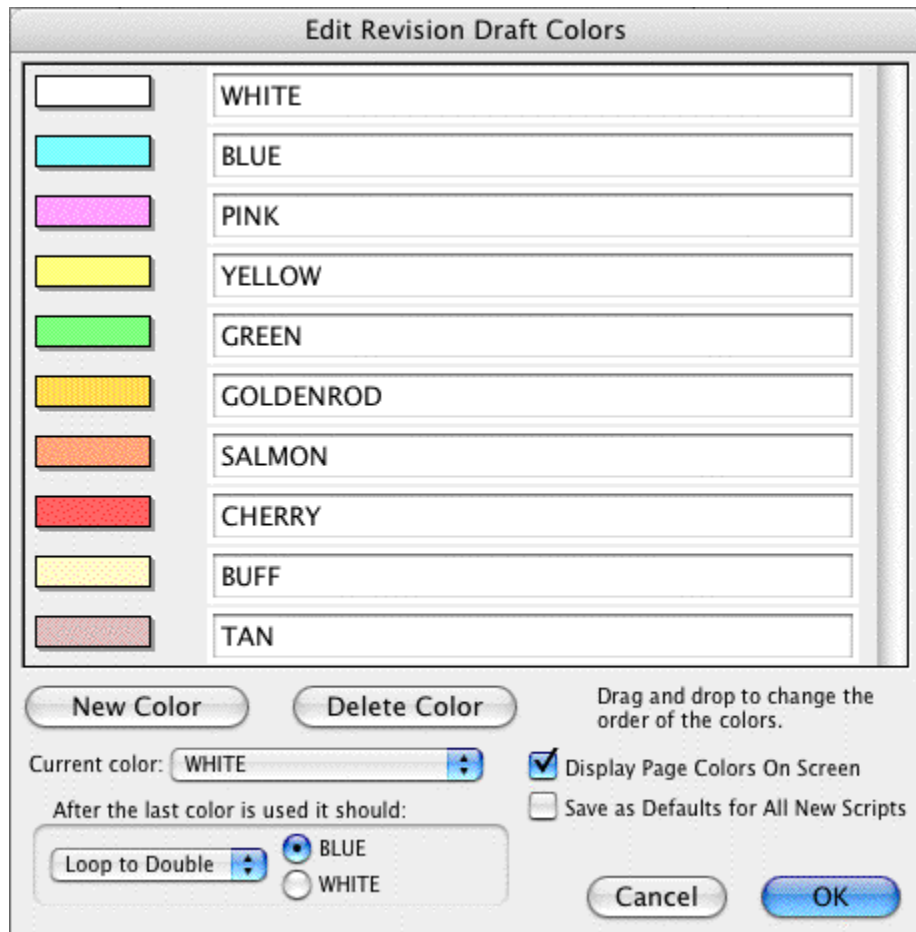
*NOTE: You can also choose to add an A-Page as the last Non-Printing Omitted page if you want the number after the hyphen to display as such (e.g., 15-17A).*

---

### 1.14.5.6 Set Revision Draft Color Order

#### Tools > Set Revision Draft Color Order

This feature opens the Revision Draft Color window, showing the order in which revision colors will be used (the default is the industry standard.) Revision colors are displayed in a Color window on the left side of the screen. You can change these options:



**Color Window**—The Color Window has the name of the color and the actual color in the background. A color that is selected will have a black dot to the left of its name and will set the current revision draft color.

**Add New Color**—Allows you to add a New color for Revisions (for example, when all the existing Revision colors have been used). Clicking this button will bring up a prompt to type the new color's Name. Assign a color from the Color Palette that displays, or design a Custom color. The New Color displays after the currently selected color.

**Delete Color**—Allows you to remove a Color from the Color list. Click on the Color, then on this button. When prompted, click Yes to remove the color, No to cancel.

**Edit Color Name**—Click this button to change the name of the currently selected revision color.

**Edit How Color Displays**—This changes the way a particular draft color will appear on

screen. Click on a color in the left window and then this button to change the look.

After the last color is used it should—There are two drop-down menus. The first allows you to choose the method the script will loop once it has been through all the Revision colors

- **Don't Loop Colors**—If you select this option and then try to increment the revision color beyond the last color, it will tell you that it cannot. The next three options are all used in combination with the First Loop Color Selection to the right of this option (in this menu, the color BLUE).
- **Loop To DOUBLE**—If you select this option, and then increment the revision color beyond the last color, it will call this new color DOUBLE BLUE (or whatever color is selected on the First Loop Color Selection) and will then start through the list again, adding the word DOUBLE before each color in turn, then TRIPLE etc.
- **Loop To SECOND**—This will function exactly the same as Loop to DOUBLE, but will use the words SECOND, THIRD, FOURTH, etc.
- **Loop To 2ND**—This will function exactly the same as Loop to DOUBLE, but will use the words 2ND, 3RD, 4TH, etc.

The second drop-down menu allows you to select which color the program should start with when it loops to a DOUBLE (or SECOND/2ND) color. You have the choice between the first and second colors on the Revision Color List.

**Display Page Colors On Screen**—If checked, displays the Revision Colors in a Sample Text Box to the right of the Colors window. Unchecked, clicking on a color's Name does not show its corresponding color. In 256-color mode on your monitor, only 16 colors are available for Revision Draft Colors. These may not be enough for a list with extensive Revision Colors. Setting your monitor to display in more than 256 colors is recommended, if possible.

**Set as Defaults for All New Documents**—If checked, uses the Revision Draft Colors you set here to be the default colors in all New documents.

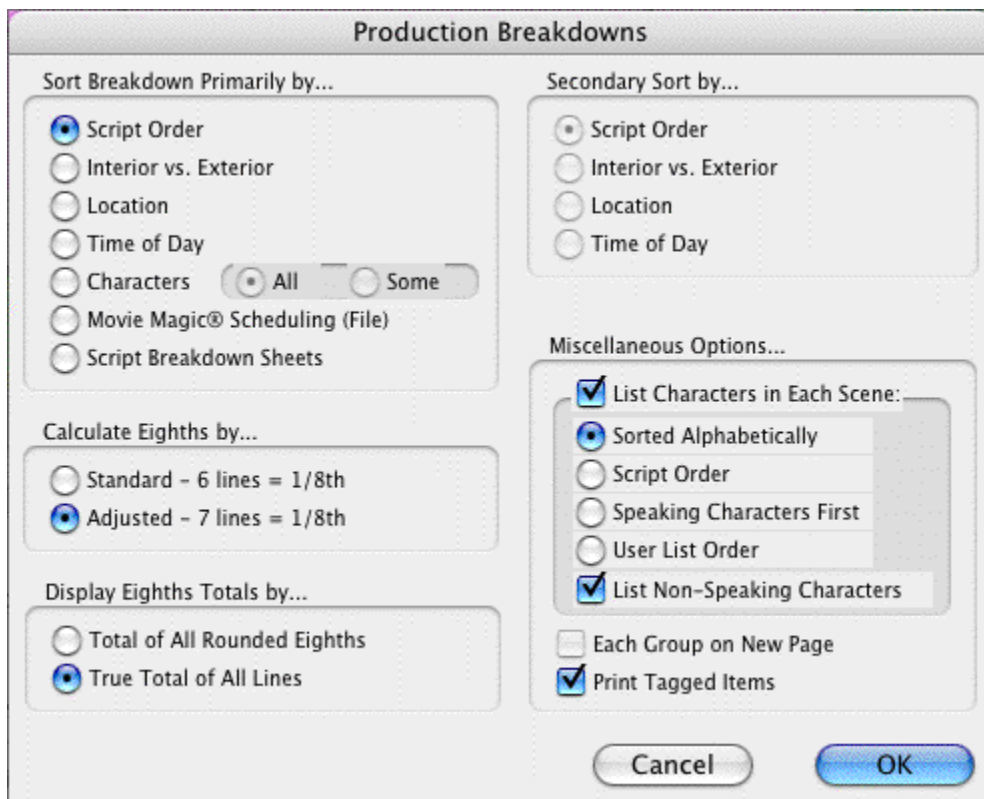
**Help**—Displays this page in the Help file.

## 1.14.6 Production Breakdowns

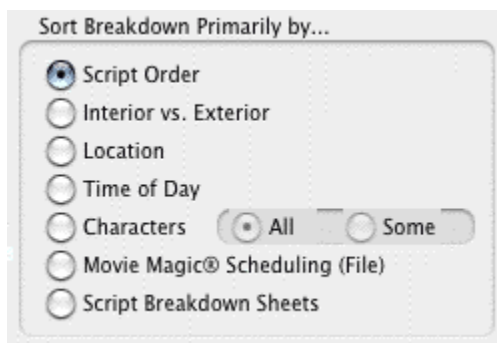
Screenwriter can automatically generate—and print or export—a variety of Production Breakdown sheets. To access these reports:

### 1.14.6.1 Print Standard Breakdowns

- Under the **Production** menu, select **Breakdown**, then **Print Standard Breakdowns...**. The Production Breakdowns print window displays:
-



#### 1.14.6.1.1 Sort Breakdown Primarily by...



**Script Order**—Prints a breakdown of all scenes in the order they appear in the script (without any sorting).

**Interior VS. Exterior**—Lists all the EXT. scenes, followed by all the INT. scenes.

**Location**—Lists by Location in alphabetical order, grouping all scenes that take place in the same Location.

**Time-of-Day**—Lists by Time-of-Day in alphabetical order, grouping all scenes that have the same Time-of-Day.

#### **Characters**

- **All**—Lists every Character Name in the script in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).

- **Some**—Lists selected Character Names in alphabetical order, followed by the scenes they're in (whether they have dialogue or not). Checking this radio button and pressing OK brings up a Select Names screen. Click on one or more name(s) to select them, then Double-Click on the top bar of the Select Names screen to return to the Production Breakdowns menu.

*NOTE: If you select any Primary sort other than Script Order, Time-of-Day Normalization is performed—any scene that ends with CONTINUOUS, LATER, or SAME TIME is automatically given the previous Scene Heading's Time-of-Day.*

**Movie Magic Scheduling (File)**—Prints a breakdown to disk, saving it as a Movie Magic Scheduling import file with a file extension of .SEX. It contains the Scene Number, Scene Heading, Starting Page Number and page count in Eighths of a page, and all items Tagged with Breakdown Tagging. Options under Secondary Sort and Miscellaneous are grayed out and unselectable.

**Script Breakdown Sheets**—Prints breakdown sheets that include any items you've tagged in Breakdown Tagging.

#### 1.14.6.1.2 Secondary Sort by...

Secondary sort order allows you to specify how you want the scenes sorted within the Primary groupings of Interior VS. Exterior, Location, Time-of-Day, or Characters. For example, Interior VS. Exterior as the Primary sort and Script Order as a Secondary sort would give this kind of breakdown:

```

EXTERIOR
1  HOSPITAL  --  DAY                1-2    1 1/8
4  PARK      --  DAY                4-4    2/8
5  HOSPITAL  --  EVENING            4-5    6/8
                                     -----
                                     2 1/8
INTERIOR
2  HOSPITAL  --  DAY                2-2    3/8
3  EMERGENCY ROOM -- DAY            2-3    5/8
6  EMERGENCY ROOM -- EVENING        5-5    2/8
                                     -----
                                     1 2/8

```

With Location as the Secondary sort, the same script would breakdown with the locations grouped together alphabetically:

```

EXTERIOR
1  HOSPITAL  --  DAY                1-2    1 1/8
5  HOSPITAL  --  EVENING            4-5    6/8
4  PARK      --  DAY                4-4    2/8

```

```

-----
2 1/8
INTERIOR
3  EMERGENCY ROOM -- DAY          2-3   5/8
6  EMERGENCY ROOM -- EVENING      5-5   2/8
2  HOSPITAL -- DAY                 2-2   3/8
-----

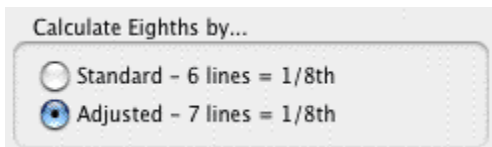
1 2/8

```



- **Script Order**—First groups all scenes in the Primary sort order, then in the order they appear in the script (without any sorting).
- **Interior VS. Exterior**—First groups all scenes in the Primary sort order, then sorts all Exterior scenes before Interiors within each group.
- **Location**—First groups all scenes in the Primary sort order, then sorts all Locations alphabetically within each group.
- **Time-of-Day**—First groups all scenes in the Primary sort order, then sorts alphabetically by Time-of-Day within each group.

1.14.6.1.3 Calculating Eighths by...



**Calculate Eighths by...**—Specifies how Screenwriter should define an 1/8th of a page. Historically, an 1/8th of a page was one inch (6 lines.) Nowadays writers are allowing more than 48 lines on a page, so Screenwriter gives you a choice between the standard 1/8th or a “truer” 1/8th.

- **Standard- 6 lines** = 1/8th of a Page—If checked, defines an eighth of a page as 1” (6 lines.) If you have more than 8” of text on a page, however, it's possible for a page to calculate as longer than 8/8ths—giving inaccurate page counts.
- **Adjusted - 7 lines** = 1/8th of a Page—If checked, defines an eighth of a page as the total allowable lines on a page divided by eight. When rounded, this equals 7 lines.

## 1.14.6.1.4 Display Eighth Totals by...



**Display Eighth Totals by...**—Specifies how Screenwriter should calculate the totals for each Sort grouping. If the displayed totals for each scene are added, their rounding accumulates too—leading to an inaccurate total.

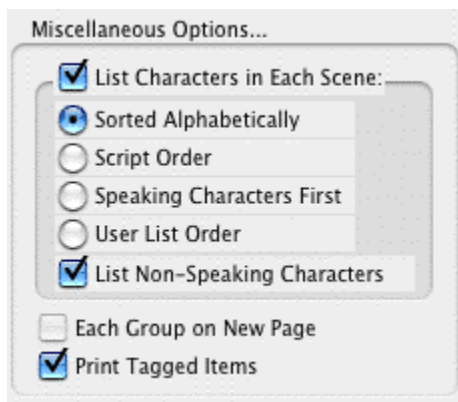
- **Totals of All Rounded Eighths**—If checked, rounds the displayed totals for each scene into eighths before adding them.

For example, a group has Scene 5 with 39 lines and Scene 7 with 50 lines in it. You've specified 6 lines per eighth. For Scene 5, it calculates 39 divided by 6 = 6.5/8ths, which rounded upwards becomes 7/8ths. Scene 7 is calculated as 50 divided by 6 = 8.33/8ths or 1 and 0.33/8ths, which rounded upwards becomes 1-1/8ths. The total of Scenes 5 & 7 calculates as 7/8ths + 1-1/8ths = 2-0/8ths.

- **True Total of All Lines**—If checked, the actual numbers of lines in each scene are added, then rounded into eighths to give a more accurate total.

In our previous example, the total of the lines from Scenes 5 & 7 is 89. And 89 divided by 6 is 14.83/8ths—or 1-6.83/8ths—which rounded upwards comes out to 1-7/8ths.

## 1.14.6.1.5 Miscellaneous Options...



**List Characters in Each Scene**—If checked, lists all the characters (whether they have dialogue or not) directly underneath each Scene Heading in the breakdown. Listing options are:

- **Sorted Alphabetically**—If checked, lists characters in each scene alphabetically.
- **Script Order**—If checked, lists characters in each scene in the order in which they appear.
- **Speaking Characters First**—If checked, lists characters in each scene in the order in which they speak in that scene, followed by character with no dialogue.



- **User List Order**—If checked, lists characters in each scene with those from User Lists first, then all others alphabetically.

**List Non-Speaking Characters**—If checked, gathers the names of non-speaking characters from the Action element and uses them in Breakdowns and Movie Magic Scheduling export files.

*NOTE: The Breakdown may pick up the name of a Non-Speaking Character as being in the Scene even when he's not (though the name appears in the Action element). Override this "error" by tagging the name to be ignored. Put the cursor immediately before the first letter of the name, and press CTRL+- (Control+hyphen).*

**Each Group on New Page**—If checked, starts a new page for each new group.

**Print Tagged Items**—If checked, prints—or exports—all tagged items along with the other breakdown information.

### 1.14.7 Breakdown Tagging

Breakdown Tagging allows you to mark, or tag, items in your script—cast members, extras, makeup, props, stunts, vehicles, etc.—and assign them to certain Breakdown categories.

Screenwriter can output them to either printed Breakdown Sheets, or to an export file that can be read directly into Movie Magic Scheduling or EP Scheduling.

Breakdown Sheets give you breakdown information for each scene, categorized for transfer to individual production strips.

#### 1.14.7.1 Tagging Mode

To start tagging script items for breakdown, you need to turn Tagging Mode on:

- Under the **Production** menu, select **Breakdown** then **Tagging Mode**.
- A checkmark displays next to Tagging Mode, indicating that it's on. Selecting Tagging Mode also makes Tagging Codes visible.
- To exit Tagging Mode, click on it again from the menu. The checkmark disappears, and Tagging Codes are no longer visible.

#### 1.14.7.2 Tagging Items

With Tagging Mode on, select a text item to be tagged (an "overcoat", for example) by double-clicking on it with the mouse. Only text in Action, Note or Outline elements can be tagged.

A Breakdown Category screen displays.

Click on a category to assign the item in which to assign the item (for the overcoat, Costume is the appropriate category).

A Format Code is placed around the item, displaying an abbreviated code for the Breakdown category (for Costume, the code CS displays around the item to give "[CS overcoat]").

*NOTE: Tags are invisible and will not print.*

### 1.14.7.3 Untagging Items

Tagged items can be untagged by:

- Placing the cursor directly after the ending Format Code square bracket, and pressing Backspace [Delete on Mac] on the keyboard.
- Placing the cursor directly before the beginning Format Code square bracket and pressing the Delete [Forward Delete on Mac] key on the keyboard.
- If no other editing has been performed since tagging the item: click Edit > Undo.

### 1.14.7.4 Tag Items Globally

Tagging an item globally tells Screenwriter to tag every occurrence of an item in the script, instead of manually tagging it each time you find it yourself. This saves you time, and the possibility of missing an occurrence of an item. To tag an item globally:

Select the item by double-clicking on it.

Or, under the **Production** menu, select **Breakdown** then **Tag Item Globally...**

The **Tag Item Globally** menu displays. If you selected an item, it displays in the **Item To be Tagged:** field. If you didn't select an item, type the name of the item in the field here.

In the Tag Item as... section, select the radio button of the Category to which to assign the item.

If you want to be prompted each time Screenwriter finds the item, check the **Prompt on each Tagging** box. Although you can tag an item more than once in a scene (as Global Tagging does), it's not necessary—an item only shows up once per scene in the breakdowns or in Movie Magic Scheduling or EP Scheduling.

Click OK to tag the item globally, Cancel to exit without tagging.

### 1.14.7.5 Ignore Selection for Breakdowns

If your breakdown is recognizing an item in a scene as being tagged when you don't want it to, you can mark the text so it is ignored by breakdowns.

While in Tagging Mode, select the item by double-clicking on it.

A list of Breakdown Categories displays.

Click on **Ignore Selection for Breakdowns**.

### 1.14.7.6 Untag All Items

To remove breakdown tagging codes from all items in your entire script, select Untag All Items:

Under the Production menu, select **Production > Breakdown > Untag All Items**.

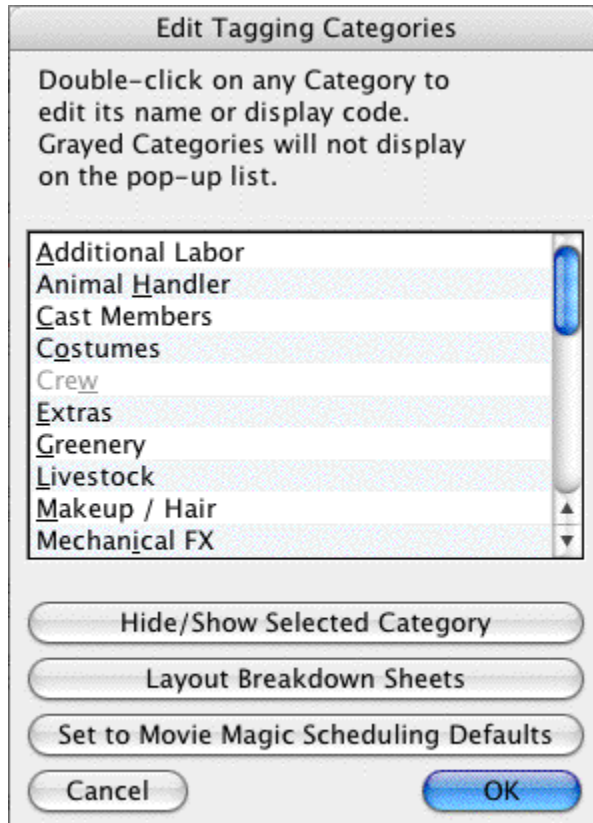
Click the **YES** button [CONTINUE button on Mac] to Untag all items, **No** (Cancel button on Mac) to exit without making changes.

---

### 1.14.7.7 Edit Breakdown Categories

If you use different Breakdown Categories than the ones Screenwriter supplies, or would like to add ones of your own design, use the Edit Categories feature.

Under the Production menu, select Breakdown then Edit Categories.



The Edit Tagging Categories window displays. The categories displayed are the defaults for exporting to Scheduling. Three User-Definable categories are available for your new categories, or you can edit an existing category (Cast Members and Scene Description cannot be edited). Grayed-out categories are Hidden, and do not display on the pop-up Tagging menu. To Hide or Show a category, select it by clicking on it and click on the Hide/Show Selected Category button.

Double-click on a Category to select it for editing.

An Edit screen displays. In the Category Name: field, type the new Category name. Type an ampersand (&) before the letter you'd like to appear underlined and selectable as the one-key QuickLetter on menus.

In the Display Code as: field, type in a unique abbreviation (up to 6 letters) that displays as the category's Format Code in Tagging Mode.

Click on Replace (OK on Mac) to accept your new category, Cancel to discard the changes.

If you make changes and later want to return to the original defaults, click on the Reset to Defaults button.

Click on OK to accept your changes, or Cancel to discard them.

### 1.14.8 Breakdown Sheets

The Breakdown Sheet is the report showing all your tagged items in their respective categories, with a separate page for each scene.

If you're doing production strips by hand, you'll be transferring the information on each breakdown sheet to a separate strip.

If you're exporting to Movie Magic Scheduling or EP Scheduling, it's preferable to do the breakdown sheets there, as you'll also be adding more detailed Crew information.

#### 1.14.8.1 Layout Breakdown Sheets

To change the page layout of Screenwriter's Breakdown Sheet:

Under the Production menu, select Breakdowns then Layout Breakdown Sheets. This window displays each category/group box that appears on the breakdown sheets along with the categories that are in them.

| CAST                               | STUNTS   | EXTRAS                                  |
|------------------------------------|--|---|
| Cast Members                       | Stunts   | Extras                                  |
|                                    | SET DRESSING                                   |   |
|                                    | Greenery<br>Set Dressing                       |   |
| SPECIAL EFFECTS                    | PROPS  | VEHICLES/ANIMALS                        |
| Optical FX<br>Special FX           | Props  | Animal Handler<br>Livestock<br>Vehicles |
| WARDROBE                           | MAKEUP/HAIR                                    | SOUND FX/MUSIC                          |
| Costumes                           | Makeup / Hair                                  | Music<br>Sound                          |
| SPECIAL EQUIPMENT                  | PRODUCTION NOTES                               |   |
| Mechanical FX<br>Special Equipment | Additional Labor<br>Misc.<br>Notes<br>Security |   |

**Category/Group Titles**—Click into a title area to change the title for the category/group

that appears for that box on the breakdown sheets. Title are ALL CAPS only.

**Category/Group Titles**—Click into a title area to change the title for the category/group that appears for that box on the breakdown sheets. Title are ALL CAPS only.

**Category Items**—Each box on the breakdown sheet contains one or more production breakdown categories. Click and drag the category items into the desired category/group on the breakdown sheet.

