MOVIE MAGIC®

SCREENWRITER™

SCREENWRITING SOFTWARE

HELP MANUAL 6.5
for Mac OS X

**The Choice
of Hollywood
Professionals**

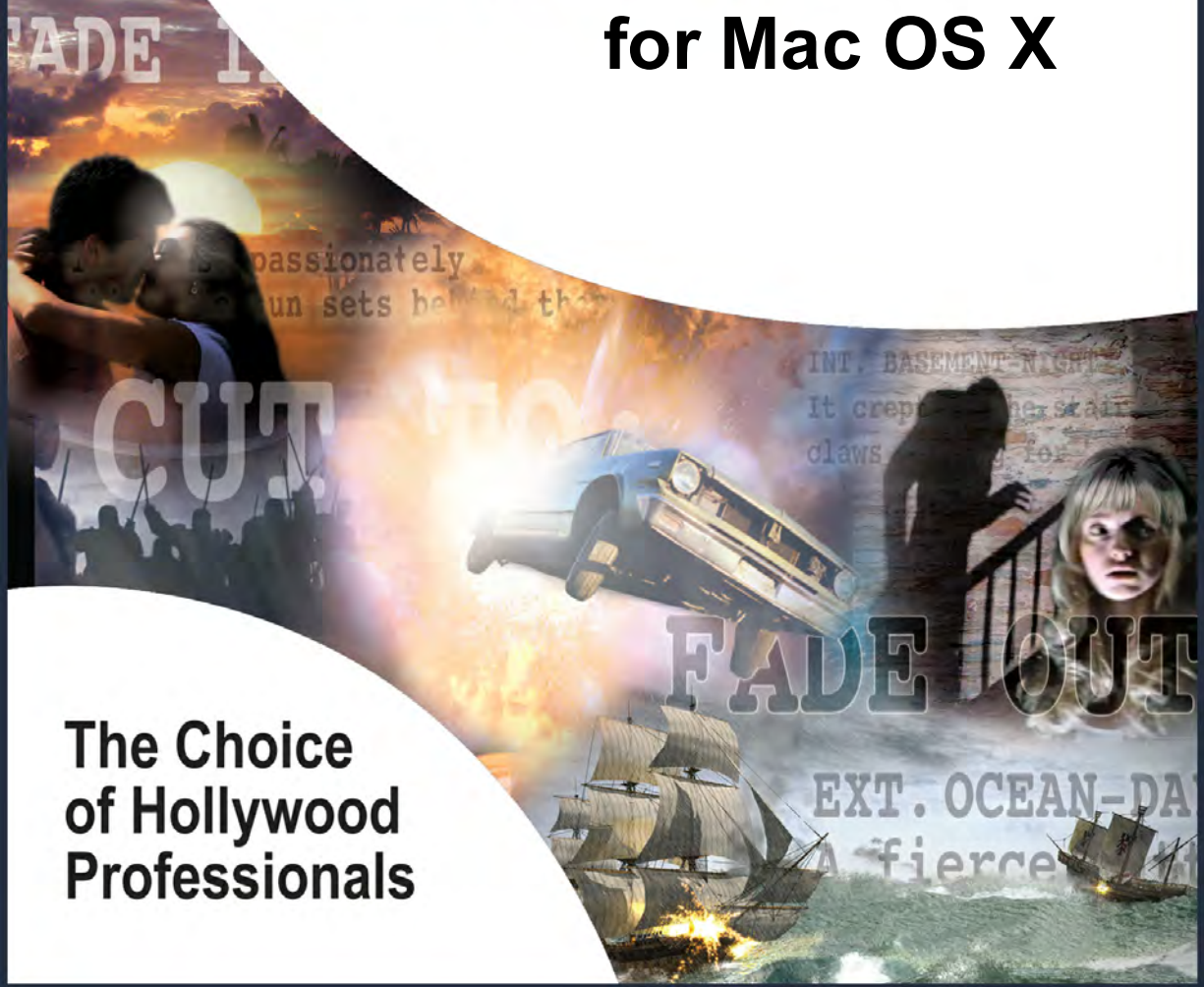# Table of Contents

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Movie Magic® Screenwriter 6.5 Help

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Movie Magic® Screenwriter™

Software for Writing Screenplays, Teleplays,

Stage Plays, Novels, Animation Scripts, Comic Book scripts,

Multimedia Scripts, & more…

User's Manual for Mac OS X

24-hour Web Technical Support: http://support.screenplay.com/_redir/supporthome.html

Contact Technical Support: http://support.screenplay.com/_redir/contactsupport.html

Sales Contact - http://support.screenplay.com/_redir/contactCS.html

Write Brothers® Inc.

Burbank, CA 91502 • (818) 843-6557

1.1   Welcome to Movie Magic Screenwriter 6.5

Movie Magic® Screenwriter™ is an all-in-one package for any story you want to write. Screenwriter handles script formats for motion pictures, theater, television, novels, comic books, and more. It formats while you write so you can focus on what you are writing, not where it goes on the page. Screenwriter's massive set of features makes writing and rewriting fast and simple.

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Things Every Movie Magic® Screenwriter User Should Know

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1.2   Copyright & Trademark Notice

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<div align="center">Disclaimer</div>

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1.3   New in Mac Screenwriter 6.5

This 6.5 release, which is compatible with MacOS Sierra, includes new XML file formats for Movie Magic Screenwriter (.mmx files), and can import and export Final Draft XML (.fdx files).

Our revolutionary Streamline plug-in is now included. Streamline can analyze your script and point to a prioritized list of specific edits that will result in shortening your script.

New, easier to use and more reliable license management -- compatible with Sierra (10.12) thru Mavericks (10.9).

This release also includes an entirely new spell checker, based on the Apple OS X spell checking system. A completely updated Thesaurus feature has been added.

A new, more sophisticated Outline Report is now included. Significant new features have been added to Find & Replace. iPartner is now fixed for users of OS X 10.9 (Mavericks) through 10.12 (Sierra).

Lots of additional enhancements and bugs fixes.

New features, enhancements, and bug fixes in Movie Magic Screenwriter 6.5

☐ **1. MacOS Sierra Compatibility**

Screenwriter 6.5 is now compatible and has been tested with MacOS Sierra (10.12). Additic
version 6.5 supports Mavericks (10.9), Yosemite (10.10), El Capitan (10.11). If you are runnii
of the earlier "cat" versions of OS X (Snow Leopard (10.6), Lion (10.7), Mountain Lion (10.8),
will need to stick with Screenwriter 6.0.10.165.

2. Streamline Now Included

Streamline™ is a feature (TOOLS > Streamline...) that helps you give your screenplay
extra polish before sending it out the door. Streamline examines a document for place
where word changes or edits will reduce the total number of pages in the document.
Streamline turns hours of manual drudgery into minutes or seconds of automated work
Streamline gives you a way to shorten your document without cheating!

How does Streamline do it? Streamline scours a document for page-saving opportuni
going through the document, word by word, looking for places that benefit from fine-tur
We call this process iterative pagination. Streamline collates, prioritizes, and presents
results in a window. Each chance to shorten your document identifies where it is by pa
and paragraph number, as well as shows the word highlighted in context of the materia
surrounding it. Streamline suggests what to do with the word and may even display a
possible synonyms.

You start by selecting the preferences you want Streamline to use when analyzing the :
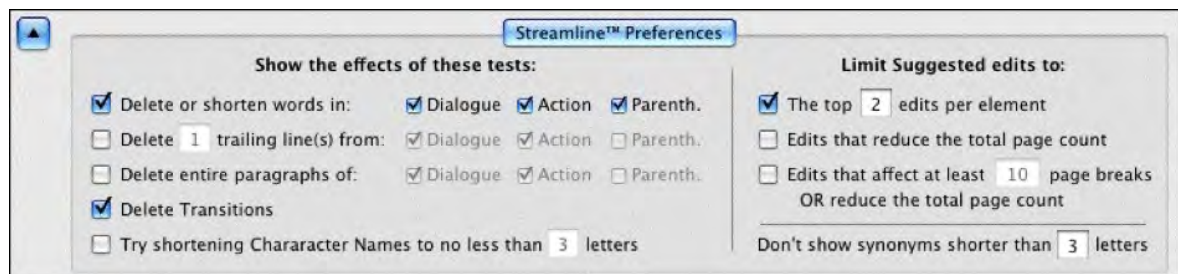
After scanning the script, streamline presents you with a ranked list of suggested
edits that, if made, would reduce the script by the specified number of pages:

*	Rank ▼	Page	Line	Suggestion	Context	Timeline	Pg Saves	Δ Breaks
	▦	80	46	Shorten word by 8	I'm desperate to be done with it.	🟩	1	17
	▦	80	39	Delete Transition	FADE OUT.	🟩	1	17
	▦	80	5	Delete Transition	CUT TO:	🟩	1	17
	▦	79	43	Delete Transition	FADE OUT:	🟩	1	18
	▦	79	3	Delete word	Perry points the shotgun at Bo...	🟩	1	18
	▥	51	17	Shorten word by 2	your investigation notes.	🟥		10
	▥	39	30	Shorten word by 1	new accommodations -	❘		1
	▥	4	17	Shorten word by 3	strong, Irish-American, ten yea...	❘		1
	▥	35	52	Shorten word by 1	wiry, flamboyant - is snapping ...	🟥		12
	▥	31	1	Shorten word by 2	lonely kindergartner, told to ta...	❘		3
	▥	35	52	Shorten word by 1	side. RICHARD AVEDON - small,...	🟥		12
	▥	35	30	Shorten word by 5	He's desperately lonely frightened ...	🟥		12

Once you've made one or more suggested edits, you can have Streamline re-analyze
your script and generate a new set of suggestions. See our documentation for more
information on the Streamline feature.

⊟ 3. New License Management

MacOS Sierra required new license management. There is now an "Activate Screenw application, but in practice you don't need to run it: when you run an un-activated Screenwriter, the Activate Screenwriter app will run automatically, and you will be pron to enter your serial number and create a registration, complete with a password.

Subsequent installs require you to provide the same email address and password. However, this information is only requested during the install process.

There is no more "manual activation" -- you MUST have an internet connection at mini to activate the software.

There is no "Trial period" -- *to use the software, you must activate and register over th internet.*

Install count is now 2, but you can't lose them and you can always move them. Origi we provided three installs because historically, the license management and activation notoriously flaky. However, the newer systems we've developed and tested are very re Multiple installs are for your personal use, so you can install the software on two of you machines (e.g. a laptop, and a desktop, for example). At any time, you wish to "move" install from one machine to another, you simply install on the new machine. If you have already used your two installs, you will be asked which of your older activations should automatically de-authorized.

⊟ 4. NEW SPELL CHECKER

This release includes an entirely new spell checker, based on the Apple OS X spell ch system. This feature works with Apple's spelling dictionaries, and there are some differences from our older system:

- To select a Spell check language, use the Select Spellcheck Language popup:
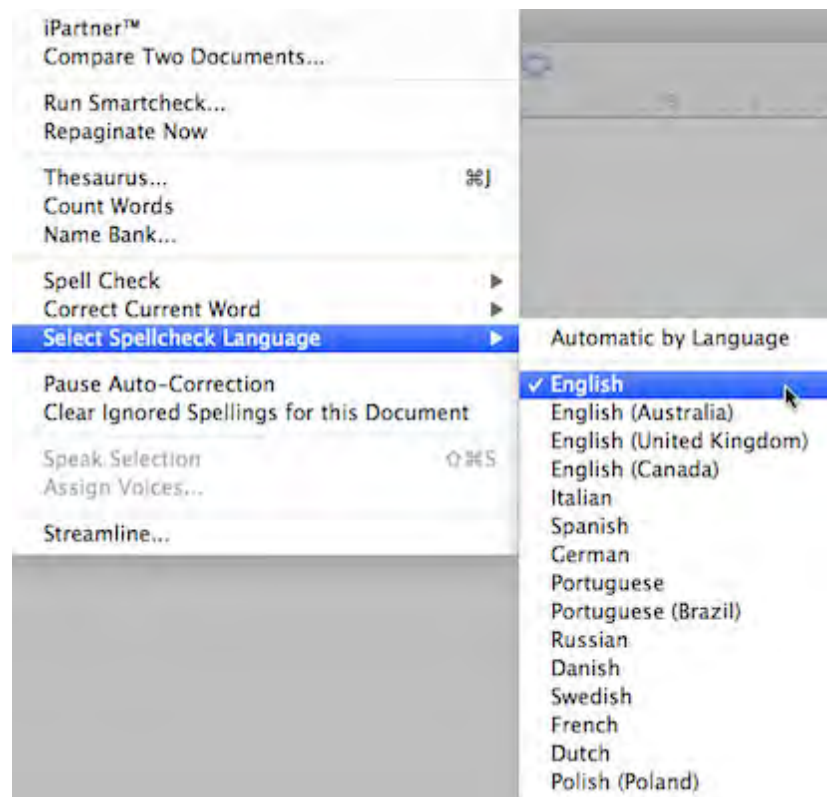
- The contents of the language popup are determined by the user's preferred languages defined in the Mac OS X Languages and Text System Preference Panel. NOTE that adding / removing preferred languages in the System Preference panel require you to quit and restart Screenwriter to see the revised language choices, and may (according to Apple even require you to log off the user and log in again.

- New documents by default use "English".

- NOTE that there is a difference between "Automatic by Language" and explicitly choosing the Language. "Automatic by Language" attempts to detect the language of the checked text, and therefore you can intermix languages with that setting. If the user adds their own words to the dictionary, it gets added to the text file <user>/Library/Spelling/Local Dictionary, which is a catch all user dictionary for multiple languages. If the user has explicitly selected the language (say "English", for example), the user's added words go into the text file <user>/Library/Spelling/en

- If you elect to use the new Screenwriter XML (.mmx), the spell-check language is saved and restored with the document.

- You can Add new words to your user dictionary via the context menu ("Learn Spelling") or the Spell Check Dialog ("Learn" button):

> **Learn Spelling**
> Ignore Spelling for this Document
>
> goof
> goofs
> goofy
> goof x

- The Spell Check Dialog is displayed whenever you are spell checking a single word, selection, element, Page, Forwards or Entire Document:

> **Spelling and Grammar**
>
> goofx
> This word was not found in the spelling dictionary.
>
> **Change**
> **Find Next**
>
> goof
> goofs
> goofy
> goof x
>
> Ignore
> Learn
> Define
> Guess
>
> U.S. English   ☐ Check grammar

- If you need to "Unlearn" a word, click in or select the word and choose "Remove from Dictionary" from the TOOLS > "Correct Current Word" menu submenu:

> iPartner™
> Compare Two Documents...
>
> Run Smartcheck...
> Repaginate Now
>
> Thesaurus...   ⌘¦
> Count Words
> Name Bank...
>
> Spell Check   ▶
> **Correct Current Word**   ▶ **Unlearn Spelling**
> Select Spellcheck Language   ▶ Ignore Spelling for this Document
>
> Pause Auto-Correction
> Clear Ignored Spellings for this Document
>
> Speak Selection   ⇧⌘S
> Assign Voices...
>
> Streamline...

- Similarly, you can **Ignore** or Un-ignore a word for the current document:

- Ignored words get SAVED and restored with Screenwriter's new XML .mmx file format. As always with the old .mmsw file format, the ignored words are only persistent until the document is closed.

- Removed older Change Dictionary, Select Language, and Edit User Dictionary commands.

- The Ignore Capitalization when Checking Words Spelling Preference checkbox has been removed, as it no longer has meaning:

☐ Ignore Capitalization when Checking Words

- The default spellcheck language is now saved with the document — both as .mmsw and .mmx. However, when saving as .mmsw, the saved language must be one of the "legacy" spell checker languages:

  GENERIC
  AMERICAN ENGLISH
  UK ENGLISH
  FRENCH
  GERMAN
  SPANISH
  ITALIAN
  DUTCH
  SWEDISH
  DANISH
  NORWEGIAN

When saving in Screenwriter .mmx format, there is no such language limitation (so long as Screenwriter supports typing in the desired language).

If you attempt to save a .mmsw file with an unsupported language (i.e. not in the list above), it will re-open with "Automatic by Language" selected.

⊟ 5. NEW INTEGRATED THESAURUS

There is a new Synonym context menu popup. For example, the synonyms for "coal":

(noun) fossil fuel
fossil fuel
vegetable matter
(noun) ember
ember
fragment
(verb) char
char
burn
combust
(verb) supply
supply
provide
render
furnish
(verb) take in
take in
gather in

There is also a TOOLS > Thesaurus command:

Synonyms for: coal

(noun) fossil fuel
fossil fuel
vegetable matter
(noun) ember
ember
fragment
(verb) char
char
burn
combust
(verb) supply
supply
provide
render
furnish
(verb) take in
take in
gather in

Close Synonym List

A new feature allows you to look up MULTIPLE WORDS. For example, "Air Raid" is a word that is in the dictionary that has a definition.

Spell Check Word	⌘K	
Synonyms	▶	(Noun) Air Attack
Bookmark this Action...		Air Attack
		Foray
View	▶	Raid
Goto	▶	Maraud

Synonyms in the Thesaurus are displayed in the letter case of the word being looked up, and that casing style is applied to the possible synonyms. For example, if you were looking up a synonym for the multiple words "quarter mile":

IF THE TEXT WAS:	IN THIS CASE:	THE SYNONYM'S CASE:
air raid	all lowercase	air attack
Air raid	Sentence case	Air attack
Air Raid	Title Case	Air Attack
AIR RAID	UPPERCASE	AIR ATTACK

Currently, the Thesaurus is only provided in English. However, the thesaurus data is based on free OpenOffice thesaurus data files, so it is possible to download other internationalized thesaurus data.

5. POWERFUL NEW OUTLINE REPORT

Screenwriter's outline features give writers unmatched creative flexibility, and the new Report gives you to more ways to customize your printed outlines. Perhaps the best w appreciate the power of the new Outline Report is to compare the OLD Outline Repor

Outline Report

Which Elements To Print

◉ All Outline Elements

○ Custom:
- ✓ Act Break
- ✓ Act
- ✓ Sequence
- ✓ Scene
- ✓ Scene Heading
- ✓ Notes
- ✓ Beat

Select All
Deselect All

Appearance

☐ Print Element Frame
☐ Print Element in Color

Cancel

Preview
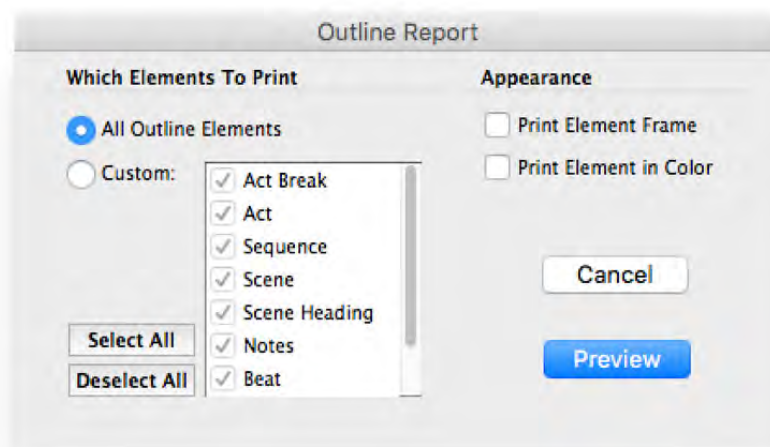
...with the NEW Outline Report:
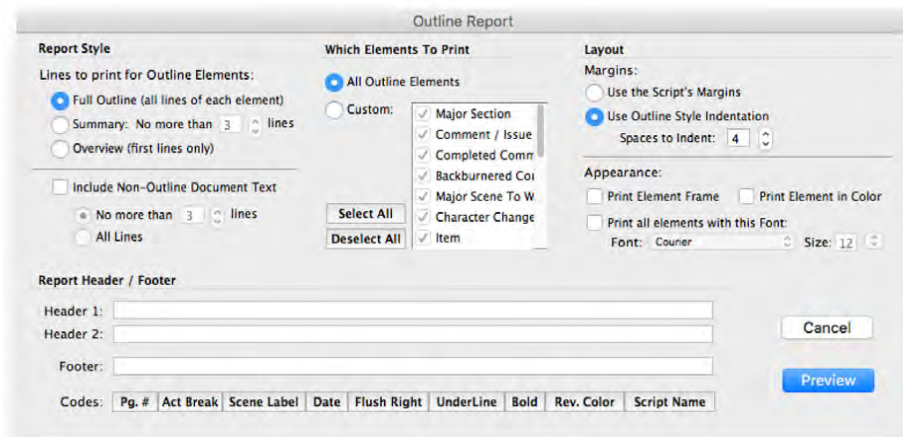
These new options allow you flexibility to:

- o   Control the amount of detail printed (Full, Summary, or Overview);
- o   Include normal script text with the outline;
- o   Choose the style of indentation (the script's indentation, or outline-style indentation);
- o   Select a unified font;
- o   Add a detailed header and footer.

6. NEW FIND AND REPLACE FEATURES

New Places to Search: There are now radio buttons to limit the searching (for both I and Replace) to the following categories:

All: everything, including hidden and non-printing elements. Hidden elements containing found text are now always revealed.

Printable: search all printable elements, these include all the standard elements, plus any outline styles that are marked to print.

Non-Printing: search only elements that are non-printing, which includes outline styles not marked to print, Script Notes, and any elements that have been manually marked as non-printing with the Cheat command. Hidden elements containing found text are always revealed.

Scene Headings: search only scene headings (including locked types). Shots are NOT searched.

Action: search only action elements.

Character: search only character name elements.

Dialogue: search only dialogue AND parenthetical action elements.

Notes: search only Script Notes. Notes that are hidden (i.e. collapsed) will be revealed if the search text is found in them.

Outline Styles: search only Outline Styles, including both printable and non-printing Outline Styles. Non-printing Outline Styles that are hidden (i.e. collapsed) will be revealed if the search text is found in them.

Find Previous: The shortcut for Find Next is presently defined as COMMAND-G. We added SHIFT-COMMAND-G to do Find Previous. Also works while shift-clicking on F Next icon in toolbar.

Use Selection for Find: A keyboard shortcut for power users: if you do SHIFT+COMMAND+F (i.e. SHIFT+Find), you will load the selected text into the "Find search field. Also works while shift-clicking on Find icon in toolbar. (NOTE: many Mac programs support loading the selection for Find as CMD+E, but we use that shortcut f popular FORMAT > Element Styles.)

Escape now cancels/closes Find & Replace dialog. 'nuff said.

Finding text in hidden notes / outline styles: Fixed a bug where Find / Find Next find text in hidden notes / outline styles, but you couldn't see what was found in the con the hidden text. Now the hidden note / outline style element is revealed and the found t selected.

7. IMPORTS FINAL DRAFT XML (.fdx) FILE FORMAT

This is a new, high-quality Final Draft Import that lets you import Final Draft 8, 9 and 10 .fdx files into Movie Magic Screenwriter. Most of your Final Draft formatting will be preserved. There are some exceptions (see below).

A special Screenwriter template (.def file) "Default FD Import.def" is used to automatically set specific defaults that are used when importing Final Draft .fdx files. For example, it includes a Scene Title and Scene Comment Outline Style that help import those special elements from a Final Draft script into non-printing outline styles. You do NOT need to use this template -- it is automatically used when importing from Final Draft.

A NOTE about "Courier Final Draft": You may notice that Courier Final Draft doesn't look as nice on screen as Courier MM Screenwriter. During import, we automatically convert Courier Final Draft to Courier MM Screenwriter. You can always go into FORMAT > Element Styles and change the default for your script to any font. However, Courier Final Draft might not be installed system-wide and therefore it might not be available to other programs. Final Draft places this font file in the Final Draft Application Content/Resources folder, so if you are comfortable doing so, you can COPY this font file out of the Final Draft package and install it into your system using Apple's Font Book program. We provide detailed instructions for doing this on our Tech Support web site.

LOCKED PRODUCTION FILES AND FINAL DRAFT IMPORT: Final Draft and Movie Magic Screenwriter implement the production locking process differently. Because of this, it would have been very difficult for us to guarantee that the page count in a "locked" production script in Final Draft would have the exact same page count once imported into Movie Magic Screenwriter. We recommend only importing UNLOCKED scripts at this time. If you wish to transition a locked script from Final Draft to Movie Magic Screenwriter, we suggest you unlock it first.

"custom" element types: Screenwriter now properly imports Final Draft "custom" e types. We import those custom elements into Screenwriter's outline styles, and they a to print by default.

IMPORT ERRORS AND WARNINGS: If Screenwriter encounters special Final Draft elements it doesn't recognize during the import process, it will tell you about them when the import process is complete:

Even if there are import errors, unrecognized elements are always converted in the imported document to plain "Action" elements, so you should not lose any text. The details of those import errors are prepended to a special file located in the same folder as the Movie Magic Screenwriter application:

"Error Log from Importing Final Draft® (.fdx) files.txt"

You can view or print this log to find out what aspects of your original Final Draft file might not have been imported correctly.

IMPORTANT NOTE: Importing a Final Draft file will only create a new Movie Magic Screenwriter file -- it will *never overwrite or delete* your original Final Draft document.

IMPORT EXCEPTIONS: Some features in Final Draft do not presently import into corresponding features in Movie Magic Screenwriter:

Imported, but into Screenwriter's default settings:
- Mores and Continueds
- Scene Number Options

Imported, but into Action Elements:
- Act Breaks
- Forced Page Breaks

Not Imported:
- Header and Footer text
- Title Page text
- Scene Arc Beats and Character Arc Beats
- "Floating" script notes
- "Beats" (not part of the script proper).

IMPORT NOTE: Your Final Draft script contained 43 Scene / Character Arc Beats. These beats were not part of the body of your script, and were not imported.

OK

8. EXPORT TO FINAL DRAFT XML (.fdx)

This is a new, high-quality export. Please note there are many differences between the level of customization in Screenwriter that cannot translate to Final Draft, some of whic detail below. Those exceptions noted, this export is still light years ahead of using RTI copy/paste to export to Final Draft.

- You may notice a difference in page count. Screenwriter and FD do not line wr paginate exactly the same. Generally, Screenwriter's wrapping/paginating follo industry page-a-minute rule more closely than Final Draft.

- Screenwriter does not presently export our title page, headers/footers, or user I Final Draft. We DO export character names , as well as spell check exceptions .mmx files).

- Final Draft does not support the concept of arbitrarily hiding elements, nor inter hidden elements with the rest of the script. Therefore, Screenwriter Outline Styl Notes that are non-printing ("hidden") are converted to script notes in Final Dra are attached to the nearest element, as they would be in Screenwriter. They To them in FD, you need to look at FD's note navigator.

- Screenwriter Outline Styles that are set to print (i.e. are NOT hidden) are export FD as their own "custom styles".

- Usually, we convert the Courier MM Screenwriter to the Courier Final Draft, bec that's what FD users expect (despite our servant belief that Courier MM Screer is a superior font).

- *We STRONGLY discourage you from exporting a locked production script to* (and vice-versa). If you do so, do NOT expect production features like locked p and scene numbers in FD to correspond exactly with the same pages in the ori pre-export Screenwriter file.

9. IMPROVED RETINA RESOLUTION

Although this version of Screenwriter is not fully Retina capable, it has a special option turned on that will help with presenting higher resolution text. The option is always on, but in order to take advantage of that option, you need to do two things:

1) Check the settings for your Display's resolution scaling:
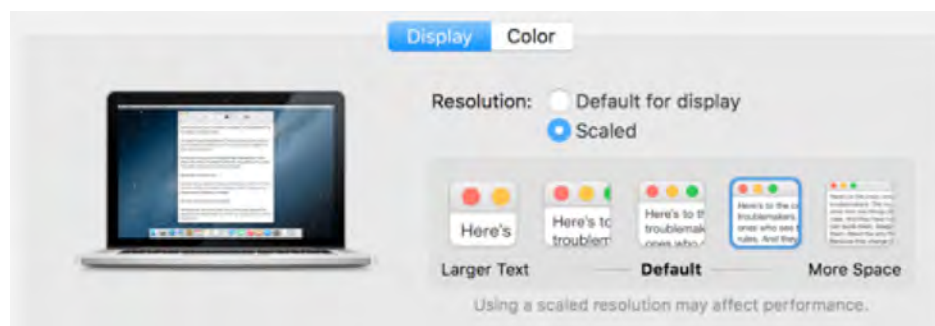
If you can select either of the two settings to the right of "Default" (as above), you will g better Retina performance from Screenwriter.

2) You must set Screenwriter's Zoom Percentage to 200% (either Fixed Text S as a maximum for "Fit Width":

Zoom Screen Text (Normal View)

Magnification: 200%

FADE IN:

INT. COMPUTER -- DAY

○ Fit Width
Automatically adjusts text size to fit the document in the window, staying within the specified minimum and maximum magnification percentages.

Minimum 50 ⇕   Maximum 200 ⇕

⦿ Fixed Text Size
Use the slider to specify a fixed magnification factor for screen text.

☑ Preview   Cancel   OK

Again: these settings will not give you TRUE retina performance, but they will be pretty especially for text. *We are immediately planning to begin work on an update to 6.5 th represent a true high-resolution Retina mode.*

10. NEW (OPTIONAL) SCREENWRITER XML FILE FORMAT (.mmx)

You now have the option to save your documents in one of two formats: Screenwriter 6.0's current file format (.mmsw) or the new XML file format (.mmx extension).

There are a few reasons why you might wish to choose the .mmx file format over the older .mmsw:

• .mmx supports some new features, such as remembering Ignored words in the new spell checker on a document-by-document basis.
• .mmx supports some features when importing from Final Draft, and will do a better job of exporting to Final Draft.
• Some third-party apps support importing / exporting the .mmx file format. (see our web site for a list of apps presently supporting .mmx)

NOTE: The .mmx file format is not presently compatible with the Windows version of Movie Magic Screenwriter. Also, the password-protected document feature is not presently available for the .mmx file format. Finally, you cannot presently send a .mmx file to a writing partner running iPartner.

DEFAULT DOCUMENT FORMAT PREFERENCE: You can now choose which file format you wish Screenwriter to use by default. In the Preferences Dialog, the FILES tab has the following options:

Default Document Format:

.mmsw files can be opened on both Mac & Windows
.mmx files are Mac only but support additional features

For NEW Screenwriter documents: Screenwriter 6 (.mmsw)

When opening a .mmsw document: Keep as Screenwriter 6 (.mmsw)

Default for New Screenwriter Documents:

Screenwriter 6 (.mmsw)
✓ Screenwriter 6.2 XML (.mmx)

Default when opening a .mmsw document:

Keep as Screenwriter 6 (.mmsw)
✓ Convert to Screenwriter 6.2 XML (.mmx)

NOTE: Backup (.BK) and Autosave (.tmb timed backup) files are created in the same file format as whatever the user is presently editing (i.e. .mmsw or .mmx)

⊟ **EXPORTING TO .MMX FORMAT**

You can also export to the new .mmx format. When you EXPORT, your document is scanned for hidden elements, and you are presented with an alert telling you how many hidden notes and outline elements there are, and presented with the option to include or exclude those hidden elements:

Attention

This document contains 1 NOTE and 5 OUTLINE elements that are non-printing (hidden).

If you INCLUDE non-printing elements in the exported document, be aware some non-Screenwriter programs may not hide them on-screen

EXCLUDE Hidden Elements   INCLUDE Hidden Elements

We present this option because you might be exporting your script to .mmx in order to provide the file to a production-related system. In that case, your private notes and non-printing outline elements might not be relevant, and might even contain confidential notes you don't wish anyone else to see.

☐ 11. REVAMPED iPARTNER FOR MAVERICKS & YOSEMITE

iPartner ran into problems in Apple's release of OS X 10.9 (Mavericks) and later, because A[removed older Internet transport protocols that iPartner required. iPartner has now been reva to support the newer Internet communication protocols. Two minor notes: iPartner no longer supports sending VOICE over the iPartner connection. Also, you cannot presently use iPartn send an .mmx file to your partner (this will be fixed in a later release). However, you CAN sen files using the FILE > Send as Email Attachment… command.

☐ 12. MISCELLANEOUS NEW FEATURES

Pinch-Zoom Gesture implemented: You can now use the **pinch-zoom gesture** o MacBook trackpad to **zoom** either the **screenplay content** or the **NaviDoc**, depend which view your mouse is positioned over. NOTE: If you are in "fit width" mode, you c zoom the window contents up or down, but the next time you resize the window, it will s the zoom back to fitting to the window. This is a *feature*, not a bug!

Goto Next Note / Outline Style: Goto next Note (CMD+OPTION+G) has been expa to include hidden outline paragraphs, and adding a SHIFT modifier will do Goto previc Note / Outline Style (SHIFT+CMD+OPTION+G). This command will *always* reveal the previous note if it is "hidden".

☐ 13. ENHANCEMENTS

Enter & Shift-Enter in notes and non-printing outline styles: Presently, if the Screenwri Editing Preference: "Pressing the Enter Key… in Note adds a Hard Return" checkbox is chec the normal operation of pressing Enter in a note or non-printing outline style will enter a forced (Shift-Enter). This modification makes pressing Shift-Enter when that checkbox is enabled al reversed: it creates a new element of the same type following the element you're in. This allov to type multiple lines inside a note quickly and easily, but also to exit that note/outline style and create a new one. *This only works in notes or outline styles that are non-printing.*

Export to AVID format is now fixed -- it will now export both left and right scene numbers.

Visibility of Printable Outline Styles: Printable Outline styles (i.e. are set to "print") are no ALWAYS visible in the document, and now *cannot* be collapsed (hidden), since they add to th paginated page count. This includes the Final Draft "custom" element types we now import. triangle widget on the left edge of the screen that indicates a collapsed (hidden) note or outlin element is now shown *disabled* (gray) and cannot be collapsed for elements that are intende printed with the script.

New Export warning for non-printing elements that are not notes or outline styles, espec
Final Draft, which can't arbitrarily hide these elements.

Fixed a long-standing bug page breaking bug: Let's say you're writing a spoken poem o
song, so you end each line with a Hard Return (EDIT > Add Hard Return, or SHIFT+RETURN
Later editing in the script about that passage causes a page break to occur across those line
dialog (or action). So far no problem, until other edits caused the broken poem to be
"reconnected": you would see a spurious space appear at the start of the line that was
reconnected. Enough editing and the formatting of the poem could wind up a total mess.

Raised default number of previous versions saved: Changed the default for Retain prev
versions of documents from 10 to 99. This is the default number of .BK (backup) files that are
saved per script:

> ☑ Retain previous versions of documents (.BK files):
>
> Retain up to 99 ⌃⌄ previous versions of a document.
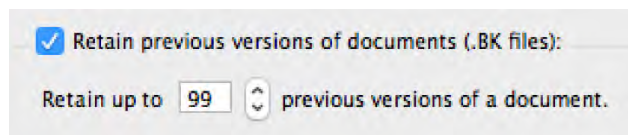
New Page Break Option: This new checkbox, "Allow orphaned Scene Headings and Shot
followed by non-printing elements", provides compatibility with version 6.0 and earlier behavic
When enabled, scene headings and shots will be allowed at bottom of page when followed by
printing elements such as notes or outlines elements. The new default is to NOT allow Scene
Headings and Shots to be at the bottom of pages when followed by non-printing elements:
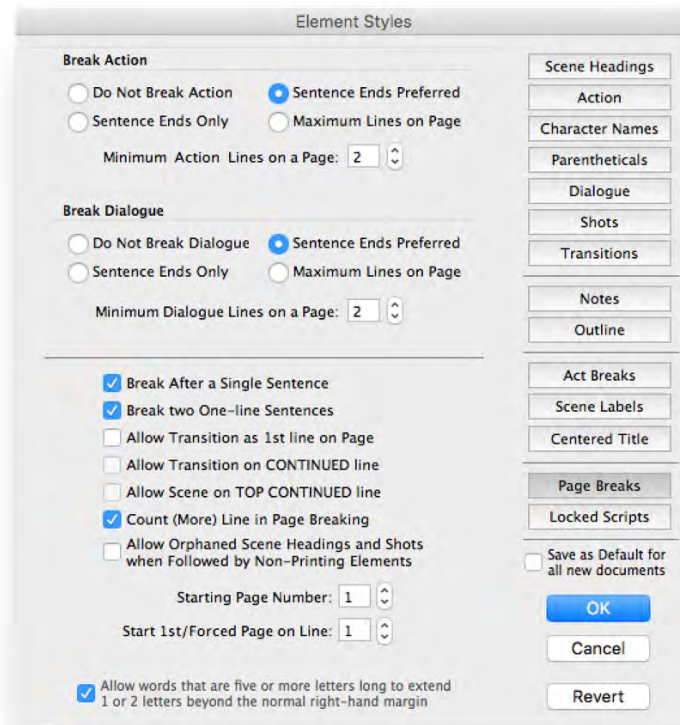
Fixed a bug where Scene Headings and Shots might appear at the very end of the printed page if they were immediately followed by non-printing notes or outline styles. If you are working in a locked script that is affected by this change, we've added a new PAGE BREAK Element Styles preference:
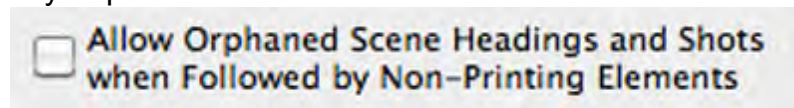
Cosmetic change in Page Break tab of Element Styles: the Break Action and Break Dialog sections of the Page Break tab in Element Styles has been rearranged:

Break Action

- ○ Do Not Break Action
- ● Sentence Ends Only
- ○ Sentence Ends Preferred
- ○ Maximum Lines on Page

Minimum Action Lines on a Page: [2] ⬍

Break Dialogue

- ○ Do Not Break Dialogue
- ● Sentence Ends Only
- ○ Sentence Ends Preferred
- ○ Maximum Lines on Page

Minimum Dialogue Lines on a Page: [2] ⬍

SAVE AS / SAVE A COPY: These two commands don't give you choices for file formats to save to -- use the FILE > Export To… command instead.

FILE > EXPORT TO… Added Screenwriter XML (.mmx) and Screenwriter 6 (.mmsw), so the user could comfortably go between .mmx and .mmsw formats.

Removed Some antiquated Export file formats: ScriptThing for DOS, Scriptware Tagged, and HTML Publishing formats from the SAVE A COPY… file format menu. Removed CompanyMove ShowPlanner .sex export (company appears to be out of business). The new menu looks like this:

> Screenwriter XML (.mmx) -- Mac only
> Screenwriter 6 (.mmsw) -- Mac and Windows
> Screenwriter 4.x and 2000 (.scw)
>
> Final Draft XML (.fdx)
> Adobe Acrobat PDF (.pdf)
> Rich Text Format (.rtf)
>
> Plain Text (.txt)
>
> Movie Magic Scheduling Export (.sex)
> Gorilla Scheduling (.sex)
>
> FrameForge 3D Studio (.txt)
> Avid Editor Format (.txt)

⊟ **14. BUG FIXES**

Disabled and hid the audio option in iPartner. Fixes bug: when you click on the mic in the Chat window you get an Exception Thrown -201 error message.

Corrected a crash that would occur if you had zoom scaling set to exactly 50% in a LOCK SCRIPT, then scrolled to the top of the document, then tried to scroll up beyond the top of the document.

Scrambled text printing bug fixed: Fixed problem with scrambled text printing on some M running Sierra when the line contained text showing the red squiggly underline denoting a misspelled word.

Print crash fixed: The same scrambled text fix appears to have fixed a rare problem with pr resulting in a generic print error.

RTF Import / Paste bug fixed: Fixed bug when importing from RTF or pasting in copied te: Microsoft Word that contained curly double quotes (for example "All's clear!"), you would get t wrong characters substituted for the quotes: ÒAll's clear!Ó. Now the proper straight double q are substituted: "All's clear!"

Fixed RTF paste bug: when pasting RTF copied from Microsoft Word into Screenwriter, the could be garbage or repeated text at the end of the last element pasted;

Fixed a rare but very serious crash that could occur when an operation on a selection resu the element at the end of that selection becoming the second half of a broken element. Prior crash, you would see an alert telling you to report a "Non-Critical Warning".

Programmatic resizing fixed: There's also a fix for a utility called "Split Screen" that lets us quickly resize and segregate app windows to the left, right, top or bottom halves of the screen Previously, Screenwriter wouldn't handle redrawing itself after being programmatically resizec now it works correctly and looks good. This fix would also correct issues with auto-resize operations initiated by other window manager utilities, such as SizeUp.

Double-spacing of (more): We have **fixed a long-standing cosmetic** bug when using Ma Screenwriter for sitcom (double-spaced dialog) formats: If double-spaced dialog was broken (more) would appear beneath the broken dialog as SINGLE SPACED (without the expected blank line). This fix brings Mac Screenwriter into sync with Windows screenwriter.

Fixed an odd XML Export bug (in 6.2/6.3) where subsequent exports of the plain text .mmx format was written with extra leading indentation. This lead to those .mmx files showing up as "grayed out" in the Open dialog, although you could select the Open file dialog filter menu iter .mmx only, and then you could select the file. This did NOT affect users who didn't explicitly us Export to .mmx menu command.

Fixed major crash (in 6.2/6.3) upon opening a document or creating a new document if you defined character names in the Character Names tab of Format > User Lists, then made thos settings "Default for all new documents".

Added diagnostics and prevented crash when a user placed a document in a DropBox fold was already being synchronized by iCloud drive on Sierra;

Fixed long-standing crash when closing certain dialogs, such as the FORMAT > User List EDIT > Change Character Name, VIEW > Index Cards and Index Card Font dialog.

Visibility of imported Final Draft Notes and other hidden outline elements that have disclo triangles that are now properly collapsed or expanded by default after FD import. Previously, would see an open disclosure triangle, but the text was still hidden.

Fixed non-printing scene headings bug: Don't allow non-printing scene headings to be s numbered!!!

Fixed bug in Print > Scene Heading list: it was including non-Note and non-Outline eleme marked as non-printing.

Fixed bug in Print > Outline Report: it was including non-Note and non-Outline elements as non-printing.

Corrected a bug in Streamline: the context text wasn't showing international characters pr

Fixed Final Draft files not being recognized: Fixed problem where Final Draft 10 files we being recognized by Screenwriter's import command. Same with documents generated by programs that generate Final Draft .fdx files.

Fixed bug: When exporting to Scheduling, Smartcheck runs first which it should not do

Corrected a crash that would occur if you had zoom scaling set to exactly 50% in a LOCK SCRIPT, then scrolled to the top of the document, then tried to scroll up beyond the top of the document.

Fixed bug: The program crashes when trying to set a keyboard command in Screenwriter > Preferences > Keyboard.

Fixed bug where Labels of the controls in the Element Styles window will randomly turn different colors.

Fixed bug: Typing a closing Parenthesis shows as corruption in document. (this only occurred if the preference "Parentheticals are Separate Elements" *wasn't* checked).

Fixed Bug: Bookmarks do not display when viewing the PDF in Mac Preview. When exporting to PDF using the program's built-in command, the bookmarks get created, but they do not include scene numbers like they do in the Windows version.

Fixed Bug: Scene Numbers do not get included in the PDF bookmarks when using the export command. When exporting to PDF using the program's built-in command, the bookmarks get created, but they do not include scene numbers like they do in the Windows version.

Fixed Bug: The "OK" button is disabled when you choose to set another option after you have selected User Defined in the Override Scene Heading Number window.

Fixed Bug: After disconnecting from iPartner the program asserted/crashed.

Fixed Bug: When you try to iPartner with a machine running Screenwriter 4.x the program crashes.

Fixed Bug: When you attempt to open a file sent through iPartner, you get a message saying, "Client closed with unknown error 1!" and the session disconnects.

Fixed Bug: "Unable to start iPartner, your computer does not have the correct networking software installed." when trying to use iPartner on OS X 10.9 (Mavericks).

15. KNOWN ISSUES

- Editing an Index Card with Notes while in the Index card window results in all of the Notes in that Category being reset to the Current Note Category.
- Character Names with spaces do not get auto-formatted when entered while in Index Card mode.
- Goto Next A-Page option does not work.
- Scene Labels remain in the document after you have unchecked the option Put in "SCENE".
- Cannot Undo any editing changes made in the Index Card view.
- Dual column character names do not handle Character extensions when the extensions wrap.

Some filenames are still limited to short (27 character) non-Unicode filenames. Long Unicode Names are *Not* Supported in these areas:

- Title Pages
- Keyboard Preference Files
- Watermark Distribution Lists
- Voice files

16. SALES & SUPPORT CONTACT INFO

Hours of Operation -- 8:30am-12pm & 1:30pm-5pm, Mon-Fri, Pacific Time

SALES:

Web: http://store.write-bros.com

Email: http://support.screenplay.com/contact/cs/email/emailcs.php (recommended)

Or mailto:sales@screenplay.com

Phone: (800) 84-STORY / International (818) 843-6557

SUPPORT:

*Write Brothers no longer offers call-in technical support. Even with two full-time support tec
found that we could only handle a limited number of calls, and it forced others to be stuck w
long on-hold wait times. This was particularly difficult for our large international clientele.
Frequently, the answers to many common issues could be found on our on-line Answer Ce
(FAQs).*

*However, our support staff monitors support requests (see below) during the day, evenings,
weekends, and holidays. If after contacting support, we feel you need direct help, we will se
screen sharing session with you, always with audio (phone or internet audio).*

Technical Support Home (includes Answer Center / FAQs) - http://support.screenplay.com

Requesting Support: for a reply, within one business day please use our web form at:

 http://support.screenplay.com/contact/techsupp/emailsupport.php (recommended)

Or, you can send email to mailto:support@screenplay.com (serial number required).

POSTAL MAIL:

Write Brothers, Inc.
638 Lindero Canyon Road
Suite 267
Oak Park, CA 91377-5457

1.4   Running Movie Magic Screenwriter 6.5

To run the program in Microsoft Windows simply double-click on the Movie Magic
Screenwriter Icon.

Main Menu Bar - Movie Magic Screenwriter's Pull-Down menus can be accessed from the
Main Menu Bar by single-clicking on any of the menu items or by pressing the corresponding
<CMD> or <CTRL> keys.

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

Right Toolbar - has an Up-Down Scroll bar and Push buttons for Page Up/Down, and optionally has Element Buttons for element entry with the mouse. The Right Toolbar is displayed at the right side of your screen.

The Status Bar - at the bottom of the window contains a Hint Line, [Insert/Typeover] Push Button, the current Line and Position of your cursor, and the current Page Number followed by the Total Number of Pages.

1.5   Key Features in Screenwriter 6.5

The NaviDoc -- The NaviDoc technology lets you navigate through your document effortlessly and has four panels:

- The Notes Panel -- The Notes panel lets you create and sort color-coded notes & note categories

- The Bookmarks Panel -- The Bookmarks panel lets you set bookmarks to jump to any place in your document

- The Scenes Panel -- The Scenes panel lets you navigate and sort your scenes at the click of a button

- The Outline Panel -- The Outline panel lets you add, remove, and rearrange outline elements

- Outlining Features -- Integrated outlining lets you create and manipulate outlines up to thirty levels deep

- The Outline Panel

- Moving Outline items via Drag & Drop in the NaviDoc

- Send As Email Attachment… Command - Send documents as email attachments in RTF or Adobe Acrobat PDF formats

* Over 30 new templates for a total 104 templates and 12 sample files

- 25 new TV show templates for a total of 86 TV templates

- 2 new sample files (comic story arc & radio play) and 2 updated sample files (screenplay and stage play) for a total of 12 sample files

- 3 new Instructional templates (classic film structure outline, screenplay, & sitcom structure) for a total of 8 instructional templates.

- 4 new blank templates (generic comic, Gossett-Kayle comic, radio play, & radio show) and 1 modified template (stage play) for a total of 10 blank templates

- New Document Icons

- New File Format

- The View Toolbar -- Improved tool bars & context menus

- View Menu

- Menu Changes -- Menus reorganized for easier use

- Modified Keyboard Commands

- Fit width zoom automatically adjusts the text size of your script as you resize the window

- Redesigned look and feel to accommodate the latest versions of Windows and Mac.

- Retain previous versions of documents

- Makes Automatic back up copies of documents

- Automatically checks for Updates

- [****]

1.5.1   Screenwriter 6.0 Icons (Windows)

Movie Magic Screenwriter 6.0 has new program, document, and other file icons.

	Application Icon This is the icon for the Movie Magic Screenwriter 6.0 program.
	Document Icon This is the icon for Movie Magic Screenwriter 6.0 documents.
	Backup Icon This is the icon for the Movie Magic Screenwriter 6.0 backup files.
	Timed Backup Icon This is the icon for the Movie Magic Screenwriter 6.0 timed backup files.
	Template Icon This is the icon for the Movie Magic Screenwriter 6.0 template files.
	Title Page Icon This is the icon for the Movie Magic Screenwriter 6.0 title page files.

1.5.2   Screenwriter 6.0 Menu Changes

The menus in Screenwriter 6.0 underwent a major reorganization. This was done for two reasons:

- To accommodate the NaviDoc and other new features in the menus.

- We felt that many of the menu items were either non-intuitively named or placed and benefited from changing them.

We believe this makes the program easier to use and learn. There is a new NaviDoc menu, renamed commands, and rearrangement of the commands.   The Search and Spell menus have been removed. The Production and Window menus remain unchanged.

For current Screenwriter users, the table below should help your transition to the new arrangement. The table lists the menu items that have changed and identifies their new locations.   After the table are screenshots of the new menus.

In the table below, new menu items are in **BOLD ITALICS**.

MENU ITEM	PRE-6.0 MENU LOCATION	CURRENT MENU LOCATION / NAME
Running Lists	Screenwriter	View
Display Options	Screenwriter	View
Hide Elements On Screen	Screenwriter	View
File Menu	**PRE-6.0 MENU LOCATION**	**CURRENT MENU LOCATION / NAME**
Send as E-Mail Attachment		File
New>Using Default Template		File
New>From Template		.File
Reopen		File
Save as Template		File
Save a Copy		File
Export to…		File
Compare Two Open Scripts	File	Tools
Header/Footer Setup	File	Format > Header and Footer
Page Layout	File	Format > Document Layout

Title Page Publisher	File	View
Publish to Internet	File	Tools
Program Options	File	Tools: Options
Register with Writer's Guild	File	Tools
Backup to Floppy	File	REMOVED
Edit Menu	**PRE-6.0 MENU LOCATION**	**CURRENT MENU LOCATION / NAME**
Cut Element		Edit
Insert Element		Edit
Clear		Edit
Paste into Current Element	Paste Special >	Edit
Paste From	Paste Special >	Edit
Change Text Color	Edit	Format: Font Color
Normal WP Mode	Edit	Format: Normal Word Processor Mode
Paste Special	Edit	REMOVED
Turn Off Block	Edit	REMOVED
Convert Case	Edit	Format
Change Text Style	Edit	Format: Font Style
View Menu	**PRE-6.0 MENU LOCATION**	**CURRENT MENU LOCATION / NAME**
NaviDoc		View
Scene Numbering		View
Toolbars		View > Display Options: Toolbars

Normal		View
Index Cards View	Window	View
NaviDoc	Display Options > Toolbars > Scene Pilot Button	View
Hide Names in Pop-Up List	Format	View
Hide Location in Pop-Up List	Format	View
Title Page Publisher	Format	View
Format Menu	**PRE-6.0 MENU LOCATION**	**CURRENT MENU LOCATION / NAME**
Edit Script Formats	Format	Format > Element Styles
Load Script Formats	Format	Format > Load Styles From
Save Script Formats	Format	Format > Make Default for All New Documents
Edit User Lists	Format	Format > User Lists
Repaginate Now	Format	Tools
Run SmartCheck	Format	Tools
Change Element Type>Left	Format	Dual Columns > Left
Change Element Type>Right	Format	Dual Columns > Right
Change Element Type>Set Margins	Format	Dual Columns > Set Margins
Search Menu	**Main Menu**	**Edit**
Find	Search	Edit
Find Next	Search	Edit
Replace	Search	Edit

Replace & Find Next	Search	Edit
Replace All	Search	Edit
Change Character Name	Search	Edit
Mark one Character's	Search	Format
NaviDoc Menu	**PRE-6.0 MENU LOCATION**	**CURRENT MENU LOCATION / NAME**
Scenes		NaviDoc
Notes		NaviDoc
Bookmarks		NaviDoc
Outline		NaviDoc
New Note		NaviDoc
New Bookmark		NaviDoc
Add Outline Element		NaviDoc
Promote Outline Element		NaviDoc
Demote Outline Element		NaviDoc
Create / Edit Outline Styles		NaviDoc
Top		NaviDoc
Bottom		NaviDoc
Page Up		NaviDoc
Page Down		NaviDoc
Previous Row		NaviDoc
Next Row		NaviDoc
Decrease NaviDoc Font		NaviDoc

Increase NaviDoc Font		NaviDoc
NaviDoc Options		NaviDoc

1.5.3   Screenwriter File Formats

1.5.3.1   New (Optional) Screenwriter XML File Format —.MMX

You now have the option to save your documents in one of two formats: Screenwriter 6.0's current file format (.mmsw) or the new XML file format (.mmx extension).

There are a few reasons why you might wish to choose the .mmx file format over the older .mmsw:

- .mmx supports some new features, such as remembering Ignored words in the new spell checker on a document-by-document basis.
- .mmx supports some features when importing from Final Draft, and will do a better job of exporting to Final Draft.
- Some third-party apps support importing / exporting the .mmx file format. (see our web site for a list of apps presently supporting .mmx)

NOTE: The .mmx file format is not presently compatible with the Windows version of Movie Magic Screenwriter. Also, the password-protected document feature is not presently available for the .mmx file format. Finally, you cannot presently send a .mmx file to a writing partner running iPartner.

☐ **DEFAULT DOCUMENT FORMAT PREFERENCE**

You can now choose which file format you wish Screenwriter to use by default. In the Preferences Dialog, the FILES tab has the following options:

Default Document Format:

.mmsw files can be opened on both Mac & Windows
.mmx files are Mac only but support additional features

For NEW Screenwriter documents: Screenwriter 6 (.mmsw)

When opening a .mmsw document: Keep as Screenwriter 6 (.mmsw)

Default for New Screenwriter Documents:

Screenwriter 6 (.mmsw)
✓ Screenwriter 6.2 XML (.mmx)

Default when opening a .mmsw document:

Keep as Screenwriter 6 (.mmsw)
✓ Convert to Screenwriter 6.2 XML (.mmx)

NOTE: Backup (.BK) and Autosave (.tmb timed backup) files are created in the same file format as whatever the user is presently editing (i.e. .mmsw or .mmx)

EXPORTING TO .MMX FORMAT

You can also export to the new .mmx format. When you EXPORT, your document is scanned for hidden elements, and you are presented with an alert telling you how many hidden notes and outline elements there are, and presented with the option to include or exclude those hidden elements:

Attention

This document contains 1 NOTE and 5 OUTLINE elements that are non-printing (hidden).

If you INCLUDE non-printing elements in the exported document, be aware some non-Screenwriter programs may not hide them on-screen

(EXCLUDE Hidden Elements)   (INCLUDE Hidden Elements)

We present this option because you might be exporting your script to .mmx in order to provide the file to a production-related system. In that case, your private notes and non-printing outline elements might not be relevant, and might even contain confidential notes you don't wish anyone else to see.

1.5.3.2   **Screenwriter .MMSW File Format**

Movie Magic Screenwriter 6.0 introduced a new file format and a new file name extension: **.mmsw**. This file format accommodates the many features found in 6.0 on both Macintosh and Windows.

NOTE: .mmsw files are NOT compatible with pre-6.0 (.scw) versions of Movie Magic Screenwriter, but the Movie Magic Screenwriter 6.0 software is compatible with most all

earlier document formats. To create pre-6.0 compatible documents, see "Saving Documents as .SCW files," below.

1.5.3.3   Saving Documents in 6.0 (MMSW) Format

For new documents created in 6.0 or later, the File > Save,

File > Save As…, or File > Save A Copy… commands save the document with the **.mmsw** extension.

.mmsw

When saving a document created in a pre-6.0 (.scw) version of Screenwriter for the first time, Screenwriter creates a new copy of the document with the .mmsw extension. This prevents the overwriting of original pre-6.0 versions of your documents. After you have saved a document once, it remains a .mmsw file and does not create new copies when you save it again.

1.5.3.4   Saving Documents as SCW Files

At times it is necessary to share documents with other Movie Magic Screenwriter owners using pre-6.0 versions of the software. To save your file in the pre-6.0 format (.SCW), use the Export to… submenu located in the File menu and choose "Screenwriter 4.x and 2000 (.scw)" from the list of file formats. The .scw file format is compatible with Screenwriter versions 4.0 and later. However, saving your file to the .scw format may cause loss of NaviDoc information in the file such as outline styles.

1.5.3.5   Opening Existing Documents

Opening existing documents is done in the normal ways:

- Double-click on the document icon
- Use the File > Open command in Screenwriter
- Drag the document onto the Movie Magic Screenwriter icon

1.5.4   Undo Levels

The Undo levels have been changed from a maximum of 20 to a maximum of 99.

1.5.5   Shortcut Key Changes in 6.0

Changes to Command Key Assignments for Movie Magic Screenwriter Macintosh.

Command Name	Old Shortcut	New Shortcut
Start of Line	CMD + Left Arrow	Home
End of Line	CMD + Right Arrow	End

	Old Shortcut	New Shortcut
Extend Selection Start of Line	CMD + Shift + Left Arrow	Shift + Home
Extend Selection End of Line	CMD + Shift + Right Arrow	Shift + End

	Old Shortcut	New Shortcut
Delete to end of line	Ctrl + End	CMD + Option + Delete Forward
Delete Previous Word	Ctrl + Delete	CMD + Delete
Delete Next Word	Ctrl + Delete Forward	CMD + Delete Forward

	Old Shortcut	New Shortcut
Top (of document)	Home	CMD + Home
Bottom (of document)	End	CMD + End

	Old Shortcut	New Shortcut
Word Left	Ctrl + Left Arrow	CMD + Left Arrow
Word Right	Ctrl + Right Arrow	CMD + Right Arrow
Extend Selection Word Left	Ctrl + Shift + Left Arrow	Shift + CMD + Left Arrow
Extend Selection Word Right	Ctrl + Shift + Right Arrow	Shift + CMD + Right Arrow

	Old Shortcut	New Shortcut
Go To Previous Page	Ctrl + Page Up / CMD + Page Up	CMD + Page Up
Go To Next Page	Ctrl + Page Down / CMD + Page Down	CMD + Page Down
Go To Previous Element	Ctrl + Up Arrow	CMD + Up Arrow
Go To Next Element	Ctrl + Down Arrow	CMD + Down Arrow

	Old Shortcut	New Shortcut
Normal (full width)	Ctrl + 0	Ctrl + F
Left Column	Ctrl + 1	Ctrl + L
Right Column	Ctrl + 2	Ctrl + R
Redo		Shift + CMD + Z
Insert Element	Option + CMD + Return	CMD + RETURN
Cut Element	Option + CMD + Delete	Ctrl + Delete

	Old Shortcut	New Shortcut
New Script Note	Ctrl + F1	Ctrl + N
Element Styles		CMD + E

	Old Shortcut	New Shortcut
Show / Hide NaviDoc	Option + CMD + 0	Ctrl + 0
Outline Panel	Option + CMD + 1	Ctrl + 1
Scenes Panel	Option + CMD + 2	Ctrl + 2
Notes Panel	Option + CMD + 3	Ctrl + 3
Bookmarks Panel	Option + CMD + 4	Ctrl + 4
	Old Shortcut	**New Shortcut**
New Bookmark		Ctrl + B
Promote Outline Element	Option + CMD + Left Arrow	Ctrl + Left Arrow
Demote Outline Element	Option + CMD + Right Arrow	Ctrl + Right Arrow
Top (of NaviDoc)	Option + CMD + Home	Ctrl + Home
Bottom (of NaviDoc)	Option + CMD + End	Ctrl + End
Page Up (NaviDoc)	Option + CMD + Page Up	Ctrl + Page Up
Page Down (NaviDoc)	Option + CMD + Page Down	Ctrl + Page Down
Previous NaviDoc Row	Option + CMD + Up Arrow	Ctrl + Up Arrow
Next NaviDoc Row	Option + CMD + Down Arrow	Ctrl + Down Arrow
Increase NaviDoc Font Size		Ctrl + [
Decrease NaviDoc Font Size		Ctrl +]
	Old Shortcut	**New Shortcut**
Apply Revision Mark		Ctrl+M
Remove Revision Mark		Shift+Ctrl+M
	Old Shortcut	**New Shortcut**
New From Template		Shift+Cmd+N
Title Page Publisher		Cmd+T
Normal Style		Cmd+-
Uppercase		Ctrl+U
Lowercase		Shift+Ctrl+U
Online Reference		Cmd+?, Cmd+/
Page Setup		Shift+Cmd+P
Print Preview		Option+Cmd+P
Select Sentence		Cmd+Shift+A
Select Group		Cmd+Opt+A

Select Scene		Ctrl+Shift+A
Last Position		Cmd+Y

	Old Shortcut	**New Shortcut**
Cheat Element	F3	Cmd+= or F3
Thesaurus	F5	Cmd+J or F5
Pop Up Element Type List	F4	Cmd+L or F4

	Old Shortcut	**New Shortcut**
Strikethrough Style	F11	Cmd+K or F11
Spell Check Word	Cmd+K	Cmd+D
Replace	Cmd+=	Cmd+R
Replace & Find Next	Cmd+L	Opt+Cmd+R
Capitalize Word	F12	Ctrl+W
Lowercase Word	Shift+F12	Ctrl+Shift+W
New Action	Ctrl+Return	Ctrl+A
Add Forced Page Break	Shift+Return	Ctrl+Return
Add Hard Return	Opt+Return	Shift+Return

	Old Shortcut	**New Shortcut**
Repaginate Now	Cmd+R	None
Cap & Bold Word	Ctrl+F12	None
Zoom	Cmd+/	None

1.6   Tutorials

Screenwriter 6 has several tutorial designed to get you acquainted with important features of the software.

Basic Overview Tutorials:

- **10-Minute Tutorial**
- Opening the Program
- How to Write
- Exporting to PDF

NaviDoc Tutorials:

- Opening and Closing the NaviDoc

- [Common Controls](#)
- [**Using the Outline Panel**](#)
- [Using the Scenes Panel](#)
- [Using the Notes Panel](#)
- [Using the Bookmarks Panel](#)

Template Tutorials:

1. [Screenplay Templates](#)
2. [Sitcom Templates](#)

In addition to the tutorials in this document, video tutorials may be found at online at http://www.LearnMovieMagicScreenwriter.com

1.6.1　Basic Overview

The Basic Overview tutorials include:

- [**10-Minute Tutorial**](#)
- [Opening the Program](#)
- [How to Write](#)
- [Exporting to PDF](#)

1.6.1.1　10-Minute Tutorial

Movie Magic Screenwriter for Windows

TEN MINUTE TUTORIAL

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

```
                    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:

    3               INT. RICK'S ROOM — CONTINUOUS                             3

                    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:
```

1.6.1.1.1 Open the Program

Double click the **Movie Magic Screenwriter** alias on the Desktop, or double click on the Movie Magic Screenwriter application under Macintosh HD:Applications:Movie Magic Screenwriter 6.

Screenwriter opens a new blank document and automatically uses the template for a Screenplay (Spec Script) by default.
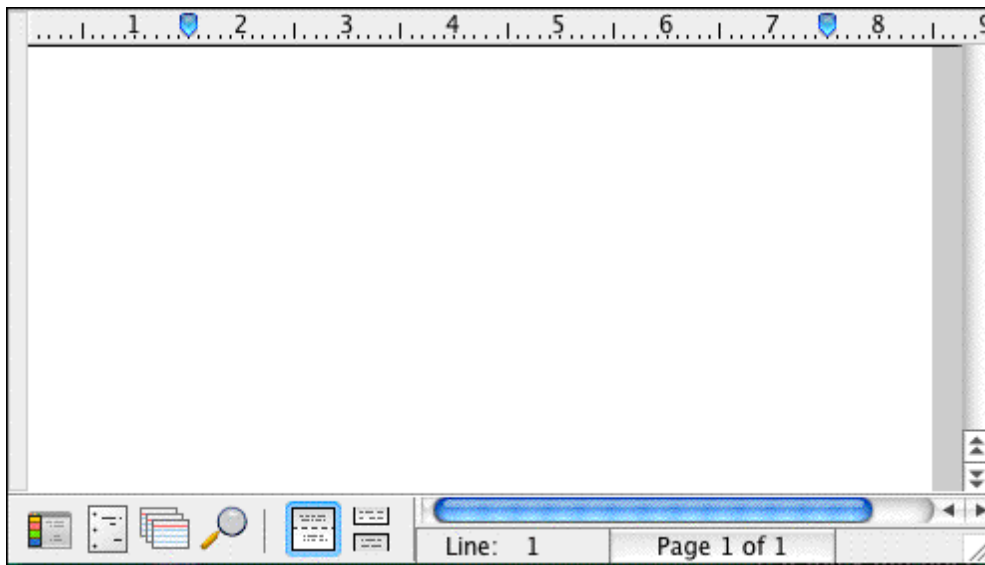
1.6.1.1.2 How to Write

The only special keys you need to write your script in Movie Magic Screenwriter are **TAB**, **RETURN**, and the Open Parenthese key-- **(** -- if you use Parentheticals (wrylies).

Use the **DELETE** key to correct mistakes.

1.6.1.1.2.1 1) Add Fade In

- Before typing anything, press **RETURN**.

- To start your script with FADE IN:, click on the Yes button or press **RETURN**.
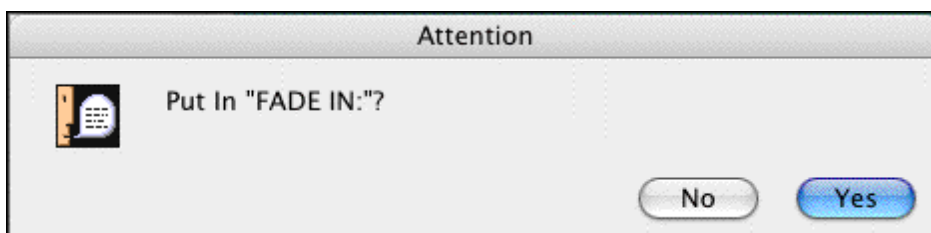
The cursor drops down to a new blank line of Action.

Screenwriter knows you need a Scene Heading next, and pops up a list of available options to start the Scene Heading.

```
┌──────────────────────────────┐
│  ○       Scene Heading       │
├──────────────────────────────┤
│ INT.                         │
│ EXT.                         │
│ P.O.V.                       │
│ FULL SHOT                    │
│                              │
│ FADE IN:                     │
│                              │
│ Make this an Outline Element │
│                              │
│ No Initial Text              │
│ End of Act                   │
│ Start New Act                │
│                              │
│ Make this a Shot             │
│ Make this a Transition       │
│ Nevermind...                 │
└──────────────────────────────┘
```
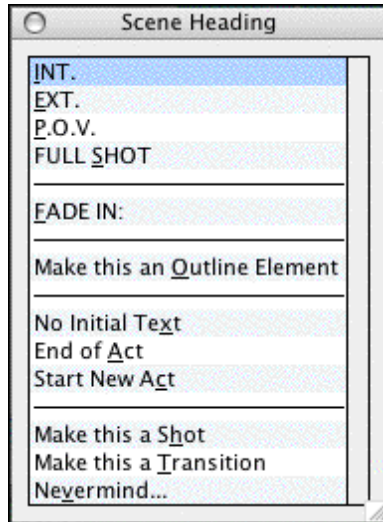
Shortcut keys are shown as the underlined letter on the list.

- Type the letter "**i**".

INT. is entered for you, correctly formatted in UPPER CASE with the proper spacing.

```
FADE IN:

INT. |
```
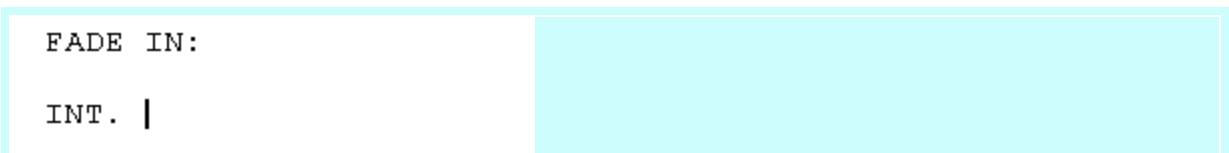
Next, you need to type in a location.

- Type "**rick's room**", Notice that Screenwriter automatically uppercases the text even if you write it in lower case.

```
FADE IN:

INT. RICK'S ROOM|
```
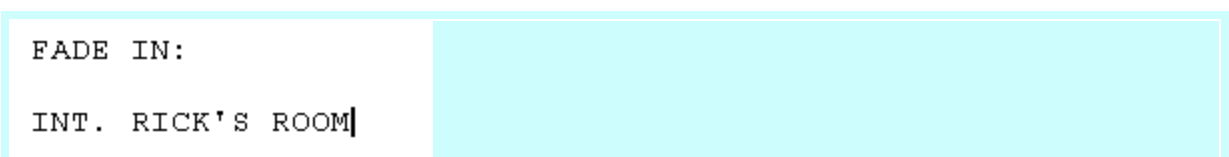
- Press **RETURN**.

Scene Headings normally end with the time of day, so Screenwriter pops up a list of available Times-of-Day.

```
MORNING
DAY
AFTERNOON
EVENING
NIGHT
LATER
CONTINUOUS
MOMENTS LATER

Nevermind...      Esc
```
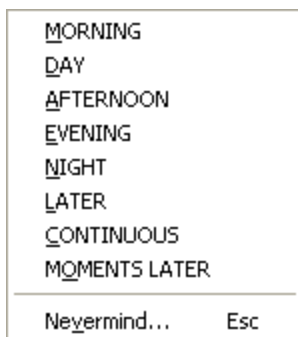
- Type the letter "**d**".

One dash (with proper spacing) and the word DAY are entered for you. With the Scene Heading complete, the cursor drops down to a new blank line of Action.

```
FADE IN:

INT. RICK'S ROOM -- DAY

|
```

- Type the first paragraph of Action:

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

```
FADE IN:

INT. RICK'S ROOM -- DAY

RICK, 30s and laid-back, reads Variety while installing his
new Screenwriter program.|
```
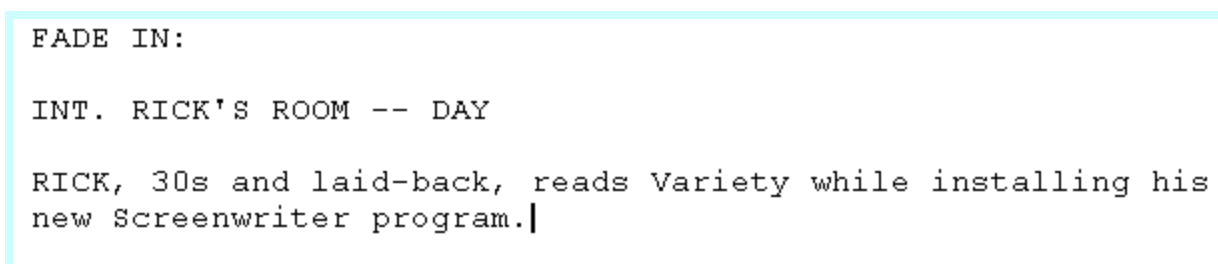
1.6.1.1.2.6 6) Add Character Name

- Press **TAB**.

