MOVIE MAGIC®
Screenwriter™

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

User's Manual

for Windows® & Macintosh®

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Sample Script Page(s) for Windows and Mac Tutorials

```
     FADE IN:

1    INT. RICK'S ROOM -- DAY                              1


     RICK, 30s and laid-back, reads Variety while
     installing his new Screenwriter program.

                    JACK (O.S.)
               How can I get this word processor
               to break my script pages
               correctly?

                    RICK
               You can't.

2    INT. JACK'S ROOM -- CONTINUOUS                       2


     JACK, 20s and anxious, scans a book: Style Sheets
     for Dummies.

                    JACK
               Shoot!  My contest deadline is
               next week...

                    RICK (O.S.)
               My program does scene numbering,
               dialogue mores and continueds...
               It even has index cards.

     Jack leaps from his chair, rushes towards the door.

     CUT TO:
```

Jack storms into the room, a look of disbelief on
his face.

                    JACK
          Show me--

                    RICK
              (interrupting)
          --the Magic. Watch this.

ON THE COMPUTER SCREEN

Electronic index cards, one for each scene of a
screenplay. Rick drags card #3 over card #1. Card
#3 becomes #1, card #1 becomes #2, and the other
cards renumber to match.

                    RICK (CONT'D)
          What do you think of it so far?

No answer.

Rick turns to see Jack, checkbook in hand, rushing
out the door. Rick smiles, turns back to his
screenwriting.

FADE OUT:

Ten Minute Tutorials for Movie Magic Screenwriter

Windows Users

This tutorial gives you the basics necessary to start writing a professionally-formatted script within minutes of opening the box. Movie Magic Screenwriter has many more features, and is fully customizable to the way you prefer to work.

Launch

From the program group, select the Movie Magic Screenwriter icon. Screenwriter opens in a new blank script.

Write

The only special keys you need to write your script in Movie Magic Screenwriter are **TAB**, **ENTER**, and " (" if you use parentheticals. Use the **BACKSPACE** key to correct mistakes.

1. Before typing anything, press **ENTER**. To start your script with FADE IN:, click on the Yes button or press **ENTER**.

2. Screenwriter knows you need a Scene Heading next, and pops up a list of available scene heading text. Type the letter " **i** ". INT. is entered for you, correctly formatted.

3. Type the new location text: "*rick's room*"

4. Press **ENTER**. Scene Headings normally end with the time of day, so Screenwriter pops up a list of available Time-of-Day text. Type the letter " d ". Two dashes and the word DAY are entered for you. With the Scene Heading complete, the cursor drops down to a new blank line.

5. Type the first paragraph of Action: "*RICK, 30s and laid-back, reads Variety while installing his new Screenwriter program.*"

6. Press **TAB**. Screenwriter moves the cursor to a Character Name element. Type in the character's name: *"jack"*

7. Type the left parenthesis character: " **(** " A pop-up list of character Extension text displays. Type the letter " **o** ". JACK (O.S.) is entered for you, and Screenwriter moves the cursor down to a Dialogue element.

8. Type Jack's dialogue*: "How can I get this word processor to break my script pages correctly?"*

9. Press **TAB**. Type in the character's name*: "rick".* Press **ENTER**. Screenwriter moves the cursor down to a Dialogue element.

10. Type Rick's dialogue*: "You can't."*

11. Press **ENTER**. The cursor moves to a new blank Action element. Press **ENTER** again. Type the letter *" i ".* INT. is entered for you, and a list of existing Locations pops up. It contains one entry, RICK'S ROOM. Ignore it and type a new location: *"jack's room".*

12. Press **ENTER**. A Time-of-Day list pops up. Type the letter *" c ".* Two dashes and the word CONTINUOUS are entered for you. The cursor drops down to a new blank line.

13. Type the next paragraph of Action: *"JACK, 20s and anxious, scans a book: Style Sheets for Dummies."*

14. Press **TAB**. Type the letter *" j "* and press **ENTER**. The Character Name JACK is entered for you.

15. Type Jack's dialogue: *"Shoot! My contest deadline is next week..."*

16. Press **TAB**. Type the letter "r", then type the left parenthesis character: *" (* ". Type the letter *" o ".* RICK (O.S.) is entered for you.

17. Type Rick's dialogue: *"My program does scene numbering, dialogue mores and continueds... It even has index cards."*

18. Press **ENTER**. Type the next Action paragraph: *"Jack leaps from his chair, rushes towards the door."*

19. Press **ENTER**. Press **ENTER** again. Type *" t ".* A pop-up list of Transition text displays. Type *" c ".* Press **ENTER**. CUT TO: is entered for you, right justified, and Screenwriter moves the cursor down to a new Scene Heading.

20. Type *" i ".* INT. is entered for you, and a list of existing Locations pops up.

21. Type the letter *" r "* and press **ENTER**. RICK'S ROOM is entered for you. A time-of-day list pops up.

22. Type the letter *"c".* CONTINUOUS is entered for you.

23. Type the next Action paragraph: *"Jack storms into the room, a look of disbelief on his face."*

24. Press **TAB**. Type *" j "* and press **ENTER**. Type Jack's dialogue: *"Show me--"*

25. Press **TAB**. Type *" r "* and press **ENTER**. RICK is entered for you.

26. Type the left parenthesis character: *" (* " The cursor appears surrounded by two parentheses. Type the word: *"interrupting"*

27. Press **ENTER**. Type Rick's dialogue: *"--the Magic. Watch this."*

28. Press **ENTER**. Press **ENTER** again. Type *" h "* for Shot. A pop-up list of Shot text displays. Ignore it and type *"on the computer screen".*

29. Press **ENTER**. Type the next paragraph of Action: *"Electronic index cards, one for each scene of a screenplay. Rick drags card #3 over card #1. Card #3 becomes #1, card #1 becomes #2, and the other cards renumber to match."*

30. Press **TAB**. Type *" r "* and press **ENTER**. RICK (CONT'D) is entered for you, as Rick has spoken twice in a row. Type Rick's dialogue: *"What do you think of it so far?"*

31. Press **ENTER**. Type the next paragraph of Action: *"No answer."*

32. Press **ENTER**. Type the next paragraph of Action*: "Rick turns to see Jack, checkbook in hand, rushing out the door. Rick smiles, turns back to his screenwriting."*

33. Press **ENTER**. Press **ENTER** again. Type *" t "* for Transition. A pop-up list of Transition text displays. Type *" f "* and press **ENTER**. FADE OUT: is entered for you, right justified. Press the Escape key to finish.

That's it! This script's finished, and you're ready to start on your own.

• Here's a shortcut tip: Press **SHIFT+TAB** (instead of **TAB**) to alternate between the last two speaking character names. This is the end of the Ten Minute Tutorial for Windows.

Macintosh Users

This tutorial gives you the basics necessary to start writing a professionally-formatted script within minutes of opening the box. Movie Magic Screenwriter has many more features, and is fully customizable to the way you prefer to work.

Launch

Double-click on the **Movie Magic Screenwriter** application. Screenwriter opens in a new blank script with screenplay format.

Write

The only special keys you need to write your script in Movie Magic Screenwriter are **TAB**, **RETURN**, and " **(** " if you use parentheticals. Use the **DELETE** to correct mistakes.

1. Before typing anything, press **RETURN**. A Fade In: dialog window displays. To start your script with FADE IN:, click on the Yes button or press **RETURN**.

2. Screenwriter knows you need a Scene Heading next, and pops up a list of available scene heading text. Type the letter *" i "*. INT. is entered for you, correctly formatted.

3. Screenwriter knows you need a location after INT., and usually pops up a list of available Locations. As this is a new script, we have to enter some locations first. Type the new location text*: "rick's room"*

4. Press **RETURN**. Scene Headings normally end with the time of day, so Screenwriter pops up a list of available Time-of-Day text. Type the letter *" d "*. Two dashes and the word DAY are entered for you. With the Scene Heading complete, the cursor drops down to a new blank line.

5. Type the first paragraph of Action: *"RICK, 30s and laid-back, reads Variety while installing his new Screenwriter program."*

6. Press **TAB**. Screenwriter moves the cursor to a new Character Name element. Type in the character's name: *"jack"*

7. Type the left parenthesis character: *" ("* A pop-up list of character Extension text displays. Type the letter *" o "*. JACK (O.S.) is entered for you, and Screenwriter moves the cursor down to a new Dialogue element.

8. Type Jack's dialogue: *"How can I get this word processor to break my script pages correctly?"*

9. Press **TAB**. Type in the character's name: *"rick"*. Press **RETURN**. RICK is entered for you, and Screenwriter moves the cursor down to a Dialogue element.

10. Type Rick's dialogue: *"You can't."*

11. Press **RETURN**. The cursor moves to a new blank Action element. Press **RETURN** again. Type the letter *" i "*. INT. is entered for you, and a list of existing Locations pops up. It contains one entry, RICK'S ROOM. Ignore it and type a new location: *"jack's room"*.

12. Press **RETURN**. A Time-of-Day list pops up. Type the letter *" c "*. Two dashes and the word CONTINUOUS are entered for you. The cursor drops down to a new blank line.

13. Type the next paragraph of Action*: "JACK, 20s and anxious, scans a book: Style Sheets for Dummies."*

14. Press **TAB**. Type the letter *" j "* and press **RETURN**. The Character Name JACK is entered for you.

15. Type Jack's dialogue: *"Shoot! My contest deadline is next week..."*

16. Press **TAB**. Type the letter " r ", then type the left parenthesis character: *" ("*. Type the letter *" o "*. RICK (O.S.) is entered for you.

17. Type Rick's dialogue: *"My program does scene numbering, dialogue mores and continueds... it even has index cards."*

18. Press **RETURN**. Type the next Action paragraph: *"Jack leaps from his chair, rushes towards the door."*

19. Press **RETURN**. Press **RETURN** again. Type *" t "*. A pop-up list of Transition text displays. Type *" c "*. Press **RETURN**. CUT TO: is entered for you, right justified, and Screenwriter moves the cursor down to a new Scene Heading.

20. Type *" i "*. INT. is entered for you, and a list of existing Locations pops up.

21. Type the letter *" r "* and press **RETURN**. RICK'S ROOM is entered for you. A time-of-day list pops up.

22. Type the letter *" c "*. CONTINUOUS is entered for you.

23. Type the next Action paragraph: *"Jack storms into the room, a look of disbelief on his face."*

24. Press **TAB**. Type *" j "* and press **RETURN**. Type Jack's dialogue: *"Show me--"*

25. Press **TAB**. Type *" r "* and press **RETURN**. RICK is entered for you.

26. Type the left parenthesis character: *" ("* The cursor appears surrounded by two parentheses. Type the word: *"interrupting"*

27. Press **RETURN**. Type Rick's dialogue: *"--the Magic. Watch this."*

28. Press **RETURN**. Press **RETURN** again. Type *" h "* for Shot. A pop-up list of Shot text displays. Ignore it and type *"on the computer screen"*.

29. Press **RETURN**. Type the next paragraph of Action*: "Electronic index cards, one for each scene of a screenplay. Rick drags card #3 over card #1. Card #3 becomes #1, card #1 becomes #2, and the other cards renumber to match."*

30. Press **TAB**. Type *" r "* and press **RETURN**. RICK (CONT'D) is entered for you, as Rick has spoken twice in a row. Type Rick's dialogue: *"What do you think of it so far?"*

31. Press **RETURN**. Type the next paragraph of Action: *"No answer."*

32. Press **RETURN**. Type the next paragraph of Action*: "Rick turns to see Jack, checkbook in hand, rushing out the door. Rick smiles, turns back to his screenwriting."*

33. Press **RETURN**. Press **RETURN** again. Type *" t "* for Transition. A pop-up list of Transition text displays. Type *" f "* and press **RETURN**. FADE OUT: is entered for you, right justified. Press the Escape key to finish.

That's it! This script's finished, and you're ready to start on your own.

- Here's a shortcut tip: Press **SHIFT+TAB** (instead of **TAB**) to alternate between the last two speaking character names.

This is the end of the Ten Minute Tutorial for Macintosh.

Tutorials for Using the NaviDoc

The NaviDoc is a terrific way to navigate your document. It consists of four panels: Outline, Notes, Bookmarks, and Scenes. These tutorials introduce you to the key tools found in this powerful feature. Key commands are **Windows** [Mac].

Opening and Closing the NaviDoc

There are several ways to open and close the NaviDoc and its panels.

- Use the top menu to open and close the NaviDoc by selecting *View > NaviDoc*.

- Click on the NavDoc icon in the status bar in the bottom left hand corner of the window

- You can open and close the NaviDoc by pressing **CTRL+0** on the keyboard. To open a specific panel, use one of the key commands below.

    Outline Panel = **CTRL+1**

    Scenes Panel = **CTRL+2**

    Notes Panel = **CTRL+3**

    Bookmarks Panel = **CTRL+4**

- There is a splitter between the NaviDoc and the document that controls its width. When the mouse cursor is placed over the splitter, it will indicate that with a double arrow. If the NaviDoc is closed, the splitter will be against the left side of the window.

    - Dragging the splitter to the left, past the minimum width, will close the NaviDoc.

    - Dragging the splitter to the right will open the NaviDoc or expand its width if it is already open.

The Outline Panel—Creating an Outline

1. Create a new document by clicking *File > New* (using Default Template). The default template already has common outline styles set up for you: Act, Sequence, Scene and Beat.

2. If it is not open already, open the Outline panel by clicking *NaviDoc > Outline* (**CTRL+1**). You can access the NaviDoc panels via the NaviDoc menu.

3. Press **ENTER** [RETURN].

4. First, let's outline the Acts. Click Yes or press **ENTER** [RETURN] to put in a FADE IN:. The Scene Heading pop-up will come up.

5. Choose Make this an Outline Element by pressing the "**o**" key. Also, You can use the arrows keys to select an item and press **ENTER** [RETURN], or just click on the item with the mouse.

6. Choose **Act** to insert a blank Act outline element.

7. Type in, *"In the first act, introduce the main character and establish their objective."*.

8. Press **ENTER** [RETURN] to insert another Act element.

9. Type in, *"In the second act, present the main character's conflict."*.

10. Press **ENTER** [RETURN] to insert another Act element.

11. Type in "*Resolve the main character's conflict.*". Now we will type a couple of scenes.

12. Click at the very end of the first Act outline element.

13. Press **ENTER** [RETURN].

14. Promoting and Demoting outline elements (**ALT+LEFT/RIGHT ARROWS**) [(**CTRL+LEFT/RIGHT ARROWS**)] allows you to change an outline element into a different outline style; thus placing it in a different level in the hierarchy. Let's make this Act into a Scene by demoting it. Press **ALT+RIGHT ARROW** [**CTRL+RIGHT ARROW**] twice.

15. Type in "*This scene establishes the tone of the first Act.*"

16. Press **ENTER** [RETURN] three times.

17. On the Scene Heading pop-up, press "**i**" for "INT.".

18. Type in "*SUBURBAN HOME - KITCHEN* ".

19. Press **ENTER** [RETURN].

20. On the Times-of-Day pop-up, press "**d**" for "DAY".

21. Press **ENTER** [RETURN].

22. Type in "*An empty kitchen. Somewhere in another part of the house, a MAN and WOMAN are screaming at each other. Small sobs are coming from somewhere nearby.*"

23. Press **ENTER** [RETURN].

24. Type in "*Various scribbled drawings are on the refrigerator, mostly in black. A half-eaten breakfast is on the table. A cabinet door under the sink jostles slightly.*"

25. Press **ENTER** [RETURN] twice.

26. On the Scene Heading pop-up, press "**i**" for "INT.".

27. Type in "*KITCHEN CABINET*".

28. Press **ENTER** [RETURN].

29. Press "**d**" for "DAY".

30. Type in "*TOMMY (8) sits under the sink, knees-to-chest. Tears stream down his face, dripping off a scar on his left cheek. He winces at every burst of anger.*"

31. Now, let's label the first two scenes as a Sequence. Click at the end of the first Act outline element.

32. Press **ENTER** [RETURN].

33. Change this new Act into a Sequence by demoting it. Press **ALT+RIGHT ARROW** [CTRL+RIGHT ARROW].

34. Type in "*Tommy's childhood trauma.*".

You now have the basic skills to start creating your outline in Screenwriter.