*NOTE: There must be at least one category in each box.*

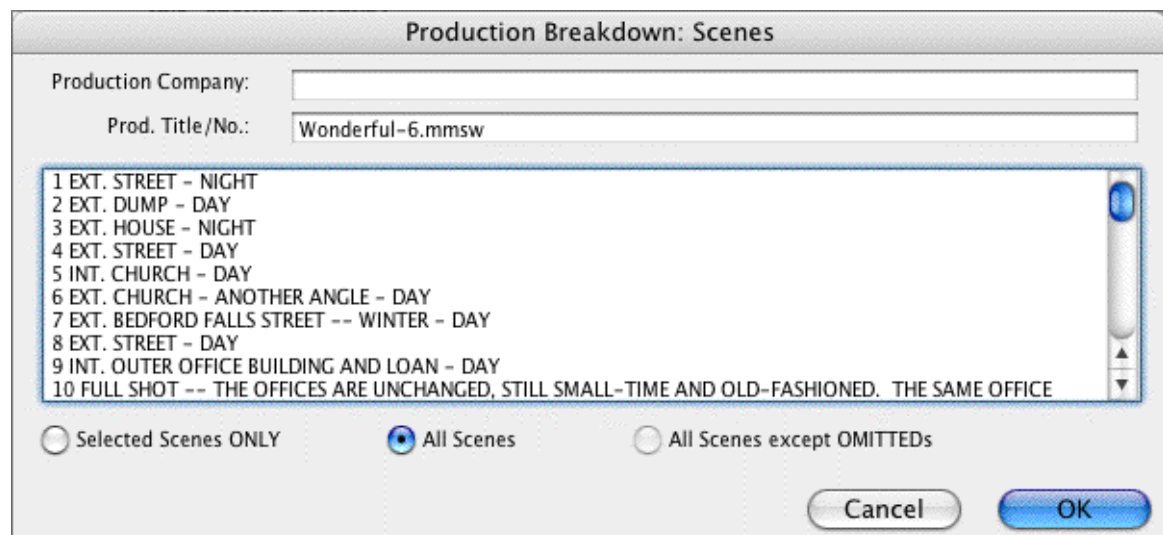
Click **OK** to confirm changes, **Cancel** to discard changes.

### 1.14.9 Export to Movie Magic Scheduling

Screenwriter can export all your tagged breakdown items, for every scene, to a Screenwriter Export file (with the file extension .SEX.) This file can be imported directly into Movie Magic Scheduling, EP Scheduling and Gorilla (by Jungle Software), where breakdown information is automatically transferred to Breakdown Sheets and Production Strips—enabling you to easily organize a production schedule and print strips for the Production Board.

To export:

Under the **Production** menu, select **Breakdown** then **Movie Magic Scheduling Export...**



The Export window displays, with a list of all your script's scene headings. Choose which scenes to export using these options:

- **Selected Scenes Only**—Clicking on individual scenes to select them for export, will select this radio button automatically. Only the scenes you select will have breakdown information exported.
- **All Scenes**—Exports breakdown information for all scenes in the script. This is the default, and the radio button is automatically checked unless you select a scene heading by clicking on it.
- **All Scenes except OMITTEDs**—Exports all scenes except those which have been

deleted, and designated OMITTED in the script. There is no breakdown information, apart from the scene number, to be exported for OMITTED scenes. If the script contains no OMITTED scenes, this option is grayed-out and unselectable. Click OK to export, Cancel to exit the menu without exporting.

If you click OK to start exporting, Screenwriter begins gathering breakdown data from each scene in the script.

When it's finished, you're prompted to enter a filename for the Export file. The default is your script's filename, with the extension .SEX added instead of .MMSW.

Click on the **Save** button to create the export file. A message box tells you that the export file was saved, and under what filename.

### 1.14.10 Animation Production

Animation Production scripts have certain unique needs that Screenwriter addresses with the following unique features. Movie Magic Screenwriter has some great features designed specifically for Animation Production:

Assigning Each Speech a Unique Number

Locking the Speech Numbering

[Multiple \(or Locked\) Revision Marks](#) <sup>214</sup>

Printing Just Dialogue

#### 1.14.10.1 Multiple Revision Marks

With much animation being produced overseas, production companies are having to fax revised script pages to their production studios. As fax machines transmit in black and white, the usual means of identifying sets of revisions by printing them on different colored pages doesn't work.

To solve this problem, a multi-revision mark standard has been introduced: The first day's revisions have a single asterisk (\*), the second day's revisions have two asterisks (\*\*), and so on.

Screenwriter handles this with a Revision Locking Count, which you increase by locking the Current Revision Marks.

#### 1.14.10.2 Locking Current Revision Marks

Screenwriter produces two types of Revision Marks—Current Revision Marks and Locked Revision Marks.

##### Current Revision Marks

- Are either entered automatically by the Auto-Revision function, Apply Revision Mark (Ctrl+M), or by pressing the Asterisk key (\*).
  - Are the only revision marks removed by selecting Remove Current Revision Marks
-

under the Format menu.

- Are the only revision marks found when you select Next Current Revision Mark from the GoTo menu.
- Are the only revision marks used to select pages to print when you select Asterisked Pages under the Print menu.

#### **To Lock Current Revision Marks:**

Under the **Production** menu, select **Animation Locking** then **Lock Current Rev. Marks**

Once the Current Revision Marks are locked, they become Locked Revision Marks.

#### **Locked Revision Marks**

—Are former Current Revision Marks which have been Locked.

**Animation Locking** does the following:

- Converts all Current Revision Marks into a code appropriate for the Revision Locking Level.
- Embeds this code in the text where the Current Revision Mark previously was located.
- Increases the Revision Locking Level.

#### **To Display Locked Revision Marks:**

Under the **View** menu, select **Show Format Codes**. Locking Level is indicated by the number of asterisks on the line that has been edited (e.g., Level 1 = \*, Level 2 = \*\*, Level 3 = \*\*\*, etc.)..

#### **To Decrease a Locking Level:**

Under the **Production** menu, select **Animation Locking** then **Unlock One Rev. Mark Level**.

### **1.14.10.3 Assigning Numbers to Speeches**

Animation Scripts often have each Dialogue speech numbered for ease of identifying each speech for recording sessions, editing and so on.

Animation dialogue numbering preferences are found under **Screenwriter > Preferences... > Anim. Dialog** in the program.

Go to [Animation Dialog Preferences](#)<sup>168</sup> for more on this topic.

### **1.14.11 Animation Recording Scripts**

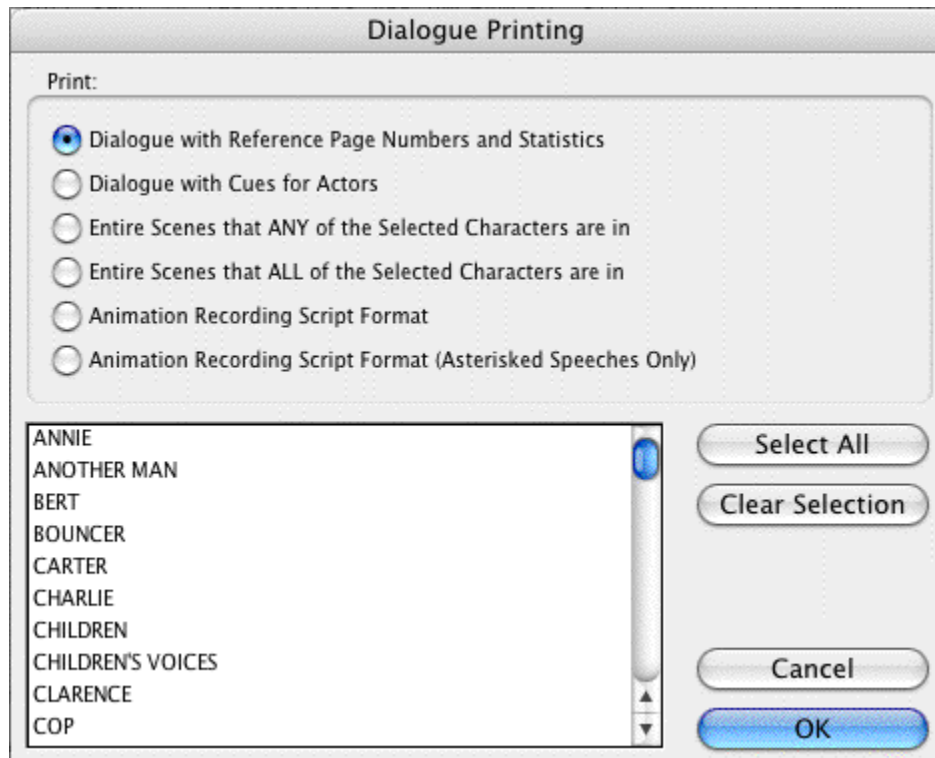
Many animation production companies want Recording Scripts—print-outs of dialogue only, with each speech numbered sequentially.

#### **1.14.11.1 Printing Animation Recording Scripts**

Many animation production companies want print-outs of just dialogue with an incrementing number to the right of each speech.

Under the **File** menu, select **Print**. A Print window displays.

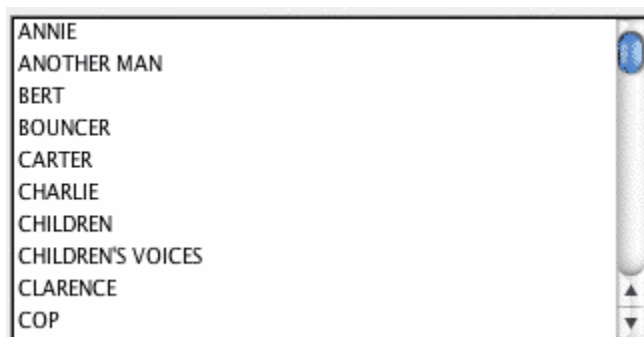
Select the **Dialogue** radio button. The Print window displays options for printing Dialogue:



Select the **Animation Recording Script Format** radio button.

Or, to print Revised speeches only, select the **Animation Recording Script Format - Asterisked Speeches Only** radio button.

In the Select Names window, click on a character's name to print his/her dialogue.



Or, push the **Select All** button to select all of the characters.

Click **OK** to go to the Print window with selected options, **Cancel** to go back without.

#### 1.14.11.2 Changing the Animation Recording Script layout

Animation dialogue preferences are found under **Screenwriter > Preferences... > Anim. Dialog** in the program.



Go to [Animation Dialog Preferences](#)<sup>168</sup> for more on this topic.

#### 1.14.11.3 Displaying Numbered Dialogue

To Display and Print the dialogue speech numbering in the script (as well as in the Animation Recording Script report):

Under the **Production** menu, select **Animation Locking** then **Print Dialog Numbering in Script**.

A checkmark displays next to Print Dialog Numbering in Script. To turn the display of Numbering off, click on it again.

#### 1.14.11.4 Locking Dialogue Numbering

Dialogue Numbering can be locked, numbering new speeches as A-Speeches—while reordered speeches maintain their original numbers. You might want to do if you're using these numbers to relate to story boards or cells.

Under the **Production** menu, select **Animation Locking**, then **Lock Dialogue Numbering**.

This causes a number for each speech to be displayed onscreen, to the right of the Character Name in angle brackets (e.g., <6>). (This number will not print unless you select Dialogue on the Print menu and check Dialogue Numbered/Laid Out for Animation Recording Scripts, above.) It is displayed for reference, to show what's going to print in case you want to override a Dialogue Number.

#### 1.14.11.5 Multi-Locking Dialogue Numbering

Dialogue Numbering can be Multi-Locked, numbering new speeches as AA Numbers (e.g., <6AA>).

To Multi-Lock Dialogue Numbering, repeat the method above for Locking the Numbering.

Under the **Production** menu, select **Animation Locking**, then **Lock Dialogue Numbering**.

#### 1.14.11.6 Unlocking Dialogue Numbering

Dialogue Numbering can be Unlocked at any point—going from AA- Numbering to A-Numbering or from A-Numbering to non-locked numbering.

Under the **Production** menu, select **Animation Locking**, then **Unlock Dialogue Numbering**.

#### 1.14.11.7 Overriding Dialogue Numbering

Once Dialogue Numbering has been Locked or Multi-Locked, a single speech's numbering can be manually overridden.

- Put the cursor anywhere in the Dialogue speech whose numbering you want to adjust.
- Under the **Production** menu, select **Animation Locking**, then **Adjust Dialogue Numbering**.

The Locked Dialogue Numbering screen displays. Choose an option:

- **Set this Dialogue's numbering to Normal**—Changes the current A- or AA-numbered Dialogue to Normally numbered Dialogue.
- **Set this Dialogue's numbering to A-Numbering**—Changes the current AA- or Normally numbered Dialogue to A-Numbering.
- **Set this Dialogue's numbering to AA-Numbering**—Changes the current A- or Normally numbered Dialogue to AA-Numbering. Only available in scripts where the dialogue numbering has been Multi-Locked. Otherwise, it's grayed out and unselectable.
- **Override this Speech's Numbering**—Specifies which Normal number this speech should be given. Accepts a number between 1 and 4096. Only available when the cursor is in a Normally numbered speech, or in a script that has Locked or Multi-Locked Dialogue Numbering. Otherwise, it's grayed out and unselectable.

*NOTE: If you change the Normal Dialogue Numbering order—either by switching a Normally numbered speech to an A- or AA- speech, or vice-versa—you'll be given the option to adjust all following speeches, so that two speeches aren't assigned the same number.*

## 1.15 Appendices

- [Screenwriter 6 Menus](#)<sup>[218]</sup>
- Key Assignments
- [Troubleshooting](#)<sup>[253]</sup>
- [Importing Scripts](#)<sup>[257]</sup>
- [Exporting Scripts](#)<sup>[262]</sup>
- [Format Codes](#)<sup>[264]</sup>
- [Files Installed](#)<sup>[264]</sup>
- Utility Programs

### 1.15.1 Screenwriter 6 Menus



File Edit View Format Goto NavIDoc Tools Production Window Help

The main menu bar has ten menu topics in it. Click on the menu topic in the bulleted list below to see more about that topic.

- [File Menu](#)<sup>[219]</sup>
  - [Edit Menu](#)<sup>[221]</sup>
  - [View Menu](#)<sup>[225]</sup>
  - [Format Menu](#)<sup>[229]</sup>
-

- [Goto Menu](#) <sup>232</sup>
- [NaviDoc Menu](#) <sup>233</sup>
- [Tools Menu](#) <sup>235</sup>
- [Production Menu](#) <sup>237</sup>
- [Window Menu](#) <sup>247</sup>
- [Help Menu](#) <sup>247</sup>

### 1.15.1.1 Screenwriter Menu



- **About Screenwriter**—Opens Screenwriter's "About Screenwriter" window which shows the serial number, version number, copyright and trademark notices, and credits.
- **Preferences...**—Opens a new document and lets you select a pre-existing document template.
- **Services**—Screenwriter supports the OSX Services menu, which provides a handful of features writers might find useful. For example, if a user selects a word in their script, they can do the following via. the Services menu:
  - Look up the word in Word Menu via. Screenwriter > Services > Find in Word Menu.
  - Look up the word in the OSX Dictionary via. Screenwriter > Services > Look Up in Dictionary.
  - Let the computer speak the selected text via. Screenwriter > Services > Speech > Start Speaking Text.
  - Google the word via. Screenwriter > Services > Search With Google.See OS X help for more information on this feature.
- **Hide Screenwriter**—Hides the Movie Magic Screenwriter program.
- **Hide Others**—Hides all programs except Movie Magic Screenwriter.
- **Show All**—Shows all active programs.
- **Quit Screenwriter**—Exits Screenwriter, prompting to you save any open documents.

## 1.15.1.2 File Menu

|                              |     |
|------------------------------|-----|
| New (using Default Template) | ⌘N  |
| New from Template...         | ⇧⌘N |
| Open...                      | ⌘O  |
| Close                        | ⌘W  |
| Save                         | ⌘S  |
| Save As...                   | ⇧⌘S |
| Save a Copy...               |     |
| Save All Open Documents      |     |
| Export to...                 | ▶   |
| Save As Template...          |     |
| Send As Email Attachment...  |     |
| Page Setup...                | ⇧⌘P |
| Print Preview...             | ⌘P  |
| Print...                     | ⌘P  |
| Clear File History List      |     |
| Wonderful-6.mmsw             |     |

- **New (using Default Template)**—Opens a new document using the default document template.
- **New from Template...**—Opens a new document and lets you select a pre-existing document template.
- **Open...**—By default, displays a list of existing Screenwriter scripts to be opened. Also allows you to open files in other formats, for purposes of importing.
- **Close**—Exits the currently displayed document, prompting you to save it.
- **Save**—Saves the document under its current name and location without prompting you for a name. Performing a Save command overwrites the previously saved version of a document with the same name. If you have not saved this file, it will prompt you to specify a name and location to save the file.
- **Save As...**—Saves the currently displayed document to a different name, location, or format. This closes the original document and leaves open the document you just saved.
- **Save A Copy...**—Saves a copy of the currently displayed document. Selecting this menu item lets you create a copy of the document without closing the current document. It is useful for creating backup copies of your working document.
- **Save All Open Scripts**—Saves all open files without prompting you for file names (except for unsaved, untitled files). Automatically overwrites any previously saved versions of files with the same name..
- **Export to...** <sup>262</sup>—Saves the document in Movie Magic Screenwriter older (.scw) format as

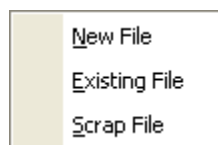
well as non-Screenwriter file format for use in other software programs such as Adobe Acrobat, Microsoft Word, HTML (for internet publishing), and others.

- **Save As Template...**<sup>[39]</sup>—Saves the current open document, and its settings, as a template (.def) file.
- **Send As Email Attachment...**<sup>[137]</sup>—Transmits the open document to a recipient via email. Use this feature to send MMSW files to other Screenwriter users, or PDF and RTF files to non-Screenwriter users..
- **Page Setup**—Displays a window where you can select a printer and change printing options.
- **Print Preview**—Displays a WYSIWYG preview of how the current page of the document will print.
- **Print**<sup>[120]</sup>—Displays a window where you can select what to print.

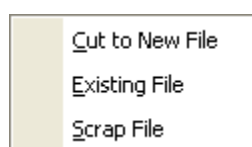
### 1.15.1.3 Edit Menu

|                            |     |
|----------------------------|-----|
| Undo                       | ⌘Z  |
| Redo                       | ⇧⌘Z |
| Cut                        | ⌘X  |
| Copy                       | ⌘C  |
| Paste                      | ⌘V  |
| Paste into Current Element | ⇧⌘V |
| Clear                      | ⌘X  |
| Paste From...              |     |
| Copy To...                 | ▶   |
| Cut To...                  | ▶   |
| Select All                 | ⌘A  |
| Select Special             | ▶   |
| Insert Element...          | ⌘↵  |
| Cut Element                | ⇧⌘X |
| Add Forced Page Break      | ⇧↵  |
| Remove Forced Page Break   |     |
| Add Hard Return            | ⇧↵  |
| Add Dialogue Paragraph     |     |
| Find...                    | ⌘F  |
| Find Next                  | ⌘G  |
| Replace                    | ⌘R  |
| Replace & Find Next        | ⇧⌘R |
| Replace All                |     |
| Change Character Name...   |     |

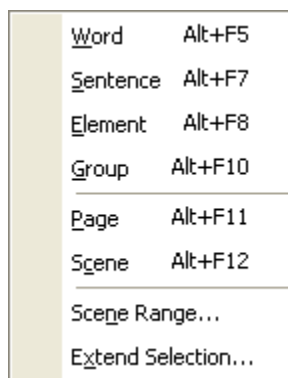
- **Undo**—Takes a step back, undoing the last text edit performed. This option is grayed-out (unselectable) if Screenwriter cannot Undo the changes.
- **Redo**—Restores what you just undid. Only available immediately after you've performed an Undo, prior to making any more changes.
- **Cut**—Removes 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.
- **Paste**—Places the contents of the clipboard into the script at the cursor position.
- **Paste into Current Element**—This menu item is ONLY available if you already have Cut or Copied text from a single Movie Magic Screenwriter element or are pasting from an external document. It allows you to paste that text into a different element type and have it become part of that element. You might use this, for example, if you wrote a parenthetical like (turning to John and pulling out a gun) and you decide you want to move that to an action element. Simply cut the parenthetical element as you would normally, then use the Paste into Current Element to paste it into a blank action line.
- **Clear**—Deletes selected text, removing it from the script but not putting it into the clipboard.
- **Paste from...**—Displays a menu allowing you to select an existing file. Its contents are placed into the currently displayed script at the cursor position.
- **Copy to...**<sup>24</sup>—This menu item is only available if you have selected (i.e. blocked) text in your script. If this is the case, Screenwriter takes you to a sub menu with the following options:



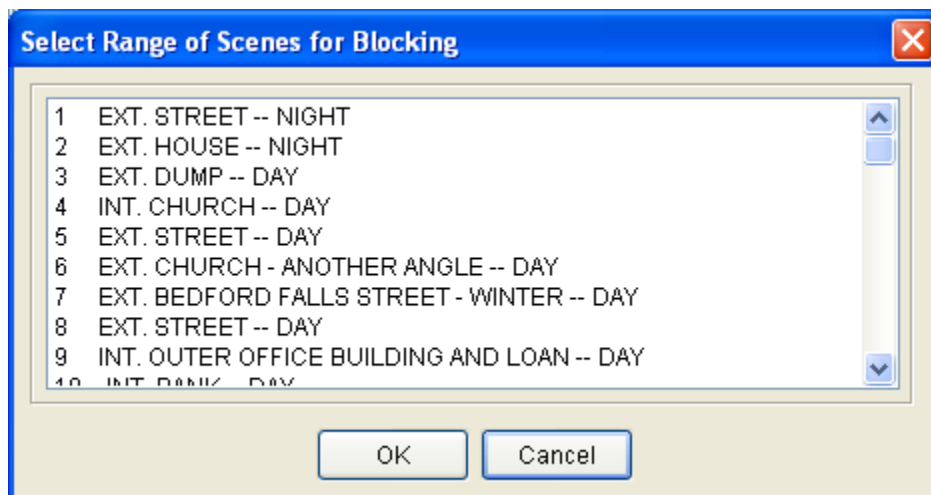
- **New File**—Copies the selected text and saves it as a New file with the name you enter in the Save As menu.
- **Existing File**—Copies the selected text and places it at the end of the existing file you select in the Open menu.
- **Scrap File**—Copies the selected text and places it at the end of an automatically generated Scrap File which has the same name as your script but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your script, but might want to go back to later.
- **Cut to...**<sup>25</sup>—This menu item will only be available if you have selected (i.e. blocked) text in your script. If this is the case, Screenwriter takes you to a sub menu with the following options:



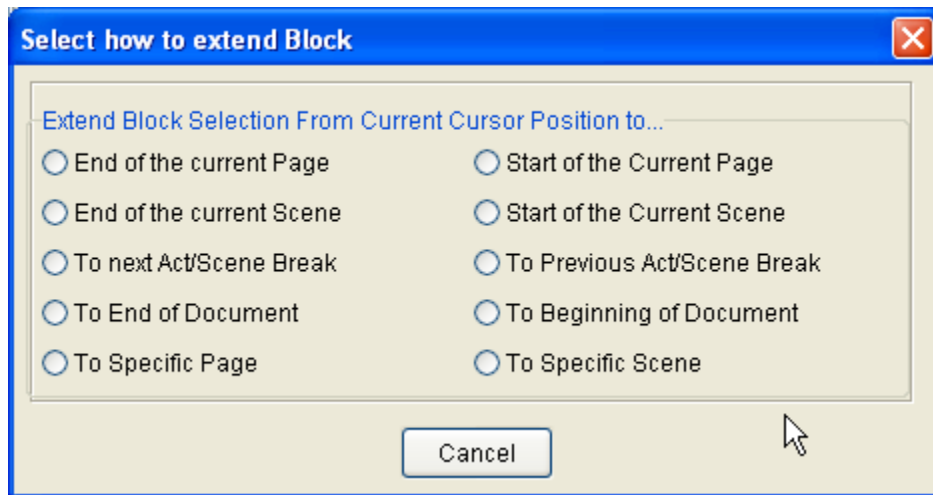
- **New File**—Cuts the selected text and saves it as a New file with the name you enter in the Save As menu.
- **Existing File**—Cuts the selected text and places it at the end of the existing file you select in the Open menu.
- **Scrap File**—Cuts the selected text and places it at the end of an automatically generated Scrap File which has the same name as your script but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your script, but might want to go back to later.
- **Select All**—Selects the entire contents of the currently displayed script.
- **Select Special**—Shows options for selecting by word, sentence, element, group, page, scene.