Screenwriter moves the cursor into a Character Name element with the proper margins.

- Type in the character's name: "**jack**"

The name will automatically be entered in ALL CAPS.

```
FADE IN:

INT. RICK'S ROOM -- DAY

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

                    JACK|
```

1.6.1.1.2.7 7) Add Character Extension

- Type the left parenthesis character: "**(**" (SHIFT+9).

A pop-up list of character Extension text displays.

```
(O.S.)
(V.O.)

New Extension
No Extension

Add as Text

Nevermind...    Esc
```

- Type the letter "**o**" for (O.S), meaning Off Screen.

JACK (O.S.) is entered for you, and Screenwriter moves the cursor down to a Dialogue element.

```
FADE IN:

INT. RICK'S ROOM -- DAY

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

                        JACK (O.S.)
        |
```

1.6.1.1.2.8 8) Add Dialogue

- Type Jack's dialogue:

    How can I get this word processor to break my script pages correctly?

Screenwriter automatically formats the margins for dialogue for you.

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

1.6.1.1.2.9 9) Add Another Character

- Press **TAB**.
- Type in the character name: "**rick**".
- Press **RETURN**.

Screenwriter moves the cursor down to a Dialogue element automatically.

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

                        RICK
        |
```

1.6.1.1.2.10 10) Add Dialogue

- Type Rick's dialogue:

    You can't.

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

                    RICK
        You can't.|
```

- 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 Locations already being used in the script pops up. It contains one entry, *RICK'S ROOM*.

- Ignore it and type a new location instead: "jack's room".

```
                    RICK
            You can't.

    INT. JACK'S ROOM|
```

NOTE: Only Locations (and Character Names) actually being used in the script show on the pop-up lists. If a Location (or Character Name) is completely removed from the script, it will no longer show on the pop-up lists.

- Press **RETURN**.

A Time-of-Day list pops up.

```
┌─────────────────────────┐
│ ○    Time of Day        │
├─────────────────────────┤
│ MORNING                 │
│ DAY                     │
│ AFTERNOON               │
│ EVENING                 │
│ NIGHT                   │
│ LATER                   │
│ CONTINUOUS              │
│ MOMENTS LATER           │
│ ─────────────────────── │
│ Never Mind              │
└─────────────────────────┘
```
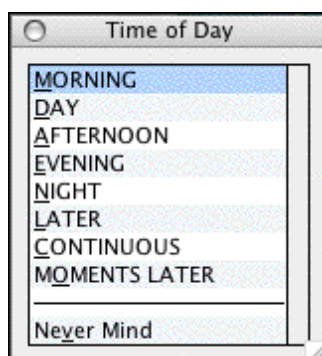
- Type the letter "**c**".

One dash and the Time-of-Day, *CONTINUOUS,* is entered for you. The cursor drops down to a new blank line.

```
                        RICK
            You can't.


INT. JACK'S ROOM -- CONTINUOUS


|
```

1.6.1.1.2.13 13) Add Action

- Type the next paragraph of Action:

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

```
INT. JACK'S ROOM -- CONTINUOUS

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

1.6.1.1.2.14 14) Add Character Name

- Press **TAB**.
- Type the letter "**j**".

Notice that "JACK" is automatically highlighted.

```
INT. JACK'S ROOM -- CONTINUOUS

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

                        J|ACK  JACK
```

- Press **RETURN**.

The Character Name JACK is entered for you.

```
INT. JACK'S ROOM -- CONTINUOUS

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

                        JACK
        |
```

15) Add Dialogue

- Type Jack's dialogue:

   Shoot! My contest deadline is next week...

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

16) Add Character Name

- Press **TAB**.
- Type the letter "**r**" to select the name RICK, then type the left parenthesis character: " **(** " *(SHIFT+9)*.
- Type the letter "**o**".

RICK (O.S.) is entered for you.

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

                        RICK (O.S.)
        |
```

17) Add Dialogue

- Type Rick's dialogue:

   My program formats all the margins and page breaks for me. It can do scene numbering, dialogue mores and continueds... it even lets me do an outline.

```
                    RICK (O.S.)
          My program formats all the margins
          and page breaks for me.  It can do
          scene numbering, dialogue mores and
          continueds... it even lets me do an
          outline. |
```

1.6.1.1.2.18 18) Add Action

● Press **RETURN**.

● Type the next Action paragraph:

   Jack leaps from his chair, rushes towards the door.

```
                    RICK (O.S.)
          My program formats all the margins
          and page breaks for me.  It can do
          scene numbering, dialogue mores and
          continueds... it even lets me do an
          outline.

Jack leaps from his chair, rushes towards the door. |
```

1.6.1.1.2.19 19) Add Transition

● Press **RETURN**.

● Press **RETURN** again.

● Type "**t**".

A pop-up list of Transition text displays.

```
 ○      Transitions
 CUT TO:
 DISSOLVE TO:
 FADE OUT:
```
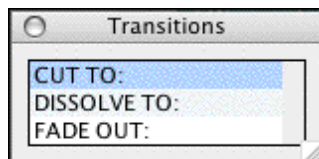
● Type "**c**".

● Press **RETURN**.

CUT TO: is entered for you, right justified and ALL CAPS, and Screenwriter moves the cursor down to a new line and shows the pop-up menu for a new Scene Heading.

```
Jack leaps from his chair, rushes towards the door.

                                                    CUT TO:


|
```

1.6.1.1.2.20 20) Add Scene Heading

- Type "**i**".

INT. is entered for you, and a list of existing Locations pops up.

```
                    ┌──────────────────────────┐         CUT TO:
                    │                        ⊠ │
                    │ JACK'S ROOM              │
        INT. |      │ RICK'S ROOM              │
                    └──────────────────────────┘
```
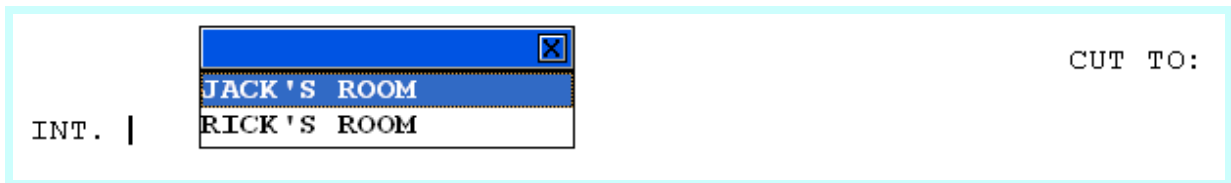
1.6.1.1.2.21 21) Add Location

- Type the letter "**r**" to narrow down the choices on the pop-up list.

```
┌──────────────────────────┐
│ R                      ⊠ │
│ RICK'S ROOM              │
└──────────────────────────┘
```

- Press **RETURN**.

RICK'S ROOM is entered for you. The Time-of-Day list pops up.

```
                                                    CUT TO:


    INT. RICK'S ROOM|
                              ┌──────────────────┐
                              │ MORNING          │
                              │ DAY              │
```
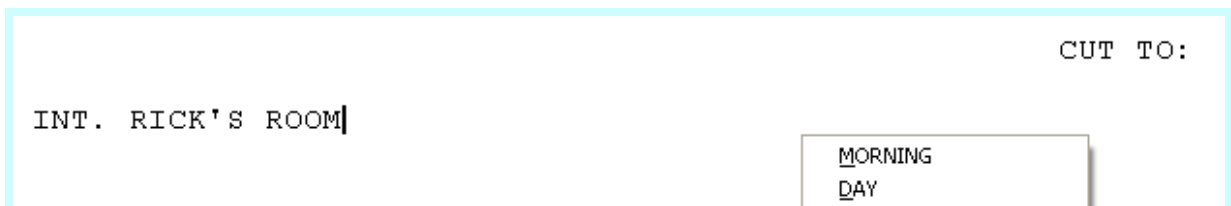
1.6.1.1.2.22 22) Add time of Day

- Type the letter "**c**".

CONTINUOUS is entered for you.

```
INT. RICK'S ROOM -- CONTINUOUS

|
```

- Type the next Action paragraph:

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

```
INT. RICK'S ROOM -- CONTINUOUS

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

- Press **TAB**.
- Type "**j**".
- Press **RETURN**.
- Type Jack's dialogue:

   Show me--

```
INT. RICK'S ROOM -- CONTINUOUS

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

                         JACK
             Show me--|
```

- Press **TAB**.
- Type "**r**"
- Press **RETURN**.

RICK is entered for you.

```
                        JACK
            Show me--


                        RICK
            |
```

- Type the left parenthesis character: "**(** " *(SHIFT+9).*

The cursor appears in a new Parenthetical, automatically surrounded by parentheses.

```
            RICK
        (| )
```

- Type the word: "**interrupting**"

```
                        JACK
            Show me--


                        RICK
            (interrupting| )
```

- Press **RETURN**.
- Type Rick's dialogue:

    --the Magic. Watch this.

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

- Press **RETURN** twice.
- Type "**h**" for "*Make this a S<u>h</u>ot"*.

A pop-up list of Shot text displays.

Ignore it.

- Type "**on the computer screen**".

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

ON THE COMPUTER SCREEN
```

1.6.1.1.2.29 29) Add Action

- Press **RETURN**.
- Type the next paragraph of Action:

    Editable 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.

```
ON THE COMPUTER SCREEN

Editable 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. |
```

1.6.1.1.2.30 30) Add Contued Dialogue

- Press **TAB**.
- Type "**r**"
- Press **RETURN**.

RICK (CONT'D) is entered for you, as Rick has spoken twice in a row.

```
Editable 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)
        |
```

- Type Rick's dialogue:

  What do you think of it so far?

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

1.6.1.1.2.31 31) Add Action.

- Press **RETURN**.

- Type the next paragraph of Action:

  No answer.

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

No answer.|
```

1.6.1.1.2.32 32) Add More Action

- 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.*

```
No answer.

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

1.6.1.1.2.33 33) Fade Out

- Press **RETURN**.

- Press **RETURN** again.

- Type "**t**" for Transition.

A pop-up list of Transition text displays.

- Type "**f**" .
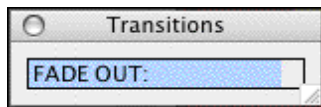
- Press **RETURN**.

FADE OUT: is entered for you, right justified and in ALL CAPS.

- Press the Escape key to finish.

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

                                                    FADE OUT:
```

1.6.1.1.3 That's It

This sample script is finished, and you should be 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 the most current FAQs, Software Updates, Documentation, and online Tutorials, please visit our Support website at: http://support.screenplay.com

1.6.1.2   Exporting to PDF

EXPORTING TO (ADOBE ACROBAT) PDF

This tutorial gives you the step-by-step instructions for exporting and e-mailing your Movie Magic Screenwriter document to an Adobe Acrobat PDF file. The steps outlined below will let you create a separate PDF (Portable Document File).

- Email your document to people (agents, producers, writing partners, etc.) who don't have Screenwriter.

- Universal format that can be taken to a print shop.

- Good for uploading to most online contests.

- Keeps the proper margins and page breaks as you see it in Movie Magic Screenwriter.

1.6.1.2.1 Steps to Export to PDF (export only)

Use these directions to export a PDF version of your document.

1. Open your .MMSW document in Movie Magic Screenwriter.

2. Click on File > Export to... > Adobe Acrobat PDF (.pdf).

3. An "Export" dialog appears with the "File name" field filled in automatically with "<the name of your document>.pdf". Change this if desired.

4. By default, Screenwriter saves to the "Movie Magic Screenwriter" folder inside of your Documents folder. If you wish, change this to another folder on your computer (e.g., Desktop).

5. Click Save.

6. The print dialog box should come up with "Entire Document" automatically selected. If you wish, select something other than "Entire Document" (e.g., Selected Pages, Selected Scenes, etc.). You can also select any of the other PDF export options which include:

    Export Which Notes:—This allows you to choose which notes get annotated in the PDF file: None, Visible Notes Only or All Notes.

    Create Production Sides in this PDF file—This option creates reduces sized pages, two copies printed twice (side-by-side) in Landscape orientation, for distribution.

    Automatically display bookmarks when PDF opens in Acrobat Reader—This option controls whether or not the Scene Heading bookmarks are displayed when the PDF file is opened.

    Export Title Page—If a title page exists for this document under View > Title Page Publisher, checking this box will include it as the first page of the PDF file.

7. Click the Export button.

1.6.1.2.2 E-mailing a PDF File

Use these directions to email a PDF version of your document from within Screenwriter.

1. Click on File > Send as E-mail Attachment... or click on the Send E-mail icon on the Top Toolbar.

2. The Send as Email Attachment dialog opens. From the Attach As list choose PDF - Portable Document Format.

3. From the Compose Message In: list, choose which e-mail program you use.

4. Click OK.

5. The PDF Export Options dialog will come up. "Entire Document" will already be selected, as well as "Export Title Page" if one exists in the document.

6. Make any desired changes to the options and click Export.

The e-mail program you chose should open up with the PDF file attached and ready to send

1.6.2 NaviDoc

The NaviDoc tutorials include:

- Opening and Closing the NaviDoc
- Common Controls
- Using the Outline Panel
- Using the Scenes Panel
- Using the Notes Panel
- Using the Bookmarks Panel

1.6.2.1 Opening and Closing the NaviDoc

Show how to Open/Close the NaviDoc and its panels (mouse & keyboard).

NaviDoc Splitter

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.
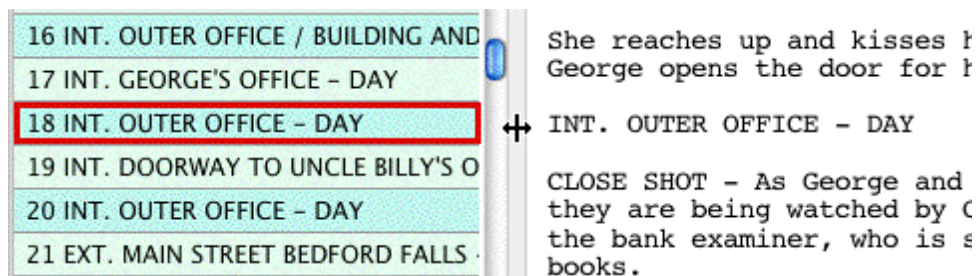
If the NaviDoc is closed, the splitter will be against the left side of the window.
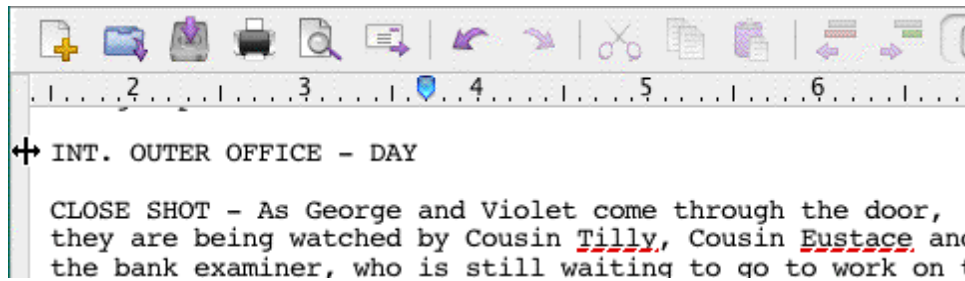
- Dragging the splitter to the left, past the minimum width, will close the NaviDoc.
- Dragging the splitter to the right will open the NaviDoc or expand its width if it is already open.

Menus

You can open and close the NaviDoc via the menus by clicking on **View > NaviDoc**.

Keyboard

You can open/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**

1.6.2.2   Common Controls

There are certain controls that are common to two or more panels.

Preferences

This control appears on the Outline, Scenes and Notes panels. Clicking this will open the preferences for the NaviDoc. *NOTE: when in the Outline panel, this button opens the Outline preferences specifically.*

Sync

 ON   OFF

This control appears on all four panels (Outline, Scenes, Notes and Bookmarks). It determines whether or not the NaviDoc and the document are synchronized, and whether or not the Sync Frame displays.

Show/Hide Scene Heading fields
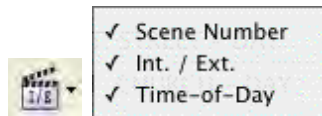
This control appears on the Outline & Scenes panels. It allows control over what parts of the Scene Heading are displayed (INT./EXT., Location and Time-of-Day).

Show Spacing between Elements

 ON   OFF

This control appears on the Outline & Scenes panels. It controls whether or not the natural spacing between elements is shown in the NaviDoc.

Set Number of Scene Lines

This control appears on the Outline & Scenes panels and 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.

1.6.2.3   Outline Panel

The Outline Panel tutorials include:

- Outline Panel Controls
- Setting up Outline Hierarchy and styles
- Creating an Outline
- Navigating
- Selecting Multiple Elements
- Moving Outline Elements

- Copying Outline Elements
- Promoting and Demoting Elements

There are some controls specific to the Outline Panel.

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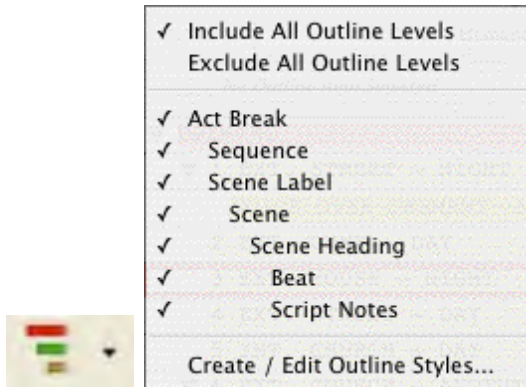
This drop-down button controls which outline style rows are visible in the Outline panel.

Collapse All/Expand All

Expand   Collapse

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*.

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** (ALT+M) window and 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 **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 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).

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 **RETURN**.

4. First, let's outline the Acts. Click Yes or press **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 **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 **RETURN** to insert another Act element.

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

10. Press **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 **RETURN**.

14. Promoting and Demoting outline elements (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 CTRL+RIGHT ARROW twice.

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

16. Press **RETURN** three times.

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

18. Type in "SUBURBAN HOME - KITCHEN ".

19. Press **RETURN**.

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

21. Press **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 **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 **RETURN** twice.

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

27. Type in "KITCHEN CABINET".

28. Press **RETURN**.

29. Press "d" for "DAY".

30. Press **RETURN**.

31. 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."

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

33. Press **RETURN**.

34. Change this new Act into a Sequence by demoting it. Press CTRL+RIGHT ARROW.

35. Type in "Tommy's childhood trauma.".

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

1.6.2.3.4 Navigating

There are several ways to navigate through the NaviDoc and your document using the Outline panel.

Mouse

You can use the mouse to scroll the NaviDoc up and down. Clicking on a row in the Outline panel will take you to that place in the document. If enabled, the flash pointer will point to that element in the document. The Sync button is on by default, so the NaviDoc will scroll as you navigate.

Keyboard

You can move through the NaviDoc using the keyboard.

Top of NaviDoc =CTRL+HOME

Bottom of NaviDoc = CTRL+END

Scroll up one screen = CTRL+PAGEUP

Scroll down one screen = CTRL+PAGEDOWN

Previous Row = CTRL+UP ARROW*

Next Row = CTRL+DOWN ARROW*

*Since these key commands actually select the previous/next row, the document will be moved to that element as well.

Menus

You can also move through the NaviDoc using the menu items under the NaviDoc menu.

1.6.2.3.5 Selecting Multiple Elements

Open the tutorial template:
1. Click on File > New from Template...
2. Double-click the Tutorials folder and open the file called "*Selecting Multiple Events*".

Selecting a Range of Adjacent Outline Elements

Let's say you have a few outline elements (of the same style) next to each other and you want to select them all.

1. Open the Outline panel on the left if it is not already open.

2. Click on the Scene called "*Neal slips in the kitchen.*".

3. Hold down the **SHIFT** key on the keyboard.

4. Click on the Scene called "*Valerie puts chocolate syrup on mashed potatoes.*".

Notice that it selects everything in the range of elements between (and including) "*Neal slips…*" and "*Valerie puts chocolate syrup…*".

NOTE: you cannot select outline elements of different styles (e.g., Act & Scene, Sequence & Scene, etc.).

Selecting Nonadjacent Outline Elements

1. Open the Outline panel on the left if it is not already open.

2. Click on the Scene called "*Neal slips in the kitchen.*".

3. Hold down the **CMD** key on the keyboard.

4. Click on the Scene called "*Fiona gets the hot seat*".

Notice that it only selects those specific, nonadjacent outline elements.

NOTE: you cannot select outline elements of different styles (e.g., Act & Scene, Sequence & Scene, etc.).

1.6.2.3.6 Moving Outline Elements

Open the tutorial file:

1. Click on File > New from Template...

2. Double-click the Tutorials folder and open the file called "Moving Outline Elements".

If an outline element has child elements, the child elements will normally move with the parent. For example, if you have a Sequence (parent) that contains three Scenes (children), moving the Sequence will take the three Scenes with it.

To move selected outline elements, click and drag them up or down to a new location in the Outline panel. If the Outline is long, you can hold the mouse near the top or bottom of the list while dragging an element in order to scroll the list.

1. Click and hold the left mouse button down on the ***Sequence*** in the First Act.

2. Still holding the mouse button down, drag the ***Sequence*** down into the Second Act.

3. Click down on the ***Sequence*** you just moved and, while still holding the mouse button down, drag it to the bottom of the list.

Notice, the list starts to scroll, which allows you move the element to parts of the Outline panel list that are not in view.

You can also use simple cut & paste in the document itself to move an outline element.

NOTE: holding down the CTRL key while dragging will allow the parent element to move independently, leaving its child elements where they are. The child elements will then become a part of the nearest parent element.

Open the tutorial file:

1. Click on **File > New from Template...**

2. Double-click the Tutorials folder and open the file called "Moving and Copying Outline Elements".

To duplicate selected outline elements, click and drag them up or down to a new location in the Outline panel while holding down the correct modifier key.

1. Click and hold the left mouse button down on the ***Sequence*** in the First Act.

2. Holding the mouse button down, drag the ***Sequence*** down into the Second Act.

3. Press and hold the **OPTION** key on the keyboard.

4. Release the mouse button.

Notice, it has duplicated the element (and any child elements) at the new location. This is known as a "drag copy".

You can also use simple copy & paste in the document itself to move an outline element.

*NOTE: holding down **CTRL+OPTION** while dragging will make a copy of the parent element (only) at the new location.*

Outline elements (and some document elements) can be promoted or demoted in the Outline panel. What does this mean? Promoting/demoting is a term used to describe changing an element from one level of an outline to a "higher" or "lower" level in the outline hierarchy. There are a few different ways to promote/demote an element.

Open the tutorial template:

1. Click on File > New from Template...

2. Double-click the Tutorials folder and open the file called "Promoting & Demoting Tutorial".

This tutorial file has three levels available: Act, Sequence and Scenes.

Promoting/Demoting via Keyboard

1. Press **CTRL+DOWN ARROW** until the caret is blinking in the Third Act.

2. To demote the Act to a Sequence, press **CTRL+RIGHT ARROW**.
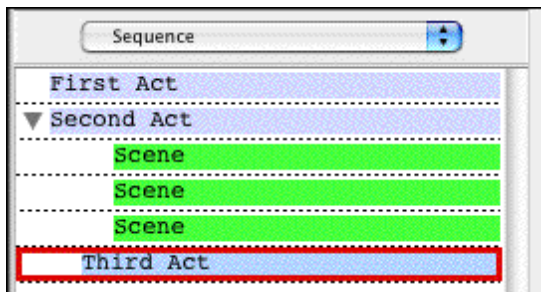
3. To promote an element, press **CTRL+LEFT ARROW**.

Promoting/Demoting via Drag and Drop

1. Open the Outline panel on the left if it is not already open.

2. Hold the mouse button down on the first Scene (green). Notice, as you drag it left or right, it shows what level in the hierarchy it will become.

3. Drag it so that it says Sequence and drop it. The outline element is now converted to a Sequence (red) and has the proper margins.
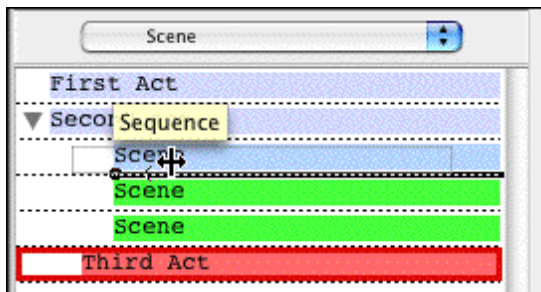
You can use the Promote/Demote icons on the Top Toolbar to promote and demote elements.

Also, you can promote and demote via the Promote/Demote Outline Element items in the NaviDoc menu.
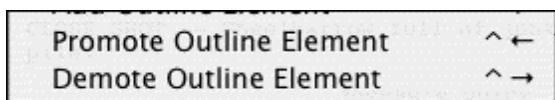
1.6.2.4   **Scenes Panel**

The Scenes Panel tutorials include:

- Scenes Panel Controls

- Navigating the Document

- Sorting Scenes

- Hide and Show Scene Heading Fields

1.6.2.4.1 Scenes Panel Controls

There is one control specific to the Scenes panel.

Sort Scenes in NaviDoc

✓ Sort by Scene Number
Sort by Int. / Ext.
Sort by Location
Sort by Time-of-day
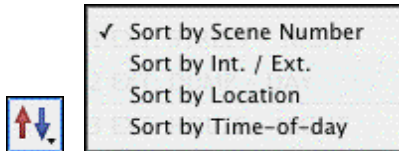
This allows the sorting of scenes (NaviDoc only) by Scene Number, INT./EXT., Location or Time-of-Day.

1.6.2.4.2 Navigating the Document

There are several ways to navigate through the NaviDoc and your document using the Scenes panel.

Mouse

You can use the mouse to scroll the NaviDoc up and down. Clicking on a row in the Scenes panel will take you to that place in the document. If enabled, the flash pointer will point to that element in the document. The Sync button is on by default, so the NaviDoc will scroll as you navigate.

Keyboard

You can move through the NaviDoc using the keyboard.

Top of NaviDoc = CTRL+HOME

Bottom of NaviDoc = CTRL+END

Scroll up one screen =CTRL+PAGEUP

Scroll down one screen = CTRL+PAGEDOWN

Previous Row = CTRL+UP ARROW*

Next Row =CTRL+DOWN ARROW*

*Since these key commands actually select the previous/next row, the document will be moved to that element as well.

Menus

You can also move through the NaviDoc using the menu items under the NaviDoc menu.

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.

Sorting Scenes

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.
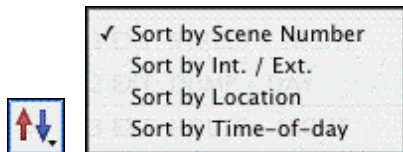
    There are four ways to sort the scenes:

- **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.).

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

In the Scenes panel, you can choose to hide or show the different parts of the Scene Headings: INT./EXT., Location and Time-of-Day.

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

2. Open the Scenes panel (CTRL+2). Alternatively, you can click on NaviDoc > Scenes.

3. Click on the Show/Hide Scene Heading Fields button on the Scenes panel.
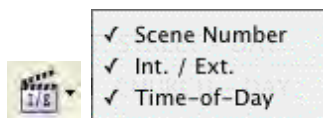
4. Click on the INT./EXT. option. Now the INT./EXT.'s of the scene headings are no longer shown.

5. Click on the other options to see how it changes the way scenes are displayed in the Scenes panel.

1.6.2.5   Notes Panel

The Notes Panel tutorials include:

- Note Panel Controls
- Creating and Deleting Note Categories
- Adding and Removing Notes in the Document

1.6.2.5.1 Note Panel Controls

There are some controls specific to the Outline Panel.

Hide/Show Note Categories in NaviDoc
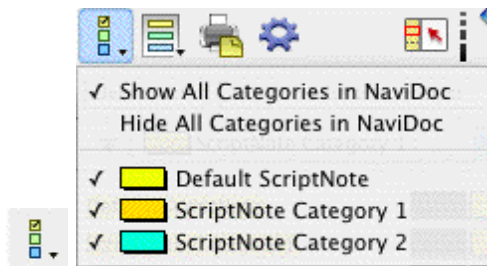
This controls which Note categories are displayed in the NaviDoc.

Hide/Show Note Categories in Document
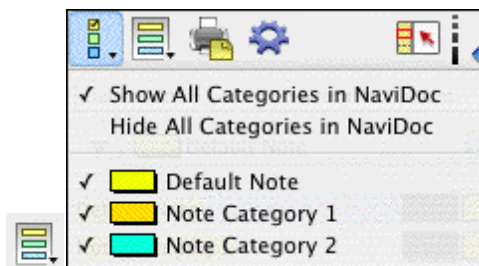
This controls which Note categories are displayed in the document.

Print Notes

This button brings up the window where you can choose how you want to print your Notes.

Creating Note Categories

Screenwriter allows you to create custom note categories to which you can assign any meaning or color. You can have up to 26 categories (Default + 25 Custom) total.

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

2. Open the Notes panel (**CTRL+3**). Alternatively, you can click on **NaviDoc > Notes**. The default note category is always created with every document.

3. To add a new category, click on the "Default Note Category" pulldown menu and choose **New Category Color…**"Color Category 2" is added (with a new color) and is in edit mode so you can change the name.

4. Type in "*Theme*" for the name of the new category and press **RETURN** to confirm.

5. Let's add another category. This time, click on the **Add** button."Color Category 3" is added with a new color.

6. Type in "Plot" for the name of the new category and press **RETURN** to confirm.

7. Add another category. Click on the **Add** button.

8. Type in "*Sub-plot*" for the name of the category and press **RETURN** to confirm.

9. Add one final category called "*Character*". Click on the **Add** button.

Deleting Note Categories

Deleting a note category is very easy.

1. Select the "Character" category created on the last step above.

2. Click on the **Delete** button.

3. Confirm the delete if prompted.

NOTE: while you can rename it, you cannot delete the Default note category, because there must be at least one.

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** 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.
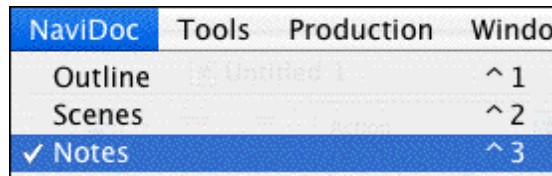
- **Notes Panel**—Add Note Element button.
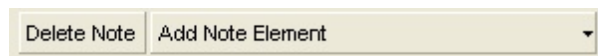
- **Top Toolbar**—Insert Element button. (If you do not see that button on the top toolbar, see Customize Toolbar)
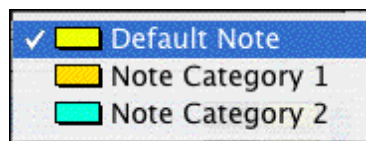
- **Right Toolbar**—Note button. (If you do not see the Right Toolbar, click on **View > Right Element Buttons**.)

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: 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 **DELETE** on the keyboard.

The note should be removed from the document.

1.6.2.6   Bookmarks Panel

The Bookmarks Panel tutorials include:

- Adding and Removing Bookmarks

- Editing Bookmarks

- Navigating the Document

1.6.2.6.1 Adding and Removing 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+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.

3. Click to confirm delete if prompted.

1.6.2.6.2 Editing Bookmarks

Editing Bookmark Name

1. Open the Sample Screenplay file.

2. Open the Bookmarks panel (**CTRL+4**).

3. Click on any line of text and press **CTRL+B** to add a bookmark.

4. To edit the name of the bookmark, make sure it is selected in the NaviDoc and click the **Edit** button. Alternatively, you can double click the bookmark to put it in edit mode.

5. Type in a new name for the bookmark.

6. When you are finished, click the Done button or press **RETURN** to confirm the name.

1.6.2.6.3 Navigating the Document

There are several ways to navigate through the NaviDoc and your document using the Bookmarks panel.

Mouse

Clicking on a row in the Bookmarks panel will take you to that place in the document. If enabled, the flash pointer will point to that element in the document. The Sync button is on by default, so the NaviDoc will scroll as you navigate.

Keyboard

You can move through the NaviDoc using the keyboard.

You can move through the NaviDoc using the keyboard.

    Top of NaviDoc = CTRL+HOME

    Bottom of NaviDoc = CTRL+END

    Scroll up one screen = CTRL+PAGEUP

    Scroll down one screen = CTRL+PAGEDOWN

    Previous Row = CTRL+UP ARROW*

    Next Row = CTRL+DOWN ARROW*

*Since these key commands actually select the previous/next row, the document will be moved to that element as well.

Menus

You can also move through the NaviDoc using the menu items under the NaviDoc menu.

1.6.3 Templates

The Template tutorials include:

- Screenplay Template tutorials
- <u>Industry Standards and Conventions tutorial</u>

- [The Different Elements of a Screenplay tutorial](#)
- Sitcom Template tutorials:
- [Industry Standards and Conventions](#)
- [The different Elements of a Sitcom](#)
- [Sitcom Format -- Step-by-Step Basics](#)

1.6.3.1   Screenplay

This tutorial gives an overview of an industry standard screenplay, including format conventions and usage.

- [Industry Standards and Conventions tutorial](#)
- [The Different Elements of a Screenplay tutorial](#)

For a step-by-step tutorial of writing a screenplay see the [10-Minute Tutorial](#).

1.6.3.1.1 Industry standards and conventions

The screenplay format is arranged so that one screenplay page translates to roughly one minute of screen time. This can vary depending on the writing style and how much action or dialogue is in the script (dialogue tends to translate to a shorter run time than does action). The average length of a screenplay is 90-120 pages with dialogue-driven scripts generally being on the longer end, even though their run time may end up being the same or shorter than action.

As a writer, it is your job to convey your story ideas, characters and images rather than explain how the film will be shot. Camera angles and transitions (for the most part) should be left up to the director.

A Note about Formatting

It is important that your screenplay follows the generally accepted format. However, don't worry about the minutia ("Should I use CONT'Ds after character names or not?", "Will my script be thrown away if there are MOREs on the bottom when dialogue breaks across the page?", etc.). A script would more likely to be passed up because of bad writing than because of the use or non-use of CONT'Ds after the character names.

Remember, you can always configure the formatting to your personal writing style. *See Customizing Screenwriter > [Script Format Options](#).*

Title Page

The title (cover) page of a screenplay typically uses Courier (or Courier New) 12pt. The title of the screenplay, the "Written by" line and the author's name should be centered vertically and horizontally on the page, as well as double-spaced.

- The title is usually in ALL CAPS. It can be enclosed in quotes, underlined or bolded if desired, but it is not necessary.

- The next line can say "An original screenplay by", "Written by" or "by".

- The author's name should be in Initial Caps.

- The contact information is generally in the lower left corner, single-spaced and left justified.

```
------------------------------------------------------------




                    FOLLOW IN MY FOOTSTEPS

                   An original screenplay by

                        Joe E. Smithee










Joe E. Smitthee
123 Main St.
Somewhere, CA  99999
(818) 555-1234
joeesmithee@someemail.com

------------------------------------------------------------
```

FADE IN:

A screenplay typically begins with the line FADE IN: which is in ALL CAPS and flush with the left margin.

Margins

Screenplays should have a top and bottom margin of 1.0", although the bottom margin will vary from page-to-page because of the specific page breaking rules (handled automatically by

Screenwriter). The left and right margins are specific to each element and are also handled automatically by the program.

Font

As of this writing, the industry standard font for screenplays is Courier 12 pt. This includes any form of Courier, such as Courier New, since it is a mono-spaced font and takes up 10 characters per inch on the page when at 12 pt. Do not use a proportional font like Times New Roman or Arial.

Header/Footer

A spec script should only have the page number followed by a period in the upper right corner of each page (except page one). Screenplays do not use a footer.

Line Spacing

Elements are separated by one blank line (double-spaced) with the exception being a Character Name/Parenthetical/Dialogue group which is single-spaced.

Page Breaks

Certain elements should never appear by themselves at the bottom of the page, such as Scene Headings and Shots. Screenwriter automatically handles proper page breaking (including MOREs and CONT'Ds for dialogue) so you, as a writer, do not have to think about it as you are trying to get your ideas onto the page.

1.6.3.1.2 The different elements of a Screenplay

The elements in a screenplay are:

- Scene Heading (slugline)
- Action (description)
- Character Name
- Dialogue
- Parenthetical (wryly)
- Shot (secondary heading; sub-scene)
- Transition
- Other Formatting Elements

Screenwriter automatically uses the format for a spec screenplay by default. If you have changed your Default.def template or you want to make sure you have loaded the original Spec Script format, click on **Format > Load Styles From > Template...** and choose Spec Script from the Blank Templates folder.

Scene Heading (also called a slugline)—This signifies the beginning of a new scene and tells the reader where and when it takes place.

Formatting
- Flush with the left margin (1.5").
- Right margin is approximately 1.0" from the right edge of the page and staggered.
- ALL CAPS.
- One blank line (double-spaced) above each new Scene Heading; some writers prefer two blank lines (triple-spaced).
- Never at the bottom of a page.

There are three components of a standard Scene Heading: the Start of Scene, Location and the Time-of-Day.
- Start of Scene—A typical Scene Heading begins with INT. (interior) or EXT. (exterior).
- Location—This signifies where the scene actually takes place (e.g., GRANNY ALTHEA'S CAFE).
- Time-of-Day—Shows what time the scene takes place (typically DAY or NIGHT). The Time-of-Day is separated from the Location commonly by one hyphen, although a dash (double hyphen) is also acceptable.

EXAMPLES:

INT. GRANNY ALTHEA'S CAFE - DAY

INT. GRANNY ALTHEA'S CAFE -- DAY

Action (description)—This is the description of the action that is taking place in the scene.

Formatting
- Flush with the left margin (1.5").
- Right margin is approximately 1.0" from the right edge of the page and staggered.
- Sentence case.
- Single-spaced within the paragraph and double-spaced between paragraphs.

EXAMPLE:

INT. GRANNY ALTHEA'S CAFE - DAY

```
The diner is full to capacity, as is typical on a Saturday.
 The UNSHAVEN MAN sits at the counter staring into his
coffee cup.
```

NOTE: The first instance of a character that is mentioned in Action is in ALL CAPS; all subsequent occurrences are Initial Caps.

1.6.3.1.2.3 Character Name

Character Name—This element shows which character is about to speak.

Formatting

- Left margin is roughly 3.7" from the left edge of the page.

- Right margin is approximately 1.0" from the right edge of the page.

- Left justified (not centered)

- ALL CAPS.

- There is one blank line above each new Character Name.

- The first instance of the character name mentioned in Action is ALL CAPS.

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The UNSHAVEN MAN sits at the
counter. Staring at the gold amulet in front of him, his
coffee untouched.


                         WAITRESS
```

1.6.3.1.2.4 Dialogue

Dialogue—A speech by a character.

Formatting

- Left margin is roughly 2.5" from the left edge of the page.

- About 3.5" wide.

- Left justified.

- Sentence case.

- There are no blank lines above Dialogue.

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The UNSHAVEN MAN sits at the
counter. Staring at the gold amulet in front of him, his
coffee untouched.


                         WAITRESS
          Anything else?  Sir, can I get you
          anything else?
```

1.6.3.1.2.5 Parenthetical

Parenthetical (wryly)—This element is used to indicate how a character's dialogue is to be spoken, usually to emphasize subtext; occasionally, they can be used for Action if it is only a few words (e.g. "palming the coin"). It is generally accepted that they should be used very sparingly since they can be a sign of an amateur writer.

Formatting

- Left margin is about 3.0" from the left edge of the page
- About 1.5" wide.
- Left justified.
- Lower case.
- There are no blank lines above a Parenthetical.

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The UNSHAVEN MAN sits at the
counter. Staring at the gold amulet in front of him,
steaming coffee untouched.


                         WAITRESS
          Anything else?  Sir, can I get you
          anything else?
```

```
                    UNSHAVEN MAN
              (palming the amulet)
        No.
```

Shot (secondary heading or sub-scene)—This element can be used to break up a master scene by emphasizing something specific, showing the passing of time or indicating another location within the main scene.

Formatting

- Flush with the left margin (1.5").

- Right margin is approximately 1.0" from the right edge of the page and staggered.

- ALL CAPS.

- One blank line (double-spaced) above each new Shot.

- Never at the bottom of a page.

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The UNSHAVEN MAN sits at the
counter. Staring at the gold amulet in front of him,
steaming coffee untouched.


                    WAITRESS
        Anything else?  Sir, can I get you
        anything else?


                    UNSHAVEN MAN
              (palming the amulet)
        No.


LATER


The Unshaven Man sits. Coffee no longer steaming, still
untouched.
```

Transition—This element describes the shift between one scene and the next. Since it is implied that one scene "cuts" to the next, these are generally avoided unless absolutely necessary to convey clarity or emphasis to the reader.

Formatting

- Flush right.

- Right margin is approximately 1.0" from the right edge of the page.

- ALL CAPS.

- One blank line (double-spaced) above.

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The UNSHAVEN MAN sits at the
counter. Staring at the gold amulet in front of him,
steaming coffee untouched.


                        WAITRESS
          Anything else?  Sir, can I get you
          anything else?


                        UNSHAVEN MAN
              (palming the amulet)
          No.


LATER


The Unshaven Man sits. Coffee no longer steaming, still
untouched.


                                            DISSOLVE TO:


EXT. GRANNY ALTHEA'S CAFE - NIGHT
```

```
The Unshaven Man leans against his beat up Chevy Nova,
caressing the amulet in his fingers.
```

There are three other formatting elements worth mentioning:

- Character Extensions
- CONT'D (Character Name)
- MORE and CONT'D

Character Extensions—These are extensions that are used generally to tell the reader whether or not a character is speaking in the scene and cannot be seen, or whether their speech is a narration, thoughts, over the phone, etc.

Formatting
- Placed on the same line but directly after the Character Name.
- Surrounded by parentheses.
- ALL CAPS.

There are two extensions that are usually used.

(O.S.)—Off Screen. Denotes a character that can be heard but is off camera.

EXAMPLE:

```
EXT. GRANNY ALTHEA'S CAFE - NIGHT


The Unshaven Man leans against his beat up Chevy Nova,
caressing the amulet in his fingers.


                          WAITRESS (O.S.)
          Sir, you forgot your wallet!


The Unshaven Man jumps to his feet, pockets the amulet
in his jacket.
```

(V.O.)—Voice Over. Denotes a character's narration, thoughts, or dialogue heard in the soundtrack that is not taking place in the actual scene.

EXAMPLE:

```
        EXT. GRANNY ALTHEA'S CAFE - NIGHT


        The Unshaven Man leans against his beat up Chevy Nova.
        Deep in thought, caressing the amulet in his fingers.


                         UNSHAVEN MAN (V.O.)
                If they only knew that this amulet--


                         WAITRESS (O.S.)
                Sir, you forgot your wallet!


        The Unshaven Man jumps to his feet, pockets the amulet
        in his jacket.
```

(CONT'D)—Continueds are used to show that the same character is speaking again, usually when two speeches are separated by Action. They are perfectly acceptable to use, but some writers prefer a cleaner page and turn them off.

NOTE: These continueds should not be confused with scene continueds that can appear at the top/bottom of every page when a scene is continuing. Scene continueds should not be used in a spec script but rather are used in shooting scripts (in production).

EXAMPLE:

```
INT. GRANNY ALTHEA'S CAFE - DAY


The diner is full to capacity.  The Unshaven Man sits at the
counter. Staring at the gold amulet in front of him,
steaming coffee untouched.


                         WAITRESS
                Anything else?


She leans in to try and look him in the eyes.


                         WAITRESS (CONT'D)
                Sir, can I get you anything else?
```

(MORE) / (CONT'D)—A "MORE" is placed at the bottom of a page when dialogue continues across a page break. They are perfectly acceptable to use, but some writers prefer a cleaner page and turn them off.

EXAMPLE:

```
                        WAITRESS
            Anything else?
                          (MORE)


        ------------------------------------------------


                                                11.



                        WAITRESS (CONT'D)
            Sir, can I get you anything else?
```

1.6.3.2   Sitcom

SITCOM FORMAT

This tutorial gives an overview of an industry standard sitcom script, including format conventions, usage and step-by-step instructions.

- Industry Standards and Conventions

- The different Elements of a Sitcom

- Sitcom Format -- Step-by-Step Basics

1.6.3.2.1 Industry standards and conventions

The following guidelines are for a generic sitcom script. The first thing to remember is:

EVERY SHOW HAS ITS OWN SPECIFIC FORMAT!

That means, industry standards vary from show to show, studio to studio. The margins and settings in this tutorial are overall guidelines for a sitcom.

If you want to write a spec sitcom script in the format of a particular show, it is advised to load the TV Template for that show (see *Loading a Template*) or obtain a copy of that show's script and adjust the format accordingly. NOTE: many script available are SHOOTING scripts that were used in the production process, so compensate accordingly for a spec script (no Scene Heading numbers or continueds, etc.).

The sitcom format is arranged differently than that of a screenplay. The "one-minute-per-page" rule does not apply because dialogue is double-spaced. The average length of a sitcom

script is about 40-50 pages. It usually consists of a Teaser/Cold Opening/Prologue, three Acts, and sometimes a Tag or Epilogue.

To configure the formatting to your personal writing style, see Customizing Screenwriter > *Script Format Options*.

Title Page

The title (cover) page of sitcom is identical to a screenplay with the addition of the episode title. It typically uses Courier (or Courier New) 12pt. The title of the series, the episode name and author's line should be centered vertically and horizontally on the page, as well as double- (or triple-) spaced.

- The series title is in ALL CAPS.

- The episode title is in ALL CAPS enclosed in quotes.

- The author's name appears in Intial Caps.

- The contact information is generally in the lower left corner, single-spaced and left justified.

```
--------------------------------------------------------------




                        ASKING THE JONESES

                    "DINNER WITH THE SMITHS"

                          Written by

                        Joe E. Smithee









Joe E. Smitthee
123 Main St.
Somewhere, CA  99999
(818) 555-1234
joeesmithee@someemail.com

--------------------------------------------------------------
```

Margins

Sictom scripts should have a top and bottom margin of 1.0", although the bottom margin will vary from page-to-page because of the specific page breaking rules (handled automatically by Screenwriter). The left and right margins are specific to each element and are also handled automatically by the program.

Font

As of this writing, the industry standard font for screenplays is Courier 12 pt. This includes any form of Courier, such as Courier New, since it is a monospaced font and takes up 10 characters per inch on the page when at 12 pt. Do not use a proportional font like Times New Roman or Arial.

Header/Footer

A spec sitcom script should have the page number followed by a period in the upper right corner of each page (except page one). Additionally, you can have the Act Break and Scene Label information on a second line under the page number, for example (I-A) would be Act I, Scene A. Sitcoms do not use a footer.

Line Spacing

Elements are separated by one blank line (double-spaced). The exceptions are Parentheticals for actors' instructions.

Page Breaks

Each new Act or Scene of a sitcom should start on a new page. Certain elements should never appear by themselves at the bottom of the page, such as Scene Headings and Shots. Screenwriter automatically handles proper page breaking (including MOREs and CONT'Ds for dialogue) so you, as a writer, do not have to think about it as you are trying to get your ideas onto the page.

1.6.3.2.2 The different elements of a Sitcom

The elements in a sitcom are:

- Act Break
- Scene Label
- Scene Heading (slugline)
- Action (description)
- Character Name
- Dialogue
- Parenthetical (wryly)
- Transition
- Other Formatting Elements

To load a Sitcom template, click on **Format > Load Styles From > Template...**, and choose Sitcom I or Sitcom II from the Blank Templates folder, or choose a specific sitcom from the TV Templates folder.

Act Break—This signifies the beginning of an Act, Teaser or Tag in an episode.

Formatting

- Centered on the page.

- ALL CAPS; can be underlined depending on the show.

- Number usually spelled out (e.g., ACT ONE).

- Should be the first item at the top of the page after forced page break.

- Never at the bottom of a page.

Scene Label—Signifies the beginning of a scene.

Formatting

- Centered on the page.

- Lettered not numbered, letter is in ALL CAPS; can include the word "SCENE" or "Scene". (e.g., SCENE B or Scene B).

- Can be underlined depending on the show.

- Should be the first item at the top of the page after an Act/Scene Break (forced page break).

- Never at the bottom of a page.

- Single blank line above (double-spaced)

Scene Heading (also called a slugline)—This signifies the beginning of a new scene and tells the reader where and when it takes place.

Formatting

- Flush with the left margin (1.5").

- Right margin is approximately 1.0" from the right edge of the page and staggered.

- ALL CAPS; usually underlined.

- One blank line (double-spaced) above.

- Never at the bottom of a page.

There are three components of a standard Scene Heading: the Start of Scene, Location and the Time-of-Day.

- **Start of Scene**—A typical Scene Heading begins with INT. (interior) or EXT. (exterior).

- **Location**—This signifies where the scene actually takes place (e.g., MANHATTAN HIGHRISE).

- **Time-of-Day**—Shows what time the scene takes place (typically DAY or NIGHT). The Time-of-Day is separated from the Location commonly by one hyphen, although a dash (double hyphen) is also acceptable.

EXAMPLES:

INT. MANHATTAN HIGHRISE - DAY

INT. MANHATTAN HIGHRISE -- DAY

1.6.3.2.2.4 Action

Action (description)—This is the description of the action that is taking place in the scene. Generally more sparce than screenplay since sitcoms are dialogue-driven. Some sitcoms place the Action in parentheses (as in the Sitcom II template).

Formatting

- Flush with the left margin (1.5").

- Right margin is approximately 1.0" from the right edge of the page and staggered.

- ALL CAPS.

- Single-spaced within the paragraph and double-spaced between paragraphs.

EXAMPLES:

Sitcom I

<div align="center">ACT ONE</div>

<div align="center">A</div>

FADE IN:

INT. MANHATTAN HIGHRISE - DAY

TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA. A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.

AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.

NOTE: Certain items are underlined in Action: The first instance of a character's name; character entrances and exits; sounds or effects.

Sitcom II

```
                              ACT ONE


                                A


FADE IN:


INT. MANHATTAN HIGHRISE - DAY


(TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA.
A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.)


(AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.)
```

NOTE: Certain items are underlined in Action: The first instance of a character's name; character entrances and exits; sounds or effects.

1.6.3.2.2.5 Character Name

Character Name—This element shows which character is about to speak.

Formatting
- Left margin is roughly 3.7" from the left edge of the page.
- Right margin is approximately 1.0" from the right edge of the page.
- Left justified (not centered)
- ALL CAPS.
- There is one blank line above each new Character Name.
- The first instance of the character name mentioned in Action is underlined.

EXAMPLE:

```
                              ACT ONE


                                A
```

```
FADE IN:


INT. MANHATTAN HIGHRISE - DAY


TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA.
A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.


AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.


                          TINA

          Don't move!  I've been working

          on this all day...
```

1.6.3.2.2.6 Dialogue

Dialogue—A speech by a character.

Formatting
- Left margin is roughly 2.5" from the left edge of the page.
- About 3.5" wide.
- Left justified.
- Sentence case.
- Double-spaced above and within the paragraph.

EXAMPLE:

```
                     ACT ONE



                       A


FADE IN:


INT. MANHATTAN HIGHRISE - DAY
```

TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA.
A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.

AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.

                              TINA

          Don't move! I've been working on

          this all day...

1.6.3.2.2.7 Parenthetical

Parenthetical (wryly)—This element is used to indicate character character instructions. Frequent usage is more accepted than in a screenplay.

Formatting
● Included as part of the dialogue paragraph.

● ALL CAPS.

EXAMPLE:

                         ACT ONE

                            A

FADE IN:

INT. MANHATTAN HIGHRISE - DAY

TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA.
A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.

AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.

                              TINA

          Don't move! (SHUSHING HIM WITH HER

```
            HAND)  I've been working on this all


            day...
```

Transition—This element describes the shift between one scene and the next.

Formatting

- Flush right.

- Right margin is approximately 1.0" from the right edge of the page.

- ALL CAPS.

- One blank line (double-spaced) above.

<div style="background:cyan">

EXAMPLE:

</div>

```
                        ACT ONE


                           A


FADE IN:


INT. MANHATTAN HIGHRISE - DAY


TINA SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE JENGA.
A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.


AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.


                        TINA


            Don't move!  (SHUSHING HIM WITH HER


            HAND)  I've been working on this all


            day...
```

AMIR GINGERLY APPROACHES HER.

                         AMIR

         (WHISPERING) I have some news to tell --

TINA GLARES UP AT HIM WITH AND POINTS A SCOLDING FINGER.

                         AMIR

         (MOVES A BIT CLOSER) -- It's really --

                         TINA

         (BURSTING) What!? What is SO important!?

THE JENGA TOWER COLLAPSES. TINA SINKS INTO THE COUCH.

                         AMIR
           It can wait.

                                            FADE OUT

1.6.3.2.2.9 Other Formatting Elements

There are three other formatting elements worth mentioning:

- Character Extensions
- CONT'D (Character Name)
- MORE and CONT'D

Character Extensions—These are extensions that are used generally to tell the reader whether or not a character is speaking in the scene and cannot be seen, or whether their speech is a narration, thoughts, over the phone, etc.

Formatting

- Placed on the same line but directly after the Character Name.
- Surrounded by parentheses.
- ALL CAPS.

There are two extensions that are usually used.
- **(O.S.)**—Off Screen. Denotes a character that can be heard but is off camera.
- **(V.O.)**—Voice Over. Denotes a character's narration, thoughts, or dialogue heard in the soundtrack that is not taking place in the actual scene.

EXAMPLE:

JAMIE PIPES IN FROM THE KITCHEN.

                        JAMIE (O.S.)

        Don't even bother Amir.

AMIR TAKES A BREATH IN TO SPEAK.

TINA GLARES UP AT HIM WITH AND POINTS A SCOLDING FINGER.

                        AMIR (V.O.)

        (ECHOEY THOUGHTS) She always does this to

    me.

(CONT'D)—Continueds are used to show that the same character is speaking again, usually when two speeches are separated by Action. They are perfectly acceptable to use, but some writers prefer a cleaner page and turn them off.

NOTE: These continueds should not be confused with scene continueds that can appear at the top/bottom of every page when a scene is continuing. Scene continueds should not be used in a spec script but rather are used in shooting scripts (in production).

EXAMPLE:

                        ACT ONE

A

FADE IN:

INT. MANHATTAN HIGHRISE - DAY

TINA IS SITS ON THE EDGE OF THE COUCH PLAYING SOLITAIRE
JENGA. A SHAKY TOWER OF PIECES WOBBLES ON THE COFFEE TABLE.

AMIR BURSTS THROUGH THE FRONT DOOR. HE IS ALL SMILES.

                         TINA

          Don't move! (SHUSHING HIM WITH HER

          HAND) I've been working on this all

          day...

AMIR GINGERLY APPROACHES HER.

JAMIE PIPES IN FROM THE KITCHEN.

                         JAMIE (O.S.)

          Don't even bother, Amir.

AMIR TAKES A BREATH IN TO SPEAK.

TINA GLARES UP AT HIM WITH A SCOLDING FINGER.

                         AMIR (V.O.)

          (ECHOEY THOUGHTS) She always does this to

```
                              me.


                                     TINA


                         (QUIETLY) Why do you always do this to me?


            TINA SITS DOWN.


                                     TINA (CONT'D)


                         It's not fair.
```

(MORE) / (CONT'D)—A "MORE" is placed at the bottom of a page when dialogue continues across a page break. They are perfectly acceptable to use, but some writers prefer a cleaner page and turn them off.

EXAMPLE:

```
                         AMIR (V.O)

                 She always does this to me and I don't

                 know why.

                              (MORE)

            -----------------------------------------------------
                                                    11.

                         AMIR (V.O.)(CONT'D)

                 It's always the same thing.
```

1.6.3.2.3 Sitcom format - Step-by-step Basics

Load the Template

1) Click on File > New from Template and choose Sitcom I or II from the Blank Templates folder.

2) You should now be looking at a blank document.

Adding a Teaser, Cold Opening, Prologue or starting the first act

Since you don't want an Act/Scene Break before the Teaser (or first Act), you could type in one of the following aliases: "teaser", "cold opening", "prologue" or "newact" to have the program format it automatically.

1. Add a Teaser by typing "teaser" on the first blank line. Screenwriter should format it for you in the middle of the page.

2. Press Enter and type "d" to put in FADE IN: from the pop-up list. Screenwriter will automatically format it in ALL CAPS and bring up the pop-up list for a Scene Heading.

Typing a scene

1. Type "**i**" for INT.

2. For the Location, type in "**manhattan highrise**".

3. Press **RETURN** and Screenwriter will pop-up the list for Times-of-Day.

4. Press "**d**" for DAY.

5. Type in the following lines of Action, making sure to underline (Ctrl+U) Tina's introduction:
   "Tina sits on the edge of the couch playing solitaire Jenga. A shaky tower of pieces wobbles on the coffee table."

6. Press **RETURN** to go to a new blank line of Action. Screenwriter double spaces for you.

7. Type in the following lines of Action, making sure to underline Amir's entrance: "*Amir bursts through the front door. He is all smiles."*

8. Press the **Tab** key and type the character name "**tina**". Screenwriter automatically puts it in ALL CAPS and at the correct margin.

9. Press the **RETURN** key. Screenwriter automatically takes you to Dialogue.

10. Type in the dialogue: "*Don't move! I've been working on this all day...* " Screenwriter automatically makes the dialogue double spaced with the correct margins.

11. Add a Parenthetical to put in some instructions for the actor. Click right before the sentence "I've been working on this all day..."

12. Press **Shift+9** (open parentheses) on the keyboard to insert a Parenthetical element.

13. Type in "**shushes him with her hand**". The text following the parentheses will be in ALL CAPS (this is correct for now).

14. Press **Shift+0** (closed parentheses) on the keyboard to close the Parenthetical. Now, only the text within the parentheses is in ALL CAPS.

Ending a scene/Starting a new act

Let's end this scene to start a new one in ACT ONE.

1. Type "**fade out**". Screenwriter automatically makes that a Transition (flush right, ALL CAPS) and brings up the Scene Heading pop-up list.

2. Type "**a**" to select "End of Act". Screenwriter automatically does the following:

- · Enters "END OF TEASER" and centers it

- · Puts in an Act/Scene Break (forced page break).

- · Puts in Act Break and Scene Label (ACT ONE / A).

When entering the last 'End of Act' (act three) the program will put 'End of Show' instead. You can change 'SHOW' to 'EPISODE' (or something else) under **Format > Edit User Lists > End of Act text**.

1.7 Basic Information

- Using Mac OS X

- Selecting Screenwriter Commands

- Screenwriter Help

- Menus

- Push Buttons

- Checkboxes

- Radio Buttons

- Text or Numerical Input Fields

- The Editing Screen

- Opening a Document

- Saving a Document

- Merging Documents

1.7.1 Using Mac OS X

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

1.7.2 Selecting Screenwriter Commands

There is usually more than one way of performing a function in Screenwriter. For ease of use, this manual shows you how to select commands using the Mouse and the Main Menu Bar. As you become more familiar with Screenwriter, you 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 Main Menu Bar commands, see the Appendix chapter entitled Screenwriter 6 Menus.

- For a list of Keyboard Shortcuts, see the Appendix chapter entitled Key Assignments.

1.7.3   On-Line Help

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

- **Web Resources**—Displays a submenu of resources including contacts for Technical Support and Customer Service, as well as online script registration, the copyright office, and more.

- **Screenwriter Help / Manual**—Opens the Screenwriter Help manual.

- **Automatic Help Balloons**—Turns on and off context-sensitive help balloons.
- **Restore All Program Hints**

If you make a selection under the Main Menu Bar, context-sensitive help is available. When the menu screen displays, click on the Help button. It displays helpful information explaining what each selection on that menu does.

1.7.4   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).
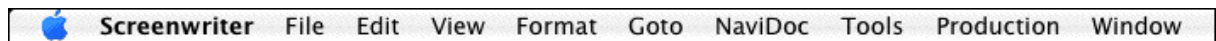
There are three types of menus:

- Pull Down Menu

- List Menu

- Options Menu

1.7.4.1 **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 File menu in the example. With the menu displayed, select an option using any of these methods:

- Scrolling through the options with the arrow keys and pressing RETURN.

- Use the mouse to click on an option

- Pressing the appropriate QuickSelect Letter (e.g., "p" to select Print)

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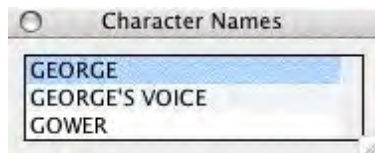
List Menus are scrollable menus with text items selectable for input into your document without typing, such as the Character List in the example.

To select an item:

- Type enough letters to match the item you want (typing "c" highlights "CARTER" in the example above, while typing "ch" highlights "CHARLIE"). Then press **RETURN**.

- Or, Click on the item you want, using the mouse

- Or, Scroll through the items with the arrow keys, and press **RETURN** to select the highlighted item

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

1.7.4.3 **Options 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

- Clicking on it with the mouse
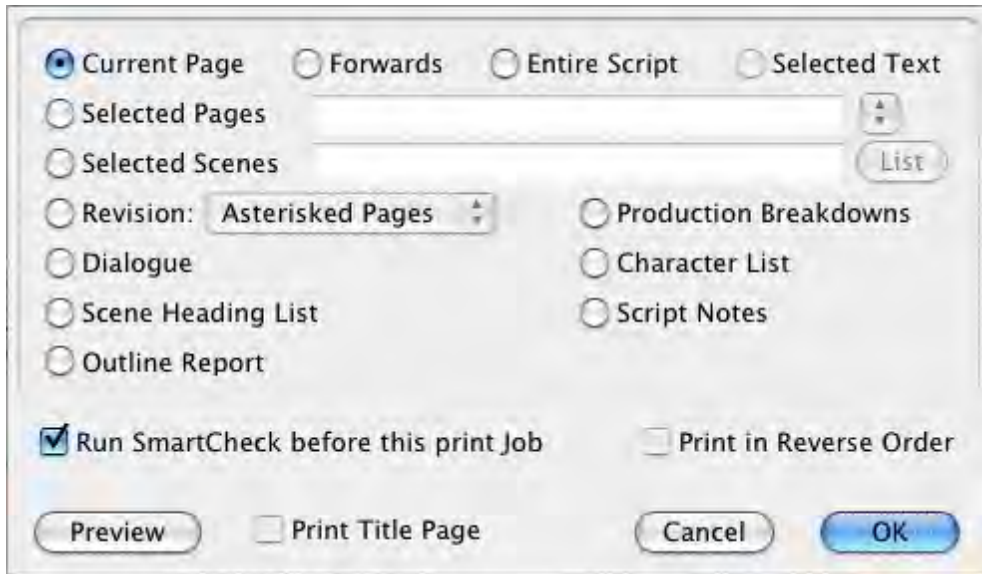
1.7.5   Push Buttons

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

- Moving to it with the arrow or TAB keys and pressing ENTER;

- Clicking on it with the mouse

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

Selecting OK always exits a window, accepting all of the current settings or selections.
Selecting Cancel always cancels a menu without changing anything.
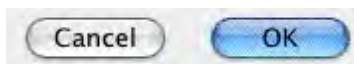
1.7.6   Checkboxes
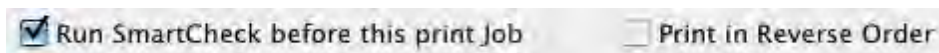
An example of a CheckBox (displayed as a small box, either blank or with a Checkmark in it) is shown in the example above, titled Run SmartCheck before this Print Job. A CheckBox can be checked or unchecked using one of these methods:
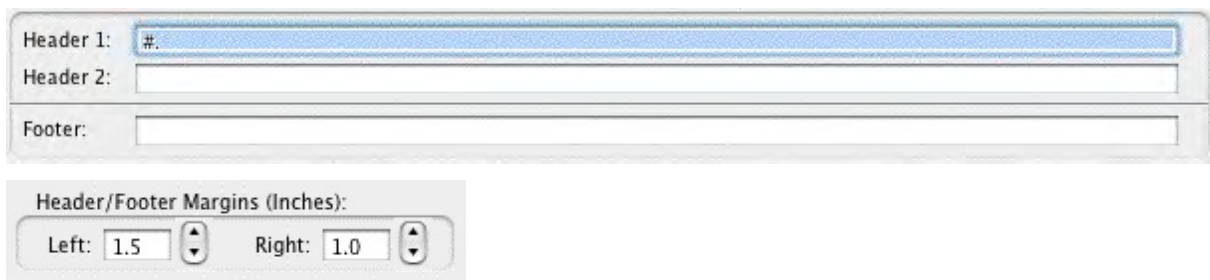
- Moving to it with the arrow or TAB keys and pressing the Space Bar

- Clicking on it with the mouse

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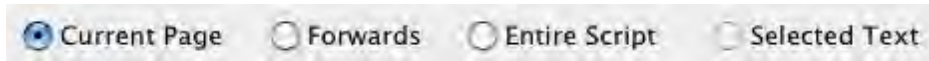
There are several Radio Buttons (displayed as a small circle, either blank or with a dot in it) on the example above. The first two are: Current Page and Forwards. Radio Buttons are similar to Check Boxes, except that only one Radio button in any given group may be checked at any one time

1.7.8   Text or Numerical Input Fields

Text or Numerical Input Fields (such as Header and Footer text, or Header/Footer Margins in the examples above) allow you to enter text or numbers as appropriate. Depending on the particular field, spaces may be allowed and text may be automatically capitalized for you.

1.7.9   Editing Screen

The default editing screen has several menu bars on screen.

- Main Menu Bar
- Top Toolbar
- Right Toolbar
- Bottom Status Bar
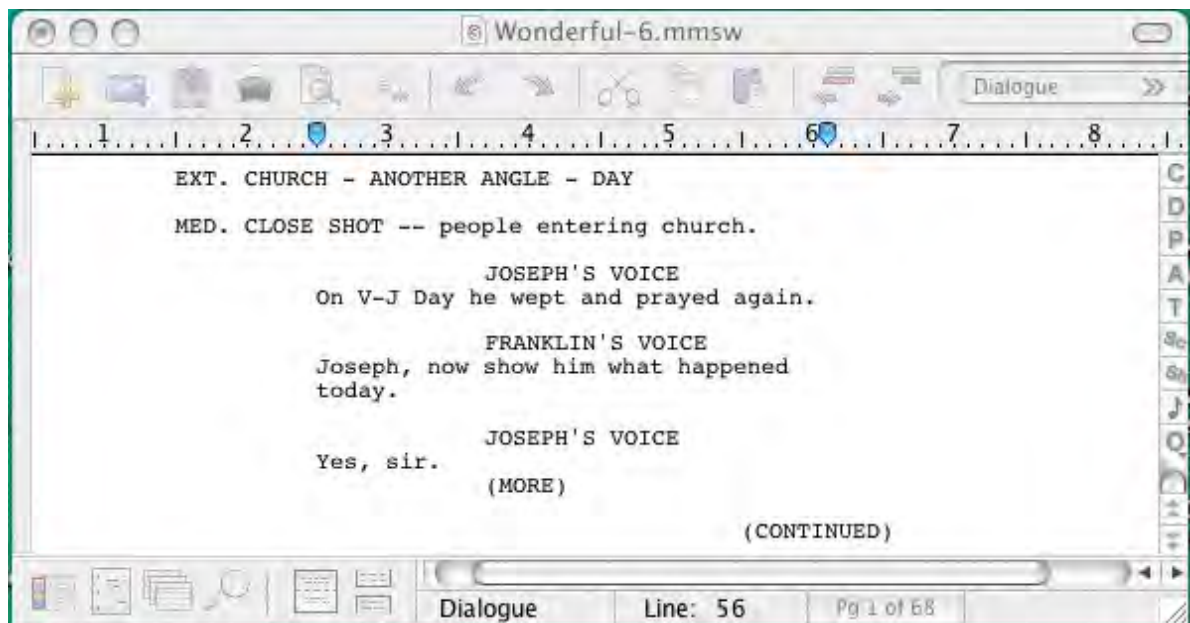
1.7.9.1 Main Menu Bar

The top most bar is the Main Menu Bar which gives you access to all of the Pull-Down menus.
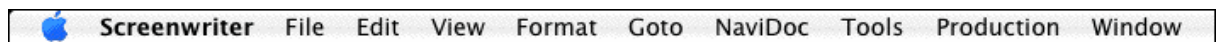
●

● **File Menu**

● **Edit Menu**

● **View Menu**

● **Format Menu**

● **Goto Menu**

● **NaviDoc Menu**

● **Tools Menu**

● **Production Menu**

● **Window Menu**

● **Help Menu**

1.7.9.2 Top Toolbar

Beneath that is the **Top Toolbar** with **Speed Buttons** for frequently used tasks. To see what any Speed Button does, move the mouse cursor arrow over it. A hint explaining its function appears immediately underneath the button. Another explanation, often giving the Quick Key command, may also appear on the status bar at the bottom of the screen.
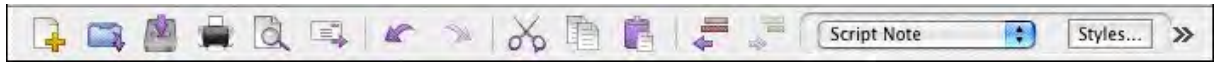
NOTE: You can customize the Top Toolbar by using the View > Toolbar Icons > Customize Toolbars... menu, or by right-clicking (or CTRL-clicking) on the Top Toolbar to bring up it's Customize Toolbar options.

1.7.9.3   Right Toolbar

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

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

To toggle on or off the right toolbar, go to **View > Right Element Buttons**.

`

1.7.9.4   Bottom Status Bar

Across the bottom of the screen is the **Bottom Status Bar**. On its left side is the **View toolbar**.
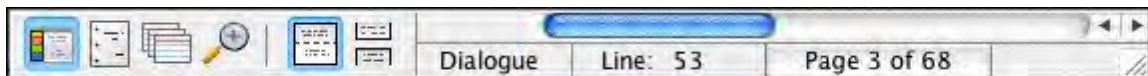
To the right of that is the **Insert/Typeover Button**, which toggles between Insert and Typeover modes. In Insert mode, whatever you type is inserted before the cursor. In Typeover mode, whatever you type writes over the text after the cursor position, replacing it. Insert mode is in common use in most word processing and screenwriting programs.

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

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

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

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

1.7.9.5   The View Toolbar

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

The NaviDoc View Icon

Shows or hides the **NaviDoc** panel. The NaviDoc view has four panels useful for navigating through the document: Outline, Scenes, Notes, and Bookmarks.

The Title Page Publisher Icon

Opens the **Title Page Publisher** for creating the document's title page.

The Index Card View Icon

Opens the **Index Card** view for viewing, editing, and rearranging the document scenes in an index card format.

The Zoom Screen Text Icon

Opens the **Zoom Screen Text** window for setting the screen magnification of the document text without changing the printed font sizes in the document.