Notes Panel—Add and Delete Notes

Adding Notes in the Document

1. Click on *File > Open* and open the "Sample Screenplay" file in the Sample Files folder.

2. In the Outline panel, click on **Scene 3 (INT. CAVERN -- NIGHT)**.

3. In that scene, find the sentence: "*The dark figure doesn't move, staying in the shadows. But his voice is strained.*"

4. Click at the beginning of that sentence.

5. Press **SHIFT+CTRL+N** [CONTROL+N] to add a new note.

6. Type in "*Find a different way to describe the Dark Figure's voice.*"

You can also add notes in the following ways:

- Top Menus—*NaviDoc > New Note*.
- Notes Panel—**Add Note Element** button.
- Top Toolbar—I**nsert Element** button. (If you do not see that button on the top toolbar, see Customize Toolbar in the Screenwriter program Help.)
- Right Toolbar—**Note** button. (If you do not see the Right Toolbar, click on View > Right Element Buttons.)

7. Click on the **Add Note Element** on the Notes panel.

8. Choose the **Default Note Category**.

9. Type in "*This is another note.*".

Removing Notes from the Document

There are two ways to delete a note in the document: The Delete Note button on the Notes panel or deleting the entire contents of a note in the document.

1. Follow the steps above to add a couple of notes to a document.
2. Open the Notes panel (**CTRL+3**) if it is not already open.
3. Select the first note in the Notes panel by clicking on it.
4. Click the **Delete Note** button.

The note should be removed from the document.

5. In the document side, highlight the second note entirely.
6. Press **BACKSPACE** [DELETE] on the keyboard.

The note should be removed from the document.

Bookmark Panel—Add and Delete Bookmarks

Bookmarks in Screenwriter serve much the same purpose a physical bookmark would: to help you get back to a particular place in the story.

- Click on *File > Open* to open the "Screenplay Sample" file which is located in the Samples Files folder.

Adding a Bookmark

1. Switch to the Bookmarks panel (**CTRL+4**).
2. Scroll down to page two.
3. Click on the dialogue that says "*Chameleon, you there?*"
4. Press **CTRL+ALT+B** [CTRL+B] to make a new bookmark. Alternatively, you can click on *NaviDoc > New Bookmark* or the **Add Bookmark** button on the Bookmarks panel.

The name of the bookmark is automatically set to the line of text where the cursor is blinking in the document.

Deleting a Bookmark

1. Make sure the "Chameleon, you there?" bookmark is selected.
2. Click the Remove button.

Click to confirm delete if prompted.

Scenes Panel—Sorting Scenes

In the Scenes panel, you can choose the order in which the scenes are displayed in the Scenes panel. Sorting scenes does not affect the document.

1. Click on *File > Open* and open "Screenplay Sample" in the Sample Files folder.
2. Click on the Scenes panel in the NaviDoc (**CTRL+2**).
3. Click on the **Sort Scenes** button on the Scenes panel.

There are four ways to sort the scenes:

- **Scene Number**—Shows the scenes in the Scenes panel in script order.
- **INT./EXT.**—Groups scenes by their initial scene text of INT. (interior) or EXT. (exterior).
- **Location**—Groups scenes alphabetically by their location (e.g. BOB'S CAFÉ, then CAROL'S APARTMENT, etc.).
- **Time-of-day**—Groups scenes alphabetically by their time-of-day (e.g., DAY, then EVENING, then NIGHT, etc.).

Click on each option to see how it changes the way scenes are displayed in the Scenes panel.

Tagging for Script Breakdown and Export to Movie Magic Scheduling

Production Breakdown sheets—used to create a shooting schedule—can be generated, sorted, and printed directly from your Screenwriter script.

Screenwriter's unique Tagging feature allows you to also mark items in the script—such as props, costumes, vehicles, etc.—that you want to appear on the breakdowns.

If you use Movie Magic Scheduling, production breakdowns are even easier. Screenwriter generates a Movie Magic Scheduling Export file containing all the scene information from your script. When opened in Scheduling, this file automatically generates breakdown sheets and corresponding production board strips—complete with items you tagged in Screenwriter.

Tag a Single Item

1. Under the *File* menu, select *Open*. Double-click on *Export to Scheduling.mmsw* to open a sample script for tagging.

2. Under the *Production* menu, select *Breakdown* then *Tagging Mode*. Codes display around certain words, indicating that they have been tagged. For example, [CS hat] indicates that "hat" has been tagged as Costume.

3. Drag over or double-click on the word "chair" in the 2nd action element to select it. A pop-up menu of Tagging Categories displays.

4. Click on Props to tag the chair as a prop. *It's that simple!*
"Chair" will appear on the breakdown sheet for Scene 2 under the heading "Props".

Tag an Item Globally

1. Under the *File* menu, select *Open*. Double-click on *Export to Scheduling.mmsw* to open it.

2. Under the *Production* menu, select *Breakdown* then *Tagging Mode*.

3. Drag over or double-click on the word "cloak" in the 2nd action element to select it. A pop-up menu of Tagging Categories displays.

4. Click on Tag Item Globally. The pop-up menu of Tagging Categories displays.

5. Click on Costumes to select it as the category. Click on the Okay button. Every occurrence of the word "cloak" in an *Action*, *Description*, and *Note* element is tagged, and appears on the breakdown sheets under "Costumes" in the appropriate scenes.

Print Breakdown Sheets from Screenwriter

1. Under the *File* menu, select *Print*. The Print window displays.

2. Click on Production Breakdowns to select it, then click on the OK button. The Production Breakdowns menu displays.

3. Click on Script Breakdown Sheets to select it, then click on the OK button. A Scene Selection menu displays.

4. With All Scenes selected, click on the OK button.

Your breakdown sheets are printed in script order, starting with Scene 1. To print your breakdown sheets in another order, e.g. by Location, Time of Day, consult your User's Manual or the Screenwriter Help for details.

Export to Movie Magic Scheduling

If you use Movie Magic Scheduling, production breakdowns are even easier. Screenwriter generates a Movie Magic Scheduling Export file containing all the scene information from your script. When opened in Scheduling, this file automatically generates breakdown sheets and corresponding production board strips.

Export from Screenwriter

1. Under the *Production* menu, select *Breakdown* then *Movie Magic Scheduling Export*. A Scene Selection window displays.

2. With All Scenes selected, click on the OK button. An Export File window displays.

3. Save the export file under the name EXPORT.SEX by clicking on the Save button.

Import into scheduling

1. Launch Movie Magic Scheduling and create a New file.

2. Under the *File* menu, select *Import*. A File window displays.

3. Select the file EXPORT.SEX and import it.

It's like magic! Movie Magic Scheduling *instantly* and *automatically* creates a breakdown sheet and corresponding production strip for each of your Screenwriter script's scenes—complete with all your tagged items!

Amazing Import for Dramatica®* Users!

Dramatica, the ultimate creative writing partner, helps you develop your concept into a character-driven story with a solid dramatic structure that works. It's pre-production for your screenplay!

The end result is the creation of scenes in Dramatica that form the narrative treatment of your script. Then—import the entire story into Screenwriter, where it appears as a formatted script, a rough diamond ready to be polished into your first draft.

See how easily a Dramatica story imports:

1. Under Screenwriter's *File* menu, select *Open*.

2. Select Files of Type: Dramatica or Dramatica/StoryView Exchange.

3. Look in the Movie Magic Screenwriter directory, and open the file named HAMLET.DSW.

Instantly, scene and character information pops into a new script, ready for dialogue! For demonstration purposes, only a small sample from the story is included. Your fully realized Dramatica story will contain much more detail and depth.

* For versions of Dramatica Pro, Movie Magic Dramatica, and Writer's DreamKit versions 3.0 and greater.

Basic Information

Windows & Macintosh

Using Movie Magic Screenwriter and this manual assumes a basic familiarity with Microsoft Windows, Windows 2000, Windows XP, Windows VISTA, or Macintosh OS X. Teaching or supporting these operating systems is beyond the scope of this manual. For help with Windows, go to your Microsoft Windows manual, Windows online Help, or contact Microsoft Corporation. For help with the Mac OS, go to your Mac user's manual, Mac OS online system help, or contact Apple Computer.

NOTE: When keyboard commands are used in this manual, the Windows command is first and in bold followed by the Mac command in square brackets. For example: **CTRL+S** [CMD+S] shows the Windows command Control+S, followed by the Mac keyboard equivalent, Command+S. If a keyboard shortcut is the same for Mac and Windows, the command is shown only once.

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.
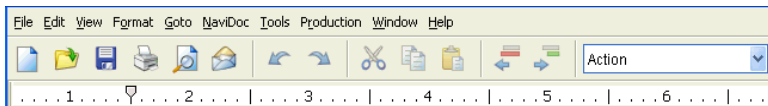
Windows Main Menu Bar, Top Toolbar, and Ruler *(above)*

Macintosh Main Menu Bar, Top Toolbar, and Ruler *(above)*

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 in the Screenwriter software Help.

The Appendix is found in the Help menu by clicking Screenwriter Help
(Appendices are at the end of the help documentation.)

For a list of Keyboard Shortcuts, see the Appendix A: Windows Shortcut Keys or
Appendix B: Macintosh Shortcut Keys at the end of this manual.

Screenwriter Help

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

Quick Help—(Windows version) Displays a sample script page. Get help
information about any Element or item by clicking on it.
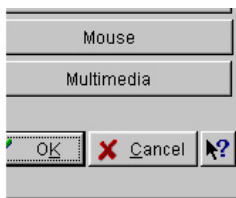
If you make a selection under the Main Menu Bar, **context-sensitive help** is
available. When the menu screen displays, click on the Help button. It displays
helpful information explaining what each selection on that menu does.

Menus

Main Menu Bar—Screenwriter's Pull-Down menus are accessed from the *Main*
Menu Bar at the top of the screen. Individual Menus may be selected with
the mouse, or by pressing **ALT** plus the underlined letter of the menu (such as
ALT+**F** for **File**). There are three types of menus:

Pull Down Menu
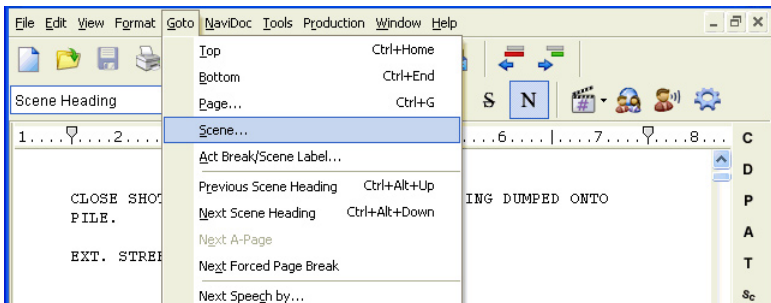
Pull-down menus pull down from the Main Menu Bar. Each option has an underlined QuickSelect letter as part of its name, as in the **G**oto menu in the example. With the Menu displayed, select an option using any of these methods:

- Use the mouse to click on an option
- Press the associated CTRL or CMD key.
- Scroll through the options with the arrow keys and pressing **ENTER** [RETURN]
- Press the appropriate QuickSelect Letter (e.g., "p" to select **P**rint)

NOTE: If there is a Windows Quick-key equivalent for a menu option, it displays to the right of the Menu Item (as in F1 for Contents in the example above.)

List Menu
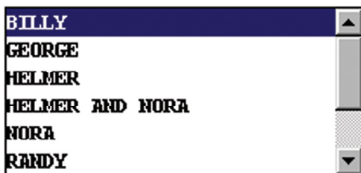
List Menus are scrollable menus with text items selectable for input into your document without typing, such as the Character List in the example.

To select an item:

- Type enough letters to match the item you want (typing "H" highlights "Helmer", while typing "Helmer a" highlights "Helmer and Nora"). Then press **ENTER** [RETURN]
- Click on the item you want, using the mouse
- Scroll through the items with the arrow keys, and press **ENTER** [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.

Option Menu
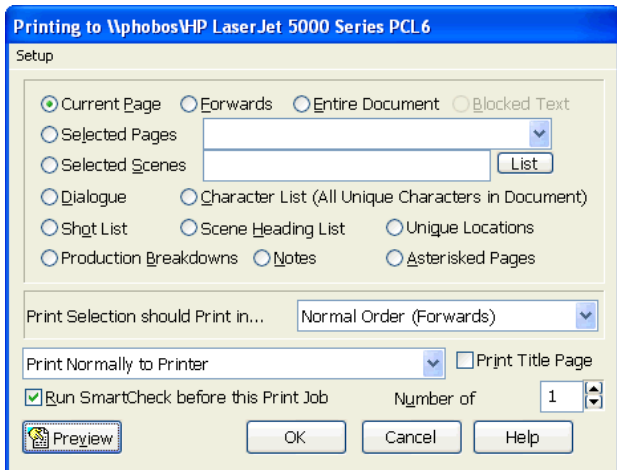
Option menus have different types of input options, including *Push Buttons, Check Boxes, Radio Buttons,* and *Text & Numerical Input Fields*. Most options have an Underlined QuickSelect letter. Select the option you want using any of these methods:

- Moving around in the menu by pressing **TAB** or **SHIFT**+**TAB** (Windows Only)

- Clicking on it with the mouse

- Pressing the QuickSelect letter on the keyboard (if you're already in a Text or Numerical Input Field such as Selected Scenes and want to move to another, such as Run SmartCheck before this Print Job, press **ALT**+**R** [OPTION+R] to distinguish from text input).

Push Buttons

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

- Moving to it with the arrow or **TAB** keys and pressing **ENTER** (Windows Only)

- Clicking on it with the mouse

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

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

Check Boxes

An example of a Check Box (displayed as a small box, either blank or with a Check mark in it) is shown on the example **Print** menu on the previous page, titled **Run SmartCheck before this Print Job.** A Check Box can be checked or unchecked using one of these methods:

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

Radio Buttons

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

Text or Numerical Input Fields

Text or Numerical Input Fields (such as **Selected Pages** or **Number of Copies** on the example **Print** menu) 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.
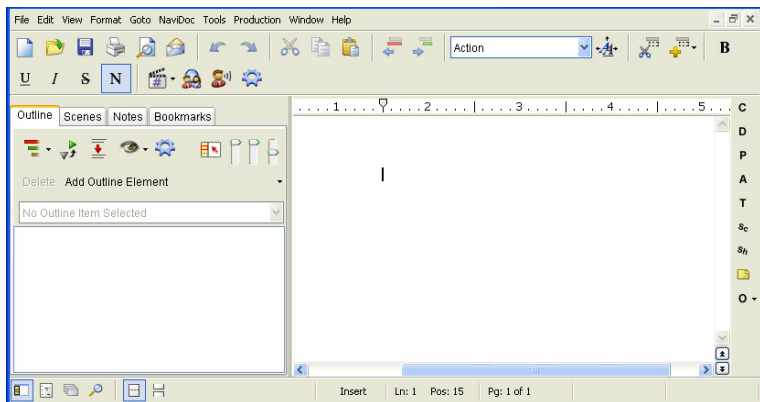
New blank document with the NaviDoc panel open (Windows version)
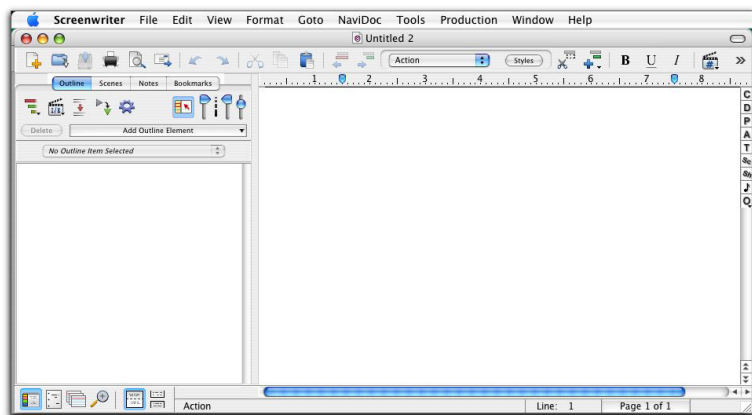
New document with the NaviDoc panel open (Macintosh OS X version)

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

Beneath that is the **Top 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 edit the toolbars with commands found in the View menu —see the Screenwriter Help for details.

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

Depending on how you customize Screenwriter, the Right Toolbar can display using any of these methods:

- Element Buttons above the Vertical scroll bar, as in the example shown

- Vertical scroll bar only

- Not at all.

To turn on or off the Right Toolbar display, go to the **View > Display Options > Toolbars > Show Right Toolbar** menu on Windows, or the **View > Right Element Buttons** menu on the Mac.

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

WINDOWS ONLY: 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.

> **WINDOWS NOTE:** To enable the Insert/Typeover Button, **Allow Typeover** must be checked in the Text Entry/Editing in *Tools > Options* (Windows) or *Screenwriter > Preferences* (Mac).

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** window. A box on the Goto Page window 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.