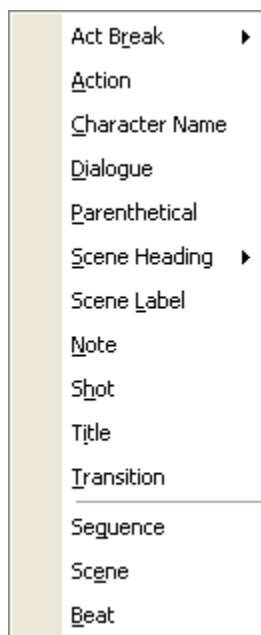
- **Scene Range...**—Lets you select a scene range from a list of scene headings.



- **Extend Selection...**—Lets you extend the selection beyond the current cursor position.



- **Insert Element**—Inserts a new element at the current cursor position based on your choice from the element list.



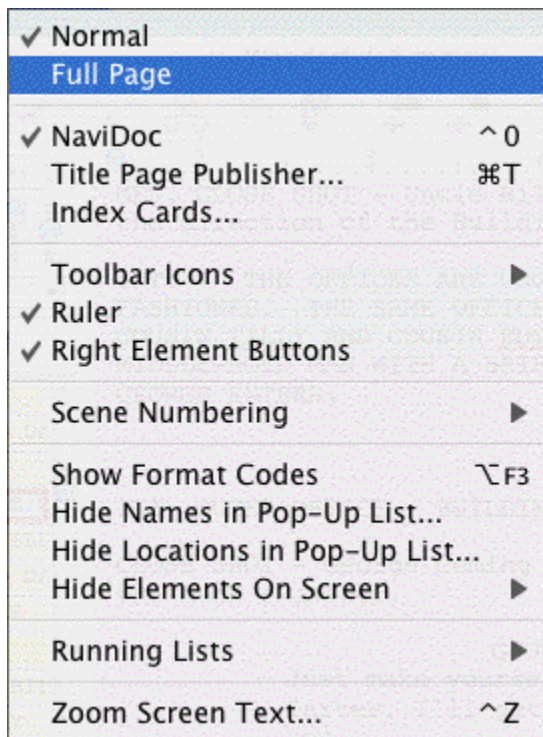
- **Cut Element**—Cuts the entire current element in the document.
- **Add Forced Page Break**—Starts a new page at the current cursor position.
- **Remove Forced Page**—Removes a Forced Page Break immediately before or after the cursor position.
- **Add Hard Return**—Goes to a new line, but stays in the same element.
- **Add Dialogue Paragraph**—If in the Dialogue element, starts a new paragraph of dialogue. Otherwise, does nothing.
- **Find**—Displays the Search & Replace window, with the Replace parameters grayed out.



Enter the text to Search for, and define the search parameters.

- **Find Next**—Searches for next instance that meets the same find criteria.
- **Replace**—Available only after a successful Find command. Replaces the current instance found text with the replacement text.
- **Replace & Find Next**—Displays the Search & Replace menu. Enter the text to Search for, the text to Replace it with, and define the Search & Replace parameters.
- **Replace All**—Available only after a successful Find command. Replaces ALL instances of the found text with the replacement text. This command does NOT ask for confirmation while replacing the text in the document.
- **Change Character Name**—Displays a Search & Replace menu, 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.

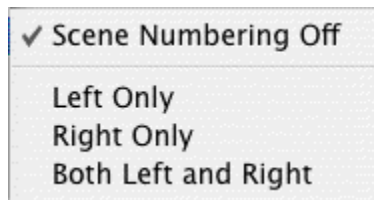
#### 1.15.1.4 View Menu



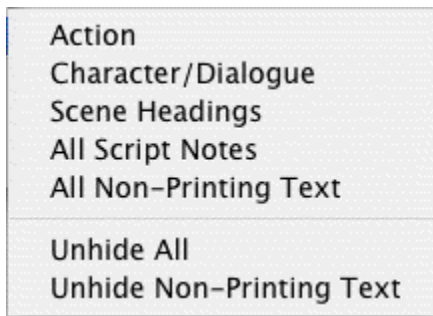
The View menu controls the display of various windows and controls.

- **Normal**<sup>[227]</sup>—Displays the document as a continuous flow of text. Page breaks are indicated by a dashed line. [Example...](#)<sup>[227]</sup>
- **Full Page**<sup>[228]</sup>—Displays the document as it will appear on the printed page. Page breaks appear as separate pages with headers and footers displayed. [Example...](#)<sup>[228]</sup>

- **NaviDoc**<sup>[79]</sup>—Displays a panel to the left of the document. Like its name implies, the NaviDoc lets you navigate quickly around your document. The NaviDoc has four panel tabs: [Outline](#)<sup>[98]</sup>; [Scenes](#)<sup>[93]</sup>; [Notes](#)<sup>[85]</sup>; and [Bookmarks](#)<sup>[91]</sup>.
- **Title Page Publisher**<sup>[26]</sup>—Displays the Title Page Publisher for WYSIWYG Drag'n'Drop creation of Title Pages.
- **Index Cards...**<sup>[33]</sup>—Switches to View as Index Card Mode.
- **Toolbar Icons**<sup>[143]</sup>—Control the display of the Toolbar and Toolbar icons that appear at the top of the document window.
- **Ruler**<sup>[140]</sup>—If checked, displays the horizontal page Ruler, showing Element margins.
- **Right Element Buttons**—If checked, displays the insert element buttons found on the right side of the document window.
- **Scene Numbering**<sup>[186]</sup>—Controls the display of scene numbers in the document. Scene numbers are associated with Scene Heading elements. They can appear to the left of the scene heading, the right of the scene heading, or on both the left and right of the scene headings.



- **Show Format Codes**<sup>[140]</sup>—If checked, displays the hidden format codes embedded in the text of your script .
  - **Hide Names in Pop-Up List...**—Displays a menu where you can hide/unhide a character name. A hidden name does not appear on the Character Name pop-up list which appears when you press the TAB key. Use for a character who's not in many scenes and whose name you don't want to always appear on the Character List.
  - **Hide Locations in Pop-Up List...**—This menu allows you to "hide" certain Locations so that they don't appear on the automatic pop-up lists of Locations used when entering Scene Headings. You would generally use this function to remove locations you aren't going to use again in the script.
  - **Hide Elements on Screen**—Shows options which allow you to hide/unhide script Elements, Notes by color or type, and Non-Printing text.
  - **Unhide Elements on Screen**—Turns off the hidden attribute for specific elements such as notes and non-printing text.
-



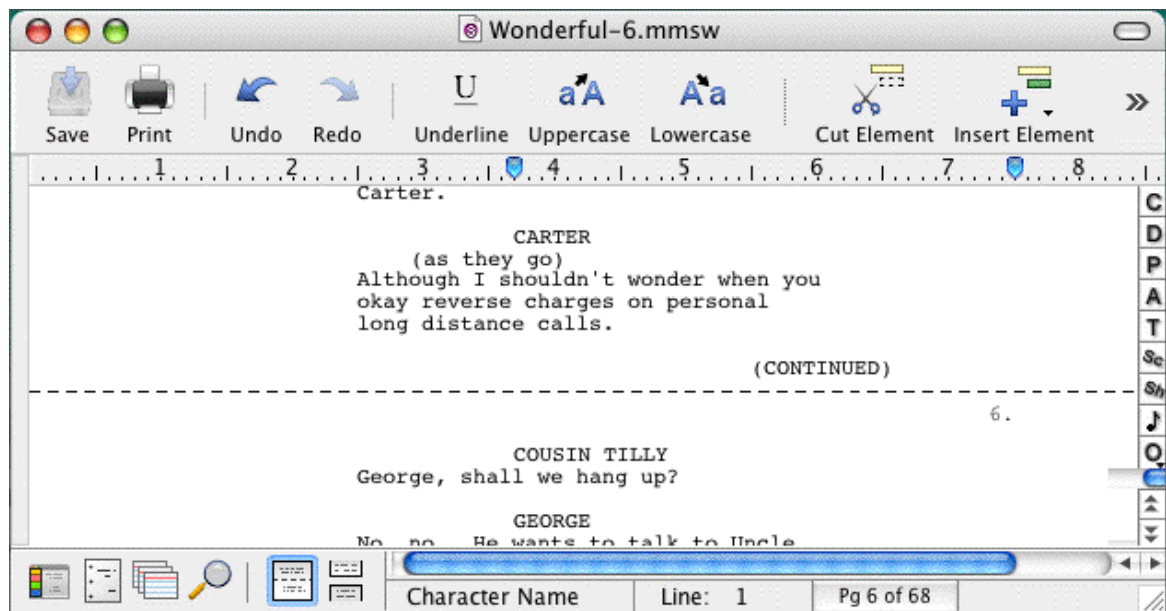
- **Running Lists** <sup>[149]</sup>—Shows options which allow you to control automatic updating of lists of user-defined items (such as character names, shots, and transitions) created as you write in the document.



- **Zoom Screen Text** <sup>[147]</sup>—Displays the Zoom Screen dialog window, allowing you to alter how large the document text displays onscreen. Default is 90%.

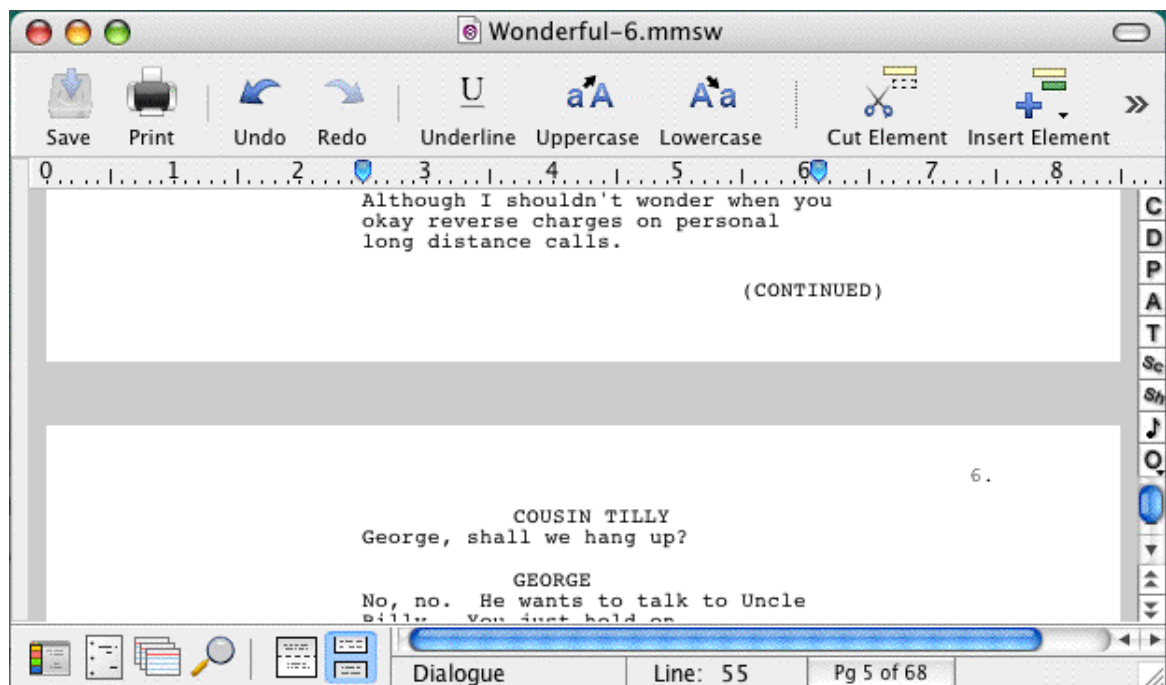
#### 1.15.1.4.1 Normal

Displays the document as a continuous flow of text. Page breaks are indicated by a dashed line.

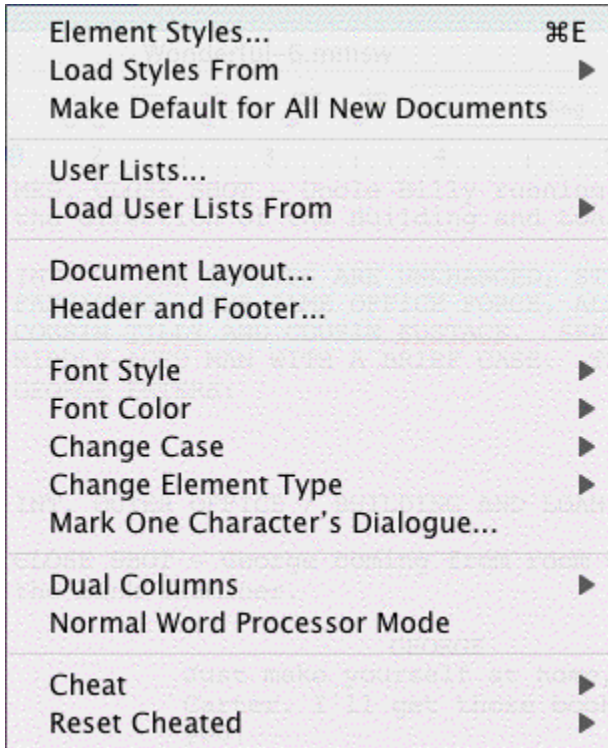


## 1.15.1.4.2 Full Page

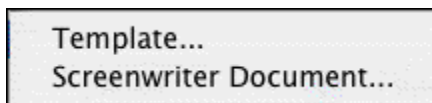
Displays the document as it will appear on the printed page. Page breaks appear as separate pages with headers and footers displayed.



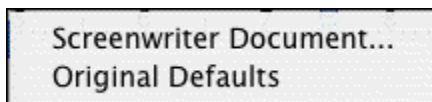
### 1.15.1.5 Format Menu



- **Element Styles....**—Displays a menu where you can change the way elements are formatted in the currently displayed script, and set the default formats for New scripts.
- **Load Styles From...**—Allows you to reformat your existing document by loading a format from either a template or an existing Screenwriter document

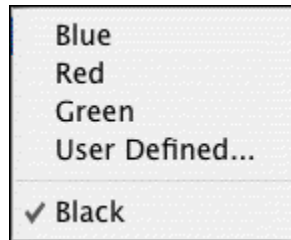


- **Make Default for All New Documents**—Saves the format of the currently displayed document as the default template (default.def). for one of these available script formats. **File > New (using Default Template)** will now use this format.
- **User Lists..**<sup>59</sup>—Displays a menu where you can edit the User Lists and Text Aliases for the currently displayed script, and set the defaults for New scripts.
- **Load User Lists from**<sup>61</sup>—Allows you to retrieve User Lists from other Screenwriter scripts, ASCII files, Collaborator files, or Screenwriter's Original Defaults.

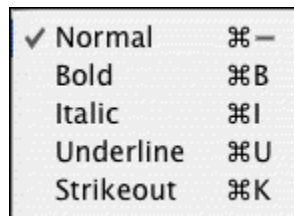


- **Document Layout...**—Displays a window where you can change the top, bottom, and binding page margins. Also gives you the option to cheat the line spacing for the entire script.

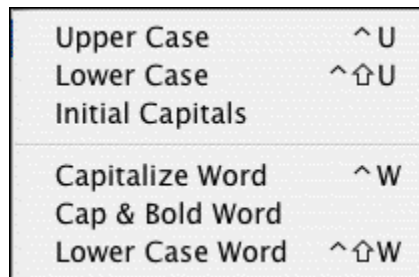
- **Header and Footer...**—Displays a menu where you can define the header and footer format and content for the currently displayed script.
- **Font Color**—Shows options for changing the color of selected text. If no text is selected, the text from the cursor position to the end of the element is changed.



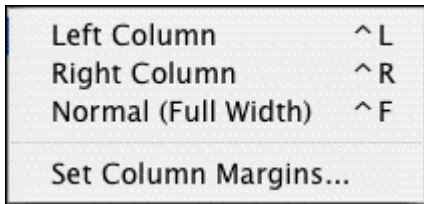
- **Font Style**—Shows options for changing the style of selected text. If no text is selected, the text from the cursor position to the end of the element is changed.



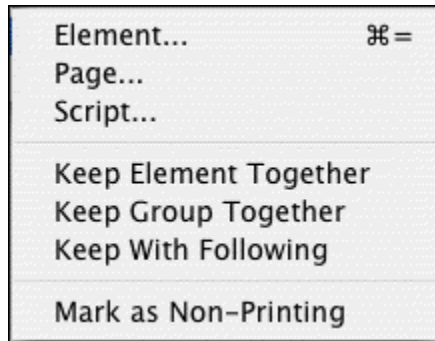
- **Change Case**—Shows options for changing the case of selected text. If no text is selected, the entire element (except when in Scene Heading, Character Name, or Transition) that the cursor is in is changed.



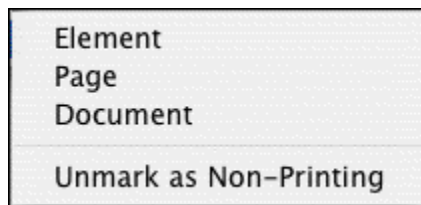
- **Change Element Type**—Shows options for changing the current element (from Action to Shot, for example).
- **Mark One Character's Dialogue**—Displays a list of your script's Character Names for your selection. A selected Character's dialogue appears in red in your script and in color printing, and with a gray background in black and white printing. Useful for printing out a script for an actor with his/her dialogue highlighted.
- **Dual Columns** <sup>55</sup>—Allows changing selected text to Left or Right Column (as in two-column simultaneous dialogue or AudioVisual format) and changing the margins for Right or Left Columns.



- **Normal WP Mode**—Toggles between the script format you're using and Word Processing mode, where Tab and Return function as in other Mac OS X word processing programs.
- **Cheat**<sup>57</sup>—Shows options for tweaking the margins of the selected element, the current page, the entire script, etc.



- **Reset Cheated**—Shows options for Undoing any previous cheating you've done.



#### 1.15.1.6 Search Menu

*Removed.* All *Find* commands are now in the [Edit](#)<sup>221</sup> menu. *Mark One Characters Dialogue* command is now in the [Format](#)<sup>229</sup> menu.

## 1.15.1.7 Goto Menu





|                                |     |
|--------------------------------|-----|
| Top                            | ⌘↑  |
| Bottom                         | ⌘↓  |
| Page...                        | ^G  |
| Scene...                       |     |
| Previous Scene Heading         | ^⌘↑ |
| Next Scene Heading             | ^⌘↓ |
| Next A-Page                    |     |
| Next Forced Page Break         |     |
| Next Speech By...              |     |
| Next Script Note               |     |
| Next Current Revision Mark     |     |
| Next Strikeout or Colored Text | ⇧F3 |
| Last Position                  | ⌘Y  |

- **Top**—Takes you to the Top of the script.
- **Bottom**—Takes you to the End of the script.
- **Page**—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.
- **Previous Scene Heading**—Takes you to the previous Scene Heading in the script.
- **Next Scene Heading**—Takes you to the next Scene Heading in the script.
- **Next A-Page**—Takes you to the next A-Page. Only available in locked scripts. Otherwise, it's grayed out. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)
- **Next Forced Page Break**—In a Television or Stage Play format script, takes you to the next Act Break or Scene Break.
- **Next Speech By...**—Displays a Character Name list, taking you to the next speech by the character you select. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)
- **Next Note**—Takes you to the next Note. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)
- **Next Current Revision Mark**—Takes you to the next Current Revision Mark. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)
- **Next Strikeout or Colored Text**—Takes you to the next Strikeout text or Colored text.
- **Last Position**—Returns the cursor to the last position in the script where you were typing/editing.



### 1.15.1.8 NaviDoc Menu

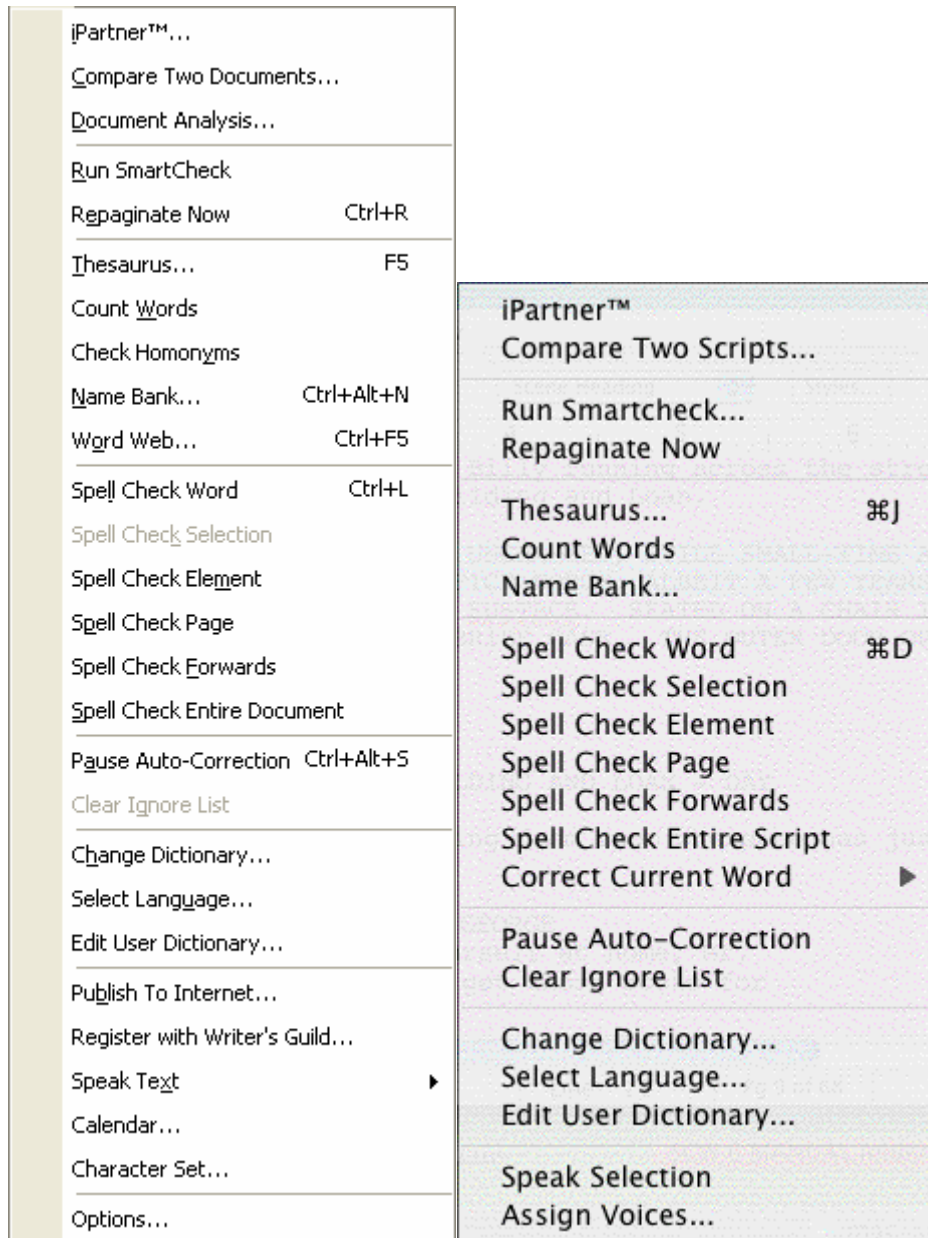
|                                 |     |
|---------------------------------|-----|
| ✓ Outline                       | ^ 1 |
| Scenes                          | ^ 2 |
| Notes                           | ^ 3 |
| Bookmarks                       | ^ 4 |
| <hr/>                           |     |
| New Note                        | ^ N |
| New Bookmark                    | ^ B |
| <hr/>                           |     |
| Add Outline Element             | ▶   |
| Promote Outline Element         | ^ ← |
| Demote Outline Element          | ^ → |
| Create / Edit Outline Styles... |     |
| <hr/>                           |     |
| Top                             | ^ ↑ |
| Bottom                          | ^ ↓ |
| Page Up                         | ^ ¶ |
| Page Down                       | ^ ¶ |
| Previous Row                    | ^ ↑ |
| Next Row                        | ^ ↓ |
| <hr/>                           |     |
| Decrease NaviDoc Font Size      | ^ [ |
| Increase NaviDoc Font Size      | ^ ] |
| <hr/>                           |     |
| NaviDoc Preferences...          |     |

- **Outline** —Shows or hides the Outline panel in the NaviDoc.
- **Scenes** —Shows or hides the Scenes panel in the NaviDoc.
- **Notes** —Shows or hides the Notes panel in the NaviDoc.
- **Bookmarks** —Shows or hides the Bookmarks panel in the NaviDoc.
- **New Note**—Inserts a new Note at the current cursor position in the document.
- **New Bookmark**—Inserts a new Bookmark at the current cursor position in the document.
- **Add Outline Element**—Inserts a new outline element at the current cursor position in the document.
- **Promote Outline Element**—Promotes (moves to the left) the current outline item(s) by assigning the style above the current style in the Outline Style Table. The keyboard command for promoting an outline element is CTRL+LEFT ARROW.
- **Demote Outline Element**—Demotes (moves to the right) the current outline item by assigning the style below the current style in the Outline Style Table. The keyboard

command for demoting an outline element is CTRL+RIGHT ARROW.