The Normal View Icon

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

The Full Page Icon

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

1.7.10   Opening a Document

Under the **File** menu, select **Open**. Select from the list of available files, changing the subdirectory, drive, or file type if necessary. Screenwriter's default file formats for opening are .mmsw, ,mmx, and .scw.

Click on OK to open the file.

To open a file you have recently saved, select one of the numbered files at the bottom of the File menu.

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

1.7.10.1 Opening Multiple Documents

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

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

1.7.10.2 Displaying Multiple Windows

Under the Window menu, select either Cascade or Tile:

- **Tile**—shows all open documents, each at full page width, stacked horizontally above each other. Makes for easy cutting and pasting.
- **Cascade**—shows all open documents with reduced windows, overlapping each other. The most recently opened document is at the front, becoming the currently displayed file.

1.7.10.3 Switching between Windows

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

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

- Select the document to display by clicking on its name at the bottom of the Window menu.
- Or, press CMD+# (where '#' is the number between 1 and 9 that corresponds to the document window) to cycle between the open windows.

1.7.10.4 Opening a Previously Saved Version

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

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

1. Under the File menu, select Open.
2. Change the File Type from Screenwriter Documents to Prev. Saved Document.
3. Select from the list of available .BK files, changing the subdirectory, drive, or file type if necessary.
4. Click on OK to open the file.

Now both versions of the file, the old .BK and the latest .SCW, are open. Switch between them under the Window menu.

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

1.7.10.5 Opening a Document automatically at Startup

Screenwriter can be preset to automatically do one of four things each time it starts up, by clicking on one of the following radio buttons in the Startup/Files tab under ***Tools > Options...*** menu.

- **Create a new document**—Opens a new file with the default Screenplay format.

- **Display the File Open dialog**—Displays a standard Open File menu, set to your default documents subdirectory.

- **Restore the last document**—Opens in the last document you saved in your previous Screenwriter session.

- **Restore the last workspace**—Opens all documents you had open at the time you Exited your previous Screenwriter session

1.7.10.6 Opening a Timed Backup

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

1. Under the File menu, select Open.

2. Change the File Type from Screenwriter documents to Timed Backup.

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

4. Click on OK to open the file.

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

1.7.10.7 Options for Loading Element Styles

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

- Template: Loads styles from a Screenwriter template.

- From Screenwriter Document: Loads styles from any Screenwriter document.

1.7.11   Importing Documents

Screenwriter can import documents saved in these formats:

- Screenwriter XML (.mmx)
- Screenwriter 4.x and 2000 (.scw)
- Final Draft® XML (.fdx)Previous Saved Versions (.bk)
- Timed Backups (.tmb)
- Text
- Rich Text Format (.rtf) -- Used to transfer Microsoft Word .doc and .docx files
- Dramatica® (Macintosh)
- Dramatica® / StoryView™ / Outline 4D™ Exchange (.dsw - Windows)

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

1.7.11.1   Preparing Documents for Importing

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

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

NOTE: The following instructions assume that your Screenwriter document subdirectory is set to the Screenwriter default folder. If not, go to the correct subdirectory where appropriate.

1.7.11.2   Direct Import

To import files into Screenwriter:

1. Open the Screenwriter program.

2. Under the File menu, select Open.

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

```
✓ Screenwriter  (.mmsw, .scw)
  Previous Saved Versions  (.bk)
  Timed Backups  (.tmb)
  Text
  RTF (Rich Text Format)
  Dramatica®  (Macintosh)
  Dramatica®  /  StoryView®  Exchange  (.dsw – Windows)
  Scriptware®  Tagged  (.tag)
  All Files
```
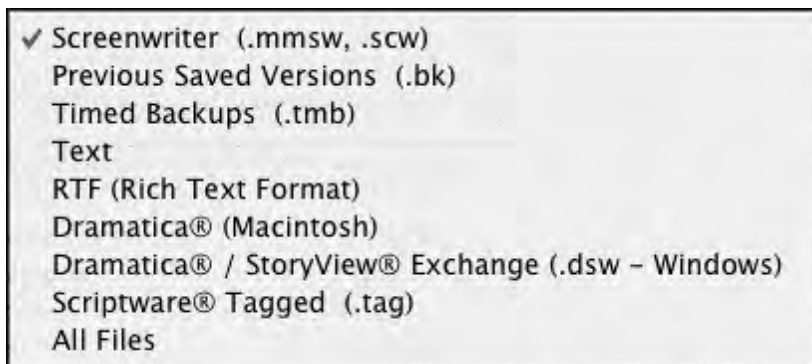
If the file you want to import does not have the appropriate File Extension (i.e. ".RTF" for Rich Text Format, ".TAG" for Scriptware Tagged, etc.), selecting All Files as the file type shows files with any extension.

NOTE: Screenwriter CANNOT open or import PDF files directly.

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:
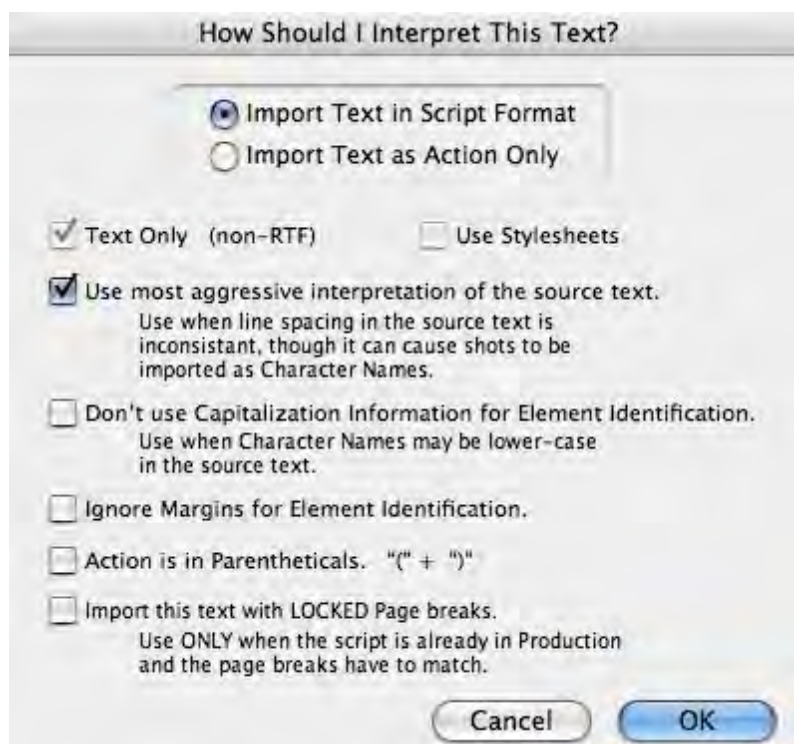
```
How Should I Interpret This Text?

        ⦿ Import Text in Script Format
        ○ Import Text as Action Only

☑ Text Only   (non-RTF)        ☐ Use Stylesheets

☑ Use most aggressive interpretation of the source text.
     Use when line spacing in the source text is
     inconsistant, though it can cause shots to be
     imported as Character Names.

☐ Don't use Capitalization Information for Element Identification.
     Use when Character Names may be lower-case
     in the source text.

☐ Ignore Margins for Element Identification.

☐ Action is in Parentheticals.   "(" +  ")"

☐ Import this text with LOCKED Page breaks.
     Use ONLY when the script is already in Production
     and the page breaks have to match.

              ( Cancel )      ( OK )
```

- To import a script file, **Import in Script Format** should be checked.

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

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

underline formatting.

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

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

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

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

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

- **Import this text with LOCKED Page breaks**—Check this if the import file has Page Breaks, and you want to keep them exactly the same in the resulting Screenwriter document.

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 does not import successfully, try again with different options checked. You may have to experiment with these options to get the best results.

1.7.11.3   Cut and Paste Import

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

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

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

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

4. Open Screenwriter.

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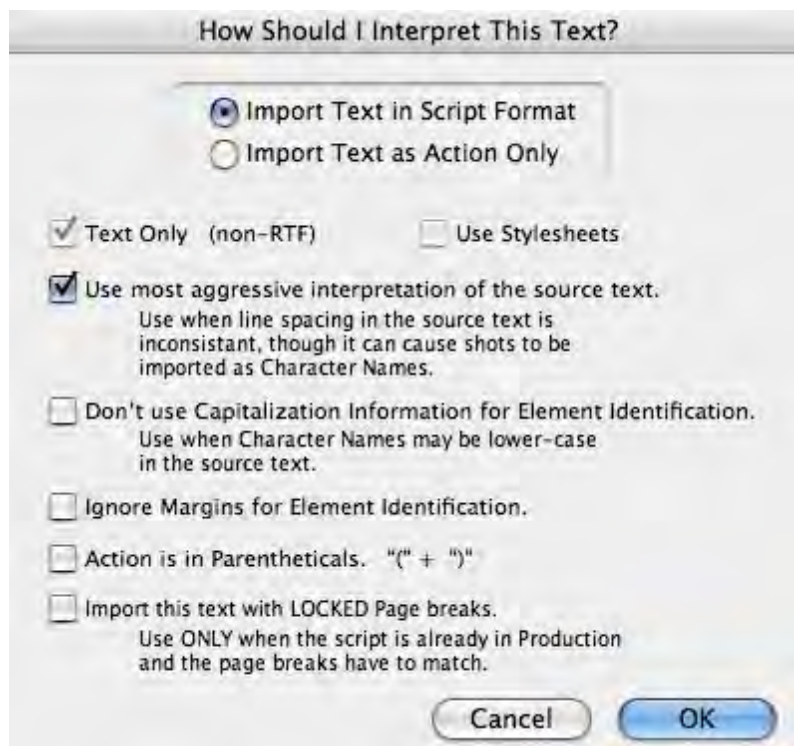
- To import a script file, **Import in Script Format** should be checked.

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

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

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

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

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

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

- **Import this text with LOCKED Page breaks**—Check this if the import file has Page Breaks, and you want to keep them exactly the same in the resulting Screenwriter script.

6. Click on OK to paste the imported text.

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

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

1.7.11.4 **Import Final Draft FDX files**

Screenwriter 6.5 for Mac imports FINAL DRAFT XML (.fdx) files.

This is a new, high-quality Final Draft Import that lets you import Final Draft 8, 9 and 10 .fdx files into Movie Magic Screenwriter. Most of your Final Draft formatting will be preserved. There are some exceptions (see below).

A special Screenwriter template (.def file) "Default FD Import.def" is used to automatically set specific defaults that are used when importing Final Draft .fdx files. For example, it includes a Scene Title and Scene Comment Outline Style that help import those special elements from a Final Draft script into non-printing outline styles. You do NOT need to use this template -- it is automatically used when importing from Final Draft.

A NOTE about "Courier Final Draft": You may notice that Courier Final Draft doesn't look as nice on screen as Courier MM Screenwriter. During import, we automatically convert Courier Final Draft to Courier MM Screenwriter. You can always go into FORMAT > Element Styles and change the default for your script to any font. However, Courier Final Draft might not be installed system-wide and therefore it might not be available to other programs. Final Draft places this font file in the Final Draft Application Content/Resources folder, so if you are comfortable doing so, you can COPY this font file out of the Final Draft package and install it into your system using Apple's Font Book program. We provide detailed instructions for doing this on our Tech Support web site.

LOCKED PRODUCTION FILES AND FINAL DRAFT IMPORT: Final Draft and Movie Magic Screenwriter implement the production locking process differently. Because of this, it would have been very difficult for us to guarantee that the page count in a "locked" production script in Final Draft would have the exact same page count once imported into Movie Magic Screenwriter. We recommend only importing UNLOCKED scripts at this time. If you wish to transition a locked script from Final Draft to Movie Magic Screenwriter, we suggest you unlock it first.

"custom" element types: Screenwriter now properly imports Final Draft "custom" element types. We import those custom elements into Screenwriter's outline styles, and they are set to print by default.

IMPORT ERRORS AND WARNINGS: If Screenwriter encounters special Final Draft elements it doesn't recognize during the import process, it will tell you about them when the import process is complete:

Even if there are import errors, unrecognized elements are always converted in the imported document to plain "Action" elements, so you should not lose any text. The details of those import errors are prepended to a special file located in the same folder as the Movie Magic Screenwriter application:

"Error Log from Importing Final Draft® (.fdx) files.txt"

You can view or print this log to find out what aspects of your original Final Draft file might not have been imported correctly.

IMPORTANT NOTE: Importing a Final Draft file will only create a new Movie Magic Screenwriter file -- it will *never overwrite or delete* your original Final Draft document.

IMPORT EXCEPTIONS: Some features in Final Draft do not presently import into corresponding features in Movie Magic Screenwriter:

Imported, but into Screenwriter's default settings:
- Mores and Continueds
- Scene Number Options

Imported, but into Action Elements:
- Act Breaks
- Forced Page Breaks

Not Imported:
- Header and Footer text
- Title Page text
- Scene Arc Beats and Character Arc Beats
- "Floating" script notes
- "Beats" (not part of the script proper).

1.7.11.5 Importing a Macintosh Word Processor script_2_2

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

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

2. Under the File menu, choose Save As. Save the script under a different name.

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

4. Click on OK to save. When the file's saved, exit the Word Processor. (If importing from a different computer, transfer the saved file to your Screenwriter computer.)

Now follow the Direct Import instructions above.

1.7.11.6 Importing a non-Windows Word Processor script

To import a script from a non-Windows Word Processor, check that program's manual for Exporting instructions. If that does not 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.

1.7.11.7 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 Break and Scene Label. Unfortunately, due to a lack of standardization in TV formats, the import function is unable to recognize all possible permutations.

NOTE: Although the Import function is highly accurate, we recommend you check all imported scripts for errors before printing multiple copies. Running SmartCheck helps, though even it can't catch all errors.

1.7.12 Saving a Document

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

Under the File menu, select a save option:

Close—Exits the document, without exiting Screenwriter. If you have made changes without saving, it prompts you to save the file only if you have added something to your document. If you remove portions of your document and never add anything to it the program will never ask you to save.

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

Save As...—Goes to the Save As... menu. You can change the document name, its subdirectory, or file format.

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

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

⊟ **OPTIONAL XML FORMAT**

You now have the option to save your documents in one of two formats: Screenwriter 6.0's current file format (.mmsw) or the new XML file format (.mmx extension).

There are a few reasons why you might wish to choose the .mmx file format over the older .mmsw:

- .mmx supports some new features, such as remembering Ignored words in the new spell checker on a document-by-document basis.
- .mmx supports some features when importing from Final Draft, and will do a better job of exporting to Final Draft.
- Some third-party apps support importing / exporting the .mmx file format. (see our web site for a list of apps presently supporting .mmx)

NOTE: The .mmx file format is not presently compatible with the Windows version of Movie Magic Screenwriter. Also, the password-protected document feature is not presently available for the .mmx file format. Finally, you cannot presently send a .mmx file to a writing partner running iPartner.

⊟ **DEFAULT DOCUMENT FORMAT PREFERENCE**

You can now choose which file format you wish Screenwriter to use by default. In the Preferences Dialog, the FILES tab has the following options:

Default Document Format:

.mmsw files can be opened on both Mac & Windows
.mmx files are Mac only but support additional features

For NEW Screenwriter documents: Screenwriter 6 (.mmsw)
When opening a .mmsw document: Keep as Screenwriter 6 (.mmsw)

Default for New Screenwriter Documents:

Screenwriter 6 (.mmsw)
✓ Screenwriter 6.2 XML (.mmx)

Default when opening a .mmsw document:

Keep as Screenwriter 6 (.mmsw)
✓ Convert to Screenwriter 6.2 XML (.mmx)

NOTE: Backup (.BK) and Autosave (.tmb timed backup) files are created in the same file format as whatever the user is presently editing (i.e. .mmsw or .mmx)

⊟ EXPORTING TO .MMX FORMAT

You can also export to the new .mmx format. When you EXPORT, your document is scanned for hidden elements, and you are presented with an alert telling you how many hidden notes and outline elements there are, and presented with the option to include or exclude those hidden elements:

We present this option because you might be exporting your script to .mmx in order to provide the file to a production-related system. In that case, your private notes and non-printing outline elements might not be relevant, and might even contain confidential notes you don't wish anyone else to see.

1.7.12.1 Saving Portions of a Document

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

1. Select the text.

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

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

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

- Existing File—Allows you to copy the selected text to a document that already exists. Choosing this option brings up a dialog box that allows you to navigate to the file that you would like this text to be pasted to. Select the file and click open. Screenwriter pastes the text to the end of the document and closes the file. Your current document will remain open.

- Scrap File—Creates a new file with the same name as your current document, but at the end will have "-scrap". You can find this document by going into the Window menu. At the bottom of this menu it lists all the open documents. Simply click on your scrap file and the document will display. If you would like to keep the scrap file simply go to the File menu and click Save.

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

- New File—Removes selected information from the original document, creates a new file, puts the selected information within it, and allows you to name the file before the program

saves it. Screenwriter keeps the original document open. To retrieve the new file you must go to File> Open.

- Existing File—Removes the selected information from the original document and copies it to a document that already exists. Choosing this option brings up a dialog box that allows you to navigate to the file that you would like this text to be pasted to. Select the file and click open. Screenwriter pastes the text to the end of the document and closes the file. Your current document will remain open.

- Scrap File—Creates a new file with the same name as your current document, but at the end will have "-scrap". The file that it creates will have the same name of your current document, but at the end will have "-scrap". You can find this document by going into the Window menu. At the bottom of this menu it lists all the open documents. Simply click on your scrap file and the document will display. If you would like to keep the scrap file simply go to the File menu and click Save.

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

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

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

1.7.13 Exporting Documents

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

A document 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 document and will be in general script format.

1.7.13.1 Export

To export, open Screenwriter and open the document you want to export.

1. Under the File menu, select Export To...

2. Select a file type from the menu:

Screenwriter XML (.mmx) -- Mac only
Screenwriter 6 (.mmsw) -- Mac and Windows
Screenwriter 4.x and 2000 (.scw)

Final Draft XML (.fdx)
Adobe Acrobat PDF (.pdf)
Rich Text Format (.rtf)

Plain Text (.txt)

Movie Magic Scheduling Export (.sex)
Gorilla Scheduling (.sex)

FrameForge 3D Studio (.txt)
Avid Editor Format (.txt)

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

- **Screenwriter XML (.mmx)** -- Screenwriter's XML format, best used for importing and exporting XML files.

- **Screenwriter 6 (.mmsw)** -- Screenwriter 6's default format.

- **Screenwriter 4.x and 2000(.scw)**—Normally used for saving for pre-6.0 Screenwriter documents.

- **Final Draft XML (.fdx)** -- Used to export to Final Draft version 8 and above.

- **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 document indented correctly using spaces.

- **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)**—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.

- **FrameForge 3D Studio (.txt)**—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.

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

4. Click on OK to save the export file.

1.7.13.2 Screenwriter XML Export

You can also export to the new .mmx format. When you EXPORT, your document is scanned for hidden elements, and you are presented with an alert telling you how many hidden notes and outline elements there are, and presented with the option to include or exclude those hidden elements:
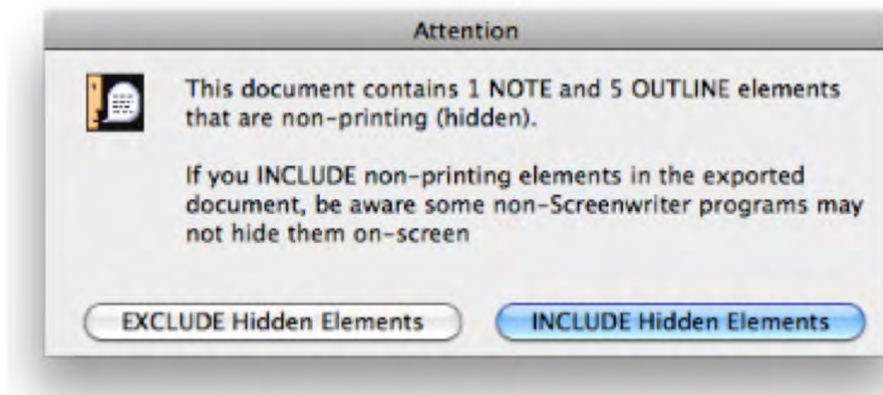
We present this option because you might be exporting your script to .mmx in order to provide the file to a production-related system. In that case, your private notes and non-printing outline elements might not be relevant, and might even contain confidential notes you don't wish anyone else to see.

1.7.13.3 Final Draft XML Export

EXPORTING TO FINAL DRAFT XML (.fdx):

This is a new, high-quality export. Please note there are many differences between the high level of customization in Screenwriter that cannot translate to Final Draft, some of which we detail below. Those exceptions noted, this export is still light years ahead of using RTF or copy/paste to export to Final Draft.

- You may notice a difference in page count. Screenwriter and FD do not line wrap or paginate exactly the same. Generally, Screenwriter's wrapping/paginating follows the industry page-a-minute rule more closely than Final Draft.

- Screenwriter does not presently export our title page, headers/footers, or user lists to Final Draft. We DO export character names , as well as spell check exceptions (from .mmx files).

- Final Draft does not support the concept of arbitrarily hiding elements, nor intermixing hidden elements with the rest of the script. Therefore, Screenwriter Outline Styles and Notes that are non-printing ("hidden") are converted to script notes in Final Draft the are

attached to the nearest element, as they would be in Screenwriter. They To see them in FD, you need to look at FD's note navigator.

- Screenwriter Outline Styles that are set to print (i.e. are NOT hidden) are exported to FD as their own "custom styles".

- Usually, we convert the Courier MM Screenwriter to the Courier Final Draft, because that's what FD users expect (despite our servant belief that Courier MM Screenwriter is a superior font).

- *We STRONGLY discourage you from exporting a locked production script to FD* (and vice-versa). If you do so, do NOT expect production features like locked page and scene numbers in FD to correspond exactly with the same pages in the original, pre-export Screenwriter file.

1.7.13.4 Importing a Screenwriter Export script

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

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

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

1.7.13.5 Cut and Paste Exporting

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

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

2. Open Screenwriter and open the document 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 Microsoft® Windows® program.

6. Under the Edit menu, select Paste.

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

NOTE: For this method to work, the option Share Clipboard with Other Mac OS X Programs must be checked. To check/uncheck it, go to the Misc page of Options… under the Tools menu.

1.7.14 Merging Documents

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

1. Open the first document, the one you want to merge into.

2. Place the cursor at the position you want the second document to be added. The new Pasted From text will appear after the Element the cursor is in.

3. Under the Edit menu, select Paste Special and then select Paste from...

4. At the menu of documents displayed, select the document to merge from. Click Open to combine the two documents.

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

The two documents are merged.

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

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

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

1.8 Title Page

A Title Page comes before page one of the document. 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 saved with each document, yet it stays out of your way while writing.
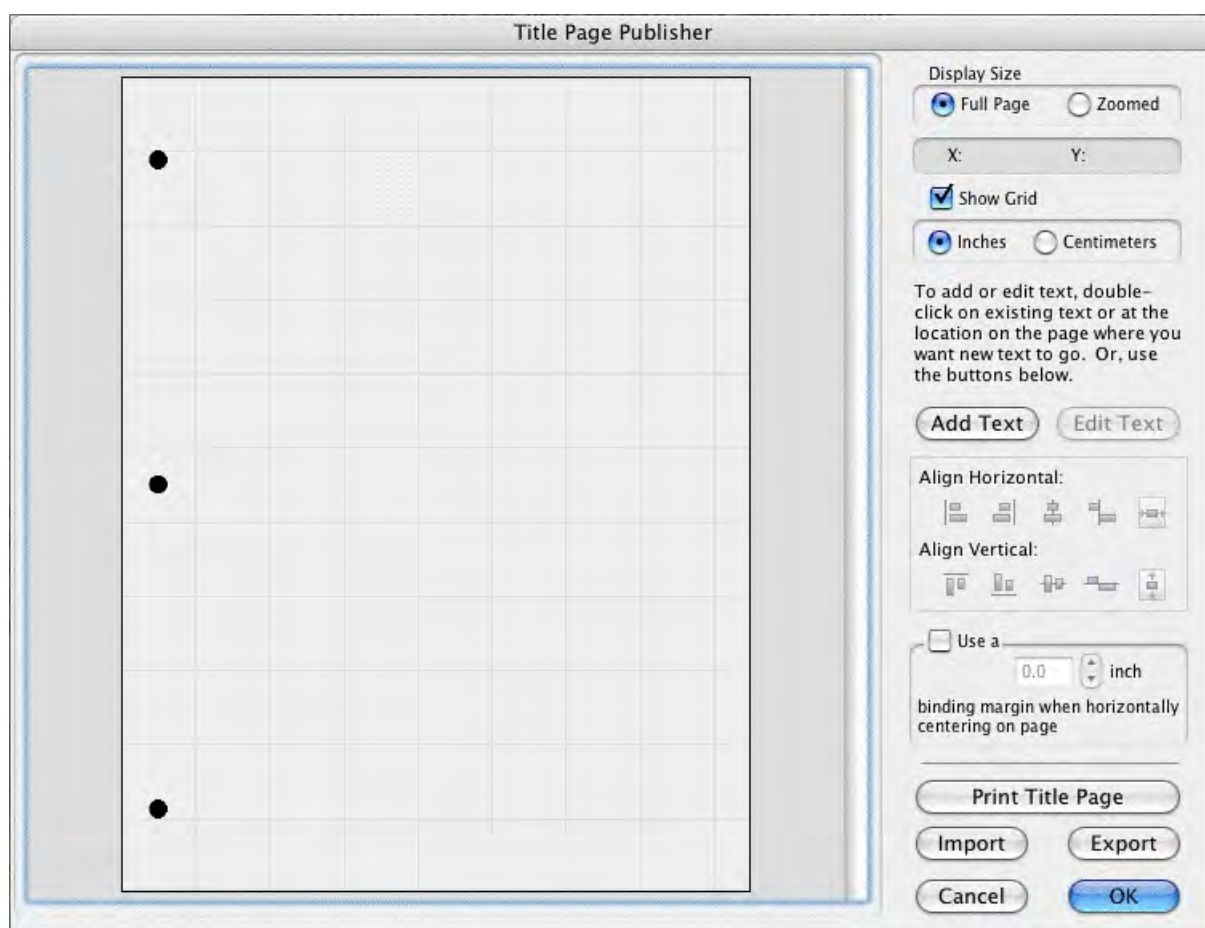
1.8.1   Opening a Title Page

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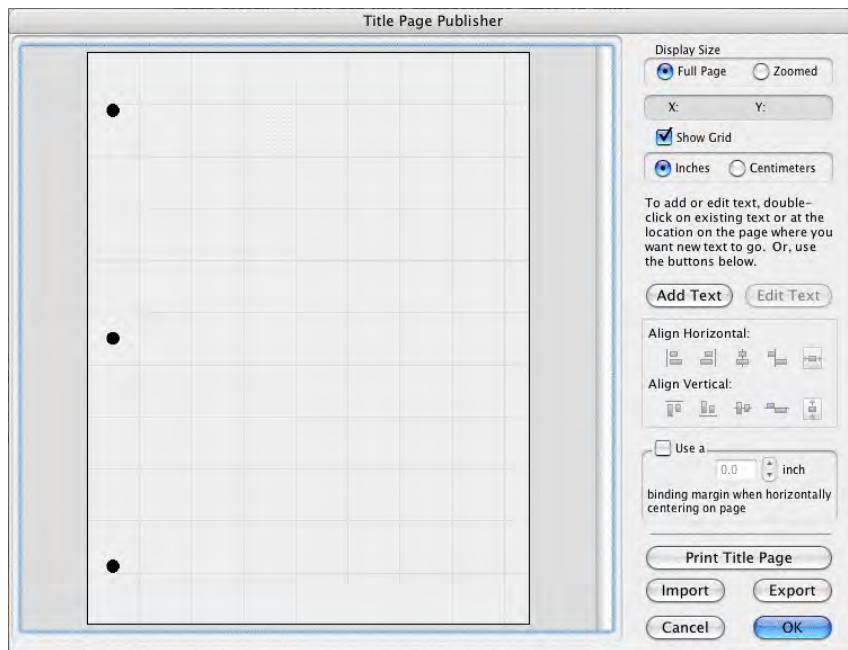
1.8.2   Creating Text Boxes

Double click anywhere on the title page to create a text box. The Edit Text window displays.

Type your text.

The Left three buttons allow you to select Bold, Underline 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 box has the same style (i.e. bold, underline, etc.), font, and justification. If you want the document's Title to appear differently from the Author's name (for example, underlined), a separate text box needs to be created and placed underneath the Title.

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

1.8.3   Moving a Text Box

Select the text box by single-clicking on it with the mouse. To select more than one text box, hold down the Shift key and single-click on each box.

You can now move/align them it using any of these methods:

- Drag it where you want it to be placed.

- Press the arrow keys on the keyboard.

- Click on the Horizontal or Vertical text alignment buttons at on the right side of the Title Page Publisher..

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 boxes 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 boxes 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 box starts. These measurements change as you move the text box, and are shown in Inches or Centimeters.

The Grid helps you position text boxes on the page. Click on Show Grid to display or hide it.

1.8.4   Exporting a Title Page

When you click save from the main window of Screenwriter, the Title Page is saved as part of the document itself, so there is no need to save it separately.

To export the Title Page as a template for use with other documents, simply click on the Export button and give it a name. A file extension of .TPG is automatically added to a Title Page Template file you export.

1.8.5   Importing a Title Page

You can import a title page that is part of another Screenwriter document, or was saved as a Title Page Template file.

Click on the Import button In the Import Title Page window, to load an existing Title Page Template, select a file ending in .TPG and click on it.

To load a title page that is part of another Screenwriter document, click the Import button, then change the "Files of Type" drop-down list from Title Page to Screenwriter Documents. Select a Screenwriter 6.0 document (.MMSW) or a pre-6.0 document (.SCW) and click OK.

1.8.6   Printing a Title Page

From within Title Page Publisher, print the Title Page by clicking the Print button.

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

1.9   Templates

Screenwriter has pre-set template files for the following formats:

- Screenplay

- Sitcom

- 60+ TV Shows

- Stage Play

- Radio Play

- Novel

- Comic Book (including Gosset & Kayle)

- Multimedia/Interactive

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.

1.9.1   Create a New Frile 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.

1.9.2   Loading a Template

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

```
Template...
Screenwriter Document...
```

- **Template..**.—Clicking this displays a window where you can select from the provided templates.

   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 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.

Loading Element Styles options window

Templates	Q search
Name ▲	**Date Modified**
▶ 📁 Blank Templates	1/24/07
🄳 Default.def	1/24/07
▶ 📁 Instructional Templates	1/24/07
▶ 📁 TV Templates	1/24/07

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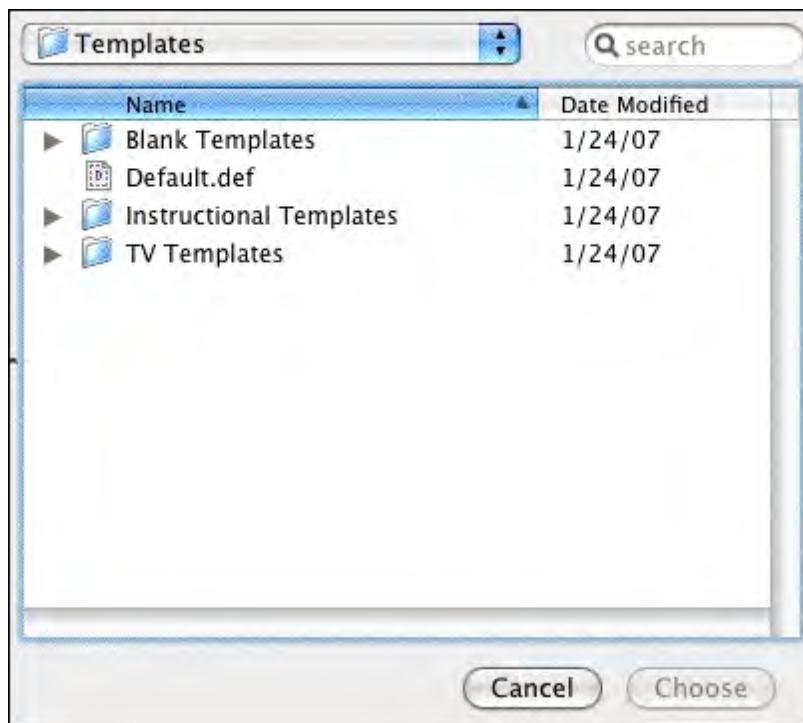
After selecting a template, the Loading Element Styles options windows displays. This window allows control over how certain formatting gets loaded (or not) from the template. The items that you can choose to Keep or Load are:

- User Lists (*see **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.

1.9.3   Television Templates

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

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

1. Under the File menu, select Open. You will be in the default subdirectory (unless you changed it).

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.

1.9.4   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.

1.9.5   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:

   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.

- 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** 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 play.mmsw. In that case, use the re-install method above.

1.10   Index Cards

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

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

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

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

The information you write on each card transfers directly to a scene in your document. 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 Document view. All the work you did on the index cards is there—an outline ready for you to expand into a script.

1.10.1   Index Card View

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

Under the View menu, select Index Cards.

Your document now looks something like the following, depending on the number of cards or scenes you've created:
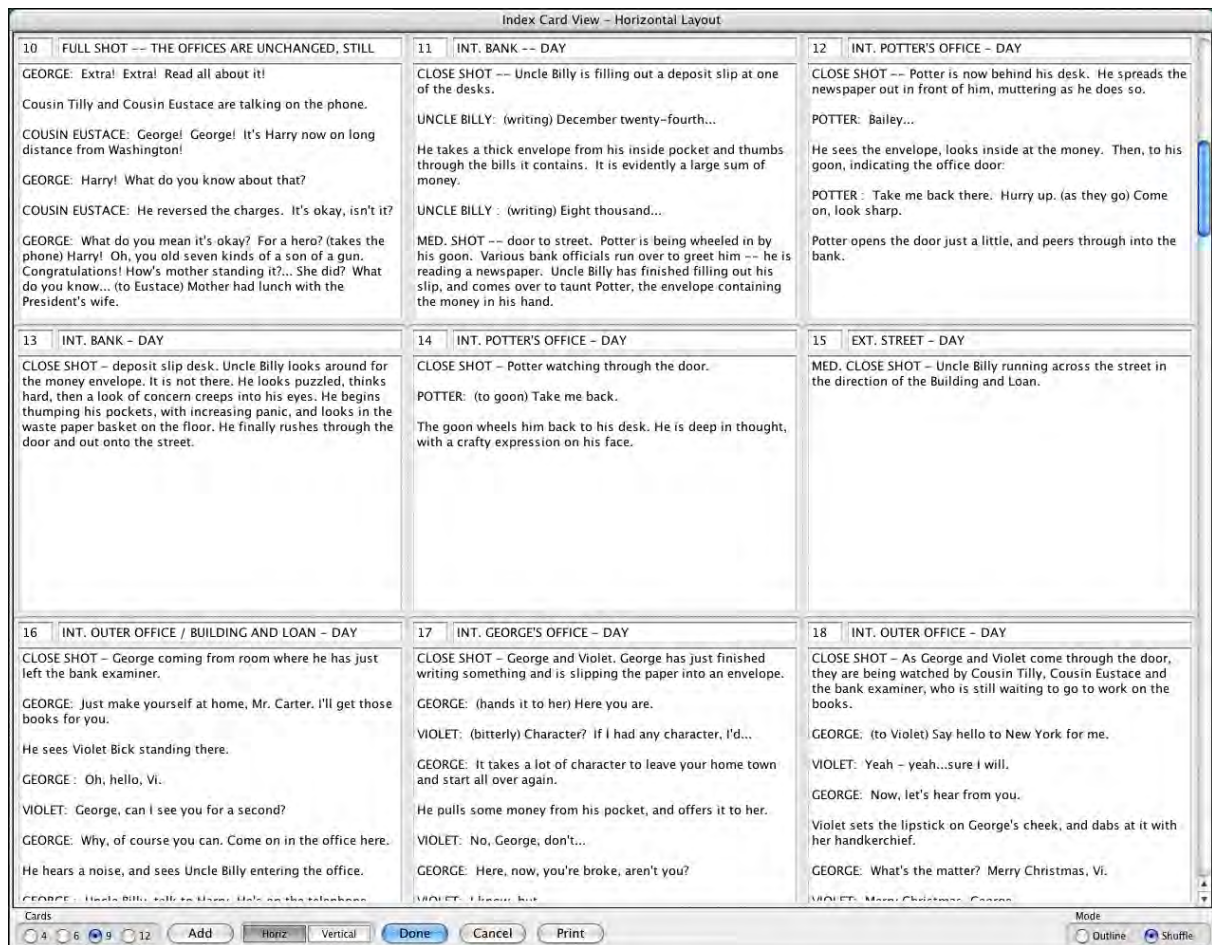
Each card represents one scene. Across the top of each card are two boxes: the leftmost box contains the Scene Number, while the rightmost box contains the Scene Heading. Beneath is the scene text, comprised of Action (and Character Names and Dialogue if you've entered them in your document.)

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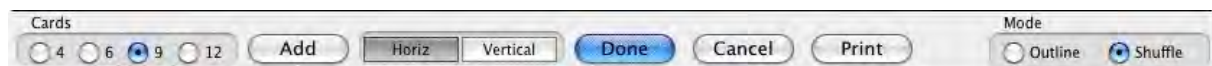
Across the bottom of the screen is the Index Card toolbar with the following options:

- Number of Index Cards on Screen

- Scroll by Row/Column

- Horizontal Index Cards

- Vertical Index Cards

- Add an Index Card

1.10.2.1   Number of Index Cards on screne
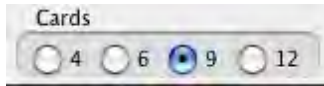
You can change the number of the Index Cards displayed on screen. To select the number of cards that appear on screen, click on one of the buttons located on the left side of the Toolbar. You can display Four, Six, Nine, or Twelve Index Cards at a time. This is for display purposes only, and does not affect how the index cards print.

1.10.2.2   Scroll by Row

To Scroll up or down by a row (or column) 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.)

1.10.2.3   Horizontal Index Cards

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

1.10.2.4   Vertical Index Cards

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

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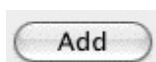
A new, blank Index Card can be added by clicking on the Add button on the Bottom Status Bar.

- In Shuffle Mode, a New card is Inserted before the index card displayed at the upper left corner of the screen.
- In Outline Mode, a New card is inserted before the currently selected index card (or the card containing the cursor).

1.10.3   **Write an Index Card**

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

Using the mouse, click on an Index Card.

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

- To enter text in the main body of the card, click in the card body and type.

- To be recognized as elements in your document, text needs to be entered in Index Card mode obeying the following guidelines:

- To move to another Index Card, press TAB.

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. The text should wrap normally, without any special indentation. Example: *KAREN: Oh my love, you have returned to me!*
Parenthetical	Part of the dialogue (on the same line), but text is enclosed in parentheses with a space before and after as appropriate. Example: *KAREN: Oh my love you have returned to me! (sotto) At last!*
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 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==`
Note	Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. 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##`

1.10.4 Edit an Index Card

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

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

Non-Editable Index Cards

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

- The document contains Locked Page Breaks.

- The document contains Locked Scene Headings.

- The document contains Act Break/Scene Label information (TV or Stage Play formats).

- The document contains Outline elements on the same level or higher than the Scene Heading document style.

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

1.10.5   Shuffle an Index Card

Screenwriter allows you to move Index Cards around and change their order by Dragging and Dropping them. This is done in Shuffle Mode, entered by clicking on the Shuffle button on the bottom right of the Toolbar.
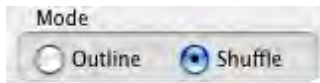
1. Select Shuffle Mode, if it's not already selected.

2. Click on the card you want to move.

3. Go to the Index Card you want to move your card in front of using the Scroll buttons if necessary. Click on that card, and your shuffled Index Card is inserted in front of it. All other cards shuffle accordingly.

The Scenes in the document are not renumbered until you exit Index Card View by pressing the Done button.
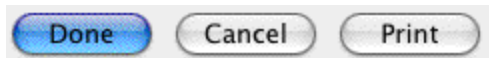
To go back to your document without moving any Index Cards or scenes in your document, click on the Cancel button.

1.10.6   Shuffle Multiple Index Cards
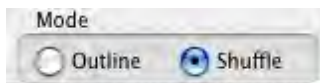
1. Select Shuffle Mode, if it's not already selected.

2. To shuffle more than one Index Card, make sure the first card is displayed onscreen.

3. Hold down the SHIFT key. Using the mouse, click anywhere on the Index Card you want to move. The card turns a darker gray, and the cursor changes to the Shuffle Cursor—a hand holding a card.

4. Still holding down the SHIFT key, click on the other cards you want to shuffle. If you inadvertently select a card that you didn't want to, click on it again while still holding down the SHIFT key and it becomes unselected.

5. Go to the Index Card you want to move your cards in front of using the Scroll buttons if necessary. Click on that card, and your shuffled Index Cards is inserted in front of it. All other cards shuffle accordingly.

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

1.10.7 Printing Index Cards

To print your Index Cards, click the Print button on the bottom Toolbar. You will be taken to the following window:
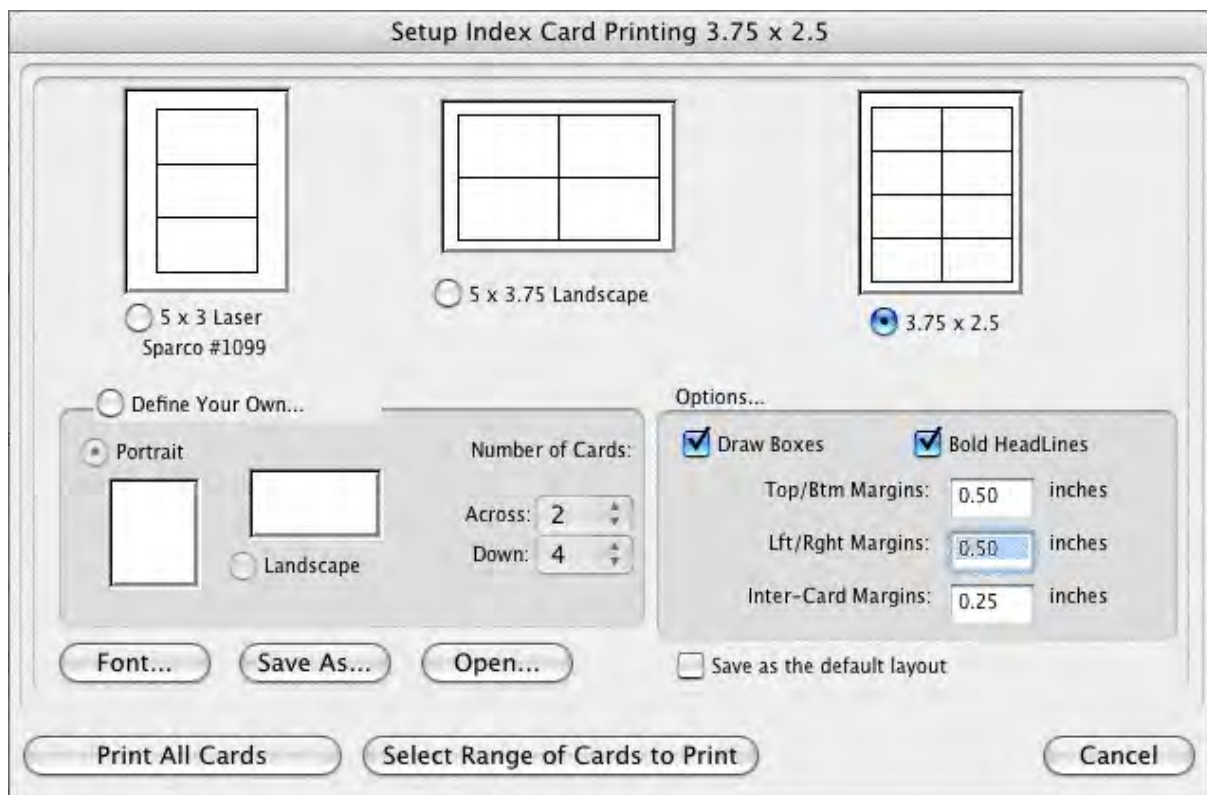
The three large page icons across the top of the screen are pre-defined layouts. Select one by clicking on its icon or radio button.

The layout at the top right of the screen, 3-3/4 x 2-1/2, is the default layout.

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 plain 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 document. Times New Roman 10 pt is often a good choice, as it gets more text on each card than the standard Courier New 12pt.
- **Save As**—Saves Index Card layouts as separate files, automatically adding the extension .CRD for you.
- **Open**—Loads a previously saved Index Card layout.
- **Save as the Default Layout**—Loads the current settings every time you select Print Index Cards in the future.

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

To print certain cards only:

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

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

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

1.11 Writing a Script

Each part of a document is formatted uniquely, with different margins, capitalization, and spacing. These are called Elements. Screenwriter uses these elements:

- Act Break
- Action
- Character Name
- Dialogue
- Parenthetical
- Scene Heading
- Scene Label
- Note
- Shot
- Title (Centered)
- Transition

1.11.1   Inserting Elements

You can insert Elements in a number of ways:

- Click on an element in the Current Element drop-down list.

```
   Act Break
   Action
   Character Name
   Dialogue
   Parenthetical
✓  Scene Heading
   Scene Label
   Note
   Shot
   Title (Centered)
   Transition

   Sequence
   Scene
   Beat

   Create / Edit Outline Styles...
```
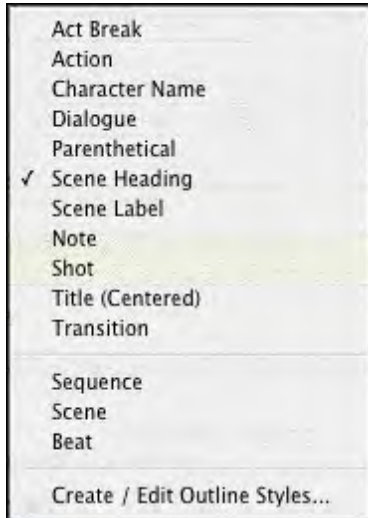
- Click on the element's icon on the Right Toolbar, if displayed.

- Press a Control-key shortcut for that element
  (See the Appendix chapter entitled 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 on the Outline panel in the NaviDoc.

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

1.11.2   Tab & Return

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

Based on the current Element, Screenwriter makes an informed guess as to what you would like to do next. It places you in the logical next Element and pops up a menu of possible choices. For example, if the cursor is located in a blank Character Name element and you press RETURN, a list of all the Character Names in your script pops up for your selection.

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

1. Under the **Tools** menu, select **Options...**

2. On the Options window, click on the **QuickType** tab.

3. Place a check mark in the Enable QuickType Entry box.

☑ Enable QuickType Text Entry
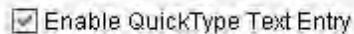
The following element instructions use the TAB & RETURN method with QuickType enabled.

1.11.3 FADE IN

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

Attention

Put In "FADE IN:"?

No   Yes
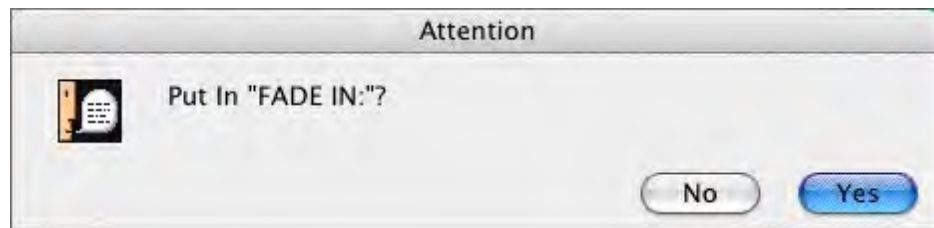
A pop-up box displays, asking you if you want it to start your script with "FADE IN:"

• Click on the Yes button to put it in

• Click on the No button to start your script without it

Next, a Scene Heading element is automatically created.

1.11.4 Scene Heading

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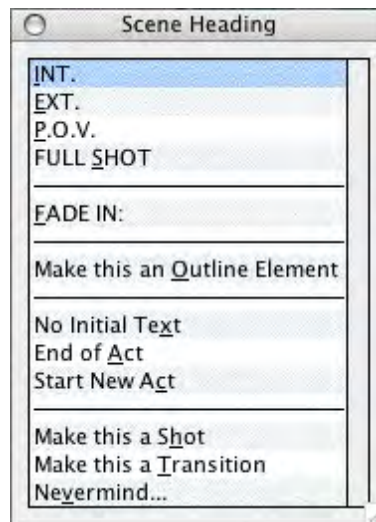
You can either click on a pop-up list item with the mouse or press the Hot Key (designated by the underline) for that item.   For example, type "e" for EXT to enter "EXT." and the correct spacing following it. (Type "v" for Never mind to Cancel, or press ESC.)
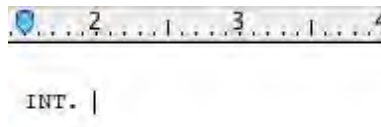
Next, enter a Location.

1.11.5 Location

To enter a Location that's already been used in this script, press 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.
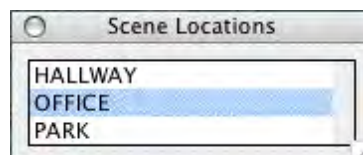
Type the first letter of the Location (or if more than one have the same first letter, type enough letters of the location until the location you want is highlighted) and press RETURN.

The Location is entered for you, complete with correct spacing.
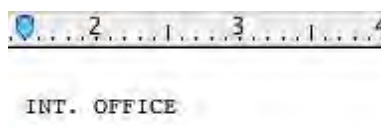
Next, enter a Time-of-Day.

1.11.6 Time-of-Day

Enter a Time-of-Day by pressing RETURN after typing your Location.

A Pop-up list displays, with Time-of-Day options.
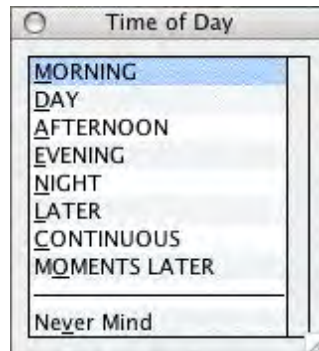
You can either click on a pop-up list item with the mouse or press the Hot Key (designated by the underline) for that item. For example, type "d" for DAY to enter "DAY" and the correct spacing and dashes before it.
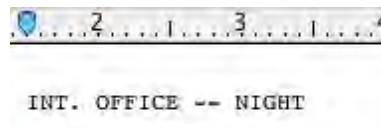
The Time-of-Day is entered, and the cursor moves to a new Action element.

1.11.7 Action

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

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

1.11.8 Character Name

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 RETURN. A Pop-up list of available Character Names displays.
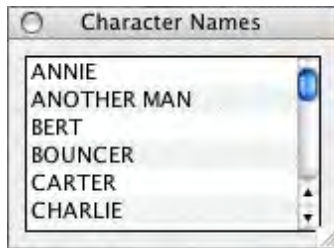
1.11.8.1 Character Extension

An Extension is a modification to the Character Name, appearing directly after it in parentheses (or on the next line, if you prefer) 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.
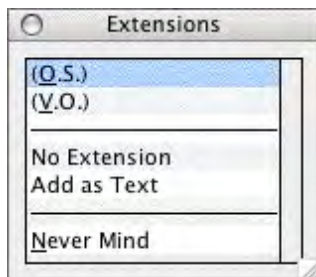
2. You can either click on a menu item with the mouse or press the Hot Key (designated by the underline) for that item. For example, type "v" for (V.O.) and it is entered.

    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 RETURN and the cursor's already gone to a blank Dialogue element, press DELETE to return the cursor to the Character Name element. Then press **Shift+9** (left parenthesis).)

1.11.8.2   **Deleting a Character Extension**

With the cursor at the end of a Character Name element, press DELETE key to delete the Character Extension.

Or, with the cursor anywhere in a Character Name element, press Shift+9 (left parenthesis). A Character Extension Pop-up List displays. Type "e" for No Extension.

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

1.11.9   Dialogue

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. The cursor moves to a new Dialogue element.

<div align="center">BERT</div>

2. Type your character's dialogue.

<div align="center">BERT
What was I thinking?</div>

3. Press ENTER.

<div align="center">BERT
What was I thinking?</div>

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 ALT+ENTER twice to put in two hard returns.

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

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

1.11.10 Parenthetical

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, press TAB.

A Parenthetical element is created at the cursor location.

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

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

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

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

Type the Parenthetical text, and press RETURN.

The cursor moves to the Dialogue element following the Parenthetical.

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

Type a Left Parenthesis in Dialogue as Text

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

1.11.11 Transition

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.

```
┌─────────────────────────┐
│ ○      Transitions      │
├─────────────────────────┤
│ CUT TO:                 │
│ DISSOLVE TO:            │
│ FADE OUT:               │
│                         │
└─────────────────────────┘
```
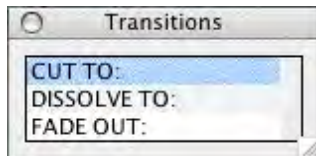
You can also press ENTER in a blank Action element and type "t" for Make this a Transition

1.11.12 Shot

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.

NOTE: until you customize the User Lists, the only Shot Text that Screenwriter initially recognizes is ANGLE ON or BACK TO SCENE. *(See User Lists)*

It is automatically formatted as a Shot element.

Or, press RETURN in a blank Action element and type "h" for Make this a Shot.
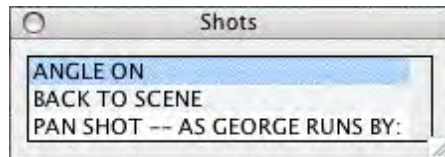
Select a Shot type from the popup list or type the text for your Shot.

1.11.13 Title

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.
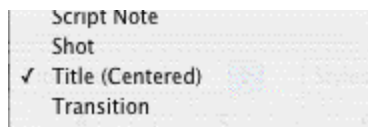
1.11.14 Act Break

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

1.11.14.1 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. *(See User Lists)*

1.11.14.2 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 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.

1.11.14.3 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.)

1.11.14.4 End of Act

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

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

The appropriate End of Act 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. *(See 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.

1.11.14.5 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 RETURN in a blank Action element. Type "r" or select Start New Scene/Same Act.

Or, press 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.

1.11.15 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).

- Add a Note

- Type a Note

- Hide/Show a Note

- Print a Note

- Note Options

1.11.15.1 Add a Note

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

> Press **CTRL+Shift+N** on the keyboard.

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

A Note is added where the cursor is located.

1.11.15.2 Type a Note

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

1.11.15.3 Hide/Show a Note

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

When a Note displays, the triangle points downward, ▼ :
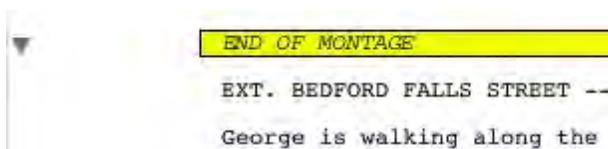
When a Note is hidden, the triangle points to the right, ▶ :
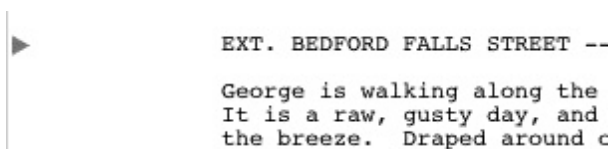
Single-click on the triangle to change the Note's display status.
- Single-clicking on " ▼ " Hides the note.
- Single-clicking on " ▶ " Shows the note.

(See also Show/Hide Categories in NaviDoc or Show/Hide Note Categories in Document)

1.11.15.4 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 document)**—Requires you to insert the entire document, 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.

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

1.11.15.5 Note Options

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

1. Under the Format menu, select **Element Styles...**.

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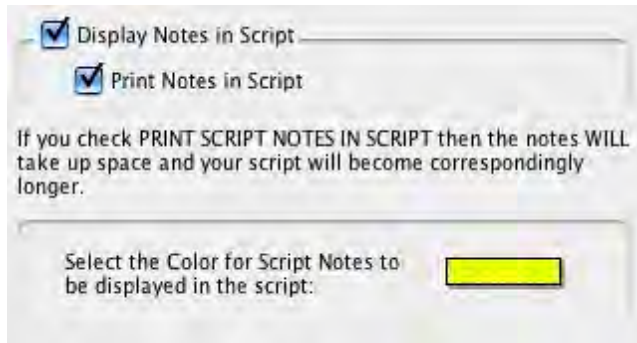
3. Click OK to save your changes, Cancel to discard them.

See Element Styles... in the Customizing Screenwriter chapter for more details.

1.11.16 Switch Elements

There are several ways to convert an element from one type to another (for example, Action to Note):

- Current Element drop-down list.

- Current Outline Style drop-down list. (Outline elements only)

- Change Element Type under the Format menu.

- Right-click context menu.

Current Element drop-down list:

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 drop-down list on the Top Toolbar to display the list of elements. (Or, press F4 on the keyboard).

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

Current Outline Style drop-down list (Outline elements only):

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

2. In the Outline panel of the NaviDoc (Ctrl+1), click on the Current Outline Style drop-down list.

3. Select the Outline element style to switch to by clicking on it from the list.

Change Element Type menu:

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

2. Under the Format menu, select Change Element Type.

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

1.11.17 Moving Between Elements

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

If you Type—	QuickType will—
FADE IN: or any Transition	Display Scene Heading Initial Text menu (INT., EXT., etc.).
If you Press ENTER while in —	**QuickType will—**
Blank Action, Transition, blank Scene Heading, Scene Label, 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 Text Entry/Editing page of the Tools > Options... window , a Character Name element will be inserted instead.

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

If you Press—	While in—	QuickType will—
SHIFT+CTRL+S	Any element	Add a Scene Heading element.
SHIFT+CTRL+I	Any element	Add a Scene Heading element beginning with "INT.".
SHIFT+CTRL+E	Any element	Add a Scene Heading element beginning with "EXT.".
SHIFT+CTRL+O	Any element	Add a Shot element.
SHIFT+CTRL+O	Blank Shot element	Display a List Menu of Shots (ANGLE ON, etc.).
CMD+RETURN	Any element	Add an Action element.
CTRL+ALT+C	Action or Dialogue element	Display a List Menu of existing Character Names.
TAB**	Any element	Add a Character Name element.
SHIFT+9 "("	Character Name element	Display a List Menu of Character Extensions (V.O., O.S., etc.).
SHIFT+9 "("	Dialogue element	Add a Parenthetical element.
SHIFT+CMD+T	Any element	Add a Transition element.
SHIFT+CMD+T	Blank Transition element	Display a List Menu of Transitions (CUT TO:, etc.).

SHIFT+CMD+N	Any element	Add a Note.

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

1.11.18 Character Name in Dialogue or Action

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

A pop-up list displays, with all the existing Character Names. Select one and it is entered as text at the cursor position.

Or, if you have 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.)

1.11.19 Add Forced Page Break

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

- Under the **Edit** menu, select **Add Forced Page Break**.
- Or, press SHIFT+RETURN.

1.11.20 Remove a Forced Page Break

Remove a Forced Page Break using one of these methods:

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

2. Or, put the cursor at the beginning of the element immediately following the Forced Page Break. Press the DELETE key.

3. Or, put the cursor at the end of the element immediately before the Forced Page Break. Press the FORWARD DELETE key.

1.11.21 Soft-Hyphen

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

1. Put the cursor in the word, where you want the Soft-Hyphen to be inserted.

2. Press CTRL+- (Ctrl+Dash).

1.11.22 Hard-Dash

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

1. Put the cursor in the word, where you want the Hard-Dash to be inserted.

2. Press CTRL+SHIFT+- (Ctrl+Shift+Dash).

1.11.23 Hard-Space

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

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

● Press SHIFT+CMD+SPACE.

1.11.24 Hard Return

To end a line short and start a new line (e.g., lyrics or poetry), enter a Hard Return at the cursor position.

● Under the Edit menu, select Add Hard Return.

● Or, press SHIFT+RETURN.

1.11.25 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.

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

Example: Writing in dual column mode in Screenwriter looks like this on screen...

```
        GEORGE
     (outraged)
  What do you mean -- it's
  gonna snow again!  Look at
  the headlines.


                              ERNIE
                         I know -- I know -- I
                         know.  I think it's
                         marvelous.
```

...but prints in the document like this:

```
           GEORGE                        ERNIE
        (outraged)                  I know -- I know -- I
     What do you mean -- it's       know.  I think it's
     gonna snow again!  Look at     marvelous.
     the headlines.
```