> **NOTE:** The **FADE IN:** Attention Box displayed in the example does not pop-up initially when you load the program. It can be made to
>
> appear by pressing **ENTER** [RETURN] in a completely blank script, if QuickType is enabled.

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 files listed at the bottom of the **File** window.

You can also open a document by dragging the document icon from Windows Explorer and dropping it in the edit screen.

Reopening Recently Opened Documents

Screenwriter remembers the last five documents you worked on and lets you reopen them quickly.

- WINDOWS—Use the *File > Reopen* command and select the file to open from the menu list.
- MACINTOSH—Click on the *File* menu and select a document from the history list located at the bottom of the *File* menu.

Opening a Document 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. Select *Tools > Options...*. (Windows) or *Screenwriter > Preferences...* (Macintosh)

2. Click on the **Startup/Files** (Win) or **Files** (Mac) tab. Select an option:

   - **Leave You in a Blank Document**—opens a new blank document file.
   - **Display Open File menu**—displays the standard Open File window.
   - **Retrieve Last Document you worked on**—opens the last document you saved.
   - **Restore Last Workspace**—opens all files that were open when you last exited Screenwriter, displayed in the same way.

Document Formats

Screenwriter has pre-set format files for *Screenplay*, *Filmed Sitcom, Taped Sitcom, TV Templates, Stage Play, Radio Play*, *Comic Book* (including Gosset & Kayle), and *Multimedia/Interactive scripts*.

As a default template, Screenwriter loads the screenplay format each time you open a blank document. However, you can easily switch to one of the other formats by using the **Format > Load Styles From...** commands.

Create a New File from a Template

File > New From Template...

To create a new document based on a specific template, under the File menu, select New from Template... An open dialog will appear where you can select from one of the following template folders:

- **Blank Templates**—Choosing one of these templates will load only the margins and formatting settings but will not include any sample text or instructions.
- **Instructional Templates**—Choosing one of these templates will load the margins and formatting settings and include instructional Notes and possibly some sample text.
- **TV Templates**—Choosing one of these templates will load the margins and formatting settings for that TV show and any sample text.

NOTE: when creating a new document from a template, instructional Notes or sample text will be inserted into the new document. These can be removed if desired.

Choose a template and press the OPEN button to create a new document using the chosen template styles. Select Cancel to exit without creating a new document.

Loading A Template

To load the formatting of a template into an existing document, select ***Format*>*Load Styles From*** and choose one of the following:

- Template...—Clicking this displays a window where you can select from the provided templates. *NOTE: when loading an Instructional or TV Template into an open document that contains text, the instructional Notes or sample text will not be inserted in order to preserve the existing document.*
- Screenwriter Document...—Clicking this displays a window where you can select an existing Screenwriter 6.0 (MMSW) or pre-6.0 (SCW) document.

After selecting a template, the Loading Element Styles options windows displays. This window allows control over how certain formatting gets loaded (or not) from the template. The items that you can choose to Keep or Load are:

- User Lists
- Title Page
- Note Categories
- Outline Styles

NOTE: If you choose to load the Outline Styles and Note Categories from a Template, they will be added on to any existing styles or categories in order to provide the most flexibility. Any unwanted styles or categories can be removed after the loading process has completed.

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 *New from Template*. You will be in the default templates folder.
2. Open the TV Templates folder. If you didn't install the templates, uninstall Screenwriter and re-install it.
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 in the Screenwriter Help.

Creating Your Own Template

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

You can create a new template with your preferred settings by doing the following:

1. Open the document 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: If you wish to change the type of document that gets created (e.g., Screenplay, Stage Play, Novel, etc.) when using *File > New* (using Default Template), simply replace/overwrite Default.def when saving your template. It is not recommended to overwrite any of the other existing templates.

Restoring an Overwritten Template

There are two ways to restore a previously defined format you may have overwritten:

- Uninstall and then reinstall Screenwriter. This restores all the pre-set template formats to their Screenwriter defaults.

- Reinstall Screenwriter by doing the following:

  For those using Windows Vista

  1. Click on ***Start > Control Panel***.

  2. Double click on Programs and Features.

  3. Select Movie Magic Screenwriter 6.0 from the list and click Repair on the toolbar.

  4. Follow the on-screen steps to re-install the program.

  For those using Windows XP

  1. Click on ***Start > Control Panel***.

  2. Double click on Add or Remove Programs.

  3. Select Movie Magic Screenwriter 6.0 from the list and click Repair on the toolbar.

  4. Follow the on-screen steps to re-install the program.END

  For those using Macintosh OS X

  1. Insert the CD for Movie Magic Screenwriter.

  2. When the CD appears on the Desktop, open it by double clicking (it may open automatically).

  3. Double click on the Install Screenwriter 6.0 package.

  4. Follow through the on-screen steps to re-install the program.END

- Open the appropriate Example file and save its format over the template that was overwritten:

  1. Click on ***File > Open***.

  2. Open the Sample Files folder.

  3. In the Sample Files folder, select the sample file that contains the format of the template that was overwritten and click Open..

  4. Click on ***File > Save As Template...***

  5. Select the template (.def) file that was accidentally overwritten.

  6. Click on Save.

  7. A prompt should appear asking to replace the existing file.

8. Click on Yes [Replace] to overwrite the file.

9. You should now be able to load that template again with the correct format (See Loading a Template)

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.

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. Grid lines are displayed to help you position your text boxes, and do not print. The title page is automatically attached to the document and is saved with it, yet it stays out of your way while writing**.**
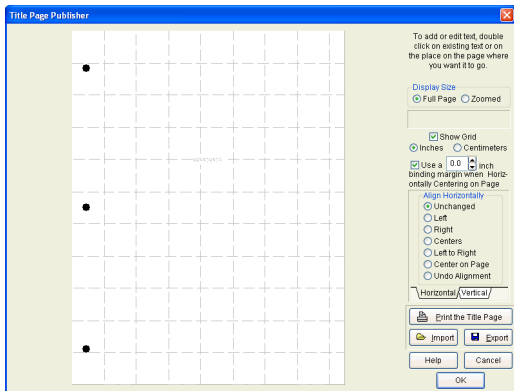
Title Page Publisher in Windows version

Opening a Title Page

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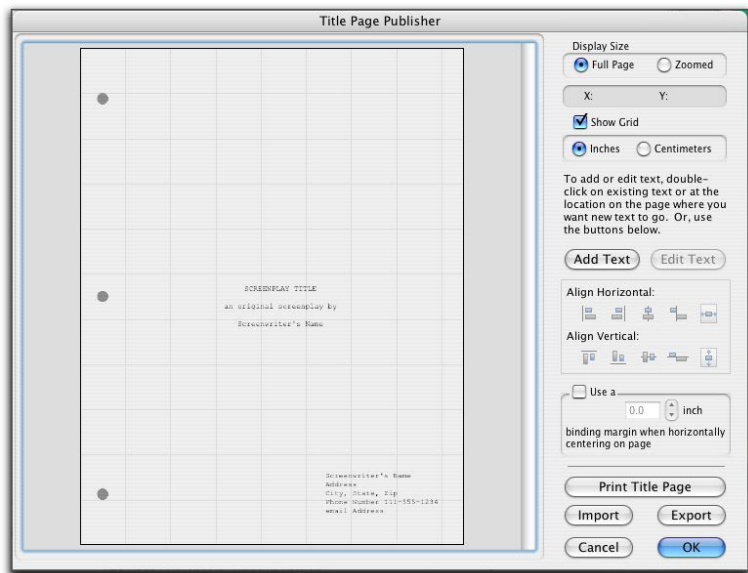
Title Page Publisher in Macintosh OS X version

Creating Text Elements

Double click anywhere on the title page to create a text element. The **Edit Text** window pops up.
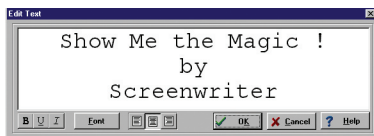
- Type your text.
- The Left three buttons allow you to select **Bold** <u>Underline</u> and *Italics* respectively.
- The next button lets you select the text's **Font**.
- The next three buttons allow you to select **Left Justified**, **Centered**, or **Right Justified** text.

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

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

Moving a Text Element

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

- Dragging it to where you want it to go.
- Pressing the arrow keys on the keyboard.
- Clicking on the **Horizontal** and **Vertical** text alignment buttons at the right of the title page.

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.

Exporting 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 **Export** button give it a name, and click **Save**. A file extension of **.TPG** is automatically added to a Title Page Template file you save.

Importing 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 **Import** Button.

In the **Import Title Page** window, load an existing Title Page Template file by selecting a file ending in **.TPG** and clicking **Open**.

(WINDOWS ONLY) To load a title page that is part of another Screenwriter script, click the Import button then change the **List files of type:** from Title Page to **Screenwriter Scripts**. Select a file ending in **.MMSW** and click **Open**.

Printing a Title Page

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

To print from *outside* Title Page Publisher, under the View menu, select **Print.**
On the Print menu, select page or scenes to print, and check **Print Title Page**.
Selecting **Entire Document** automatically checks the Print Title Page box.

Importing Scripts

Screenwriter can directly open script files saved in several file formats.

Macintosh & Windows formats:

- RTF (Rich Text Format)
- ASCII (Text)
- Previous Screenwriter versions—4.x and 2000 (.scw)
- Previous Saved Versions (.bk)
- Timed Backups (.tmb)
- Dramatica® / StoryView ™ Exchange (.dsw—Windows)

Windows Only formats:

- *WordPerfect*
- *Scriptware® Tag*
- *Movie Master*
- *Word Star®*

Macintosh Only formats:

- *Dramatica (Mac)*

Use the *File > Open* command in Windows. Use the *File > Import* command in Mac OS X. Screenwriter also supports Cut & Paste importing directly from other Windows programs.

Preparing a Script for Importing

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

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

NOTE: The following instructions assume that your Screenwriter script subdirectory is set to Screenwriter's default directory. If not, navigate to the correct subdirectory (or folder) where appropriate.

Direct Import

To open an WordPerfect, WordStar, ASCII, RTF, Final Draft RTF, or Movie Master file:

1. Open the Screenwriter program.

2. Select *File > 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, 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 by double clicking on the Path Tree.) Click on **OK**. The Text Interpretation window appears:
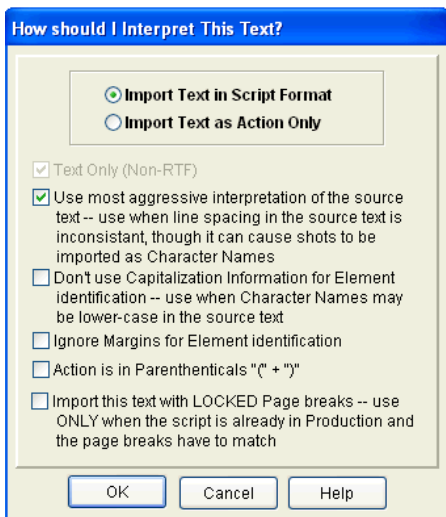
To import a script file, **Import in Script Format** should be checked.

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

Text Only (Non-RTF)—Checking this Check Box (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** check box 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.

Cut and Paste Import

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

1. Open the other word processing 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 a Text Interpretation window.

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.

Importing a Windows Word Processor Document

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

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

2. Under the **File** menu, choose **Save As**. Save the document under a different name: **<DocumentName>** (Save to a floppy disk or other external media if importing from a different computer.)

3. On the **Save As** window there should be an option to save the document 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 **ASCII Text** (If ASCII options like **With Line Breaks** or **With Formatting** are available, select them.)

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

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

Importing a non-Windows Word Processor Document

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

• A **Rich Text Format (RTF)** file (preferred), or

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

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

Cleaning up Imported Scripts

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, even though it can't catch all errors.

Writing A Script

Elements

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

- Act Break
- Action
- Character Name
- Dialogue
- Parenthetical
- Scene Heading
- Scene Label

- Shot
- Title (Centered)
- Transition
- Note
- Outline elements

Inserting Elements

You can insert Elements in a number of ways:

- Click on an element in the Current Element drop-down list [pop-up menu].

- Click on the element's icon on the Right Toolbar, if displayed.

- Press a **Control-key** [Command-key] shortcut for that element *(See the Appendix on Key Assignments for details).*

- In certain formats, certain text is automatically formatted in certain elements. Examples are::

  - "int." or "ext." on a blank line of Action will convert it to in a new Scene Heading.

  - "fade in:" on a blank line of Action will automatically capitalize it to "FADE IN:".

  - any single word followed by "to:" (on a blank line of Action) will convert it to a Transition and make it uppercase and flush right.

  - "newact" will insert a Act Break element with the next consecutive numbering.

  - "sameact" will insert a Act Break element with the current numbering.

  - "newscene" will insert a Scene Label with the next consecutive numbering.

- Select the File > Insert Element... command or clicking on the Insert element button on the Top Toolbar.

- Click the Add Outline Element drop-down list [pop-up menu] on the Outline panel in the NaviDoc.

Click the Add Note Element drop-down list [pop-up menu] on the Notes panel in the NaviDoc.

FADE IN: Elements

If you are writing a document that requires a FADE IN:, on the first line of a new script, press **ENTER** [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.

Scene Heading Elements

Scene Heading, also called a Slugline, designates the beginning of a scene. It tells the reader if the scene is interior (INT.) or exterior (EXT.), and where and when the scene takes place.

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

You can either click on a pop-up list item with the mouse or press the Hot Key (designated by the underline) for that item. For example, type "e" for EXT to enter "EXT." and the correct spacing following it. (Type "v" for Never mind to Cancel, or press ESC.)

Next, enter a Location.

Location Elements

To enter a Location that's already been used in this script, press **ENTER** [RETURN]. If you do not have any existing locations, simply type one in.

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 **ENTER** [RETURN].

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

Next, enter a Time-of-Day.

Time-of-Day Elements

Enter a Time-of-Day by pressing **ENTER** [RETURN] after typing your Location.

A Pop-up list displays, with Time-of-Day options.

You can either click on a pop-up list item with the mouse or press the Hot Key (designated by the underline) for that item. For example, type "d" for DAY to enter "DAY" and the correct spacing and dashes before it.

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

Action Elements

The Action element is used for the description of what is happening in a scene.

- Press **ENTER** [RETURN] to go to a new paragraph of Action.
- Press **ENTER** [RETURN] twice to go to a new Scene Heading element.

Character Name Elements

Press **TAB** to go to a Character Name element. The Character Name element (ALL CAPS) denotes which character is speaking.

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

1. Press **ENTER** [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 **ENTER** [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 **ENTER** [RETURN]. The Character Name is entered, and a Dialogue element is created.

3. To enter a Character Extension, such as O.S. (off screen) or V.O. (voice over), press **Shift+9** ((left parenthesis) instead of **ENTER** [RETURN]. The Character Name is entered, and a Character Extension Pop-up List displays.

NOTE: To alternate between the Last Two Character Names used, 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.

Character Extensions

An Extension is a modification to the Character Name, appearing directly after it in parentheses (or on the next line, if you prefer) and differs from a Parenthetical. It is commonly used to indicate that the Character speaking cannot be seen speaking on screen. 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 **Shift+9** (left parenthesis) while the cursor is anywhere in a Character Name and a Character Extension pop-up list displays.

2. You can either click on a menu item with the mouse or press the Hot Key (designated by the underline) for that item. For example, type "v" for (V.O.) and it 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 **ENTER** [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 **Shift+9** (left parenthesis).)

Dialogue Elements

Dialogue is the element that indicates the spoken words of a character.

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

1. With the cursor in a Character Name or Parenthetical element, press **ENTER** [RETURN]. The cursor moves to a new Dialogue element.

2. Type your character's dialogue.

3. Press **ENTER** [RETURN].

4. The cursor moves to a new Action element.

Second Dialogue Paragraph

To split up a long paragraph of Dialogue into two or more shorter paragraphs of Dialogue, or to enter a second paragraph of Dialogue, choose *Edit > Add Dialogue Paragraph*.

To use the keyboard to enter a second paragraph of Dialogue, press **CTRL+ALT+D** [SHIFT+RETURN] twice to put in two hard returns.

Parenthetical Elements

Parenthetical, also called a "wryly", indicates the way a line of dialogue is delivered or a gesture that does not need its own line of Action; typically used sparingly, if at all.

• With the cursor anywhere in a Dialogue element, press Shift+9 (left parenthesis). NOTE: if "Tab in Dialogue takes you to Parenthetical" is checked under *Tools > Options > Text Entry/Editing* [*Screenwriter > Preferences... > Editing*], 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.

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

- Type the Parenthetical text, and press **ENTER** [RETURN]. The cursor moves to the Dialogue element following the Parenthetical.