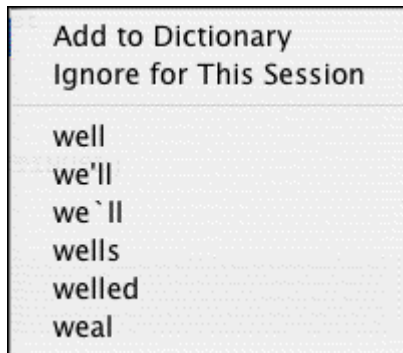
- [Create / Edit Outline Styles...](#)<sup>104</sup>—Opens the Outline Element Styles window which controls the list and format of all available outline styles. This is the same as selecting the **Format > Element Styles...** command and selecting **Outline Styles**.
  - **Top**—Goes to the beginning of the list in the NaviDoc panel.
  - **Bottom**—Goes to the end of the item list in the NaviDoc panel.
  - **Page Up**—Goes up one scene's worth of items in the item list of the NaviDoc panel.
  - **Page Down**—Goes down one scene's worth of items in the item list of the NaviDoc panel.
  - **Previous Row**—Goes up one item in the item list in the NaviDoc panel.
  - **Next Row**—Goes down one item in the item list in the NaviDoc panel.
  - **Decrease NaviDoc Font Size**—When the NaviDoc is open, this command decreases the font size of the items in the visible panel. The font change does not effect hidden NaviDoc panels. The keyboard command for this is **CTRL+[** (*Ctrl+Left Bracket*).
  - **Increase NaviDoc Font Size**—When the NaviDoc is open, this command increases the font size of the items in the visible panel. The font change does not effect hidden NaviDoc panels. The keyboard command for this is **CTRL+]** (*Ctrl+Right Bracket*).
  - [NaviDoc Preferences...](#)<sup>83</sup>—Opens the NaviDoc tab of the program Options window. This is the same as choosing the Tools > Options... command and selecting the NaviDoc tab.
-

### 1.15.1.9 Tools Menu



- **iPartner**<sup>128</sup>—This feature allows two people to view and edit the same script over the Internet.
- **Compare Two Scripts**—Compares the differences between two versions of the same script, when both are open in separate windows. Automatically generates a third script with everything that's been added in Red, and everything that's been removed in Strikeout.
- **Run SmartCheck**<sup>154</sup>—The SmartCheck™ feature finds and corrects any common formatting errors you may have made. Useful just before printing your script.
- **Repaginate Now**—Forces a complete repagination/screen redraw.

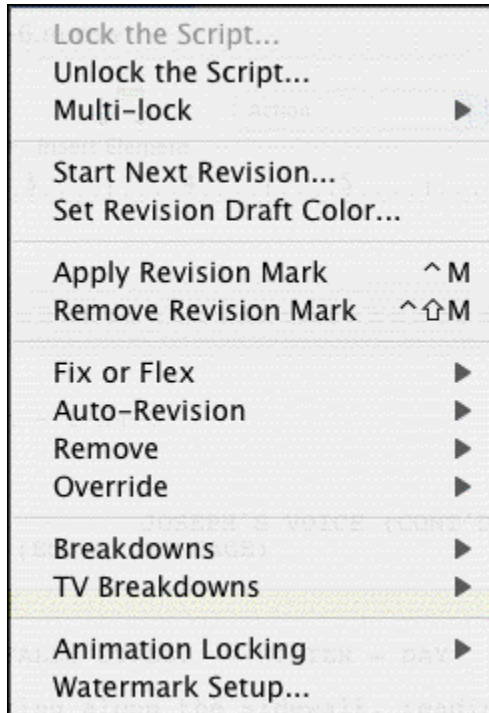
- **Thesaurus**<sup>78</sup>—Displays Synonyms for the word that the cursor is currently in.
- **Count Words**—Counts the number of words in the script.
- **Name Bank...**<sup>138</sup>—Displays the Name Bank screen, where you can select names for your characters. Alphabetically displays lists of Female and Male first names, and Family surnames.
- **Spell Check Word**—Checks the spelling of the Word that the cursor is currently in.
- **Spell Check Selection**—Checks the spelling of the highlighted text selection.
- **Spell Check Element**—Checks the spelling of the Element that the cursor is currently in.
- **Spell Check Page**—Checks the spelling of the current Page.
- **Spell Check Forward**—Checks the spelling from the cursor position to the end of the document.
- **Spell Check Entire Document**—Checks the spelling of all text in the document.
- **Correct Current Word**—Checks the spelling of the Word that the cursor is currently in and gives you options to handle it without bringing up the Spell Check window including suggestions:



- **Pause AutoCorrection**—Pauses the real-time Spell Checking or AutoCorrection features, if they're on. When paused, there'll be a check mark next to this menu item.
- **Clear Ignore List**—Clears from memory all the words that you've told Spell Check to Ignore this writing session.
- **Change Dictionary**—Displays a menu where you can select a different user dictionary for the currently displayed script.
- **Select Language**—Shows options for changing your Spell Checking to a different language. Use of this feature requires the installation of an optional Foreign Language Dictionary.
- **Edit User Dictionary**—Takes you to Select Language, then to a menu to choose a User Dictionary to edit. Add, delete or edit words to be used by SpellCheck or Auto-Correct.
- **Speak Selection**—Movie Magic Screenwriter has the ability to actually read your document aloud using the Macintosh's built-in text-to-speech engine. This menu item reads the selected text aloud using the voices that are assigned to the document.

- **Assign Voices**—Clicking on this feature opens a window that allows you to assign voices to elements of the document.

#### 1.15.1.10 Production Menu



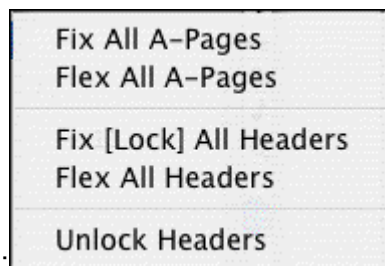
- **Lock The Script**<sup>[187]</sup>—Displays the Lock the Script menu, allowing you to change all script Locking options in one place. Default setting is to Lock all options. Uncheck the items you don't want locked. Only available in a script without Locked Pages.
- **Unlock The Script**—Displays the Unlocking the Script menu, allowing you to change all script Locking options in one place. Uncheck Locked items individually to Unlock them. Only available in a script with Locked Pages.
- **Multi-Lock**<sup>[196]</sup>—Allows you to keep the existing **A-Page**<sup>[197]</sup> or **A-Scene**<sup>[196]</sup> numbering and give new pages or scenes a new unique numbering scheme. Only available in a script with Locked Pages or Scenes.
- **Start Next Revision**—The Start Next Revision Command will start the next revision automatically by doing the following:
  - Remove All Revision Marks
  - Fix all A-Pages
  - Lock the Header Text
  - Increment the Revision Draft Color
  - Run the Title Page Publisher so that you can add the new color to a list
- **Set Revision Draft Color Order**<sup>[203]</sup>—Displays the Revision Draft Color window, showing

the order in which revision colors will be used (the default is the industry standard.)

- **Apply Revision Mark**—Adds a revision marks to the selected lines of text without modifying the text.
- **Remove Revision Mark**—Removes revision marks from the selected lines of text.
- **Fix or Flex...**<sup>[238]</sup>—Advanced control of locked pages.
- **Auto-Revision...**<sup>[239]</sup>—Controls automatic revision annotation and revision page colors.
- **Remove...**<sup>[239]</sup>—Controls removal of various items in the document.
- **Override...**<sup>[240]</sup>—Provides specialized control over instances of production features in the document.
- **Breakdown...**<sup>[240]</sup>—Shows options for tagging breakdown items to be printed on Breakdown Sheets, or exported to Movie Magic Scheduling™.
- **TV Breakdowns**<sup>[241]</sup>—Shows options for TV sitcom production breakdowns including generate rundown sheet, generate set list, and scene character lists.
- **Animation Locking**<sup>[246]</sup>—Shows you options for Animation Production Features.

#### 1.15.1.10.1 Fix or Flex...

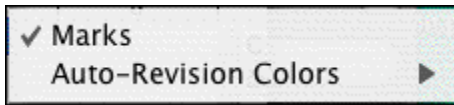
Advanced control of locked pages.



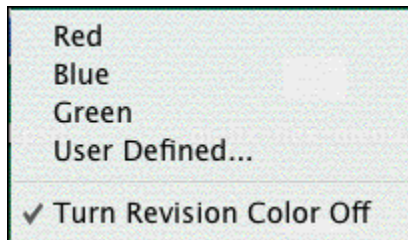
- **Fix All A-Pages**<sup>[201]</sup>—Locks all A-Pages. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Flex All A-Pages**<sup>[201]</sup>—Unlocks all fixed A-Pages. Combines any short A-Pages that were locked, and may combine any Double-Locked Pages in the script. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Fix (Lock) All Headers**—Locks the Headers of all pages, except Flexible A-Pages. Only available in a script with Locked Pages.
- **Flex All Headers**—Unlocks the Headers of all pages, converting them to the Current Header. Only available in a script with Locked Pages.
- **Unlock Headers**—Unlocks the Headers of all pages, and turns Header Locking off for this script. Only available in a script with Locked Pages.

## 1.15.1.10.2 Auto-Revision...

Controls automatic revision annotation and revision page colors.

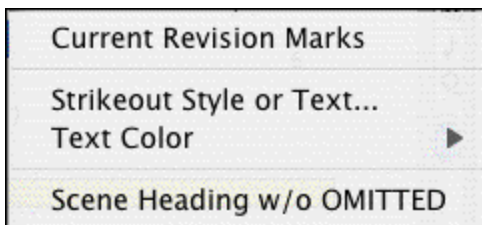


- **Marks**<sup>191</sup>—Toggles current Auto-Revision Marks on or off for the currently displayed script. A checkmark appears next to Auto-Revision Marks when they are on.
- **Auto-Revision Colors**—Shows options for Auto-Revision Colors. Any new text you add is automatically highlighted in the color you select. Useful when you have different people working on the script and you want to show who's made what changes.
  - **Blue**—Highlights new text in blue.
  - **Red**—Highlights new text in red.
  - **Green**—Highlights new text in green.
  - **User Defined Color**—Highlights new text in a color of your choice. Requires Screenwriter to convert certain characters (which may be in your script) to codes first.
  - **Turn Revision Color Off**—Turns your color selection off, displaying any new text you add as normal.

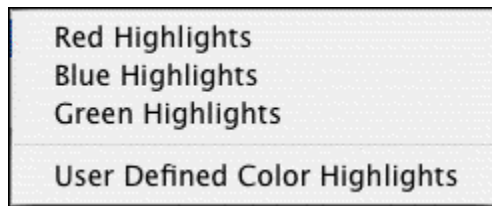


## 1.15.1.10.3 Remove...

Controls removal of various items in the document.



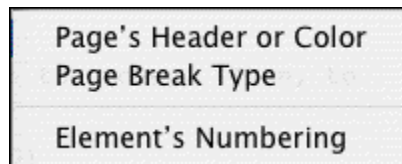
- **Current Revision Marks**—Removes all current revision marks from the document.
- **Strikeout Style or Text**—Removes all Strikeout Text or just the Strikeout Codes (leaving the text intact).
- **Text Color:**



- **Red Style**—Removes red highlighting from revised text, displaying it as normal.
- **Blue Style**—Removes blue highlighting from revised text, displaying it as normal.
- **Green Style**—Removes green highlighting from revised text, displaying it as normal.
- **User Defined**—Removes User Defined highlighting from revised text, displaying it as normal.
- **Remove Scene w/o OMITTED**—Removes the Scene Heading that the cursor is in, without creating an OMITTED Scene Heading to indicate something was deleted. May cause Scene Headings after the one removed to be renumbered.

#### 1.15.1.10.4 Override...

Provides specialized control over instances of production features in the document.

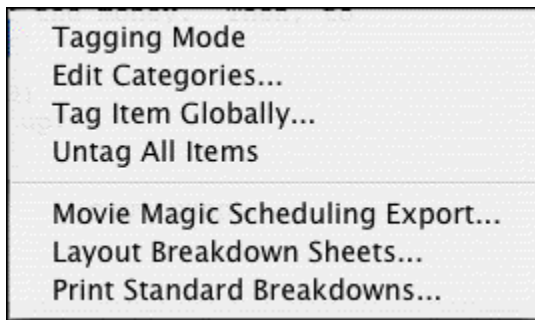


- **Page's Header/Draft Color**—Allows you to override the header of the page the cursor's on. Displays the Header Setup screen for editing of the header text. Only available in a Locked Script.
- **Page Break Type**—Allows you to override the type of page break directly before the cursor, converting it to your preference. Only available in a Locked Script.
- **Element's Numbering**—Allows you to override the numbering of the Scene Header that the cursor's currently in, renumbering it to your preference. Only available in a Locked Script.

#### 1.15.1.10.5 Breakdown...

Shows options for tagging breakdown items to be printed on Breakdown Sheets, or exported to Movie Magic Scheduling™.

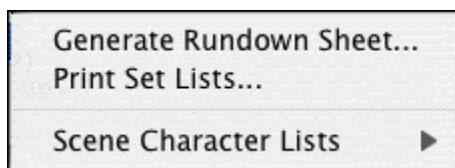




- **Tagging Mode**—Toggles Tagging mode on or off. When turned on, a checkmark appears next to Tagging Mode on the menu. Tagging mode allows you to tag items by double-clicking on them, then selecting categories from a list.
- **Edit Categories**—Displays a screen where you can change the names or shortcut codes of Breakdown Categories.
- **Tag Item Globally**—Displays a screen allowing you to tag every appearance of an item in your script.
- **Untag All Items**—Removes all Breakdown tagging codes from your script.
- **Movie Magic Scheduling Export**—Exports your tagged items for import directly into Movie Magic Scheduling. Allows you to choose from a list of scenes from your script.
- **Print Standard Breakdowns**<sup>204</sup>—Movie Magic Screenwriter has its own powerful, internal breakdown capabilities. Select this item to go to a Breakdown Sheet menu where you can select what and how you want your breakdowns printed.
- **Layout Breakdown Sheets**—Movie Magic Screenwriter has built-in industry standard Breakdown Sheets, and this menu item will let you layout which categories go where on the breakdown sheets.

#### 1.15.1.10.6 TV Breakdowns

Shows options for TV sitcom production breakdowns:



- **Generate Rundown Sheet**<sup>241</sup>
- **Generate Set List**<sup>241</sup>
- **Scene Character Lists**<sup>245</sup>

#### 1.15.1.10.6.1 Generate Rundown Sheet

Displays a menu where you can choose options for printing TV Sitcom Scene Rundowns. Can generate or regenerate Character Lists before printing. Allows you to enter:

- **Script Title, Production, Episode #:, Draft Version, Date (auto-entered, but editable), Director**

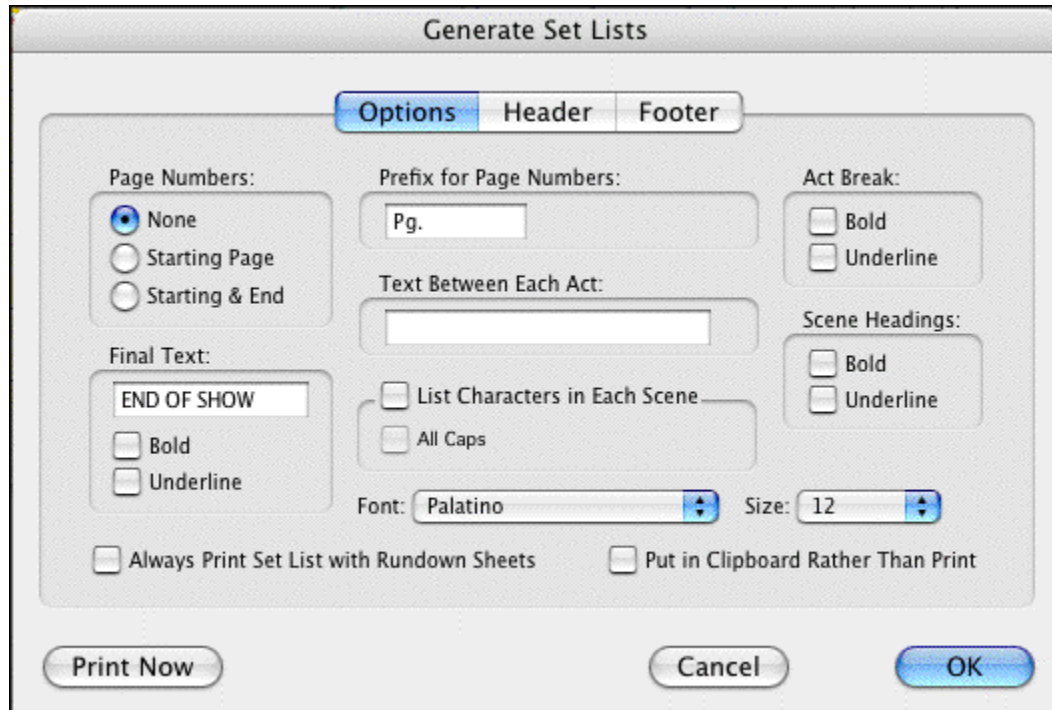
Offers these printing options:

- Choice of **Font** and font **Size**
- **Box-Width**—Lets you choose the width of the blank boxes printed for timing/notes, etc. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.
- **Box-Min. Height**—Lets you choose the minimum height of the blank boxes printed for timing/notes, etc. Boxes expand if more space than this value allows is needed. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.
- **Print Separate Act/Scene Column**—If checked, prints a separate far left column for Act/Scene Information. Unchecked, that information prints as the first line of each box.
- **Print Separate Page Number Column**—If checked, Page Numbers print in a separate column. Unchecked, they print in the upper right corner of the main box.
- **Print Separate Day/Night Count Column**—If checked, prints a separate right hand column for “Day 1” type information at the end of each Scene Heading. Prints D or N, followed by the number.
- **Underlining and Boldfacing of:** Act/Scene Info, Scene Headings
- **Print total boxes at end of pg**—If checked, prints 3 Totals boxes at the foot of each page.
- **Print Scene Description Text (if any)**—If checked, prints the scene description text.

- [Specify Set List Settings](#)<sup>243</sup>—Brings up the Generate Set List window.

#### 1.15.1.10.6.2 Generate Set List (COPY)

Prints the Set List on its own, without the need to also print Rundown Sheets.



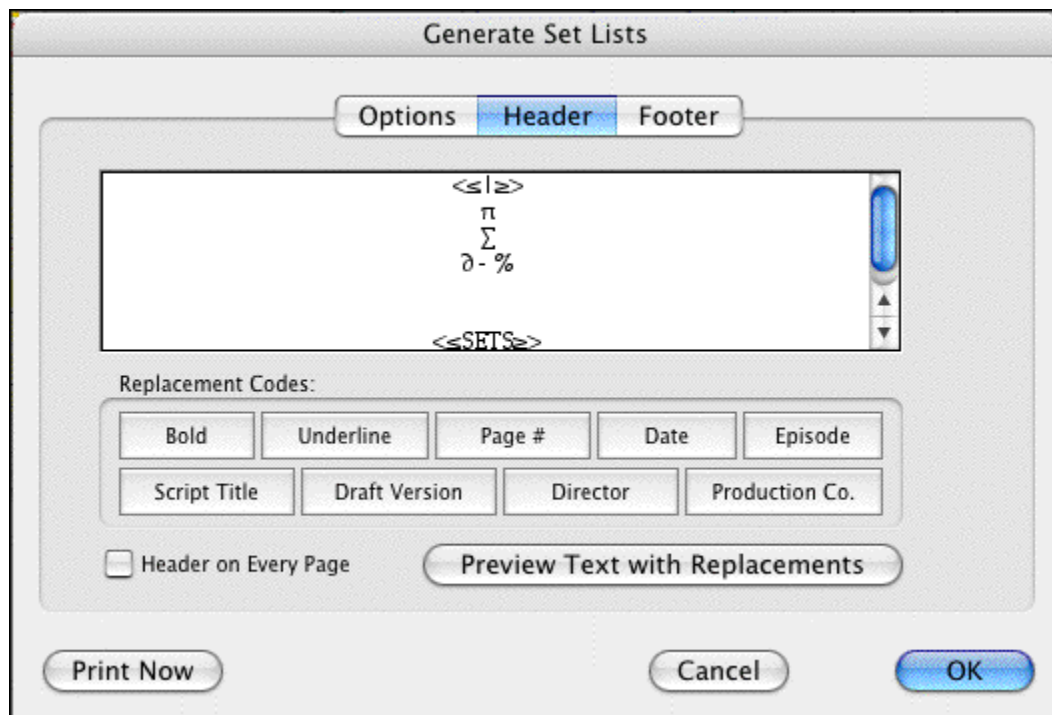
**Options:** This tab controls on which pages the header and footer text and Act continued text appear.

- **Page Numbers**--This option controls which page numbers appear in the Set Lists:
  - **None**—If selected, No page numbers are printed
  - **Starting Page**—If selected, prints the Page Numbers that each Set is used on.
  - **Starting & End**—If selected, prints the Page Numbers of the start and end of the set use.no page numbers, starting page number, or starting and end page numbers.
- **Prefix for Page Numbers**--This option controls text that appears in front of the page numbers, e.g. "Pg. " displays page six as. "Pg. 6"
- **Text Between Each Act:** This is the text inserted after the end of one act and before the next act.
- **Act Break:** The act break text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.
- **Scene Headings:** The scene heading text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.

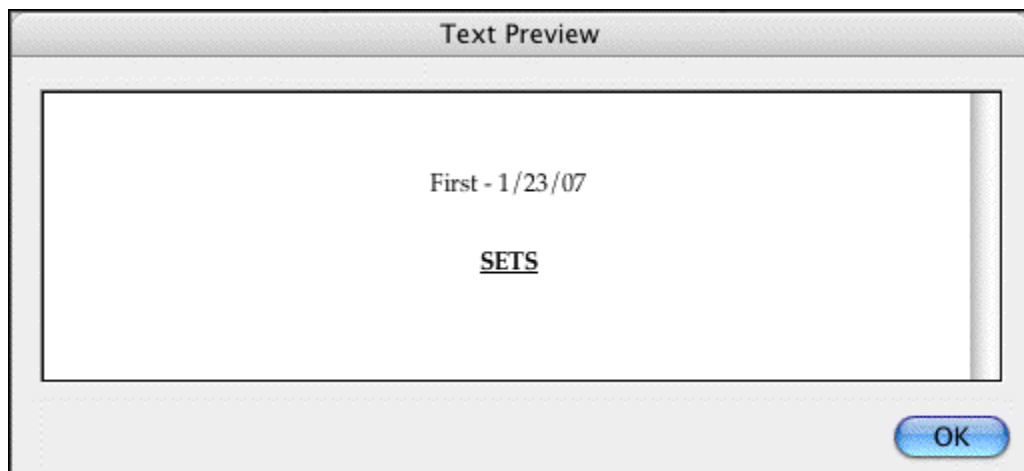
- **Final Text:** This is the text inserted at the end of the Set List report.
- **Final Text formatting check boxes:** The final text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.
- **List Characters in Each Scene:** When checked the characters are listed with each scene within parentheses. Example:

```
10      INT. BANK -- DAY
        (Potter, Teller, Uncle Billy)
```

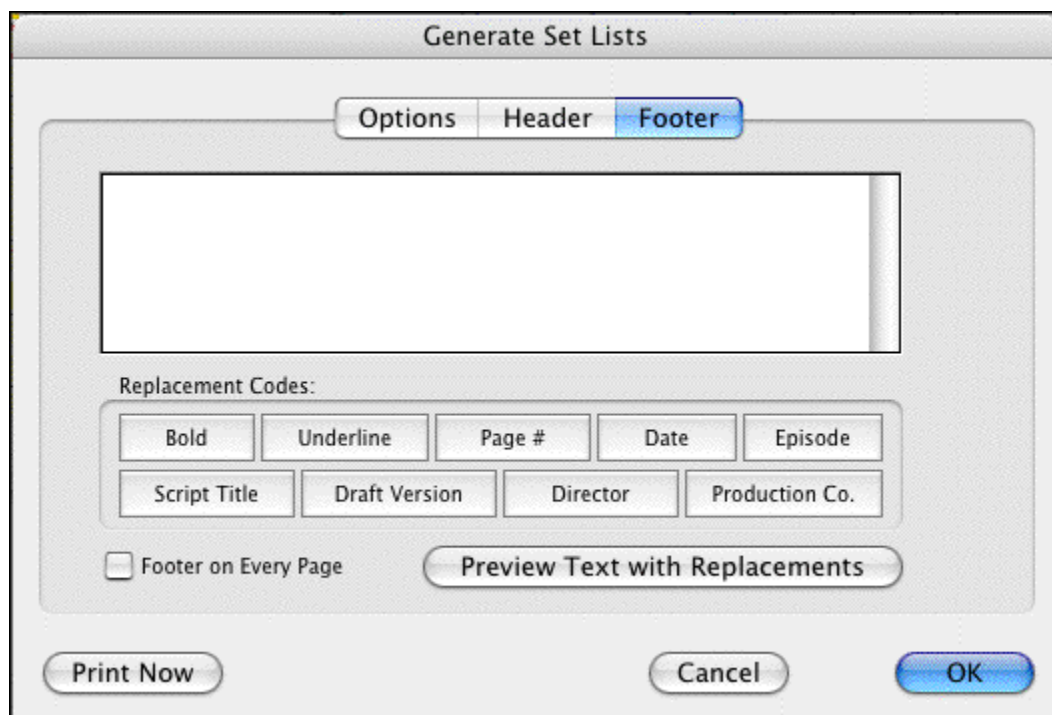
- **(In All Caps):** When checked, the character names listed in each scene are capitalized.
- **Font:** Let's you select the printing font of the listed characters.
- **Size:** Let's you select the printing font size of the listed characters.
- **Always Print Set List with Rundown Sheets**—If checked, prints a list of Sets after printing the Rundown Sheets.
- **Put in Clipboard Rather than Print:** Sends the report to the clipboard. You may then open another program, e.g. a word processor, and paste the report into a document from the clipboard.
- **Header:** This tab displays the text that appears at top of the page.