1.11.25.1 Dual Columns Menu

Format > **Dual Columns**

From the **Format** menu select the **Dual Columns** menu and you'll see four choices:

```
Left Column            ^L
Right Column           ^R
Normal (Full Width)    ^F

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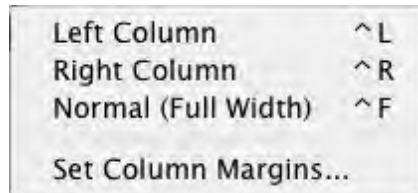
- **Left Column**—Formats the selected element(s) as the left column of the dual column. Hitting ENTER ends the left column formatting.
- **Right Column**—Formats the selected element(s) as the right column of the dual column. Hitting ENTER ends the right column formatting.
- **Normal (Full Width)**—Resets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

1.11.25.2 Dual Column Submenus and Icons

Dual Columns submenus display check marks for Left Column, Right Column, and Normal (Full Width). If there are different column types in the selection, the "-" character is displayed to the left of the menu item, instead of the check (as is standard on the Mac).

If the user has displayed the column icons in the toolbar, then these show the STATE of whatever is selected. As with the character formats (bold, italics, underline) if there are multiple column types in the selection then multiple icons are shown as toggled.
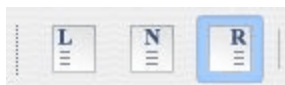
The textual (L) and (R) have a graphic icon next to the style popup. A (-) is displayed if multiple column types are in the selection (see images, below):
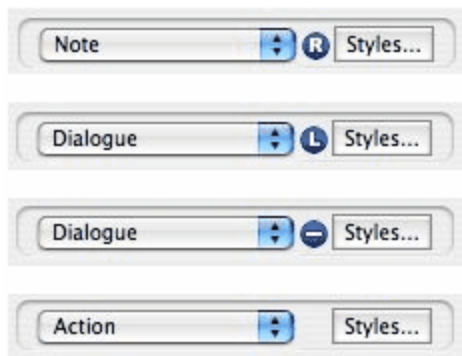
1.11.25.3 Dual Columns Instructions

To enter Dual-Column Dialogue or text:

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

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

2. With the cursor in that element, press CTRL+L. The element is formatted as Character Name (L), as displayed in the Current Element drop-down list.

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

4. Type the Dialogue.

5. Press Tab and type in the next Character Name. .

6. With the cursor in that element, press CTRL+R. The element is formatted as Character Name (R).

7. Press RETURN to go to the next element. In this example, it is a Dialogue element, already formatted as Dialogue (R).

8. Type the Dialogue.

9. Repeat these Steps until all your Dual-Column Dialogue is entered.

NOTE: Dual-Columns are only for short pieces of simultaneous dialogue, text or short split-screen scenes. This is not the same as two-column A/V format (used in some documentaries and commercials)! Currently, Movie Magic Screenwriter does not support the two-column A/V format.

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

1. Put the cursor anywhere in the element.

2. Under the **Format** menu, select **Dual Columns** then **Normal** (Full Width).

   Or, pressCTRL+F.

1.11.25.4 Dual Column Margins

Dual-Column margins can be customized to your preference.

1. Under the **Format** menu, select **Dual Columns** then **Set Column Margins**.

2. The Set Column Margins window displays.
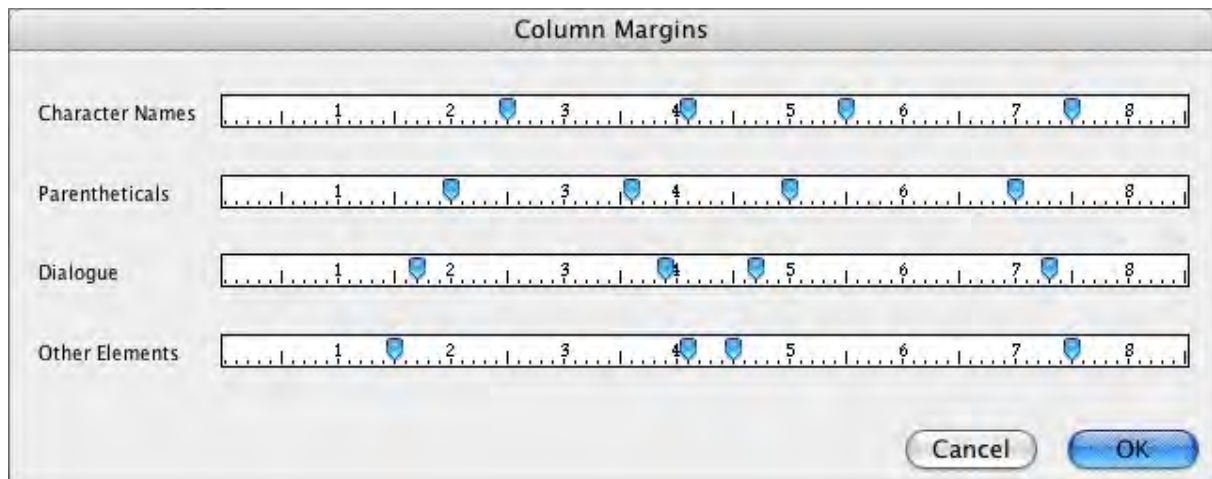
- **Left/Right Column radio buttons**--When selected, these buttons will show the margin settings for the Left or Right column of each element type.
- **Margins Settings for Element Types**--The numbers in the spinner boxes represent the edges of the columns and are measured in inches from the left margin. There are margin settings for the left/right columns of four element types:
- **Character**—Left and Right edges of the selected column for Character Name elements.
- **Dialogue**—Left and Right edges of the selected column for Dialogue elements.
- **Parenthetical**—Left and Right edges of the selected column for Parenthetical elements.
- **Other**—Left and Right edges of the selected column for all other element types such as Action, Scene Heading, Outline and Shot elements.

Click the OK button to accept changes, Cancel to discard and return to the main document window.

1.11.26 Cheating

Cheating involves overriding the default settings as defined in Format > Element Styles. Cheating can affect a the single element, page, or document to which you apply it.

Cheating is used to change the look of a document. 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 125 pages, you can cheat the line spacing, margins, etc. to have it print out closer to the standard maximum 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

- Cheat Right Margins
- Cheat Page Breaks
- Cheat a Page
- Cheat the Whole Script
- Cheat the Page's Header

1.11.26.1 Cheat an Element

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

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

   Or, press CMD+=.

3. Make the desired changes to:

- Left and Right Margins.
- Lines Before (the element).
- Line Spacing (spacing between lines of text in an element).
- Text Formatting (bold, italic, underline, etc.).
- Font Type and Size.
- Character Continueds.

1.11.26.2 Cheat Page Breaks

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

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

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

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

A checkmark displays next to the selected cheat option.

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

1.11.26.3 Cheat a Page

1. Put the cursor anywhere on the Page to be cheated.

2. Under the Format menu, select Cheat then Page.

3. Increase or Decrease the page length by the number of lines desired, from 1 to 10.

1.11.26.4 Cheat the Whole Document

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

2. Under the Format menu, select Cheat then Document.

3. You're prompted to remove all previous Line Spacing Cheating.

   Click **Yes** to remove the existing cheating, and start cheating afresh.

   Click **No** to leave the existing cheating intact, and add any new cheating to it.

4. The Document Layout window displays. Change the document settings for this script as desired.

1.11.26.5 Cheat the Page's Header

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

1. Put the cursor anywhere on the Page to be cheated.

2. Under the Production menu, select Override then Page's Header/Draft Color.

3. The Header Setup screen displays. Change the Header settings for that page.

4. Click Preview to view the changes, OK to save the changes, or Cancel to discard the changes.

1.11.27 User Lists

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

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

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

Selecting a Location from the Scene Body Text User List enters it in your document and pops up the Time-of-Day User List. Typing the first letter (or underlined QuickLetter) of a Time-of-Day enters it in your document and moves the cursor to a new Action element.

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

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

Entering an abbreviation, or **Alias Text**, in an element's User List lets Screenwriter know it should auto-format that abbreviation using that element's settings.

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

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

Element	Maximum Items
Character Names:	15*
Extensions:	10
Initial Scene Text:	10
Scene Body Text (Locations):	10*
Shot Text:	6
Time-of-Day:	12
Transitions:	8
Act Break/Scene Label:	3
Prologue Text:	5
Tag Text:	1
End of Act Text:	1
FADE IN Text:	1
Substitution Text:	15

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

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

- Write more than one document with the same Characters or Locations (for example, for multiple episodes of a TV series,) and want them to display automatically.

- Want Alias Text for specific Character Names (for example, typing "vk" to have the program enter "Von Karajan").

- Already typed in lists of this text elsewhere (such as in an outline or a separate story development program) and want to re-use this work.

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

1.11.27.1 Act/Scene Text

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

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

The Alias for Item C is set to "NEWSCENE". When you type NEWSCENE, it changes the element to Scene Label, replaces the text with SCENE (if appropriate), and increases the Scene Number (or not, depending on whether it follows a New Act and on your settings in the **Format > Element Styles...** menu).

1.11.27.2 Editing User Lists

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

Under the Format menu, select User Lists.

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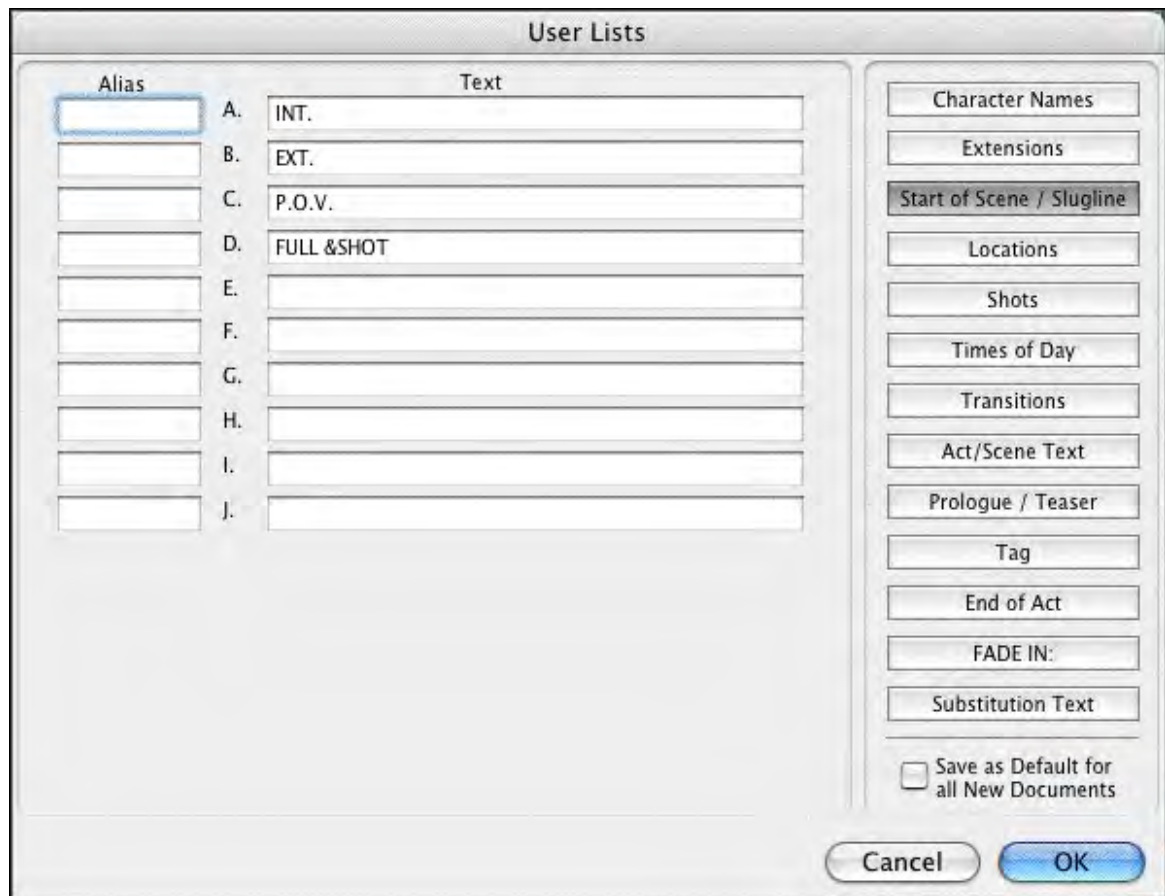
Click on a button in the right column to select a User List to edit. Available items for that User List, with defaults, display.

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

1.11.27.3 Loading User Lists

User Lists can be loaded from other Screenwriter documents, or from ASCII Files created in other programs.

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

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

- Screenwriter Document—Loads all User Lists from another Screenwriter document.

- Original Defaults—Reloads Screenwriter's originally-installed default User Lists.

1.11.27.4 Loading Locations, Character Names or Transitions from Screenwriter scripts

Frequently a document's Locations (Scene Body Text) and Character Names are not actually in the User Lists, but are accessed from within the document itself. To make these items

available to another document's User Lists, you must first copy them into a User List in their original document.

1. Open the document containing the User List items you want to load.

2. Under the Format menu, select User Lists...

3. Click on the button of the items to copy:

- Character Names

- Scene Body Text

- Transitions

4. At the bottom left of the screen a Copy from Script button displays. Click on it and a menu of the unique text items for that element displays.

5. Double-click on an item to copy it to the User List. Click on the Close button when finished.

6. Click OK to save the User List and exit editing, or Cancel to discard changes.

7. Save the changes to the document's User Lists by saving the document file.

8. Now you can load the items you've added to this document's User List into another document. See Loading User Lists, above.

1.11.27.5 Saving Lists as the Default Lists for all New Documents

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

1. Under the Format menu, select User Lists.

2. Make changes to your User Lists as described in the sections above.

3. Click the Save as Defaults For all New Documents checkbox.
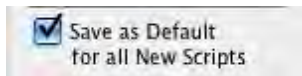
The new defaults do not affect any existing documents. To apply the new defaults to User Lists of existing documents, load them from a new document that contains them. See Loading User Lists, above.

1.11.27.6 Default User Lists

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

User List	Default Items
Character Names	Empty
Extensions	"O.S." "V.O."

Scene Heading Text	"INT."
	"EXT."
	"P.O.V."
	"FULL SHOT"
Scene Body Text (Locations)	Empty
Shot Text	"BACK TO SCENE"
	"ANGLE ON"
Time-of-Day (The ampersand "&" tells Screenwriter which letter to underline when it displays the Time-of-Day menu, but is not put into the document.)	"MORNING"
	"DAY"
	"AFTERNOON"
	"EVENING"
	"NIGHT"
	"LATER"
	"CONTINUOUS"
	"MOMENTS LATER
Transitions	"CUT TO:"
	"DISSOLVE TO:"
	"FADE OUT:"
Act/Scene Text	("NEWACT" - Alias for) "ACT"
	("SAMEACT" - Alias for) "ACT"
	("NEWSCENE" - Alias for) "SCENE"
Prologue Text	"TEASER"
	"PROLOGUE"

	"COLD OPENING"
Tag Text	"TAG"
End of Act Text	"END OF ACT" "END OF SHOW"
FADE IN Text	"FADE IN"
Substitution Text	Empty

1.11.27.7 Reloading Default User Lists

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

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

1.11.28 Alias Text

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

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

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

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

1.11.28.1 Creating Alias Text

1. Under the Format menu, select User Lists. The User Lists screen displays.
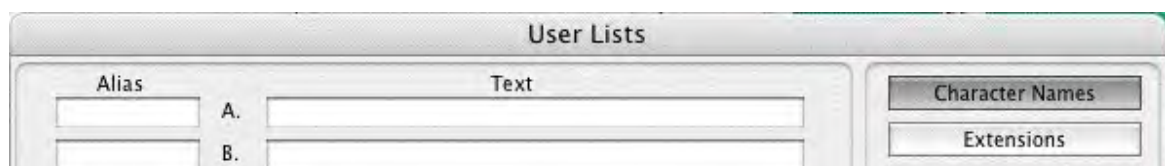
2. Click on the element button of the User List you want to add to. A lettered list of items displays.
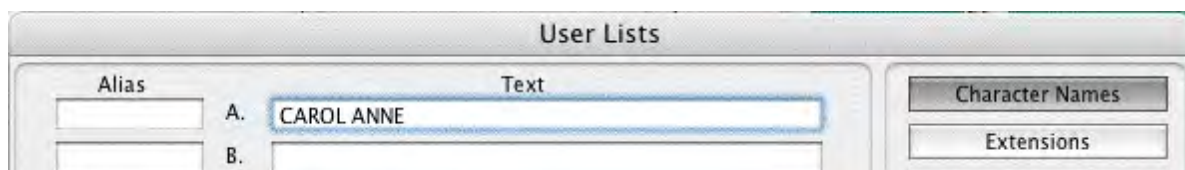
3. To add a new text item, type it into a blank box. Click on the Alias button next to the lettered item you want to add an Alias to.
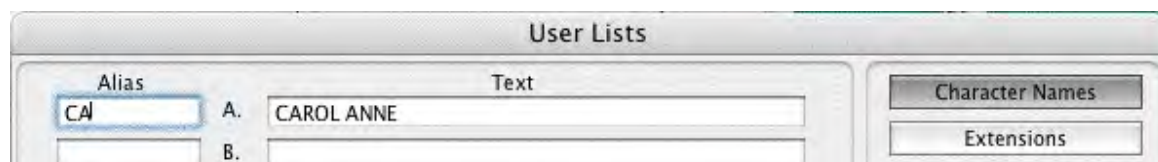
4. The Alias Auto-Recognition Text screen displays. Type the abbreviation for selected User List text, using at least 2 characters.

5. Click on OK to exit and save the Alias Text, Cancel to discard your changes.

6. Click on OK to save your changes to the document's User Lists.

1.11.28.2 Capitalization of Alias Text

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

Substitution Text

For capitalization purposes, the Alias Auto-Recognition Text window for Substitution Text has three additional options:
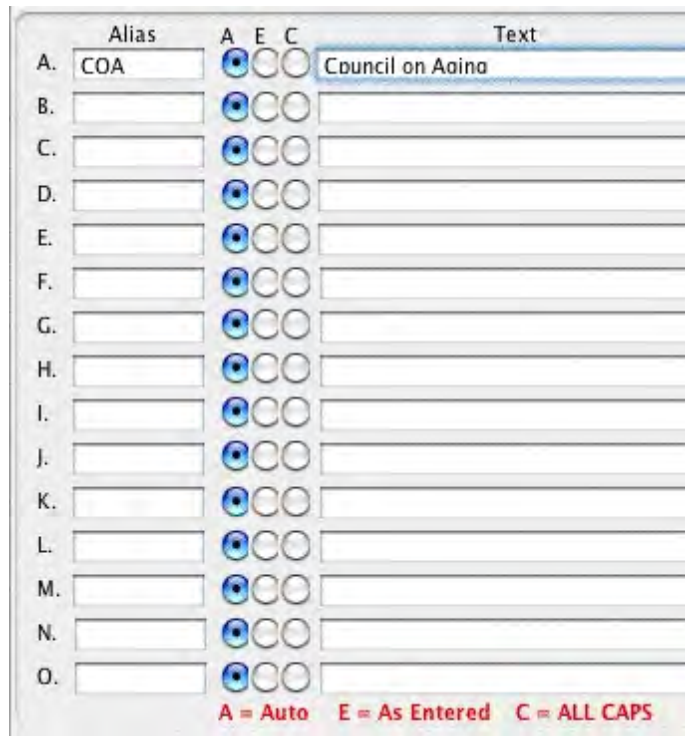
Auto—Capitalization matches the way you type the Alias Text:

- If you type "coa", it expands to "council on aging".

- If you type in "Coa", it expands to "Council On Aging".

- If you type in "COA", it expands to "COUNCIL ON AGING".

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

ALL CAPS—Capitalization is ALL CAPS.

Character Name

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

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

- If you type "coa", it expands to "council on aging".

- If you type in "Coa", it expands to "Council On Aging".

- If you type in "COA", it expands to "COUNCIL ON AGING".

1.12   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 Main Menu Bar commands, see the Appendix chapter entitled Screenwriter 6 Menus.
- For a list of Keyboard Shortcuts, see the Appendix chapter entitled Key Assignments.

1.12.1   Moving the Cursor

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

CMD+UP ARROW........Previous Element

CMD+DOWN ARROW........Next Element

CTRL+OPTION+UP ARROW........Previous Scene

CTRL+OPTION+DOWN ARROW........Next Scene

CMD+Page Up........Previous Document Page

CMD+Page Down........Next Document Page

CMD+HOME........Goto Top of Document

CMD+END........Goto End of Document

CTRL+G........Goto Page menu

RIGHT ARROW........Next character

LEFT ARROW........Previous character

CMD+RIGHT ARROW........Next Word

CMD+LEFT ARROW........Previous Word

HOME........Beginning of current line

END........End of current line

UP ARROW........Previous Line

DOWN ARROW........Next Line

PAGE UP........Previous Screen

PAGE DOWN........Next Screen

NOTE: Keyboard commands can be altered in the Screenwriter > Preferences > Keyboard window.

1.12.2 Selecting Text

Screenwriter uses the standard Microsoft® Windows® methods of text selection.

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

Select All—Selects the entire document.

Select Special—Displays options for selecting by:

- Word—Selects the word where the cursor is located.

- Sentence—Selects the entire sentence where the cursor is located.

- Element—Selects the entire element where the cursor is located.

- Group—Selects a group of adjacent elements, including the one where the cursor is located (for example, Character Name plus Parenthetical plus Dialogue.)

- Page—Selects the entire page where the cursor is located.

- Scene—Selects the entire scene where the cursor is located.

- 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 document 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 above or below the document window while still holding the button down—it continues scrolling and selecting in that direction.)

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

Triple-Click—Triple clicking the Left mouse button on a word selects the entire Element in which that word is located.

CMD+Click—Pressing down the CMD key while clicking a word, selects the entire sentence in which that word is located.

Right Click—Place the cursor on the word/sentence/element to be selected. Right-Click the mouse to bring up the context menu, then use the Select Special submenu to make your selection.

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 up/down key, to highlight the text. Release both keys when the desired text is selected.

1.12.3 Adjusting the Selection

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

1. Press the SHIFT key and hold it down.

2. Use the Up and Down and Side to Side Arrow keys. This will allow you to extend or reduce the selection.

3. Release the SHIFT key.

1.12.4 De-Selecting Text

To de-select a selected block of text:

- Left-Click the mouse anywhere on the page.

- Or, press a movement key alone, without the SHIFT key.

1.12.5 Moving Text

Screenwriter offers these methods of moving text around in your document:

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

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

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

1.12.5.1 Cutting and Pasting with the Mouse

To cut and paste text with the mouse:

1. Select the text using one of the methods described in [Selecting Text](#).

2. Click on the Edit menu or right click on the selected text.

3. Choose Cut.

4. Click where you want the text to be inserted.

5. Click on the Edit menu or right click on the selected text.

6. Choose Paste.

NOTE: If you want to insert the text from an element into a different type of element (e.g., Action into Dialogue), choose Edit > Paste into Current Element.

1.12.5.2 Copying and Pasting with the Mouse

To copy and paste text with the mouse:

1. Select the text using one of the methods described in Selecting Text.

2. Click on the **Edit** menu or right click on the selected text.

3. Choose **Copy**.

4. Click where you want the text to be inserted.

5. Click on the **Edit** menu or right click on the selected text.

6. Choose **Paste**.

NOTE: If you want to insert the text from an element into a different type of element (e.g., Action into Dialogue), choose **Edit > Paste into Current Element**.

1.12.5.3 Cutting/Copying/Pasting with the Keyboard

To cut, copy or paste text with the keyboard:

1. Select the text using one of the methods described in Selecting Text [Make this a link].

2. To Copy the text, press **CMD+C** on the keyboard. To Cut (move) the text, press **CMD+X** on the keyboard.

3. Click where you want the text to be inserted.

4. Press **CMD+V** on the keyboard to paste the text.

NOTE: If you want to insert the text from an element into a different type of element (e.g., Action into Dialogue), press **CMD+OPTION+V** to use the 'Paste into Current Element' command.

1.12.5.4 Dragging and Dropping

Text can be moved by the Drag 'N' Drop method using the mouse.

1. Select the text to move, using your preferred selection method (See Selecting Text.)

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

3. 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.

1.12.6   Deleting Text

The following delete commands remove the selected text from your document, copying it to the Clipboard. To un-delete text you have deleted, select **Edit > Undo** before selecting any other editing command.

NOTE: Select Tools> Options…> Keyboard to enable or change the Shortcut Keys for the Delete command.

Delete Left of the cursor by character ....DELETE

Delete Right of the cursor by character........FORWARD DELETE

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

Delete Next Word........CMD+FORWARD DELETE

Delete Previous Word........CMD+DELETE

1.12.7   Undo

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

Under the **Edit** menu, select **Undo**, or press **CMD+Z**.

Screenwriter has a multi-level undo, capable of undoing up to the last 99 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, formatting changes, etc.).

1.12.8   Redo

To restore a text edit you've just Undone:

Under the **Edit** menu, select **Redo**, or press **SHIFT+CMD+Z**.

1.12.9   Formatting Text

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

In normal use, you won't need to be aware of these codes. Screenwriter's default is to Hide Format Codes. To display or hide the codes, under the **View** menu, select **Show Format Codes** (OPTION+F3).

A checkmark appears next to it, reminding you it's on.

1.12.9.1 Bolding Text
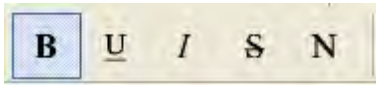
To format existing text as **Bold**, select the text. Then:
- Click on the Bold button (labeled with a B) on the Top Toolbar. Or,
- Or, press CMD+B, or F6 on the keyboard.

1.12.9.2 Underlining Text
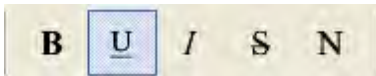
To format existing text as Underline, select the text. Then:
- Click on the Underline button (labeled with a U) on the top toolbar.
- Or, press CMD+U, or F8 on the keyboard.

1.12.9.3 Italicizing Text
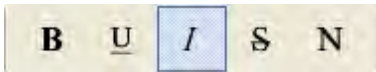
To format existing text as *Italic*, select the text. Then:
- Click on the Italics button (labeled with an I) on the top toolbar.
- Or, press CMD+I or F9 on the keyboard.

1.12.9.4 Striking Out Text
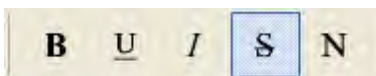
To format existing text as ~~Strikethrough~~, select the text. Then:

Press CMD+K on the keyboard.

1.12.9.5 Removing Text Formatting
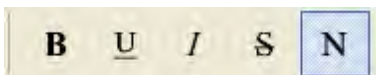
Select the text to remove formatting from.
- Click on the Normal button (label with an N) on the top toolbar.

- Or, press CMD+DASH on the keyboard.

1.12.9.6 Applying Multiple Text Formats

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

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

1.12.9.7 Changing Case

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

- Uppercase (CTRL+U)
- Lowercase (SHIFT+CTRL+U)
- Initial Capitals
- Capitalize Word (CTRL+W)
- Cap & Bold Word (CTRL+F12)
- Lowercase Word (SHIFT+F12) (SHIFT+CTRL+W)

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.

1.12.9.8 Typing Accented Characters

On Mac, pressing the Option key plus another key can give you certain accents. To find out

which keys correspond to which accents, you need to open the utility that comes with Mac call KeyCaps or Keyboard Viewer.

You must enable it under Apple > System Preferences > International > Input Menu > Keyboard Viewer. Then, you will see a flag icon next to the speaker on the top menu bar (top-right). Click that, then Show Keyboard Viewer.

Once KeyCaps or the Keyboard Viewer is open, hold down the Option key. This will give you a guide to which key combinations make the accents.

Examples:

To enter in an Spanish "ñ":

1. On the keyboard, press Option + n.
2. Then, hit "n" to tell the program which letter to put the accent over.

To put in a French "ç":

1. Hit Option + c.

For other accents, make sure to consult KeyCaps or the Keyboard Viewer.

1.12.10 Spell Check

This release includes an entirely new spell checker, based on the Apple OS X spell checking system. This feature works with Apple's spelling dictionaries, and there are some differences from our older system:

☐ Select Spellcheck Language

New documents by default use "English".

To select a Spell check language, use the Select Spellcheck Language popup:
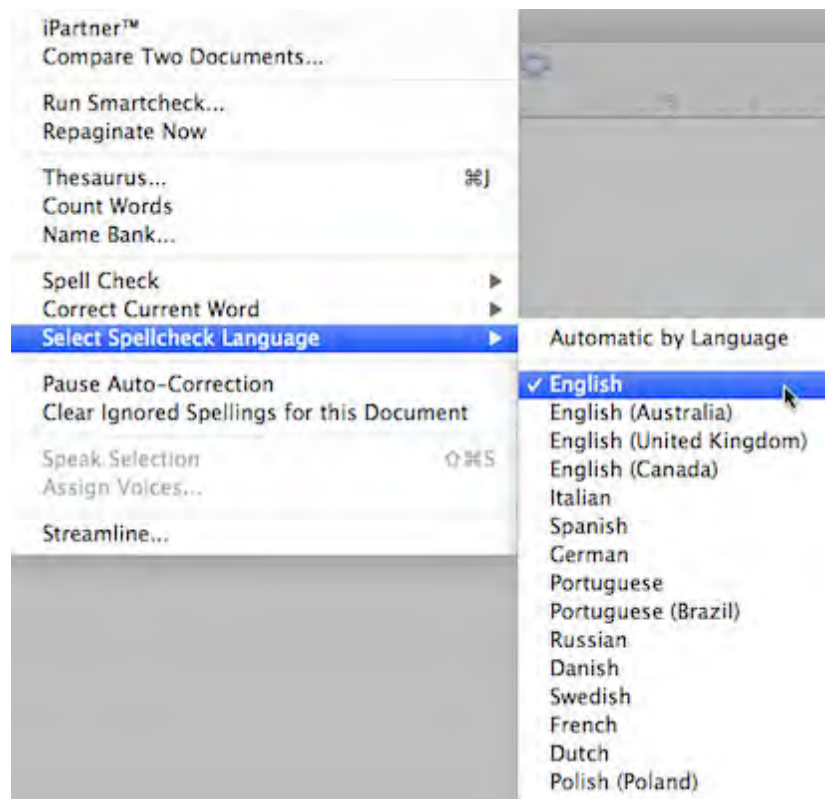
The contents of the language popup are determined by the user's preferred languages defined in the Mac OS X Languages and Text System Preference Panel. NOTE that adding / removing preferred languages in the System Preference panel require you to quit and restart Screenwriter to see the revised language choices, and may (according to Apple even require you to log off the user and log in again.

> **NOTE** that there is a difference between "Automatic by Language" and explicitly choosing the Language. "Automatic by Language" attempts to detect the language of the checked text, and therefore you can intermix languages with that setting. If the user adds their own words to the dictionary, it gets added to the text file <user>/Library/Spelling/Local Dictionary, which is a catch all user dictionary for multiple languages. If the user has explicitly selected the language (say "English", for example), the user's added words go into the text file <user>/Library/Spelling/en

If you elect to use the new Screenwriter XML (.mmx), the spell-check language is saved and restored with the document.

The default spellcheck language is now saved with the document — both as .mmsw and .mmx. However, when saving as .mmsw, the saved language must be one of the "legacy" spell checker languages:

GENERIC
AMERICAN ENGLISH
UK ENGLISH

FRENCH
GERMAN
SPANISH
ITALIAN
DUTCH
SWEDISH
DANISH
NORWEGIAN

When saving in Screenwriter .mmx format, there is no such language limitation (so long as Screenwriter supports typing in the desired language).

If you attempt to save a .mmsw file with an unsupported language (i.e. not in the list above), it will re-open with "Automatic by Language" selected.

The Spell Check Dialog is displayed whenever you are spell checking a single word, selection, element, Page, Forwards or Entire Document:
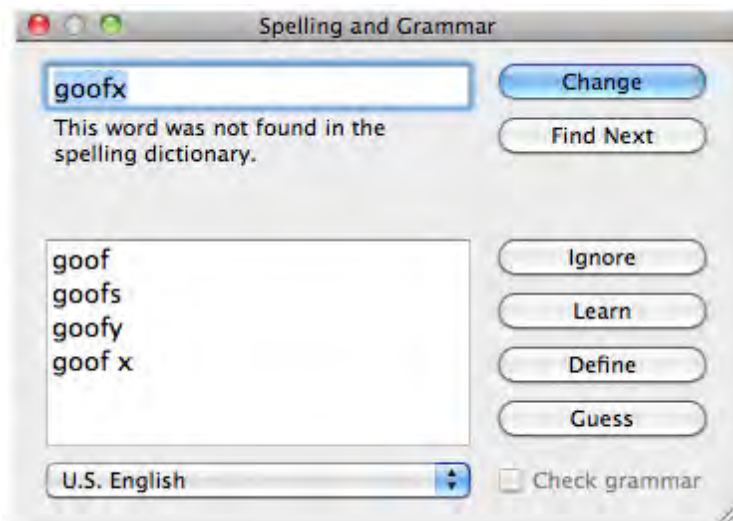
- You can Add new words to your user dictionary via the context menu ("Learn Spelling") or the Spell Check Dialog ("Learn" button):
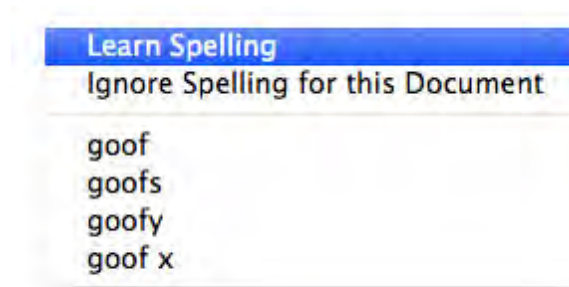
- If you need to "Unlearn" a word, click in or select the word and choose "Remove from Dictionary" from the TOOLS > "Correct Current Word" menu submenu:

- Similarly, you can **Ignore** or Un-ignore a word for the current document:

- Ignored words get SAVED and restored with Screenwriter's new XML .mmx file format. As always with the old .mmsw file format, the ignored words are only persistent until the document is closed.

- Removed older Change Dictionary, Select Language, and Edit User Dictionary commands.

- The Ignore Capitalization when Checking Words Spelling Preference checkbox has been removed, as it no longer has meaning:
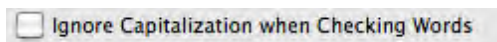
1.12.11 Findand Replace Text

There are six commands in the Edit menu for finding and replacing text. The first five commands have options controlled in the **Find & Replace window**. The last command opens the Change Character Name window.

- **Find** —Displays the Search & Replace window, with the Replace parameters grayed out. Enter the text to Search for, and define the search parameters.

- **Find Next** —Searches for next instance that meets the same find criteria.

- **Replace** —Available only after a successful Find command. Replaces the current instance found text with the replacement text.

- **Replace & Find Next** —Displays the Search & Replace menu. Enter the text to Search for, the text to Replace it with, and define the Search & Replace parameters.

- **Replace All** —Available only after a successful Find command. Replaces ALL instances of the found text with the replacement text. This command does NOT ask for confirmation while replacing the text in the document.

- **Change Character Name** —Displays a Search & Replace menu, modified for Character Names only. The Search for: box contains a list of available Character Names to choose from. Choose one, enter the new Name in the Replace with: box, and define the Search & Replace parameters.

1.12.11.1 Find and Replace Window

Invoking the Edit>Find command opens the Find & Replace window:
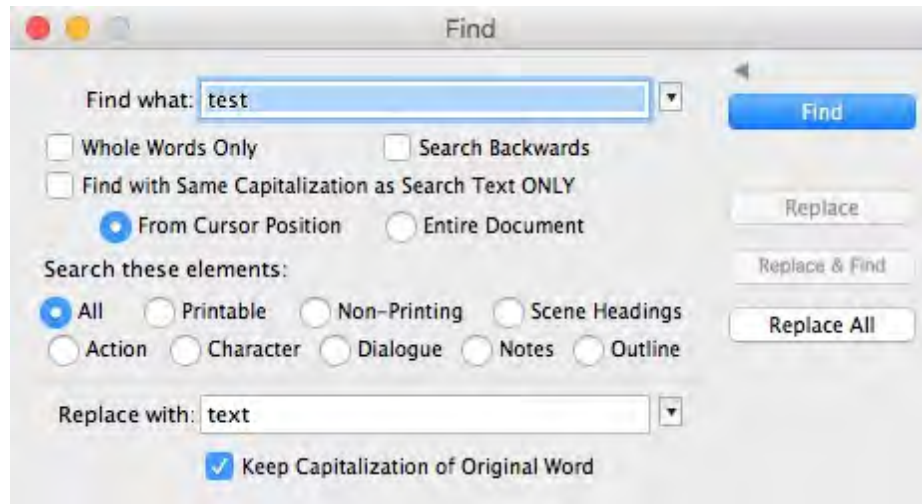
This window may be shown n a reduced mode by clicking on the ◀ character above the Find button:

The expanded version of this window has several options:

- **Find What**: Enter the text to be found.

- **Whole Words Only**: When checked, Screenwriter only searches for instances of the word and does NOT find partial matches. Uncheck this option to find partial matches (e.g. if you search for "the", Screenwriter will also find words such as "theater" and "rather".

- **Search Backwards**: Searches from the current point in the document toward the beginning of the document. Unchecked, Screenwriter always searches moving toward the end of the document.

- **Find with Same Capitalization as Search Text ONLY**: Checked, finds only exact case matches. Unchecked, this option finds all instances of the search text without consideration of the text's case.

- **From Cursor Position**: Begins the search at the cursor position.

- **Entire Document**: Begins the search at the beginning of the document.

- **Replace with**: Enter the text to replace the found text. Leave this empty if you wish to remove the found text when using any of the Replace commands.

- **Keep Capitalization of Original Word**: When checked, this makes sure that the replaced text matches the case of the found text in each instance. If the found text is all caps, the replaced text will be all caps. If the found text is mixed case, the replaced text will be mixed case, etc. Unchecked, all replaced text is inserted in the case as it is typed in the Replace with: text box.

- **Search these Elements:** There are now radio buttons to limit the searching (for both Find and Replace) to the following categories:

  - **All**: everything, including hidden and non-printing elements. Hidden elements containing found text are now always revealed.

  - **Printable**: search all printable elements, these include all the standard elements, plus any outline styles that are marked to print.

  - **Non-Printing**: search only elements that are non-printing, which includes outline styles not marked to print, Script Notes, and any elements that have been manually marked as non-printing with the Cheat command. Hidden elements containing found text are always revealed.

  - **Scene Headings**: search only scene headings (including locked types). Shots are NOT searched.

  - **Action**: search only action elements.

  - **Character**: search only character name elements.

  - **Dialogue**: search only dialogue AND parenthetical action elements.

  - **Notes**: search only Script Notes. Notes that are hidden (i.e. collapsed) will be revealed if the search text is found in them.

  - **Outline Styles**: search only Outline Styles, including both printable and non-printing Outline Styles. Non-printing Outline Styles that are hidden (i.e. collapsed) will be revealed if the search text is found in them.

Find Previous: The shortcut for Find Next is defined as COMMAND-G. Use SHIFT-COMMAND-G to do Find Previous. Also works while shift-clicking on Find Next icon in toolbar.

Use Selection for Find: A keyboard shortcut for power users: if you do SHIFT+COMMAND+F (i.e. SHIFT+Find), you will load the selected text into the "Find what" search field. Also works while shift-clicking on Find icon in toolbar. (NOTE: many Mac programs support loading the selection for Find as CMD+E, but we use that shortcut for the popular FORMAT > Element Styles.)

Escape cancels/closes Find & Replace dialog.

Finding text in hidden notes / outline styles: Hidden notes and outline style elements are revealed when the found text is selected within them.

1.12.11.2 Change Character Name_2
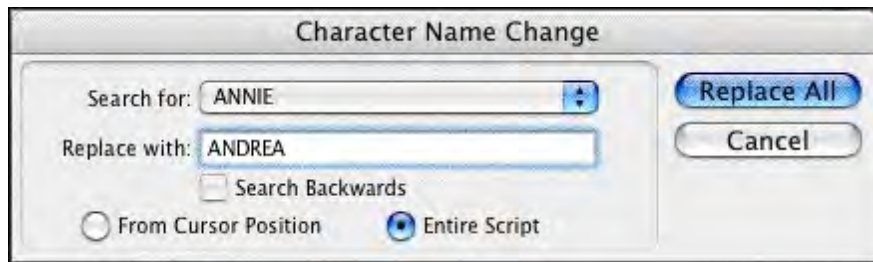
Screenwriter handles character name elements different from normal text. Changing a character's name is simple. Note: When you change a character's name, it changes it everywhere in your document.

- **Search for**: Pick the name you want to change from the popup menu of character names.

- **Replace with**: Type in a new character name. Do not worry about the case. Screenwriter matches the case wherever it replaces the old name with the new name.

- **Search Backwards**: When checked, Screenwriter starts the search and replace at the current cursor position and moves back towards the beginning of the document. Unchecked it searches and replaces character names on its way to the end of the document.

- **From Cursor Position**: Begins the character name search and replace at the cursor position.

- **Entire Document**: Begins the character name search and replace at the beginning of the document.
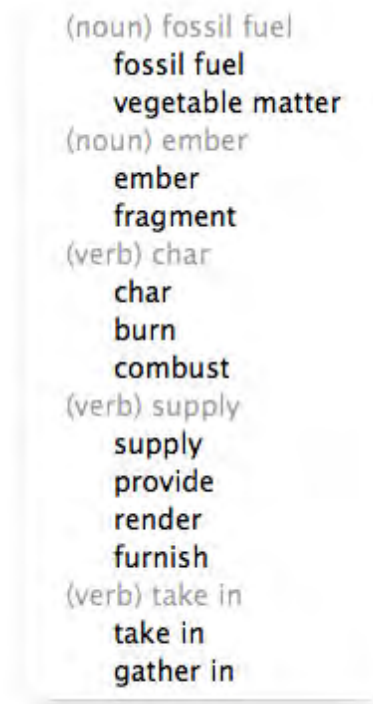
1.12.12 Thesaurus

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

1. Select a word.

2. Under the **Tools** menu, select **Thesaurus**, or context-click the word.

3. The Thesaurus window opens, with the selected word in the Head Word: field. Below, is a scrollable list of like words.

4. Click on the word you prefer to replace the original word in your document.

NEW INTEGRATED THESAURUS:

There is a new Synonym context menu popup. For example, the synonyms for "coal":

(noun) fossil fuel
> fossil fuel
> vegetable matter

(noun) ember
> ember
> fragment

(verb) char
> char
> burn
> combust

(verb) supply
> supply
> provide
> render
> furnish

(verb) take in
> take in
> gather in

There is also a TOOLS > Thesaurus command:
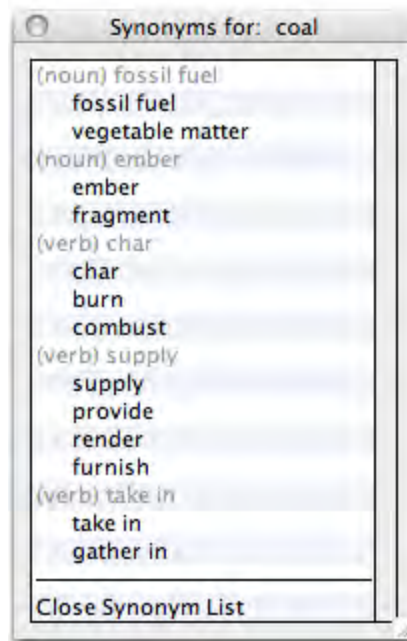
A new feature allows you to look up MULTIPLE WORDS. For example, "Air Raid" is a word that is in the dictionary that has a definition.

Synonyms in the Thesaurus are displayed in the letter case of the word being looked up, and that casing style is applied to the possible synonyms. For example, if you were looking up a synonym for the multiple words "quarter mile":

IF THE TEXT WAS:	IN THIS CASE:	THE SYNONYM'S CASE:
air raid	all lowercase	air attack
Air raid	Sentence case	Air attack
Air Raid	Title Case	Air Attack
AIR RAID	UPPERCASE	AIR ATTACK

Currently, the Thesaurus is only provided in English. However, the thesaurus data is based on free OpenOffice thesaurus data files, so it is possible to download other internationalized thesaurus data.

1.13   The NaviDoc

The NaviDoc

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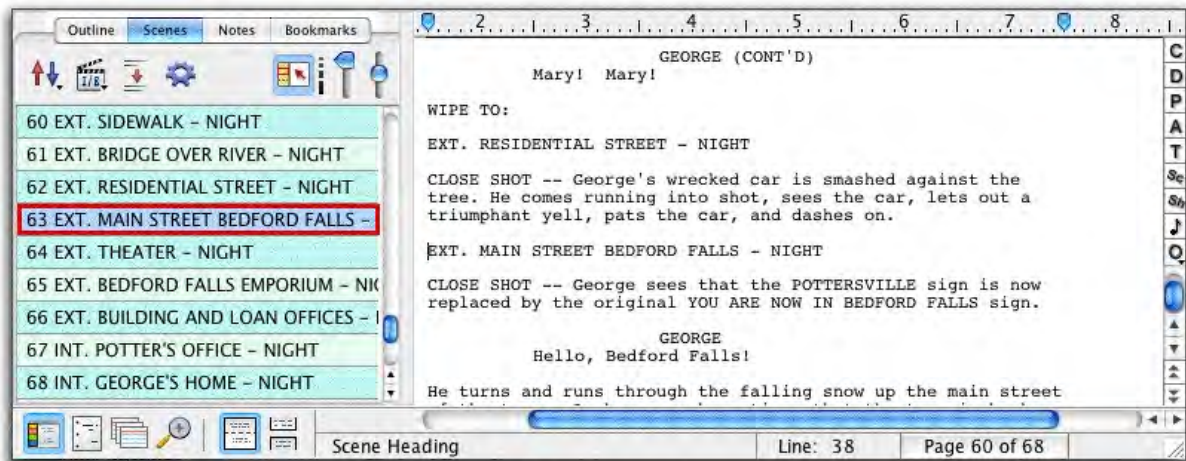
The NaviDoc has four primary panels:

- Outline Panel
- 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.

1.13.1   Opening and Closing the NaviDoc

There are several ways to show and hide the NaviDoc:

- Select the NaviDoc command from the View menu.
- Press 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.
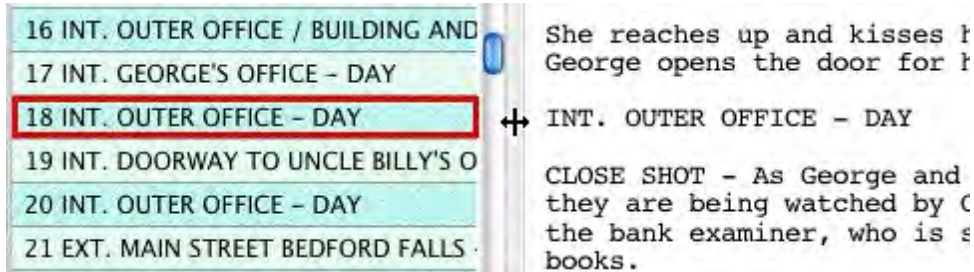
Double-click or drag the NaviDoc splitter to the right to open. (Above)
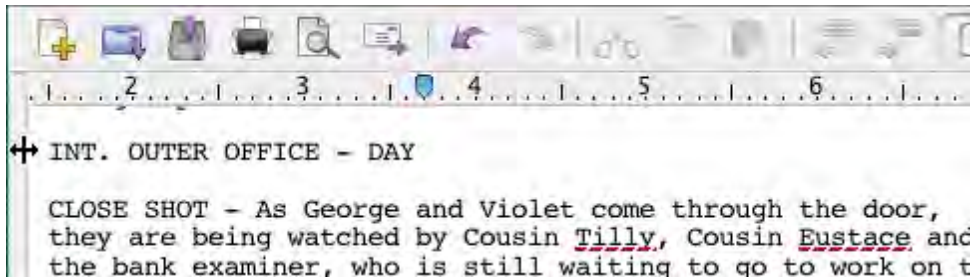
Double-click or drag the NaviDoc splitter to the left to close.   (Above)

1.13.2 Resizing the NaviDoc Panel

Click and drag the NaviDoc splitter to change the width of the NaviDoc panel. The NaviDoc has a minimum size but no maximum. Dragging the NaviDoc splitter to the left beyond the minimum closes the NaviDoc panel.
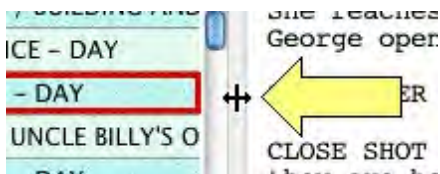
NOTE: The yellow arrow is in the screenshot to point out the splitter and the splitter mouse icon. The yellow arrow is not part of Movie Magic Screenwriter.

1.13.3 Navigation Pointer and the NaviDoc Panel

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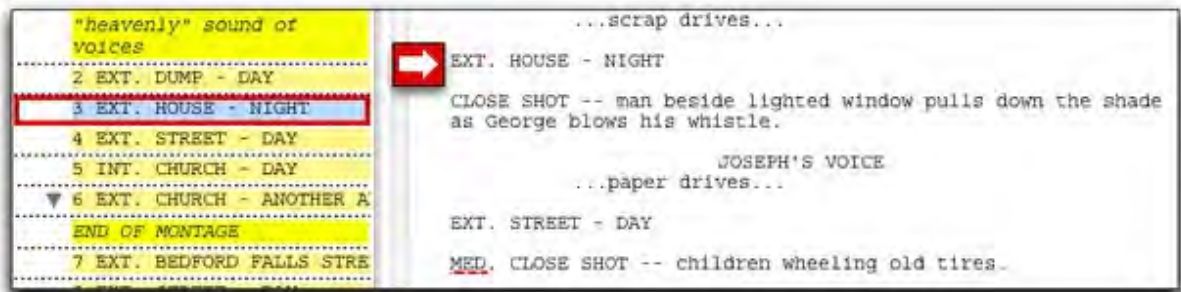
1.13.4 NaviDoc Keyboard Commands

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

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

1.13.5 The NaviDoc Menu

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

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

1.13.6 NaviDoc Options

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

The NaviDoc Options are divided into four areas.

- NaviDoc Options: These options control the general appearance of the NaviDoc. See the General NaviDoc Options section below 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.

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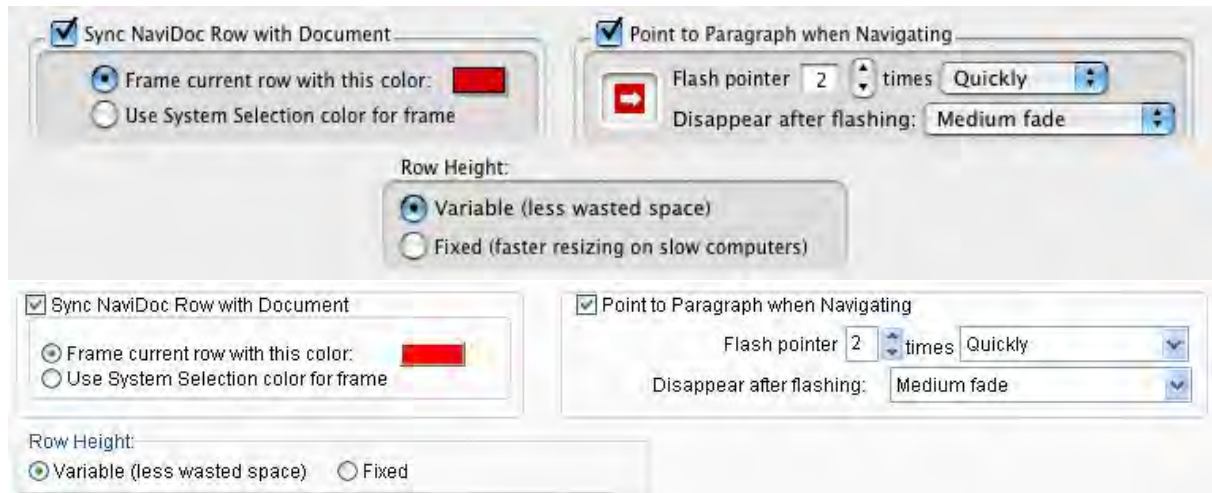
- **Sync NaviDoc Row with Document**: This option turns on the Sync Frame to highlight the item in the NaviDoc list corresponding to the current location of the cursor in the document.
  - ○ **Frame current row with this color**: Sets the color of the Sync Frame.
  - ○ **Use System Selection color for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

1.13.8 Notes Panel

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

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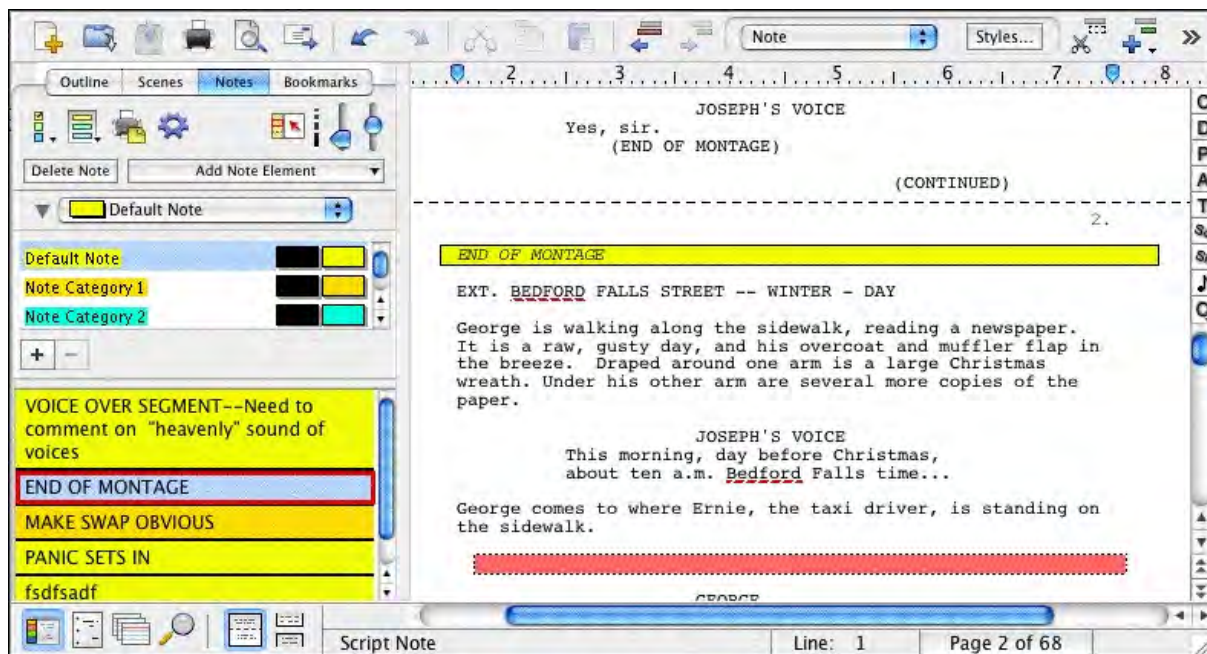
Notes Panel Sync Frame

When you select a note in the NaviDoc, the document is scrolled to the note in the document view. The Sync Frame, a frame drawn around the note in the NaviDoc, displays ONLY when the selection is within the note in the document.
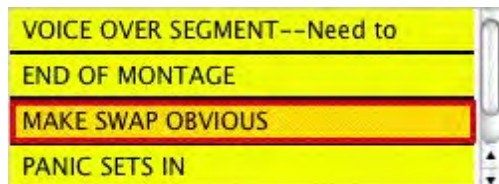
The sync frame disappears if you move the text cursor out of the note in the document:

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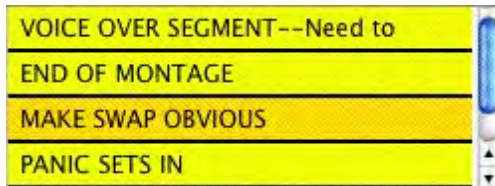
The Notes List displays all notes in the document. Clicking on a note in the note list scrolls the selection to that note in your document.

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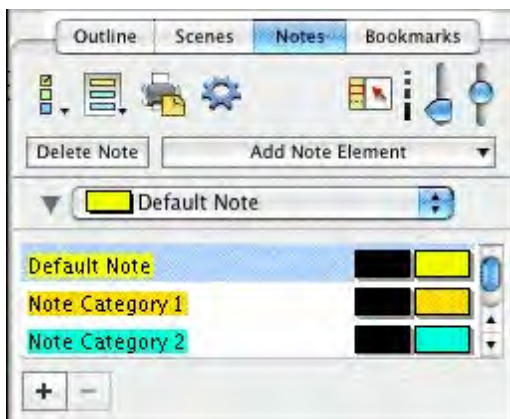
The Notes Controls affect the display of notes and note text in the note list of the Notes Panel. These controls also affect the notes in the document view.

1.13.8.3   Notes Command Buttons

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

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

- **Add Note Element**: Inserts a note in the document at the location of the cursor in the document and displays the note in the note list of the Notes Panel. The drop-down list determines the note style:
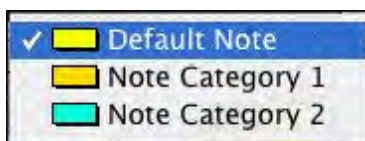
The keyboard command for adding a new note is CTRL+N.

1.13.8.4 Notes Category Controls

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

- **Note Category Name and Color**: Each category name appears on the left with the text color and background color to the right. Double-click the name of the note category to edit the category name. Single-click on the text and background color controls to change their colors.

- **Note Category Commands**:

○ The Add Category command inserts a new note category at the end of the list of note categories. The new category begins with the style settings of the default category, and becomes the new default note category style.

○ The Delete Category command permanently removes the selected note category. This command is only available when a note category is selected.

Note Color—Clicking this button displays a Color palette. Choose a color to display Notes with, or create a Custom color Click OK to accept your choice, Cancel to exit without changing color.

1.13.8.5 Note Category Drop-Down List Control
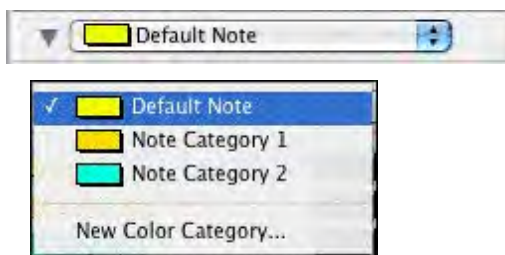
This control sets the default note category style for adding and modifying notes.

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

- **New Color Category**: Selecting the New Color Category option in the Note Category drop-down list creates a new notes category. Use the Notes Category controls to modify the category style.

1.13.8.6   Show/Hide Category View in NaviDoc
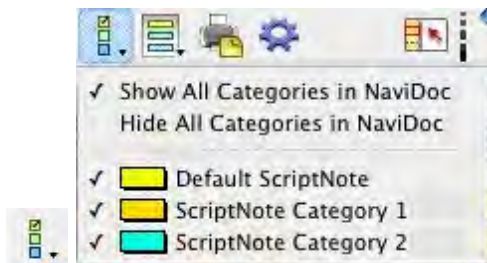
This control shows or hides categories of notes in the Notes Panel. *This control does **not** affect the document view.* Notes categories may be turned on or off individually by selecting them from the drop-down list. Alternately, all categories may be shown or hidden by selecting the appropriate option from the drop-down list. The default is to show all note categories in the NaviDoc Notes Panel.

1.13.8.7   Show/Hide Note Categories in Document
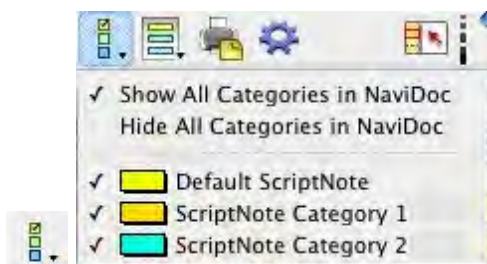
This control shows or hides categories of notes in the document. *This control does **not** affect the NaviDoc view.* Note categories may be turned on or off individually by selecting them from the drop-down list. Alternatively, all categories may be shown or hidden by selecting the appropriate option from the drop-down list. The default is to show all note categories in the document.

1.13.8.8   Print Notes Control
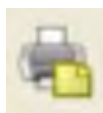
This control opens the Print Notes window where controls for printing the notes are found.
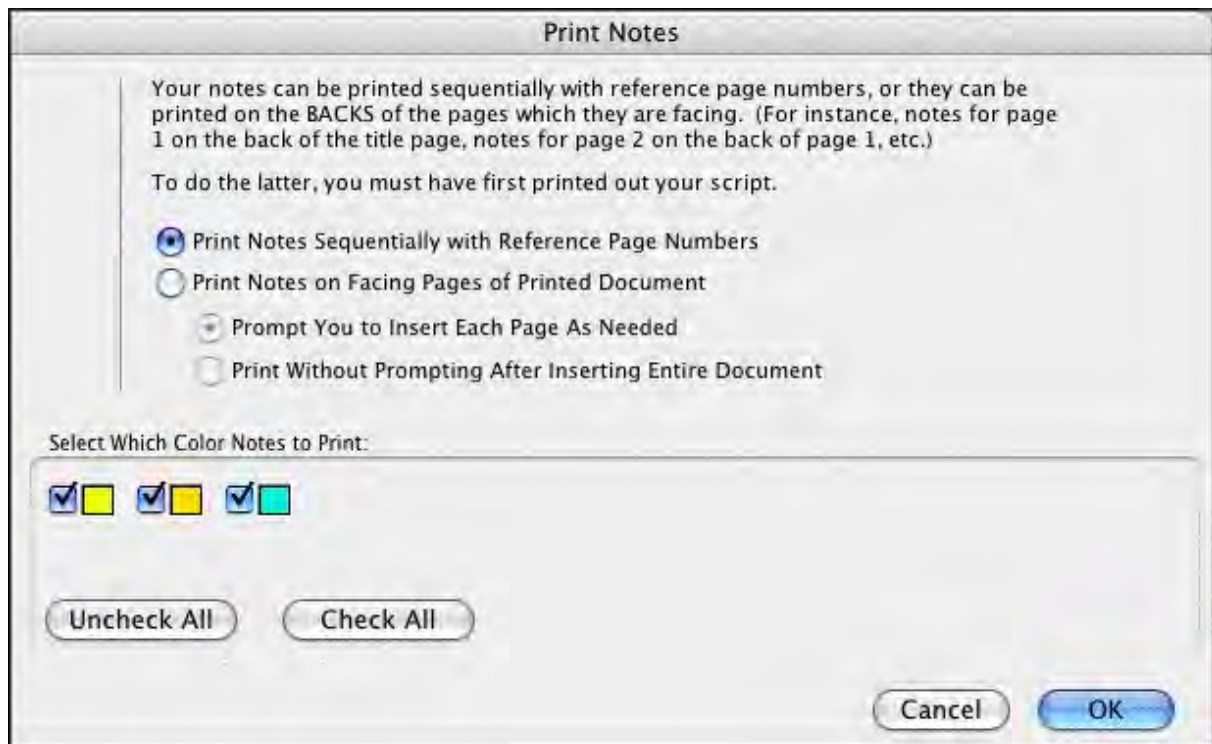
1.13.8.9 Notes Options Control

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

1.13.8.10 Notes Panel Options

The options for the Notes Panel can be displayed by clicking the NaviDoc Preferences <show icon> button in the Notes Panel. You can also click on **Tools** > **Options** > **NaviDoc** to display them.
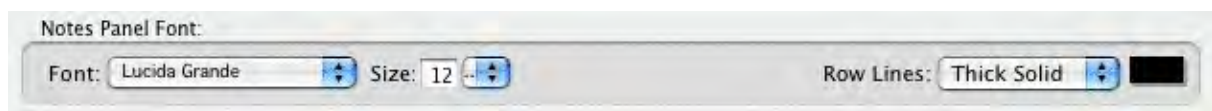
- **Notes Panel Font**: These options control the appearance of the text font in the notes list. They include the font face and font size.
- **Row Lines**: This option controls the appearance of the line that separates the notes in the notes list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove. This option also controls the color of the Row Lines.

1.13.8.11 Sync Control (On/Off)

This control appears on all panels and effects them globally.

Synch ON

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

Synch OFF

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

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

1.13.8.12 Note Display Controls

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

- **Viewable Notes Lines Control** (left vertical slider): This control sets the number of viewable lines of each note in the notes list. The default position of the slider is all the way down and corresponds to view all lines, the maximum number of lines allowed. Moving the slider up decreases the number of viewable lines. The minimum number is one line.
- **Font Size Control** (right vertical slider): This control sets the font size for the text in the notes list. The default position is the middle of the slider and corresponds to the font size set in the Notes Panel options. Sliding up reduces the font size to a minimum of 10 points smaller than the default font size. Sliding down increases the font size to a maximum of 10 points greater than the default font size. The keyboard commands for decreasing and increasing the NaviDoc font size are CTRL+] and CTRL+[.

1.13.9   Bookmarks Panel

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

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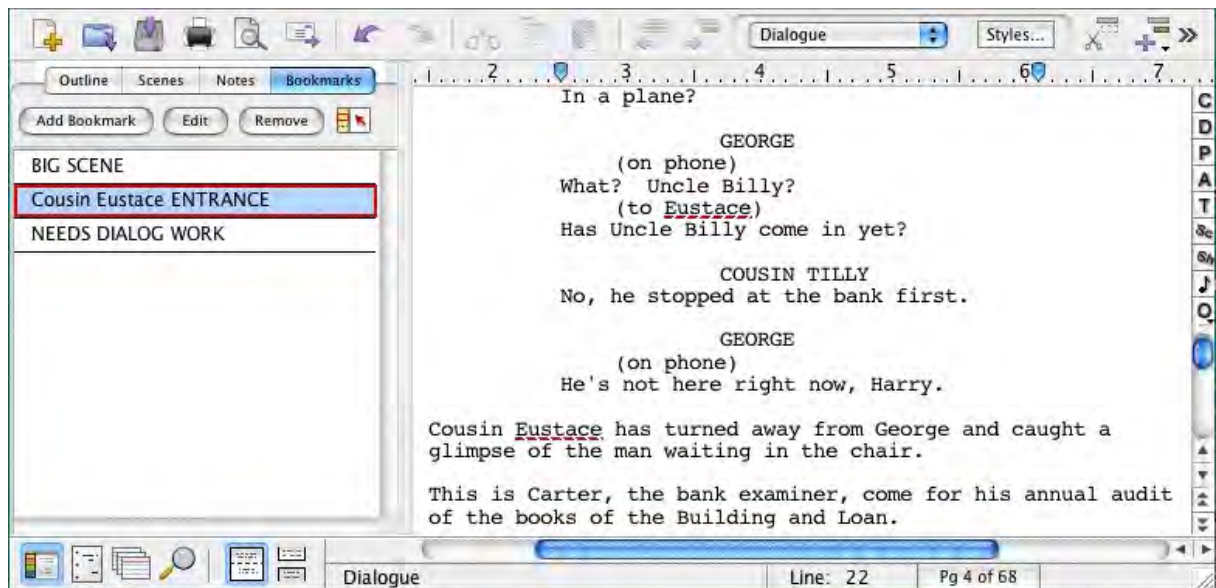
Bookmarks Panel Sync Frame

When you select a bookmark in the NaviDoc, the document is scrolled to the bookmark in the document view. The Sync Frame, a frame drawn around the bookmark in the NaviDoc, displays ONLY when the selection is within the paragraph the bookmark points to in the document.
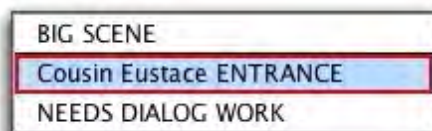
The sync frame disappears if you move the text cursor out of the paragraph in the document pointed to by the bookmark:
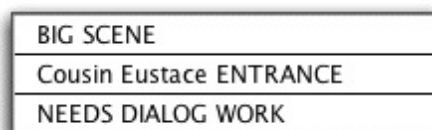
1.13.9.1 Bookmarks List
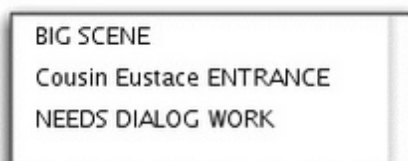
The Bookmarks list shows a list of bookmarks you have added to your document. Clicking on a bookmark moves you to that point in your document. Double-click on a bookmark in the list to edit its description.

1.13.9.2 Bookmarks Controls
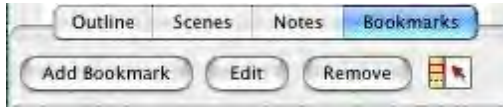
There are several controls in the NaviDoc Bookmarks Panel.

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

   The keyboard command for adding a new bookmark is 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): This control appears on all panels and effects them globally.

    ON

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

    OFF

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

1.13.9.3 Bookmarks Panel Options

The options for the Bookmarks Panel can be displayed by clicking the NaviDoc Preferences <show icon> button in the Bookmarks Panel. You can also click on **Tools** > **Options** > **NaviDoc** to display them.
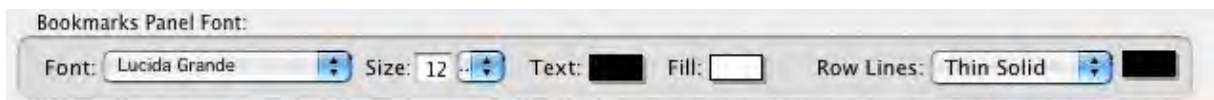
- **Bookmarks Panel Font**: These options control the appearance of the text font in the bookmarks list. They include the font face, font size, font color, and font background color.

- **Row Lines**: This option controls the appearance of the line that separates the bookmarks in the bookmarks list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and

Groove. This option also has a control for the color of the Row Lines.

1.13.10 Scenes Panel

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

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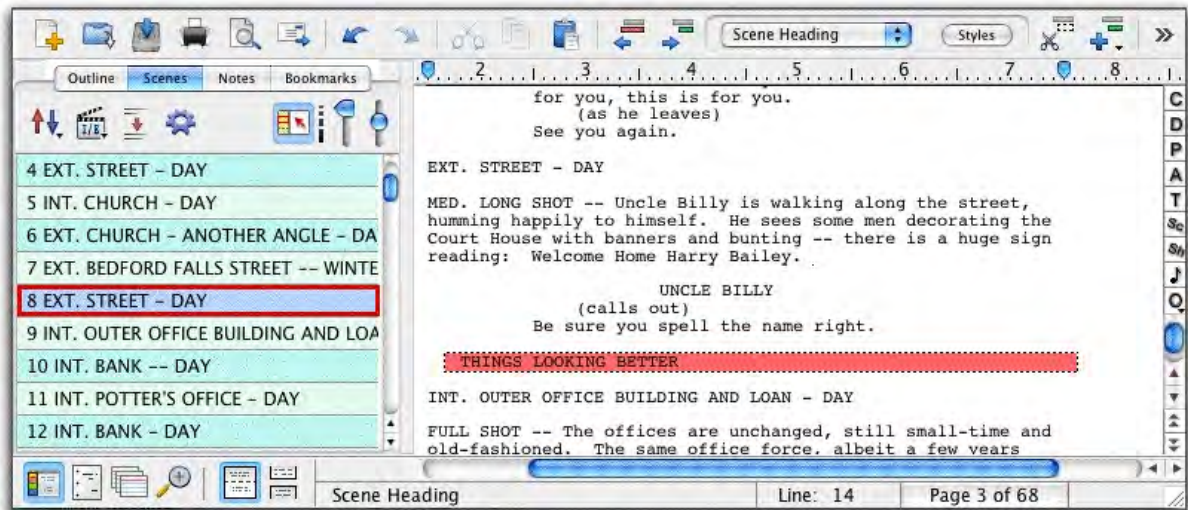
Scenes Panel Sync Frame

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

Scene List

| 4 EXT. STREET – DAY |
| 5 INT. CHURCH – DAY |
| 6 EXT. CHURCH – ANOTHER ANGLE – D |
| 7 EXT. BEDFORD FALLS STREET -- WIN1 |
| 8 EXT. STREET – DAY |
| 9 INT. OUTER OFFICE BUILDING AND LC |
| 10 FULL SHOT -- THE OFFICES ARE UN(|
| 11 INT. BANK -- DAY |
| 12 INT. POTTER'S OFFICE – DAY |
| 13 INT. BANK – DAY |
| 14 INT. POTTER'S OFFICE – DAY |
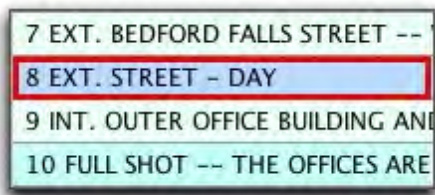
The Scene List displays all items in the document designated as a Scene Heading. Clicking on a scene in the scene list scrolls the document to that scene heading. When the text selection is within the scene heading of the document, the scene heading in the scenes list is outlined and highlighted. When the text selection is anywhere else within the scene in the document, the scene heading in the scene list is outlined but not highlighted.

41 EXT. RIVER – NIGHT
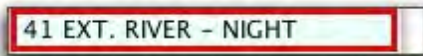
1.13.10.1 Scene Controls

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

1.13.10.2 Sort Scenes Control

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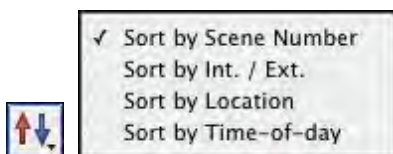
This control changes the display of the scene order in the Scenes Panel based on the parameters chosen. Scenes may be sorted by Scene Number, Interior/Exterior, Location, or Time-of-Day.

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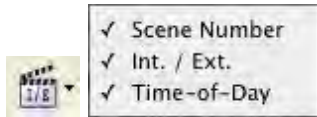
This control shows or hides scene heading elements in the scene list of the Scenes Panel. Scenes headings may show or hide scene numbers, interior and exterior designation, or time-of-day.

1.13.10.4 Scene Element Spacing Control

ON   OFF

This control shows spacing between scene elements. When ON it puts double-spacing between scene elements in the Outline Panel. When OFF it puts single-spacing between scene elements in the Outline Panel

Note: The effects of this control are visible only when multiple scene lines are visible. See Viewable Scene Lines Control.

1.13.10.5 Sync Control (On/Off)

This control appears on all panels and effects them globally.

Synch ON

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

Synch OFF

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

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

1.13.10.6 Scenes Panel Options

- **Scenes Panel Font**: These options control the appearance of the text font in the scene list. They include the font face, font size, font color, and font background color.

- **Row Lines**: This option controls the appearance of the line that separates the scenes in the scene list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove.

- **Alternate Background Color for Scenes Panel**: This option controls the appearance of adjacent scenes in the scene list. The appearance of adjacent scenes may be the same or they may alternate between two different styles. This option controls the font color and background color for both the even and odd rows.

1.13.10.7 Scene List View Controls

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

- **Font Size Control** (right vertical slider): This control sets the font size for the text in the scene list. The default position is the middle of the slider and corresponds to the font size set in the Scenes Panel option. Sliding up reduces the font size to a minimum of 10 points smaller than the default font size. Sliding down increases the font size to a maximum of 10 points greater than the default font size. The keyboard commands for decreasing and increasing the NaviDoc font size are ALT+] and ALT+[.
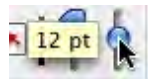
- **Viewable Scene Lines Control** (left vertical slider): This control sets the number of viewable lines of each scene in the scene list. The default position of the slider is all the way up and corresponds to one line viewable, the minimum number of lines allowed. Moving the slider down increases the number of viewable lines. Moving the slide all the way down makes the display equal to the "entire scene" for each scene

1.13.11 Outline Panel

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

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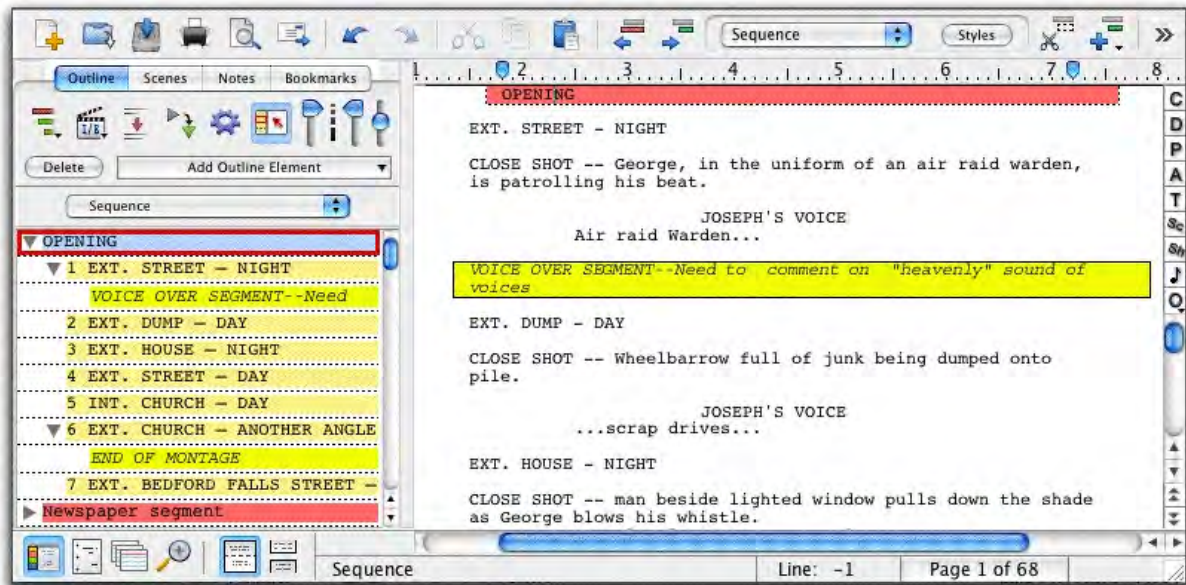
1.13.11.1 Outline List

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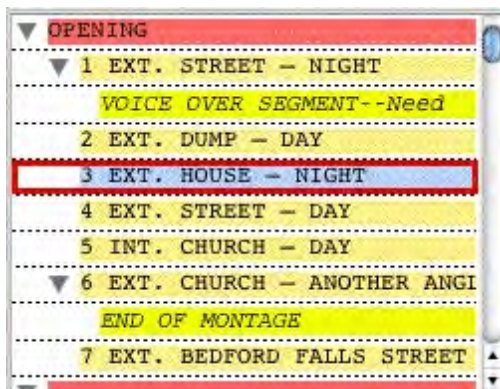
1.13.11.2 Outline Controls

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

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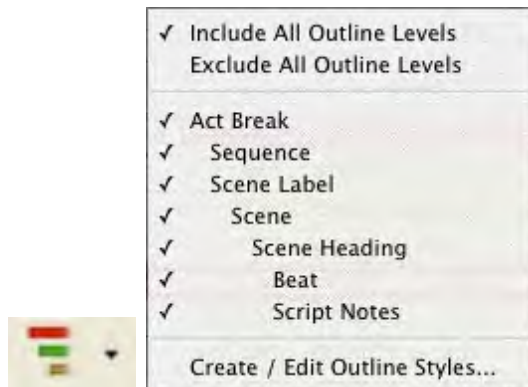
This control Includes or Excludes outline levels in the Outline Panel. Outline levels may be turned on or off individually by selecting them in this control. Alternately, all outline levels may be Included or Excluded by selecting the appropriate option in this control. The default is to Include all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

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

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

See Outline Panel Options.

1.13.11.4 Style View Control

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

1.13.11.5 Outline Spacing Control

 ON   OFF

This control shows spacing between elements. When ON it puts double-spacing between scene elements in the Outline Panel. When OFF it puts single-spacing between scene elements in the Outline Panel.

Note: The effects of this control are visible only when multiple Scene Lines are visible.

See Outline View Controls.

1.13.11.6 Outline Options Control

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

1.13.11.7 Outline Panel Options
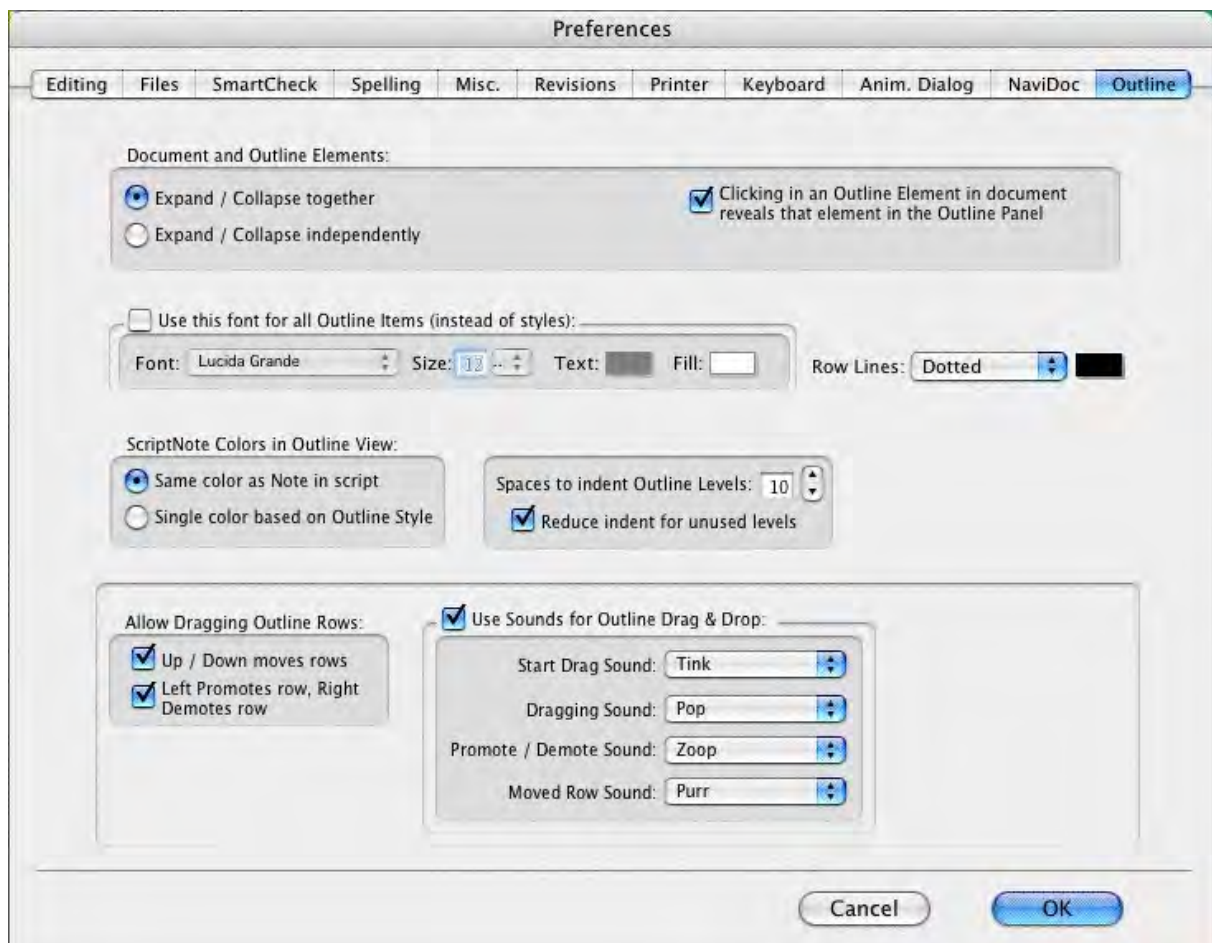
- **Expanding & Collapsing Outline Elements**: These options control the conformity and visibility of the outline list with the document (and vice versa).

- **Outline Panel Font**: These options control the appearance of the text font in the outline list. They include the font face, font size, font color, and font background color. These options only affect the outline list text if the "Use this Font for all Outline Items" box is checked. When not checked, each outline item uses its own document font style.

- **Row Lines**: This option controls the appearance of the line that separates the outline items in the outline list. The choices are None, Dotted, Gray, Thin Solid, Thick Solid, and Groove.

- **Note Colors in Outline View**: This option controls the appearance of notes in the outline list. The choices are Same color as Note in document, and Single color based on Outline Style.

- **Spaces to indent Outline Levels**: This option controls the indent distance between outline levels. The default is two spaces.

- **Reduce Indention for Unused Levels**: This option controls the overall indent of the outline list based on the visibility of each outline style. When checked, hidden outline styles do not indent the outline list. When unchecked, outline styles are indented based on their placement in the outline hierarchy regardless of visibility. Hiding specific outline styles does not affect the visible outline elements in the outline list of the NaviDoc Outline Panel.

- **Allow Dragging Outline Rows**: These options control moving outline items around via the NaviDoc Outline Panel. It has two options:

  o **Up/Down moves rows**—This option controls whether or not moving items is allowed in the NaviDoc Outline list. Dragging a selected item up in the NaviDoc moves the item above other rows, earlier in the document. Dragging a selected outline item down in the NaviDoc moves the item below other rows, later in the document.

  o **Left Promotes row, Right Demotes row**—This option controls whether or not reassigning outline styles (by dragging) is allowed in the NaviDoc Outline list. Moving an outline item to the left in the NaviDoc promotes the item to an outline element style higher up in the outline hierarchy. Moving an outline item to the right in the NaviDoc demotes the item to an outline element style lower down in the outline hierarchy

- **Allow Sounds for Outline Drag & Drop**: These options control sounds associated with various actions made within the NaviDoc Outline panel.

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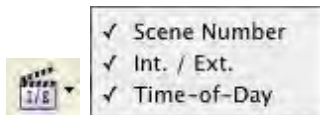
This control shows or hides parts of the Scene Heading elements (Scene Numbers, Interior and Exterior, or Time-of-Day) in the outline list of the Outline Panel.

1.13.11.9 Sync Control (On/Off)

This control appears on all panels and effects them globally.

ON

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

OFF

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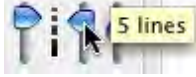
NOTE: clicking on a row in the NaviDoc will always scroll the document regardless if the sync button is enabled or disabled.

1.13.11.10 Outline View Controls

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

- Set number of Scene lines (left vertical slider): This control sets the number of viewable lines of each Scene Heading in the outlines list. The default position of the slider is all the way up and corresponds to one line viewable, the minimum number of lines allowed. Moving the slider down increases the number of viewable lines. NOTE: The maximum number of lines viewable is determined by the scene content.

- Set number of Outline item lines (middle vertical slider): This control sets the number of viewable lines of each outline element in the outline list. The default position of the slider is all the way up and corresponds to one line viewable, the minimum number of lines allowed. Moving the slider down increases the number of viewable lines.

- Scale font size (right vertical slider): This control sets the font size for the text in the outline list. The default position is the middle of the slider and corresponds to the default font size set in the Outline Panel options. Moving the slider up reduces the font size to a minimum of 10 points smaller than the default font size. Moving the slider down increases the font size to a maximum of 10 points greater than the default font size.

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

1.13.11.11 **Current Element Drop-Down List**

```
          Act Break
          Action
          Character Name
          Dialogue
          Parenthetical
    ✓     Scene Heading
          Scene Label
          Note
          Shot
          Title (Centered)
          Transition

          Sequence
          Scene
          Beat

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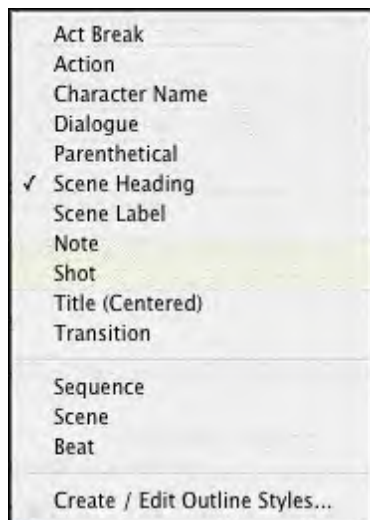
This control located in the toolbar at the top of the document window sets the outline style of the current paragraph in the document view. It is an easy way to assign or reassign an outline style. The current style is identified by a check mark. If the selection is not an outline style, no check mark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

1.13.11.12 **Outline Style Management Control**

Use the **Format** > **Element Styles…** command and select **Outline Styles**, or use the **NaviDoc** > **Create / Edit Outline Styles...** command to open the Outline Styles Format Table. This table controls the list and format of all available outline styles.
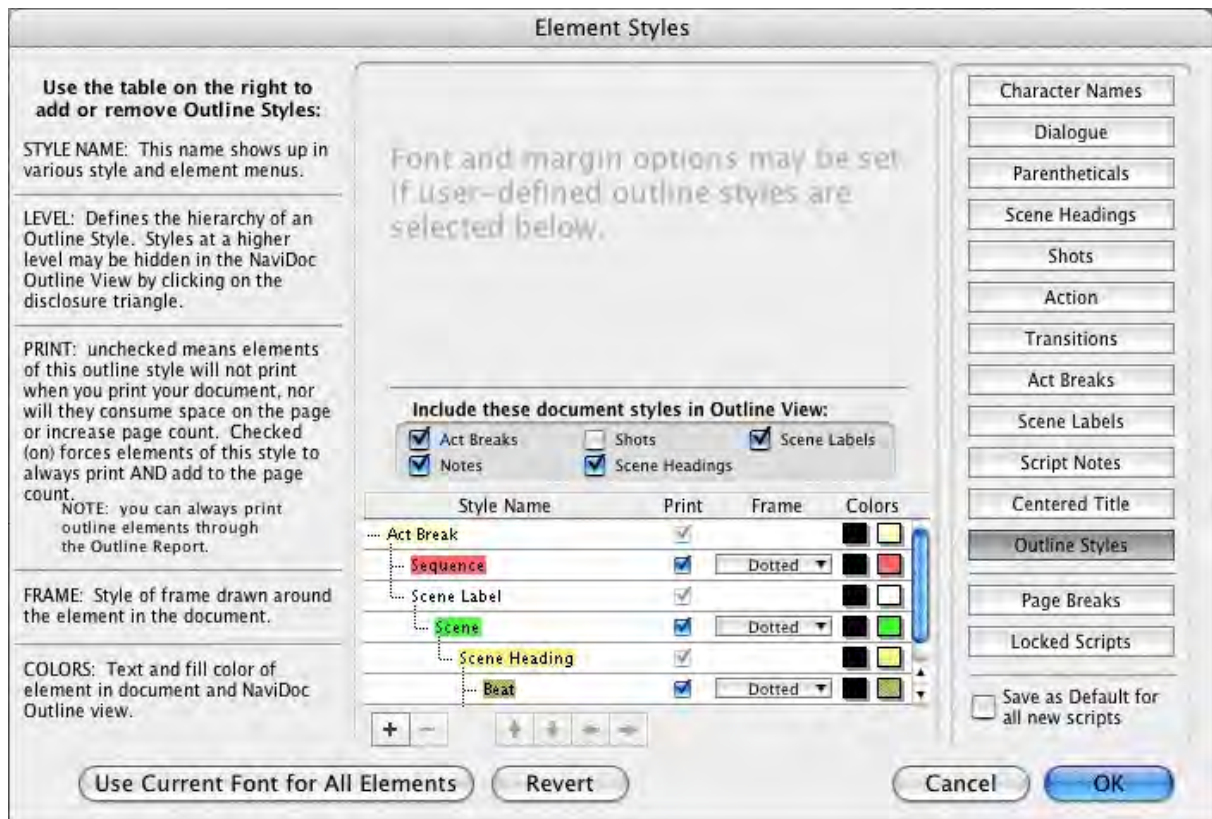
Located in the Format > Element Styles window, the Outline Styles format options allow you to define, add, and remove outline styles. There are also controls for outline style names, levels, style type, and color.