- Type a Left Parenthesis in Dialogue as Text

To type "(" in Dialogue as text (instead of creating a Parenthetical element) press **CTRL+Shift+9**.

Transition Elements

A Transition Indicates the shift from one scene to another; in a Spec Script usually isn't necessary since a cut to a new scene is implied by the next Scene Heading.

- With the cursor at the beginning of any blank element, type any word followed by "to:" and Screenwriter automatically formats and spaces it correctly (ALL CAPS and flush right).

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

You can also press **ENTER** [RETURN] in a blank Action element and type "t" for Make this a Transition

Shot Elements

A Shot is used to convey a shot of a particular angle or of a particular object or person; typically only used in Production (non-spec) and television scripts.

- At the beginning of any blank element, type any Shot Text. It is automatically formatted as a Shot element. *NOTE: until you customize the User Lists, the only Shot Text that Screenwriter initially recognizes is ANGLE ON or BACK TO SCENE.*

- [a] Or, press **ENTER** [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.

Titles

You can create a centered title that doesn't contain Act Break or Scene Label information.

First create a blank Action element. Then click on the Current Element window on the Top Toolbar, and select Title from the drop down list.

Act Break Elements

An Act Break indicates where one act end and another begins; typically used in Stage Play, Television and MOW (Movie of the Week) formats.

Prologue text

- Type any valid Prologue Text at the beginning of a blank element and Screenwriter automatically formats it. *NOTE: until you customize the User Lists, the only Prologue Text that Screenwriter initially recognizes is TEASER, PROLOGUE, or COLD OPENING.*

New Act

To start a New Act:

- Type "newact" at the beginning of any blank element. Screenwriter inserts it as ACT #, where # is the next consecutive Act Number and formats it automatically. (A forced page break does not get entered.)

- Alternatively, press **ENTER** [RETURN] at the beginning of a blank Action element, then type "c" for Start New Act. A forced page break is entered, followed by the appropriate new Act Break element.

Same Act

- To continue the Same Act, type "sameact" at the beginning of any blank element. Screenwriter inserts it as ACT #, where # is the same Act Number and formats it automatically. (A forced page break does not get entered.)

End of Act

- To end an Act, type "end of" at the beginning of any blank element.

- Alternatively, press **ENTER** [RETURN] in a blank Action element. Type "a" or select End of Act Info on the pop-up list. A forced page break is entered, followed by the appropriate End of Act info.

The appropriate End of Act info is inserted, then a forced page break is entered, followed by the next consecutive Act Break element.

If you would like to change "End of Act Text" to say something different you can change this line by modifying the User Lists.

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.

New Scene

To start a New Scene:

- Type "newscene" at the beginning of any blank element. Screenwriter inserts it as SCENE #, where # is the new Scene Number, and formats it automatically. (A forced page does not get entered.)

- Alternatively, press **ENTER** [RETURN] in a blank Action element. Type "r" or select Start New Scene/Same Act.

- Or, press **ENTER** [RETURN] while in an Act Break and Screenwriter puts in the appropriate new Scene Label for you. To use this feature, Automatically put in Scene Label after Act Break must be checked under Format > Elements Styles, in the Scene Labels section.

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, press **F4**.

Or, select *Format > Change Element Type* then **Pop Down List**.

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

Character Name in Dialog/Action

To put an existing Character Name into Dialogue or Action without typing it in again, press **SHIFT+CTRL+C** [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 later in this chapter for details.)

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 **CTRL+ENTER** [CONTROL+RETURN]**.**

Remove a Forced Page Break

Remove a Forced Page Break using one of these methods:

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

- Or, put the cursor at the beginning of the element immediately following the Forced Page Break. Press **BACKSPACE** [DELETE].

- Or, put the cursor at the end of the element immediately *before* the Forced Page Break. Press **DELETE** [DELETE FORWARD].

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.

Another application is Audiovisual (AV) format, where one column contains the Audio text and the other column contains the Video text.

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.

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 **SHIFT+CTRL+L** [CONTROL+L]. The element is formatted as Character Name (L), as displayed in the Change Element window.

3. Press **ENTER** [RETURN] to go to the next element. In the example, it is a Dialogue element, already formatted as Dialogue (L).

4. Type the Dialogue.

5. Press **ENTER** [RETURN] to go to the next element. It is a normal Action element.

   To enter Left column action, type the Action text. Press **SHIFT+CTRL+L** [CONTROL+L].

   Press **ENTER** [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 **SHIFT+CTRL+R** [CONTROL+R]]. The element is formatted as Character Name (R).

8. Press **ENTER** [RETURN] to go to the next element. In the example, it is a Dialogue element, already formatted as Dialogue (R).

9. Type the Dialogue.

10. Press **ENTER** [RETURN] to go to the next element. It is a normal Action element.

    To enter Right column action, type the Action text. Press **SHIFT+CTRL+R** [CONTROL+R]].

    Press **ENTER** [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 **Change Element Type** then **Normal (Full Width)**.

    Or, press **SHIFT+CTRL+F** [CONTROL+F].

Cheating

Cheating involves over-riding the default settings as defined in ***Element Styles...*** 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

1. Put the cursor anywhere in the element to be cheated.

2. Under the ***Format*** menu, select ***Cheat*** then ***Element***.

Or, press **F3**.

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.

Cheat Right Margins

Use the ***Format > Cheat > Element...*** menu command and change the margin settings.

For *Windows* users you may put the cursor anywhere in the element to be cheated.

- Press **CTRL**+**ALT**+**+** to Increase the right margin by one letter.

- Press **CTRL**+**ALT**+**-** to Decrease the right margin by one letter.

- Repeat as necessary.

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 many 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 Keyboard Shortcuts, see the Appendix chapter entitled Keyboard Commands.

Selecting Text

Screenwriter uses the standard Windows 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.

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 off screen, 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—Double-Click the Left mouse button to select the <u>Word</u>.

Triple-Click—Triple-Click the Left mouse button to select the entire <u>Element</u>.

CMD-Click—(MACINTOSH ONLY) Click the Left mouse button while holding down the Command key selects the entire <u>Sentence</u>.

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 Windows pop-up menus, choose the appropriate item.

Mouse Blocking—(WINDOWS ONLY) 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** tab.

If you check **Mouse Selects Text by Whole Words**, (WINDOWS ONLY) 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.

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...* (Windows) or choose the *Screenwriter* menu and then *Preferences* (Mac), then clicking on the **Mouse** tab.

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.

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).

Redo

To restore a text edit you've just Undone:

- Under the *Edit* menu, select *Redo*.

Formatting Text

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

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 **CTRL**+**B** [CMD+B] or **F6** (Windows only) on the keyboard.

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 **CTRL**+**U** [CMD+U] or **F8** (Windows only) on the keyboard.

Italicizing Text

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

- Click on the **Italics Button** (labeled with an *I*) on the Top Toolbar.
- Or, press **CTRL**+**I** [CMD+I] or **F9** (Windows only) on the keyboard.

Strikethrough Text

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

- Press **F11** [CMD+K] on the keyboard.

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+-** (Mac only) on the keyboard.

Applying Multiple Text Formats

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

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

If you'd prefer text to remain highlighted after you've applied a text format,

without using the **SHIFT** key: (WINDOWS ONLY)

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.

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, and 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 *Change 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 *Change Case*, then choose the desired capitalization.

Spell Check

Screenwriter's built-in Spell Check system allows you to check the spelling of your document. 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 ***Tools > Spell Check*** 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 Document—Spell checks all text in the script.

    Selection—Spell checks the selected text in the script.

Thesaurus

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

1. Select a word.

2. Choose the ***Tools > Thesaurus*** menu, or press **F5** [CMD+J].

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.

4. 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.

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.
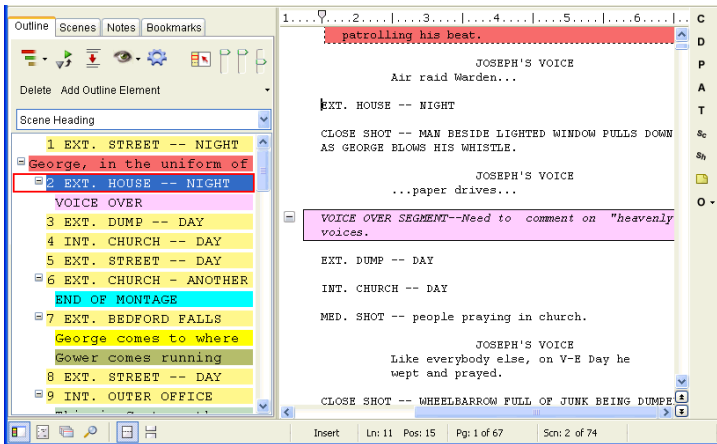
The NaviDoc opened to the Outline Panel

The NaviDoc has four primary panels:

- Outline Panel
- Scenes Panel
- Notes Panel
- Bookmarks Panel

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.

Opening and Closing the NaviDoc

There are several ways to show and hide the NaviDoc:

- Select the **NaviDoc** command from the **View** menu.
- Press **CTRL+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.
    - Double-click or drag the NaviDoc splitter to the left to close.

Resizing the NaviDoc

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.

NaviDoc Keyboard Commands

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

Top of the list .... **ALT+HOME** [CTRL+HOME]

Bottom of the list .... **ALT+END** [CTRL+END]

Page Up .... **ALT+PAGE UP** [CTRL+PAGE UP]

Page Down .... **ALT+PAGE DOWN** [CTRL+PAGE DOWN]

Previous Row .... **ALT+UP ARROW** [CTRL+UP ARROW]

Next Row .... **ALT+DOWN ARROW** [CTRL+DOWN ARROW]

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 or ALT 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 menu description in the Appendices.

The NaviDoc Options

In the ***Tools > Options....*** menu [*Screenwriter > Preferences...]* Choose the NaviDoc tab to bring up the options.

The NaviDoc Options are divided into four areas.

- **NaviDoc Options**: These options control the general appearance of the NaviDoc. See the General NaviDoc Options section in the Screenwriter Help for details.

- **Scenes Panel Options**: These options control the general appearance of the Scenes Panel in the NaviDoc. See the Scenes Panel Options section for details.

- **Notes Panel Options**: These options control the general appearance of the Notes Panel in the NaviDoc. See the Notes Panel Options section for details.

- **Bookmarks Panel Options**: These options control the general appearance of the Bookmarks Panel in the NaviDoc. See the Bookmarks Options section for details.

The 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**.
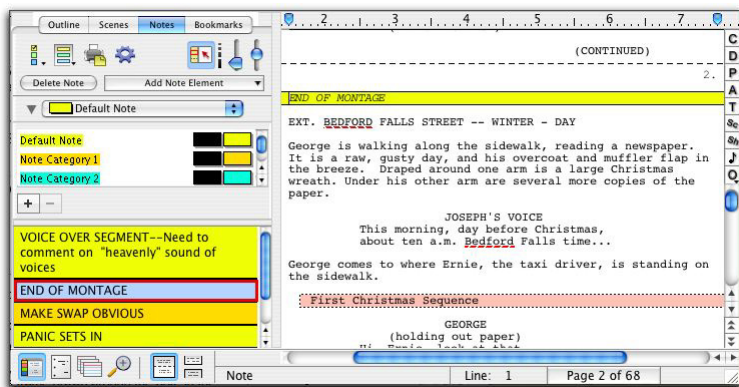
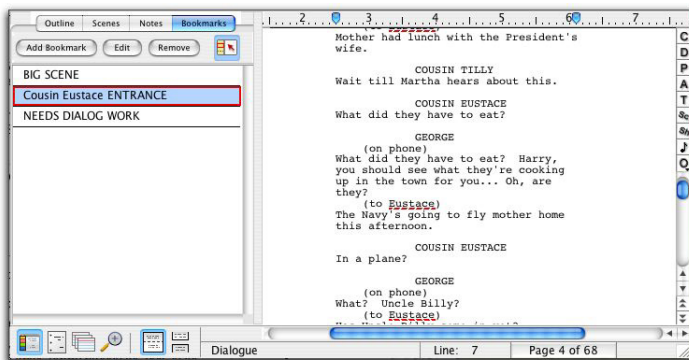*The NaviDoc opened to the Notes Panel*

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:

The 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**.

The NaviDoc opened to the Bookmarks Panel

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:
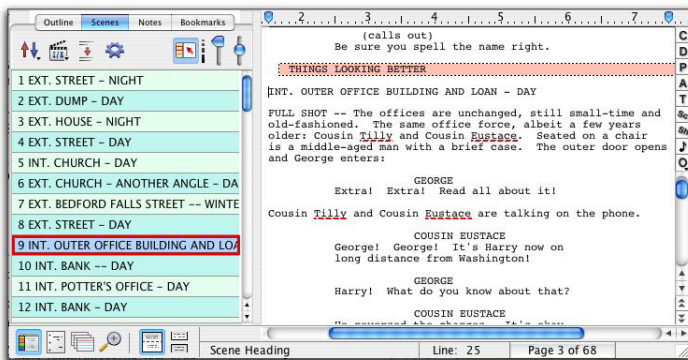
The Scenes Panel

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**.

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.

The NaviDoc opened to the Scenes Panel

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.
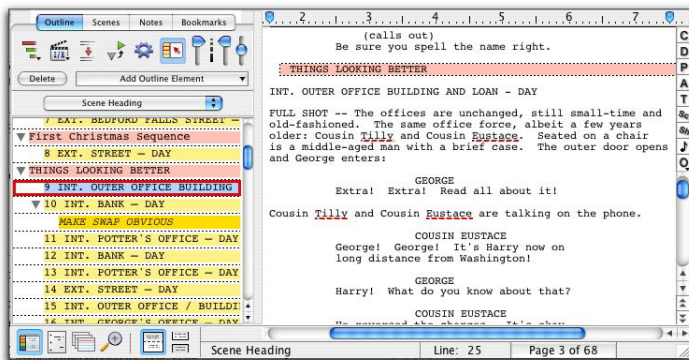
The Outline Panel

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**.

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**.

The NaviDoc opened to the Outline Panel

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.

Printing

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

Print Setup / Page Setup

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

Under the *File* menu, select *Print Setup* [*Page Setup*].

The Print Setup screen displays, with the name of your currently selected printer in the **Name:** window.
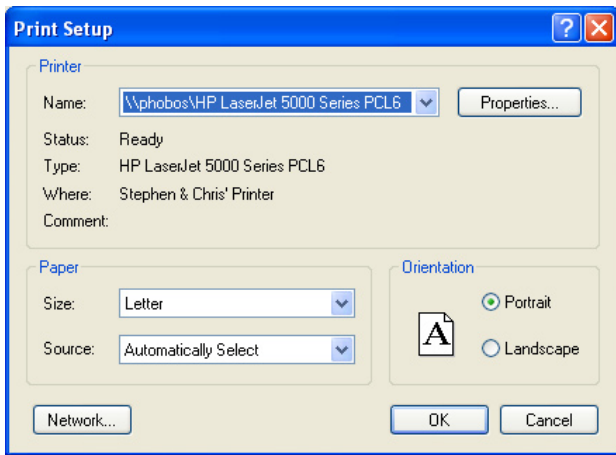
Print Setup in Windows version

To select another printer, scroll through the list of connected printers in the **Name:** window and click on your choice.

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

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

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

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

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

Document Layout

Format > Document Layout gives you control over how your script 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 script's page count.
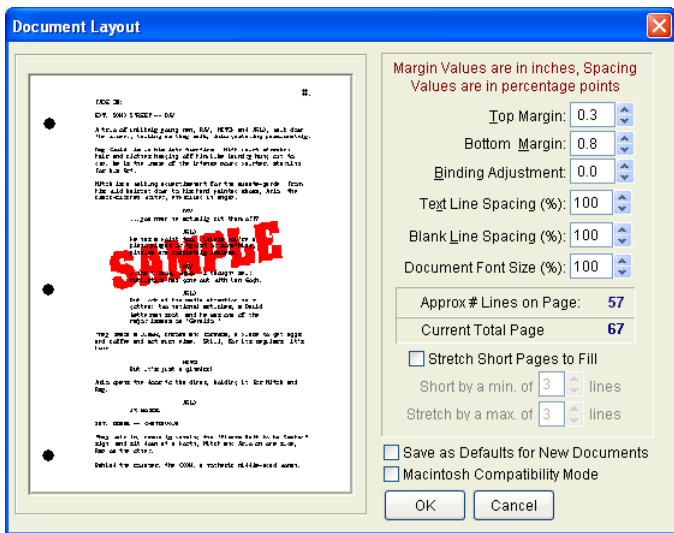
Document Layout in Windows version

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 script readers that your script doesn't conform to the standard format they expect, which times out to 1 minute of screen time per page.