Use the buttons to insert variable text in the Header. Press the **Preview Text with Replacements** to preview the substitution text:



- **Footer Text:** This tab displays the text that appears at the bottom of the page.



Use the buttons to insert variable text in the Footer. Press the **Preview Text with Replacements** to preview the substitution text:

#### 1.15.1.10.6.3 Scene Character Lists

Selecting this option will generate lists of all the characters in each scene and puts that list immediately under each scene heading, a format used frequently in sitcom production.

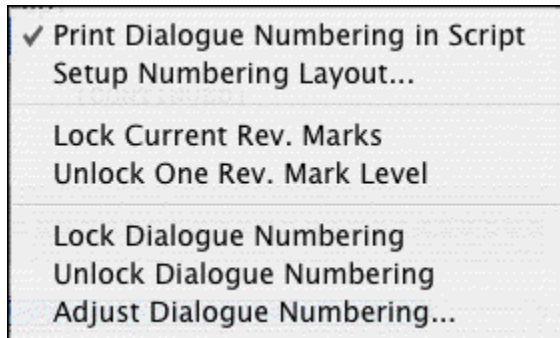
There are two sub-options under the Scene Character Lists menu item:

- **Generate**—Displays the Scene Character List Generation menu.
- **Remove**—Removes any previously generated Scene Character Lists.

*NOTE: When you have generated lists, each time you go to the Print menu, it will normally ask you if you want to regenerate your lists. Select YES when you've added/removed characters from any scenes, otherwise you can select NO. If you don't want it to prompt you in this manner then uncheck the option Prompt to Regenerate Lists before Printing which is found on the Scene Character List Generation menu.*

#### 1.15.1.10.7 Animation Locking

Shows you options for Animation Production Features.



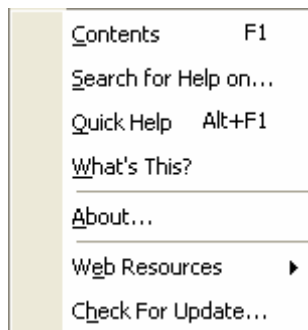
- **Print Numbering in Script** <sup>[215]</sup>—If checked, Displays and Prints the dialogue speech numbering in the script (as well as in the Animation Recording Script report). A checkmark displays next to Print Numbering in Script. To turn the display of Numbering off, click on it again.
- **Setup Numbering Layout**—This setup window allows you to control the way Animation Dialogue is printed.
- **Lock Current Rev. Marks**—Locks the Current Revision Marks and increases the Revision Mark Level.
- **Unlock One Rev. Mark Level**—Removes the last Locked Revision Marks and decreases the Revision Mark Level.
- **Lock Dialogue Numbering**—Locks the Dialogue Numbering so that any new speeches are added as A- Numbers. If Dialogue is already Locked, it will Multi-Lock the numbering so new speeches are added as AA- Numbers.
- **Unlock Dialogue Numbering**—Decreases Dialogue Locking from AA- Numbering to A- Numbering or from A- Numbering to Unlocked Dialogue Numbering.
- **Adjust Dialogue Numbering**—Adjusts (overrides) the numbering of the Dialogue speech that the cursor is currently in.

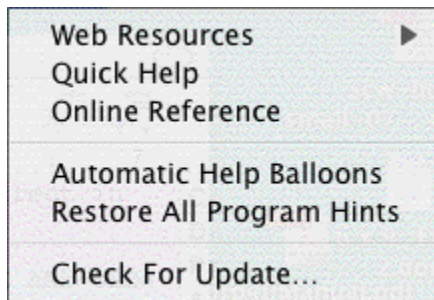
### 1.15.1.11 Window Menu



- **Minimize All**—Minimizes (shrinks to icons at the bottom of the window) all open document windows.
- **Zoom**—Expands the active document window to its largest, standard size.
- **Bring All to Front**—Brings all document windows in front of all other visible application windows.
- **Cascade**—Cascades (shrinks and overlays at an offset) all open document windows.
- **Tile**—Tiles (shrinks and stacks) all open document windows.
- **Cycle**—Cycles through the open document windows.
- **<FileName>**—Lists the Names of all open script windows, with a checkmark by the currently displayed document. Select one to make it the active open window.

### 1.15.1.12 Help Menu





- **Web Resources**—Includes a list of useful World Wide Web links to assist you with using Screenwriter and screenwriting in general. Edit User links command under the Web Resources allows you to enter your own screenwriting links for easy access.
- **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.
- **Online Reference**—Displays the searchable Index of the Online Help.
- **Automatic Help Balloons**—When selected, Movie Magic Screenwriter displays a brief description of functionality when placing the mouse pointer over icons and features.
- **Restore All Program Hints**—Restores program hints to default settings.
- **Check For Update...**—Checks the internet for updates to Movie Magic Screenwriter.

## 1.15.2 Key Assignments

- Short Cut Keys for Editing
- Short Cut Keys for Inserting and Manipulating Elements
- Short Cut Key for File Operations
- Short Cut Keys for Formatting
- Short Cut Keys for Menus
- Short Cut Keys for NaviDoc
- Short Cut keys for Navigation
- Short Cut Keys for Selection
- Miscellaneous Short Cut Keys
- Function Keys

### 1.15.2.1 Shortcut Keys for Editing

| Short Cut Keys for Editing |  |     |        |          |
|----------------------------|--|-----|--------|----------|
| Copy                       |  | CMD |        | <b>C</b> |
| Cuts selected text         |  | CMD |        | <b>X</b> |
| Paste Text                 |  | CMD |        | <b>V</b> |
| Paste into Current Element |  | CMD | OPTION | <b>V</b> |
| Opens Find window          |  | CMD |        | <b>F</b> |
| Find Next                  |  | CMD |        | <b>G</b> |
| Opens Replace window       |  | CMD |        | <b>R</b> |



|   |       |     |        |                |
|---|-------|-----|--------|----------------|
| Continues Last Replace & Find Next...           |       | CMD | OPTION | R              |
| Deletes the character to the left of the caret  |       |     |        | DELETE         |
| Deletes the word to the left of the caret       |       | CMD |        | DELETE         |
| Undo  |       | CMD |        | Z              |
| Redo  | SHIFT | CMD |        | Z              |
| Deletes the character to the right of the caret |       |     |        | FORWARD DELETE |
| Deletes the word to the right of the caret      |       | CMD |        | FORWARD DELETE |
| Delete to End of Line                           |       | CMD | OPTION | FORWARD DELETE |

**1.15.2.2 Shortcut Keys for Inserting and Manipulating Elements**

| <b>Short Cut Keys for Inserting Manipulating Elements</b> |       |         |        |     |
|---|-------|---------|--------|-----|
| Insert Action Element                                     |       | CONTROL |        | A   |
| Insert Character Element                                  |       |         |        | TAB |
| Shift Tab inserts the previously used Character Name      | SHIFT |         |        | TAB |
| Insert Character Name into text                           |       | CONTROL | OPTION | C   |
| Inserts a Scene Heading starting with EXT.                |       | CONTROL |        | E   |
| Inserts a Scene Heading starting with INT.                |       | CONTROL |        | I   |
| Inserts a New Note  |       | CONTROL |        | N   |
| Inserts a new Shot  |       | CONTROL |        | O   |
| Insert Scene  |       | CONTROL |        | S   |
| Inserts a Transition                                      |       | CONTROL |        | T   |
| Inserts Parenthetical Element (When in Dialogue)          | SHIFT |         |        | 9   |
| Inserts Character Extension (When in Character Element)   | SHIFT |         |        | 9   |
| Title Centers the current Element                         | SHIFT |         |        | F6  |
| Drops down the Element menu                               |       |         |        | F4  |
| Sets current element to Left Column                       |       | CONTROL |        | L   |
| Set Current Element to Right Column                       |       | CONTROL |        | R   |
| Sets current element to Full Width                        |       | CONTROL |        | F   |

|  |       |         |  |              |
|--|-------|---------|--|--------------|
| Inserts Left Parenthesis (When in Dialogue)                        | SHIFT | CONTROL |  | <b>9</b>     |
| Cheat Element  |       |         |  | <b>F3</b>    |
| Inserts New Element after the cursor (element chosen contextually) |       |         |  | <b>ENTER</b> |

### 1.15.2.3 Shortcut Keys for File Operations

| Short Cut Key for File Operations |       |         |     |        |           |
|-----------------------------------|-------|---------|-----|--------|-----------|
| New Document using Default.def    |       |         | CMD |        | <b>N</b>  |
| New Document choose Template      | SHIFT |         | CMD |        | <b>N</b>  |
| Open                              |       |         | CMD |        | <b>O</b>  |
| Save                              |       |         | CMD |        | <b>S</b>  |
| Save As..                         | SHIFT |         | CMD |        | <b>S</b>  |
| Close                             |       |         | CMD |        | <b>W</b>  |
| Page Setup...                     | SHIFT |         | CMD |        | <b>P</b>  |
| Print Preview...                  |       |         | CMD | OPTION | <b>P</b>  |
| Print...                          |       |         | CMD |        | <b>P</b>  |
| Quit Screenwriter                 |       |         | CMD |        | <b>Q</b>  |
| Switches Between Open Documents   |       | CONTROL |     |        | <b>F6</b> |

### 1.15.2.4 Shortcut Keys for Formatting

| Short Cut Keys for Formatting |       |             |     |  |               |
|-------------------------------|-------|-------------|-----|--|---------------|
| Toggle Bold                   |       |             | CMD |  | <b>B</b>      |
| Toggle Italics                |       |             | CMD |  | <b>I</b>      |
| Toggle Underline              |       |             | CMD |  | <b>U</b>      |
| Toggle Strikeout              |       |             | CMD |  | <b>K</b>      |
| Inserts Soft Hyphen           |       | CONTR<br>OL |     |  | <b>-</b>      |
| Inserts Hard Dash             | SHIFT | CONTR<br>OL |     |  | <b>-</b>      |
| Capitalize Word               |       | CONTR<br>OL |     |  | <b>W</b>      |
| Lowercase Word                | SHIFT | CONTR<br>OL |     |  | <b>U</b>      |
| Uppercase Word                |       | CONTR<br>OL |     |  | <b>U</b>      |
| Add Forced Page Break         |       | CONTR<br>OL |     |  | <b>RETURN</b> |

|                       |       |             |  |  |        |
|-----------------------|-------|-------------|--|--|--------|
| Add Hard Return       | SHIFT |             |  |  | RETURN |
| Inserts a blank space |       |             |  |  | SPACE  |
| Inserts a Hard Space  |       | CONTR<br>OL |  |  | SPACE  |

**1.15.2.5 Shortcut Keys for NaviDoc**

| <b>Short Cut Keys for NaviDoc</b>               |         |             |
|---|---------|-------------|
| Toggles NaviDoc Display                         | CONTROL | 0           |
| Displays Outline NaviDoc Panel                  | CONTROL | 1           |
| Displays Scenes NaviDoc Panel                   | CONTROL | 2           |
| Displays Notes NaviDoc Panel                    | CONTROL | 3           |
| Displays Bookmarks NaviDoc Panel                | CONTROL | 4           |
| New Bookmark                                    | CONTROL | B           |
| New Note  | CONTROL | N           |
| Decreases font size in NaviDoc                  | CONTROL | [           |
| Increases font size in NaviDoc                  | CONTROL | ]           |
| Promotes Outline Style Elements                 | CONTROL | LEFT ARROW  |
| Demotes Outline Style Elements                  | CONTROL | RIGHT ARROW |
| Moves the NaviDoc to the top of the document    | CONTROL | HOME        |
| Moves the NaviDoc to the bottom of the document | CONTROL | END         |
| Moves the NaviDoc up one Screen                 | CONTROL | PAGE UP     |
| Moves the NaviDoc Down one Screen               | CONTROL | PAGE DOWN   |

**1.15.2.6 Shortcut Keys for Navigation**

| <b>Short Cut keys for Navigation</b>         |  |      |
|--|--|------|
| Moves the caret to the beginning of the line |  | HOME |

|  |            |                    |
|--|------------|--------------------|
| Moves the caret to the beginning of the document | <b>CMD</b> | <b>HOME</b>        |
| Moves the caret to the beginning of the line     |            | <b>END</b>         |
| Moves the caret to the end of the document       | <b>CMD</b> | <b>END</b>         |
| Moves the caret Up one Screen                    |            | <b>PAGE UP</b>     |
| Moves the caret Up one Page                      | <b>CMD</b> | <b>PAGE UP</b>     |
| Moves the caret Down one Screen                  |            | <b>PAGE DOWN</b>   |
| Moves the caret Down one Page                    | <b>CMD</b> | <b>PAGE DOWN</b>   |
| Moves the caret Up One Element                   |            | <b>UP ARROW</b>    |
| Moves the caret to the Previous Scene Heading    | <b>CMD</b> | <b>UP ARROW</b>    |
| Moves the caret down One Element                 |            | <b>DOWN ARROW</b>  |
| Moves the caret to the Next Scene Heading        | <b>CMD</b> | <b>DOWN ARROW</b>  |
| Moves the caret one word to the Right            | <b>CMD</b> | <b>RIGHT ARROW</b> |
| Moves the caret one word to the Left             | <b>CMD</b> | <b>LEFT ARROW</b>  |
| Opens the Goto Page dialogue                     | <b>CMD</b> | <b>G</b>           |

### 1.15.2.7 Shortcut Keys for Selection

| <b>Short Cut Keys for Selection</b>                         |              |                |            |               |                |
|---|--------------|----------------|------------|---------------|----------------|
| Select All  |              |                | <b>CMD</b> |               | <b>A</b>       |
| Selects Sentence  | <b>SHIFT</b> |                | <b>CMD</b> |               | <b>A</b>       |
| Selects Group   |              |                | <b>CMD</b> | <b>OPTION</b> | <b>A</b>       |
| Selects Scene   | <b>SHIFT</b> | <b>CONTROL</b> |            |               | <b>F12</b>     |
| Cuts selected text  | <b>SHIFT</b> |                |            |               | <b>DELETE</b>  |
| Selects to the Beginning of the Line                        | <b>SHIFT</b> |                |            |               | <b>HOME</b>    |
| Selects to the end of the Line                              | <b>SHIFT</b> |                |            |               | <b>END</b>     |
| Selects a screen of text above the current carets position. | <b>SHIFT</b> |                |            |               | <b>PAGE UP</b> |
| Selects text to the next Page break                         | <b>SHIFT</b> |                | <b>CMD</b> |               | <b>PAGE UP</b> |

|  |              |  |            |  |                    |
|--|--------------|--|------------|--|--------------------|
| Selects a screen of text above the current carets position.          | <b>SHIFT</b> |  |            |  | <b>PAGE DOWN</b>   |
| Selects text to the next Page break                                  | <b>SHIFT</b> |  | <b>CMD</b> |  | <b>PAGE DOWN</b>   |
| Selects text that is transversed by the Up Arrow Key                 | <b>SHIFT</b> |  |            |  | <b>UP ARROW</b>    |
| Selects text that is transversed by the Down Arrow Key Combinations  | <b>SHIFT</b> |  |            |  | <b>DOWN ARROW</b>  |
| Selects text that is transversed by the Right Arrow Key Combinations | <b>SHIFT</b> |  |            |  | <b>RIGHT ARROW</b> |
| Selects text that is transversed by the Left Arrow Key Combinations  | <b>SHIFT</b> |  |            |  | <b>LEFT ARROW</b>  |

### 1.15.2.8 Miscellaneous Shortcut Keys

| <b>Miscellaneous Short Cut Keys</b> |              |            |          |
|-------------------------------------|--------------|------------|----------|
| Spell checks the current word       |              | <b>CMD</b> | <b>D</b> |
| Opens Thesaurus                     |              | <b>CMD</b> | <b>J</b> |
| Brings Up Online Help               | <b>SHIFT</b> | <b>CMD</b> | <b>/</b> |
| Turns on Context Sensitive Help     |              |            |          |
| Opens Find window                   |              | <b>CMD</b> | <b>F</b> |

### 1.15.2.9 Function Keys

| <b>Function Keys</b>                |              |               |           |
|-------------------------------------|--------------|---------------|-----------|
| Cheat Element                       |              |               | <b>F3</b> |
| GoTo Next Strikeout or colored Text | <b>SHIFT</b> |               | <b>F3</b> |
| Show Format Codes                   |              | <b>OPTION</b> | <b>F3</b> |
| Open Thesaurus                      |              |               | <b>F5</b> |
| Toggle Bold                         |              |               | <b>F6</b> |

### 1.15.3 Troubleshooting

- [Known Hardware / Software Problems](#) <sup>254</sup>
- [Common Technical Support Questions and Answers](#) <sup>254</sup>
- [Production Problems and Solutions](#) <sup>256</sup>

### 1.15.3.1 Known Hardware/Software Problems

**HP DeskJet printers**—These printers have an unprintable bottom margin of 3/4 of an inch. Due to this anyone using this printer will probably get the top portion of the bottom continueds cut off in the print job. To correct this INCREASE the bottom margin by 1 or 2 lines in the Page Layout option under the FILE menu.

**Font managers**—The presence of some font managers can cause some minor problems. The problem will be easy to detect as your script will not print in the correct font (Courier). If your script appears in an unusual font or you are unable to get a Watermark to print you most likely have the problem. The screenwriter program is "set" to substitute Courier Old in printing because it looks better and has more stroke weight. Courier new is used to display onscreen. The problem is occurring because the program cannot access Courier old and is substituting something else instead. To correct this go to FILE\PROGRAM OPTIONS\PRINTERS and under substitute font choose Courier New.

### 1.15.3.2 Common Technical Support Questions and Answers

**Q. I accidentally "learned" a wrong word while spell checking, how do I delete this word from a supplemental dictionary?**

A. Go to DOS Command Prompt and switch to Screenwriter for Windows subdirectory, type STUTIL to start the editor, select the dictionary you want to edit, find the word and delete it.

**Q. Screenwriter for Windows takes forever to print, how do I speed it up?**

A. Pull down file menu in Screenwriter for Windows, select Tools> Options..., click on Printer tab and Substitute for Courier Old font for printing. If this doesn't work, then try turning off the print manager in the Main Control Panel, if this still doesn't work then try a different print driver (like HP4 for HP4).

**Q. I have a laptop computer with a touch pad. I have noticed that my cursor jumps from one place to another by itself, why does this happen?**

A. Most likely you accidentally tap on your touch pad which causes the cursor to jump.

**Q. I decided to change a name of one of the characters in my script that I have just written, where can I find change character name feature?**

A. Use Search & Replace under Search menu to change character names.

**Q. Can I edit my pop-up character name list so that character that rarely speak do not clutter the menu?**

A. Select Hide Names in Pop-Up List under Format menu.

**Q. I accidentally put in a forced page break, how do I get rid of it?**

A. Put your cursor under the forced page break and press Back Space key or select Remove Forced Page under Edit menu.

**Q. In a locked script I have deleted several pages in a row. Now Movie Magic Screenwriter prints blank pages. Is there a way to consolidate all the blank pages on one with the appropriate indication in the header?**

A. First ensure that the option PRINT SEPARATE FULL "PAGE OMITTED" PAGES on

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the revision page of the Tools> Options... Menu is not checked, and then delete all the text including the word "OMITTED" from the pages that you don't want to print ("Non-printing omitted page" sign will appear), page numbering will change accordingly.

**Q. The program is "correcting" a word that I'm typing in. What can I do about that?**

A. Simply pause the AutoCorrection by going to the SPELL menu and choosing Pause Autocorrection and type in the word as desired and uncheck Pause Autocorrection. If it is a word that you'll be using elsewhere you may want to run the spell check and tell the program to learn it. OR, alternatively, put the cursor at the beginning of the word and press <CTRL+DASH> which will put in a hidden code to tell the program not to autocorrect this word.

**Q. Cut and paste is slow on my machine. Can I speed it up at all?**

A. Yes. Go to the Tools menu, select Options... then click on the Misc. Page and uncheck Share Clipboard with Other Windows Programs. This will speed up cut and pasting by approximately 33% but will make it so that you cannot cut text in Screenwriter and paste it into another Windows program.

**Q. I have Screenwriter for Windows on two different computers and when I load exactly the same script on both of them, the page breaks are slightly different... what's going on?**

A. The computers have different printers selected and since Screenwriter bases the page breaks on the selected printer's page size and printing resolution, different printers can produce different results. Simply select the same printer driver on both machines (even if one or the other is not hooked up to that printer) and then they will match.

**Q. I want to move my scenes around in a locked production script, is there an easy way to do it?**

A. Switch to Index Card View mode and shuffle your scenes as desired.

**Q. Our locked production script was broken into two parts, how do we merge it back together without creating unnecessary A-scenes and A-pages?**

A. Open the first part of your script, place your cursor at the place where you want to add the second part, select Paste From... under Edit menu and the file that contains the second part of your script.

**Q. I have made some changes in the Top Toolbar Editor and than restored my Screenwriter for Windows from the Windows 95 Taskbar, but the changes were not there, what did I do wrong?**

A. You have to close and restart your Screenwriter for Windows for the changes to take effect.

**Q. I have cut some of my text and than continued working on something else, when I wanted to check that cut text in my Clipboard Viewer and got the message <Cannot display Data in clipboard in an unknown format.>, why?**

A. You have to check Share Clipboard with Other Windows programs under Misc. In Tools>Options... menu.

**Q. Yellow background in my Notes makes the text in them hard to read, can I change the background color?**

A. Go to Format menu, select Element Styles... and then Notes, change color as desired.

**Q. I was trying to put some text in my dialogue in parentheses but as soon as I typed the left parenthesis I was in Parenthetical element, is there a way around that?**

A. Instead of pressing just the left parenthesis, type Ctrl+Shift+(

**Q. Is there an easy way to move an element down the blank page?**

A. Press F3 and specify the number of lines that you want to skip in Cheat Element menu.

**Q. My character reads poetry in her speech, how do I go to the next line of the dialogue when I need to?**

A. Press Alt+Enter or select Add Hard Return from Edit menu when you need to go to the next line.

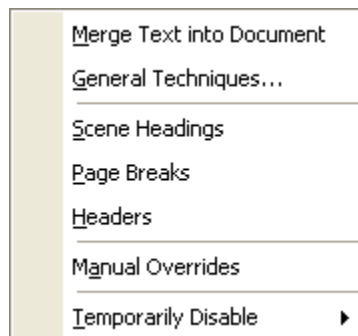
**Q. I accidentally made a mistake in my registration information during installation, how do I change that?**

A. In Notepad or WordPad (Win95) open the SCWRITER.INI file located in the Windows subdirectory and edit the [Registration] section accordingly.