These Outline Styles format options are divided into two sections:

- The controls in the upper half of the Outline Styles format options control the appearance of items in the Outline Panel and/or the document. This includes margins, line spacing, and character formatting. For Document Styles, these controls only adjust the appearance of the items in the NaviDoc. For Outline Styles, these controls adjust the appearance of the items in the NaviDoc and the document.

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

1.13.11.1 NaviDoc Outline Styles Format Options

The controls in the lower half of the Outline Styles format options control the creation, deletion, and formatting of the outline styles as they appear in the NaviDoc and the document.
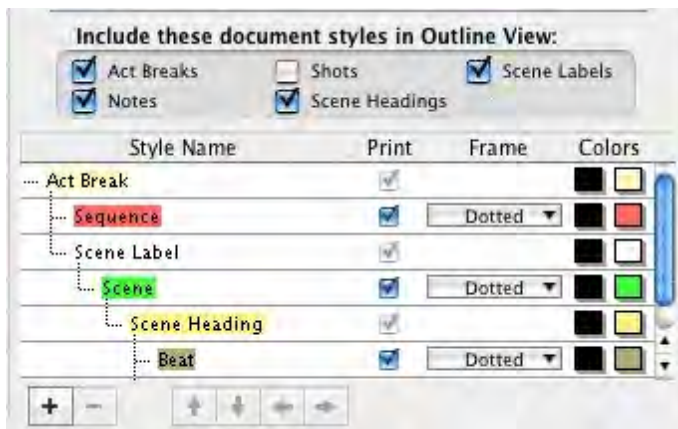
- Include these standard styles in Outline View: Makes the selected standard document styles part of the NaviDoc outline styles list.

- New Outline Style Button: Creates a new, user-defined outline style.

- Delete Style Button: Removes the selected, user-defined outline style from the table.

- Style Name: The outline style label that appears in NaviDoc menu lists.

- Style Level: The indent level of the outline style from zero (0) to nine (9). The higher the style level number is, the further the style is indented to the right.

- Print: Controls the printing of the style when printing the document. The choices are Yes and No. The default is Yes. Document styles are exempt from this control.

- Frame: Assigns a frame to the outline style. The frame choices of available include None, Dotted, Gray, Thin Line, Thick Line, and Groove. The default is None. Document styles are exempt from this control.

- Colors: For Outline Styles, this option controls the text and background colors of the outline style in the NaviDoc Outline Panel and document. For Document Styles, this option controls the text and background colors of the item style in the NaviDoc Outline Panel only.

1.13.11.14 Delete Outline Style Control

This control removes the selected outline item(s) from the **document** and the outline list.
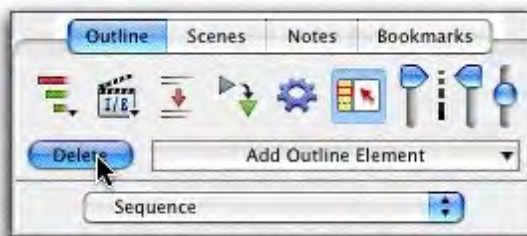
When deleting an outline element, you are given two choices:
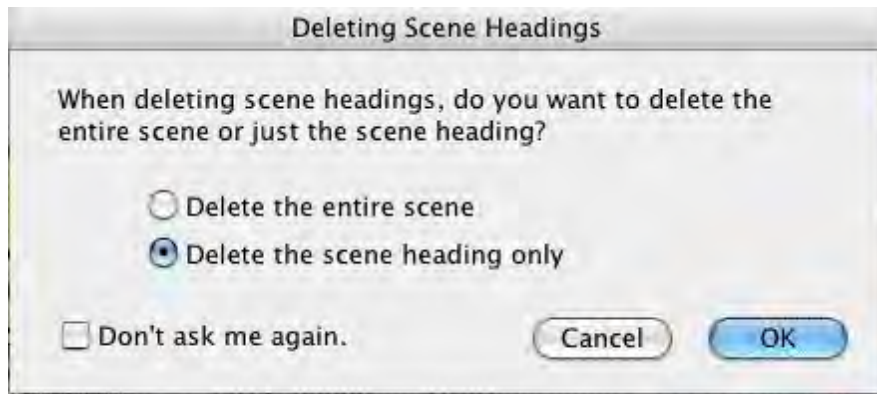
- Delete the entire scene, or Delete entire element and it's children: This option removes the outline element and everything "contained" within the element.

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

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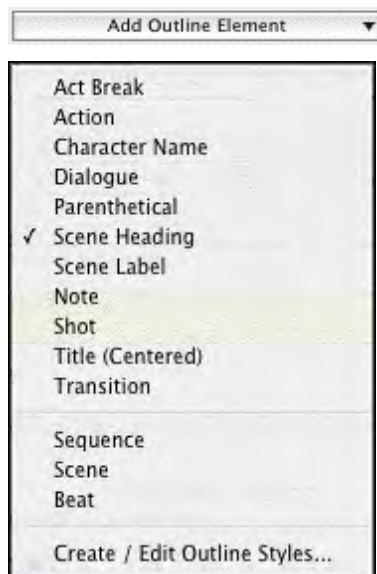
This control inserts a new outline item into the document and the outline list. The outline style, selected from the list of available styles, determines the type of outline item added to the document. The NaviDoc menu also has commands for setting outline style assignments.

The keyboard command for adding elements—including outline items—is F4.
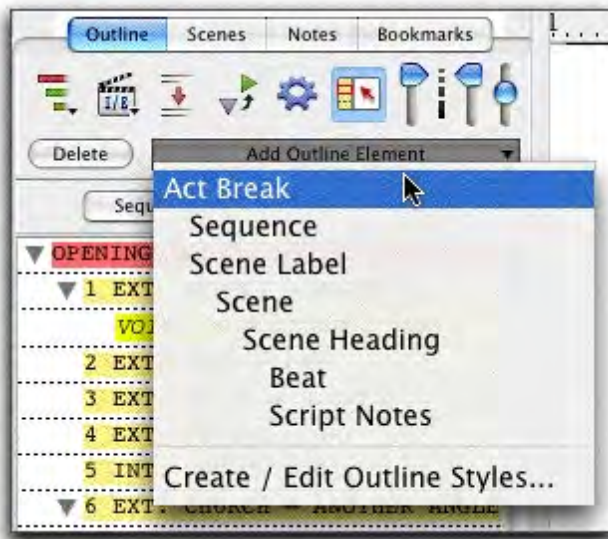
1.13.11.10 Outline Styles Format Options

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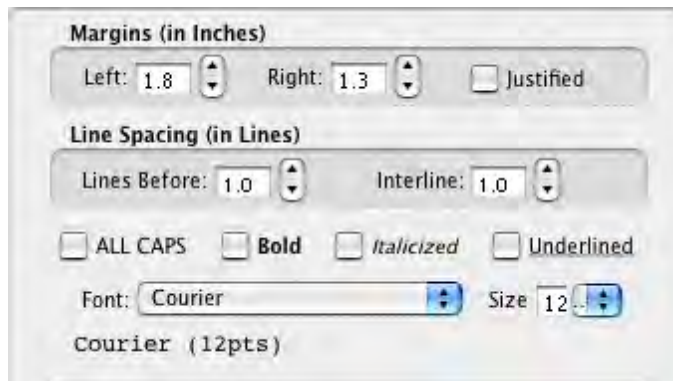
- **Margins** (in Inches): These controls adjust the left and right margin indent (measured in decimal inches), and whether the text is Justified.
- **Line Spacing** (in Lines): These controls adjust the line spacing before the outline element, and the space between lines within the element. The measurements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

1.13.11.11 Using the NaviDoc Outline Panel to Move Outline Elements in the Document

The NaviDoc Outline Panel scene list may be used to move outline elements in the list via Drag and Drop. When you move an outline element in the NaviDoc Outline Panel outline list,

the corresponding material is moved in the document. The following example moves a Note outline element.

○ Select the outline item to be moved.
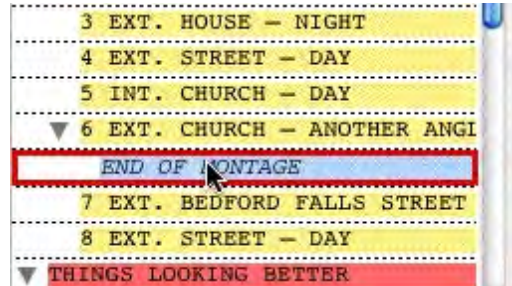
○ Click and drag your cursor UP or DOWN the list.   In this example, the note is moved from Scene 6 to just before scene 8.
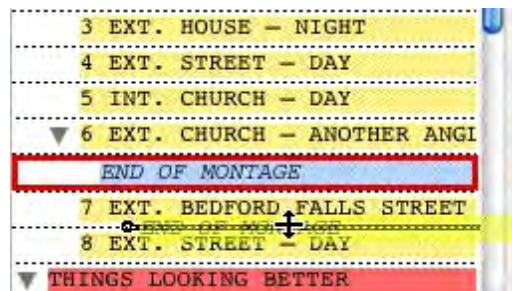
○ Release the mouse button to drop the outline element at the position indicated by the bold line. The item is always moved in the document to the point immediately before the outline element below the bold line.

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

1.13.11.18 **Using the NaviDoc Outline Panel to Reassign Outline Element Styles in the Document**

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

○ Select the outline item to be promoted or demoted.
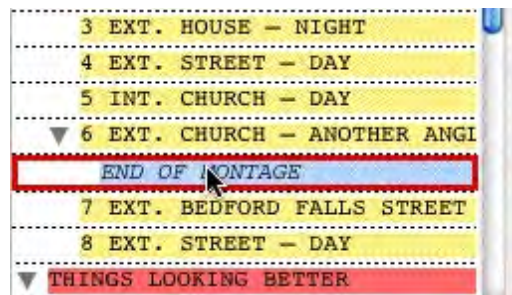
○ Click and drag your cursor LEFT (promote) or RIGHT (demote) in the list.   In this example, the Note is promoted four levels to Sequence. The small tic-marks indicating the number of style promotions.
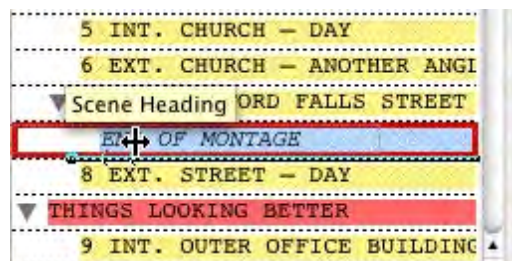
○ Release the mouse button to drop the outline element at the position indicated by the flyover text. The item in the document is automatically reassigned to the new style.
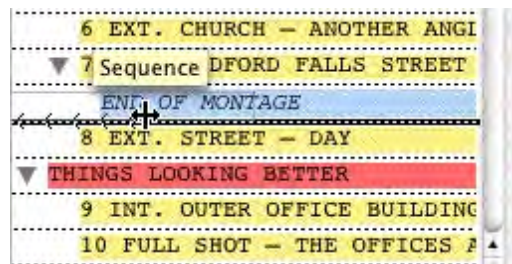
NOTE: The Outline Styles options have several options that control how you can move outline elements.

1.13.11.19 A Note About Copying Styles Between Documents

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

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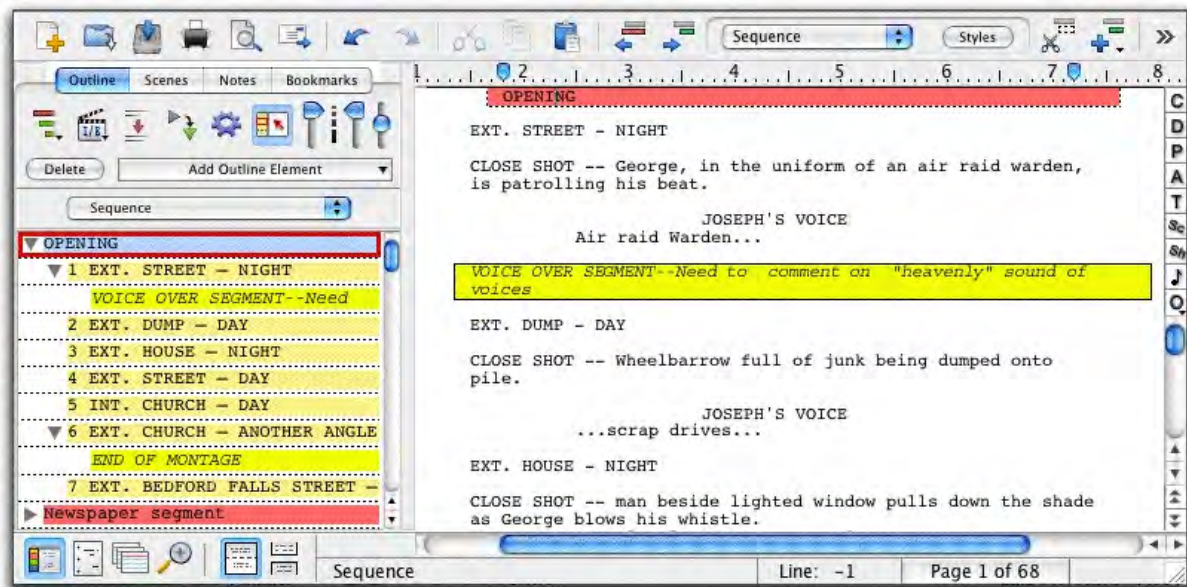
Screenwriter's Outline feature helps you to develop, organize and structure the different elements of your story. You can create a hierarchical outline using the Outline Elements along with other document elements. Outline Elements are similar to Notes, except they are defined in a hierarchical order.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

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

Outline Panel Sync Frame

When you select an item in the NaviDoc, the document 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.
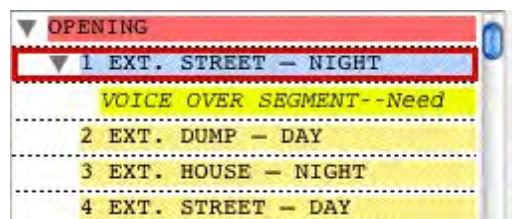
- For Outline Elements (Sequences, scene label, beats, notes, shots, and user defined outline styles)—The sync frame only displays around the corresponding item in the Outline Panel when the cursor is in that particular Outline Element in the document.

The Outline Tools in the top toolbar control adding, removing, reassigning, promoting, and demoting outline items in the document.
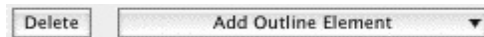
- Press the Add Outline Element button to insert an outline element item into the document. You can also add outline elements through the NaviDoc menu, the Insert Element button on the top toolbar or the Outline Element button on the right toolbar.

- Press the Delete button to remove selected outline elements from the document. Pressing this icon deletes the entire outline element. NOTE: Placing the text edit cursor within an outline item in the document is sufficient use the Delete button. You can also delete outline elements by selecting their contents and hitting Backspace or Delete on the keyboard.
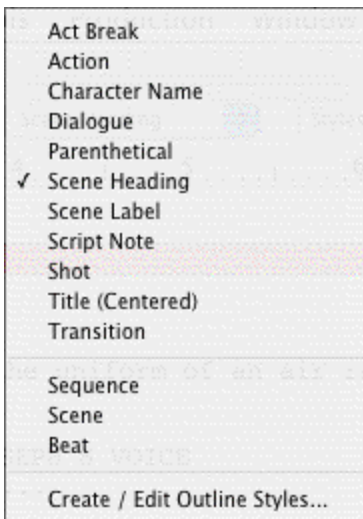
This control sets the outline style of the selected paragraphs in the document view. It is an easy way to reassign an outline style. The current style is identified by a check mark. To modify styles, click the Styles button.
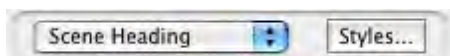
See Element Styles...

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

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

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

1.14 Printing the Document

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

1.14.1 Printer Setup

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

Under the File menu, select Page Setup.

The Page Setup screen displays, with the name of your currently selected printer in the "Format for:" popup list.
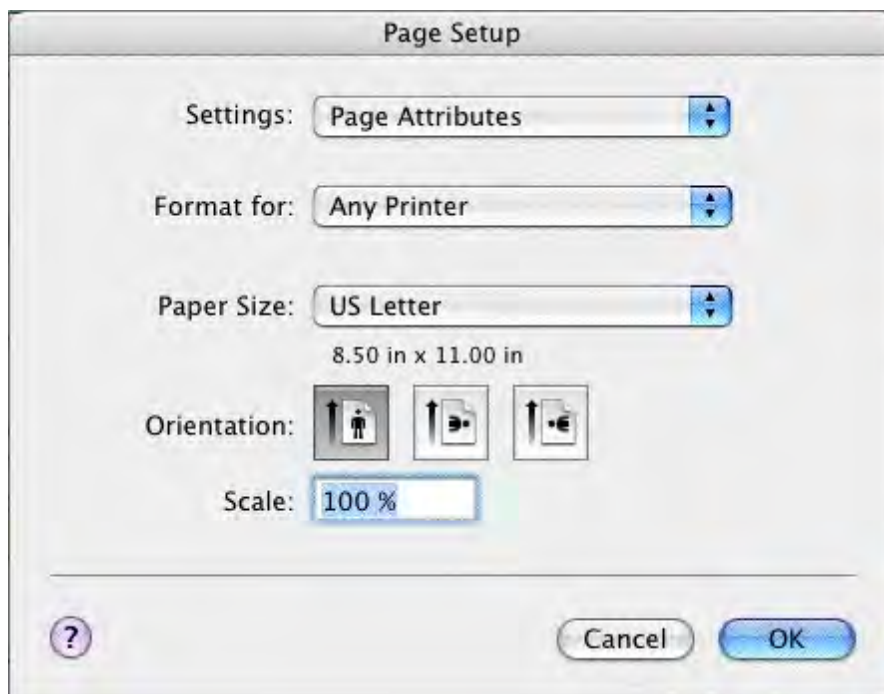
- **To select another printer**, scroll through the list of connected printers in the "Name:" drop-down list and click on your choice.

- **Select a Paper Size**. US Letter is the standard 8-1/2" by 11" paper used for screenplays in the United States. International paper size is generally A4 (210mm x 297mm).

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

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

1.14.2 Document Layout

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

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

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

Under the Format menu, select Document Layout.

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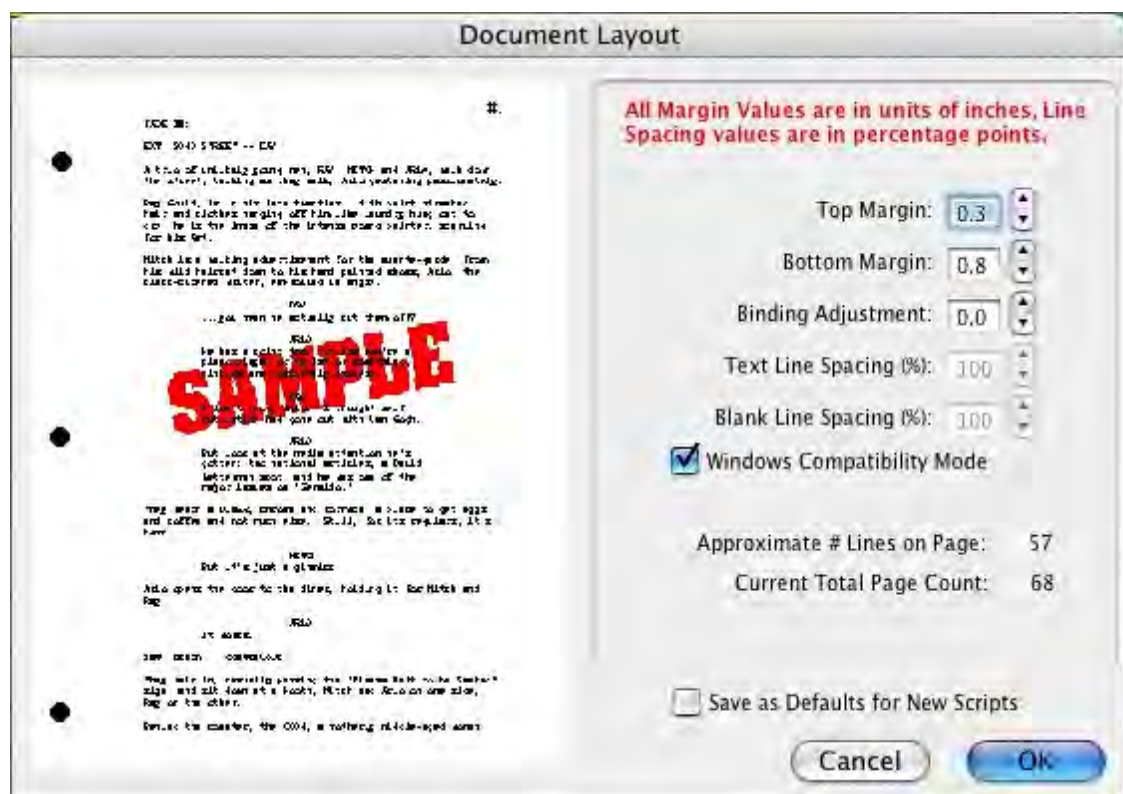
At the left of the screen is a Sample Page, showing how a typical page will look with the current settings. Adjustments made to the Top Margin, Bottom Margin, or Binding Adjustment change the Sample Page display.

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

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

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

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

Blank Line Spacing—Sets the size of the blank line spacing that Screenwriter places between elements. This can be set slightly lower than Text Line Spacing and still look

acceptable. Below 90%, it becomes noticeable to the reader. Adjustable in single percentage points, from 85% to 115%.

Macintosh Compatibility Mode—Used for moving a document back and forth between Movie Magic Screenwriter for PC and Movie Magic Screenwriter for Macintosh. This feature ensures that you cannot use cheating functions that are not compatible across the two platforms.

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

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

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

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

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

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

1.14.3   Header and Footer...

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

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

The Header and Footer screen displays:

1.14.3.1 Header and Footer Text

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

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

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

- **Pg#**—Inserts "#", the code representing the Page number. To have the page number appear with a period following it (e.g. "119.") type a period after this code.

- **Act Break**—Inserts "@", the code representing the Act number (for TV shows and Stage Plays.) To have the act number appear as "Act 2", put "Act @" in the Header.

- **Scene Number**—Inserts "¢", the code representing the Scene Heading number. To have the number appear as "Scene 2", put "Scene ¢" in the Header.

- **Scene Label**—Inserts "$", the code representing the Scene number (for TV shows and Stage Plays.) To have the number appear as "Scene 2", put "Scene $" in the Header.

- **Date**—Inserts "%", the code representing the current date.

- **Rev. Color**—Inserts "~", the code representing the Revision Draft Color for revised pages.

- **Flush Right**—Inserts "^", the code telling Screenwriter to align the text following it flush with the Right Margin. To have some items align flush left and others align flush right, insert this code between them (for example, "Act @^Page #." would place "Act 2" flush left and "Page 3." flush right).

- **Underline**—Insert "{" to start underlining, and "}" to end underlining.

- **Bold**—Insert "<" to start underlining, and ">" to end underlining.

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

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

1.14.3.2 Put in Date As...

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

- **Month/Day/Year**—Standard American format (3/15/2009)

- **Month-Day-Year**—American with dashes (3-15-2009)

- **Day/Month/Year** —Standard International Format (15/3/2009)

- **Day-Month-Year** —Standard International with dashes (15-3-2009)

1.14.3.3 Put In Act Break As...

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

- Numbers (1,2,3..)

- Letters (A, B, C...)

- Words (One, Two, Three...)

- WORDS (ONE, TWO, THREE...)

- Roman Numerals (I, II, III...)

1.14.3.4 Put In Scene Label As...

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

- Numbers (1,2,3..)

- Letters (A, B, C...)

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

1.14.3.5 Print Headers On...

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

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

1.14.3.6 Align Headers/Footers

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

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

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

1.14.3.7 Blank Lines following Header

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

1.14.3.8 Preview

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

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

- **1 Page**—Displays one page at a time onscreen.

- **2 Pgs**—Displays two pages at a time onscreen.

- **Setup Document Layout**—Disabled when previewing from the Header/Footer window. (Normally, it goes to the Document Layout screen (see above), displaying your actual document page instead of a non-printable sample page.

- **Zoom In**—Displays the sample page larger onscreen. You can also left-click on the sample page to zoom in.

- **Zoom Out**—Displays the sample page smaller onscreen. You can also right-click on the sample page to zoom out.

1.14.4   Printing the Document

Printing in Screenwriter is accessed through the Print Window.

Under the File menu, select Print.

You will see the following window. Check one of the print selection radio buttons on the top half of the screen. Screenwriter's default is to select Current Page.
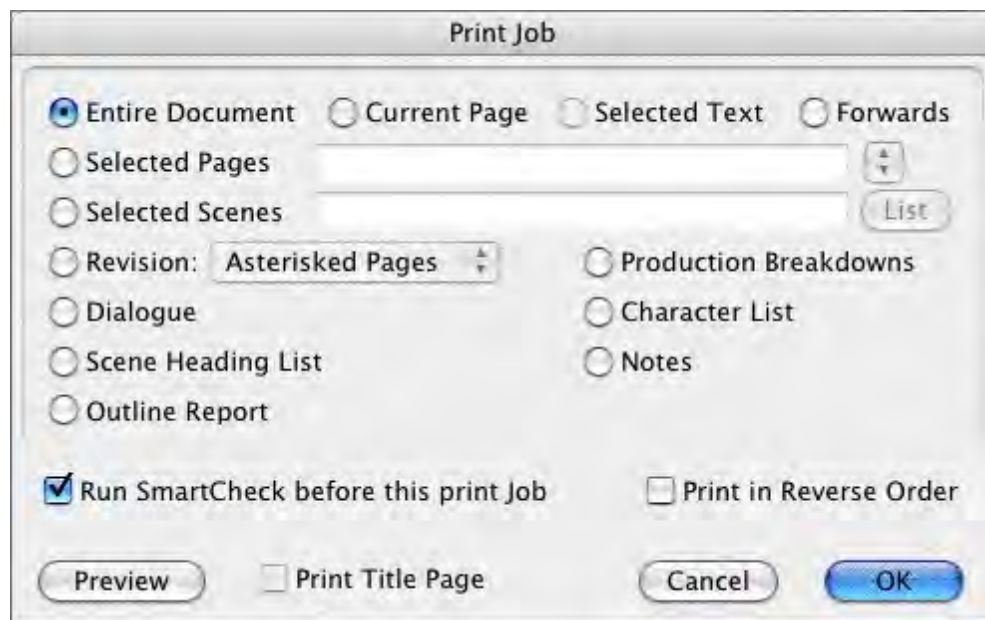
- **Current Page**—If selected, prints the page that the cursor is currently on.

- **Forwards**—If selected, prints from the current page through to the end of the document.

- **Entire Document**—If selected, prints the entire document. If you have created a title page in the Title Page Publisher, it is also printed.

- **Selected Text**—If checked, prints the text block you have selected in your document. If no text is selected, this option is grayed out and unselectable.

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

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

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

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

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

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

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

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

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

    Select a scene by clicking on it.

    De-select a scene by clicking on it again.

  OK—Click OK when done to confirm your selections.

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

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

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

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

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

  Entire Scenes that ALL of the Selected Character(s) is/are in...—If checked, scans the document and finds only those scenes where All of your selected

characters are present. Those scenes are automatically placed in the Selected Scenes window, ready to be printed.

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

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

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

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

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

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

- **Character List**—If selected, prints an alphabetical list of all Character Names in the document.
- **Shot List**—If selected, pints a list of scenes and shots with or without scene description or action elements.
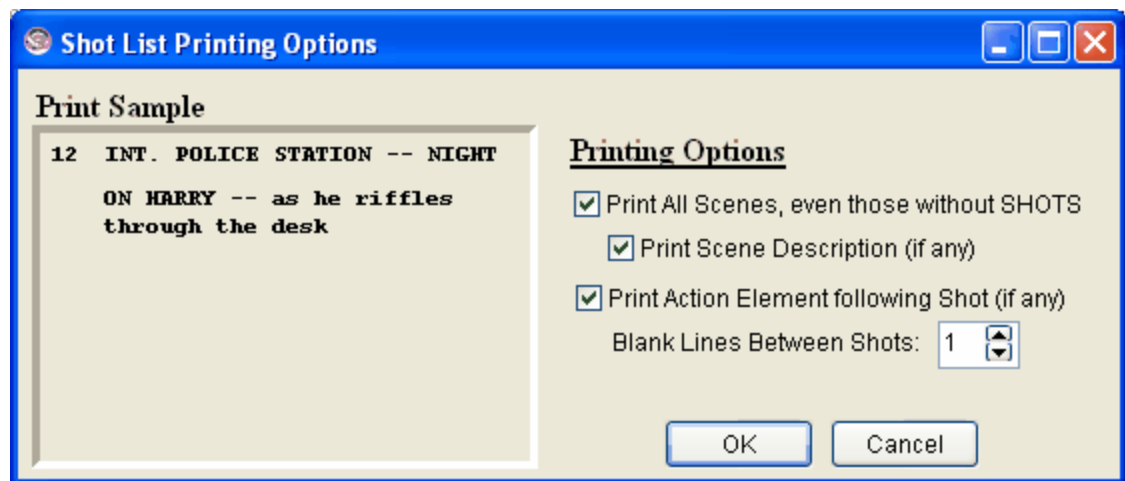
- **Unique Locations List**—If selected, prints an alphabetical list of all Scene Locations in the document.
- **Scene List**—If selected, prints a list of numbered scene headings in script order.
- **Production Breakdowns**—If selected, displays the Production Breakdown Print menu when you click on the OK button. See the Production Breakdown Print menu section, below.

- **Notes**—If selected, prints all Notes with the page numbers they appear on. When you click on the OK button, a Notes Print menu displays:

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

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

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

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

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

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

    ✓ Asterisked Pages

    WHITE
    BLUE
    PINK

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

    NOTE: If you're working in a Locked script with Draft Revision Colors, this displays a list of Revision Colors, as in the pictured example.

- **Print in Reverse Order**—Prints your selection in reverse order, starting with the highest numbered pages/scenes.

- **Run SmartCheck before this Print Job**—If checked, SmartCheck checks your document for common formatting errors before printing. (If you have set SmartCheck to always run before printing —in Options… under the Tools menu—it is checked here. Turn it off for this print job only by unchecking the box.)

- **Print Title Page**—If checked, prints the title page at the head of the script. Only available if you have created a Title Page in the Title Page Publisher. Selecting an Entire Document to print automatically checks this box and prints the Title Page.

- **Preview**—Click this button to see a Print Preview of the current selection, in WYSIWYG format. Click on the appropriate button for:

    o **Print**—Sends the onscreen page to the printer, formatted exactly as it looks (but at 100% size).

o **Prev**.—Goes to the previous page in the document.

o **Next**—Goes to the next page in the document.

o **Close**—Exits the Print Preview screen, back to the Print Selection menu.

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

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

1.14.5   Outline Report

OUTLINE REPORT:

The outline report gives you wide-ranging control over printing out the outline elements in your document. These controls include the report style, which elements to print, the report layout, and outline report specific headers and footer.

You may access the outline report by using the File>Print command and choosing the Outline Report option:

Then choose either the Preview or Print button to open the outline report options window.

OUTLINE REPORT STYLE

The report style options control how much of each element is printed, ranging from single lines per outline elements to the complete outline text. They also allow you to integrate the regular document text with the outline elements.

Lines to print for Outline Elements Options

These options control how much of the outline text appears in the printed report.

- **Full Outline** (all lines of each element): With this option selected, the full text of each outline element is included in the outline report.

- **Summary**: No more than "n" lines: With this option selected, only a limited number of lines are included per outline element. The number of lines is determined by setting the number in the number field. Use the up and down arrows to increment and decrement the number, or type in the number directly.

- **Overview** (first lines only): With this option selected, only the first line of each outline element is included in the outline report. This option is useful to get an overall sense of the outline while minimizing the length of the printed report.

  Example Printouts

Full Outline Example:

> Outline Report – Untitled 3
>
> **USING THE TEMPLATE**
>
> This template has an outline designed for the traditional, or "classic", 3-Act story structure for feature screenplays.
>
> Within each Outline Element are brief, general descriptions of the plot structure and what story information needs to be covered for that portion of the screenplay. For instance, what needs to be generally dealt with in an entire act is described in that act's outline element.
>
> Only the scenes dealing with major structure events contain descriptions of the nature of that event. The other scenes already in the outline are simply place holders. You do not need to use all scenes or you may add more if they are required.
>
> You may replace any text currently in any of the preset

Summary Example Printout:

> Outline Report – Untitled 3
>
> **USING THE TEMPLATE**
>
> This template has an outline designed for the traditional, or "classic", 3-Act story structure for feature screenplays.
>
> *To add a new Outline Element:*
>
> *1) Place the cursor at the end of the Outline Element above where you want to add a new Outline Element.*
> *2) Press the ENTER (Return on the Mac) Key to add an*
>
> Act I – This act sets up the story. The characters, the problem, what the story is about and what the fight is for.
>
> First 10 pages – in these first 10 pages you'll want to introduce you main character, what his problem/personal goal for the story is and in general let us know what the story is going to be about.
>
> Scene 1

Overview Sample Printout:


```
                    Outline Report - Untitled 3
            USING THE TEMPLATE
            This template has an outline designed for the traditional,
            To add a new Outline Element:
            1) Place the cursor at the end of the Outline Element
    Act I - This act sets up the story.  The characters, the problem, what
        First 10 pages - in these first 10 pages you'll want to introduce
                Scene 1
                Scene 2
                Scene 3
        Second 10 Pages - in this sequence you want to show us everything
```

Include Non-Outline Document Text

Non-outline document text is the "normal" document text. Check this option if you wish to intermix the outline text with your document's regular text.

- **No more than "n" lines**: With this option selected, only a limited number of lines are included per regular text element. The number of lines is determined by setting the number in the number field. Use the up and down arrows to increment and decrement the number, or type in the number directly.

  NOTE: Character name elements and their associated dialogue and parenthetical combined are treated as one element, so a setting of three lines could display no more than a character name, one parenthetical direction (wrily), and one line of dialogue, or one character name and two lines of dialogue per instance. You should experiment to find out the number that works best for your needs.

- **All lines**: With this option selected, the full text of each regular text element is included in the outline report

WHICH ELEMENTS TO PRINT

There may be times when you want the outline report to include all outline elements, and there may be times when you want to limit which elements are included in the outline report. NOTE: Unlike all other regular text elements, scene headings and shots are considered as both regular text elements AND outline elements. This means scene headings and shots appear in the outline report unless explicitly excluded.

- **All Outline Elements:** Use this option to include all outline elements in the document in your outline report.

- **Custom**: Use this option to include only specified outline elements to be included in the outline report.

o **Element list**: The element list displays all outline styles defined in your document, even though only a subset of those styles may be used in your document. Place a checkmark to the left of the styles you wish include in the outline report. Uncheck the styles you wish to exclude from our outline report.

o **Select All** button: This option provides a quick way to check all the outline styles in the custom element list.

o **Deselect All** button: This option provides a quick way to uncheck all the outline styles in the custom element list.

OUTLINE REPORT LAYOUT

The layout options control how the outline report appears on the page.

Margins

• **Use the Script's Margins**: This option uses the left and right margins as they appear within the document. Unlike all other regular text elements, scene headings and shots are considered as both regular text elements AND outline elements. This means scene headings and shots are indented in "script" format, which usually displays scenes and shots with the same left margin as action elements. For this reason, this is the preferred option if you choose to include non-outline document text.

• **Use Outline Style Indentation Spaces to Indent: "n" (spaces)**: This option indents the outline elements by "n" spaces based on their hierarchy in the outline table.

The Outline Element hierarchy in the Outline tab of the Format Styles window.

The number of spaces to indent between parent outline styles and child outline styles is determined by setting the number in the spaces number field in the margins option of the outline report. Use the up and down arrows to increment and decrement the number of spaces, or type in the number directly.

In this outline report margin option, scene heading and shots are indented according to their position in the outline hierarchy. If you choose to include regular script text Outline elements, scene headings and shots may not align with normal action margins.

Appearance

- **Print Element Frame**: When checked, the element frame (if any) is printed in the report. When unchecked, the element is printed without a frame.

- **Print Element in Color**: When checked, the element is text color and background color are printed the report. When unchecked, the element is printed with black text and no background color.

- **Print all elements with this Font**: When checked, all elements in the report are printed using the font and size indicated by the font and size options. When unchecked, the element is printed using the font and size of the outline style as defined in the document.

  - **Font**: Selection – Select the font from the list of available fonts for all outline elements to use if the Print all elements in this Font option is selected.

  - **Size**: Selection – Select the font size for all outline elements to use if the Print all elements in this Font option is selected. Use the up and down arrows to increment and decrement the number of font size, or type the font size number directly.

Outline Report Header / Footer

The outline report has its own header and footer that is separate from the document's header and footer. Editing this header and footer does not modify the document's header and footer, and vice versa.

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

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

- **Pg#**—Inserts "#", the code representing the Page number. To have the page number appear with a period following it (e.g. "119.") type a period after this code.

- **Act Break**—Inserts "@", the code representing the Act number (for TV shows and Stage Plays.) To have the act number appear as "Act 2", put "Act @" in the Header.

- **Scene Number**—Inserts "¢", the code representing the Scene Heading number. To have the number appear as "Scene 2", put "Scene ¢" in the Header.

- **Scene Label**—Inserts "$", the code representing the Scene number (for TV shows and Stage Plays.) To have the number appear as "Scene 2", put "Scene $" in the Header.

- **Date**—Inserts "%", the code representing the current date.

- **Rev. Color**—Inserts "~", the code representing the Revision Draft Color for revised pages.

- **Flush Right**—Inserts "^", the code telling Screenwriter to align the text following it flush with the Right Margin. To have some items align flush left and others align flush right, insert this code between them (for example, "Act @^Page #." would place "Act 2" flush left and "Page 3." flush right).

- **Underline**—Insert "{" to start underlining, and "}" to end underlining.

- **Bold**—Insert "<" to start underlining, and ">" to end underlining.

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

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

1.14.6   Production Breakdowns Print Window

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

1.14.6.1   Production Breakdowns Print Options

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

Sort Breakdown Primarily by...

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

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

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

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

Characters

- **All**—Lists Every Character Name in the document in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).

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

     NOTE: If you select any Primary sort other than Script Order, Time-of-Day Normalization is performed—any scene that ends with CONTINUOUS, LATER, or SAME TIME is automatically given the previous Scene Heading's Time-of-Day.

- **Movie Magic Scheduling (File)**—Prints a breakdown to disk, saving it as a Movie Magic Scheduling import file. It contains the Scene Number, Scene Heading, and Starting Page Number and page count in Eighths of a page. Options under Secondary Sort and Miscellaneous is grayed out and unselectable.

- **Script Breakdown Sheets**—Prints breakdown sheets that include any items you have tagged in Breakdown Tagging. Checking this radio button and clicking on the OK button displays the:

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

- **Selected Scenes ONLY**—If checked, only breakdowns for the scenes you select by clicking on them are printed.

- **All Scenes**—If checked, breakdowns for all scenes in the document are printed.

- **All Scenes except OMITTEDs**—If checked, breakdowns for all scenes except those deleted and marked with an OMITTED are printed.

- **Setup Breakdown Sheet**—Clicking on this button displays the Breakdown Sheet Layout screen. Category headings on the windows can be renamed by highlighting the name (CAST, STUNTS, etc.) and typing in your preferred name. Categories of tagged items (Cast Members, Greenery, Vehicles, etc.) can be moved between Category windows by dragging and dropping. Click on OK to exit and save your changes, Cancel to discard changes and exit.

1.14.6.2 Secondary Sort by... Example

Secondary sort order allows you to specify how you want the scenes sorted within the Primary groupings of Interior VS. Exterior, Location, Time-of-Day, or Characters. For

example, Interior VS. Exterior as the Primary sort and Script Order as a Secondary sort would give this kind of breakdown:

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

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

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

1.14.6.3 Secondary Sort by... Production Breakdown Print Options

- **Script Order**—First groups all scenes in the Primary sort order, then in the order they appear in the document (without any sorting).

- **Interior VS. Exterior**—First groups all scenes in the Primary sort order, then sorts all Exterior scenes before Interiors within each group.

- **Location**—First groups all scenes in the Primary sort order, then sorts all Locations alphabetically within each group.

- **Time-of-Day**—First groups all scenes in the Primary sort order, then sorts alphabetically by Time-of-Day within each group.

- **Calculate Eighths by...**—Specifies how Screenwriter should define an 1/8th of a page. Historically, an 1/8th of a page was one inch (6 lines). Nowadays writers are allowing more than 48 lines on a page, so Screenwriter gives you a choice between the standard 1/8th or a "truer" 1/8th.

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

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

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

- **Totals of All Rounded Eighths**—If checked, rounds the displayed totals for each scene into eighths before adding them.

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

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

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

1.14.6.4 Miscellaneous Production Breakdown Print Options...

- **List Characters in Each Scene**—If checked, lists all the characters (whether they have dialogue or not) directly underneath each Scene Heading in the breakdown. Listing options are:

- **Sorted Alphabetically**—If checked, lists characters in each scene alphabetically.

- **Script Order**—If checked, lists characters in each scene in the order in which they appear.

- **Speaking Characters First**—If checked, lists characters in each scene in the order in which they speak in that scene, followed by character with no dialogue.

- **User List Order**—If checked, lists characters in each scene with those from User Lists first, then all others alphabetically.

- **List Non-Speaking Characters**—If checked, lists characters who are mentioned in Action or Dialogue, but who have no dialogue of their own. Unchecked, only characters with dialogue are listed.

- **Each Group on New Page**—If checked, starts a new page for each new group.

- **Print Tagged Items**—If checked, prints—or exports—all tagged items along with the other breakdown information.

- **Graph Breakdown**—If checked, prints the breakdown as a chart instead of as text. All the same information is included. A sample graphic breakdown follows:
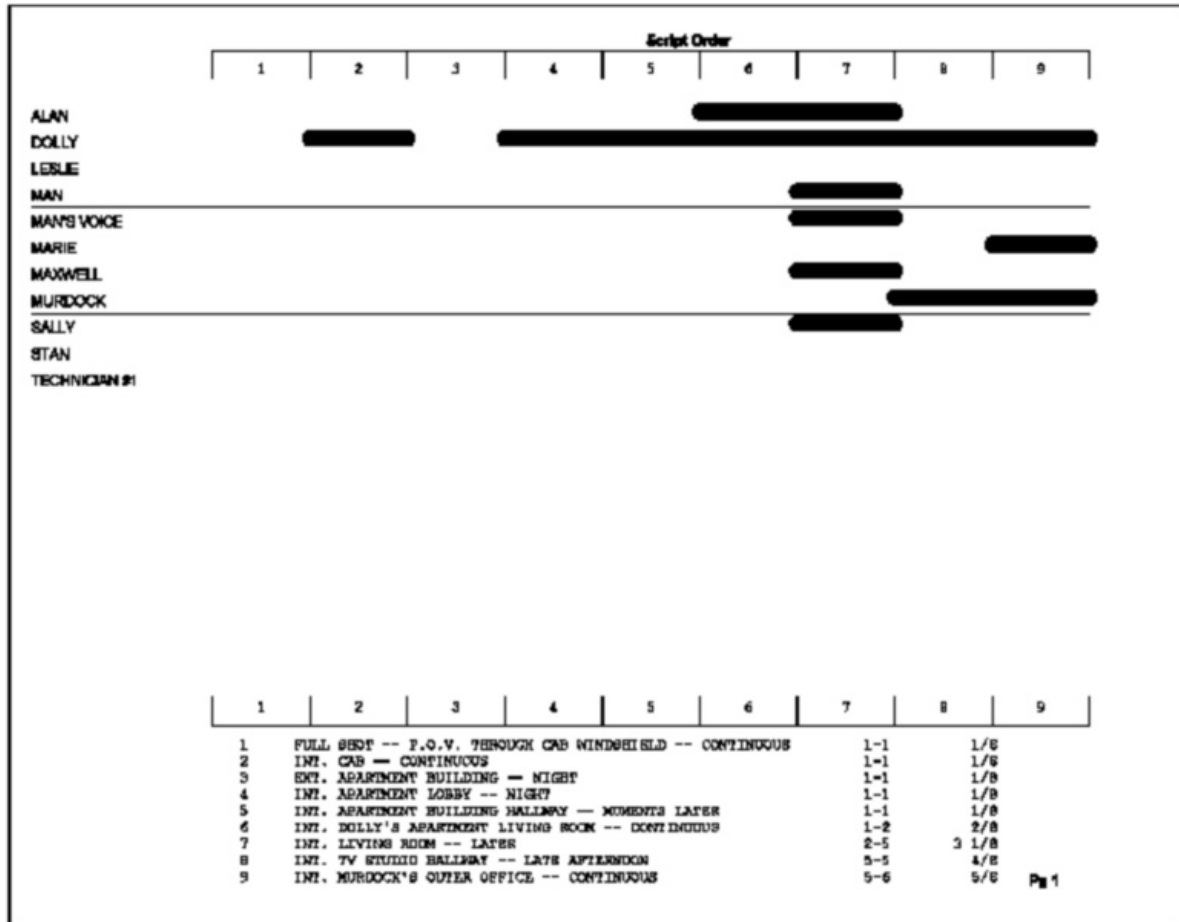
1.15 Streamline

Streamline™ is a feature that helps you give your screenplay an extra polish before sending it out the door. Streamline examines a document for places where word changes or edits will reduce the total number of pages in the document. NOTE: Prior to version 6.5, Streamline was an add-on plug-in software program for Movie Magic Screenwriter.

- The Streamline Process
- Streamline Basics
- Starting Streamline
- The Streamline Window

o The Suggestion List
o Document Statistics
o Pass Parameters
o Scan Commands
o The Selection Details
o Streamline Preferences
o Streamline Limitations

Streamline turns hours of manual drudgery into minutes or seconds of automated work. Streamline gives you a way to shorten your document without cheating!

How does Streamline do it? Streamline scours a document for page-saving opportunities by going through the document, word by word, looking for places that benefit from fine-tuning. We call this process iterative pagination. Streamline collates, prioritizes, and presents the results in a window. Each chance to shorten your document identifies where it is by page and paragraph number, as well as shows the word highlighted in context of the material surrounding it. Streamline suggests what to do with the word and may even display a list of possible synonyms.

In addition to the powerful single-pass through the document option, Streamline can make multiple passes through the document to maximize the potential for reducing the document's page count. This puts unheard of power at a writer's fingertips.

1.15.1   The Streamline Process

Using Streamline is simple:

- Start Movie Magic Screenwriter.
- Open the document you wish to shorten.
- Run Streamline by selecting the Streamline command from the Tools menu.
- Press the Scan button.
- When Streamline completes the scan, examine the page saving opportunities presented.
- Select a suggestion.
- Make appropriate changes by editing the text in the Suggestion Details text field or by navigating to the text in the document. Navigate to the suggestion text by double-clicking on the suggestion or by pressing the Show In Script button.
- Close the Streamline window, or…
- If you want Streamline to find other page-saving opportunities, change the Streamline variables and rescan or use the Multi-scan option.
- Repeat as necessary.
- Rescan the document for new page saving opportunities after you have made edits or changes tdhe scanning preferences, or…
- Close the Streamline window to return to Screenwriter.

1.15.2   Streamline Basics

SOME STREAMLINING BASICS:

1. **Easy Does It:** Do not start by selecting ALL Streamline preferences -- you'll get too many suggestions. Start with the defaults first, then, if you're not getting enough suggestions, add more tests.

2. **Rescan after making changes.** Try making a few suggested changes and then re-scan. Rescanning may give you better, more relevant changes once you've made suggested modifications.

3. **Every script is different.** The effectiveness of Streamline is highly dependent on writing style and document length. Some scripts can easily lose a few pages with a little work, while others may feel like pulling teeth. If you write brief, terse dialog and action, Streamline may not be able to locate many edits that will decrease your page count. In this case, you should try some of the more aggressive tests, like "Delete 1 trailing line" to discover if there are any multi-word lines which can be reduced.

4. **Don't take the suggestions literally!** Streamline accurately locates critical words or passages that affect pagination, but if it says "delete this word and you'll save a page", be aware that pressing the DELETE WORD button WILL delete the suggested word -- but it's up to you to restructure the sentence (to be shorter) to make sense. Similarly, deleting an entire paragraph should only be enacted if it actually makes sense to do so. Often, Streamline will identify an AREA which contains a critical passage which, if shortened, will save you page count -- but you'll probably want to close the Streamline window and hand edit the area indicated by Streamline.

5. **The point of no more loss:** It's possible that by intensively Streamlining, the script can reach a point where no other changes can be easily detected. That's good, but if you need to reduce page count more, you'll probably need to cut whole paragraphs -- or more.

6. **If you're on a slow machine,** you may find it more convenient to use the popup (to the left of the Scan button) to Streamline a PORTION of your script -- a page or a scene, for example.

1.15.3   Starting Streamline

- Open the document you wish to shorten in Movie Magic Screenwriter.
- Choose the Streamline command from the Tools menu.

The Streamline window opens looking like this:
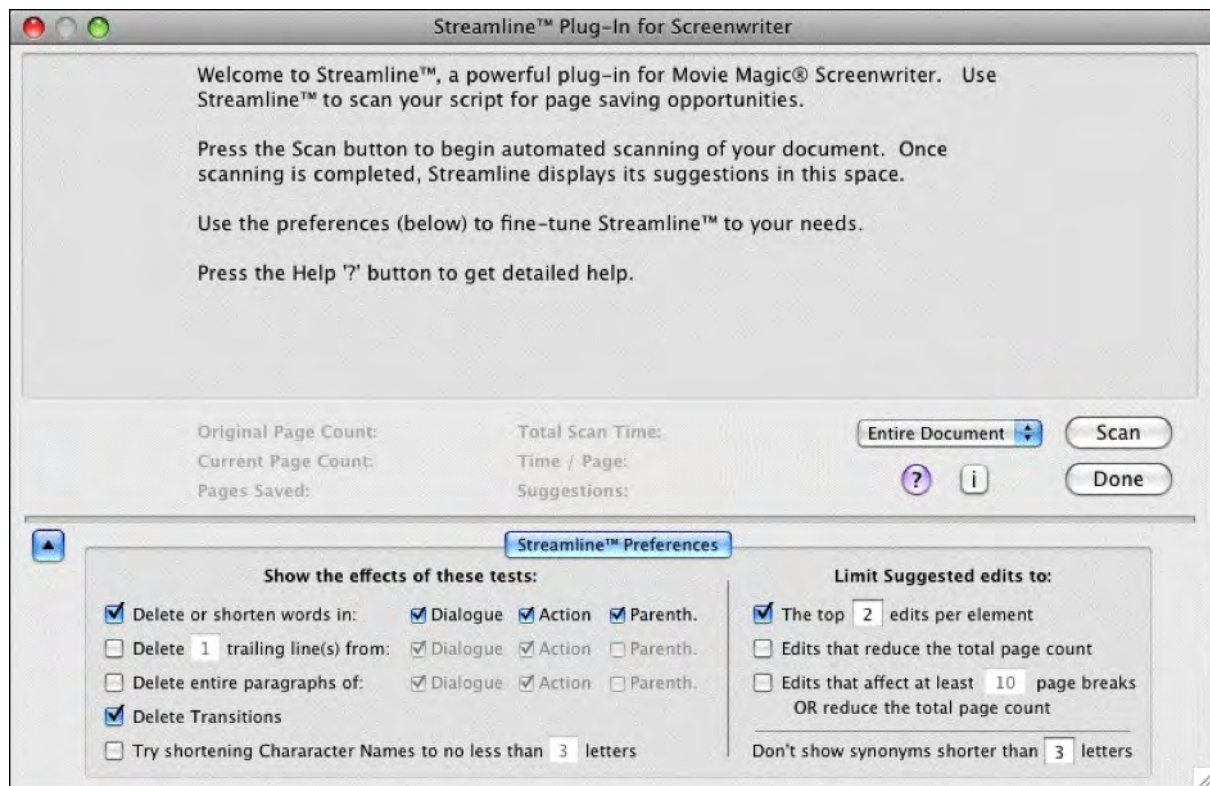
1.15.4 The Streamline Window
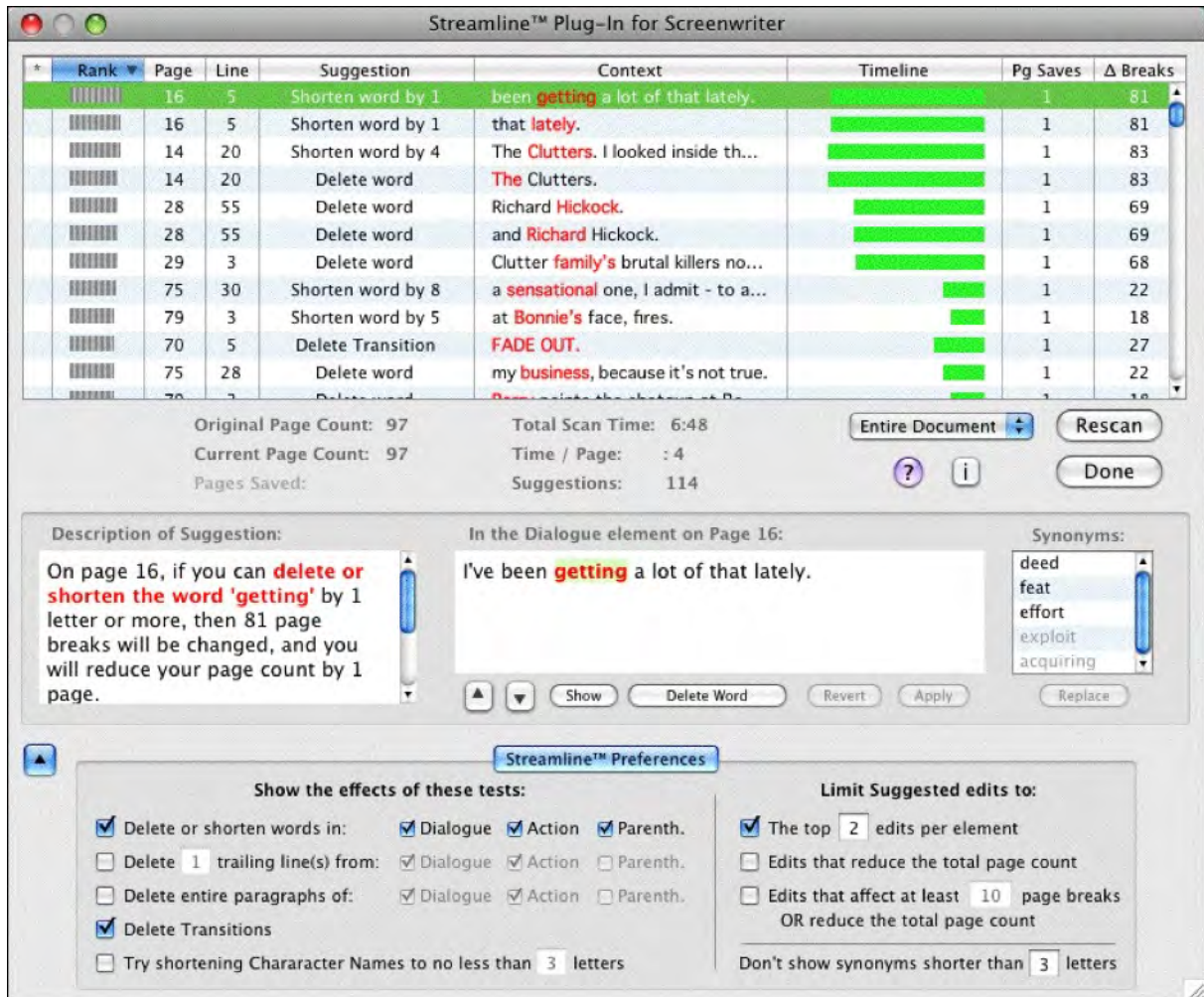
The Streamline window with the preferences section hidden.

The Streamline Window is comprised of several parts:
- The Suggestion List
- Document Statistics
- Pass Parameters
- Scan Commands
- The Selection Details
- Streamline Preferences

1.15.5 The Suggestion List

*	Rank ▼	Page	Line	Suggestion	Context	Timeline	Pg Saves	Δ Breaks
	▌▌▌▌▌▌▌	80	46	Shorten word by 8	I'm desperate to be done with it.	🟩	1	17
	▌▌▌▌▌▌▌	80	39	Delete Transition	FADE OUT.	🟩	1	17
	▌▌▌▌▌▌▌	80	5	Delete Transition	CUT TO:	🟩	1	17
	▌▌▌▌▌▌▌	79	43	Delete Transition	FADE OUT:	🟩	1	18
	▌▌▌▌▌▌▌	79	3	Delete word	Perry points the shotgun at Bo…	🟩	1	18
	▌▌▌▌	51	17	Shorten word by 2	your investigation notes.	🟥		10
	▌▌▌▌	39	30	Shorten word by 1	new accommodations -	❘		1
	▌▌▌▌	4	17	Shorten word by 3	strong, Irish-American, ten yea…	❘		1
	▌▌▌▌	35	52	Shorten word by 1	wiry, flamboyant - is snapping …	🟥		12
	▌▌▌▌	31	1	Shorten word by 2	lonely kindergartner, told to ta…	❘		3
	▌▌▌▌	35	52	Shorten word by 1	side. RICHARD AVEDON - small,…	🟥		12
	▌▌▌▌	35	30	Shorten word by 5	He's desperate, slowly frightened	🟥		12

The suggestion list displays the results of Streamline's scan. Each suggestion is shown on its own horizontal line. Double-clicking on a suggestion in the suggestion list navigates the selection to that word in the document.

Suggestion Sort Order.
The order of the suggestions is controlled by the column selected and is in either descending order or ascending order. The default sort order is by descending Rank.

Change the sort order by clicking on a column header in the suggestion list.

Toggle the sort order between ascending and descending order by clicking on the column header.

- Indicates descending sort order by Rank   [Rank ▼]
- Indicates ascending sort order by Rank   [Rank ▲]

The Suggestion List Columns.
There are up to thirteen columns in the suggestion list. Their default order and display from left to right is Suggest Element Modified (•), Rank, Page Number, Line Number, Suggestion, Context, Timeline, Page Saves, and Changed Breaks.. Click on the column headers and drag-and-drop them to a new positions to rearrange the columns. Resize the columns by dragging the right edge of the column's header. Right-click on the column header to pop-up the column list. Select a column name to turn on and off the column's display.

The suggestion list columns include:

```
✓ Suggested Element Modified
  Paragraph Number
✓ Rank
  Page–Line
✓ Page Number
✓ Line Number
✓ Suggestion
✓ Context
✓ Timeline
  Type
✓ Page Saves
✓ Changed Breaks
  # of Synonyms
```

- [*] (Element Modified) -- This column indicates if the word in the suggestion has been modified. It is useful to keep track of which suggestions you have taken and which you have ignored.

- [¶] (Paragraph Number) – This column indicates number of the paragraph in the document.

Rank – Streamline ranks the suggestions based how well they conform to the Streamline preference settings.

Page-Line – Combines the page and line location into a single column separated by a dash, e.g. page 48, line 11 is displayed as 48-11.

Page – The page in the document on which the suggestion is located.

Line – The line of the page on which the suggestion is located.

Suggestion – Streamline's suggested action, such as shorten or remove the selected item. Streamline suggests how many letters the new word should be shortened to fall within the parameters of the suggestion.

Context – Displays the word before the selection followed by as many words of the element as can fit within the width of the column.

Timeline – This columns presents a graphic representation of the effects of the suggestion. Each suggestion is shown in its relative position in document and the relative affect on page breaks in the document. The color indicates if the suggestion results in a total page count reduction (green) or changes to page breaks only (red).

Type – Indicates what type of element type the suggestion falls within, such as action, dialogue, and transition.

Pg Saves – Displays the number of pages, or partial pages, saved if the suggestion is followed.

- [Δ Breaks] (Changed Page Breaks) – Indicates the number of page breaks affected if the suggestion is put into effect.

# of Synonyms – Indicates the number of possible synonyms to the selected word that fit within the suggestion parameters.

1.15.6 Document Statistics

Original Page Count:	97	Total Scan Time:	6:23
Current Page Count:	96	Time / Page:	: 3
Pages Saved:	1	Suggestions:	114

The document statistics part of the window shows you information such as the number of pages, elements, and words in the document.

It also shows you how many original pages there were, the current page of the chosen suggestion (if any), and the number of pages saved.

The document statistics also display the average processing time per page, the total time to process the document, and the total number of suggestions Streamline has made.

1.15.7 Pass Parameters

✓ Entire Document
Selection
Current Scene
Current Page
Current Act
Forward
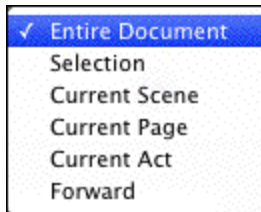
Prior to hitting the SCAN button, take a look at the Scope menu. The Scope Menu determines how much of the document to scan. The options include:

- Entire Document;
- Current Scene;
- Current Page;
- Current Act;
- Forward from the current location.

1.15.8 Scan Commands

There are two buttons that begin and end the scanning process. The DONE button closes the window, while the other button takes on various functions depending on the status of the window.

SCAN – Starts Streamline's scanning process.

STOP – Halts Streamline's scanning process. All suggestions collected are displayed in the suggestion list.