Choices you make here apply to the currently displayed script. You can also set them as the default for new scripts.

Under the *Format* **m**enu, select *Document Layout*.

On the left side of the window 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 inches.

Binding Adjustment—Left and Right Margins are determined by the Elements of the Script Format you're currently using. The Binding Adjustment allows you to add to or subtract from the leftmost Margin, shifting all your page's 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 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 script perhaps 5 or 6 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 / Windows Compatibility Mode—Used for moving a script back and forth between Movie Magic Screenwriter for Windows 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 script. It assumes you're using Courier 12 point font, and will be inaccurate if you mix fonts or sizes.

Stretch Short Pages to Fill—(WINDOWS ONLY) Screenwriter's rules for page breaking (as set on the Page Break screen of Editing Script Formats, under the Format menu) 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**—(WINDOWS ONLY) 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**—(WINDOWS ONLY) 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 All New Scripts—If checked, all new scripts will have these Page Layout settings as the default.

Script Font Size—(WINDOWS ONLY) You can adjust the size of the printed text from 85% to 115%. The initial size of text is chosen in the *Format* menu in *Element Styles...* Changing the size will effect how many lines fit on the page.

Header/Footer Setup

To print the same text across the top of each page—such as Page Numbers, Dates, Act Break/Scene Label—use Header Text.

Under the *Format* menu, select *Header/Footer...*

Header Text

You can have one or two lines of Header 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 Label**—Inserts "$", the code representing the Scene number (for TV shows and Stage Plays.) To have the scene 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.

Put in Date As...

Selects a format for the Date appearing in Header Text. Click on the appropriate radio button to select: **Month/Day/Year**—Standard American format (8/27/09); **Month-Day-Year**—American with dashes (8-27-09); **Day/Month/Year** —European Format (27/8/09); **Day-Month-Year**—European with dashes (27-8-09)

Put In Act Break As...

Selects a format for Act Break appearing in Header 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...)

Put In Scene Label As...

Selects a format for Scene Label appearing in Header 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...)

Print Headers On...

Determines on which pages you want the Header 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.

Align Headers

Items in Header 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 Text flush with the Left margin, using the default Left margin selected in Page Layout. Enter a new Left margin for Header Text only, if desired. Accepts values in 1/10" increments, between 0.3 and 8.

> **Flush Right at Margin**—Aligns Header 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 Text alignment. Accepts values in 1/10" increments, between 0.3 and 8.

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.

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.

Preview

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

Print—Sends the onscreen page to the printer, formatted exactly as it looks (but at 100% size). This command is located in the **File** menu on the Mac.

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—(WINDOWS ONLY) Goes to the Document Layout screen (see above), displaying your actual script page instead of a Sample Page.

Zoom In—Displays the script page larger onscreen. Cycles through 53%, 93%, 133%, 173%, 213%, 253% of actual page size.

Zoom Out—Displays the script page smaller onscreen. Cycles through 53%, 93%, 133%, 173%, 213%, 253% of actual page size.

**Go to Page**—(MAC ONLY) Goes to the page you type in.

Click on **OK** to exit and save your Header Text, **Cancel** to discard the changes.

Printing the Document

Printing in Screenwriter is accessed through the Print menu.

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.
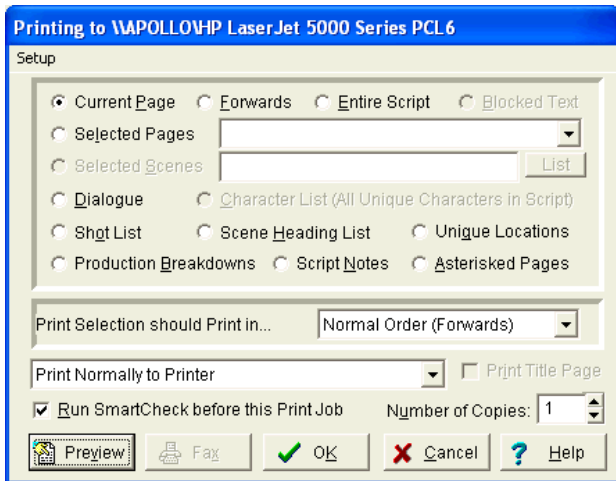
Current Page—If checked, prints the page that the cursor is currently on.

Forwards—If checked, prints from the current page through to the end of the script.

Entire Script—If checked, prints the entire script. If you've created a title page in the Title Page Publisher, it is also printed.

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

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

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

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

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

Selected Scenes—If checked, prints the Scenes you select. Enter the scene numbers in the same order they appear in the script (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 script with their Scene Headings.

> Select a scene by clicking on it.

> De-select a scene by clicking on it again.

> **Double Click Here When Done**—Double-click on this button to return to the print selection menu. Numbers of the scenes you selected are entered in the Selected Scenes window. To change your selections, click on the List button to select again.

Print to Option Window—This drop-down menu allows you to select where Movie Magic Screenwriter will send the specific print job. It has the following options:

- **Print Normally to Printer**—Prints the selected job using your normal printer and print settings.

- **Create PDF (Adobe Acrobat) File Instead of Printing**—PDF (which stands for Portable Document Format) is the international standard for WYSIWYG cross-platform document distribution. It is a format created by Adobe and to view it requires Adobe Acrobat, which is both shipped on our CD, and is also available freely on the world-wide web from Adobe's web site at www.adobe.com. This is a very powerful format which will allow the viewer to print and view the script exactly as it appears on your screen, gives them instant access to any scene heading with built-in bookmarks, and can optionally include all your non-printing script notes. If you are giving the script to anyone who does not have Movie Magic Screenwriter and they don't need to edit the script, this is the format we recommend.

Preview—Click this button to see a Print Preview of the current selection, in WYSIWYG format.

Exporting Scripts

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

A script exported from 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.

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.

   - Gorilla Scheduling (.sex)—*(Macintosh Only)* Screenwriter can export tagged breakdown items to a Screenwriter Export file (with the file extension .SEX.) This file can be imported directly into Gorilla 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.

- CompanyMOVE Showplanner (.sex)—*(Macintosh Only)* Screenwriter can export tagged breakdown items to a file for CompanyMOVE Showplanner.

- FrameForge 3D Studio (.txt)—*(Macintosh Only)* Used to export to the 3D storyboarding software by Innoventive Software, LLC.

- Avid Editor Format (.txt)—Used to export to the video editing software by Avid.

- Final Draft—*(Windows Only)* Used to export to Final Draft's Rich Text Format. As Final Draft's import feature does not support Shots, Notes, or Centered Title elements, they are imported as:

Shots	=	Scene Headings
Script Notes	=	Action
Centered Titles	=	Action

- Scriptware Tagged—*(Windows Only)* 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.

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.

Cut and Paste Exporting

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

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

2. Open 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 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 Windows programs can handle **Cut and Paste** correctly.

> **NOTE:** For this method to work, the option **Share Clipboard with Other Windows Programs** must be checked. To check/uncheck it, go to the **Misc** tab of *Format > Options...* (WINDOWS ONLY)

Other Screenwriter Features

Screenwriter has several other features worth mentioning. They are:

- Outlining
- Notes
- Bookmarks
- iPartner™
- Speak Text
- Index Cards

Outlining

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 to show the Outline Panel in the NaviDoc is **CTRL+1**.
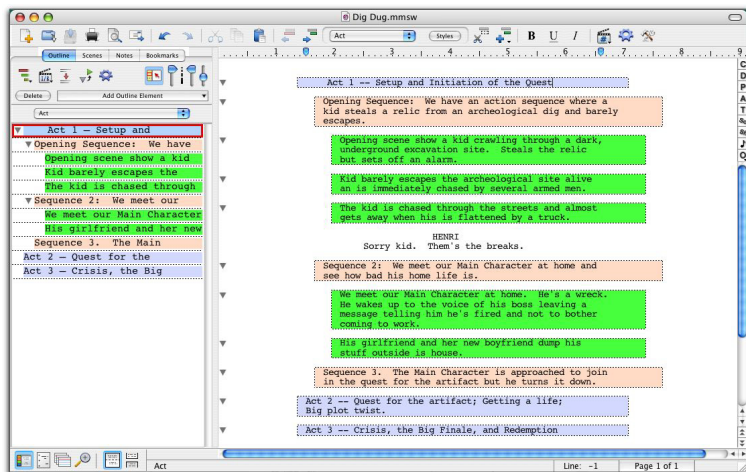
Outline Panel Sync Frame

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.
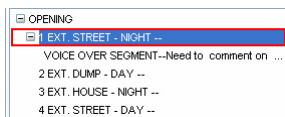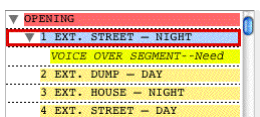

(Windows)   (Macintosh)

- **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.

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.
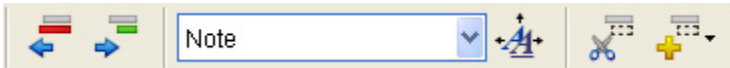

Adding and Removing Outline Elements in the Document
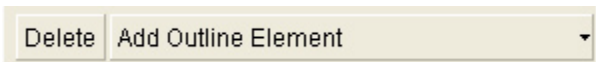
- Press the **Add Outline Element** button in the NaviDoc Outline panel to insert an outline element item into the document. You can also add outline elements through the NaviDoc menu, the Insert Element button on the top toolbar, or the Outline Element button on the right toolbar.

- Press the **Delete** button in the NaviDoc Outline panel 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.

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.
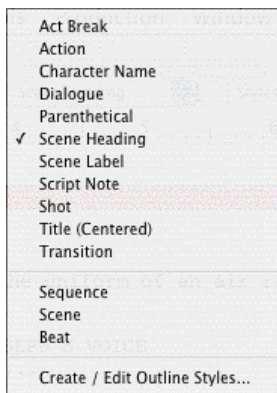
Promoting and Demoting Outline Elements

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** [Ctrl+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** [Ctrl+RIGHT ARROW]

Outline Panel Controls
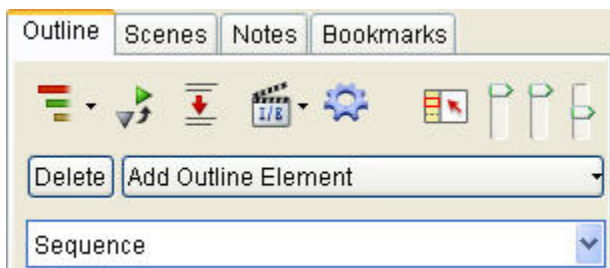
NaviDoc Outline Panel Controls (Windows)
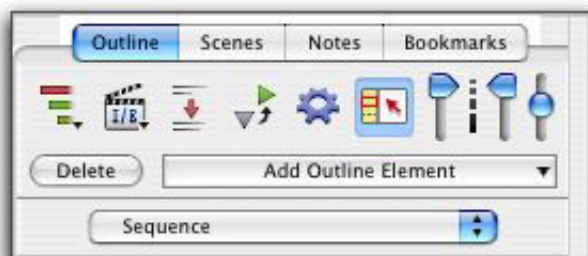
NaviDoc Outline Panel Controls (Macintosh)

Preferences

This control opens the preferences for the NaviDoc. NOTE: when in the Outline panel, this button opens the Outline preferences specifically.

Sync

This control determines whether or not the NaviDoc and the document are synchronized, and whether or not the Sync Frame displays.

Show/Hide Scene Heading fields

This control determines which parts of the Scene Heading are displayed (INT./EXT., Location and Time-of-Day).

Show Spacing between Elements

This control determines whether or not the natural spacing between elements is shown in the NaviDoc.

Set Number of Scene Lines

This control is the slider to the right of the dashed scale line. It controls how many lines of the scene are showing in a Scene Heading row of the NaviDoc.

Set Font Size

This controls font size of the items displayed in the NaviDoc. The middle position is the default font size. Move the slider up to reduce the font size. Move the slider down to increase the NaviDoc element font size. NOTE: This does not effect the document or document view.

Include/Exclude Outline Styles

This drop-down button controls which outline style rows are visible in the Outline panel.

Collapse All/Expand All

When clicked, this button expands or collapses all rows in the Outline panel. NOTE: If there is a mixed state of rows (some collapsed, some expanded), it will expand all the rows.

Expand

Collapse

Setting Up Outline Hierarchies & Styles

The Default.def template (used to create a new file automatically) already contains commonly used outline elements for a screenplay (Sequence and Beat).

- To add, remove or change Outline styles, open up the *Format > Element Styles* window by using the main menu, or press (**ALT+M** [CMD+E]), then choose Outline from the list of buttons on the right.
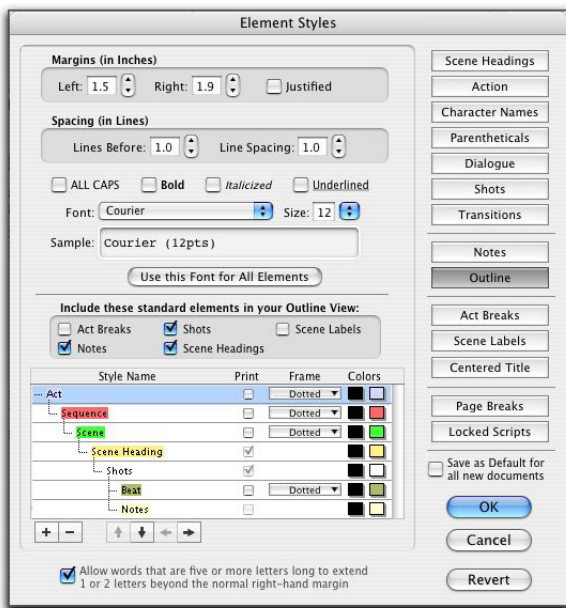
Adding an Outline style

1. Click on the "Add Outline Style" ["+"] button.

2. This will create a style called "New Style" that will be placed above the Scene Heading level, which is where outline elements are commonly used.

3. To change the name of the style, double click on the name "New Style", type in the new name and press **ENTER** [RETURN].

Deleting an Outline style

1. Select the style you wish to delete.

2. Click on the "Delete Outline Style" ["-"] button.

3. If prompted, click Yes to confirm.

The style will be removed and any existing elements using that style will be converted to Notes.

Editing an Outline style

1. Select the Outline style in the list.

2. Next to the name of the Outline style, set how the Outline style displays in the NaviDoc and in the document.

- Print—enabled or disabled; controls whether the element will print when the document is printed.
- Frame—type of line drawn around that outline element in the document (None, Dotted, Gray, Thin Solid, Thick Solid, Groove)
- Text color
- Background color

3. At the top of the window, you can change the following formatting parameters for the selected Outline style:

- Left and Right margins (in inches)
- Justified text
- Line Spacing (# of lines before and within the Outline element)
- Style of text (ALL CAPS, Bold, Italicized, Underline)
- Font

Setting up an Outline structure

- The Outline style levels can be configured by dragging and dropping them into the appropriate place in the hierarchy or using the Up, Down, Left and Right buttons to move or promote/demote them.
- If Scene Headings are included in the outline, the lowest level at which an element can be set is a child of a Scene Heading. All outline styles that are children of Scene Headings are at the same level (siblings).

NOTE: See the NaviDoc tutorials in this manual and in the Screenwriter Help for additional guidance.

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 have 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 document, and don't affect the page breaks or document length. They can be displayed onscreen or hidden. They can be printed separately with page references, or printed in the regular body of the document (in which case, they would affect the page breaks and document length).
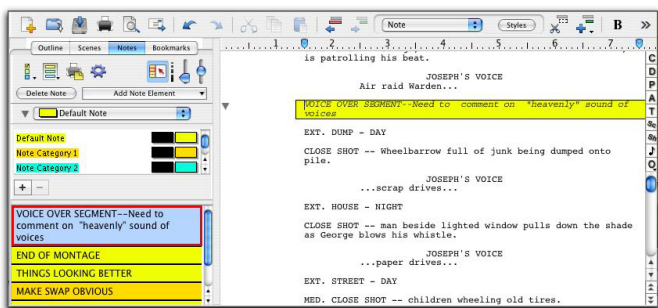
Adding Notes

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

- Press **CTRL+Shift+N** [CTRL+N] on the keyboard.
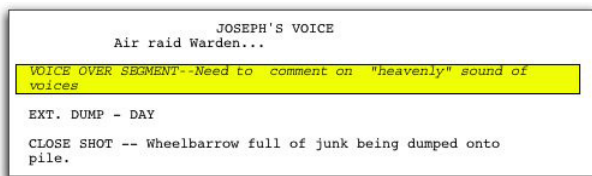- Or, click on the Right Toolbar button with a sticky [musical] Note icon.