### 1.15.3.3 Production Problems and Solutions

Screenwriter's Online Help is available to help with common problems encountered in the Production process.

Under the **Production** menu, select **Production Solutions** then one of the following options:



- **General Techniques**—Walks you through the entire Production cycle, helping you to avoid problems by demonstrating the proper procedure.
- **Scene Headings**—Lists common problems encountered with Scene Numbers and Scene Headings in a production script, and tells you how to solve them.
- **Page Breaks**—Lists common problems encountered with Page Breaks in a production script, and tells you how to solve them.
- **Headers**—Lists common problems encountered with Locked Headers in a production script, and tells you how to solve them.
- **Manual Overrides**—Displays the appropriate Help screens for the Manual Override of:



Page Breaks  
Scene Numbers  
Locked Header Text  
Individual Character Continued  
Individual Page Length  
Total Script Length

• **Temporarily Disable:**

- **Locking of Pages**—Enables you to cut and paste text as if the Pages are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.
- **Locking of Scenes**—Enables you to cut and paste text as if the Scenes are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.

#### 1.15.4 Importing Documents

Screenwriter can Directly open documents saved in these formats:

- ASCII
- RTF (Rich Text Format)
- Final Draft RTF (with Style Sheets in Rich Text Format)
- MS Word 2.0, 6.0 and 7.0 for Windows
- WordPerfect 5.1 & 6.x files (for Windows)
- Scriptware Tagged
- Movie Master

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

##### 1.15.4.1 Preparing Documents for Importing

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

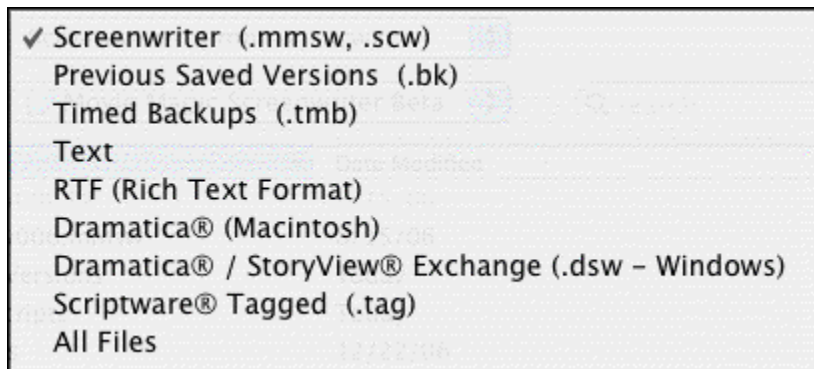
- In the original file, each script element (i.e. Character Name, Dialogue, Action, etc.) must start on its own line.
- The document must be in a general script format (i.e. Character Names before Dialogue and so on).

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

### 1.15.4.2 Direct Import

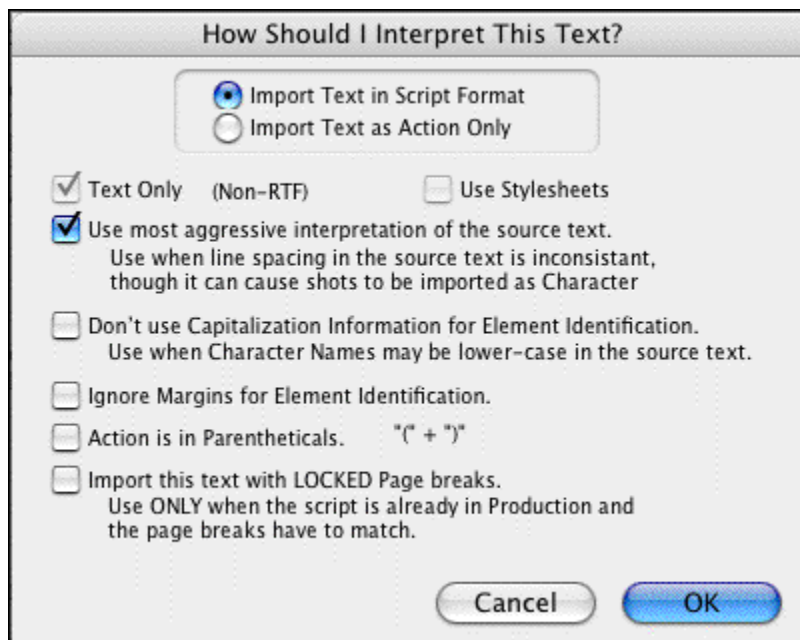
To open an MS Word, WordPerfect, ASCII, RTF, Final Draft RTF, Movie Master or Scriptware Tagged file:

1. Open the 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 (i.e. ".RTF" for Rich Text Format, ".TAG" for Scriptware Tagged, etc.), selecting All Files as the file type shows files with any extension.

4. Select the file you want to import to Screenwriter. (If necessary, change the subdirectory.) Click on OK. The Text Interpretation window 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 Screenwriter has difficulty interpreting any style sheet, it prompts you to identify it.
- **Use most aggressive interpretation of the source text**—Causes 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 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 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).
- **Import this text with LOCKED Page breaks**—Check this if the import file has Page Breaks, and you want to keep them exactly the same in the resulting Screenwriter script.

5. Click on OK to import the file.

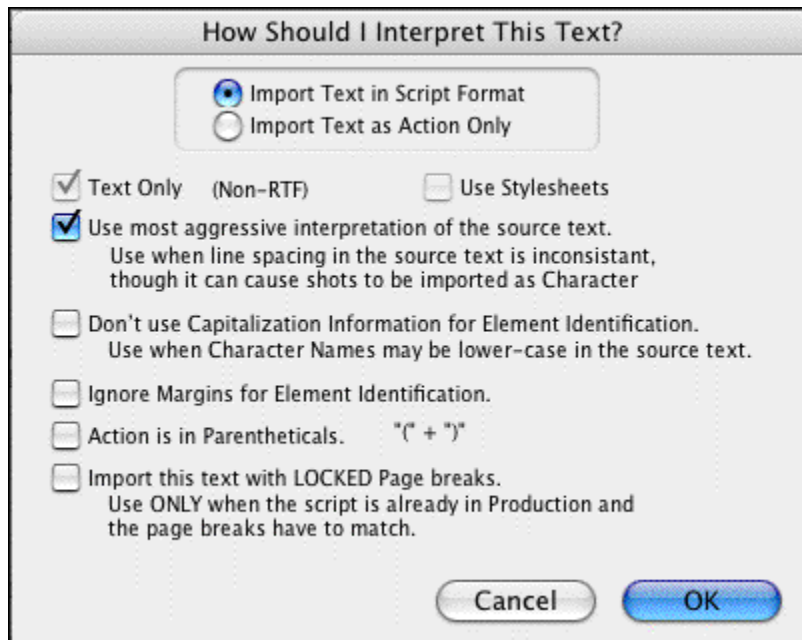
6. Under Screenwriter's File menu, Save your imported file under a new name.

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.

#### 1.15.4.3 Cut and Paste Import

Use this method if none of the other methods imports your document successfully. To import a document from another Mac OS X program on the same computer as Screenwriter:

1. Open the other Mac OS X program, and open the file you want to import to 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 Screenwriter.
5. Under 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, Screenwriter presents the following Text Interpretation menu:



- 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 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 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 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).
  - **Import this text with LOCKED Page breaks**—Check this if the import file has Page Breaks, and you want to keep them exactly the same in the resulting Screenwriter script.
6. Click on OK to paste the imported text.
  7. Under 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.

#### 1.15.4.4 Importing a Macintosh Word Processor script

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

1. Open the Mac Word Processor (e.g. Microsoft Word or TextEdit), and open the script file you want to import to Screenwriter.
2. Under the File menu, choose Save As. Save the script under a different name.
3. In the Save As window 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 Text or ASCII Text (If Text 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, transfer the saved file to your Screenwriter computer.)

Now follow the Direct Import instructions above.

#### 1.15.4.5 Importing a Scriptware for Windows script

First, export the Scriptware script as a Scriptware Tagged file:

1. Open Scriptware for Windows and open the script you want to import to Screenwriter.
2. Under the File menu, select Export, then Scriptware Tagged.
3. In the file name field, Enter C:\Movie Magic Screenwriter\Scripts\- 4. Exit Scriptware.

Now follow the Direct Import instructions above.

#### 1.15.4.6 Cleaning up Imported Scripts

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 Toolbar, 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. Running SmartCheck helps, though even it can't catch all errors.*

### 1.15.5 Exporting Documents

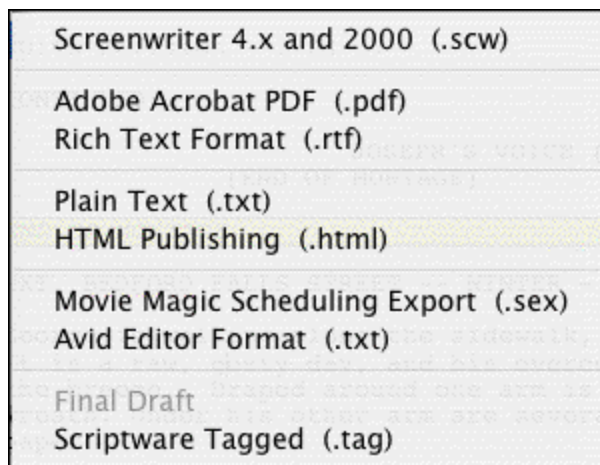
Exporting to other scriptwriting or word processing programs is a matter of saving a script in a different format.

A script exported from 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 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.

#### 1.15.5.1 Export

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

1. Under the File menu, select Export To...
2. Select a file type from the menu:



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

- **Screenwriter 4.x and 2000(.scw)**—Normally used for saving for pre-6.0 Screenwriter scripts.
  - **Adobe Acrobat PDF (.pdf)**—Used to export to Adobe Acrobat. This is a widely used format that can be opened and printed by a wide variety of software programs on both Windows and Macintosh.
  - **Rich Text Format (.rtf)**—Compatible with most Microsoft programs such as Microsoft Word.
  - **Plain Text (.txt)**—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.
  - **HTML Publishing (.html)**—This feature saves your script as an HTML file and allows you to upload it to an FTP site. In order to upload your script you will need to know the URL, user name, and password..
  - **Movie Magic Scheduling Export (.sex)**—Screenwriter can export all your tagged breakdown items, for every scene, to a Screenwriter Export file (with the file
-

extension .SEX.) This file can be imported directly into Movie Magic Scheduling, where breakdown information is automatically transferred to Breakdown Sheets and Production Strips—enabling you to easily organize a production schedule and print strips for the Production Board.

- **Avid Editor Format (.txt)**—Used to export to the video editing software by Avid.
  - **Final Draft**—Not Available on Mac.
  - **Scriptware Tagged**—Used to export to Scriptware, a Windows script formatting program.
3. Enter a new File Name for the exported file. Screenwriter automatically adds the correct export file extension, according to your chosen export format.
  4. Click on OK to save the export file.

#### 1.15.5.2 Importing a Screenwriter Export script

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

The script must have been exported from 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.

#### 1.15.5.3 Cut and Paste Exporting

You can export from Screenwriter to another Mac OS X program on the same computer using Cut and Paste:

1. Open the Mac OS X program you want to export to. Open a file to export to, or open a new file.
2. Open Screenwriter and open the script you want to export from.
3. Using the mouse, select the text to export.
4. Under the Edit menu, select Copy.
5. Go to the other Mac OS X program.
6. Under the Edit menu, select Paste.

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

*NOTE: For this method to work, the option Share Clipboard with Other Mac OS X Programs must be checked. To check/uncheck it, go to the Misc page of Options... under the Tools menu.*

### 1.15.6 Format Codes

The following Format Codes are embedded in the text of your script by Screenwriter. To display them:

- Under the **View** menu, select **Show Format Codes**.

(If your script is going into Production and you perform Breakdown Tagging on it, Tagging Codes are placed around each word you tag. See the Production Features chapter for more details.)

| Paired Codes |     |     |
|--------------|-----|-----|
| CODE         | ON  | OFF |
| Underline    | [U] | [u] |
| Bold         | [B] | [b] |
| Italics      | [I] | [i] |

| Single Codes          |                       |
|-----------------------|-----------------------|
| Soft-Hyphen           | ~                     |
| Hard-Dash             | F3                    |
| Hard-Space            | F3                    |
| Locked Revision Mark  | [1], [2], [3], or [4] |
| Hard Return           | F6                    |
| Keep Element Together | ¶                     |

### 1.15.7 Files Installed

The following files are installed with Movie Magic Screenwriter 6.0:

- [Installed Contents](#)<sup>265</sup>
- [Sample Scripts and Templates](#)<sup>266</sup>
- [Start Menu Folder](#)<sup>269</sup>



### 1.15.7.1 Installed Contents

#### **C:\Program Files\Write Brothers Inc\Movie Magic Screenwriter**

100.SUP  
1000.SUP  
1071.LEX  
171.LEX  
200.SUP  
271.LEX  
300.SUP  
371.LEX  
400.SUP  
471.LEX  
500.SUP  
571.LEX  
600.SUP  
671.LEX  
700.SUP  
771.LEX  
800.SUP  
871.LEX  
900.SUP  
971.LEX  
atl70.dll  
ClibPDF.dll  
DICTEDIT.EXE  
FILMTERM.\_US  
FULL640.BAR  
FULL800.BAR  
ilinet.dll  
IMPORTSW.DAT  
mfc70.dll  
mfc70u.dll  
mfc71.dll  
mfc71u.dll  
msvci70.dll  
msvcp70.dll  
msvcr70.dll  
msvcr71.dll  
NAMEBANK.FIL  
netpub.exe  
paceilui.dll  
RTF.XTD  
Screen.pdf  
ScwPreview.exe  
Scwprint.exe  
scwriter32.chm  
scwriter32.exe

scwriter32.exe.manifest  
SWPLAYER.EXE  
THESFILE.DIC  
theslink.dll  
USER\_US.LXA  
WBIBase.dll  
WORDWEB.DOT  
WORDWEB.HLP  
WordWeb.iso  
WordWeb.lss  
WPERF60.XTD  
WPERFECT.XTD  
WRS32.DLL  
WRSPACK.DLL  
wweb.cnt  
wweb.GID  
wweb16.wwd  
WWebUK.wcm  
WWebUS.wcm  
XTDLINK.EXE

**Weblinks**

FAQsMovieMagicScreenwriter2000.url  
ScreenplaySystemsSupportSection.url  
ScreenplaySystemsWebsite.url  
ScreenwriterTutorials.url  
StoryViewVisualOutliner.url  
WelcometoDramatica.url

**Documentation**

NewFeatures.pdf  
User Manual.pdf  
Production Bible.pdf

**1.15.7.2 Sample Scripts and Templates****My Documents\Screenwriter Documents****Sample Scripts**

Export to Scheduling.mmsw  
Generic Comic Sample.mmsw  
Gosset&Kayle Comic Sample.mmsw  
Novel.mmsw  
Radio Show Sample.mmsw  
Screen.mmsw  
Sitcom1.mmsw  
Sitcom2.mmsw  
Spec Script.mmsw  
Stage Play.mmsw

**Templates**

---

Default Template.

### **Instructional Templates**

- Generic Comic Template.def
- GossetKayleComicTemp.def
- Multi-Media Template.def
- Novel Template .def
- Radio Show Template.def
- Radio Play.Templatedef
- Spec Script.def
- Stage Play.def

### **Blank Templates**

- Generic Comic Template.def
- GossetKayleComicTemp.def
- Multi-Media Template.def
- Novel Template .def
- Radio Show Template.def
- Radio Play.Templatedef
- Spec Script.def
- Stage Play.def

### **TV Templates**

- TV Templates
- 3rd Rock from the Sun.def
- Ally McBeal.def
- Babylon5.def
- Bay Watch.def
- Beverly Hills 91202.def
- Boy Meets World.def
- BuffyTheVampireSlayer.def
- Caroline in the City.def
- Chicago Hope.def
- CSI.def
- Cybil.def
- Dawson Creek.def
- Days of Our Lives.def
- Dharma and Greg.def
- Doctor Quinn.def
- Drew Carey Show.def
- Early Edition.def
- Ellen.def
- ER.def
- Frasier.def
- Friends.def
- Grace Under Fire.def
- Hercules.def
- Home Improvement.def

Homicide.def  
Just Shoot Me.def  
King of the Hill.def  
Larry Sanders.def  
Law & Order.def  
Le Femme Nikita.def  
Living Single.def  
Mad About You.def  
Melrose Place.def  
Men Behaving Badly.def  
Millennium.def  
Murphy Brown.def  
My Big Fat Greek Life.def  
Nash Bridges.def  
New York Undercover.def  
News Radio.def  
NYPD Blue.def  
Party of 5.def  
Promised Land.def  
Providence.def  
Queer as Folk.def  
Sabrina.def  
Scrubs.def  
Simpsons.def  
Sliders.def  
SmartGuy.def  
South Park.def  
Spin City.def  
Star Trek Deep Space 9.def  
Star Trek Voyager.def  
Style and Substance.def  
Suddenly Susan.def  
The Nanny.def  
Touched By an Angel.def  
Veronicas Closet.def  
Walker, Texas Ranger.def  
X Files.def  
Xena.def  
Young and Restless.def  
Blank Templates  
Generic Comic Template.def  
Gosset&Kayle Comic Sample.def  
Novel Template.def  
Radio Show Template.def  
Screen.def  
Sitcom1.def  
Sitcom2.def

---

Spec Script.def  
Stage Play.def

### 1.15.7.3 Start Menu Folder

#### All Programs > Movie Magic Screenwriter 6.0

##### Weblinks Sub-Folder

###### Movie Magic Screenwriter FAQs

Most Frequently Asked Questions about Movie Magic Screenwriter

###### Online Tutorials for Movie Magic Screenwriter

Tutorials on how to use Movie Magic Screenwriters

###### Screenplay.com

The Main page for Write Brothers Products. and Resources for Writers

###### On-Line Registration & Copyright

A list of Registration and Copyright Services.

###### StoryView - For Screenwriters and all Creative Writers

The Main Page for StoryView the Ultimate Outliner

###### Dramatic- The Ultimate Writing Partner

Dramatica.com - Information on Dramatica Software and Theory

##### Documentation Folder

New Features Manual

Users Manual

Production Bible

##### Movie Magic Screenwriter 2000

##### Multi-Media Run-Time Player

##### Dictionary Editor

##### Latest and Greatest Features (readme file)







## 1.16 New Features in Screenwriter 6.0

- [New Document Icons](#) <sup>[270]</sup>
- [New File Format](#) <sup>[275]</sup>
- [The View Toolbar](#) <sup>[21]</sup>
- [The NaviDoc](#) <sup>[79]</sup>
  - [The Notes Panel](#) <sup>[85]</sup>
  - [The Bookmarks Panel](#) <sup>[91]</sup>
  - [The Scenes Panel](#) <sup>[93]</sup>
  - [The Outline Panel](#) <sup>[98]</sup>
- [Outlining Features](#) <sup>[111]</sup>
  - [The Outline Panel](#) <sup>[98]</sup>
  - [Moving items via Drag & Drop](#) <sup>[108]</sup>

- [Send As Email Attachment... Command](#)<sup>[137]</sup>
- [View Menu](#)<sup>[225]</sup>
- [Menu Changes](#)<sup>[218]</sup>
- Modified Keyboard Commands
- [Shortcut Key Changes in 6.0](#)<sup>[276]</sup>

### 1.16.1 New Screenwriter 6.0 Icons

Movie Magic Screenwriter 6.0 has new program, document, and other file icons.

|   |  |
|---|--|
|    | <p><b>Application Icon</b></p> <p>This is the icon for the Movie Magic Screenwriter 6.0 program.</p>             |
|    | <p><b>Document Icon</b></p> <p>This is the icon for Movie Magic Screenwriter 6.0 documents.</p>                  |
|   | <p><b>Backup Icon</b></p> <p>This is the icon for the Movie Magic Screenwriter 6.0 backup files.</p>             |
|  | <p><b>Timed Backup Icon</b></p> <p>This is the icon for the Movie Magic Screenwriter 6.0 timed backup files.</p> |
|  | <p><b>Template Icon</b></p> <p>This is the icon for the Movie Magic Screenwriter 6.0 template files.</p>         |
|  | <p><b>Title Page Icon</b></p> <p>This is the icon for the Movie Magic Screenwriter 6.0 title page files.</p>     |

### 1.16.2 Screenwriter 6.0 Menu Changes

The menus in Screenwriter 6.0 have undergone a major reorganization. This was done for two reasons:

- To accommodate the NaviDoc and other new features in the menus.
- We felt that many of the menu items were either non-intuitively named or placed and benefited from changing them.

We believe this makes the program easier to use and learn. There is a new NaviDoc menu, renamed commands, and rearrangement of the commands. The Search and Spell menus have been removed. The Production and Window menus remain unchanged.

For current Screenwriter users, the table below should help your transition to the new arrangement. The table lists the menu items that have changed and identifies their new locations. After the table are screenshots of the new menus.

In the table below, new menu items are in ***BOLD ITALICS***.

| MENU ITEM                                   | OLD MENU LOCATION | NEW MENU LOCATION / NAME   |
|---|-------------------|----------------------------|
| Running Lists                               | Screenwriter      | View                       |
| Display Options                             | Screenwriter      | View                       |
| Hide Elements On Screen                     | Screenwriter      | View                       |
| File Menu                                   | OLD MENU LOCATION | NEW MENU LOCATION / NAME   |
| <b><i>Send as E-Mail Attachment</i></b>     |                   | File                       |
| <b><i>New&gt;Using Default Template</i></b> |                   | File                       |
| <b><i>New&gt;From Template</i></b>          |                   | .File                      |
| <b><i>Reopen</i></b>                        |                   | File                       |
| <b><i>Save as Template</i></b>              |                   | File                       |
| <b><i>Save a Copy</i></b>                   |                   | File                       |
| <b><i>Export to...</i></b>                  |                   | File                       |
| Compare Two Open Scripts                    | File              | Tools                      |
| Header/Footer Setup                         | File              | Format > Header and Footer |
| Page Layout                                 | File              | Format > Document Layout   |
| Title Page Publisher                        | File              | View                       |
| Publish to Internet                         | File              | Tools                      |
| Program Options                             | File              | Tools: Options             |

|                              |   |                                     |
|------------------------------|---|-------------------------------------|
| Register with Writer's Guild | File  | Tools                               |
| Backup to Floppy             | File  | REMOVED                             |
| <b>Edit Menu</b>             | <b>OLD MENU LOCATION</b>                              | <b>NEW MENU LOCATION / NAME</b>     |
| <i>Cut Element</i>           |   | Edit                                |
| <i>Insert Element</i>        |   | Edit                                |
| <i>Clear</i>                 |   | Edit                                |
| Paste into Current Element   | Paste Special >                                       | Edit                                |
| Paste From                   | Paste Special >                                       | Edit                                |
| Change Text Color            | Edit  | Format: Font Color                  |
| Normal WP Mode               | Edit  | Format: Normal Word Processor Mode  |
| Paste Special                | Edit  | REMOVED                             |
| Turn Off Block               | Edit  | REMOVED                             |
| Convert Case                 | Edit  | Format                              |
| Change Text Style            | Edit  | Format: Font Style                  |
| <b>View Menu</b>             | <b>OLD MENU LOCATION</b>                              | <b>NEW MENU LOCATION / NAME</b>     |
| <i>NaviDoc</i>               |   | View                                |
| <i>Scene Numbering</i>       |   | View                                |
| Toolbars                     |   | View > Display Options:<br>Toolbars |
| Normal                       |   | View                                |
| Index Cards View             | Window  | View                                |
| NaviDoc                      | Display Options ><br>Toolbars > Scene Pilot<br>Button | View                                |



|                                 |                          |   |
|---------------------------------|--------------------------|---|
| Hide Names in Pop-Up List       | Format                   | View  |
| Hide Location in Pop-Up List    | Format                   | View  |
| Title Page Publisher            | Format                   | View  |
| <b>Format Menu</b>              | <b>OLD MENU LOCATION</b> | <b>NEW MENU LOCATION / NAME</b>             |
| Edit Script Formats             | Format                   | Format > Element Styles                     |
| Load Script Formats             | Format                   | Format > Load Styles From                   |
| Save Script Formats             | Format                   | Format > Make Default for All New Documents |
| Edit User Lists                 | Format                   | Format > User Lists                         |
| Repaginate Now                  | Format                   | Tools                                       |
| Run SmartCheck                  | Format                   | Tools                                       |
| Change Element Type>Left        | Format                   | Dual Columns > Left                         |
| Change Element Type>Right       | Format                   | Dual Columns > Right                        |
| Change Element Type>Set Margins | Format                   | Dual Columns > Set Margins                  |
| <b>Search Menu</b>              | <b>Main Menu</b>         | <b>Edit</b>                                 |
| Find                            | Search                   | Edit  |
| Find Next                       | Search                   | Edit  |
| Replace                         | Search                   | Edit  |
| Replace & Find Next             | Search                   | Edit  |
| Replace All                     | Search                   | Edit  |
| Change Character Name           | Search                   | Edit  |
| Mark one Character's            | Search                   | Format                                      |

| <b>NaviDoc Menu</b>                 | <b>OLD MENU LOCATION</b> | <b>NEW MENU LOCATION / NAME</b> |
|-------------------------------------|--------------------------|---------------------------------|
| <b>Scenes</b>                       |                          | NaviDoc                         |
| <b>Notes</b>                        |                          | NaviDoc                         |
| <b>Bookmarks</b>                    |                          | NaviDoc                         |
| <b>Outline</b>                      |                          | NaviDoc                         |
| <b>New Note</b>                     |                          | NaviDoc                         |
| <b>New Bookmark</b>                 |                          | NaviDoc                         |
| <b>Add Outline Element</b>          |                          | NaviDoc                         |
| <b>Promote Outline Element</b>      |                          | NaviDoc                         |
| <b>Demote Outline Element</b>       |                          | NaviDoc                         |
| <b>Create / Edit Outline Styles</b> |                          | NaviDoc                         |
| <b>Top</b>                          |                          | NaviDoc                         |
| <b>Bottom</b>                       |                          | NaviDoc                         |
| <b>Page Up</b>                      |                          | NaviDoc                         |
| <b>Page Down</b>                    |                          | NaviDoc                         |
| <b>Previous Row</b>                 |                          | NaviDoc                         |
| <b>Next Row</b>                     |                          | NaviDoc                         |
| <b>Decrease NaviDoc Font</b>        |                          | NaviDoc                         |
| <b>Increase NaviDoc Font</b>        |                          | NaviDoc                         |
| <b>NaviDoc Options</b>              |                          | NaviDoc                         |

### 1.16.3 New File Format—.MMSW

Movie Magic Screenwriter 6.0 introduces a new file format and a new file name extension: **.mmsw**. This new file format accommodates the many new features found in 6.0 on both Macintosh and Windows.