RESCAN – Once a document has been scanned, the Scan button changes to Rescan. Rescan starts Streamline's scanning process again. If you have made edits or changed the preference parameters, your results may differ from the original scan.

1.15.9   The Selection Details
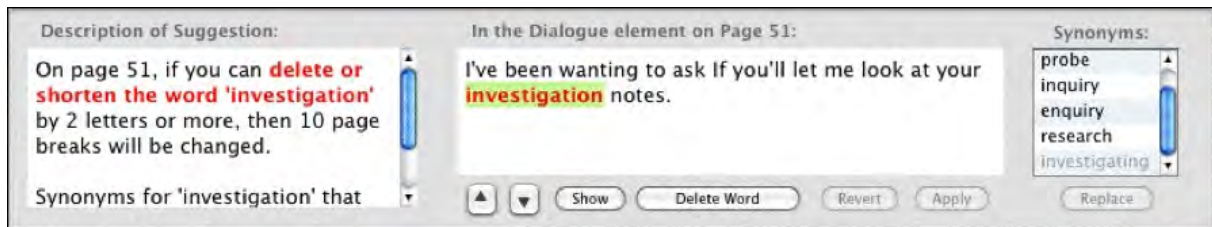
When you select a suggestion from the suggestion list, the selection's details are shown in three text fields and controlled by five buttons.

- **Description of Suggestion** – This text field displays Streamline's suggestion in greater detail than the suggestion column in the Suggestion list. It also indicates the page number on which the word occurs, the parameters of the suggestion, and the number of page breaks and page savings that would result from implementing the suggestion.

- **Suggested Word to Change** – The heading for this field indicates the whereabouts of the suggestion, such as "In the Dialogue element on Page 59." The word in question is highlighted and drawn in red and shown within the context of the document element in which it is found. Edit the word in place to implement the suggestion. You need to press Apply to make the edits take place in the document.

- **Synonyms** – Whenever possible, Streamline displays a list of possible synonyms for the suggestion in the Synonym field. Double-clicking on a synonym replaces the suggestion with the synonym text. Press the Revert button to undo the change. Suggested synonyms in black text fit within the suggestion parameters. Suggested synonyms synonyms in grey text exceed the suggestion's maximum length.

- **Apply Button** -- Applies any edits made to the suggestion to the document. Use the Apply button to confirm your edits. If you do not use the Apply button after making manual edits to the suggestion text, your edits are ignored.

- **Replace Button** – Replaces the selection text with the selected synonym.

- **Revert Button** – Undoes changes to the current suggestion text.

- **Delete Button** -- This button changes depending on the selection: Delete Word, Delete Transition, Delete Element, or Rename Character.

- **Show** -- Navigates the selection to show that word in the document but does not bring the document forward. If desired, click on the document window to bring the document window forward.

- **Prev Button** (Up Arrow) – Selects and displays the previous suggestion in the suggestion list, i.e moves "up" the list.

- **Next Button** (Down Arrow) – Selects and displays the next suggestion in the suggestion list, i.e moves "down" the list.

1.15.10 Streamline Preferences
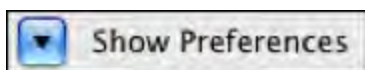
The default is for the Streamline preferences panel to be shown. Press the preferences disclosure button to hide and reveal the preferences panel.
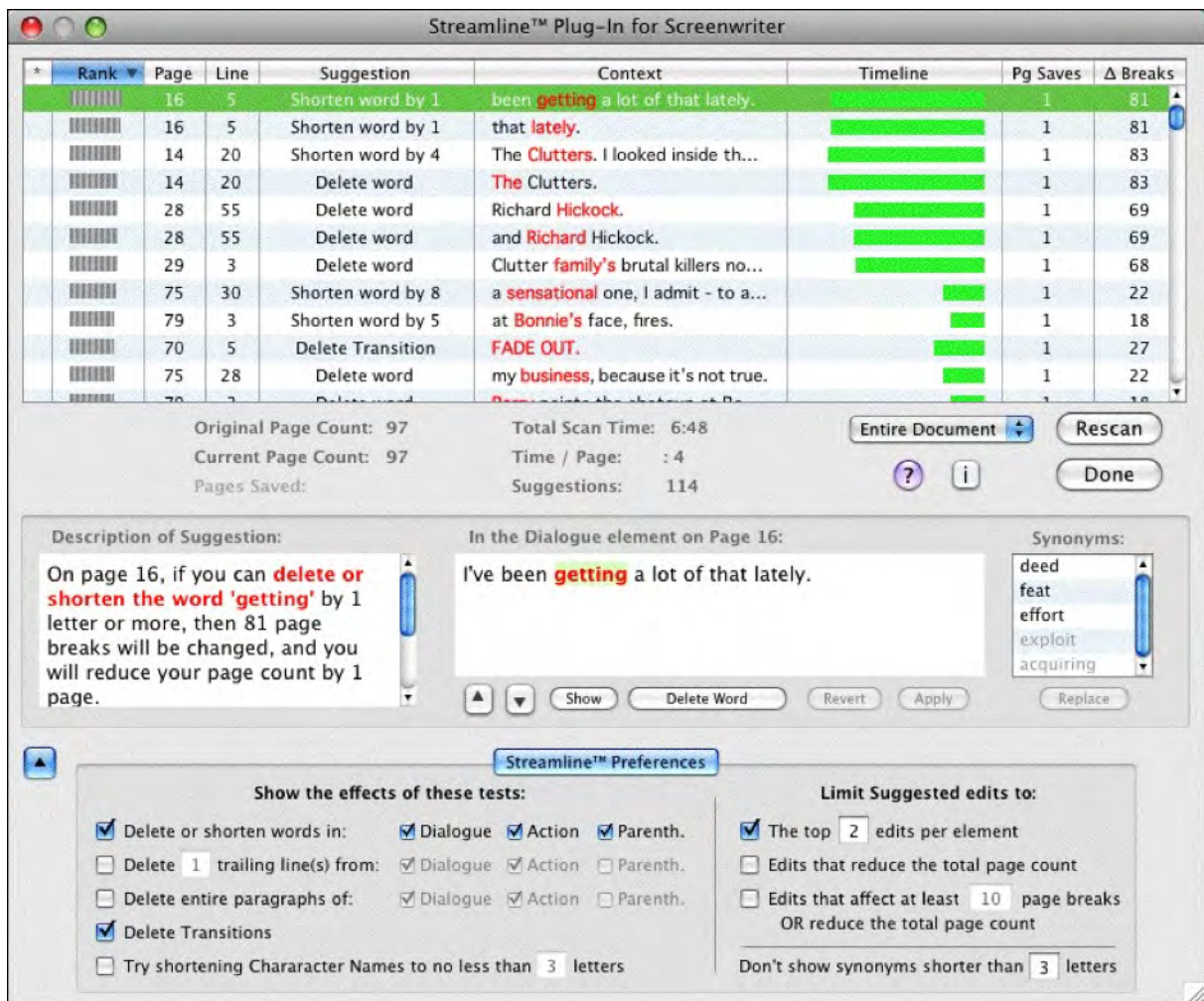
Streamline window with preferences panel displayed.

Streamline Preferences
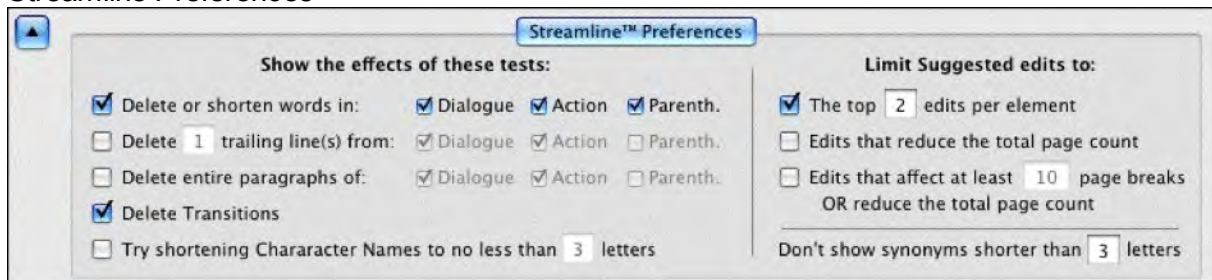
- **Delete or shorten words in** – Controls which elements Streamline evaluates as it scans the document. These elements may include dialogue, action, and parenthetical directions.

- **Delete # trailing line(s) from:** – This option tries to reduce the page count by removing a specified

- # number of lines from the end of specified elements. These elements may include dialogue, action, and parenthetical directions.

- **Delete entire paragraphs:** – This option tries to reduce the page count by removing entire elements. These elements may include dialogue, action, and parenthetical directions. This is a fairly radical way to save space in your script.

- **Delete Transitions** – When checked, this option tries to reduce the page count by removing individual transitions, e.g. CUT TO, FADE OUT, etc., as well as the line on which they fall

- **Try shortening Character Names to no less than # letters** – This option tries to reduce your page count by globally shortening your character's names. If you have long character name that appear in the dialogue or action of your script, this may have a noticeable impact on your page count..

- Limit Suggestions Edits to::

- **The top "#" edits per element** – When checked, Streamline evaluates all possible suggestions and limits the number (#) of suggestions included in the suggestion list to the highest ranked. This option is useful to narrow suggestions to those most likely to have the greatest effect. When unchecked, all suggestions are included in the suggestion list irrespective of potential usefulness.

- **Edits that reduce the total page count** – When checked, only suggestions which affect the total page count in the document appear in the suggestion list. Unchecked, all suggestions are eligible to appear in the suggestion list.

- **Edits that affect at least # page breaks OR reduce the total page count** – When checked, this option only allows suggestions that meet or exceed the specified minimum # number of page breaks. NOTE: This option never limits out suggestions that reduce the total page count even if the number of affected page breaks is less than the minimum.

- **Don't show me synonyms shorter than "#" letters** – This preference sets the minimum length (in letters) of synonyms.

1.15.11 Streamline Limitations

While Streamline is good for many things, it is not as useful for the following:

- Not useful for production scripts.

- Not as useful for novels.

- Ignores dual-column (left-side/right-side) dialogue.

- Not useful for evaluating traditional forms of page saving techniques—"cheating"—such as changing margins, reducing line height, changing or reducing font faces, styles, or sizes, adjusting

1.16   Other Screenwriter Features

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

- iPartner
- Speak Text
- Send As Email Attachment
- Document Analysis
- Name Bank

1.16.1 iPartner

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

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

iPartner™ major features include:

- The ability to allow you to view and edit a document on your partner's computer and vice versa.

- The ability to communicate with your partner through a typing in a "chat" window.

- The ability to speak and hear your partner (requires compatible sound card and microphone; only available on Mac-to-Mac or PC-to-PC connections).

- The ability to transfer documents back and forth.

- The ability to "synchronize documents".

1.16.1.1 Connecting to iPartner

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

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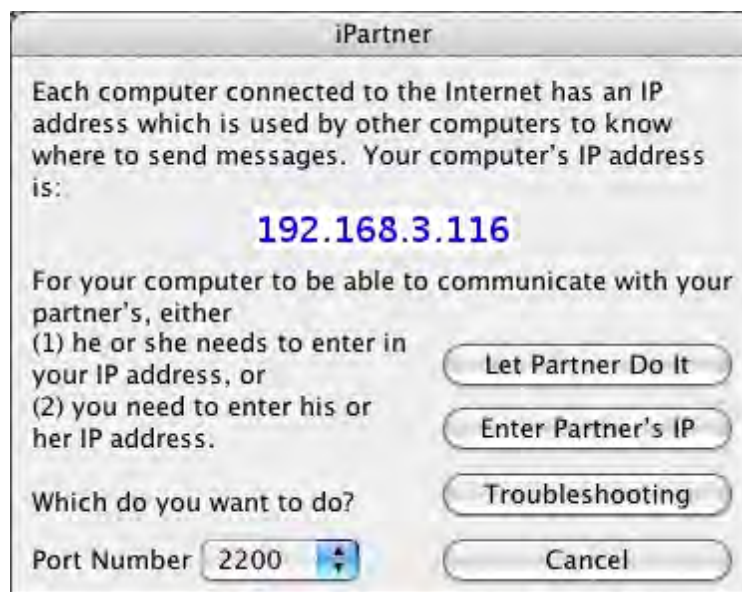
IP Address

In order to connect with your partner one of you will need to know the other's IP. If you have a Static (fixed) IP address (if connected by network, or some high speed Internet connections), you can give the IP address to your writing partner and they will be able to use that address anytime they want to connect to you.

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

- Calling the person on the telephone.

- Sending the IP to them in a text message on their mobile phone.

- Sending the IP via an instant message service such as: AOL instant Messenger, Yahoo Instant Messenger, MSN Messenger, Google Talk, ICQ, etc..

- E-mailing the IP address. However, this can take as long as a day depending on your e-mail provider.

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

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

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

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

1.16.1.2 The Chat Window

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

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

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

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

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

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

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

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

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

1.16.1.3   Editing in Slave view

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

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

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

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

Attention

Your partner wishes to type in the document.

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

Allow your partner to type in the document?

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

1.16.1.4   Slave view editing capabilities

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

- Use the mouse to click in the document to edit.
- Use the Mouse to highlight text by holding the shift key and clicking where you want the text selection to be extended.
- Edit by typing in the document.

- Scroll by using the Up and Down Arrows or Page up/Page Down.

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

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

1.16.1.5 Editing Keys in iPartner

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

● **CTRL+ OPTION+ SPACE**—Puts in a Hard Space.

1.16.1.6   Revoking Slave's editing privileges

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

1.16.1.7   Ending the session

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

1.16.1.8   Using the Voice feature to talk to your partner

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

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

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

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

1.16.1.9   iPartner - Trouble Shooting - Known Issues

Go to the online technical support site for known iPartner issues.

1.16.1.10   Firewall Configuration Information

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

    2200, 2136, 2184 and 2245.

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

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

The optimal configuration for iPartner would be:

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

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

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

1.16.2 Speak Text

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

- Setup Voices
- Read Document

1.16.2.1 Setup Voices

Selecting **Tools** > **Speak Text** > **Setup Voices...** activates Microsoft's Speech Engine and displays a window that allows the user to assign voices to elements of the document.
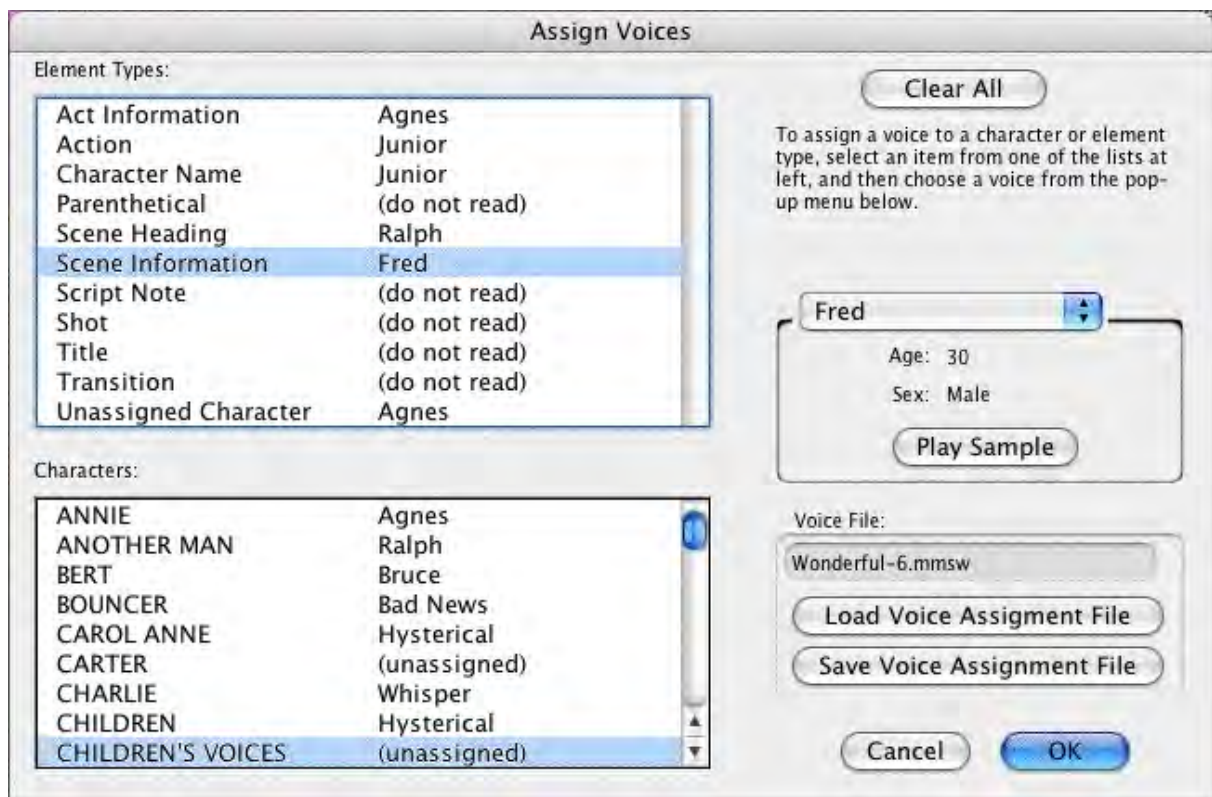
Character Name Options—This area allows you some choices on the way Character Names are read in the document.

- Do not read—If selected, the Character Names are not read.

- Read in Character Voice—If selected, Character Names are read in their assigned voices.

- Read in Action Voice—If selected, Character Names are read in the voice assigned to the Action element.

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

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

- Read in Character Voice—If selected, Parentheticals are read in their assigned Character Name voices.

- Read in Action Voice—If selected, Parentheticals are read in the voice assigned to the Action element.

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

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

Save as Default Voices—You can save your current voice associations for use on all your future documents by clicking this check box.

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

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

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

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

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

- **Play Sample**—Clicking this button plays the voice that you selected in the Voice window. The voice will say a brief introduction.

- **Select Voice**—Clicking this button will assign the selected voice to a particular element shown at the top of the window.

- **Speak Silently**—Clicking this button will mute the voice of this character even though Screenwriter will still read it. This will create an appropriate pause to allow a human actor/character to read that part aloud. The purpose of this feature is to allow a particular actor/character to read interactively with the program to help them rehearse and memorize their lines.

- **Do NOT Read**—Clicking this button will ignore reading the chosen element or Character Name. The voice shows as "(do not read)" and does not create an appropriate pause as does "Speak Silently".

- **Setup Available Voices**—Clicking this button changes the configuration of the window by showing options to add or modify existing voices.

- **Edit Vocal Characteristics**—Clicking this button displays a window that allows control of the Pitch and Speed of the voice the user selected from the Voice window.

- **Edit Pronunciation**—Clicking this button displays a window that allows alteration of the pronunciation of the voice that was chosen from the Voice window. Based on the word entered in the blank field, the Edit Pronunciation window gives four choices: Add this word to the dictionary, Change the pronunciation of this word, Remove this word from the dictionary, and Change capitalization or spelling.

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

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

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

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

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

- **Delete Voice**—Clicking this button deletes any user-defined voice selected on the list. Voices that come with the program cannot be deleted.

- **Edit Voice Name**—Clicking this button allows the user to change the name of any user-defined voice.

- **Return to Voice Assign**—Clicking this button will return the window to its original configuration by showing all original buttons.

- **Cancel**—Clicking this button removes any changes and returns you to the Setup Voices window.

1.16.2.2 Speak Selection

Tools > Speak Selection

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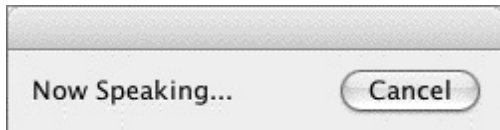
1.16.3 Voice Commands

In the application preferences dialog, a new checkbox has been added to the Misc panel:

- When "Enable Voice Commands in Screenwriter" is checked, Screenwriter uses Mac OS X's built-in speech recognition system to listen for and respond to spoken commands.

- The "Configure" button takes you to Screenwriter's Keyboard preference panel which now has a new column for voice commands.
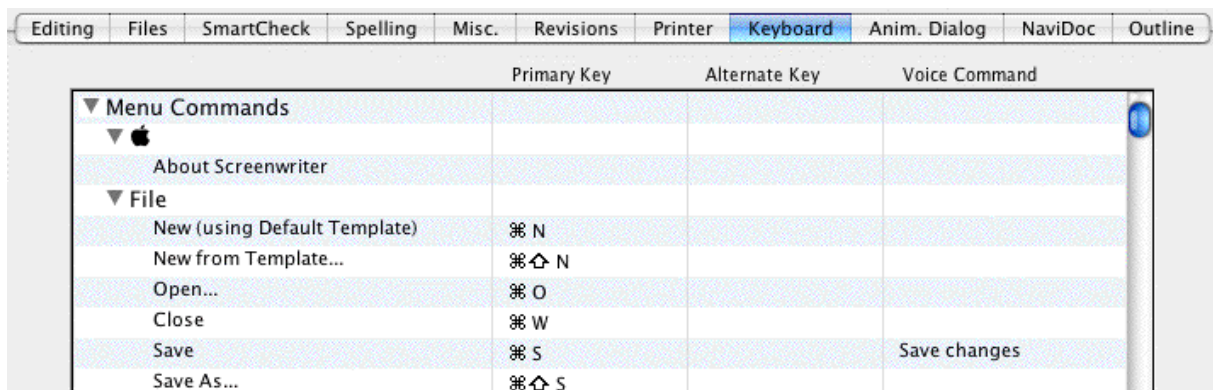
- Double-clicking a row in this table now lets you change keyboard shortcuts and specify spoken commands.
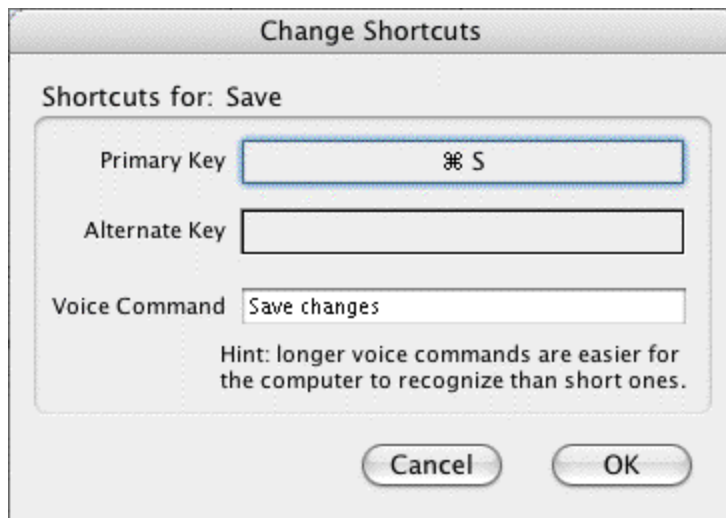
These are the only options needed to set up Screenwriter to respond to voice commands..

However it is useful to know about the speech recognition user interface in Mac OS X. See *Setting Up Mac OS X for Voice Recognition*.

1.16.3.1 **Setting Up Mac OS X for Voice Recognition**

In the OS X System Preferences window there is an icon for speech preferences:

The speech recognition preferences panel in Mac OS X Tiger looks like this:
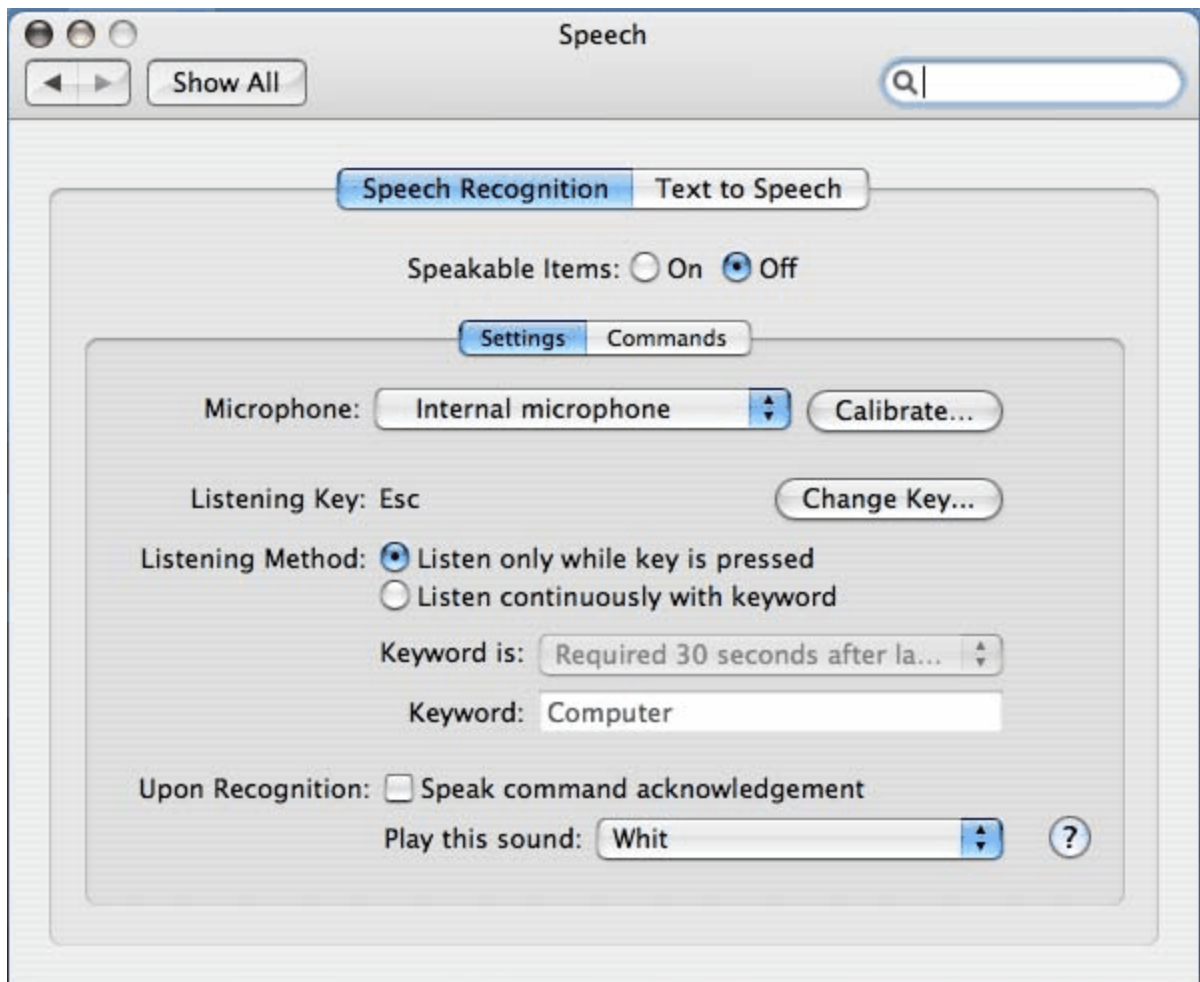
Also, there is quite a bit of useful information in **Mac Help** regarding spoken commands (i.e.
Finder > Help > Mac Help then search for "spoken commands").
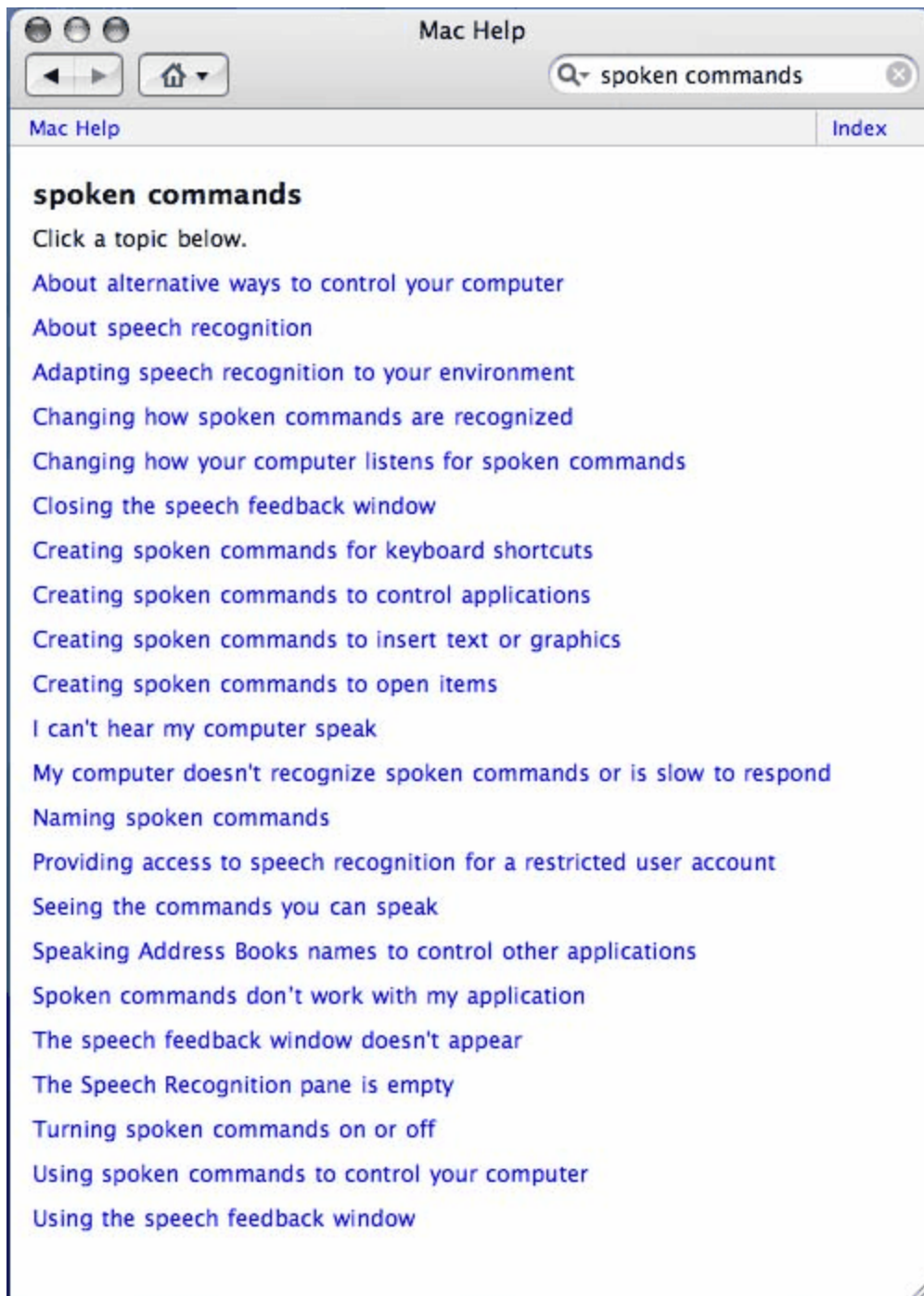
Clicking the small down arrow at the bottom of the OSX "floating microphone" window (that appears once voice commands are enabled in Screenwriter) lets you o pen a window named Speech Commands that lists the available commands.

Here's what it looks like in all its glory:
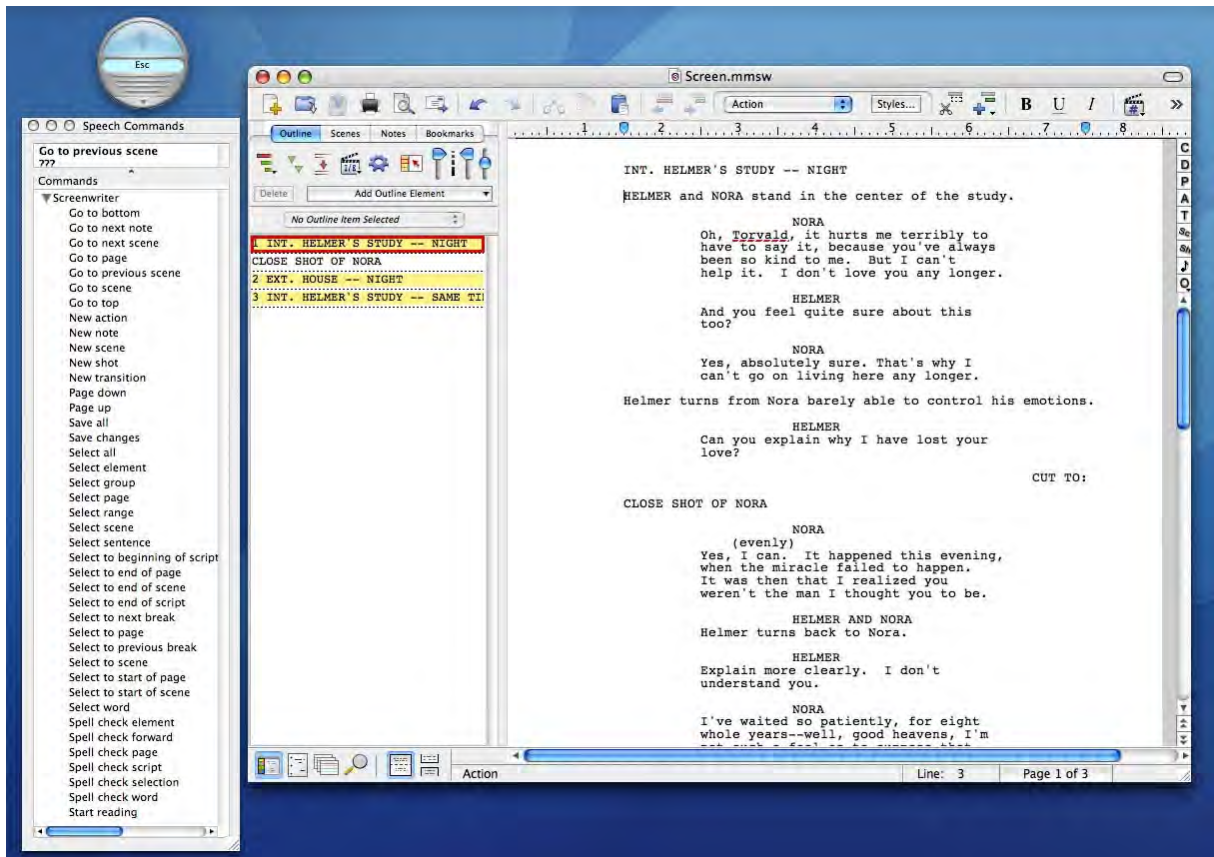
1.16.4   Send As Email Attachment Command

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

1.16.4.1 Attach Document As:

```
PDF – Portable Document Format
RTF – Rich Text Format
✓ MMSW – Screenwriter Document
SCW – Pre-Screenwriter 6.0 Format
```
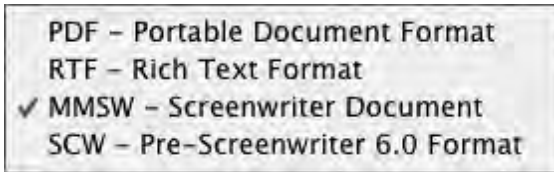
There are four choices of file formats when sending the document as an email attachment from Movie Magic Screenwriter:

- **MMSW**: Screenwriter Document (default). This is the file format Movie Magic Screenwriter 6.0 uses for saving documents. Select this to send another Screenwriter user your Screenwriter document. The recipient must have Movie Magic Screenwriter to be able to open this type of file.

- **PDF**: Portable Document Format. This is the file format used by Adobe Acrobat Reader, a popular, free document utility. This format will allow others to view your document as it appears in Screenwriter with the exact same formatting and page breaks. The file is read/print only and cannot be edited. It is recommended to select this if the other party does not have Screenwriter or you are unsure.

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

- **SCW**: Screenwriter Document (v4 and earlier). This is the file format Movie Magic Screenwriter used in pre-6.0 versions. Select this to send another Screenwriter user your Screenwriter document to be opened in Movie Magic Screenwriter 4.x or earlier. The recipient must have Movie Magic Screenwriter to be able to open this type of file.

1.16.4.2 Compose Message In

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

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

1.16.5 Name Bank

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

To Run the Name Bank:

- Click on **Tools** > **Name Bank...** and you will see a window similar to the one below:

1.17   Customizing Screenwriter

Screenwriter comes with a set of program option defaults. As you become more familiar with Screenwriter's features, you may want to customize these default settings to the way you work.

Most of Screenwriter's program settings are found on the Screenwriter >Preferences… menu. Under the Screenwriter menu, select Preferences…. At the Preferences window, go to one of the following option screens by clicking on its tab:

You can make changes to:

- Editing Options (including QuickType)
- Files Options
- SmartCheck Options
- Spelling Options
- Miscellaneous Options
- Revisions Options
- Printer Options
- Keyboard Options
- Animation Dialog

- NaviDoc Options
- Outline Options

1.17.1   View Menu

```
✓ Normal
  Full Page

✓ NaviDoc                          ^0
  Title Page Publisher...          ⌘T
  Index Cards...

  Toolbar Icons                    ▶
✓ Ruler
✓ Right Element Buttons

  Scene Numbering                  ▶

  Show Format Codes                ⌥F3
  Hide Names in Pop-Up List...
  Hide Locations in Pop-Up List...
  Hide Elements On Screen          ▶

  Running Lists                    ▶

  Zoom Screen Text...              ^Z
```

The View menu holds the display controls.

For a description of each of these commands, see *Screenwriter 6 Menus* in the Appendices.

1.17.1.1   Ruler

View > **Ruler**

If checked, displays the horizontal page Ruler, showing margin markers for the Element in which the cursor is located. Element margins can be cheated by moving the right and left ruler markers. Unchecked, the Ruler does not display.

```
  ...1....2....1....3....1....4....1....5....1....6....1....7....1

CLOSE SHOT -- Wheelbarrow full of junk being dumped onto
pile.

                     JOSEPH'S VOICE
          ...scrap drives...
```
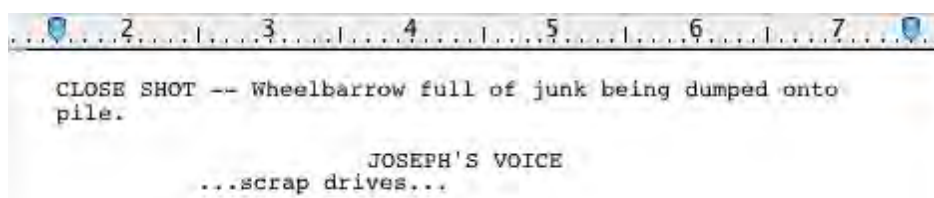
1.17.1.2 Show Format Codes

If checked, displays the hidden format codes embedded in the text of your document by Screenwriter for such things as text styles (Bold, Italic, etc.), text color and other formatting codes. In normal use, you won't need to be aware of these codes. Unchecked, the format codes are hidden and do not display onscreen.

```
¶     CLOSE SHOT -- WHEELBARROW FULL OF JUNK BEING DUMPED ONTO
¶     PILE.
```

Format Codes:

- **[B] / [b]**—Bold start and end (respectively).

- **[I] / [i]**—Italics start and end.

- **[U] / [u]**—Underline start and end.

- **[S] / [s]**—Strikethrough start and end.

- **[L] / [l]**—Blue text start and end.

- **[R] / [r**]—Red text start and end.

- **[G] / [g]**—Green text start and end.

- **[U1] thru [U7] / [u1] thru [u7**]—User Defined color text start and end.

- **§** (section symbol)—Hard Return.

- **|** (pipe symbol)—Hard Dash.

- **~** (tilde)—Soft Dash; this symbol is also inserted before a word in a document if you have told the program to ignore the word for auto-correction.

1.17.1.3 Zoom Screen Text...

View > **Zoom Screen Text...**

Displays the Zoom Screen dialog window, allowing you to alter how large the document text displays onscreen.

1.17.1.3.1 Fit Width_2

This option makes Screenwriter automatically adjust the text size in the document portion of the window as you grow or shrink the document view **horizontally** (including opening/closing the NaviDoc). Growing or shrinking the document view *vertically* does not change the displayed font's width.

- The minimum value controls how small the document text can be reduced as a percentage of the original font size.

- The maximum value controls how large the document text can be enlarged as a percentage of the original font size.
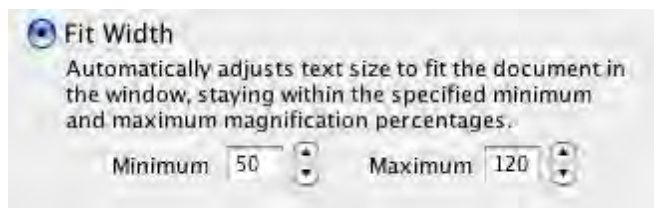
1.17.1.3.2 Fixed Text Size_2

This option lets you specify a fixed magnification factor for the document screen text as a percentage of the original font size.
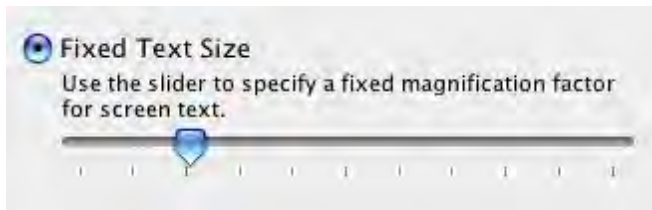
1.17.2 Toolbars Icon Display Preferences

View >Toolbars Icons Menu

The View > Toolbar Icons menu has preferences that control the display of the Toolbar and Toolbar icons that appear at the top of the document window.

- **Show Toolbar**—Turns the Toolbar display on and off.

- **Customize Toolbar**... —Clicking this opens the Customize Toolbar window. This is where you can drag and drop specific icons from the palette to customize the icons in the Top Toolbar.

- **Small / Large Icons**—These options allow the user to choose between small or large size icons on the top Toolbar.

- **Reset Toolbar to Defaults**—Clicking this sets the Toolbar to the default set of visible icons, icon positions, and icon size.

- **Remove All Icons**—Clicking this removes all icons from the Toolbar but still keeps the Toolbar visible.

- **Default Toolbar**—Clicking this sets the Toolbar to the default set of icons and icon positions.

- **Standard Large Icons**—Selecting this sets the Toolbar to the default set of icons at the larger size.

- **Minimal Large Icons**—Selecting this sets the Toolbar to a reduced set of large icons.

- **All Toolbar Icons**—Includes all Toolbar icons in the Top Toolbar. Note: Since the Toolbar does not wrap, most of the icons are available by clicking on the >> icon
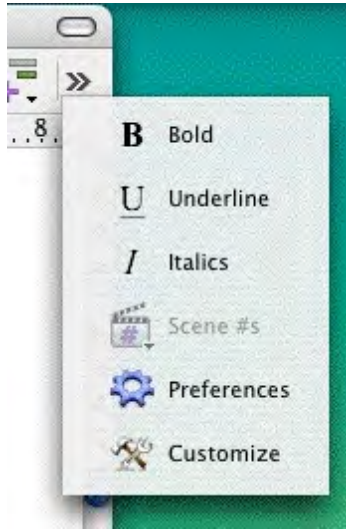
1.17.3 Customize Toolbar

This command gives you complete control over what appears in the top toolbar. All you have to do is drag the icons to and from the toolbar. It's that simple.

Drag your favorite items into the toolbar...

Cheat	Scene #s	Preferences	Ruler	Find	Find Next	Replace	Word Menu
New	Open	Save	Print	Preview	Send	Document Layout	Help
Bold	Underline	Italic	Strikethru	Normal	Undo	Redo	Thesaurus
Cut	Copy	Paste	Cut Element	Insert Element	Promote	Demote	Customize
Cap Word	Uppercase	Lowercase	Initial Caps	Cap + Bold	Left Column	Right Column	Normal Column
Blue	Green	Red	Black	Extra Colors	Check Spelling	Pause Auto-Correction	iPartner

Element Styles   Styles...   Flexible Space   Space   Half Space   Separator

Show   Icon Only   ☑ Use Small Size   Tight ——————— Loose   Done

1.17.4   Editing Preferences

Screenwriter > **Preferences...** > **Editing**

1.17.4.1 QuickType Preferences

The secret to the simplicity of pressing Tab and Enter 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.

For example, if the cursor is in a blank Character Name element and you press ENTER, a list of Character Names in your document pops up for your selection.

1.17.4.1.1 Auto Pop-Up
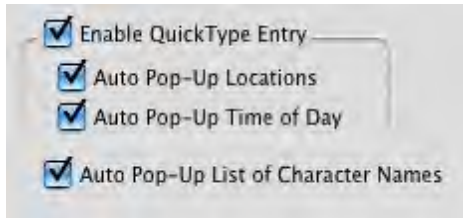
Enable Quick Entry --When checked, QuickType is enabled. QuickType lets you speed text entry by using many different keyboard entry . Unchecked, QuickType is disabled.

- **Auto Pop-Up Locations**—If checked, QuickType automatically pops up the Unique Locations List after you enter Scene Heading Initial Text (e.g., INT.) Unchecked, you need to press RETURN to display the list.

- **Auto Pop-Up Time of Day**—If checked, QuickType automatically pops up the Time-of-Day List after you enter Location text (e.g., LAURA'S APARTMENT) from a pop-up Locations List. Unchecked, you need to press RETURN to display the list.

- **Auto Pop-Up List of Character Names**—If checked, pops up a List of all Character Names in the document when pressing RETURN is the first activity in a Character Name element.

1.17.4.1.2 Enable QuickType Entry

If checked, this allows the automatic display of pop-up lists of Character Names, Locations, Times of Day, etc.

If you Type—	QuickType will—
FADE IN: or any Transition	Display Scene Heading Initial Text menu (INT., EXT., etc.).
If you Press ENTER while in—	**QuickType will—**
Blank Action, Transition, blank Scene Heading, Scene Label, 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 document.

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 page of the Options… menu (under the Tools menu), a Character Name element will be inserted instead.

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

If you Press—	While in—	QuickType will—
CTRL+S	Any element	Add a Scene Heading element.
CTRL+S	Blank Scene Heading	Display Scene Heading Initial Text menu (INT., EXT., etc.).
CTRL+S	Scene Heading with Initial Text	Display a List Menu of all unique Locations already in the document.
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+RETURN	Any element	Add an Action element.
SHIFT+CTRL+C	Action or Dialogue element	Display a List Menu of existing Character Names.

TAB**	Any element	Add a Character Name element.
(	Character Name element	Display a List Menu of Character Extensions (V.O., O.S., etc.).
(	Dialogue element	Add a Parenthetical element.
CTRL+T	Any element	Add a Transition element.
CTRL+T	Blank Transition element	Display a List Menu of Transitions (CUT TO:, etc.).
CTRL+F1	Any element	Add a Note.

*** If Tab in Dialogue takes you to Parenthetical is checked on the Editing page of Options… under the Tools menu, Tab creates a Parenthetical element when in a Dialogue element.*

1.17.4.1.3 Use SmartTab

If checked, this option allows the quick entry of recently used Character Names using the TAB key. Press TAB followed by a letter, and the last Character Name you used starting with that letter is highlighted in the pop-up Character Name pop-up list. Press ENTER to enter the name in your document.

For example, you have characters named MICHELLE, LARRY, LISA, and LAURA in your document and the current scene features LAURA and MICHELLE. When you press TAB then L the first time in this scene, the drop-down list might have the name LARRY highlighted. Type A then U to highlight LAURA, then press ENTER to have SmartTab finish entering the name for you.

Without SmartTab enabled, you'll have to do that each time you want LAURA.

With SmartTab enabled, the next time you press TAB then L, the name LAURA is automatically highlighted for you.

NOTE: Without SmartTab enabled, pressing TAB followed by a letter always highlights the first name starting with that letter. If you've added a name starting with that letter to the Character Name User List, the User List name always appears highlighted. See User Lists below.

1.17.4.1.4 Running Lists
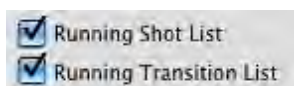
Running lists are lists of user-defined items (such as shots, and transitions) created and updated as you write in the document. Show Running Shot Lists for entry of the following:

- **Shots**—If checked, QuickType automatically pops up the Unique Shots List (plus any initial shot text defined in the User List) when you add a new Shot element. Unchecked, displays User List items only.

- **Transitions**—If checked, QuickType automatically pops up the Unique Transitions List (plus any Transition text defined in the User List) when you add a new Transition. Unchecked, displays User List items only.

1.17.4.2 Pressing the Enter Key...

Pressing the ENTER Key...

- [ ] in Dialogue takes you to a Character Name
- [ ] in Script Note adds a Hard Return
- [ ] in Transition takes you to Action
- [ ] in (Action) with hidden names goes to Dialogue
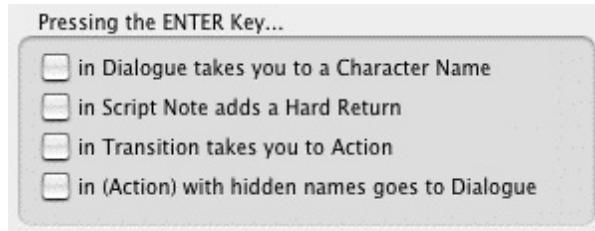
Pressing the ENTER (RETURN) Key

- **RETURN in Dialogue takes you to a Character Name**—If checked, QuickType creates a new Character Name element when you press RETURN in a Dialogue element. To go to an Action element instead, press RETURN twice or press CTRL+RETURN. Unchecked, pressing RETURN creates a new Action element.

- **Pressing the RETURN key in Note adds a Hard Return**—If checked, QuickType adds a Hard Return in a Note when you press RETURN, ending the line short and taking you to another line. Unchecked, pressing RETURN in a Note creates a new Action element following the Note.

- **Pressing the RETURN Key in Transition takes you to Action**—With this option enabled, when you press **RETURN** in a transition element, then you will be taken to an Action element.

- **Pressing the RETURN Key in (Action) with Hidden Names goes to Dialogue**—With this option enabled, if you press RETURN after an action line that follows a Dialogue line, it will automatically put in the same name for you and drop you into dialogue. This is because Action in play format is the same as parentheticals but should be broken over page breaks. With this option set, the ONLY way to put in two lines of action in a row is to press CTRL+RETURN to explicitly have it enter action.

  NOTE: This option ONLY takes effect when you are in a document that has Action in Parentheticals and has the option Cont'd Dialogue shouldn't have Character Names. These are typical settings for Play Format..

1.17.4.3 Other Editing Preferences

Keep Insertion Caret Above Window Bottom [6] [⬍] Lines

Keep Insertion Caret Above Window Bottom # Lines—Controls the number of lines above the bottom of the window that the insertion caret (the blinking editing marker) can go before forcing the text to be scrolled vertically. The higher the number, the more lines of text is visible above the insertion caret

- [ ] Tab in Dialogue goes to a Parenthetical
- [x] Drag and Drop should break Elements in Middle
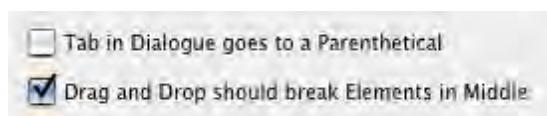
Tab in Dialogue takes you to Parenthetical—If checked, QuickType creates a new Parenthetical element when you press TAB in a Dialogue element. To go to a Character Name element instead, press TAB again. Unchecked, pressing TAB creates a new Character Name element.

Drag and Drop should break elements in the Middle—If checked, dragging and dropping items into the middle of text splits the text element and inserts the dropped material with it's original element designation. Unchecked, it inserts the item after the current element.

1.17.5   Files Preferences

Screenwriter > Preferences... > Files
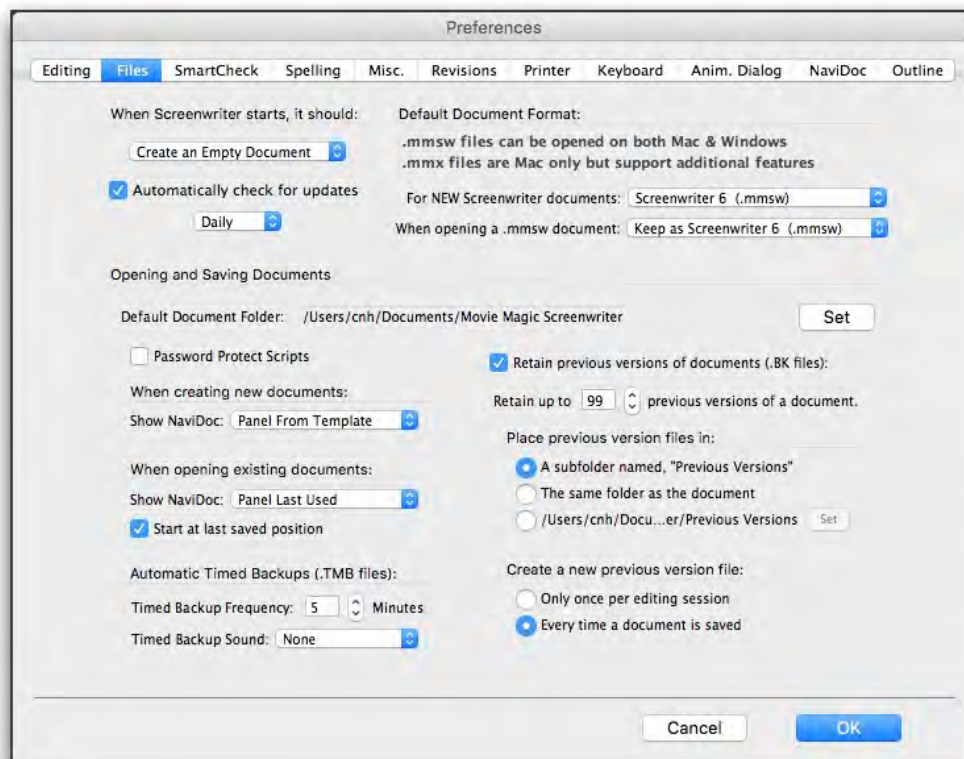
1.17.5.1   When Screenwriter Starts...
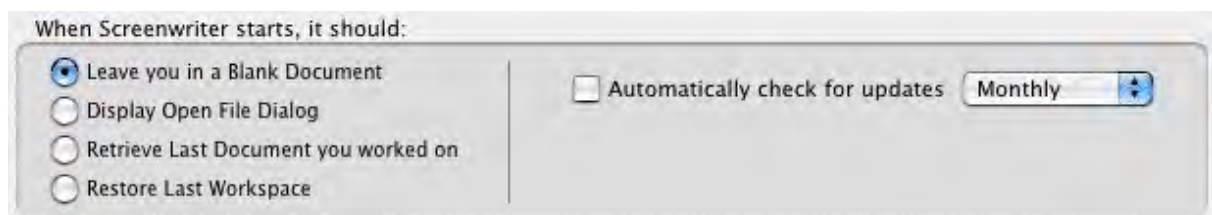
Screenwriter can be preset to automatically do one of four things each time it starts up, by clicking on one of the following radio buttons:

- **Leave You in a Blank Document**—Opens a new file with the default Screenplay format.

- **Display the Open File Dialog**—Displays a standard Open File dialog, set to your default documents subdirectory.

- **Retrieve Last Document you worked on**—Opens in the last document you saved in your previous Screenwriter session.

- **Restore Last Workspace**—Opens all documents you had open at the time you Exited your previous Screenwriter session.

- **Automatically check for updates**—When checked, Screenwriter automatically checks for updates daily, weekly, or monthly.

1.17.5.2 Default Document Folder
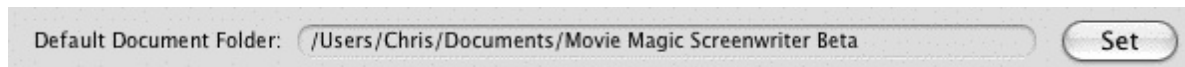
This option allows you to change the folder that Screenwriter uses as the default for opening/saving documents (default folder is \My Documents\Screenwriter Documents\).

When you click on the Set... button, you'll get a standard OS X navigation dialog.

- Change the default folder to a different pre-existing directory by clicking on items in the directory tree.

- Create a new folder by pressing the New Folder button.

- Click on Choose to set your default folder, Cancel to keep the existing default.

1.17.5.3 Retain Previous Versions Options_2
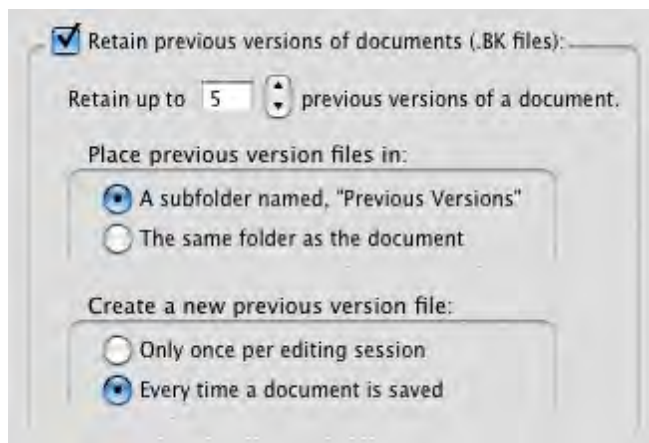
When checked, these options control where previous versions of your document are automatically stored when you use the File > Save command in Screenwriter. This option retains versions of the file as they were BEFORE a save command is performed. We recommend you do NOT consider these files backup files since they are temporary and can be overwritten as you continue to save your document. RECOMMENDATION: MAKE SEPARATE BACKUPS OF YOUR WORK. Use these .BK files as emergency file retrievals only.

- Retain up to # previous version of a document—This option sets the number of previous version files of a document Screenwriter keeps around. The number is from 1 to 100. Each .bk file is a complete copy of the document file. The default number of versions retained is 5. That means Screenwriter stores up to five additional copies of each document you work on. Setting the number higher can begin to take up a lot of disk space.

- Place previous version files in:—This option controls where the previous versions of your document are saved.

  o A subfolder named, "Previous Versions"—Screenwriter places the .bk files for all documents in a folder called Previous Versions.

  o The same folder as the document—Screenwriter places the .bk files for the document being edited in the same folder as the document.

- Create a new previous version file—This option controls when the previous version files are created.

  o Only once per editing session—A .bk file is created the first time the document is saved during a single editing session. If the document is closed and reopened, Screenwriter considers it a new editing session and another .bk file is created if the document is saved while in the new editing session.

  o Every time a document is saved—Screenwriter creates a .bk file every time a document is saved.

1.17.5.4 Automatic Timed Backups
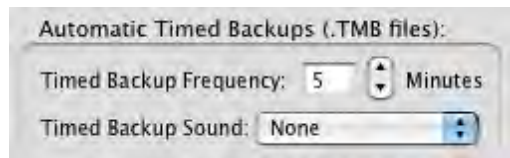
Screenwriter has a data security function that makes a temporary Timed Backup of your document at regular intervals. In an emergency situation, such as a power outage, you can retrieve the timed backup and use the data.

The timed backup is a separate process from regular file saving. It automatically backs up the file you're working on when its timer activates.

Always save your documents separately before you exit Screenwriter.

Make Backups of your documents to another drive or medium, such as a floppy disk, tape drive, CD, DVD, network server, etc.

- **Timed Backup Frequency**—Set this to between 1 and 60 minutes (15 is the default.) If you try to set it to 0 or greater than 60 minutes, it changes to 60 minutes when you exit the menu.

- **Timed Backup Sound**—Use this sound to remind you that the .bk file has been created when you save your document. The default is set to None.

1.17.5.5 Password Protect Documents_2

Password Protection keeps unauthorized people from reading your documents. When saving a document, you'll be asked to enter a password twice for confirmation. To open the document, you'll have to enter the correct password.

When checking this option, you'll be prompted to type the word YES to confirm your decision to put passwords on all documents.

When saving, an Allow Viewing/Printing without Password option lets you make the document viewable and printable to anyone without the password, if checked. They won't be able to edit or save the document.

1.17.5.6 **When opening a document, start at last saved position_2**

When opening existing documents:

Show NaviDoc: Panel Last Used

☑ Start at last saved position
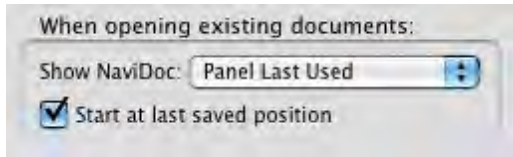
- **Show NaviDoc**—This option controls the NaviDoc display when documents are opened. It has the following options: Panel Last Used (default); Outline Panel; Scenes Panel; Notes Panel; Bookmarks Panel; or Hide NaviDoc.

✓ Panel Last Used

Outline Panel
Scenes Panel
Notes Panel
Bookmarks Panel

Hide NaviDoc
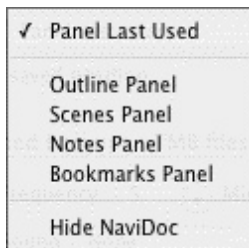
- **Start at last saved position**—If checked, it opens a document exactly as it was onscreen when you last saved it. Unchecked, it opens at the top of the document.

1.17.5.7 **Default Document Format**

You can now choose which file format you wish Screenwriter to use by default. In the Preferences Dialog, the FILES tab has the following options:

Default Document Format:

.mmsw files can be opened on both Mac & Windows
.mmx files are Mac only but support additional features

For NEW Screenwriter documents: Screenwriter 6 (.mmsw)

When opening a .mmsw document: Keep as Screenwriter 6 (.mmsw)
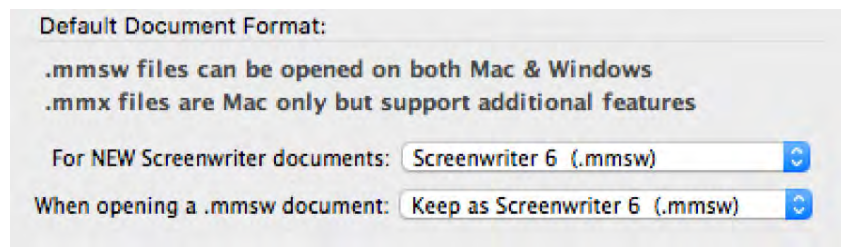
Default for New Screenwriter Documents:

Screenwriter 6 (.mmsw)
✓ Screenwriter 6.2 XML (.mmx)

Default when opening a .mmsw document:

Keep as Screenwriter 6 (.mmsw)
✓ Convert to Screenwriter 6.2 XML (.mmx)

NOTE: Backup (.BK) and Autosave (.tmb timed backup) files are created in the same file format as whatever the user is presently editing (i.e. .mmsw or .mmx)

1.17.6 SmartCheck Options

Screenwriter > **Preferences...** > **SmartCheck**

You should always have your document proofread before sending it out to be read, preferably by someone else. At the very least, run SmartCheck before printing your document. SmartCheck scans your document for the following common formatting errors:

- An element that starts with a single blank space (a common typing error).

- Completely blank elements.

- Character Names with no dialogue.

- A Character with two speeches in a row, with no intervening text (such as an Action element).

Any errors found are displayed onscreen for your attention, or if you prefer, are automatically fixed by SmartCheck.
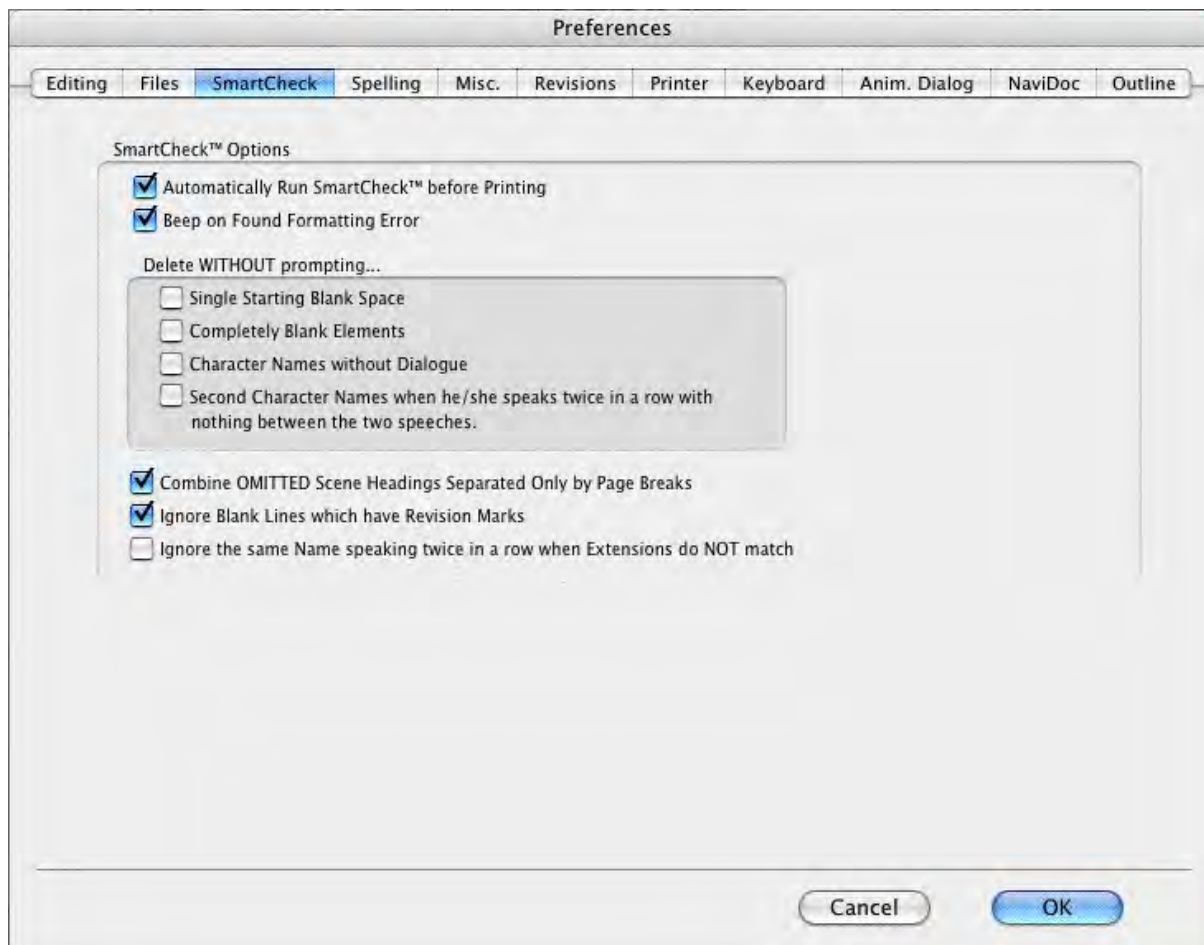
1.17.6.1   Automatically Run SmartCheck Before Printing

If checked, Screenwriter checks your document for errors each time you print. In the Print window, the Run SmartCheck before this Print Job box is also checked (you can print without running SmartCheck by unchecking the box, turning it off temporarily). Unchecked, no document checking is performed unless you manually run SmartCheck.

1.17.6.2   Beep When Formatting Is Found

If checked, SmartCheck beeps each time it finds an error in formatting.

1.17.6.3   Delete WITHOUT prompting...

These four options specify which formatting errors SmartCheck should fix without prompting for your decision. This applies whether SmartCheck is running in manual or automatic mode.

- **Single Starting Blank Space**—If checked, deletes a single space at the beginning of a line. Unchecked, this error displays a prompt.
- **Completely Blank Elements**—If checked, deletes a line with no text. Unchecked, this error displays a prompt.
- **Character Names without Dialogue**—If checked, deletes orphaned Character Names. Unchecked, this error displays a prompt.
- **Second Character Name when he/she speaks twice in a row with nothing between the two speeches**—If checked, deletes the second Character Name element and joins the two Dialogue elements when it finds two speeches in a row by the same character (without an intervening Action or other Element.) Unchecked, this error displays a prompt.

1.17.6.4   Ignore Blank Lines which have Revision Marks

If checked, SmartCheck accepts blank lines with Revision Marks as correct. Unchecked, it treats such blank lines as Completely Blank Elements.

1.17.6.5   Ignore the same Name speaking twice in a row when Extensions do NOT match

If checked, treats the same Character Name speaking twice in a row as correct when their Extensions differ (such as V.O. and O.S.) Unchecked, it flags this as an error.

1.17.6.6   Combine OMITTEDs that are Widowed on page

If checked, SmartCheck finds any page that contains only an OMITTED scene, and prompts you to combine that OMITTED with any OMITTEDs that precede or follow it. Unchecked, the page prints with only an OMITTED scene on it.

1.17.6.7   SmartCheck Prompts

If you select **Yes** to fix an error SmartCheck has prompted you about, it fixes the error and continue to check your document.

If you select **No**, it asks you whether YOU want to fix it.

If you reply **Yes**, it pauses at the format error to allow you to fix it.

If you reply **No**, it ignores the error and continues checking.

If you select **Cancel**, it stops the SmartCheck scan. If SmartCheck was run automatically before a print job, printing begins. Otherwise, you'll be returned to your document.

When SmartCheck completes a manual scan, it informs you with a dialog box. When it finishes an automatic scan before printing, it starts printing without any further message.

1.17.7 Spelling Options

Screenwriter > **Preferences...** > **Spelling**

1.17.7.1 Correct Double Capitals (e.g. "MIstake")

If checked, words that start with two capital letters are corrected by Auto-Correct and display an error prompt in a manual Spell Check. Unchecked, these errors are ignored as correct. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

1.17.7.2 SpellCheck as you Type

If checked, Auto-Correct, Character Name Aliases, and Substitution Text Aliases are allowed. Unchecked, they are disallowed and grayed out on this page.

1.17.7.3 Auto-Correct Typos as you Type
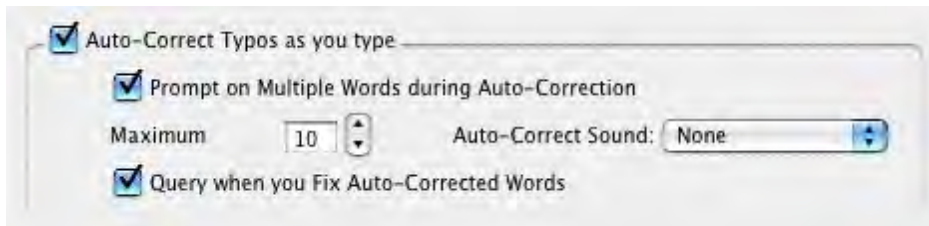
If checked, Auto-Correct corrects common letter inversion typos such as "teh" to "the" as soon as you type them. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

- **Prompt on Multiple Words during Auto-Correction**—Check this if you want to be asked what to do when a misspelled word can be corrected in more than one way. If checked, it gives you a choice of words when the typo could have two or more correct spellings. If unchecked, Auto-Correct makes the decision for you. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

- **Maximum**—Sets the maximum word length of typos to auto-correct. If on a slower computer, set this to a lower number. Screenwriter uses a default word length of 25 letters.

- **Auto-Correct Sound**—Sets the sound used when an auto-correction is made. The default setting is None.

- **Query when you fix Auto-Corrected Words**—With this option enabled, if the real-time spell check erroneously 'fixes' a word by inverting two of its letters, changing the capitalization or spacing and then

you immediately go back and change it back to what it was before the program 'fixed' it, will prompt you with a message asking you if it should learn this word as you have restored it or whether it should simply ignore this one instance. This option will only be available if the option Spell Check as you Type and Edit has already been enabled.

With this option NOT enabled, assuming you have Auto-Correct Typos enabled, in the case where you restore a fix that the program has just made, it will simply ignore this one case without prompting you.