A Note is added where the cursor is located.

Type a Note

Type and format text in a Note as you would in any other element.

EXAMPLE: In the following example, a note is added with the following text:

> *VOICE OVER SEGMENT--Need to comment on "heavenly" sound of voices*

```
                    JOSEPH'S VOICE
            Air raid Warden...

VOICE OVER SEGMENT--Need to  comment on  "heavenly" sound of
voices

EXT. DUMP - DAY

CLOSE SHOT -- Wheelbarrow full of junk being dumped onto
pile.
```
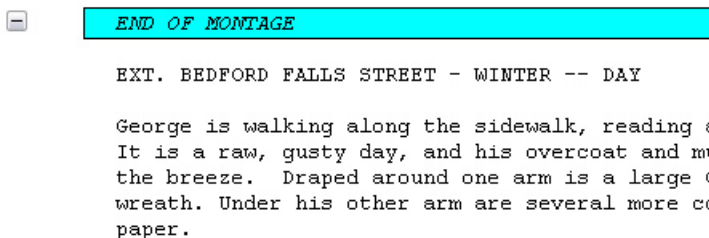
To force a new line, or put in a blank line, press **SHIFT+ENTER**
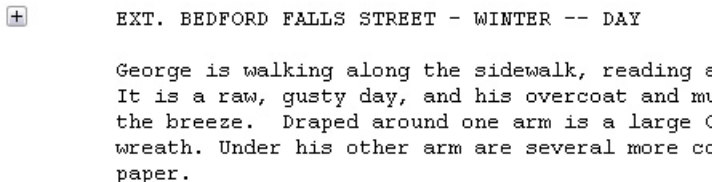[SHIFT+RETURN].

Hide or Show a Note

FOR WINDOWS USERS:

Notes can be individually displayed onscreen or hidden. In the left margin next to
the Note is a square colored box.

- When a Note displays, the box shows a minus-sign, ⊟ :

```
⊟    END OF MONTAGE

        EXT. BEDFORD FALLS STREET - WINTER -- DAY

        George is walking along the sidewalk, reading a
        It is a raw, gusty day, and his overcoat and mu
        the breeze.  Draped around one arm is a large (
        wreath. Under his other arm are several more co
        paper.
```

- When a Note is hidden, the box shows a plus-sign, ⊞ :

```
⊞    EXT. BEDFORD FALLS STREET - WINTER -- DAY

        George is walking along the sidewalk, reading a
        It is a raw, gusty day, and his overcoat and mu
        the breeze.  Draped around one arm is a large (
        wreath. Under his other arm are several more co
        paper.
```

Single-click on the plus/minus box to change the Note's display status.
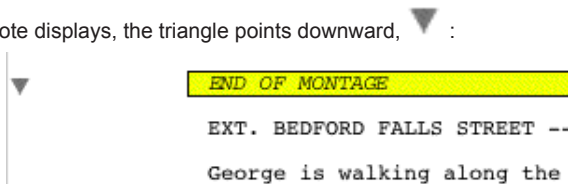
- • Single-clicking on "⊟" Hides the note.
- • Single-clicking on "⊞" Shows the note.

(See also Show/Hide Categories in NaviDoc or Show/Hide Note Categories in Screenwriter's Help.)
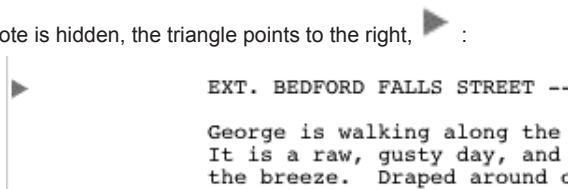
FOR MACINTOSH USERS:

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.

(See also Show/Hide Categories in NaviDoc or Show/Hide Note Categories in Screenwriter's Help.)

Print a Note

You can print Notes:

- • As a sequential report
- • On the reverse sides of the script pages they're facing (on a already-printed document) so the notes are opposite the pages they reference.

- As part of the document itself.

To print Notes as a report or on the reverse sides of the pages:

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.

To print Notes as part of the document (this will affect the page breaks and document length):

1. Click on *Format > Element Styles*.

2. Click the Notes button on the right side.

3. Check the box labeled Print Notes in Document. *(NOTE: 'Display Notes in Document' must be enabled to select this option)*

4. Click OK.

Print the document as you would normally under *File > Print* and any Notes will print where they are located in the document.

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 Notes [Script Notes] button on the right-hand side.

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

- **Select the color for Notes to be displayed in the document**—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... in the Customizing Screenwriter chapter for more details.

Bookmarks

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.

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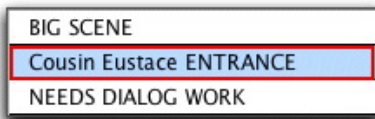
The sync frame disappears if you move the text cursor out of the paragraph in the document pointed to by the bookmark:

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.

Bookmark Options

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 **ENTER** [RETURN] or click somewhere else to confirm the bookmark. The keyboard command for adding a new bookmark is **CTRL+ALT+B** [CTRL+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): When enabled, clicking in the document will scroll the NaviDoc to that location and display the sync frame around that row. 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.

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 kibitz 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 56K or better modem or direct network connection.

Start iPartner™ by selecting the iPartner command from the Tools menu.

iPartner™ major features

*   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. This requires a compatible sound card and microphone, and that you are both on the same type of operating system—Windows or Macintosh.
*   The ability to transfer scripts back and forth.
*   The ability to "synchronize scripts".

Please reference the Screenwriter help or PDF manual for complete feature details.

Starting iPartner™

To start an iPartner™ session, select *Tools > iPartner*.

One partner must enter the other partner's IP address.

*   If your computer is connected directly to the Internet without an intervening gateway or firewall, then your partner can enter your computer's local IP address which is displayed when you start iPartner™.
*   If your computer is part of a local network of computers connected to the Internet (such as a home or office network or a WiFi hotspot), then your partner needs to enter the WAN IP address of the network.

    You can find the WAN IP address of the local network by visiting web sites such as www.whatismyip.com and www.mywanip.com.
*   If your computer is protected by a firewall, then it may be necessary to open a port in the firewall to allow iPartner™ data to pass through.

Connecting through a Gateway, Router or Firewall

If you are having trouble establishing a connection using iPartner™, but you are able to access other sites on the Internet, your computer is most likely protected from the Internet by a gateway, router or firewall. In this case, the gateway, router or firewall will need to have its configuration changed to allow iPartner™ to establish network connections.

  Solution: To allow outgoing connections, open a port in the firewall.

  Solution: To allow incoming connections, enable port forwarding on the gateway or router.

iPartner™ Port Information

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

<div align="center">2200, 2136, 2184, and 2245.</div>

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 open only one port number, let the users know which port 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.

Speak Text

Movie Magic Screenwriter has the ability to actually read your script aloud using Microsoft's free Text-to-Speech engine, or using Macintosh's built in Text-to-Speech. Start Speak Text by selecting the Speak Selection command from the Tools menu.

*NOTE: The **Tools > Speak Selection** and **Tools > Assign Voices...** commands only work of saved documents. If these commands are unavailable (grayed-out) in the Tools menu, save your document and the commands will become available to use.*
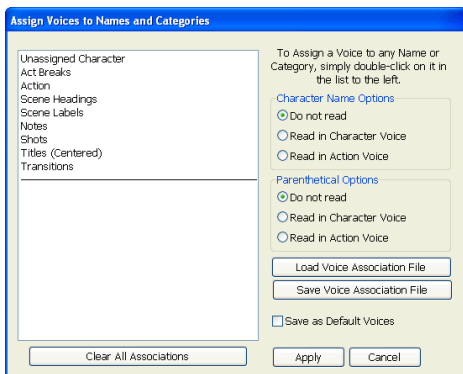
The Assign Voices window

Please reference the Screenwriter Help for complete feature details.

Index Cards

Outlining with Index Cards

As an alternative to traditional outlining (*see the Outlining feature described earlier*), some 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.

Screenwriter brings you an easier way to work with index cards—on your computer screen with **Electronic Index Cards**.

> **NOTE: You *cannot* edit index cards if your document contains outline elements.**

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.

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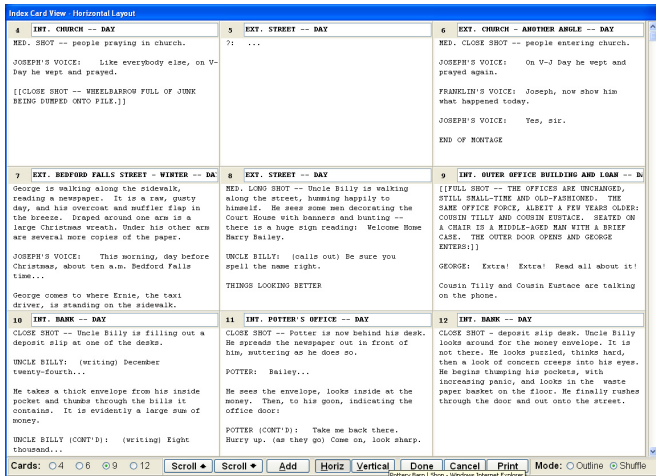
Each card represents one scene. Across the top of each card are two boxes: the leftmost box contains the Scene Number, while the rightmost box contains the Scene Heading. Beneath is the scene text, comprised of Action (and Character Names and Dialogue if you've entered them in your script.)

Across the bottom of the screen is the **Index Card Toolbar**, enabling you to:

Re size the Index Cards

You can change the number (and the size) of the Index Cards displayed on Screen. To select the re size 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.

Scroll by Row

To Scroll up or down by a row of Index Cards, click on the **Scroll UP ARROW** or **Scroll DOWN ARROW** buttons.

(If you select Vertical Index Cards, the **Scroll UP ARROW** button scrolls left by a column of Index Cards. The **Scroll DOWN ARROW** button scrolls right by a column of Index Cards.)

Horizontal Index Cards

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

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Vertical Index Cards

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

Add an Index Card

A new, blank Index Card can be added by clicking on the **Add** button on the bottom Toolbar.

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).

Write or Edit 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.

> **NOTE: You *cannot* edit index cards if your document contains outline elements.**

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:

Script Element	Enter in Index Card as:
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: ^^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: [[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: ==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: <<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: ##Forced Page Break##

To move to another Index Card, press **TAB**.

Edit an Index Card

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

> **NOTE: You** *cannot* **edit index cards if your document contains outline elements.**

To ensure that your changes translate correctly back to the script scenes, follow the guidelines in the Write an Index Card table, above.

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 outline elements.

> **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.

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 **Exit** button.

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

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.

Printing Index Cards

To print your Index Cards, click the **Print** button on the bottom Toolbar. You'll be taken to the following menu:
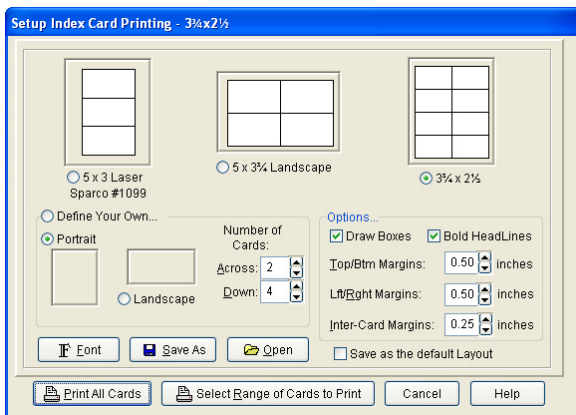
The three large page icons across the top of the screen are pre-defined layouts, designed to be used with pre-cut card stock Index Cards. Select one by clicking on its icon or radio button.

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.

Exit Index Card View

Exit—Click this button to exit Index Card View and shuffle the corresponding Scenes in your script.

Exiting Index Card View takes you directly to the script scene whose Index Card is located at the top left of the screen in Index Card View.

Cancel—Click this button to go back to your script without moving any Index Cards or scenes in your script.

> **NOTE:** If you make any editing changes to Index Cards in **Outline** Mode, selecting **Cancel** will not cancel those changes. Cancel only cancels **Shuffle** changes.

Go to Scene—Double-click on the Scene Number box at the top left of an Index Card to go to that Scene in the script.

Customizing Screenwriter

Screenwriter Options & Preferences

Screenwriter comes with a set of program option defaults. These options control the behavior of Screenwriter and should not be confused with the *document specific* styles found in the *Format > Element Styles...* window.

As you become more familiar with Screenwriter's features, you may want to customize these default settings to the way you work.
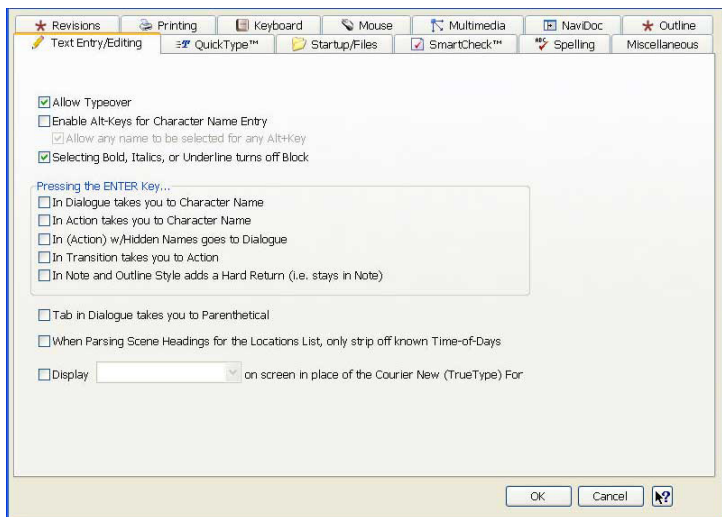
Tools > Options... window (Windows)

A simple way to change Screenwriter's most commonly used option settings is to use the *Tools > Options...* menu (Windows) or the *Screenwriter > Preferences...* menu (Mac OS X).   The Screenwriter options/preferences are broken into several tabs. Click on each tab to see the options available to you.

The tabs are:

	WINDOWS	MACINTOSH

	WINDOWS	**MACINTOSH**

WINDOWS / MACINTOSH

WINDOWS
Format > Options...

MACINTOSH
Screenwriter > Preferences...

• Text Entry/Editing	• Editing (including QuickType)
• QuickType	
• Startup/Files	• Files
• SmartCheck	• SmartCheck
• Spelling	• Spelling
• Miscellaneous	• Miscellaneous
• Revisions	• Revisions
• Printing	• Printer
• Keyboard	• Keyboard
• Mouse	•
• Multimedia	• Animation Dialog
• NaviDoc	• NaviDoc
• Outline	• Outline
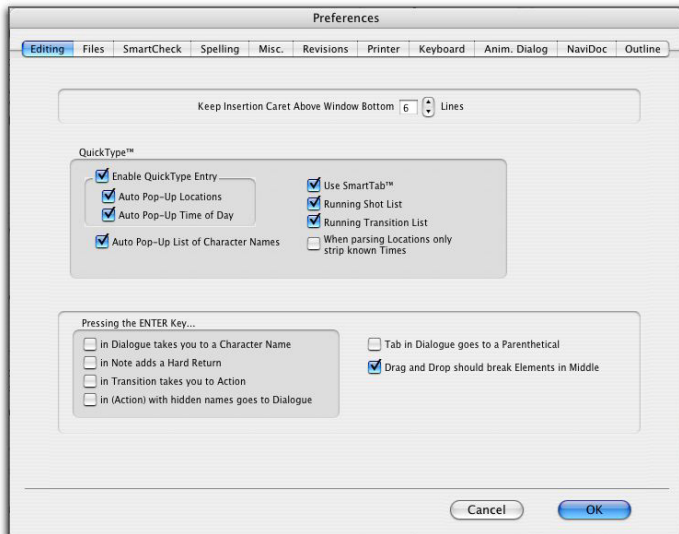
Screenwriter > Preferences... window (Macintosh)

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Text Entry / Editing

These preferences control what happens when you press the TAB and ENTER [RETURN] keys, as well as other text entry options.

QuickType

The secret to the simplicity of pressing **TAB** and **ENTER** [RETURN] to go from element to element in Screenwriter is its intelligent feature, QuickType. Based on which Element the cursor is in, QuickType 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. These preferences control what happens when your enter character names, the auto-pop-up of character name, location, and time-of-days lists, and other options.

Startup/Files

These preferences control what happens when you start Screenwriter, the location of your document and backup directories, time backup frequency, passwords, registration of file type associations, and other file related options.

SmartCheck

These preferences control SmartCheck, the Screenwriter feature that scans your script for common formatting errors. They control how automatic SmartCheck runs, what SmartCheck should do with various types of formatting errors, what to do with inappropriate blank lines, and other options.