*NOTE: .mmsw files are NOT compatible with pre-6.0 (.scw) versions of Movie Magic Screenwriter, but the Movie Magic Screenwriter 6.0 software is compatible with most all earlier document formats. To create pre-6.0 compatible documents, see “Saving Documents as .SCW files,” below.*

#### 1.16.3.1 Opening Existing Documents

Opening existing documents is done in the normal ways:

- Double-click on the document icon
- Use the File > Open command in Screenwriter
- Drag the document onto the Movie Magic Screenwriter icon

#### 1.16.3.2 Saving Documents in 6.0 (MMSW) Format

For new documents created in 6.0 or later, the File > Save, File > Save As..., or File > Save A Copy... commands save the document with the **.mmsw** extension.



When saving a document created in a pre-6.0 (.scw) version of Screenwriter for the first time, Screenwriter creates a new copy of the document with the **.mmsw** extension. This prevents the overwriting of original pre-6.0 versions of your documents. After you have saved a document once, it remains a **.mmsw** file and does not create new copies when you save it again.

#### 1.16.3.3 Saving Documents as SCW Files

At times it is necessary to share documents with other Movie Magic Screenwriter owners using pre-6.0 versions of the software. To save your file in the pre-6.0 format (.SCW), use the Export to... submenu located in the File menu and choose “Screenwriter 4.x and 2000 (.scw)” from the list of file formats. The **.scw** file format is compatible with Screenwriter versions 4.0 and later. However, saving your file to the **.scw** format may cause loss of NaviDoc information in the file such as outline styles.



### 1.16.4 Undo Levels

The Undo levels have been changed from a maximum of 20 to a maximum of 99.

## 1.16.5 Shortcut Key Changes in 6.0

## Changes to Command Key Assignments for Movie Magic Screenwriter Macintosh

| Command Name                   | Old Shortcut                          | New Shortcut                  |
|--------------------------------|---------------------------------------|-------------------------------|
| Start of Line                  | CMD + Left Arrow                      | Home                          |
| End of Line                    | CMD + Right Arrow                     | End                           |
| Extend Selection Start of Line | CMD + Shift + Left Arrow              | Shift + Home                  |
| Extend Selection End of Line   | CMD + Shift + Right Arrow             | Shift + End                   |
|                                | <b>Old Shortcut</b>                   | <b>New Shortcut</b>           |
| Delete to end of line          | Ctrl + End                            | CMD + Option + Delete Forward |
| Delete Previous Word           | Ctrl + Delete                         | CMD + Delete                  |
| Delete Next Word               | Ctrl + Delete Forward                 | CMD + Delete Forward          |
|                                | <b>Old Shortcut</b>                   | <b>New Shortcut</b>           |
| Top (of document)              | Home                                  | CMD + Home                    |
| Bottom (of document)           | End                                   | CMD + End                     |
|                                | <b>Old Shortcut</b>                   | <b>New Shortcut</b>           |
| Word Left                      | Ctrl + Left Arrow                     | CMD + Left Arrow              |
| Word Right                     | Ctrl + Right Arrow                    | CMD + Right Arrow             |
| Extend Selection Word Left     | Ctrl + Shift + Left Arrow             | Shift + CMD + Left Arrow      |
| Extend Selection Word Right    | Ctrl + Shift + Right Arrow            | Shift + CMD + Right Arrow     |
|                                | <b>Old Shortcut</b>                   | <b>New Shortcut</b>           |
| Go To Previous Page            | Ctrl + Page Up /<br>CMD + Page Up     | CMD + Page Up                 |
| Go To Next Page                | Ctrl + Page Down /<br>CMD + Page Down | CMD + Page Down               |
| Go To Previous Element         | Ctrl + Up Arrow                       | CMD + Up Arrow                |

|                         |                            |                     |
|-------------------------|----------------------------|---------------------|
| Go To Next Element      | Ctrl + Down Arrow          | CMD + Down Arrow    |
|                         | <b>Old Shortcut</b>        | <b>New Shortcut</b> |
| Normal (full width)     | Ctrl + 0                   | Ctrl + F            |
| Left Column             | Ctrl + 1                   | Ctrl + L            |
| Right Column            | Ctrl + 2                   | Ctrl + R            |
| Redo                    |                            | Shift + CMD + Z     |
| Insert Element          | Option + CMD + Return      | CMD + RETURN        |
| Cut Element             | Option + CMD + Delete      | Ctrl + Delete       |
|                         | <b>Old Shortcut</b>        | <b>New Shortcut</b> |
| New Script Note         | Ctrl + F1                  | Ctrl + N            |
| Element Styles          |                            | CMD + E             |
|                         | <b>Old Shortcut</b>        | <b>New Shortcut</b> |
| Show / Hide NaviDoc     | Option + CMD + 0           | Ctrl + 0            |
| Outline Panel           | Option + CMD + 1           | Ctrl + 1            |
| Scenes Panel            | Option + CMD + 2           | Ctrl + 2            |
| Notes Panel             | Option + CMD + 3           | Ctrl + 3            |
| Bookmarks Panel         | Option + CMD + 4           | Ctrl + 4            |
|                         | <b>Old Shortcut</b>        | <b>New Shortcut</b> |
| New Bookmark            |                            | Ctrl + B            |
| Promote Outline Element | Option + CMD + Left Arrow  | Ctrl + Left Arrow   |
| Demote Outline Element  | Option + CMD + Right Arrow | Ctrl + Right Arrow  |
| Top (of NaviDoc)        | Option + CMD + Home        | Ctrl + Home         |
| Bottom (of NaviDoc)     | Option + CMD + End         | Ctrl + End          |
| Page Up (NaviDoc)       | Option + CMD + Page Up     | Ctrl + Page Up      |
| Page Down (NaviDoc)     | Option + CMD + Page Down   | Ctrl + Page Down    |

|                            |                           |                     |
|----------------------------|---------------------------|---------------------|
| Previous NaviDoc Row       | Option + CMD + Up Arrow   | Ctrl + Up Arrow     |
| Next NaviDoc Row           | Option + CMD + Down Arrow | Ctrl + Down Arrow   |
| Increase NaviDoc Font Size |                           | Ctrl + [            |
| Decrease NaviDoc Font Size |                           | Ctrl + ]            |
|                            | <b>Old Shortcut</b>       | <b>New Shortcut</b> |
| Apply Revision Mark        |                           | Ctrl+M              |
| Remove Revision Mark       |                           | Shift+Ctrl+M        |
|                            | <b>Old Shortcut</b>       | <b>New Shortcut</b> |
| New From Template          |                           | Shift+Cmd+N         |
| Title Page Publisher       |                           | Cmd+T               |
| Normal Style               |                           | Cmd+-               |
| Uppercase                  |                           | Ctrl+U              |
| Lowercase                  |                           | Shift+Ctrl+U        |
| Online Reference           |                           | Cmd+?, Cmd+/<br>    |
| Page Setup                 |                           | Shift+Cmd+P         |
| Print Preview              |                           | Option+Cmd+P        |
| Select Sentence            |                           | Cmd+Shift+A         |
| Select Group               |                           | Cmd+Opt+A           |
| Select Scene               |                           | Ctrl+Shift+A        |
| Last Position              |                           | Cmd+Y               |
|                            | <b>Old Shortcut</b>       | <b>New Shortcut</b> |
| Cheat Element              | F3                        | Cmd+= or F3         |
| Thesaurus                  | F5                        | Cmd+J or F5         |
| Pop Up Element Type List   | F4                        | Cmd+L or F4         |
|                            | <b>Old Shortcut</b>       | <b>New Shortcut</b> |

|                       |                     |                     |
|-----------------------|---------------------|---------------------|
| Strikeout Style       | F11                 | Cmd+K or F11        |
| Spell Check Word      | Cmd+K               | Cmd+D               |
| Replace               | Cmd+=               | Cmd+R               |
| Replace & Find Next   | Cmd+L               | Opt+Cmd+R           |
| Capitalize Word       | F12                 | Ctrl+W              |
| Lowercase Word        | Shift+F12           | Ctrl+Shift+W        |
| New Action            | Ctrl+Return         | Ctrl+A              |
| Add Forced Page Break | Shift+Return        | Ctrl+Return         |
| Add Hard Return       | Opt+Return          | Shift+Return        |
|                       | <b>Old Shortcut</b> | <b>New Shortcut</b> |
| Repaginate Now        | Cmd+R               | None                |
| Cap & Bold Word       | Ctrl+F12            | None                |
| Zoom                  | Cmd+/<br>           | None                |

# Index

## - ( -

( 52

## - . -

.mmsw 275

.SCW 219, 220, 275

.TPG 30

## - 1 -

1 Page 119

## - 2 -

2 Pgs 119

## - A -

Adobe Acrobat 120

About... 247

Accent Aigue 74

Accent Grave 74

Accented Characters 74

ACT 48, 62

Act Breaks 180

Act Info 117

Act Information 40, 118

Act/Scene Info 59, 60, 62, 232

Action 35, 40, 43, 52, 53, 179

Action Indentation 179

Action is in Parentheticals 258

Add 34

Add a Note 49

Add an Index Card 34

Add as Text 44

Add Bookmark 92

Add Category 87

Add Dialogue Paragraph 221

Add Forced Page Break 54, 221

Add Hard Return 55, 221

Add Note Element 86

Add Outline Element 112, 233, 270

Add Outline Style 107

Add Word 78

Add Words to 75

Adjust Dialogue Numbering 217, 246

Adjusted - 7 lines 126, 207

Adobe Acrobat PDF 262

Advanced Locking Features 199

AFTERNOON 62

Alias Auto-Recognition Text 64, 65

Alias Text 59, 64

Align Headers/Footers 119

Align Horizontally 28

Align Vertically 28

All Caps 76

All OMITTED Scene Headings 239

All or Some Notes 239

Allow Dragging Outline Rows 101

Allow Typeover 20, 71, 146

ALT+[ 103

ALT+] 103

ALT+DOWN ARROW 66, 81

ALT+END 81

ALT+ENTER 45, 50, 55

ALT+HOME 81

ALT+LEFT ARROW 113

ALT+PAGE DOWN 81

ALT+PAGE UP 81

ALT+RIGHT ARROW 113

ALT+UP ARROW 66, 81

Alternate Background Color for Scenes Panel 97

Alt-Key Character Names 44

ANGLE ON 47, 62

Animation 31

Animation Locking 214, 217, 237, 246

Animation Numbering 215

Animation Production 214

Animation Recording Script 215

Animation Recording Scripts 120, 215

A-Page 201, 237

A-Pages 164, 201

Application Icon 270

A-Scene 237

A-Scene Numbering 195

ASCII 258

Assigning Numbers to Speeches 215

Associate Items with Locations 240



Associate Items with Names 240  
Asterisk 163, 191  
Asterisk Headers 164  
Asterisked Pages 120  
Asterisked Speeches Only 120  
Attach Script As 137  
AudioVisual 31  
Auto Pop-Up 147  
AutoCapitalize 76, 159  
AutoCapitalize Sentences 75  
AutoCapitalize the Names of Characters 75  
AutoCapitalize/Sentences 76  
Auto-Correct 75, 157  
Auto-Correct Typos 76, 158  
Auto-Revision Marks 192  
Auto-Revision... 237, 239  
Auto-Space Sentences 76  
Auto-Update Locked Headers 164  
Avid Editor Format 262

## - B -

BACK TO SCENE 47, 62  
BACKSPACE 70  
Backup Directory 152  
Backup Icon 270  
Basic Information 14  
Beep on Unknown Words 76  
Beginning of current line 66  
Blank Elements 155  
Blank Lines 119  
Blank Script 151  
Block Selection 68  
Blocked Text 120  
Blue 187, 239  
Blue Highlights 239  
Bold 72, 74, 117, 175, 264  
Bold Headlines 37  
Bolding Text 72  
Bookmark 91  
Bookmarks 233, 270  
Bookmarks Controls 92  
Bookmarks List 92  
Bookmarks Panel 79, 91  
Bookmarks Panel Options 93  
Bottom 232, 233, 270  
Bottoms 28  
Box-Min. Height 241

Box-Width 241  
Break Action 183  
Break Dialogue 184  
Breakdown Categories 211  
Breakdown Sheets 205, 212  
Breakdown Tagging 209, 211  
Breakdown... 237, 240  
Breakdowns 123  
Breaking Elements 69  
Buff 187  
BUTTONS 175

## - C -

Calculate Eighths 207  
Calculate Eighths by 126  
Calendar 235  
Cap & Bold Word 73  
Capitalization 65  
Capitalize Word 73  
Capitals 175  
Cascade 22, 247  
Case 73  
Cedilla 74  
Center Act Info 180  
Center on page 28  
Centered 48  
Centered Title 35, 48, 183  
Centers 28  
Change Character Name 221  
Change Dictionary 235  
Change Element Type 51, 229  
Changing Case 73  
Character Continueds 176  
Character Extension 43, 44, 45  
Character Extensions 149  
Character Format 108  
Character List 120  
Character Name 35, 40, 43, 45, 52, 53, 65  
Character Names 59, 61, 62, 76, 176  
Character Names Box on Character Name Entry 147  
Character Names without Dialogue 155  
Character Set 235  
Characters 124, 205  
Chat Window 129  
Cheat 57, 58, 229  
Cheat a Page 57, 58

- 
- Cheat an Element 57
  - Cheat Element 72, 249
  - Cheat Page Breaks 57, 58
  - Cheat Right Margins 57
  - Cheat the Page's Header 57, 59
  - Cheat the Whole Script 57
  - Cheating 57, 114
  - Check For Update... 247
  - Check Homonyms 235
  - CheckBox 18
  - CheckBoxes 14, 18
  - Cherry 187
  - Circumflex 74
  - Cleaning up Imported Scripts 261
  - Clear 221, 270
  - Clear File History List 219, 220
  - Clear Ignore List 235
  - Clear Out List First 61
  - Click-and-Drag 80
  - Close 24, 119, 219, 220, 250
  - Close All 219, 220
  - COLD OPENING 48, 62
  - Collapsing 101
  - Color 84, 203
  - Colors 105, 239
  - Combine OMITTEDs 156
  - Compare Two Scripts 235
  - Completely Blank Elements 155
  - Compose Message In 138
  - Cont'd Text 176
  - Contents 12, 247
  - Continued 119
  - Continueds 176
  - Continues Last Search 248
  - CONTINUOUS 62
  - Convert Case 229
  - Converting A-Pages 201
  - Copy 69, 221, 248
  - Copy and Paste 68
  - Copy to... 24, 221
  - copying outline styles 110
  - Copyright Notice 13
  - Correct Double Capitals 75, 76
  - Count Words 235
  - Create / Edit Outline Styles 270
  - Create / Edit Outline Styles... 233
  - Create PDF 120
  - Create PrintThing File 120
  - Creating Alias Text 64
  - Creating Text Elements 28
  - CTRL+' 74
  - CTRL+ ALT+ K 58
  - CTRL+, 74
  - CTRL+: 74
  - CTRL+^ 74
  - CTRL+` 74
  - CTRL+~ 74
  - CTRL+1 55, 82, 98
  - CTRL+2 55, 93
  - CTRL+3 85
  - CTRL+4 91
  - CTRL+ALT+' 54
  - CTRL+ALT+DOWN ARROW 66
  - CTRL+ALT+END 66
  - CTRL+ALT+HOME 66
  - CTRL+ALT+UP ARROW 66
  - CTRL+B 72
  - CTRL+BACKSPACE 70
  - CTRL+C 69
  - Ctrl+Dash 54
  - CTRL+DELETE 70
  - CTRL+END 70
  - CTRL+ENTER 52
  - CTRL+F1 49, 52
  - CTRL+F12 74
  - CTRL+F6 22
  - CTRL+G 66
  - CTRL+INS 69
  - CTRL+LEFT ARROW 66
  - CTRL+N 73
  - CTRL+O 52
  - CTRL+PgDn 66
  - CTRL+PgUp 66
  - CTRL+RIGHT ARROW 66
  - CTRL+S 52
  - CTRL+SHIFT+- 54
  - Ctrl+Shift+Dash 54
  - CTRL+T 52
  - CTRL+TAB 22
  - CTRL+U 72
  - CTRL+V 69
  - CTRL+X 69
  - CTRL+Y 72
  - CTRL+ZERO 80
  - Current Page 120
  - Current Revision Marks 214, 239
-

Cut 69, 221  
Cut and Paste 68  
Cut and Paste Import 259  
Cut Element 221, 270  
CUT TO 62  
Cut to... 24, 221  
Cuts selected text 248

## - D -

Date 117, 118, 241  
DAY 43, 62  
Day/Month/Year 118  
Day-Month-Year 118  
Decrease NaviDoc Font 270  
Decrease NaviDoc Font Size 233  
Decreases Right Margin 249  
Default Lists 62  
Default Note Category 87  
default.def 229  
Defaults For all New Scripts 62  
default.def 229  
Delete 70, 112, 155  
Delete Category 87  
Delete Left 70  
Delete Left Word 70  
Delete Note 86  
Delete Outline Style 106  
Delete Right 70  
Delete Style 105  
Delete to End of Line 70  
Delete Word 70, 78  
Demote Outline Element 233, 270  
Demoting 113  
De-Selecting Text 68  
Dialog 53  
Dialogue 35, 40, 45, 46, 52, 120, 177, 184  
Dialogue Numbering 215  
Dialogue With Cues for Actors 120  
Dictionaries 75  
Direct Import 258  
Director 241  
Directory 152  
Display ???? on screen 146  
Display Eighth Totals 126, 208  
Display Notes in Script 51, 182  
Display Open File Menu 23  
Display Options 20, 72, 225

Display Screen-Sized Retrieve List 23, 151  
DISSOLVE TO 62  
Document Analysis 235  
Document Icon 270  
Document Layout 114  
Document Layout... 229  
Document Outline Styles 108  
Don't use Capitalization Information for Element identification 258  
Double Capitals 157  
Double Sided 120  
Double-Click 67  
DOWN ARROW 66  
Draft Color 59  
Draft Version 241  
Drag and Drop 68, 69, 109  
Drag n' Drop 69  
Dramatica 61  
Draw Boxes 37  
Dual Column Margins 56  
Dual Columns 55, 229  
Dual-Column 55  
Dual-Column Dialogue 55

## - E -

Edit 54  
Edit an Index Card 36  
Edit Breakdown Sheets 240  
Edit Categories 211, 240  
Edit Menu 19, 24, 69, 221  
Edit User Dictionary 235  
Edit User Lists 61  
Edit Word 78  
Editing 66  
Editing Screen 14, 19  
Editing User Lists 61  
Electronic Index Cards 32, 33  
Element 57, 59, 66, 67, 75  
Element Buttons 20  
Element Styles 173, 174  
Element Styles.... 229  
Element Type 51  
Element's Numbering 240  
Elements 40, 69  
Enable Alt-Keys 146  
END 66  
END OF ACT 48, 52, 62

- End of Act Text 59, 62  
 End of Action 52  
 End of current line 66  
 END OF SHOW 62  
 ENTER 41  
 ENTER Key 146  
 Entire Scenes 120  
 Entire Script 75, 120  
 Episode # 241  
 European Format 118  
 EVENING 62  
 Every Page 119  
 Every Page Except first Page of Scene 119  
 Except Following Shots 76  
 Existing File 24, 221  
 Exit 24, 219, 220  
 Exits Screenwriter 250  
 Expanding 101  
 Expanding & Collapsing Outline Elements 101  
 Export to Movie Magic Scheduling 213  
 Export to... 219, 220, 270  
 Exporting 262, 263  
 EXT 42, 52, 62, 124  
 ext. 40  
 Extend Selection 67  
 Extend Selection... 221  
 Extension 176  
 Extensions 59, 62  
 Exterior 124
- F -**
- F12 74  
 F3 57, 72  
 F4 51, 107  
 F6 72  
 FADE IN 20, 41, 52, 62  
 FADE IN Text 59, 62  
 fade in: 40  
 FADE OUT 62  
 Family Names 138  
 Fax 120  
 Female Names 138  
 File 22  
 File Menu 19, 24, 39, 219, 220  
 Files Installed 264  
 Filmed Sitcom 30  
 Final Act 180  
 Final Draft 262  
 Final Draft RTF 258  
 Final Text 243  
 Final Text formatting check boxes 243  
 Firewall 133  
 Fit Width 142  
 Fix (Lock) All Headers 201, 238  
 Fix All A-Pages 201, 238  
 Fix or Flex 201  
 Fix or Flex... 237, 238  
 Fixed 84  
 Fixed Text Size 142  
 Flash Pointer 84  
 Flashing 84  
 Flex All A-Pages 201, 238  
 Flex All Headers 201, 238  
 Flipped 195  
 Flipped Locked 200  
 Flush Left at Margin 119  
 Flush Right 117  
 Flush Right at Margin 119  
 Font Button 37  
 Font Color 229  
 Font managers 254  
 Font Options 89, 93, 97  
 Font Size 103  
 Font Size Control 90, 97  
 Font Style 229  
 Footer 18, 116, 118, 119  
 Footer Text 117, 243  
 Forced Page Break 35, 54  
 Foreign Characters 74  
 Foreign Language Spell Check 76  
 Foreign Languages 75  
 Format Menu 19  
 Format Codes 264  
 Format Menu 31, 229  
 Format Options 108  
 Formatting Text 72  
 Forwards 75, 120  
 Frame 84, 105  
 From a Script 31  
 From Template 270  
 Full Page 27, 225, 228  
 Full Page Icon 21  
 FULL SHOT 62  
 Function Keys 253
-