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1.17.7.4 Beep on Unknown Words
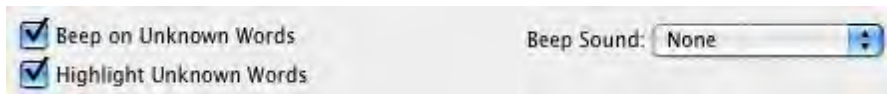
- **Beep on Unknown Words**—If checked, alerts you to any suspected typos that Auto-Correct is unable to correct for you. (The Spell Check as you Type and Edit option must also be checked for this function to work.)

- **Highlight Unknown Words**—If this is checked, the spelling checker draws red underlines beneath words in the current element it does not know. This option will only be available if the option Spell Check as you Type and Edit has already been enabled. With this option NOT enabled, when the real-time spell checking routines find a word that it cannot correct and does not recognize, it will NOT give you a visual alert.

- **Beep Sound**—Use this popup menu to choose a sound that is played when you type a word that is not in the dictionary. The default is None.

1.17.7.5 AutoCapitalize
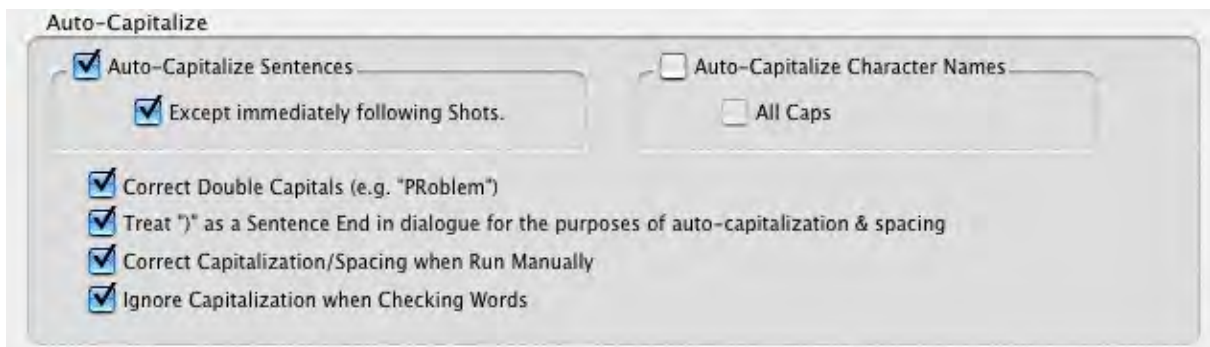
- **Sentences**—If checked, capitalizes the first letter in all Sentences in Dialogue, Action, and Notes.

  Except immediately Following Shots—Shots (also known as secondary Sluglines) can be used to emphasize an object or person, with the following Action giving more detail. To have the combined Shot and Action read as one sentence—with the Action sentence not capitalized—check this box.

- **Character Names**—If checked, capitalizes the first letter of all Character Names in Dialogue, Action, and Notes. To be capitalized by Auto-Correct a character name must either have been used previously in the document, or exist in the Character Name User List.

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

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

- **Correct Double Capitals (e.g. "Problem")**—If checked, when Spell Check is run from the Spell menu it auto-corrects Sentence spacing and capitalization—without prompting you first. This way, sentence spacing and capitalization will be corrected even if Auto-Correct is off.

- **Treat ")" as a Sentence End in dialogue for the purposes of auto-capitalization & spacing**—If checked, treats a right parenthesis in Dialogue as a sentence end, in order to format the next sentence correctly.

- **Correct Capitalization/Spacing when Run Manually**—If checked, when Spell Check is run from the Spell menu it auto-corrects Sentence spacing and capitalization—without prompting you first. This way, sentence spacing and capitalization will be corrected even if Auto-Correct is off.

- **Ignore Capitalization when Checking Words**—If checked, allows unusual Capitalization of words and sentences when Spell Checking a document. Unchecked, Spell Check expects correct Capitalization of sentences, proper names, etc.

1.17.8   Misc. Preferences

Screenwriter > **Preferences...** > **Misc.**
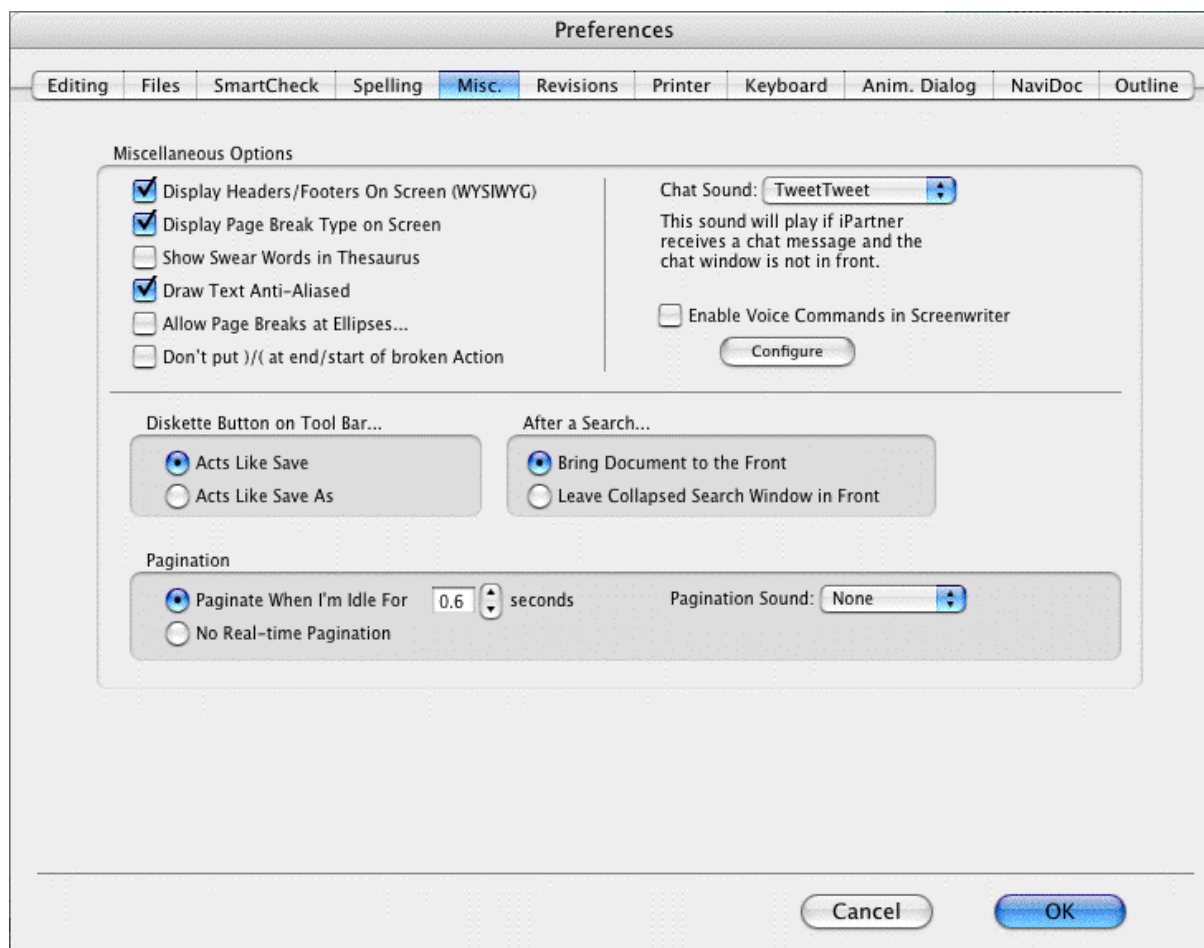
1.17.8.1   Misc. Options
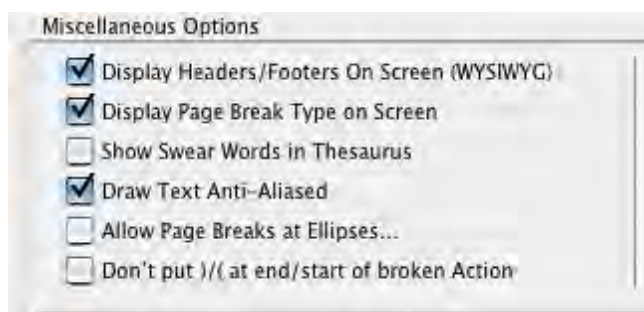
- **Display Headers/Footers On Screen (WYSIWYG)**--If checked, the onscreen display represents the printed page. Shows Headers, Footers, Page Numbers, Top & Bottom Continueds, etc. with less screen space for text. Unchecked, these items print but don't display onscreen.

- **Display Page Break Type on Screen**--If checked, displays page break lines with descriptive text (e.g., FORCED PAGE) as part of the line itself. Unchecked, the lines display but carry no onscreen description.

- **Show Swear Words in Thesaurus**--With this option enabled, the thesaurus will display vernacular swear words as synonyms for words like excrement. With this option NOT enabled, the thesaurus will not display vernacular swear words as synonyms for words like excrement.

- Draw Text Anti-Aliased--Check this if you want text drawn anti-aliased. Note: Some fonts may look better anti-aliased, while others may not.

- **Allow Page Breaks at Ellipses**...--If checked, treats Ellipses (...) as a sentence ending for purposes of page breaking. Unchecked, pages won't be broken at ellipses.

- **Don't put)/) at end/start of broken Action**--With this option enabled, if you have action in parentheticals and Movie Magic Screenwriter breaks an action line over a page break, it will not put in an ending parenthetical on the half left at the bottom of a page, nor a starting parenthetical on the half that starts the new page.

  With this option NOT enabled, if you have action in parentheticals and Movie Magic Screenwriter breaks an action line over a page break, it will put in closing and starting parentheticals as if these broken action elements were each individual elements.

1.17.8.2 Chat Sound

This preference controls the sound played if iPartner receives a chat message and the chat window is not in front.

1.17.8.3 Voice Commands

This preference enables Screenwriter to respond to voice commands. When "Enable Voice Commands in Screenwriter" is checked, Screenwriter uses Mac OS X's built-in speech recognition system to listen for and respond to spoken commands.

The Configure button brings you to the Keyboard Options tab where voice commands may be added or modified.

1.17.8.4 Diskette Button on Toolbar...

This option controls what happens when the diskette button on the tool bar is pressed.

- **Acts Like Save**--This saves the file as if you had chosen File > Save.

- **Acts Like Save As**--This brings up the Save As... window and lets you save the file under a different name or location.

1.17.8.5 After Search...
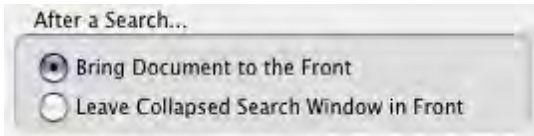
After a Search...

- **Bring Document to the Front**--This option brings the document to the front and sends the search window to the back.

- **Leave Collapsed Search Window in Front**--This option leaves the focus in the search window but collapses it into a smaller (and less obtrusive) version.

1.17.8.6 Pagination
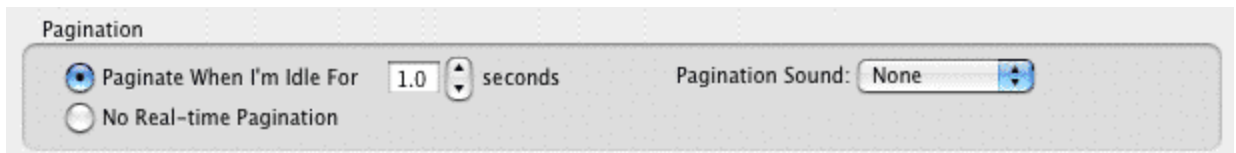
- **Paginate When I'm Idle For # seconds**--Lets you specify how long Screenwriter should wait when there's a pause in your typing before automatically repaginating your document. If your writing is interrupted by the automatic repaginating, increase the pagination delay.

- **No Real-time Pagination**--This option turns off real-time pagination.

- **Pagination Sound**--This option controls the sound Screenwriter makes every time it runs the real-time pagination. The default for this option is None.

1.17.9 Revisions Options

Options on this page allow you to change certain Production Features. Revision Marks mentioned in the following section refer to Current Revision Marks, not Locked Revision Marks. See the Production Features chapter for more details.

Screenwriter > Preferences... > Revisions

1.17.9.1 After ?? Revision Marks on the Page, put a Revision Mark on the Header

Lets you specify how many Current Revision Marks on a page are acceptable before putting a Revision Mark on the Header also, to indicate a revised page.

1.17.9.2 Use an Asterisk on the Header instead of the Page

If checked, puts the default asterisk as the Header Revision Mark even when you have changed the Current Revision Mark to be some other symbol. Unchecked, the Header gets the same Revision Mark as the rest of your document.

1.17.9.3 Put the Header Revision mark on the line under the header rather than to the right of it

If checked, puts the Header Revision Mark on its own separate line below the Header. Unchecked, puts the Header Revision Mark on the Header line, at the right.

1.17.9.4 Dont print Revision Marks on each line...

If checked, and there are enough Revision Marks on the page to warrant Screenwriter putting a Revision Mark on the Header (as determined by your setting in After ?? Revision Marks..., above,) Current Revision Marks won't print on revised lines. The Header Revision Mark prints instead, indicating a revised page. This avoids having a cluttered look to the page. Unchecked, Current Revision Marks prints on the Header and on each revised line.

1.17.9.5 Asterisk Headers of NEW A-Pages that don't have any revisions on them

If checked, puts an asterisk on the Header of added A-pages to indicate that they're new (and are considered revisions.) Unchecked, new A-pages are identifiable by their page numbering scheme only.

1.17.9.6 Print Separate full "PAGE OMITTED" pages

If checked, a page in a locked script whose entire text has been omitted prints with the legend PAGE OMITTED at its center. Unchecked, the omitted page won't print. Instead, the previous page prints numbered as a run (119-120, for example.)

1.17.9.7 Mark Element following Complete Deletion

If checked, puts a Revision Mark on the following element when an element with Current Revision Marks is completely deleted. Unchecked, there is no indication of where that deleted revised element used to be.

1.17.9.8 Auto-Update Locked Headers on Revision

If checked, automatically changes an individual Locked header to the Current revision header when a new revision mark appears on its page. Unchecked, Locked headers are not updated automatically. When printing, Screenwriter prompts you to Update the Headers of all pages with revisions on them to the Current header? They can also be updated manually by issuing either a Fix Headers or Remove Current Revision Marks command.

1.17.10 Printer Preferences

Screenwriter > Preferences... > Printing
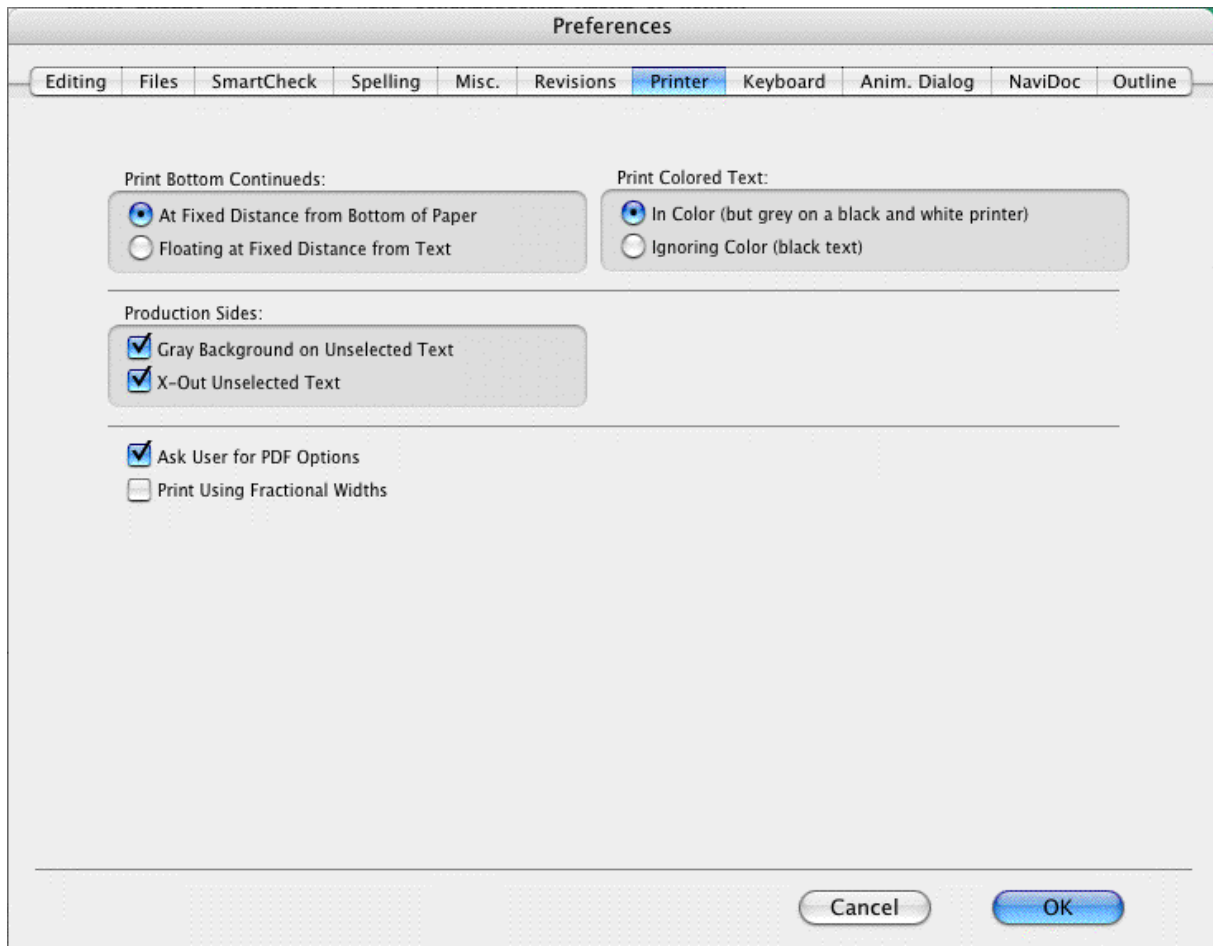
1.17.10.1 Print Bottom Continueds
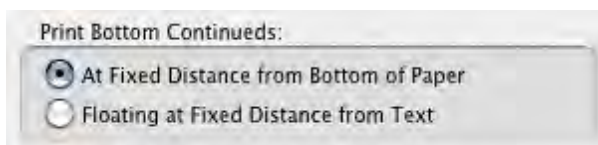
- **At Fixed Distance from Bottom of Page**--If selected, the Bottom Scene Continueds print at the same position on each page, one line below the page's Bottom Margin.

- **Floating at Fixed Distance from Text**--If selected, the Bottom Scene Continueds are printed two lines below the final line of text on each page. This results in the Continueds appearing in different positions on each page.

1.17.10.2 Print Color Text

Print Colored Text:
- (•) In Color (but grey on a black and white printer)
- ( ) Ignoring Color (black text)
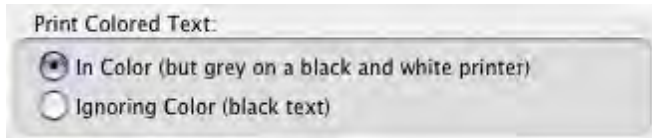
- **In Color (but grey on a black and white printer)**--If selected, prints color-highlighted text in color on color printers, and with a grayed background on black & white printers.

- **Ignoring Color (black text)**--If selected, ignores color-highlighted text and prints normally.

1.17.10.3 Production Sides

Production Sides:
- ☑ Gray Background on Unselected Text
- ☑ X-Out Unselected Text
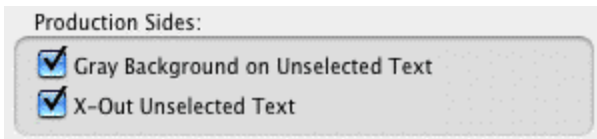
- **Gray Background on Unselected Text**--If checked, document material NOT selected is printed over a gray background which makes the selected production sides material easier to see. Unchecked, all material is printed normally.

- **X-Out Unselected Text**--If checked, document material NOT selected is printed with a large "X" across it. Unchecked, all material is printed normally.

1.17.10.4 When printing to PDF, prompt user with

☑ Ask User for PDF Options
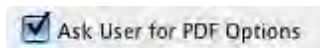
With this option enabled, when you create a PDF (Adobe Acrobat) file, it will ask you whether it should automatically display the Scene Heading Bookmarks and which, if any non-printing Notes should it include. With this option NOT enabled, it will automatically use the last PDF Printing Options that you had chosen.

1.17.10.5 Print Using Fractional Widths

☐ Print Using Fractional Widths

When checked, Screenwriter prints using fractional width calculations. Most fonts look better when printed using fractional widths but some fonts don't.   Unchecked, Screenwriter prints without using fractional width calculations.

1.17.11 Keyboard Preferences

Screenwriter > Preferences... > Keyboard

This page allows you to change Screenwriter's special editing keys. From the scrollable lists, choose your key preferences.

1.17.11.1 Keyboard Preferences Buttons
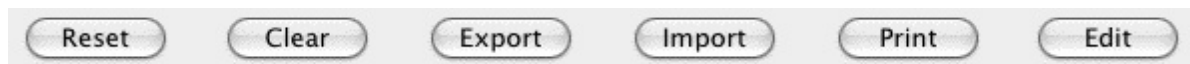
- **Reset**--This button resets the keyboard shortcuts to the shipping defaults.
- **Clear**--This button clears all of the keyboard shortcuts.
- **Export**--Exports the current keyboard shortcuts to a keyboard shortcuts (.kbd) file.]

- **Import**--Imports .kbd keyboard shortcuts files to the current keyboard shortcuts.
- **Print**--Prints the keyboard shortcuts.
- **Edit** --This button lets you add, remove, and change keyboard shortcuts.

1.17.11.2 Edit Keyboard Preference

Edit

Most any command in Screenwriter can have a keyboard shortcut. To add, remove, or change a keyboard shortcut:

- Double-click on a row in the table, or...
- Select a row from the list of commands in the Keyboard Preferences tab by clicking on it, and press Edit.

This opens the Change Shortcuts window:

Change Shortcuts

Shortcuts for: Save

Primary Key   ⌘ S

Alternate Key

Voice Command   Save changes

Hint: longer voice commands are easier for the computer to recognize than short ones.

Cancel   OK

Each command can have one primary keyboard shortcut, one alternate shortcut, and a voice command.

If a shortcut already exists for the command it displays automatically. Click in or tab to the Primary or Alternate shortcut box and press the keyboard shortcut of your choice. You may use many combinations of CMD, CTRL, OPTION, and SHIFT modifier keys. Screenwriter lets you know if the shortcut key has already be assigned of if it is an invalid choice (such as OPTION, SHIFT, and SHIFT+OPTION only modifiers).

The Voice Commands only work if you have the Enable Voice Commands in Screenwriter option checked in the Misc. Preferences tab and require proper setup of voice recognition software to work.s

Press OK to save your edits. Press Cancel to exit without saving your keyboard shortcut edits.

1.17.12 Animation Dialog Preferences

Screenwriter > Preferences... > Anim. Dialog

Select the Anim. Dialog preferences to setup the layout of your Animation Recording Scripts.
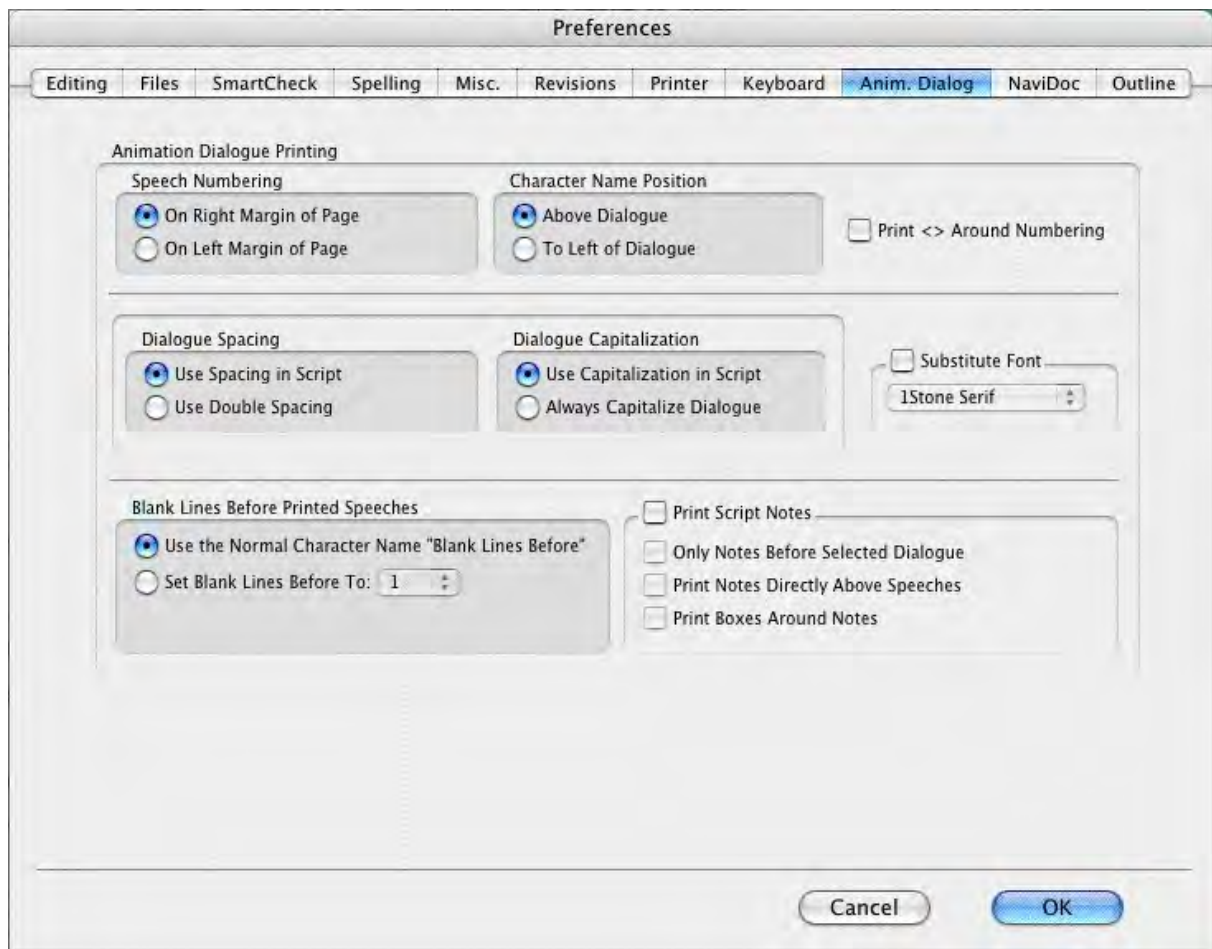
1.17.12.1 Speech Number
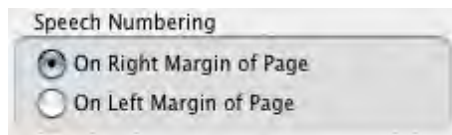
Speech Numbering

- On Right Margin of Page—Prints dialogue numbers in the speech's right margin.
- On Left Margin of Page—Prints dialogue numbers in the speech's left margin.

1.17.12.2 Character Name Position
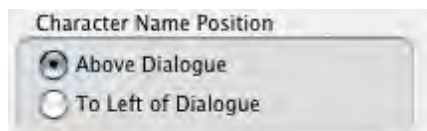
Character Name Position

- **Above Dialogue**—Prints the Character Name above the dialogue speech (normal position).
- **To Left of Dialogue**—Prints the Character Name at the left of the dialogue speech.

1.17.12.3 Dialogue Spacing
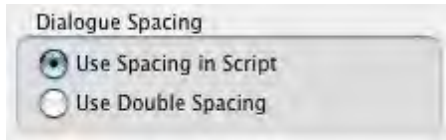
Dialogue Spacing

- **Use Spacing in Script**—Prints the dialogue using the same spacing as in the original script.
- **Use Double Spacing**—Prints with the dialogue double-spaced.

1.17.12.4 Dialogue Capitalization
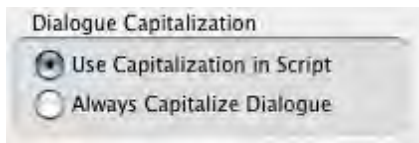
Dialogue Capitalization

- **Use Capitalization in Script**—Prints the dialogue using the same Capitalization as in the original script.
- **Always Capitalize Dialogue**—Prints Dialogue speeches in ALL CAPS.

1.17.12.5 Blank Lines Before Printed Speeches
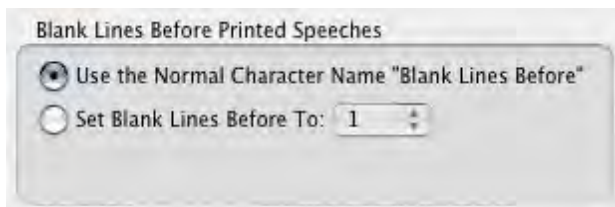
Blank Lines before Printed Speeches

- **Use the Normal Character Name "Blank Lines Before"**—Prints the dialogue using the same # of Blank Lines Before the Character Name as in the original document.
- **Set Blank Lines Before to #**—Allows you to set the number of Blank Lines Before the Character Name, from 1 to 5.

1.17.12.6 Print Script Notes
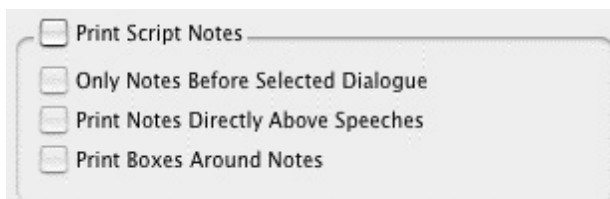
- **Print Notes**—If checked, prints Notes in the Animation Recording Script, with the following options:
- **Only Notes before selected Dialogue**—Prints Notes only if they appear directly before a dialogue speech.

- **Print Notes directly above Speeches**—If checked, prints Notes on the line immediately above the Character Name. Unchecked, prints according to the line spacing set in Blank Lines Before Printed Speeches.

- **Print Boxes around Notes**—If checked, prints Notes as they appear in the original document, with boxes around them. Unchecked, no boxes are printed.

1.17.12.7 Misc. Animation Dialog Preferences

☐ Print <> Around Numbering

- **Print <> around Numbering**—If checked, displays and prints angle brackets around the dialogue numbers, to differentiate between them and page numbers, scene numbers, etc.

☐ Substitute Font
1Stone Serif   ↕
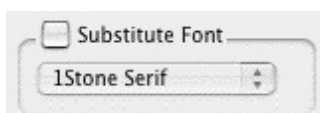
- **Substitute Font**:—Lets you print the Animation Recording Script using a different font than in the original document.

1.17.13 NaviDoc Preferences

Screenwriter > **Preferences...** > **NaviDoc**

1.17.14 Outline Preferences

Screenwriter > **Preferences...** > **Outline**
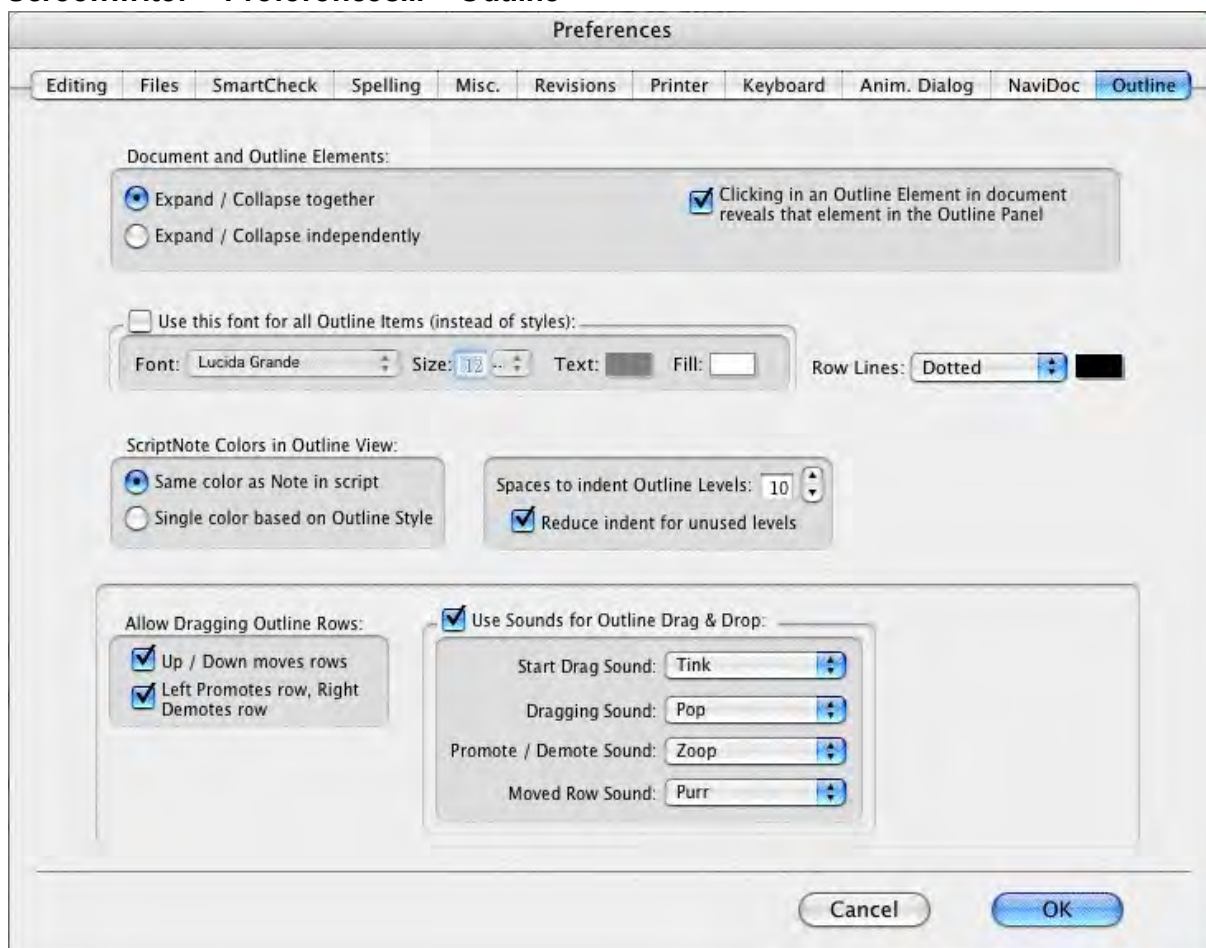
1.17.15 Script Format Options

The script formats supplied with Screenwriter—for Screenplay, Sitcom I, Sitcom 2, Stage Play, or Multimedia—can be customized to your preference. The changes affect the current script, or can be saved as a default to affect all new scripts created using that format. Formats for the Television Templates can also be changed—to reflect the different format of a new TV show, for example.

Change options for specific script formats by using the Element Styles... screen:

Under the **Format** menu, select **Element Styles...**

A screen similar to the following displays:
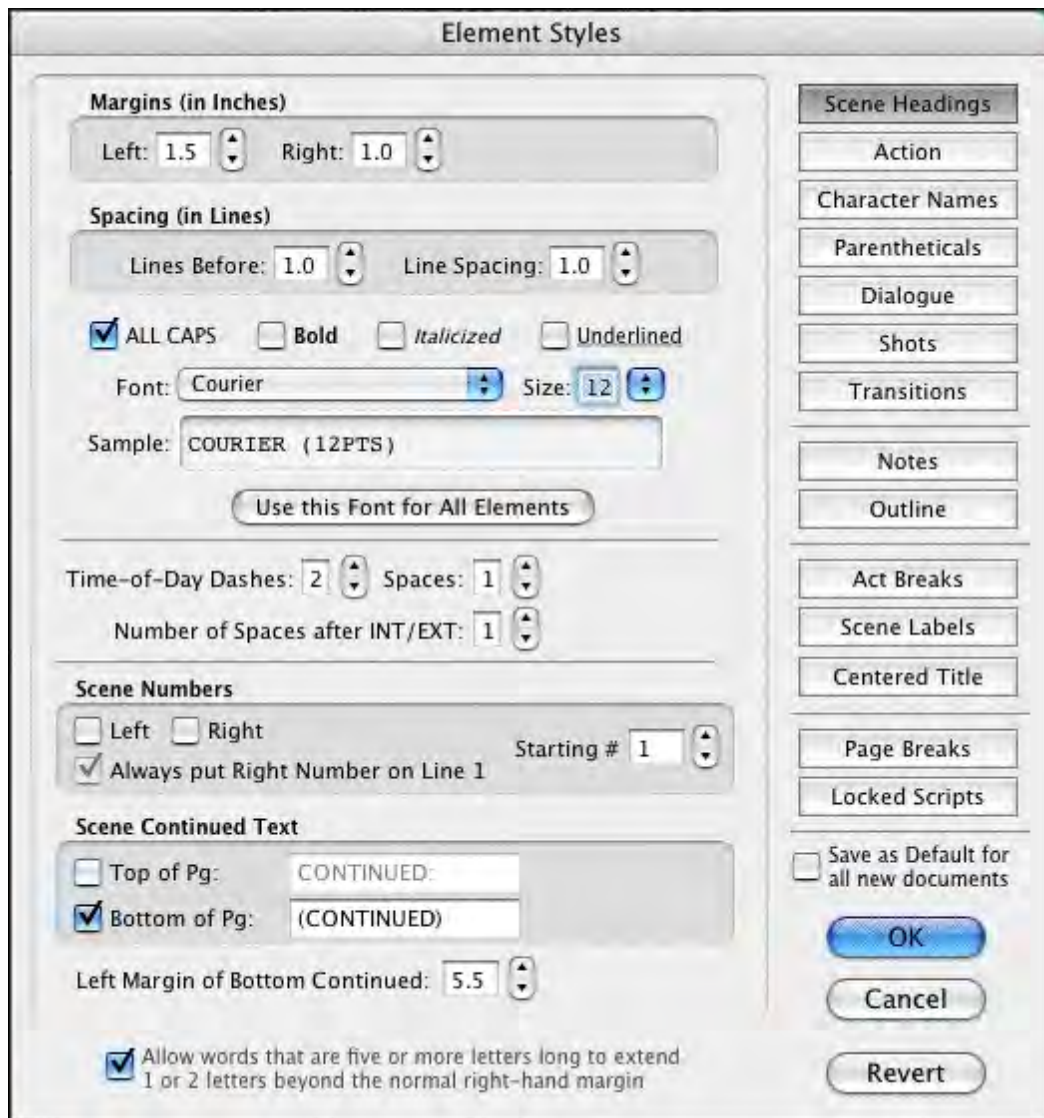
1.17.15.1 Element Styles...

> **Format** > **Element Styles...**

Down the right side of the Element Styles window are buttons for displaying the unique characteristics of individual Elements:

- Character Names
- Dialogue
- Parentheticals
- Scene Headings
- Shots
- Action

- [Transitions](#)
- [Act Breaks](#)
- [Scene Labels](#)
- [Notes](#)
- [Centered Title](#)

and options for:
- [Page Breaks](#)
- [Locked Scripts](#)
- [Outline Styles](#)

Click on a button to display that element's options.

1.17.15.1.1 Options common to all script elements

Options common to all script elements (though with different values for each) are:

Margins—Left and Right, adjustable in units of 1/10th of an inch.

> **Margins (in Inches)**
> Left: 1.5   Right: 1.0   ☐ Justified

Justified—Justified is a feature that appears in the text formatting section of the following menus: Dialogue, Parenthetical, Action, and Notes.

When this option is enabled all words along the right side of the script will be aligned and even. Animation scripts are the only scripts that actually use this format. In addition, the justified text will not display on screen but will print and display in Print Preview.

NOTE: The "Darken Courier New" function will not work when justified is selected. It will normally print Courier New instead. You can find this function by going into the Tools menu, clicking Options…, and then clicking the Printing button.

Line Spacing—Lines Before and Interline (between lines within an element), adjustable in units of 1/10th of a line.

> **Line Spacing (in Lines)**
> Lines Before: 1.0   Interline: 1.0

All Capitals, **Bold**, **Italicized**, and **Underlined** text formatting check boxes.

A button to select a **Font**'s **Typeface**, **Style**, and **Size**.
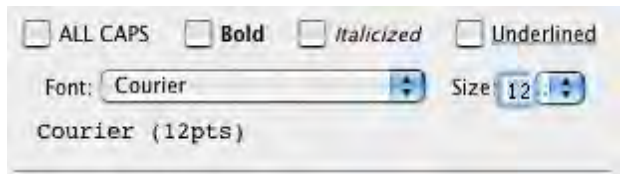
Allow Words that are five or more letters long to extend 1 or 2 letters beyond the normal right-hand margin—If checked, allows a right margin "slop" for smoother-looking right margins in all elements. Unchecked, maintains strict right margins.
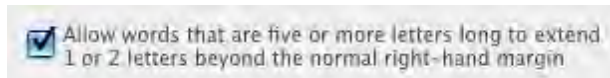
BUTTONS

Use Current Font for All Elements—Applies the font type and size (but not formatting such as bold, italic, etc.) to your choice of all elements except outline elements, outline elements only, all elements, and the header and footer.
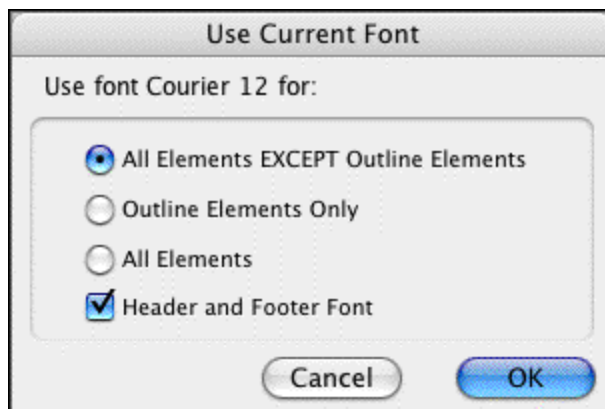
Reset—The Reset button works as an Undo button for the changes you have made to an individual Element. It restores the settings to the way they were before you made changes. Use the Reset button before clicking OK to exit the menu and save changes to Script Formats, or it will have no effect.

Save as Defaults for all New Scripts—If checked, applies any changes you have made to a script's elements to all new scripts.

OK—Exits and applies Script Format changes you have just made to the script.

Cancel—Exits and discards Script Format changes you have just made to the script.

1.17.15.1.2 Character Names
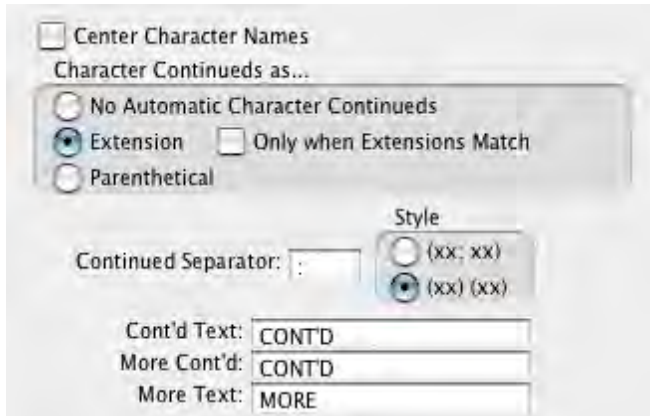
Center Character Names—If checked, all Character Names are centered horizontally across the page (an unconventional choice). Unchecked, each Character Name starts at the same left margin position.

Character Continueds as...—Allows you to choose one of these options for adding a Continued to a Character Name when dialogue is split by an Action element:

- **No Automatic Character Continueds**—If checked, Continued is not added to the Character Name on the second speech.

- **Extension**—If checked, Continued is placed in parentheses after the Character Name (for example, KATY (CONT'D)) on the second speech.

- **Only when Extensions Match**—If checked, adds a Continued to the Character Name on the second speech only if both speeches are of the same type, e.g. (V.O.) Unchecked, adds a Continued even if the first speech was normal Dialogue and the second is (V.O.), for example.

- **Parenthetical**—If checked, Continued is placed in a Parenthetical element beneath the Character Name on the second speech.

Continued Separator:—Allows you to enter a character to use to separate a Character Name Extension from a Character Name Continued. Default is the semi-colon. The Set Style button lets you determine how Character Name Extensions and Continueds are separated: either by the Separator character or by parentheses.

Cont'd Text:—Lets you enter your choice of Character Name Continued text. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

More Cont'd:—Lets you enter your choice of Character Name Continued text to use at the end of a page's broken Dialogue when it's split by a Page Break. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

More Text:—Lets you enter your choice of Character Name Continued text to use at the beginning of the next page's continued Dialogue when it's split by a Page Break. For example, Cont'd, CONT'D, Continued, CONTINUED, etc.

☐ Put Dialogue on Same Line as Character Name

☐ (Cont'd) Dialogue shouldn't have Character Names

(Cont'd) Dialogue Shouldn't have Character—Select this option to have Movie Magic Screenwriter 'hide' all Character Names to which it applies automatic Cont'ds. If you have this option selected then these Continued Names will appear in the script in a GRAY color to identify that they will not print, and they will be ignored by the pagination routines.

> *NOTE: The ONLY format in which this is used in the professional world is in play writing, and we HIGHLY recommend that you do not use this setting in a screenplay or teleplay!*

Put Dialogue on the same line as Character Names—Select this option to have Movie Magic Screenwriter put dialogue on the same line as the Character Names (i.e. Radio Script Style) so that it will look like the following:

```
MARK:  True, but despite the fact that you read many plays
printed in this format, it is not the one used in the
professional play writing world!
```

NOTE: When you are in the Radio Script format, QuickType™ functions a little differently to accommodate the text flow in this format. Typing in a known Character Name on a blank action line and then pressing the colon (*.*) automatically takes you to Dialogue. In addition, pressing he TAB key following a colon in an action line automatically takes you to Dialogue.

Outdent Parentheticals—If checked, wraps parenthetical text so that the second line text lines up under the first line text and not the parenthesis. Pushes wrapped text over by one character space.

Parentheticals are Separate Element—If checked, puts Parenthetical text on its own line above the Dialogue and below the Character Name. Unchecked, puts Parenthetical text on the same line as Dialogue.

☑ Outdent Parentheticals

☑ Parentheticals are Separate Elements

OUTDENTING is when the left parenthesis '(' is one character to the left of the text of the PARENTHETICAL, with the text word-wrapping under the first letter rather than under the parenthesis.

If you do not have PARENTHETICALS AS SEPARATE ELEMENTS checked, then parentheticals will be part of the dialogue.

Number of Spaces after INT/EXT:—Determines how many character spaces are placed between INT. or EXT. and the Location when using QuickType drop-down lists. Enter a number between 0 and 9.

> *NOTE: The Time-of-Day Dashes and Number of Spaces after INT/EXT settings do not update existing Scene Headings. They only change the appearance of future Scene Headings you create after changing the settings. To change existing Scene Headings, use the Search & Replace command.*

Time-of-Day Dashes—Lets you choose how many dashes should be placed between Location and Time-of-Day in Scene Headings when using QuickType drop-down lists. Enter a number between 0 and 9.

Number of Spaces before/after Dashes—The number entered determines how many spaces are placed before and after the Time-of-Day Dash(es).

Scene Numbers—Allows you to choose how and when Scene Numbers are displayed onscreen (and printed, if you have Scene Numbers set to print):

- **Left**—If checked, displays left Scene Numbers.
- **Right**—If checked, displays right Scene Numbers.
- **Starting**—Allows you to enter a Scene Number to start numbering from, between 0 and 9999. Default is 1.
- **Always put Right Number on Line 1**—If checked, always puts the right Scene Number on the first line of Scene Heading even when the Scene Heading text wraps to a second line. Unchecked, the right Scene Number may appear on the second wrapped line.

Scene Continued Text—Allows you to choose whether Scene Continued text is displayed, and what text to use:

- **Top of Pg**:—If checked, puts the default text CONTINUED: above a Scene that's continued from the previous page. Enter your preferred text, including any parentheses, to replace the default text with.

- **Btm of Pg**:—If checked, puts the default text (CONTINUED) below a Scene that continues to another page. Enter your preferred text, including any parentheses, to replace the default text with.

- **Left Margin of Bottom Cont'd**:—Lets you choose how far, in 1/10 of an inch increments, to indent the Bottom Continued from the left edge of the page.

1.17.15.1.6 Shots

Shots has no element-specific options.

1.17.15.1.7 Action

(Put Action in Parentheses)—If checked, puts Parentheses around the Action text (as is required in some Stage Play and TV Sitcom formats).

Action Indentation—This option allows you to change the starting indent of Action. The setting of -1 is only available when you have the option Put Action in Parenthesis selected, and setting it to -1 will automatically select that option for you if it is not already. This setting will cause the left parenthesis to be outdented one position so that the first line of action will line up with all subsequent lines.

When you change this Action Indentation setting, you will see a sample action line which will display how action will look with the current parenthetical and indentation settings.
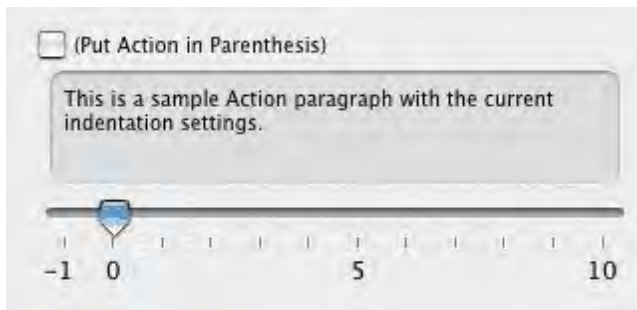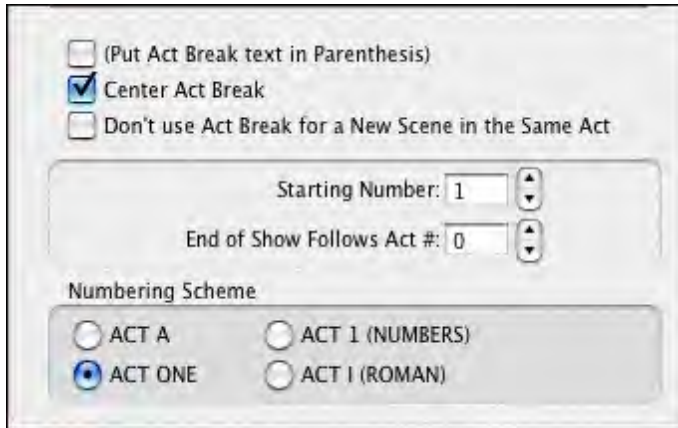
1.17.15.1.8 Transitions

Transitions are FLUSH RIGHT—If checked, Transition text is aligned flush with the right margin. Unchecked, Transition text is aligned flush with the left margin.
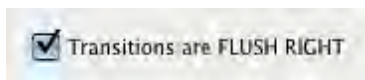
Put in Final Act as "Tag"—If checked, and you have entered a number greater than 0 in the End of Show is Act Number box (below), Screenwriter titles the Final Act of the script as a "TAG". Many Sitcoms and some Episodic Dramas format the final act as a Tag scene, meaning that the scene is not essential to the story. When the show is sold into syndication (reruns on a different network), Tag scenes are deleted to allow for more time for commercials.

(Put Act Break in Parenthesis)—If checked, puts Parentheses around the Act Break text (as is required in some TV Sitcom formats).

Center Act Break—If checked, all Act Break text is centered horizontally between the Act Break margins. Unchecked, Act Break text starts at the Act Break left margin.

Don't use Act Break for a New Scene in the Same Act *(e.g. Put in ONLY on first Scene of an Act)*—If checked, puts "Act #, Scene #" at the beginning of the first scene in an Act only. Subsequent scenes have the "Scene #" information only. Unchecked, each scene in an Act has the full "Act #, Scene #" information.

> *NOTE: The Put in ONLY on 1st Scene of Act setting does not update existing Act/Scene Text—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Text you create after changing the setting. To change existing Act/Scene Text, use the Search & Replace command.*

Starting Number—Allows you to enter an Act Number to start numbering from, between 0 and 9999. Default is 1.

End of Show is Act Number—Lets you specify how many acts are in the current script. Screenwriter enters "END OF SHOW" at the end of the Act Number you specify here, instead of "END OF ACT #".

Numbering Scheme...—Lets you choose how Acts are numbered, from one of the following schemes:

- **ACT A**—If checked, uses letters to number the acts.

- **ACT 1 (NUMBERS)**—If checked, uses numbers to number the acts.

- **ACT ONE**—If checked, uses words to number the acts.

- **ACT I (ROMAN)**—If checked, uses Roman numerals to number the acts.

1.17.15.1.10   Scene Labels
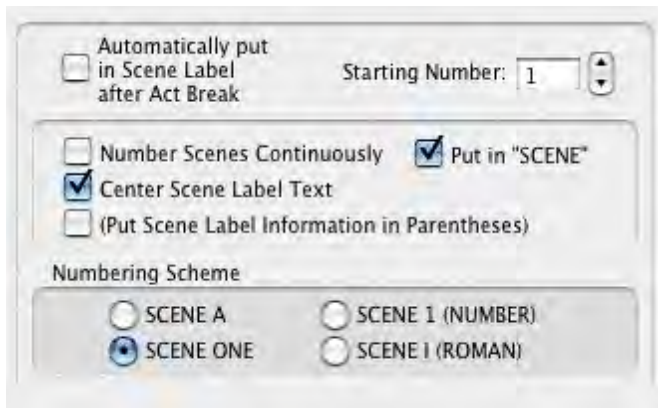
Use Scene Labels in Script—If checked, Scene Labels are automatically put in the script directly after Act Break (as in Sitcoms). Unchecked, Scene Labels are not added (as in MOWs).

> *NOTE: The Use Scene Labels in Script setting does not update existing Act/Scene Text—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Label you create after changing the setting. To change existing Act/Scene Label, use the Search & Replace command.*

(Put Scene Labels in Parenthesis)—If checked, puts Parentheses around the Scene Label text (as is required in some TV Sitcom formats).

Center S-Info—If checked, all Scene Label text is centered horizontally between the Scene Label margins. Unchecked, Scene Label text starts at the Scene Label left margin.

Put in "SCENE"—If checked, displays the word "SCENE" along with Scene Numbers. Unchecked, Scene Numbers display alone.

Number Scenes Continuously—If checked, Scenes are numbered continuously from first to last. Unchecked, Scene Numbering restarts at 1 from each Act Break.

Starting Number:—Allows you to enter a Scene Number to start numbering from, between 0 and 9999. Default is 1.

Numbering Scheme...—Lets you choose how Scenes are numbered, from one of the following schemes:

- **SCENE A**—If checked, uses letters to number the scenes.

- **SCENE 1 (NUMBERS)**—If checked, uses numbers to number the scenes.

- **SCENE ONE**—If checked, uses words to number the scenes.
- **SCENE I (ROMAN)**—If checked, uses Roman numerals to number the scenes.

1.17.15.1.11 Notes
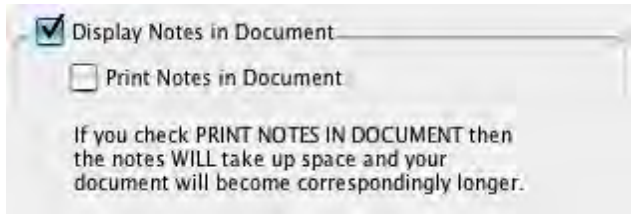
Display Notes in Document—If checked, displays Notes onscreen. Unchecked, they are hidden. Unchecking Display Notes in Script automatically unchecks Print Notes in Script.

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

1.17.15.1.12 Centered Title

Centered Title has no element-specific options.

1.17.15.1.13 Page Breaks
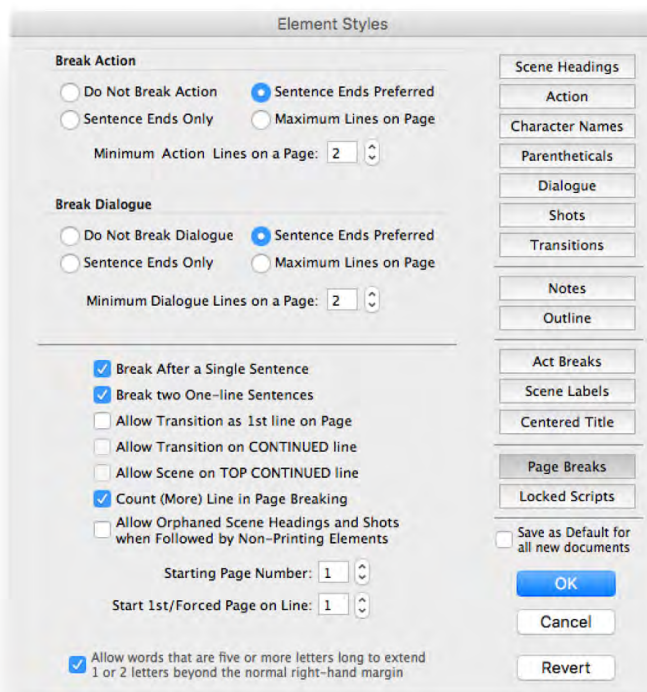
1.17.15.1.13.1 Break Action

Break Action

○ Do Not Break Action   ○ Sentence Ends Preferred
● Sentence Ends Only   ○ Maximum Lines on Page

Minimum Action Lines on a Page: 2

Break Dialogue

○ Do Not Break Dialogue   ○ Sentence Ends Preferred
● Sentence Ends Only   ○ Maximum Lines on Page

Minimum Dialogue Lines on a Page: 2

Do Not Break Action—If checked, an Action element is never split by a page break. Unchecked, Action may be broken over the two pages.

Sentence Ends Only—If checked, Action is broken at the end of a sentence only.

Sentence Ends Preferred—If checked, Action is broken at the end of a sentence if one exists in the 3 lines before the end of where the page break falls. If no sentence end is found in the last 3 lines, Action may be broken in the middle of a sentence.

Maximum Lines on Page—If checked, Action may be broken in the middle of a sentence in order to fit the maximum number of lines on a page.

Minimum Action Lines on a Page—Tells Screenwriter not to break an Action element unless there are at least this number of Action lines both before and after the page break. The lower the number entered, the less blank white space at the bottom of a page. Accepts a number between 1 and 10, with 2 as the default. (Not used when Sentence Ends Only is selected.)

1.17.15.1.13.2 Break Dialogue

Break Dialogue

○ Do Not Break Dialogue
○ Sentence Ends Only
● Sentence Ends Preferred
○ Maximum Lines on Page

Minimum Dialogue Lines on a Page: 2

☑ Break After a Single Sentence
☑ Break two One-line Sentences

Do Not Break Dialogue—If checked, a Dialogue element is never split by a page break. Unchecked, Dialogue may be broken over the two pages.

Sentence Ends Only—If checked, Dialogue is broken at the end of a sentence or between Dialogue and Parenthetical only.

Sentence Ends Preferred—If checked, Dialogue is broken at the end of a sentence if one exists in the 3 lines before the end of where the page break falls. If no sentence end is found in the last 3 lines, Dialogue may be broken in the middle of a sentence.

Maximum Lines on Page—If checked, Dialogue may be broken in the middle of a sentence in order to fit the maximum number of lines on a page.

Minimum Dialogue Lines on a Page—Tells Screenwriter not to break a Dialogue element unless there are at least this number of Dialogue lines both before and after the page break. The lower the number entered, the less blank white space at the bottom of a page. Accepts a number between 1 and 10, with 2 as the default. (Not used when Sentence Ends Only is selected.)

Break After a Single Sentence—If checked, elements may be broken after a single sentence that only takes up one line (does not word-wrap.) For Dialogue elements, this option only applies to a single sentence directly following the Character Name element. Dialogue elements following Parentheticals, or second paragraphs of Dialogue, may be broken after a single sentence even if this option is not checked.

Break two One-line Sentences—If checked, elements consisting of only two one-line sentences may be broken. Unchecked, the element is not broken.

1.17.15.1.13.3 Transitions

☐ Allow Transition as 1st line on Page
☐ Allow Transition on CONTINUED line
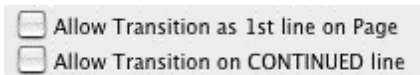
Allow Transition as 1st Line on Page—If checked, a new page is allowed to start with a Transition element. This is unconventional, as Transitions are intended to bridge two other elements. Unchecked, part of the element preceding the Transition is broken to appear at the top of the new page. The previous page may have extra blank white space as a result.

Allow Transition on Bottom CONTINUED line—If checked, forces a Transition element to fit on the bottom of a page if the next element is Scene Heading or Act/Scene Text. Only applies when **Bottom Scene Continueds** are turned on—the Transition takes the place of the Bottom Scene Continued.

1.17.15.1.13.4 Miscellaneous

☐ Allow Scene on TOP CONTINUED line
☑ Count (More) Line in Page Breaking

Starting Page Number: 1

Start 1st/Forced Page on Line: 1
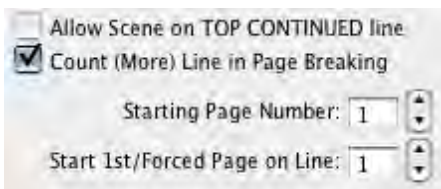
Allow Scene on TOP CONTINUED line—If checked, a Scene Heading or Act/Scene Text that is the first item on a page is placed where the Top Scene Continued would appear. Only applies when Top Scene Continueds are turned on. Unchecked, the first element text on a page appears in the same position on each page, regardless of the Top Continueds.

Count (More) Line in Page Breaking—If checked, the line containing (MORE) is considered part of the Dialogue element for page breaking purposes. Unchecked, only the actual Dialogue text is considered when deciding where to break the page.

Starting Page Number—Allows you to specify a different starting page number for the script. Default is 1.

Start 1st/Forced Page on Line #—Allows text on the first page of the script and all pages following Forced Page Breaks to start further down the page than the first line. Enter the line number to start text on. Used in Sitcom formats to start each scene about a third of the way down the page.

Allow Orphaned Scene Headings and Shots when Followed by Non-Printing Elements—Allows scene headings and shots to be orphaned on the bottom of the page when followed by outline elements, notes, or any other non-printing elements. The default is to be unchecked, which forces the scene heading or shot to the top of the next page..
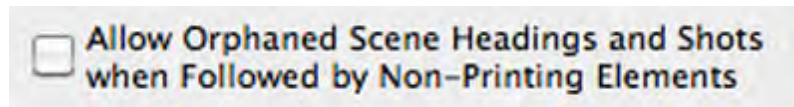
1.17.15.1.14 Locked Scripts

The options on this page are only used during production. Locked Scripts are covered in the Production Features chapter.

1.18   Production Features

- Production Rewrites
- The Production Cycle
- Revision Marks
- Locked Script Options
- Advanced Locking Features
- Production Breakdowns
- Breakdown Sheets
- Export to Movie Magic Scheduling
- Animation Production
- Animation Recording Scripts

1.18.1 Production Rewrites

After the final draft of a script is turned in by the screenwriter, and the decision to go into production is made, copies of what is now the shooting script are distributed to cast and crew.

Each time a change is made to the script after that, everyone needs a copy of the changes. Instead of sending out the entire document to everyone again, only those pages with changed text are sent—the revised pages.

Revised pages have revision marks next to those lines that have changed, or revision marks in the header if most of the page has changed. Added (A and B) and deleted (Omitted) scenes and pages are indicated also.

Each time a set of revised pages is distributed, they're copied on a different color of paper to instantly distinguish them from other revisions.

Screenwriter can automatically generate all A-Pages, A-Scenes and revision marks for you, and gives you a lot of flexibility over how you'd like your revisions to appear. To begin generating revised pages, you must first Lock the Page Breaks of the script. Otherwise, any addition or deletion to the script would change the page numbers of the pages following it— and everyone would no longer have the same text on the same pages. Subsequent pages are added as A-Pages. Deleted pages become Omitted pages.

Similarly, Scene Headings (and numbers) can be locked, so that everyone's referring to the same scene. New scenes become A-Scenes. Deleted scenes become Omitted scenes.

> *NOTE: If you place the mouse on Page Panel in a locked script, it displays a pop-up window with the total number of page, how many pages were revised and the applicable percentage.*

1.18.2 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:

1.18.2.1 Shooting Script

Before issuing the shooting script for the first time, turn on and/or customize all the Production Features you'd like to use (especially Top and Bottom Continueds!). Each of these options is described in detail elsewhere in the manual and in this Online Help.

1. Save the screenwriter's final draft , using **File > Save As...** Give it a different name to reflect the date and its status as the White shooting draft you're about to create (e.g. MyScript WHITE). Now you can save your work at regular intervals, using the Save command.

   NOTE: To customize the Production Features for the way you or your production company work, continue with Steps 2 and 3. To accept Screenwriter's default settings, skip directly to Step 4.

2. Under the **Format** menu, select **Element Styles...**.

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

- Click on the **Locked Scripts** button and set the Scene Omitted Text, A-Scene Numbering Scheme, Revision Mark Text and Locked Letter Skip List to your preferences (Do not Lock Scene Headings and Page Breaks here. You'll do all Locking from the Production menu.)

- Once you have the settings customized to the way your production company works, click on **Make Default for All New Documents** if you want all new files to have this format.

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

3. Under the **Tools** menu, select **Options…**.

- Click on the **Revisions** tab and set the Revision Marks options to your preference.

- Click on the **Printing** tab and set the Print Bottom Continueds and Print (MORE) options to your preference. Click on the OK button to accept your changes.

4. Under the **Production Menu**, select **Lock the Script**. Click **OK** to confirm your decision. A Lock the Script window displays.
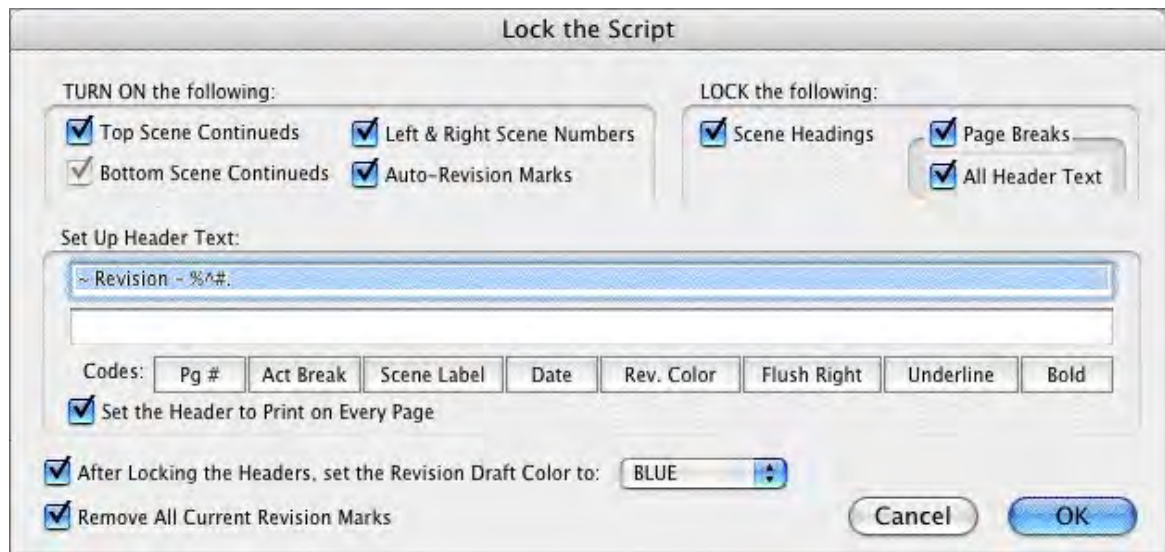
Screenwriter's defaults for Locked Scripts are already selected for you. Generally, you will want to accept these settings unless your Production Company dictates otherwise. If desired, you can:

- TURN ON or off the options you prefer by clicking on their 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.

- Change the Revision Draft Color order, if desired. Screenwriter uses the following industry standard Revision Draft Color order:

White

Blue

Pink

Yellow

Green

Goldenrod

Salmon

Cherry

Buff

Tan

After you have locked this—the White shooting script—for the first time, Blue will be set as the next revision color.

Click on **OK** to accept your changes or the defaults and Lock the Script.

A prompt displays, telling you that you're ready to print the White draft and then start making Revisions that will appear in the Blue draft. Click on **OK** to continue.

5. Next, update the Title Page. Under the **View** menu, select **Title Page Publisher**. Create a text box and start the Running List, with the current Date and Revision Draft Color. Click on **OK** to save the changes.

6. Save the script under **File > Save**.

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

1.18.2.2   Perform Revisions

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

2. Make changes to the script—adding and deleting text as necessary—that will appear in the next draft. Save the file as you go. Because the script is locked, Screenwriter does the following:

- Automatically puts Revision Marks on lines you make changes to.

- Puts appropriate OMITTED text in the place of omitted Scenes and Pages.

- Keeps existing Page and Scene numbers the same, while adding new ones as A-Pages and A-Scenes.

3. Update the Title Page. Under the **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 Save command.

1.18.2.3   Issue Revised Pages

1. Print the Revised Pages only:

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

- Click on the radio button for the displayed Revision Color (or click on the radio button for Asterisked Pages if you're not using Revision Colors.) Screenwriter prints only the pages with Revision Marks and any A-Pages immediately following them.

2. Distribute the revised pages.

1.18.2.4   **Start Next Revision**

1. Under the **Production** menu, select **Start Next Revision**. From now on, Screenwriter automatically takes you through the steps to get to the next revision. When you select Start Next Revision, Screenwriter:

   - Removes all Revision Marks.

   - Fixes all A-Pages.

   - Locks the Header Text.

   - Advances to the next Revision Draft Color.

   - Prompts for a mandatory Save.

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

     - Click YES to have Screenwriter start the automated process.

2. New drafts must be saved Save the script, using the Save As command. Give it a different name to reflect the Date and its status as the next Revision Color draft (e.g. MyScript PINK).

   - Click on OK to go to the Title Page Publisher. Manually change the Running List, adding the current Date and Revision Draft Color. Click on OK to save the changes.

3. Make changes to the script, adding and deleting text as necessary. Save the file as you go.

4. Issue Revised Pages by printing and distributing them.

5. Go back to Step 1 of Start Next Revision. Repeat the process for each day's revisions.

6. That's the Production Cycle completed.

1.18.3   Revision Marks

A Revision Mark is a special character (usually an asterisk) usually appearing in the right margin of a line. It signifies that changes have been made to that line.

If you follow the Production Cycle sequence described above, Screenwriter will automatically handle Revision Marks for you.

To work with Revision Marks manually , use the following instructions.

1.18.3.1   **Manual Revision Marks**

There are three ways to manually enter or remove revision marks:

- **Asterisk Key**—Pressing the Asterisk key (*) manually enters a revision mark on the line the cursor is blinking. If the line already has a revision mark, pressing the asterisk key removes it.

  NOTE: The Asterisk key is still used to type Manual Revision Marks, even if the Revision Mark has been re-defined as a different character.

- **Apply Revision Marks**—Applies revision mark to any currently selected line of text that does not have one applied. If any lines already have revision marks, this will not affect

those lines.

- **Remove Revision Marks**—Removes revision mark from any currently selected line of text that has one applied. If any lines already have revision marks, those will also be removed.