Spelling

These preferences control Screenwriter's spelling features, such as what to do with double capital letters, spell check and auto-correction as you type, the display of misspelled words, auto-capitalization, and other spelling options.

Miscellaneous

These preferences control a variety of different features in Screenwriter, such as warning and progress displays, header and footer displays, scroll bar controls, page break controls, and other assorted options.

Revisions

These preferences control the display and tracking of document revisions. These include the display and location of revision marks, revision header and footer printing, and more.

Printer

These preferences control various printing-related functions, such as where to print the bottom continueds, printing fonts and colors, printing to PDF and PrintScript files, printing sides, and other printing options.

Keyboard

These preferences control deletion keys, movement keys, override key combinations, and other keyboard options. The Macintosh version handles keyboard shortcut assignment to menu commands.

Mouse

(Windows Only)—These preferences control drag and drop, mouse cursor, mouse clicks, and other mouse-related options.

Multimedia

(Windows Only)—These preferences control several aspects unique to multimedia scripts such as branch point printing, pop-up variable lists, and other options.

Animation Dialog

(Macintosh Only)—These preferences control facets of animation dialogue printing such as speech numbering, character name position, dialogue spacing and capitalization, and other miscellaneous animation-related options.

NaviDoc

These preferences control variables for the NaviDoc and three of the four NaviDoc panels such as document syncing, row height, scene panel options, notes panel options, and bookmarks panel options.

Outline

These preferences control the Outline panel of the NaviDoc and the behavior of outline elements in the document. They include expanding and collapsing outline elements, outline fonts, note colors, dragging behavior, and other options.

Element Styles...

Format* > *Element Styles....

Element styles are document specific controls that manage the look and format of the elements in the document. The Element Styles window has fourteen tabs in it for the following elements: scene headings, action, character names, parentheticals, dialogue, shots, transitions, notes, outlines, act breaks, scene labels, centered titles, page breaks, and locked scripts.

The templates supplied with Screenwriter—Screenplay, Sitcom I, Sitcom 2, Stage Play, etc.—contain customized sets of element styles specific to each template format.

Changes made in Element Styles.. affect the current document. They can be saved as a default to affect all new scripts created using that format or saved as a template to be used in other documents.

Change options for specific documents formats by using the ***Format > Element Styles*** window.
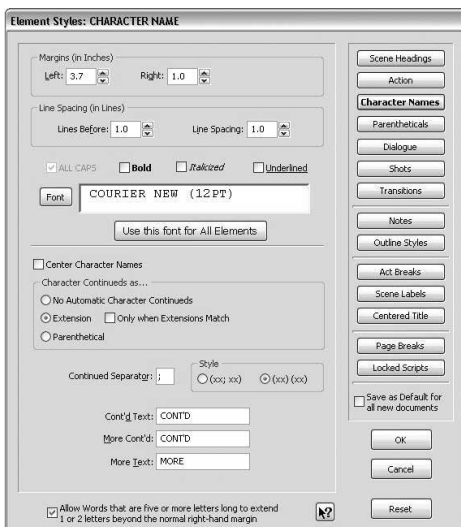
Click on a tab/button to display that element's options.

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.
- **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 check boxes.

  A button to select a **Font**'s Typeface, Style, and Size.

- **Justified**—Justified is a feature that appears in the text formatting section of the following menus: Dialogue, Parenthetical, Action, and Script 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 > Options** menu (Windows) or **Screenwriter > Preferences** menu (Mac), and then clicking the Printing tab.

- **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.

- **Reset** (Windows) or **Revert** (Mac)—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.

- **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.

- **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.

Specific to individual elements are these options:

Character Names

Controls styles that manage center character names, character Continueds, automatic character Continueds, extensions, parenthetical placement, extension matching, Continued separators, Cont'd text, More Cont'd behavior and text, and more.
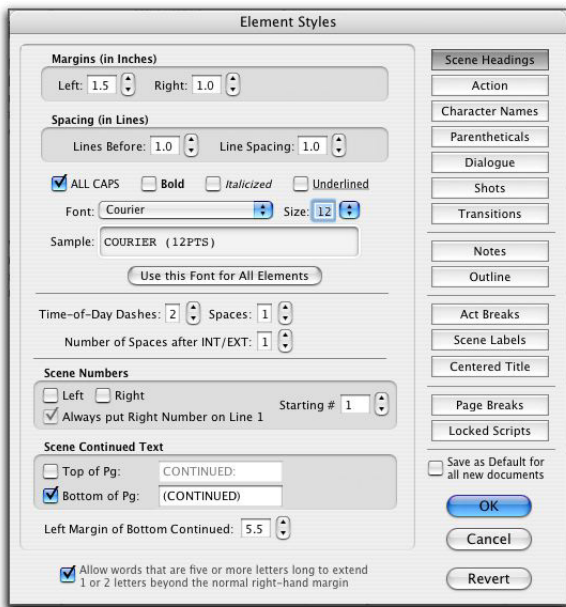
Element Styles... window (Macintosh)

Dialogue

Controls styles that manage (CONT'D) dialogue character names, puts dialogue on the same line as character names, and more.

Parentheticals

Controls styles that manage outdenting of parentheticals, treating parentheticals as separate elements, and more.

Scene Headings

Controls styles that manage Time-of-Day dashes, spaces between words and after INT/EXT., scene numbers, scene continue text, and more.

Shots

Shots has no element-specific options.

Action

Controls styles that put action in parentheses, manage action indentation, and more.

Transitions

Controls styles that determine if transitions are flush right, and more.

Act Information

Controls styles that put in final act as "Tag", put act info in parenthesis, center act break information, manage first scene in act numbering, act numbering, end of show act numbers, act numbering scheme, and more.

Scene Information

Controls styles that use scene information in the script, put scene info in parenthesis, centers scene information text, display the word "scene" along with scene numbers, number scenes continuously, allow you to enter a scene number and determine the scene numbering scheme, and more.

Notes

Controls styles that display notes in the document, print notes, set note colors, and more.

Page Break Options

Controls styles that determine how to paginate your document such as where, when and how to break action and dialogue, page numbering, where transitions appear on the page, and more.

Locked Scripts Options

The options on this tab are only used during production and control the behavior of scene and page Omitteds, scene numbering, page numbering, multi-lock numbering schemes, revision marks, and more.

Production Features

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.

The Production Cycle

The Production Cycle involves the following steps:

- Issue the Shooting Script

then...

- Lock the Script
- Perform Revisions
- Issue Revised Pages
- Start Next Revision (Lock the script again)
- Perform Next Revisions
- Issue Next Revised Pages

...and so on. Here's how:

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. Each of these options is described in detail elsewhere in this manual and in the Screenwriter Help.

1. Save the screenwriter's final draft, using the Save As command. Under the *File* menu, select *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. NameWHIT). 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...*

   a. Click on the **Scene Headings** button and set the **Scene Numbers** and **Scene Continued Text** to your preference.

   b. 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.)

   c. Once you have the settings customized to the way your production company works, click on **Save as Defaults for all New Scripts**.

   d. Click on the **OK** button to accept your changes.

3. Select the *Tools > Options...* menu (Windows) or *Screenwriter > Preferences* menu (Mac).

   a. Click on the **Revisions** page and set the **Revision Marks** options to your preference.

   b. Click on the **Printer** page 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*. Clock **OK** (Windows) or **Lock** (Mac) to confirm your decision. A Lock the Script screen displays.
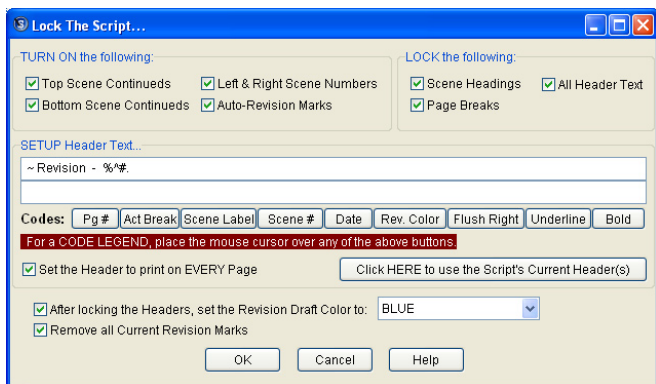
Lock the Script dialog in the Windows version

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 check boxes. Grayed-out options have already been selected by your prior choices in Element Styles....

• LOCK or Unlock items, as you prefer, by clicking their check boxes.

• 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. Click OK.

• Change the Revision Draft Color order, if desired, but do so prior to locking the script (***Production > Set Revision Draft Color...***). 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, using the **Save** command.

7. Print the White draft Shooting Script. Under the **File** menu, select **Print**. Copy and distribute the script to all concerned parties.

Perform Revisions

1. Save the script, using the *File > Save As* command. Give it a different name to reflect the Date and its status as the next Revision Color draft (e.g. NameBLUE).

2. Make changes to the script—adding and deleting text as necessary—that will appear in the next draft. Save the file under the same name, as needed. As the script is locked, Screenwriter does the following:

   • Automatically puts Revision Marks on modified lines.

   • 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 *View* 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 *File > Save* command.

Issue Revised Pages

1. Print the Revised Pages only:

   a. Under the *File* menu, select *Print*.

   b. 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.

Start Next Revision

1. Save the script, using the *File > Save As* command. Give it a different name to reflect the Date and its status as the next Revision Color draft (e.g. NamePINK).

2. 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.

- Displays the Title Page Publisher, so you can add the next Revision Draft Color to the Running List and change the Date.

   a. Click **YES** (Windows) or **OK** (Mac) to have Screenwriter start the automated process. On Windows, choose Yes or No to set the date and save the file.

   b. Click on **OK** at the prompt telling you that all A-Pages have been fixed.

   c. Click on **Yes** (Windows) or **OK** (Mac) to advance the Revision Draft Color.

   d. 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 under the same name, as needed.

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.

That's the Production Cycle completed.

Breakdown Tagging Mode

To start tagging script items for breakdown, you need to turn Tagging Mode on:

Under the **Production** menu, select **Breakdowns** then **Tagging Mode**.

A check mark 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. The check mark disappears, and Tagging Codes are no longer visible.

Tagging Items

With Tagging Mode on, select a text item to be tagged (an "overcoat", for example) by double-clicking on it or highlighting it with the mouse.

A Breakdown Category screen displays.

Click on a category to assign the item to (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**]"**).

Untagging Items

Tagged items can be untagged by:

Placing the cursor directly *after* the ending Format Code square bracket, and pressing **BACKSPACE** [BACKWARD DELETE].

Placing the cursor directly *before* the beginning Format Code square bracket and pressing **DELETE** [FORWARD DELETE].

Undoing the tagging, if no other text editing has been performed since tagging the item: Under the *Edit* menu, select *Undo*.

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 highlighting it with the mouse.

Or, under the *Production* menu, select *Breakdowns* then *Tag Item Globally*.

The Breakdown Sheets menu displays. If you selected an item, it displays in the **Item To be Tagged:** window. If you didn't select an item, type the name of the item in the window here.

Check the **Tag Item as...** radio button of the Category to assign the item to.

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 Scheduling.

Click **OK** to tag the item globally, **Cancel** to exit without tagging.

Ignore Selection for Breakdowns *(Windows Only)*

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 Breakdown Category screen displays.

Click on **Ignore Selection for Breakdowns**.

Untag All Items

To remove breakdown tagging codes from all items in your entire script, select Untag All Items:

Under the *Production* menu, select *Breakdowns* then *Untag All Items*.

A warning screen prompts you to confirm your choice, which can't be undone.

Click **YES** (Windows) or **Continue** (Mac) to Untag all items, **Cancel** to exit without making changes.

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, or other production scheduling programs, 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 to Movie Magic Scheduling:

Under the *Production* menu, select *Breakdowns* 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—Click on individual scenes to select them for export, and this radio button is checked 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 to Movie Magic Scheduling, **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 Movie Magic Export file. The default is your script's filename, with the extension .SEX added instead of .SCW.

Click on the **Save** button to create the export file.

WINDOWS ONLY: A message box tells you that the export file was saved, and under what filename.

Watermarks

Watermarks are visible labels printed on the printed document pages. They are used to limit inappropriate distribution of the document. They do this by personalizing every page of every copy with the name of the person(s) to whom it is distributed. The watermark can be large or small, light or dark, centered on the page or off to the edge. Screenwriter gives you a tremendous amount of control over watermarking your document.

There are two things are required to use watermarks: a Distribution List and a Serial Number.

- The distribution list is the list of people to whom the watermarked document is to be distributed. Each person on the list receives his or her own copy with his or her name watermarked on it.

- The serial number is a number that is incremented on each copy as an additional method of identifying the copy. You decide the structure of the serial number. It can be as simple as "001."

Setting up a Watermark:

- (Windows) The Watermark setup window is accessible from within the Print window. Select File > Print to open the print window. In the upper left corner of the print window is the Setup drop-down menu. Click on Setup and select Watermark. This opens the Watermark Security Options window.

- (Macintosh) Select Production > Watermark Setup... to open the watermark setup window.

- In the "Text" field, type in the text of the watermark.

- In the "Distrib. List" field type in a NAME for the distribution list.

- The "Load" (Windows) or "Set" (Mac) button will turn into "Edit". Click the "Edit" button. Type in the names that you want the distribution list to contain and make sure each name is on its own line. Click OK.

- In the "Serial Number" field, make up a serial number (e.g., 001). The program will automatically increment the number (or letter) on the end of the number for each person on the distrib. list.

- Choose any other options on the Watermark Setup page and click OK.

The watermark printing options window opens automatically when you print.

Appendix A
Windows Keyboard Commands

These are the default command key settings in Screenwriter. Many of them can be changed using **Tools > Options...** menu.

Special Keys

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

TAB ....Tab takes you to the Character Name element from any other element.

ENTER ....**ENTER** takes you to any other element except Character Name (for example, pressing **ENTER** while in Character Name takes you to Dialogue; while in Transition, it takes you to Scene Heading, etc.)

(....................................Left parenthesis takes you to Parenthetical if pressed while in Dialogue, or Character Extension if pressed while in Character Name.

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

Shortcut Keys for Editing *(Windows)*

Copy .... Ctrl+C		*(Ctrl + Ins)*
Cut selected text .... Ctrl+X		
Paste Text .... Ctrl+V		
Paste into Current Element (When Ctrl V is used to paste) .... Ctrl+ALT+V		
Open Search window .... Ctrl+F		
Open Search window F2		
Open Search and Replace .... ALT+F2		
Continue Last Search or Search/Replace................................... SHIFT+F2		
Delete the character to the left of the caret................................... BACKSPACE		
Delete the word to the left of the caret .... Ctrl+BACKSPACE		
Undo.. Ctrl+Z		

Undo .... ALT+BACKSPACE

Redo .... SHIFT+Ctrl++Z

Redo .... Ctrl+ALT+BACKSPACE

Delete the character
   to the right of the caret .... DELETE

Delete the word
   to the right of the caret .... Ctrl+DELETE

Delete the text to the end of the line.......... Ctrl+END

Toggle Insert/Typeover Mode .... INSERT

Paste Text.. SHIFT+INSERT

Toggle Word Processing Mode.................. Ctrl+W

Shortcut Keys for Inserting and Manipulating Elements *(Windows)*

Insert Action Element .... SHIFT+Ctrl+A

Insert Character Element .... TAB

Insert Character Element .... SHIFT+Ctrl+C *(Ctrl+C)*

Shift Tab inserts the previously
   used Character Name .... SHIFT+TAB

Insert Character Name into text .... Ctrl+ALT+C

Add a New Dialogue Paragraph................. Ctrl+ALT+D

Insert a Scene Heading starting with EXT. . SHIFT+Ctrl+E *(Ctrl+E)*

Insert a Scene Heading starting with INT. .. SHIFT+Ctrl+I   *(Ctrl+I)*

Insert a New Note...................................... SHIFT+Ctrl+N *(Ctrl+N)*

Alternate Insert Note .... Ctrl+F1

Insert a new Shot .... SHIFT+Ctrl+O *(Ctrl+O)*

Alternate Insert a Shot............................... Ctrl+H

Insert Scene .... SHIFT+Ctrl+S *(Ctrl+S)*

Insert a Transition...................................... SHIFT+Ctrl+T *(Ctrl+T)*

Insert Parenthetical Element
   (When in Dialogue)................................. SHIFT+ 9

Insert Character Extension
   (When in Character Element)................. SHIFT+9

Title Centers the current Element.............. SHIFT+F6

Drop down the Element menu F4

Keep Element Together .... Ctrl+K

Keep Group Together .... Ctrl+ALT+K

Set current element to Left Column .... SHIFT+Ctrl+L *(Ctrl + 1)*

Set Current Element to Right Column .... SHIFT+Ctrl+R *(Ctrl + 2)*

Set current element to Full Width .... SHIFT+Ctrl+F *(Ctrl + 0)*

Insert Left Parenthesis
   (When in Dialogue) .... SHIFT+Ctrl+9

Cheat Element F3

Decrease Right Margin (Cheats) .... Ctrl+ALT+-

Increase Right Margin .... Ctrl+ALT+=

Insert New Element after the cursor
   (element chosen contextually) .... ENTER

Shortcut Keys for File Operations *(Windows)*

Open Email Document Dialog .... Ctrl+M

New Document using Default.def .... Ctrl+N

New Document choose Template .... SHIFT+Ctrl+ALT+N

Open .... Ctrl+O

Print .... Ctrl+P

Save .... Ctrl+S

Close the Current Document .... Ctrl+F4

Exit Screenwriter .... ALT+F4

Switch Between Open Documents .... Ctrl+F6

Save the document F7

Print the document .... SHIFT+F7

Save all open documents .... Ctrl+F7

Save As.. .... F10

Switch Between Open Documents .... Ctrl+TAB   *(Alt + TAB)*

Switch between Apps .... ALT+TAB

Shortcut Keys for Formatting *(Windows)*

Toggle Bold.. Ctrl+B   *Ctrl + Shift*

Alternate Toggle Bold F6

Toggle Italics... Ctrl+I

Alternate Toggle Italics F9

Toggle Underline .... Ctrl+U

Toggle Underline F8

Toggle Strikethrough F11

Repaginate .... Ctrl+R

Mark Text as Non Printing .... Ctrl+ALT+X

Unmark Text as Non Printing...................... Ctrl+ALT+Y

Insert Soft Dash.. Ctrl+-

Insert Hard Dash .... SHIFT+Ctrl+-

Insert Upside Down "?".............................. Ctrl+?