**- G -**

General NaviDoc Options 84  
General Techniques 256  
Generate 245  
Generate Rundown Sheet 241  
Generate Set List 243  
Goldenrod 187  
Goto Menu 19  
Goto End of Script 66  
Goto Menu 232  
Goto Page 20  
Goto Page Menu 66  
Goto Scene Listings 20  
Goto Top of Script 66  
Graph Breakdown 127, 208  
GRAY TEXT 146  
Green 187, 239  
Green Highlights 239  
Group 67

**- H -**

Hard Return 55, 264  
Hard-Dash 54, 264  
Hard-Space 54, 264  
Have it Prompt you to Insert Each Page as needed  
50  
Header 18, 116, 118, 119  
Header and Footer Setup 116  
Header and Footer... 229  
Header Revision Mark 163  
Header Text 117, 243  
Headers 201, 256  
Heading 193  
Help Menu 19, 247  
Hide 50  
Hide Elements on Screen 225  
Hide Format Codes 72  
Hide Locations in Pop-Up List... 225  
Hide Names in Pop-Up List... 225  
Hide/Show a Note 49, 50  
HOME 66  
Horizontal 34  
Horizontal Index Cards 34  
HP DeskJet printers 254

HTML Publishing 262

**- I -**

Icon 270  
Ignore 75  
Ignore Blank Lines 156  
Ignore Margins for Element identification 258  
Import 258, 259  
Import in Script Format 258  
Import this text with LOCKED Page breaks 258  
Importing a Scriptware for Windows script 261  
Importing a Windows Word Processor 261  
Importing Scripts 257  
In All Caps 243  
Include Pg #'s in Set List 243  
Increase NaviDoc Font 270  
Increase NaviDoc Font Size 233  
Increases Right Margin 249  
Index Card 21, 36  
Index Card SpeedBar 34  
Index Card View 33  
Index Card View Icon 21  
Index Cards 32, 34, 35, 37  
Index Cards... 225  
Initial Capitals 73  
Initial Scene Text 59  
Input Fields 18  
INS 71  
Insert 71  
Insert Action Element 249  
Insert Character Element 249  
Insert Character Name into text 249  
Insert Element 40, 221, 270  
Insert Scene 249  
Insert/Typeover Button 20  
Inserts a New Note 249  
Inserts a new Shot 249  
Inserts a Scene Heading starting with EXT. 249  
Inserts a Scene Heading starting with INT. 249  
Inserts a Transition 249  
Inserts Character Extension 249  
Inserts Left Parenthesis 249  
Inserts Parenthetical 249  
Installed Contents 265  
INT 52, 62, 124  
int. 40  
Interactive 30

Interior 124  
 Interior VS. Exterior 124, 126, 205  
 iPartner 132, 133, 235  
   IP Address 128  
 Italicized 175  
 Italics 72, 264

## - J -

Justified 175

## - K -

Keep Element Together 58, 249, 264  
 Keep Group Together 249  
 Key Assignments 15, 248  
 Keyboard 166  
 Keyboard Options 139  
 Keyboard Selection 67  
 Keyboard Shortcuts 15

## - L -

Last Position 232  
 last saved position 154  
 Last Workspace 151  
 LATER 62  
 Layout Breakdown Sheets 240  
 Learn 75  
 Leave You in a Blank Script 23  
 Left 28, 178  
 LEFT ARROW 66  
 Left Column 55  
 Left Promotes row 101  
 Left to Right 28  
 left vertical slider 90  
 Left-Click 67  
 Letters (A, B, C...) 118  
 Line Spacing 175  
 Line Spacing Format 108  
 List 120  
 List Characters in Each Scene 127, 208, 243  
 List Menu 16, 17  
 List Non-Speaking Characters 127  
 Listening 133  
 Lists 61  
 Load Script Format 31

Load Styles From... 229  
 Load User Lists from 64, 229  
 Loading Element Styles 24  
 Loading User Lists 62  
 Location 42, 52, 59, 124, 126, 205  
 Locations 61, 62  
 Locations after INT./EXT. selection 147  
 Locations List 120  
 Lock Current Rev. Marks 246  
 Lock Dialogue Numbering 217, 246  
 Lock The Script 187, 237  
 Locked 200  
 Locked Headers 59  
 Locked Letter Skip List 198  
 Locked Page Break 239  
 Locked Page Breaks 194  
 Locked Pages 59  
 Locked Revision Mark 264  
 Locked Scene Headings 193  
 Locked Scripts 185, 199  
 Locked Scripts Options 192  
 Locking Current Revision Marks 214  
 Locking Level 214  
 Lowercase 73, 74  
 Lowercase Word 73

## - M -

Main Menu Bar 14, 15, 16, 19  
 Make Default for All New Documents 229  
 Male Names 138  
 Manual Overrides 256  
 Margins 175  
 Margins Format 108  
 Mark Element 164  
 Mark One Character's Dialogue 229  
 Marks 239  
 Max. Length 76  
 Menu 69  
 Menu Changes 270  
 Menu Selection 67  
 Menus 14, 218  
 Merging Documents 14, 25  
 Microsoft Windows 15  
 Minimize All 247  
 Miscellaneous Options 139  
 Miscellaneous Short Cut Keys 253  
 MMSW 137

MOMENTS LATER 62  
 Month/Day/Year 118  
 Month-Day-Year 118  
 More 185  
 More Cont'd 176  
 More Text 176  
 MORNING 62  
 Mouse Blocking 67  
 Mouse Options 139  
 Mouse Selection 67  
 Movie Magic Scheduling 124, 205, 212  
 Movie Magic Scheduling Export 240, 262  
 Movie Master 258  
 Moving Text 68  
 MS Word 258  
 Multi-Lock 237  
 Multi-Lock Dialogue Numbering 217  
 Multi-Lock Pages 197  
 Multi-Lock Scenes 196  
 Multi-Locked 194, 200  
 Multimedia 30, 31  
 Multimedia Options 139  
 Multiple Revision Marks 214

## - N -

Name Bank 138  
 Name Bank... 235  
 Names 138  
 NaviDoc 21, 79, 80, 81, 88, 93, 98, 108, 172, 225, 270  
 NaviDoc Keyboard Commands 81  
 NaviDoc Menu 19, 82, 233  
 NaviDoc Options 83, 139, 172, 270  
 NaviDoc Outline Styles 105  
 NaviDoc panel 79, 81  
 NaviDoc Preferences... 233  
 NaviDoc splitter 80  
 NaviDoc View Icon 21  
 Navigation Pointer 81  
 New (using Default Template) 219, 220  
 New Act 48  
 New Bookmark 233, 270  
 New Color Category 87  
 New Extension 44  
 New File 24, 221  
 New from Template... 219, 220  
 New Note 233, 270

New Outline Style 105  
 New Scene 49  
 NEWACT 48, 60, 62  
 NEWSCENE 49, 60, 62  
 Next 119  
 Next A-Page 232  
 Next character 66  
 Next Current Revision Mark 232  
 Next Element 66  
 Next Forced Page Break 232  
 Next Hidden Text 232  
 Next Line 66  
 Next Note 232  
 Next Row 233, 270  
 Next Scene 66  
 Next Scene Heading 232  
 Next Screen 66  
 Next Script Page 66  
 Next Speech By... 232  
 Next Strikeout or Colored Text 232  
 Next Word 66  
 NIGHT 62  
 No Page #'s 243  
 Non-Editable Index Cards 36  
 Non-Speaking Characters 208  
 Normal 73, 195, 225, 227  
 Normal (Full Width 55  
 Normal Order 120  
 Normal View Icon 21  
 Normal WP Mode 229  
 Not Page One 119  
 Note 50  
 Note Category 87  
 Note Category Commands 87  
 Note Category View 88  
 Note Colors in Outline View 101  
 Note icon 49  
 Note Options 49, 51  
 Notes 49, 50, 51, 120, 182, 233, 270  
 Notes Category Controls 87  
 Notes Command 86  
 Notes Controls 86  
 Notes List 86  
 Notes Options 89  
 Notes Panel 79, 85, 88, 89  
 Novel 30, 31  
 Number of Copies 120  
 Numbering Dialogue for Animation 215

Numbering Scheme 180, 181  
 Numbers (1,2,3..) 118  
 Numerical Input Fields 18

## - O -

O.S. 44, 62  
 OMITTED 156  
 Omitted "And" Text 195  
 Omitted "Thru" Text 195  
 Omitted Text 195  
 On-Line Help 14  
 Open 22, 37, 250  
 Open File Menu 151  
 Open... 219, 220  
 Opening a Document 14, 22  
 Opening a Title Page 27  
 Opening Multiple Documents 22  
 Opens Search Dialogue 248  
 Options 139  
 Options Menu 16, 17  
 Options... 235  
 Original Defaults 64  
 Outline 233, 270  
 Outline Controls 99  
 Outline Levels 99  
 Outline List 99  
 Outline Mode 34  
 Outline Options 100, 139, 173  
 Outline Panel 79, 98, 108  
 Outline Panel Font 101  
 Outline Panel Options 101  
 Outline Spacing 100  
 Outline Style 107  
 Outline Style Assignment 104  
 Outline Style Management 104  
 Outline Style Table 113  
 Outline Styles 104  
 Outline tab 98  
 Outline Tools 112  
 Outline View 105  
 Outlining Features 111  
 Override 59  
 Override... 237, 240  
 Overriding 200  
 Overriding Dialogue Numbering 217

## - P -

P.O.V. 62  
 Page 58, 67, 75, 232  
 Page Break Type 240  
 Page Breaking 185  
 Page Breaks 183, 256  
 Page Down 233, 270  
 Page Margin Settings 37  
 Page Number 185  
 PAGE OMITTED 164  
 Page Setup 113  
 Page Up 233, 270  
 Page's Header/Draft Color 240  
 Paper Orientation 113  
 Paper Size 113  
 Paper Source 113  
 Parenthetical 35, 40, 45, 46, 52, 176  
 Parentheticals 177  
 Password Protection 154  
 Paste 69, 221  
 Paste from... 221  
 Paste into Current Element 221, 248  
 Paste Text 248  
 Pause AutoCorrection 235  
 PDF 137, 166  
 Pg# 117  
 PgDn 66  
 PgUp 66  
 Pink 187  
 Plain Text 262  
 Play Sample 134  
 port number 128  
 Preparing a Script for Importing 257  
 Prev 119  
 Preview 119, 120  
 Previous character 66  
 Previous Element 66  
 Previous Line 66  
 Previous Row 233, 270  
 Previous Scene 66  
 Previous Scene Heading 232  
 Previous Screen 66  
 Previous Script Page 66  
 Previous Word 66, 74  
 Print 105, 119, 120, 219, 220, 250  
 Print a Note 49, 50



Print Act Info 243  
Print Bottom Continued 165  
Print Breakdown Sheets 240  
Print Color Text Highlight 166  
Print Headers 119  
Print Notes 89  
Print Notes in Script 51, 182  
Print Notes on facing pages of script 50  
Print Notes Sequentially with Reference Page Numbers 50  
Print Numbering in Script 217, 246  
Print Preview 119, 219, 220  
Print Scene Description Text 241  
Print Scene Text 243  
Print Selection 120  
Print Separate Act/Scene Column 241  
Print Separate Day/Night Count Column 241  
Print Separate Page Number Column 241  
Print Set List 243  
Print Standard Breakdowns 123, 204, 240  
Print Tagged Items 127, 208  
Print the Set List Directly 243  
Print Title Page 120  
Print to Option Window 120  
Print total boxes at end of pg 241  
Print without Prompting 50  
Printer Setup 219, 220  
Printing 30, 37, 165  
Printing a Title Page 30  
Printing Animation Recording Scripts 215  
Printing Index Cards 37  
Printing Options 139, 165  
Printing the Script 113, 120  
Production 123, 207, 241  
Production Breakdown Print Options 126, 127  
Production Breakdown sheets 204  
Production Breakdowns 120  
Production Cycle 186  
Production Features 185  
Production Menu 19, 237  
Production Problems 256  
Production Rewrites 186  
Production Sides 120  
Production Solutions 237  
PROLOGUE 48, 62  
Prologue Text 48, 59, 62  
Promote Outline Element 233, 270  
Promoting 113

Prompt on Multiple Words 76  
Pronunciation 134  
Publish to Internet 235  
Pull Down Menu 16  
Push Buttons 14, 18  
Put Act Info in Parenthesis 180  
Put Action in Parentheses 179  
Put in Clipboard Rather than Print 243

## - Q -

Quick Format 74  
Quick Help 247  
Quick Key 20  
Quick Keys 69  
QuickSelect 16, 17  
QuickType 41, 59, 139, 147

## - R -

Radio Buttons 14, 18  
Radio Play 30, 31  
Read Script 235  
Reassign Outline Element Styles 109  
Reassigning Outline Items 112  
Red 239  
Red Highlights 239  
Redo 71, 221, 248  
Redraw Screen 247  
Reduce Indentation for Unused Levels 101  
Reference Page Numbers 120  
Register with Writer's Guild... 235  
Reloading Default User Lists 64  
Remove 245  
Remove Forced Page 221  
Remove Forced Page Break 54  
Remove... 237, 239  
Reopen 270  
Reopen... 219, 220  
Repaginate Now 235  
Replace 75  
Reset Cheated 229  
Resize 34  
Resize the Index Cards 34  
Restore Last Workspace 23  
Retrieve Last Script you worked on 23  
Rev. Color 117

Reverse order 120  
 Revised Pages 190  
 Revision 164, 190  
 Revision Draft Color 187, 203  
 Revision Mark 163, 164, 191, 197  
 Revision Mark Right Margin 197  
 Revision Mark Text 197  
 Revision Marks 163, 192, 214  
 Revisions 162  
 Revisions Options 139  
 Rich Text Format 258, 262  
 Right 28, 178  
 RIGHT ARROW 66  
 Right Click 67  
 Right Column 55  
 Right Demotes row 101  
 Right Speed bar 14  
 Right SpeedBar 19, 20  
 Right Toolbar 49  
 right vertical slider 90  
 Roman Numerals (I, II, III...) 118  
 Rounded Eighths 208  
 Row Height 84  
 Row Lines Option 89, 93, 97, 101  
 RTF 137, 258  
 Ruler 140, 225  
 Run SmartCheck 120, 235  
 Running Movie Magic Screenwriter 14  
 Running Movie Magic Screenwriter 6 14  
 Running Shot Lists 149

## - S -

Salmon 187  
 SAMEACT 48, 62  
 Sample Scripts and Templates 266  
 Save 24, 219, 220, 250  
 Save a Copy 270  
 Save A Copy... 219, 220  
 Save All Open Scripts 24, 219, 220  
 Save As 37  
 Save as Template 270  
 Save As Template... 39  
 Save As Template... 219, 220  
 Save as the Default Layout 37  
 Save As.. 250  
 Save As... 24, 25, 219, 220  
 Saving a Document 14

Saving Lists 62  
 Scene 49, 67, 232  
 Scene Body Text 59, 61, 62  
 Scene Character Lists 245  
 Scene Continued Text 178  
 Scene Controls 95  
 Scene Element Spacing 96  
 Scene Header Field View 102  
 Scene Header View 96  
 Scene Heading 40, 42, 43, 49, 52  
 Scene Heading Text 62  
 Scene Heading w/o OMITTED 239  
 Scene Headings 178, 256  
 Scene Info 52, 117  
 Scene Information 40, 60, 118  
 Scene Labels 181  
 Scene List 93  
 Scene Number 49, 60, 95, 200  
 Scene Numbering 225, 270  
 Scene Numbers 178  
 Scene Omitted 195  
 Scene Range 67  
 Scene Range... 221  
 Scenes 233, 270  
 Scenes Panel 79, 93, 95, 97  
 Scrap File 24, 221  
 Screenplay 30, 31  
 Screenwriter 6 Menus 218  
 Screenwriter Commands 14  
 Script Breakdown Sheets 124, 205  
 Script Directory 152  
 script elements 175  
 Script Format Options 173  
 Script Formats 30  
 Script Formats Menu 60  
 Script Note 35, 40  
 Script Order 124, 126, 127, 205  
 Script Title 241  
 Scriptware Tagged 258, 262  
 Scroll by Row 34  
 scw 219, 220  
 Search 221  
 Search & Replace 221  
 Search Again or Search & Replace Again 221  
 Search for Help On... 247  
 Second Character Name 155  
 Second Dialogue Paragraph 45  
 Secondary Sort 206

- 
- Secondary Sort by 125
  - Select All 67, 221, 252
  - Select Language 75, 235
  - Select Names 120
  - Select Special 67, 221
  - Select Voice 134
  - Select Which Color Notes to Print 50
  - Selected Pages 120
  - Selected Scenes 120
  - Selects Word 252
  - Send As Email Attachment 137
  - Send as E-Mail Attachment 270
  - Send As Email Attachment... 219, 220
  - Send Script 129
  - Sentence 67
  - set 95
  - Set Column Margins 55, 56
  - Set Current Element to Right Column 249
  - Set Note Color 51
  - Set Revision Draft Color Order 203, 237
  - Sets current element to Full Width 249
  - Sets current element to Left Column 249
  - Setup Draft Information 237
  - Setup Duplicate Locations 240
  - Setup Duplicate Names 240
  - Setup Menu - Animation Dialogue Numbering 215
  - Setup Numbering Layout 246
  - Setup Options 75
  - Setup Page Layout 58, 119
  - Setup Set List Layout Options 241
  - Setup Voices 134, 235
  - SHIFT+CTRL+C 52, 53
  - SHIFT+CTRL+F 55
  - Shift+CTRL+N 86
  - SHIFT+DELETE 69
  - SHIFT+ENTER 54
  - SHIFT+F12 74
  - SHIFT+INS 69
  - SHIFT+TAB 43
  - Shooting Script 187
  - Short Cut Key for File Operations 250
  - Short Cut Keys for Editing 248
  - Short Cut Keys for Formatting 250
  - Short Cut Keys for Inserting Manipulating Elements 249
  - Short Cut Keys for NaviDoc 251
  - Short Cut keys for Navigation 251
  - Short Cut Keys for Selection 252
  - Shortcut Keys 70
  - Shot 35, 40, 47
  - Shot Text 59, 62
  - Shots 149, 179
  - Show 50
  - Show Format Codes 72, 140, 225, 264
  - Show partner 129
  - Shuffle 36
  - Shuffle Mode 34, 36, 37
  - Shuffle Multiple Index Cards 37
  - Single Starting Blank Space 155
  - Sitcom 30
  - Sitcom Version I 31
  - Sitcom Version II 31
  - Size 175
  - Skip Once 75
  - Slave view 131
  - slider 90
  - SmartCheck 154, 155
  - SmartCheck Options 139
  - SmartCheck Prompts 156
  - Soft-Hyphen 54, 264
  - Sort Breakdown Primarily by 205
  - Sort Scenes 95
  - Sorted Alphabetically 127
  - Spaces to indent Outline Levels Option 101
  - Speak Silently 134
  - Speak Text 134, 235
  - Speaking 133
  - Speaking Characters First 127, 208
  - Speed Buttons 20
  - Spell Check 75
  - Spell Check as you Type & Edit 64
  - Spell Check Element 235
  - Spell Check Entire Script 235
  - Spell Check Forward 235
  - Spell Check Page 235
  - Spell Check Selection 235
  - Spell Check Word 235
  - Spelling 157
  - Spelling Options 139
  - splitter 80
  - Stage Play 30, 31
  - Standard- 6 lines 126, 207
  - Standard American format 118
  - Standard Breakdowns 123
  - Start & End 243
  - Start Menu Folder 269
-

- Start New Scene 49  
 Start Next Revision 190  
 Starting Only 243  
 Starting Page Number 185  
 Startup/Files 151  
 Startup/Files Options 139  
 Statistics 120  
 Status Bar 19, 20  
 Storyboard Linking... 237  
 Strikeout 72  
 Strikeout Codes and/or Text 239  
 Style 175  
 Style Level 105  
 Style Name 105  
 Style View 100  
 Substitution Text 59, 62, 65  
 Suggest 75  
 Switch Elements 51  
 Sync Control 90, 92, 96, 102  
 Sync Frame 84, 85, 93  
 Sync NaviDoc 84  
 synonyms 78  
 System Selection 84
- T -**
- TAB 41, 52  
 TAG 62, 258  
 Tag Item Globally 240  
 Tag Items Globally 210  
 Tag Text 59, 62  
 Tagged Items 127, 208  
 Tagging 209  
 Tagging Items 209  
 Tagging Mode 240  
 Tan 187  
 Taped Sitcom 30  
 TEASER 48, 62  
 Technical Support Questions 254  
 Television Templates 32  
 Template 24, 39  
 Template Icon 270  
 Templates 266  
 Temporarily Disable 256  
 Text 18  
 Text as Action Only 258  
 Text between Each Act 243  
 Text Editing 66  
 Text Entry/Editing 146  
 Text Entry/Editing Options 139  
 Text Only (Non-RTF) 258  
 Text or Numerical Input Fields 14  
 Text to Precede Pg Numbers 243  
 Text-to-Speech 134  
 The Bottom Bar 14  
 Thesaurus 78, 235  
 Thru 195  
 Tilde 74  
 Tile 22  
 Tile Horizontally 247  
 Tile Vertically 247  
 Timed Backup 23  
 Timed Backup Frequency 153  
 Timed Backup Icon 270  
 Time-of-Day 42, 43, 59, 62, 95, 124, 126, 205  
 Time-of-Day Dashes 178  
 Time-of-Day List after Location Selection 147  
 Title 35, 48, 183  
 Title (Centered) 40  
 Title Centers the current Element 249  
 Title Page 26, 30, 120  
 Title Page Icon 270  
 Title Page Publisher 21, 26, 30, 225  
 Title Page Publisher Icon 21  
 Title Page Template 30  
 to: 47  
 Toggles Word Processing Mode 248  
 Toolbar 34, 36, 37  
 Toolbars Menu 143  
 Tools Menu 19, 235  
 Top 232, 233, 270  
 Top Scene Continued 119  
 Top to Bottom 28  
 Top Toolbar 14, 19, 20, 48  
 Tops 28  
 Totals of All Rounded Eighths 126  
 Trademarks 13  
 Transition 35, 40, 47, 52, 59, 185  
 Transitions 59, 62, 149, 179  
 Treat “)” as a Sentence End in Dialogue 76  
 Troubleshooting 253  
 True Total of All Lines 126  
 Turn off Block 67  
 Turn Revision Color Off 239  
 TV Breakdowns 237, 241  
 TV Template 31

TV Templates 30  
Type a Note 49, 50  
Typeface 175  
Typeover 71, 146  
Typing Foreign Characters 74

## - U -

Umlaut 74  
Un-Deleting Text 70  
Underline 72, 117, 264  
Underlined 175  
Underlining 72  
Underlining and Boldfacing of 241  
Underlining Text 72  
Undo 70, 221, 248  
Undo Alignment 28  
Undo Levels 146  
Unhide Elements on Screen 225  
Unique Locations List 120  
Unknown Words 158  
Unlock Dialogue Numbering 217, 246  
Unlock Headers 201, 238  
Unlock One Rev. Mark Level 246  
Unlock The Script 237  
Untag All Items 210, 240  
Untagging Items 210  
UP ARROW 66  
Up/Down moves rows 101  
Uppercase 73, 74  
Use most aggressive interpretation of the source text 258  
Use Style Sheets 258  
User Defined 31  
User Defined Color 239  
User Defined Color Highlights 239  
User Dictionaries 75  
User Dictionary 78  
User List Order 127, 208  
User Lists 48, 59, 61, 64  
User Lists... 229  
Using Default Template 270  
Using Microsoft Windows 14

## - V -

V.O. 44, 62

Variable 84  
Vertical Index Cards 34  
View Menu 19, 20, 33, 225, 270  
Viewable Notes Lines Control 90  
Viewable Outline Items Lines Control 103  
Viewable Scene Lines Control 97, 103  
Vocal Characteristics 134  
Voice Association File 134

## - W -

Web Resources 247  
What's This? 247  
White 187  
Window Menu 19, 247  
Word 67, 75  
Word Processor 31  
Word Web... 235  
WordPerfect 258  
Words (One, Two, Three...) 118  
Workspace 151  
Write Brothers 13  
WYSIWYG 26

## - Y -

Yellow 187

## - Z -

Zoom In 119  
Zoom Out 119  
Zoom Screen Text 21, 141, 225  
Zoom Screen Text Icon 21  
Zoomed 27

Endnotes 2... (after index)

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Back Cover