Capitalize Word F12

Cap & Bold Word.. Ctrl+F12

Lowercase Word.. SHIFT+F12

Insert Forced Page Break
   after the Cursor .... SHIFT+ENTER

Insert Hard Return...................................... ALT+ENTER

Insert a blank space .... SPACE

Insert a Hard Space .... ALT+SPACE

Add Forced Page Break   .... SHIFT+NUM ENTER

Add a Hard Return .... ALT+NUM ENTER

Shortcut Keys for Menus *(Windows)*

Open the File menu..................................... ALT+F

Open the Edit menu .... ALT+E

Open the View menu .... ALT+V

Open the Format menu .... ALT+O   *(Alt + M)*

Open the Goto menu.................................... ALT+G

Open the NaviDoc menu .... ALT+S

Open the Tools menu .... ALT+T

Open Spell menu.. ALT+P

Open the Help menu .... ALT+H

Open the Windows menu .... ALT+W

Shortcut Keys for NaviDoc *(Windows)*

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

Toggle NaviDoc Display .... Ctrl+0

Display Outline NaviDoc Panel .... Ctrl+1

Display Scenes NaviDoc Panel.................. Ctrl+2

Display Notes NaviDoc Panel .... Ctrl+3

Display Book Marks NaviDoc Panel........... Ctrl+4

Decrease font size in NaviDoc .... ALT+[

Increase font size in NaviDoc..................... ALT+]

Promote Outline Style Elements .... ALT+RIGHT ARROW

Demote Outline Style Elements .... ALT+LEFT ARROW

Move the NaviDoc to the
    top of the document............................... ALT+HOME

Move the NaviDoc to the bottom
    of the document...................................... ALT+END

Move the NaviDoc up one Screen.............. ALT+PAGE UP

Move the NaviDoc Down one Screen .... ALT+PAGE DOWN

Shortcut keys for Navigation *(Windows)*

Move to the beginning of the line .... HOME

Move to its previous position .... ALT+HOME

Move to the beginning of the document ..... Ctrl+ALT+HOME

Move to the beginning of the line .... END

Move to the end of the document............... Ctrl+ALT+END

Move Up one Screen.................................. PAGE UP

Move Up one Page..................................... Ctrl+PAGE UP

Move Down one Screen .... PAGE DOWN

Move Down one Page .... Ctrl+PAGE DOWN

Move Up One Element .... Ctrl+UP ARROW

Move to the Previous Scene Heading .... Ctrl+ALT+UP ARROW

Move down One Element .... Ctrl+DOWN ARROW

Move to the Next Scene Heading.............. Ctrl+ALT+DOWN ARROW

Move one word to the Right .... Ctrl+RIGHT ARROW

Move one word to the Left......................... Ctrl+LEFT ARROW

Open the Goto Page dialogue .... Ctrl+G

Shortcut Keys for Selection *(Windows)*

Select All... Ctrl+A

Select Word .... ALT+F5

Select Sentence .... ALT+F7

Select Elements .... ALT+F8

Select Group .... ALT+F10

Select Page .... ALT+F11

Select Scene .... ALT+F12

Cut selected text.. SHIFT+DELETE

Select to the Beginning of the Line............. SHIFT+HOME

Select to the end of the Line....................... SHIFT+END

Select a screen of text above
    the current carets position .... SHIFT+PAGE UP

Select text to the next Page break .... SHIFT+Ctrl+PAGE UP

Select a screen of text above
    the current carets position .... SHIFT+PAGE DOWN

Select text to the next Page break .... SHIFT+Ctrl+PAGE DOWN

Select text that is transversed
     by the Up Arrow Key.............................. SHIFT+UP ARROW

Select text that is transversed
    by the Down Arrow Key Combinations ... SHIFT+DOWN ARROW

Select text that is transversed
    by the Right Arrow Key Combinations .... SHIFT+RIGHT ARROW

Select text that is transversed by the
    Left Arrow Key Combinations .... SHIFT+LEFT ARROW

Miscellaneous Shortcut Keys *(Windows)*

Spell check the current word .... Ctrl+L

Start Name Bank .... Ctrl+ALT+N

Open Thesaurus... F5

Open Word Web... Ctrl+F5

Bring Up Help F1

Turn on Context Sensitive Help.................. SHIFT+F1

Open Search Dialogue F2

Bring up Quick Help .... ALT+F1

Function Keys *(Windows)*

Bring Up Help F1

Turn on Context Sensitive Help.................. SHIFT+F1

Alternate Insert Note .... Ctrl+F1

Bring up Quick Help .... ALT+F1

Open Search Dialogue F2

Continue Last Search
   or Search/Replace.................................. SHIFT+F2

Open Search and Replace .... ALT+F2

Cheat Element.. F3

Remove Strikethrough
   and Revision colored Text .... SHIFT+F3

Reveal Codes... ALT+F3

Drop down the Element menu.................... F4

Close the Current Script .... Ctrl+F4

Exit Screenwriter .... ALT+F4

Open Thesaurus... F5

Open Word Web... Ctrl+F5

Select Word .... ALT+F5

Toggle Bold.. F6

Title Centers the current Element............... SHIFT+F6

Switch Between Open Documents............. Ctrl+F6

Save the document F7

Print the document .... SHIFT+F7

Save all open documents .... Ctrl+F7

Select Sentence .... ALT+F7

Toggle Underline F8

Select Elements .... ALT+F8

Toggle Italics... F9

Save As.. .... F10

Select Group .... ALT+F10

Toggle Strikthrough F11

Select Page .... ALT+F11

Capitalize Word F12

Lowercase Word.. SHIFT+F12

Cap & Bold Word....................................... Ctrl+F12

Select Scene .... ALT+F12

Appendix B
Macintosh Keyboard Commands

These are the default command key settings in Screenwriter. Many of them can be changed using *Screenwriter > Preferences...* under the **Keyboard** tab.

Special Keys

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

TAB .... Tab takes you to the Character Name element from any other element.

RETURN..... RETURN takes you to any other element except Character Name (for example, pressing RETURN while in Character Name takes you to Dialogue; while in Transition, it takes you to Scene Heading, etc.)

(................. Left parenthesis takes you to Parenthetical if pressed while in Dialogue, or Character Extension if pressed while in Character Name.

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

Shortcut Keys for Editing *(Macintosh)*

Copy .... CMD+C

Cut selected text .... CMD+X

Paste Text .... CMD+V

Paste Text (alternate) .... SHIFT+CMD+V

Paste into Current Element .... CMD+OPTION+V

Open Find window..................................... CMD+F

Find Next .... CMD+G

Open Replace window .... CMD+R

Continue Last Replace & Find Next... .... CMD+OPTION+R

Delete the character to the
   left of the caret....................................... DELETE

Delete the word to the left of the caret .... CMD+DELETE

Undo .... CMD+Z

Redo .... SHIFT+CMD+Z

Delete the character to the
   right of the caret .... FORWARD DELETE

Delete the word to the right of the caret ..... CMD+FORWARD DELETE

Delete to End of Line .... CMD+OPTION+FORWARD
   DELETE

Modifier key for "Preserve / Reset Cheating on Paste/Drag.". Two different hint alerts explain the behavior of holding down the SHIFT key during a drag or paste operation: one for paste/drop within the same document, one for paste/drop into a different document.

Shortcut Keys for Inserting and Manipulating Elements *(Macintosh)*

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

Insert a Scene Heading starting with EXT. . CONTROL+E

Insert a Scene Heading starting with INT. .. CONTROL+I

Insert a New Note .... CONTROL+N

Insert a new Shot .... CONTROL+O

Insert Scene .... CONTROL+S

Insert a Transition .... CONTROL+T

Insert Parenthetical Element
   (When in Dialogue) .... SHIFT+9

Insert Character Extension
   (When in Character Element) .... SHIFT+9

Title Centers the current Element .... SHIFT+F6

Drop down the Element menu F4

Set current element to Left Column .... CONTROL+L

Set Current Element to Right Column .... CONTROL+R

Set current element to Full Width .... CONTROL+F

Insert Left Parenthesis (When in Dialogue) SHIFT+CONTROL+9

Cheat Element... F3

Insert New Element after the cursor
   (element chosen contextually)................ ENTER

Shortcut Keys for File Operations *(Macintosh)*

New Document using Default.def............... CMD+N

New Document choose Template............... SHIFT+CMD+N

Open... CMD+O

Save .... CMD+S

Close .... CMD+W

Page Setup... SHIFT+CMD+P

Print Preview... .... CMD+OPTION+P

Print... .... CMD+P

Quit Screenwriter...................................... CMD+Q

Switch Between Open Documents............. CONTROL+F6

Shortcut Keys for Formatting *(Macintosh)*

Toggle Bold... CMD+B

Toggle Italics... CMD+I

Toggle Underline .... CMD+U

Toggle Strikethrough .... CMD+K

Insert Soft Hyphen.................................... CONTROL+-

Insert Hard Dash .... SHIFT+CONTROL+-

Capitalize Word .... CONTROL+W

Lowercase Word.. SHIFT+CONTROL+U

Uppercase Word.. CONTROL+U

Add Forced Page Break .... CONTROL+RETURN

Add Hard Return .... SHIFT+RETURN

Insert a blank space .... SPACE

Insert a Hard Space .... CONTROL+SPACE

Shortcut Keys for NaviDoc *(Macintosh)*

Toggle NaviDoc Display .... CONTROL+0

Display Outline NaviDoc Panel .... CONTROL+1

Display Scenes NaviDoc Panel.................. CONTROL+2

Display Notes NaviDoc Panel .... CONTROL+3

Display Bookmarks NaviDoc Panel............ CONTROL+4

New Bookmark .... CONTROL+B

New Note.. CONTROL+N

Decrease font size in NaviDoc .... CONTROL+[

Increase font size in NaviDoc..................... CONTROL+]

Promote Outline Style Elements .... CONTROL+LEFT ARROW

Demote Outline Style Elements .... CONTROL+RIGHT ARROW

Move the NaviDoc to the
   top of the document................................ CONTROL+HOME

Move the NaviDoc to the bottom
   of the document...................................... CONTROL+END

Move the NaviDoc up one Screen.............. CONTROL+PAGE UP

Move the NaviDoc Down one Screen .... CONTROL+PAGE DOWN

Modifier key for allowing drag reordering in NaviDoc Outline to work WITHOUT including children of selected items. The CONTROL key modifier can be pressed dynamically during the drag-reordering. A hint alert is displayed when you do this operation, in case you do it by accident or are playing around to find out what modifiers might do.

Shortcut Keys for Navigation *(Macintosh)*

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

Move the caret to the
   beginning of the line .... HOME

Move the caret to the
   beginning of the document...................... CMD+HOME

Move the caret to the
   beginning of the line .... END

Move the caret to the
   end of the document................................ CMD+END

Move the caret Up one Screen................... PAGE UP

Move the caret Up one Page...................... CMD+PAGE UP

Move the caret Down one Screen .... PAGE DOWN

Move the caret Down one Page .... CMD+PAGE DOWN

Move the caret Up One Element .... UP ARROW

Move the caret to the
    Previous Scene Heading........................ CMD+UP ARROW

Move the caret down One Element .... DOWN ARROW

Move the caret to the
    Next Scene Heading .... CMD+DOWN ARROW

Move the caret one word to the Right .... CMD+RIGHT ARROW

Move the caret one word to the Left........... CMD+LEFT ARROW

Open the Goto Page dialogue................... CMD+G

Shortcut Keys for Selection *(Macintosh)*

Select All... CMD+A

Select Sentence .... SHIFT+CMD+A

Select Group .... CMD+OPTION+A

Select Scene .... SHIFT+CONTROL+F12

Cut selected text .... SHIFT+DELETE

Select to the Beginning of the Line............. SHIFT+HOME

Select to the end of the Line....................... SHIFT+END

Select a screen of text above the
    current carets position .... SHIFT+PAGE UP

Select text to the next Page break .... SHIFT+CMD+PAGE UP

Select a screen of text above the
    current carets position. .... SHIFT+PAGE DOWN

Select text to the next Page break .... SHIFT+CMD+PAGE DOWN

Select text that is transversed by the
    Up Arrow Key .... SHIFT+UP ARROW

Select text that is transversed by the
    Down Arrow Key Combinations .... SHIFT+DOWN ARROW

Select text that is transversed by the
    Right Arrow Key Combinations .... SHIFT+RIGHT ARROW

Select text that is transversed by the
    Left Arrow Key Combinations .... SHIFT+LEFT ARROW

Miscellaneous Shortcut Keys *(Macintosh)*

Spell check the current word .... CMD+D

Open Thesaurus... CMD+J

Bring Up Screenwriter Help .... SHIFT+ CMD+/

Open Find window..................................... CMD+F

Speak Selection .... SHIFT+CMD+S

Tagging Mode.. SHIFT+CMD+T

User Lists .... SHIFT+CMD+U

Reset Cheated Element .... SHIFT+CMD+=

Collapse All Hideable Elements .... CMD+OPTION+UP ARROW

Expand All Hideable Elements .... CMD+OPTION+DOWN ARROW

Function Keys *(Macintosh)*

Cheat Element... F3

GoTo Next Strikethrough or colored Text ... SHIFT+F3

Show Format Codes................................... OPTION+F3

Open Thesaurus... F5

Toggle Bold... F6

Appendix C: QuickType

With QuickType enabled, pressing Tab or Enter [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: or any Transition	Display Scene Heading Initial Text menu (INT., EXT., etc.).

If you Press ENTER [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 (If the next element is Dialogue or Parenthetical, it moves to the beginning of that element).
End of Dialogue*	Add an Action Element.
Middle of Dialogue*	Break the Dialogue and insert an Action Element.
Parenthetical	Add a Dialogue Element (if the next element is Dialogue, it moves to the beginning of that element).

* If **Enter in Dialog takes you to Character** is checked on the Editing tab of the **Tools > Options** window (*Screenwriter > Preferences*), a Character Name element will be inserted instead.

If QuickType is *not* enabled, these pop-up menus can be displayed manually by pressing the appropriate Control key combination. When different,

Mac commands are shown in brackets after the Windows command, e.g. **CTRL+B** [CMD+B].

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** [CMD+RETURN]	Any element	Add an Action element.
SHIFT+**CTRL**+**C** [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.
CTRL+**T** [CMD+T]	Any element	Add a Transition element.
CTRL+**T** [CMD+T]	Blank Transition element	Display a List Menu of Transitions (CUT TO:, etc.).
CTRL+**F1** (WIN)	Any element	Add a Script Note.

**   If **Tab in Dialogue takes you to Parenthetical** is checked on the **Text Entry/Editing** tab of *Tools > Options* (Windows) or *Screenwriter > Preferences* (Mac), Tab creates a Parenthetical element when in a Dialogue element.

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