1.18.3.2 Auto-Revision Marks

Auto-Revision Marks are revision marks which are automatically entered for you as you edit your Locked script.

When you change a line, Screenwriter gives it a revision mark in the right margin. If you Undo the change, it will remove the mark. If you change it back the way it originally was manually, that is still considered a "change" so the revision mark will remain.

1.18.3.3 Enabling Auto-Revision Marks

To enable Auto-Revision marks:

This feature can be turned on or off under **Production > Auto-Revision > Marks**.

A checkmark displays next to Marks on the menu to indicate that Auto-Revision Marks are enabled.

1.18.3.4 Removing All Current Revision Marks

To remove all Current Revision Marks:

- Click on **Production > Remove > Current Revision Marks**.

NOTE: There are additional Revision Mark settings on both the Locked Scripts page of the Format > Element Styles window and on the Revisions section of the Tools > Options window.

1.18.4 Locked Scripts Options

You can customize Screenwriter's Locked Script Options to work the way you work.

Under the **Format** menu, select **Element Styles...**. The Editing Script Formats screen displays. Click on the **Locked Scripts** button. You'll see the following window
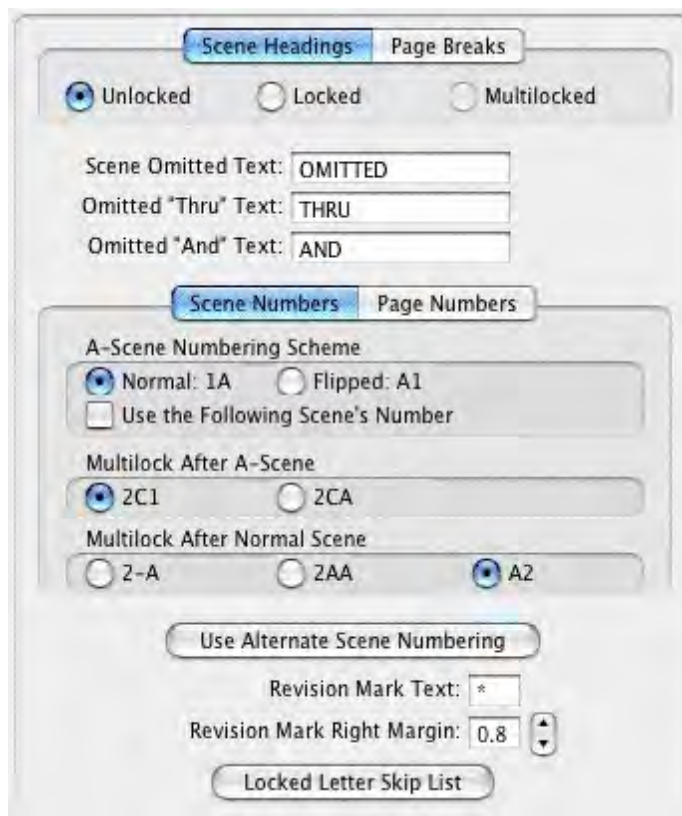
1.18.4.1 Locked Scene Headings

To use Scene Heading Locking, you need to click on its tab.

1.18.4.2 Locked Page Breaks

To use Page Break Locking, you need to click on its tab.
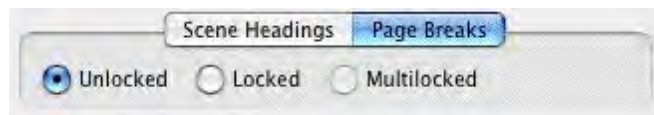
Unlocked (Normal)—Adding or deleting enough text to create a new Page Break causes pages to renumber automatically.

Locked—Adding or deleting enough text to create a new Page Break makes the existing page numbers stay the same, and generates a new short A-Page.

If you add text to page 38, for example, the text flows over to a new page. This new short page becomes 38A. If the page 38 text flows over to two new pages, the second becomes 38B.

NOTE: Screenwriter displays different page breaks differently:

Normal and A-Page Breaks display as a series of dashes, e.g.:

```
    -----FLEXIBLE A-PAGE-----
```

Forced Page Breaks and Locked Page Breaks both display as a double dashed line, e.g.:

```
    =====LOCKED PAGE=====
```

Fixed Page Breaks display as a single unbroken line, e.g.:

```
    =====FIXED A-PAGE=====
```

The descriptive text contained within the page break line refers to the page following it. It only displays if **Display Page Break Type on Screen** is checked under **Tools > Options > Miscellaneous**.

Multi-Locked—Once you have locked your script and added A-Pages, you may want to keep the new A-Page Numbering and give any new pages a new unique number. Checking this option enables you to do so.

Any new page added between existing A-Pages has a number added after it. For example, a page added after page 94B would be numbered 94B1, the next one 94B2, etc.

If a new page is added between a normal page and an A-Page, it is entered using the Multi-Lock Character. For example, a page added after page 67 would become A67 (using the default Multi-Lock Character).

1.18.4.3 Omitted Text

Scene Omitted Text—If you completely delete a Scene (the text of the Scene Heading and the Action, Character Names, Dialog, etc.) in a Locked or Multi-Locked script, Screenwriter enters the text specified here into the blank Scene Heading. Default text is "OMITTED".

Omitted "Thru" Text—If you delete a series of adjacent Scenes in a script with Locked or Multi-Locked scenes, Screenwriter produces a Run of Omitted Scenes. Onscreen it looks something like:

```
3     OMITTED:5                                              3
THRU                                                      THRU
5                                                            5
```

(The ":5" in "Omitted:5 " is provided for manual override control, and does not print. It allows you to change the ending number of the run if you ever need to.)

Default Omitted "Thru" text is "THRU".

Omitted "And" Text—Used for a Run of only 2 Omitted Scenes. Default Omitted "And" text is "AND".

1.18.4.4 A-Scene Numbering Scheme
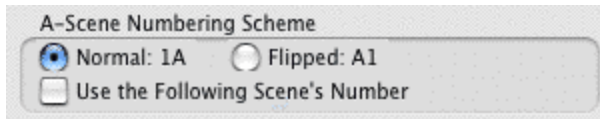
Specifies how A-Scenes and A-Pages are numbered.

Normal - 1A—Places the A-Letter After the scene/page number.

Flipped - A1—Places the A-Letter Before the scene/page number.

Use the *following* Scene's Number—This option only affects the numbering of Scene Headings inserted into a script with Locked Scene Headings. Choose this option if you want a new Scene Heading that's inserted between two existing Scene Headings to be numbered with the following scene's number, rather than the preceding scene's number.

With this option selected, when you insert a new scene between scenes 1 and 2 it would be scene 2A. The next scene would be scene 2B and so on.

1.18.4.5 Multi-Lock

Production > **Multi-Lock**

This menu command is grayed out unless you are in a script that already has Locked Scene Headings and/or Locked Pages, in which case selecting this item will take you to a sub-menu with the following options:

1. **Scenes**: This option will be grayed out unless the script already has Locked Scene Headings, in which case selecting it will turn on/off the Multi-Locking of Scenes.
2. **Pages**: This option will be grayed out unless the script already has Locked Pages, in which case selecting it will turn on/off the Multi-Locking of Pages.

NOTE: Multi-Locking is Movie Magic Screenwriter variable second locking level, used to preserve A-Scene and A-Page Numbering when new scene headings or pages are inserted before or between existing A-Scenes or A-Pages respectively. See the online help under Multi-Locking for more details.

1.18.4.6 Multi-Lock Scenes

To use Multi-Lock Scenes, you need to click on its' tab.
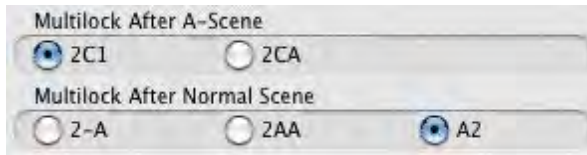
Multilock After A-Scene—This option only affects the numbering of Scene Headings that are inserted into a script with Multi-Locked Scene Headings and fall between two existing A-Scenes.

- **2C1**—Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Number. For example, a scene inserted between scenes 12A and 12B would be 12A1, the next one would be 12A2 and so on.

- **2CA**—Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Letter. For example, a scene inserted between scenes 12A and 12B would be 12AA, the next one would be 12AB and so on.

Multi-Lock After Normal Scene:—Determines how a Multi-Lock Scene inserted between a Normal Scene and an A-Scene is numbered:

- **2-A**—Adds a Dash plus the A-Letter after the scene number.

- **2AA**—Adds the A-Letter plus the Multi-Lock Letter after the scene number.

- **A2**—Flips the normal A-Scene numbering order.

1.18.4.7 Multi-Lock Pages

To use Multi-Lock Pages, you need to click on its' tab.
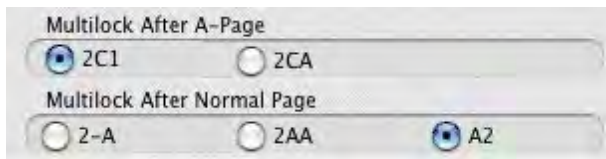
Multilock After A-Page—This option only affects the numbering of page breaks that are inserted into a script with Multi-Locked Page Breaks and fall between two existing A-Pages.

- **2C1**—Choose this option if you want a new Page Break added in this case to be numbered as Number-Letter-Number. For example, a page inserted between pages 12A and 12B would be 12A1, the next one would be 12A2 and so on.

- **2CA**—Choose this option if you want a new Page Break added in this case to be numbered as Number-Letter-Letter. For example, a page inserted between pages 12A and 12B would be 12AA, the next one would be 12AB and so on.

Multi-Lock After Normal Page:—Determines how a Multi-Lock Page inserted between a Normal Page and an A-Page is numbered:

- **2-A**—Adds a Dash plus the A-Letter after the page number.

- **2AA**—Adds the A-Letter plus the Multi-Lock Letter after the page number.

- **A2**—Flips the normal A-Page numbering order.

1.18.4.8 Revision Mark

Revision Mark Text: `*`
Revision Mark Right Margin: `0.8`

Revision Mark Text—Allows you to enter a character used for printing and displaying all Revision Marks in this document. Default Revision Mark Text is an Asterisk (*).

Revision Mark Right Margin—Specifies the distance of the Revision Mark from the right hand side of the page in 1/10ths of an inch. A value of 1.0 would print 1” from the right hand side of the page, a value of 0.5 would have them print 1/2”, etc.

1.18.4.9 Use Alternate Scene Numbering

Alternate Scene Numbering Method

Numbering Scheme

◯ Standard   ◯ Standard with Numbers   ◉ User Defined
◯ Flipped   ◯ Flipped with Numbers

Locked	A-Number	Multi-Locked between 12A & 12B	Multi-Locked between 12 & 12A
12	12A	12AA	A12
{S#}	{S#}{AA}	{S#}{AA}{MA}	{MA}{S#}

Scene Number	Following Scene Number
"A" Number	"A" Letter
Multi-Lock Number	Multi-Lock Letter

(Cancel) (OK)

Numbering Scheme:

- Standard--Choosing this option gives you the most common numbering scheme.

- Standard with Numbers--Choosing this option gives you a variation of the standard scheme, in which the multi-locked part is represented by a number instead of a letter.

- Flipped--Choosing this option gives a numbering scheme where the secondary part of an A-scene number comes before the primary part.

- Flipped with Numbers--Choosing this option gives you a scheme where the secondary part of an A-scene comes before the primary part, and the tertiary part is represented by a number instead of a letter.

- User Defined--This option lets you edit the numbering scheme.

EXAMPLES:

Numbering Scheme	Locked	A-Number	Multi-locked between 12A & 12B	Multi-locked between 12 & 12A
Standard	12	12A	12AA	A12
Standard with Numbers	12	12A	12A1	12-A
Flipped	12	A12	AA12	12A
Flipped with Numbers	12	A12	1A12	A-12

1.18.4.10 Locked Letter Skip List

Certain letters are seldom used for Act, Scene, and Page numbering, due to the potential for confusion. Common pairs skipped due to their similarity are:

the letter "I" and the number "1"

the letter "O" and the number "0"

the letters "E" and "F"

Clicking on the Locked Letter Skip List button displays a List of letters of the alphabet. Check those letters you don't want to use.

NOTE: Screenwriter also uses this skip list for use in its numbering of Act Breaks and Scene Labels, if they are set to use Letters.

Letter Skip List dialog showing checkboxes for letters A through Z, with O and I checked, and a "Don't Use a Scene Zero" checkbox, Cancel and OK buttons.

1.18.5 Advanced Locking Features

In the normal day-to-day process of the Production Cycle, Screenwriter's automated Production Features will meet most people's needs. The following features give you an extra level of manual control over Scene and Page Locking, should an unusual situation arise.

Be careful when altering Locking features, as some procedures are not reversible. Always save a copy of the script before attempting any of the following procedures.

In a Locked script, many Locking options can be changed by selecting Unlock the Script under the Production menu and unchecking the appropriate check boxes.

1.18.5.1 Changing the Level of Locking

When the script has too many revision marks, a production company may decide to send out the entire document with all the numbers reverted to normal numbering.

To do this with Screenwriter, you need to step back, undo-ing one or more levels of Locking.

Under the Format menu, select Element Styles....

Click on the Locked Scripts button.

Select the level of locking lower than currently set.

For example, if you have Multi-Locked Scene Numbers but only want Locked Scene Numbers —with all the Multi-Locked A-Scenes (64A1, for example) renumbered to be normal A-Scenes —uncheck Multi-Locked Scene Numbers by checking Locked Scene Numbers.

> *NOTE: If you unlock either a script's Page Breaks or Scene Headings, all of the appropriate A-Numbering is completely and permanently lost. That's why it's important to make backup copies of your scripts at least daily.*

1.18.5.2 Overriding a Scene Number

To manually override the number of an individual Scene Heading (or Scene Label, or Act Break):

- Put the cursor anywhere in that element.

- Under the Production menu, select Override then Element's Numbering.
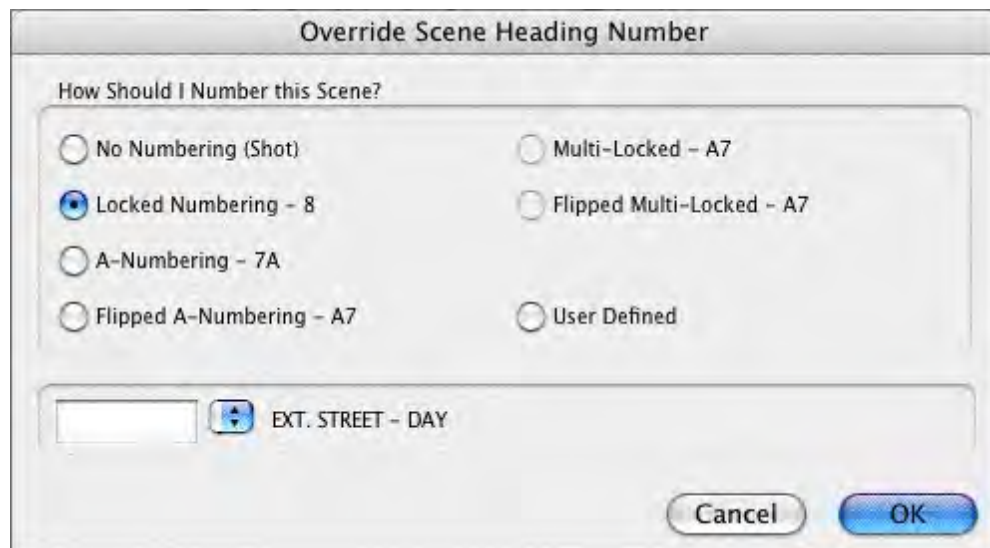
A window displays showing your options for renumbering that element. Check the radio button of the numbering you'd like the scene to have:

- **No Numbering**—If checked, converts a Scene Heading to a Shot element. Scene numbers are removed.

- **Locked**—If checked, converts a Scene Heading to normal numbering, without any A-numbering scheme.

- **A-Numbering**—If checked, converts a Scene Heading to A-Scene numbering.

- **Flipped A-Numbering**—If checked, converts a Scene Heading to A-Scene numbering with the number and A-letter reversed.

- **Multi-Locked**—If checked, converts a Scene Heading to a Multi-Locked Scene Heading, taking its numbering scheme from the scenes before and after it.

- **Flipped Multi-Locked**—If checked, converts a Scene Heading to a Multi-Locked Scene Heading, taking its numbering scheme from the scenes before and after it, but with the number and A-letter reversed.

- **User Defined**—If checked, displays a box in which to enter the specific number you want the Scene Heading to have. Based on the number you enter, Screenwriter assigns the appropriate numbering scheme to the Scene Heading.

NOTE: Overriding a Scene Number may change all subsequent Scene Numbering. Check the scene numbers of scenes following the one you have overridden, and renumber them if necessary.

1.18.5.3 Fix or Flex A-Pages

When Screenwriter adds an A-Page (or B-Page etc.) to a script, it puts it in as a flexible A-Page.

If you later add or delete text before the flexible A-Page, the A-Page adjusts its numbering accordingly, just like a normal un-locked page.

After pages have been issued, you may want existing A-Page numbering to become fixed:

To do so, click on **Production > Fix or Flex... > Fix All A-Pages**.

```
Fix All A–Pages
Flex All A–Pages

Fix [Lock] All Headers
Flex All Headers

Unlock Headers
```
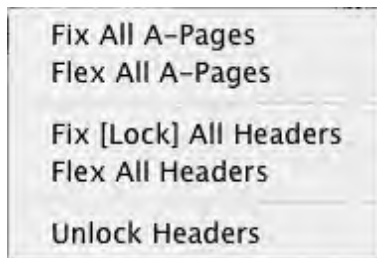
All Flexible A-Pages are converted into Fixed A-Pages, becoming locked.

When you add text later, the new A-Pages generated are Flexible A-Pages. These can also be locked when necessary.

- **Fix All A-Pages**—Locks all A-Pages. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Flex All A-Pages**—Unlocks all fixed A-Pages. Combines any short A-Pages that were locked, and may combine any Double-Locked Pages in the script. Only available in a script with Locked Pages. Otherwise, it is grayed out.
- **Fix (Lock) All Headers**—Locks the Headers of all pages, except Flexible A-Pages. Only available in a script with Locked Pages.
- **Flex All Headers**—Unlocks the Headers of all pages, converting them to the Current Header. Only available in a script with Locked Pages.
- **Unlock Headers**—Unlocks the Headers of all pages, and turns Header Locking off for this script. Only available in a script with Locked Pages.

1.18.5.4 Converting A-Pages

There may be times when you want to pull out a bunch of short A-Pages to combine the text, or convert an A-Page to a Locked Page.

To Remove a Locked or Fixed A-Page Break

- Put the cursor at the beginning of the Element following that Page Break.

- Press the DELETE key, or, under the **Edit** menu, select **Remove Forced Page Break**.

- Screenwriter will display a dialog box that asks, "Delete this Locked Page Break?" Choose **Yes**.

- The page becomes a Flexible A-Page.

To Insert a Locked or Fixed A-Page Break (in a script with locked page breaks)

- Put the cursor at the end of the Element that you want the page break to follow.

- Press CTRL+RETURN.

- Or, under the Edit menu, select Add Forced Page Break.

- At the Page Break screen that displays, select the type of page break.

NOTE: Adding or removing Locked Page Breaks changes the numbering of all following pages. Adding a Fixed Page Break will only change the numbering of Fixed or Flexed pages.

1.18.5.5 Combining Short Pages

There may be a situation whereby, in a Locked production draft, you end up with a few consecutive short pages that need to be combined and show a hyphenated page number.

Example.: Pages 15, 16 and 17 are short pages that need to be combined into one 15-17 page.

Combining the short pages.

The first step is to delete the page breaks that separate the short pages.

- Place the cursor at the Beginning of the Element following the first short page.

- Press the DELETE key, or under the **Edit** menu, select **Remove Forced Page Break**.

- Screenwriter will display a dialog box that asks, "Delete this Locked Page Break?" Choose Yes.

- Repeat these steps until all short pages are combined.

Hyphenating the page numbering.

The next steps is to add Non-Printing Omitted pages at the end of the newly combined page. This will tell the program that there used to be multiple pages occupying the space of the newly combined page.

- Place the cursor at the end of the newly combined page.

- Press Ctrl+RETURN on the keyboard to add a Non-Printing Omitted page. The page number on the combined page should now be hyphenated (e.g. 15-16, from the example above). Repeat this step until the page number reads correctly (e.g., 15-17).

NOTE: You can also choose to add an A-Page as the last Non-Printing Omitted page if you want the number after the hyphen to display as such (e.g., 15-17A).

1.18.5.6 **Set Revision Draft Color Order**

Tools > **Set Revision Draft Color Order**

This feature opens the Revision Draft Color window, showing the order in which revision colors will be used (the default is the industry standard.) Revision colors are displayed in a Color window on the left side of the screen. You can change these options:

Color Window—The Color Window has the name of the color and the actual color in the background. A color that is selected will have a black dot to the left of its name and will set the current revision draft color.

Add New Color—Allows you to add a New color for Revisions (for example, when all the existing Revision colors have been used). Clicking this button will bring up a prompt to type the new color's Name. Assign a color from the Color Palette that displays, or design a Custom color. The New Color displays after the currently selected color.

Delete Color—Allows you to remove a Color from the Color list. Click on the Color, then on this button. When prompted, click Yes to remove the color, No to cancel.

Edit Color Name—Click this button to change the name of the currently selected revision color.

Edit How Color Displays—This changes the way a particular draft color will appear on screen. Click on a color in the left window and then this button to change the look.

After the last color is used it should—There are two drop-down menus. The first allows you to choose the method the script will loop once it has been through all the Revision colors

- **Don't Loop Colors**—If you select this option and then try to increment the revision color beyond the last color, it will tell you that it cannot. The next three options are all used in combination with the First Loop Color Selection to the right of this option (in this menu, the color BLUE).

- **Loop To DOUBLE**—If you select this option, and then increment the revision color beyond the last color, it will call this new color DOUBLE BLUE (or whatever color is selected on the First Loop Color Selection) and will then start through the list again, adding the word DOUBLE before each color in turn, then TRIPLE etc.

- **Loop To SECOND**—This will function exactly the same as Loop to DOUBLE, but will use the words SECOND, THIRD, FOURTH, etc.

- **Loop To 2ND**—This will function exactly the same as Loop to DOUBLE, but will use the words 2ND, 3RD, 4TH, etc.

The second drop-down menu allows you to select which color the program should start with when it loops to a DOUBLE (or SECOND/2ND) color. You have the choice between the first and second colors on the Revision Color List.

Display Page Colors On Screen—If checked, displays the Revision Colors in a Sample Text Box to the right of the Colors window. Unchecked, clicking on a color's Name does not show its corresponding color. In 256-color mode on your monitor, only 16 colors are available for Revision Draft Colors. These may not be enough for a list with extensive Revision Colors. Setting your monitor to display in more than 256 colors is recommended, if possible.

Set as Defaults for All New Documents—If checked, uses the Revision Draft Colors you set here to be the default colors in all New documents.

Help—Displays this page in the Help file.

1.18.6 Production Breakdowns

Screenwriter can automatically generate—and print or export—a variety of Production Breakdown sheets. To access these reports:

1.18.6.1 Print Standard Breakdowns

- Under the **Production** menu, select **Breakdown**, then **Print Standard Breakdowns...**. The Production Breakdowns print window displays:
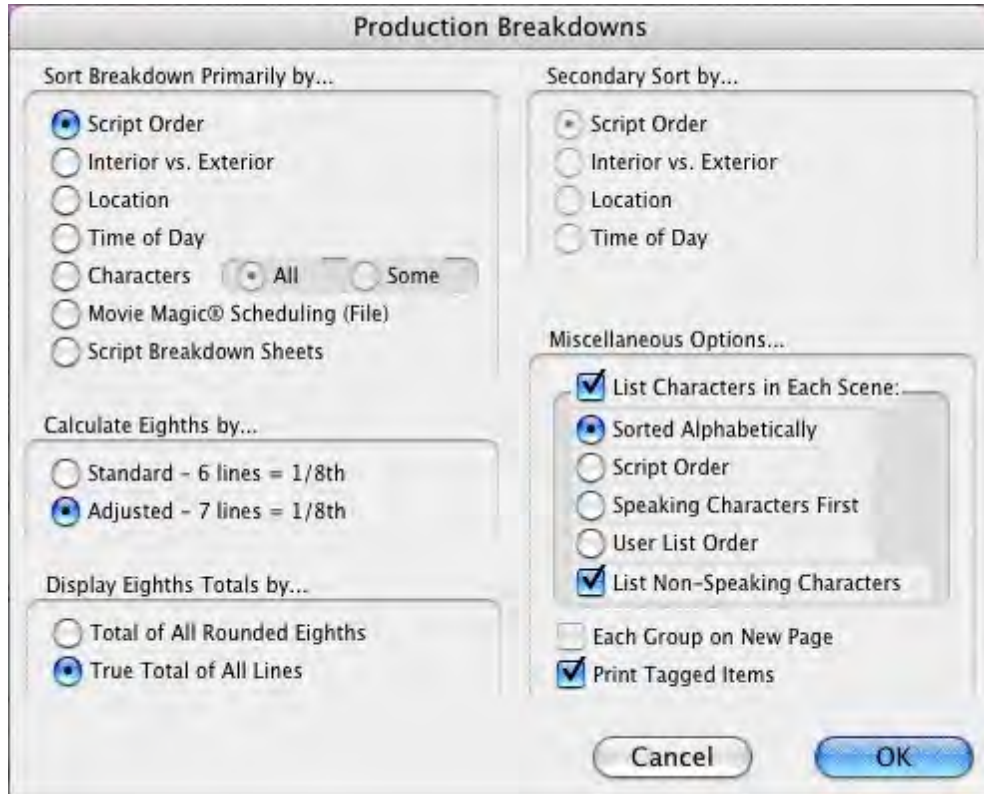
1.18.6.1.1 Sort Breakdown Primarily by...
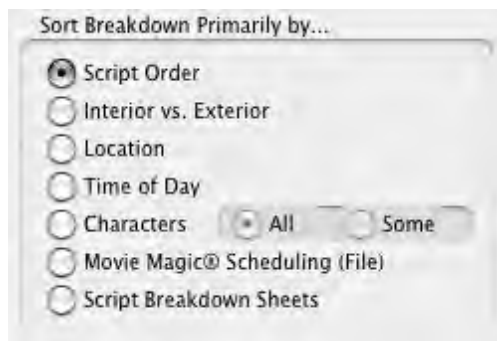
Script Order—Prints a breakdown of all scenes in the order they appear in the script (without any sorting).

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

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

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

Characters

- **All**—Lists every Character Name in the script in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).

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

NOTE: If you select any Primary sort other than Script Order, Time-of-Day Normalization is performed—any scene that ends with CONTINUOUS, LATER, or SAME TIME is automatically given the previous Scene Heading's Time-of-Day.

Movie Magic Scheduling (File)—Prints a breakdown to disk, saving it as a Movie Magic Scheduling import file with a file extension of .SEX. It contains the Scene Number, Scene Heading, Starting Page Number and page count in Eighths of a page, and all items Tagged with Breakdown Tagging. Options under Secondary Sort and Miscellaneous are grayed out and unselectable.

Script Breakdown Sheets—Prints breakdown sheets that include any items you've tagged in Breakdown Tagging.

1.18.6.1.2 Secondary Sort by...

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

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

```
    1 2/8
```

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

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


- **Script Order**—First groups all scenes in the Primary sort order, then in the order they appear in the script (without any sorting).
- **Interior VS. Exterior**—First groups all scenes in the Primary sort order, then sorts all Exterior scenes before Interiors within each group.
- **Location**—First groups all scenes in the Primary sort order, then sorts all Locations alphabetically within each group.
- **Time-of-Day**—First groups all scenes in the Primary sort order, then sorts alphabetically by Time-of-Day within each group.

1.18.6.1.3 Calculating Eighths by...

Calculate Eighths by...—Specifies how Screenwriter should define an 1/8th of a page. Historically, an 1/8th of a page was one inch (6 lines.) Nowadays writers are allowing more

than 48 lines on a page, so Screenwriter gives you a choice between the standard 1/8th or a "truer" 1/8th.

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

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

1.18.6.1.4 Display Eighth Totals by...
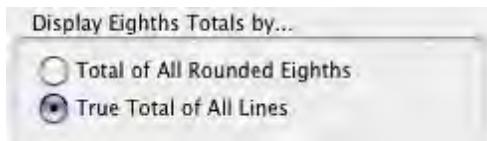
Display Eighth Totals by...—Specifies how Screenwriter should calculate the totals for each Sort grouping. If the displayed totals for each scene are added, their rounding accumulates too—leading to an inaccurate total.

- **Totals of All Rounded Eighths**—If checked, rounds the displayed totals for each scene into eighths before adding them.

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

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

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

1.18.6.1.5 Miscellaneous Options...

List Characters in Each Scene—If checked, lists all the characters (whether they have dialogue or not) directly underneath each Scene Heading in the breakdown. Listing options are:

- **Sorted Alphabetically**—If checked, lists characters in each scene alphabetically.

- **Script Order**—If checked, lists characters in each scene in the order in which they appear.

- **Speaking Characters First**—If checked, lists characters in each scene in the order in which they speak in that scene, followed by character with no dialogue.

- **User List Order**—If checked, lists characters in each scene with those from User Lists first, then all others alphabetically.

List Non-Speaking Characters—If checked, gathers the names of non-speaking characters from the Action element and uses them in Breakdowns and Movie Magic Scheduling export files.

NOTE: The Breakdown may pick up the name of a Non-Speaking Character as being in the Scene even when he's not (though the name appears in the Action element). Override this "error" by tagging the name to be ignored. Put the cursor immediately before the first letter of the name, and press CTRL+- (Control+hyphen).

Each Group on New Page—If checked, starts a new page for each new group.

Print Tagged Items—If checked, prints—or exports—all tagged items along with the other breakdown information.

1.18.6.2 Print Breakdown Sheets
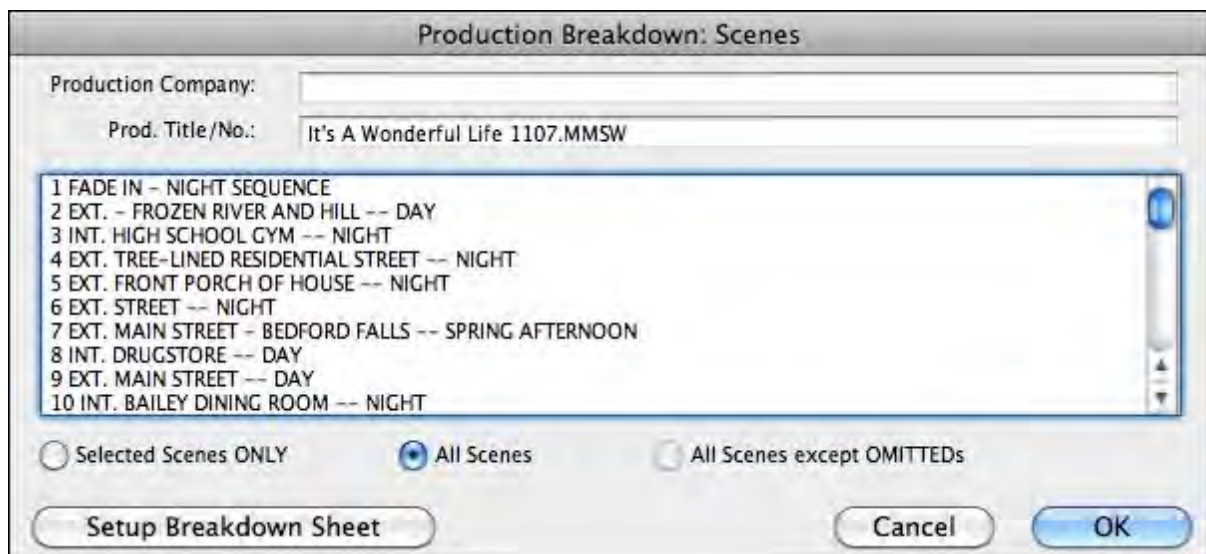
Breakdown Scene Selection screen—Enter the Production Company name and Production Title/No., and select which scene breakdowns to print:

Selected Scenes ONLY—If checked, only breakdowns for the scenes you select by clicking on them are printed.

All Scenes—If checked, breakdowns for all scenes in the script are printed.

All Scenes except OMITTEDs—If checked, breakdowns for all scenes except those deleted and marked with an OMITTED are printed.

Setup Breakdown Sheet—Clicking on this button displays the Breakdown Sheet Layout screen. Category headings on the windows can be renamed by highlighting the name (CAST, STUNTS, etc.) and typing in your preferred name. Categories of tagged items (Cast Members, Greenery, Vehicles, etc.) can be moved between Category windows by dragging and dropping. Click on OK to exit and save your changes, Cancel to discard changes and exit.

1.18.7 Breakdown Tagging

Breakdown Tagging allows you to mark, or tag, items in your script—cast members, extras, makeup, props, stunts, vehicles, etc.—and assign them to certain Breakdown categories.

Screenwriter can output them to either printed Breakdown Sheets, or to an export file that can be read directly into Movie Magic Scheduling or EP Scheduling.

Breakdown Sheets give you breakdown information for each scene, categorized for transfer to individual production strips.

1.18.7.1 Tagging Mode

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

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

- A checkmark displays next to Tagging Mode, indicating that it's on. Selecting Tagging Mode also makes Tagging Codes visible.

- To exit Tagging Mode, click on it again from the menu. The checkmark disappears, and Tagging Codes are no longer visible.

1.18.7.2 Tagging Items

With Tagging Mode on, select a text item to be tagged (an "overcoat", for example) by double-clicking on it with the mouse. Only text in Action, Note or Outline elements can be tagged.

A Breakdown Category screen displays.

Click on a category to assign the item in which to assign the item (for the overcoat, Costume is the appropriate category).

A Format Code is placed around the item, displaying an abbreviated code for the Breakdown category (for Costume, the code CS displays around the item to give "[CS overcoat]").

NOTE: Tags are invisible and will not print.

1.18.7.3 Untagging Items

Tagged items can be untagged by:

- Placing the cursor directly after the ending Format Code square bracket, and pressing Backspace [Delete on Mac] on the keyboard.
- Placing the cursor directly before the beginning Format Code square bracket and pressing the Delete [Forward Delete on Mac] key on the keyboard.
- If no other editing has been performed since tagging the item: click Edit > Undo.

1.18.7.4 Tag Items Globally

Tagging an item globally tells Screenwriter to tag every occurrence of an item in the script, instead of manually tagging it each time you find it yourself. This saves you time, and the possibility of missing an occurrence of an item. To tag an item globally:

Select the item by double-clicking on it.

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

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

In the Tag Item as... section, select the radio button of the Category to which to assign the item.

If you want to be prompted each time Screenwriter finds the item, check the **Prompt on each Tagging** box. Although you can tag an item more than once in a scene (as Global Tagging does), it's not necessary—an item only shows up once per scene in the breakdowns or in Movie Magic Scheduling or EP Scheduling.

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

1.18.7.5 Ignore Selection for Breakdowns

If your breakdown is recognizing an item in a scene as being tagged when you don't want it to, you can mark the text so it is ignored by breakdowns.

While in Tagging Mode, select the item by double-clicking on it.

A list of Breakdown Categories displays.

Click on **Ignore Selection for Breakdowns**.

1.18.7.6 Untag All Items

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

Under the Production menu, select **Production > Breakdown > Untag All Items**.

Click the **YES** button [CONTINUE button on Mac] to Untag all items, **No** (Cancel button on Mac) to exit without making changes.

1.18.7.7 Edit Breakdown Categories

If you use different Breakdown Categories than the ones Screenwriter supplies, or would like to add ones of your own design, use the Edit Categories feature.

Under the Production menu, select Breakdown then Edit Categories.

The Edit Tagging Categories window displays. The categories displayed are the defaults for exporting to Scheduling. Three User-Definable categories are available for your new categories, or you can edit an existing category (Cast Members and Scene Description cannot be edited). Grayed-out categories are Hidden, and do not display on the pop-up Tagging menu. To Hide or Show a category, select it by clicking on it and click on the Hide/Show Selected Category button.

Double-click on a Category to select it for editing.

An Edit screen displays. In the Category Name: field, type the new Category name. Type an ampersand (&) before the letter you'd like to appear underlined and selectable as the one-key QuickLetter on menus.

In the Display Code as: field, type in a unique abbreviation (up to 6 letters) that displays as the category's Format Code in Tagging Mode.

Click on Replace (OK on Mac) to accept your new category, Cancel to discard the changes.

If you make changes and later want to return to the original defaults, click on the Reset to Defaults button.

Click on OK to accept your changes, or Cancel to discard them.

1.18.8   Breakdown Sheets

The Breakdown Sheet is the report showing all your tagged items in their respective categories, with a separate page for each scene.

If you're doing production strips by hand, you'll be transferring the information on each breakdown sheet to a separate strip.

If you're exporting to Movie Magic Scheduling or EP Scheduling, it's preferable to do the breakdown sheets there, as you'll also be adding more detailed Crew information.

1.18.8.1   Layout Breakdown Sheets

To change the page layout of Screenwriter's Breakdown Sheet:

Under the Production menu, select Breakdowns then Layout Breakdown Sheets. This window displays each category/group box that appears on the breakdown sheets along with the categories that are in them.

Category/Group Titles—Click into a title area to change the title for the category/group that appears for that box on the breakdown sheets. Title are ALL CAPS only.

Category/Group Titles—Click into a title area to change the title for the category/group that appears for that box on the breakdown sheets. Title are ALL CAPS only.

Category Items—Each box on the breakdown sheet contains one or more production breakdown categories. Click and drag the category items into the desired category/group on the breakdown sheet.

NOTE: There must be at least one category in each box.

Click **OK** to confirm changes, **Cancel** to discard changes.

1.18.9 Export to Movie Magic Scheduling

Screenwriter can export all your tagged breakdown items, for every scene, to a Screenwriter Export file (with the file extension .SEX.) This file can be imported directly into Movie Magic Scheduling, EP Scheduling and Gorilla (by Jungle Software), where breakdown information is

automatically transferred to Breakdown Sheets and Production Strips—enabling you to easily organize a production schedule and print strips for the Production Board.

To export:

Under the **Production** menu, select **Breakdown** then **Movie Magic Scheduling Export...**.
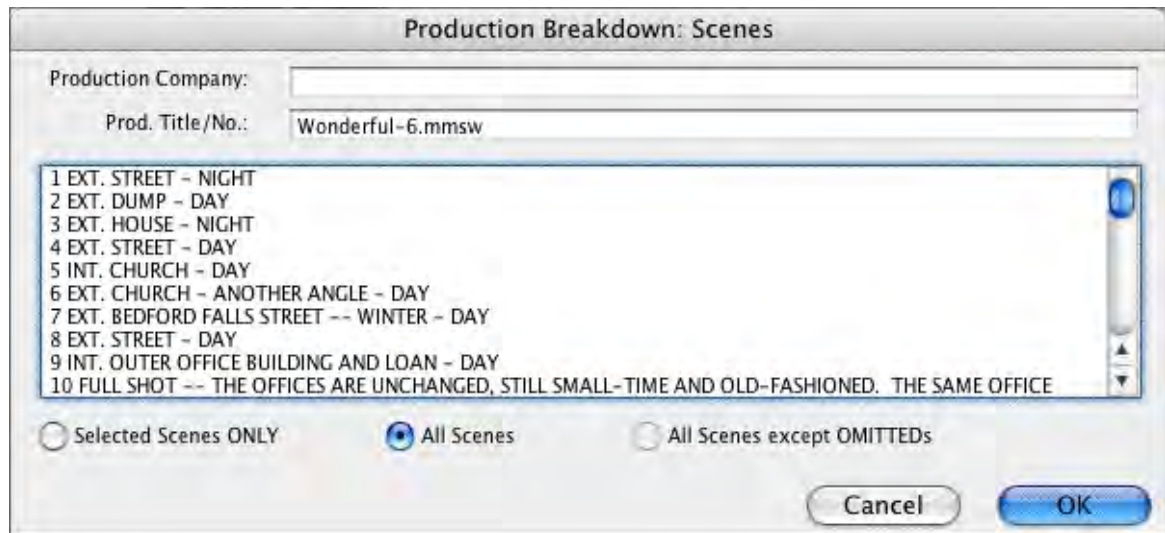
The Export window displays, with a list of all your script's scene headings. Choose which scenes to export using these options:

- **Selected Scenes Only**—Clicking on individual scenes to select them for export, will select this radio button automatically. Only the scenes you select will have breakdown information exported.

- **All Scenes**—Exports breakdown information for all scenes in the script. This is the default, and the radio button is automatically checked unless you select a scene heading by clicking on it.

- **All Scenes except OMITTEDs**—Exports all scenes except those which have been deleted, and designated OMITTED in the script. There is no breakdown information, apart from the scene number, to be exported for OMITTED scenes. If the script contains no OMITTED scenes, this option is grayed-out and unselectable. Click OK to export, Cancel to exit the menu without exporting.

If you click OK to start exporting, Screenwriter begins gathering breakdown data from each scene in the script.

When it's finished, you're prompted to enter a filename for the Export file. The default is your script's filename, with the extension .SEX added instead of .MMSW.

Click on the **Save** button to create the export file. A message box tells you that the export file was saved, and under what filename.

1.18.10 Animation Production

Animation Production scripts have certain unique needs that Screenwriter addresses with the following unique features. Movie Magic Screenwriter has some great features designed specifically for Animation Production:

[Assigning Each Speech a Unique Number](#)

Locking the Speech Numbering

[Multiple (or Locked) Revision Marks](#)

Printing Just Dialogue

1.18.10.1 Multiple Revision Marks

With much animation being produced overseas, production companies are having to fax revised script pages to their production studios. As fax machines transmit in black and white, the usual means of identifying sets of revisions by printing them on different colored pages does not work.

To solve this problem, a multi-revision mark standard has been introduced: The first day's revisions have a single asterisk (*), the second day's revisions have two asterisks (**), and so on.

Screenwriter handles this with a Revision Locking Count, which you increase by locking the Current Revision Marks.

1.18.10.2 Locking Current Revision Marks

Screenwriter produces two types of Revision Marks—Current Revision Marks and Locked Revision Marks.

Current Revision Marks

- Are either entered automatically by the Auto-Revision function, Apply Revision Mark (Ctrl+M), or by pressing the Asterisk key (*).
- Are the only revision marks removed by selecting Remove Current Revision Marks under the Format menu.
- Are the only revision marks found when you select Next Current Revision Mark from the GoTo menu.
- Are the only revision marks used to select pages to print when you select Asterisked Pages under the Print menu.

To Lock Current Revision Marks:

Under the **Production** menu, select **Animation Locking** then **Lock Current Rev. Marks**

Once the Current Revision Marks are locked, they become Locked Revision Marks.

Locked Revision Marks

—Are former Current Revision Marks which have been Locked.

Animation Locking does the following:

- Converts all Current Revision Marks into a code appropriate for the Revision Locking Level.
- Embeds this code in the text where the Current Revision Mark previously was located.
- Increases the Revision Locking Level.

To Display Locked Revision Marks:

Under the **View** menu, select **Show Format Codes**. Locking Level is indicated by the number of asterisks on the line that has been edited (e.g., Level 1 = *, Level 2 = **, Level 3 = ***, etc.)..

To Decrease a Locking Level:

Under the **Production** menu, select **Animation Locking** then **Unlock One Rev. Mark Level**.

1.18.10.3 Assigning Numbers to Speeches

Animation Scripts often have each Dialogue speech numbered for ease of identifying each speech for recording sessions, editing and so on.

Animation dialogue numbering preferences are found under **Screenwriter** > **Preferences...** > **Anim. Dialog** in the program.

Go to **Animation Dialog Preferences** for more on this topic.

1.18.11 Animation Recording Scripts

Many animation production companies want Recording Scripts—print-outs of dialogue only, with each speech numbered sequentially.

1.18.11.1 Printing Animation Recording Scripts

Many animation production companies want print-outs of just dialogue with an incrementing number to the right of each speech.

Under the **File** menu, select **Print**. A Print window displays.

Select the **Dialogue** radio button. The Print window displays options for printing Dialogue:
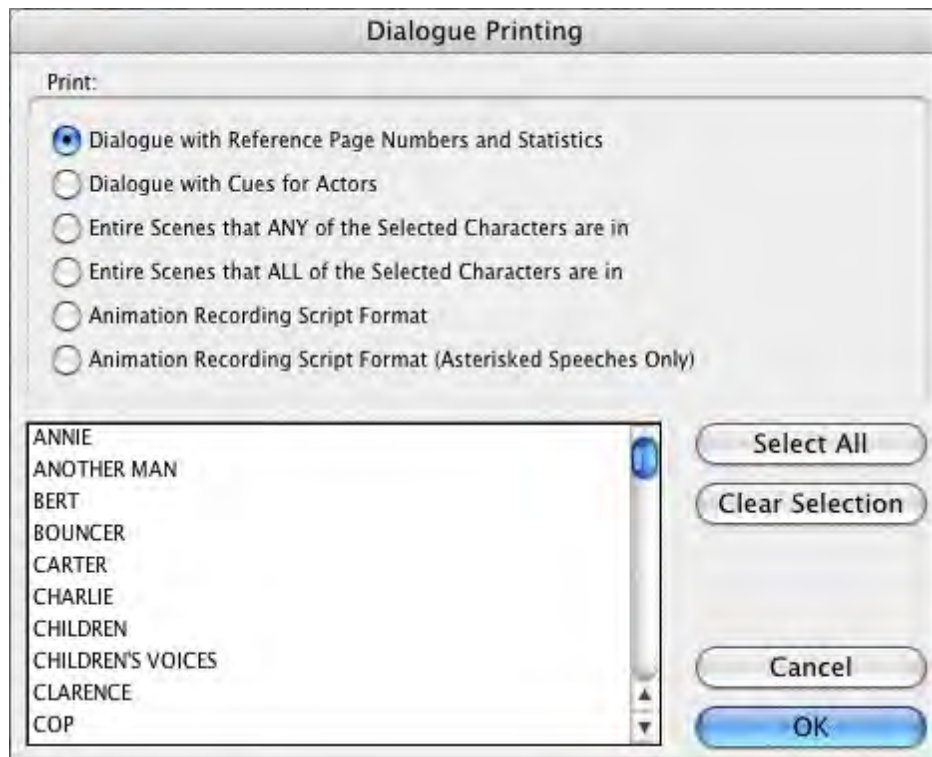
Select the **Dialogue Numbered/Laid Out for Animation Recording Scripts** radio button.

Or, to print Revised speeches only, select the **Animation Recording Script Format - Asterisked Speeches Only** radio button.

In the Select Names window, click on a character's name to print his/her dialogue.
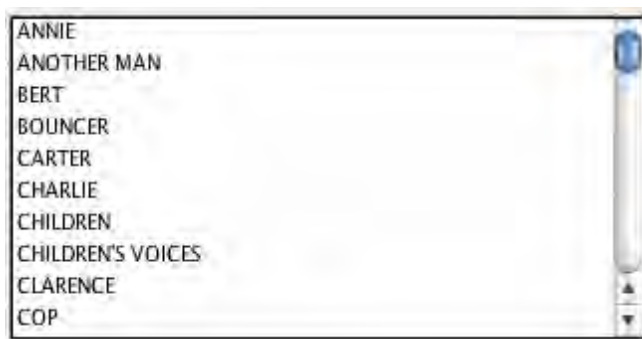
Or, push the **Select All** button to select all of the characters.

Click **OK** to go to the Print window with selected options, **Cancel** to go back without.

1.18.11.2 Changing the Recording Script layout

Animation dialogue preferences are found under **Screenwriter** > **Preferences...** > **Anim. Dialog** in the program.

Go to **Animation Dialog Preferences** for more on this topic.

1.18.11.3 Displaying Numbered Dialogue

To Display and Print the dialogue speech numbering in the script (as well as in the Animation Recording Script report):

> Under the **Production** menu, select **Animation Locking** then **Print Numbering in Script**.

A checkmark displays next to Print Numbering in Script. To turn the display of Numbering off, click on it again.

1.18.11.4 Locking Dialogue Numbering

Dialogue Numbering can be locked, numbering new speeches as A-Speeches—while reordered speeches maintain their original numbers. You might want to do if you're using these numbers to relate to story boards or cells.

> Under the **Production** menu, select **Animation Locking**, then **Lock Dialogue Numbering**.

This causes a number for each speech to be displayed onscreen, to the right of the Character Name in angle brackets (e.g., **<6>**). (This number will not print unless you select Dialogue on the Print menu and check Dialogue Numbered/Laid Out for Animation Recording Scripts, above.) It is displayed for reference, to show what's going to print in case you want to override a Dialogue Number.

1.18.11.5 Multi-Locking Dialogue Numbering

Dialogue Numbering can be Multi-Locked, numbering new speeches as AA Numbers (e.g., **<6AA>**).

To Multi-Lock Dialogue Numbering, repeat the method above for Locking the Numbering.

Under the **Production** menu, select **Animation Locking**, then **Lock Dialogue Numbering**.

1.18.11.6 Unlocking Dialogue Numbering

Dialogue Numbering can be Unlocked at any point—going from AA- Numbering to A-Numbering or from A-Numbering to non-locked numbering.

> Under the **Production** menu, select **Animation Locking**, then **Unlock Dialogue Numbering**.

1.18.11.7 Overriding Dialogue Numbering

Once Dialogue Numbering has been Locked or Multi-Locked, a single speech's numbering can be manually overridden.

- Put the cursor anywhere in the Dialogue speech whose numbering you want to adjust.

- Under the Production menu, select Animation Locking, then Adjust Dialogue Numbering.

The Locked Dialogue Numbering screen displays. Choose an option:

- **Set this Dialogue's numbering to Normal**—Changes the current A- or AA- numbered Dialogue to Normally numbered Dialogue.

- **Set this Dialogue's numbering to A-Numbering**—Changes the current AA- or Normally numbered Dialogue to A-Numbering.

- **Set this Dialogue's numbering to AA-Numbering**—Changes the current A- or Normally numbered Dialogue to AA-Numbering. Only available in scripts where the dialogue numbering has been Multi-Locked. Otherwise, it's grayed out and unselectable.

- **Override this Speech's Numbering**—Specifies which Normal number this speech should be given. Accepts a number between 1 and 4096. Only available when the cursor is in a Normally numbered speech, or in a script that has Locked or Multi-Locked Dialogue Numbering. Otherwise, it's grayed out and unselectable.

NOTE: If you change the Normal Dialogue Numbering order—either by switching a Normally numbered speech to an A- or AA- speech, or vice-versa—you'll be given the option to adjust all following speeches, so that two speeches are not assigned the same number.

1.18.12 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. EXAMPLE:
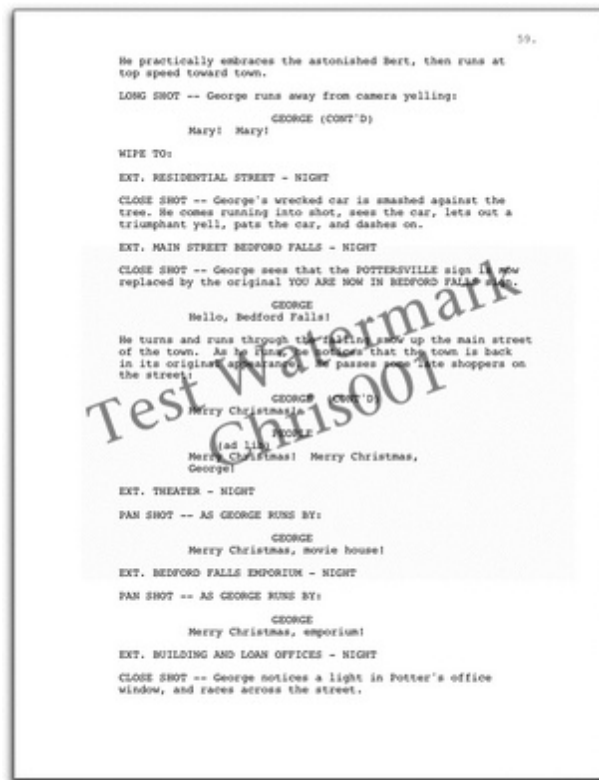
The watermark can be large or small, light or dark, centered on the page or off to the edge. Screenwriter gives you a tremendous amount of control over watermarking your document.

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 Watermark:

Select *Production > Watermark Setup...* to open the watermark setup window:
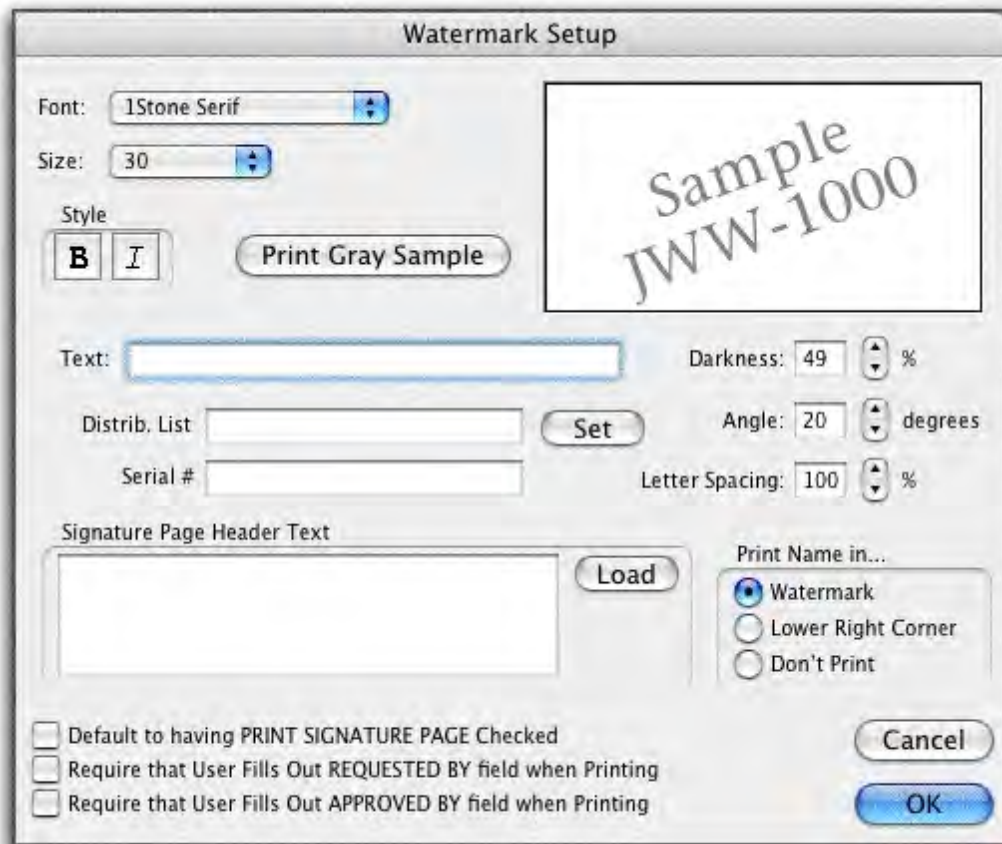
- In the "Text" field, type in the text of the watermark.

- In the "Distrib. List" field type in a NAME for the distribution list or click on Load if you wish to use a pre-existing distribution list.

- The "Set" 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.

Watermark: Distribution List

Chris
Fred
Charlie
Mildred

Cancel   OK
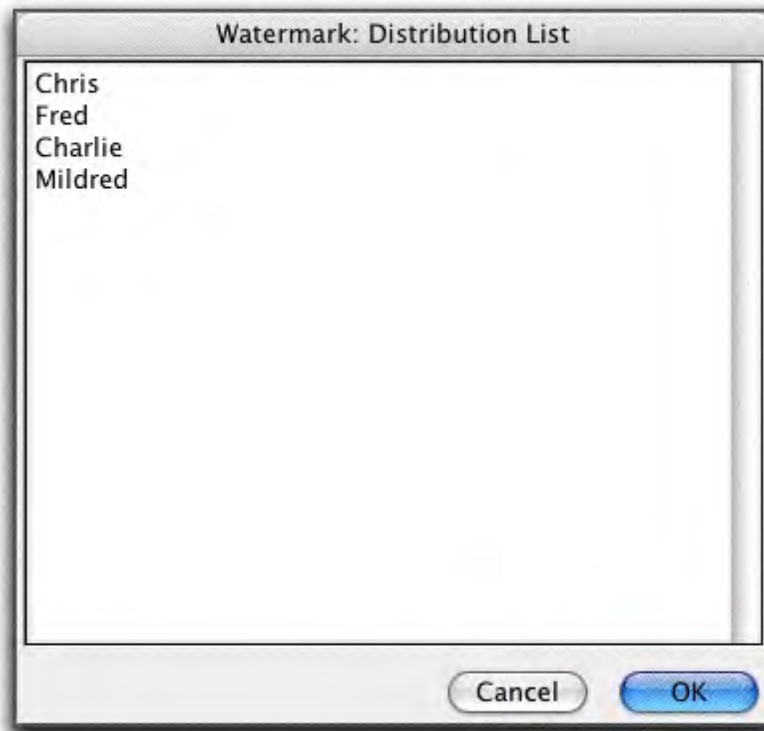
- Click OK.

- 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.

Printing with the Watermark:

- Select *File > Print*.

- Select what you wish to print (e.g., Entire Document).

- Uncheck "Run SmartCheck" unless you do want to run it.

- Click OK(and click Continue on the Exception error).

- Fill out all necessary fields and select to whom you wish to distribute the document.
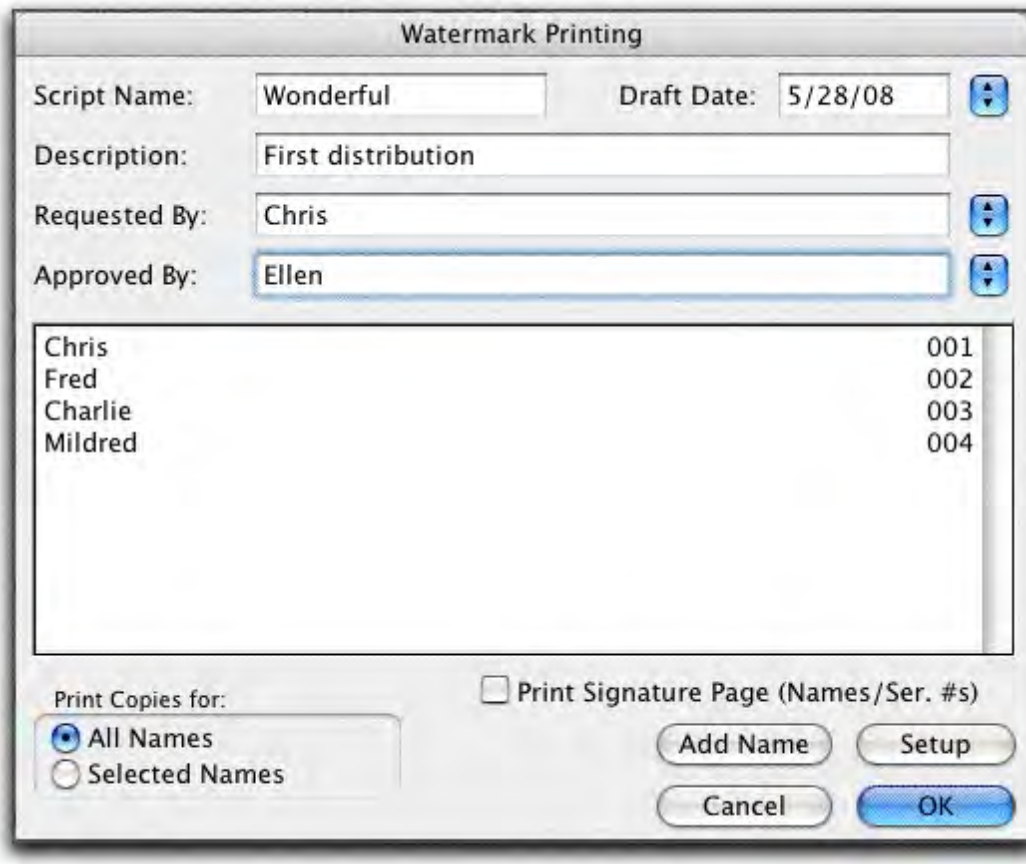
- Select any other desired options and click OK.

- In the print window, click OK.

Screenwriter prints out individual copies for each person in the distribution list personalized with a custom watermark unique to each copy of the document.

1.19 Appendices

- Menus

- Shortcut Key Assignments

- Troubleshooting

- Importing Scripts

- Exporting Scripts

- Format Codes

1.19.1 Menus

File Edit View Format Goto NaviDoc Tools Production Window Help

The main menu bar has ten menu topics in it. Click on the menu topic in the bulleted list below to see more about that topic.

- **File Menu**

- **Edit Menu**

- **View Menu**

- **Format Menu**

- **Goto Menu**

- **NaviDoc Menu**

- **Tools Menu**

- **Production Menu**

- **Window Menu**

- **Help Menu**

1.19.1.1 Screenwriter Menu

About Screenwriter	
Preferences…	⌘,
Services	▶
Hide Screenwriter	⌘H
Hide Others	⌥⌘H
Show All	
Quit Screenwriter	⌘Q

- **About Screenwriter**—Opens Screenwriter's "About Screenwriter" window which shows the serial number, version number, copyright and trademark notices, and credits.

- **Preferences…**—Opens a new document and lets you select a pre-existing document template.

- **Services**—Screenwriter supports the OSX Services menu, which provides a handful of features writers might find useful. For example, if a user selects a word in their document, they can do the following via. the Services menu:

  - **Look up the word in Word Menu** via. Screenwriter > Services > Find in Word Menu.

  - **Look up the word in the OSX Dictionary** via. Screenwriter > Services > Look Up in Dictionary.

  - **Let the computer speak the selected text** via. Screenwriter > Services > Speech > Start Speaking Text.

  - **Google the word** via. Screenwriter > Services > Search With Google. See OS X help for more information on this feature.

- **Hide Screenwriter**—Hides the Movie Magic Screenwriter program.

- **Hide Others**—Hides all programs except Movie Magic Screenwriter.

- **Show All**—Shows all active programs.

- **Quit Screenwriter**—Exits Screenwriter, prompting to you save any open documents.

1.19.1.2 File Menu

```
New (using Default Template)        ⌘N

New from Template...              ⇧⌘N
Open...                            ⌘O
Close                              ⌘W

Save                               ⌘S
Save As...                        ⇧⌘S
Save a Copy...
Save All Open Documents

Import...
Export to...                         ▶
Save As Template...
Send As Email Attachment...

Page Setup...                     ⇧⌘P
Print Preview...                   ⌥⌘P
Print...                           ⌘P

Clear File History List
```
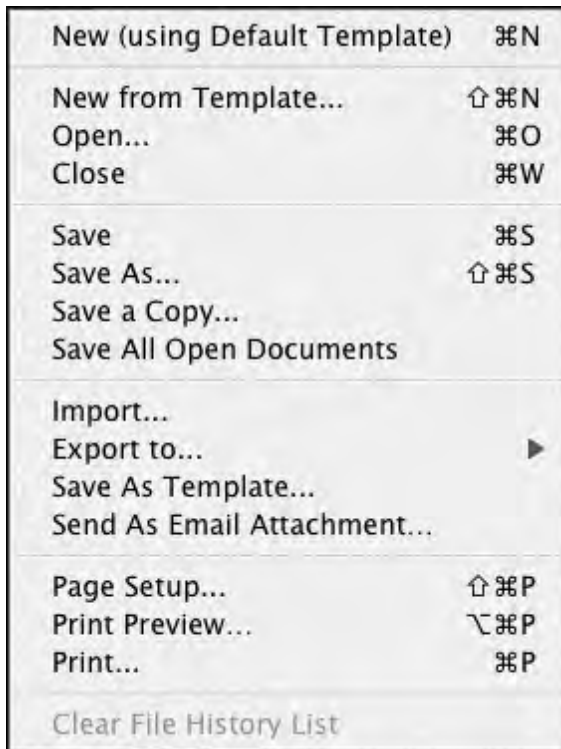
- **New** (using Default Template)—Opens a new document using the default document template.

- **New from Template…**—Opens a new document and lets you select a pre-existing document template.

- **Open...**—By default, displays a list of existing Screenwriter documents to be opened. Also allows you to open files in other formats, for purposes of importing.

- **Close**—Exits the currently displayed document, prompting you to save it.

- **Save**—Saves the document under its current name and location without prompting you for a name. Performing a Save command overwrites the previously saved version of a document with the same name. If you have not saved this file, it will prompt you to specify a name and location to save the file.

- **Save As...**—Saves the currently displayed document to a different name, location, or format. This closes the original document and leaves open the document you just saved.

- **Save A Copy...**—Saves a copy of the currently displayed document. Selecting this menu item lets you create a copy of the document without closing the current document. It is useful for creating backup copies of your working document.

- **Save All Open Documents**—Saves all open files without prompting you for file names (except for unsaved, untitled files). Automatically overwrites any previously saved versions of files with the same name..

- **Import...**—Allows you to open files in non-Screenwriter formats (e.g. text, RTF, Final Draft, etc.) for purposes of importing.

- **Export to…**—Saves the document in Movie Magic Screenwriter older (.scw) format as well as non-Screenwriter file format for use in other software programs such as Adobe Acrobat, Microsoft Word, HTML (for internet publishing), and others.

- **Save As Template…**—Saves the current open document, and its settings, as a template (.def) file.

- **Send As Email Attachment…**—Transmits the open document to a recipient via email. Use this feature to send MMSW files to other Screenwriter users, or PDF and RTF files to non-Screenwriter users..

- **Page Setup**—Displays a window where you can select a printer and change printing options.

- **Print Preview**—Displays a WYSIWYG preview of how the current page of the document will print.

- **Print**—Displays a window where you can select what to print.

- **Clear File History List**—Removes all names of recently saved documents from the File History List.

1.19.1.3 Edit Menu

Undo	⌘Z
Redo	⇧⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Paste into Current Element	⌥⌘V
Clear	⌧
Paste From...	
Copy To...	▶
Cut To...	▶
Select All	⌘A
Select Special	▶
Insert Element...	⌘↵
Cut Element	^⌫
Add Forced Page Break	^↵
Remove Forced Page Break	
Add Hard Return	⇧↵
Add Dialogue Paragraph	
Find...	⌘F
Find Next	⌘G
Replace	⌘R
Replace & Find Next	⌥⌘R
Replace All	
Change Character Name...	

Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste into Current Element	Ctrl+Alt+V
Clear	
Paste From...	
Copy To	▶
Cut To	▶
Select All	Ctrl+A
Select Special	▶
Insert Element...	
Cut Element	
Add Forced Page Break	Ctrl+Enter
Remove Forced Page Break	
Add Hard Return	Shift+Enter
Add Dialogue Paragraph	Ctrl+Alt+D
Search...	F2
Search Again	Shift+F2
Replace and Find Next...	Alt+F2
Change Character Name...	

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

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

- **Cut**—Removes selected text from the document, placing it on the clipboard.

- **Copy**—Copies selected text, leaving it in the document but also placing it on the clipboard.

- **Paste**—Places the contents of the clipboard into the document at the cursor position.

- **Paste into Current Element**—This menu item is ONLY available if you already have Cut or Copied text from a single Movie Magic Screenwriter element or are pasting from an external document. It allows you to paste that text into a different element type and have it become part of that element.

You might use this, for example, if you wrote a parenthetical like (turning to John and pulling out a gun) and you decide you want to move that to an action element. Simply cut the parenthetical element as you would normally, then use the Paste into Current Element to paste it into a blank action line.

- **Clear**—Deletes selected text, removing it from the document but not putting it into the clipboard.

- **Paste from...**—Displays a menu allowing you to select an existing file. Its contents are placed into the currently displayed document at the cursor position.

- **Copy to...**—This menu item is only available if you have selected (i.e. blocked) text in your document. If this is the case, Screenwriter takes you to a sub menu with the following options:

> New File
> Existing File
> Scrap File
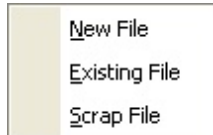
- - **New File**—Copies the selected text and saves it as a New file with the name you enter in the Save As menu.

- - **Existing File**—Copies the selected text and places it at the end of the existing file you select in the Open menu.

- - **Scrap File**—Copies the selected text and places it at the end of an automatically generated Scrap File which has the same name as your document but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your document, but might want to go back to later.

Cut to...—This menu item will only be available if you have selected (i.e. blocked) text in your document. If this is the case, Screenwriter takes you to a sub menu with the following options:

> Cut to New File
> Existing File
> Scrap File
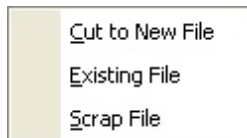
- - **New File**—Cuts the selected text and saves it as a New file with the name you enter in the Save As menu.

- - **Existing File**—Cuts the selected text and places it at the end of the existing file you select in the Open menu.

- - **Scrap File**—Cuts the selected text and places it at the end of an automatically generated Scrap File which has the same name as your document but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your document, but might want to go back to later.

- **Select All**—Selects the entire contents of the currently displayed document.

- **Select Special**—Shows options for selecting by word, sentence, element, group, page, scene.

```
Word
Sentence           ⇧⌘A
Element
Group              ⌥⌘A

Page
Scene              ^⇧A

Scene Range...
Extend Selection to:        ▶
```
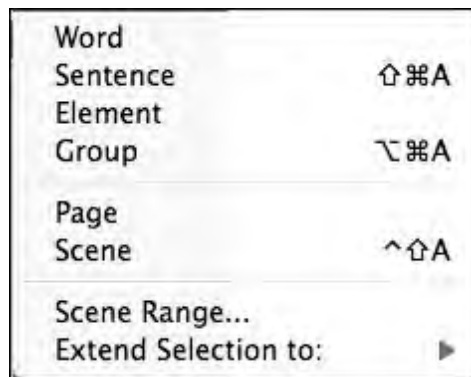
- **Scene Range...**—Lets you select a scene range from a list of scene headings.

```
Specify Range of Scenes to Select

1 FADE IN - NIGHT SEQUENCE
2 EXT. - FROZEN RIVER AND HILL -- DAY
3 INT. HIGH SCHOOL GYM -- NIGHT
4 EXT. TREE-LINED RESIDENTIAL STREET --
5 EXT. FRONT PORCH OF HOUSE -- NIGHT
6 EXT. STREET -- NIGHT
7 EXT. MAIN STREET - BEDFORD FALLS --
8 INT. DRUGSTORE -- DAY
9 EXT. MAIN STREET -- DAY
10 INT. BAILEY DINING ROOM -- NIGHT
11 EXT. BAILEY BUILDINGS AND LOAN SIGN
12 INT. BAILEY BUILDING AND LOAN OFFICE -
13 INT. OUTER OFFICE -- BUILDING AND

Hold Down Shift Key To          Cancel    Select
Select Scene Range
```

- **Extend Selection...**—Lets you extend the selection beyond the current cursor position.

```
End of the Current Page
Start of the Current Page
Specific Page...

End of the Current Scene
Start of the Current Scene
Specific Scene...

Next Act/Scene Break
Previous Act/Scene Break

End of Document
Beginning of Document
```
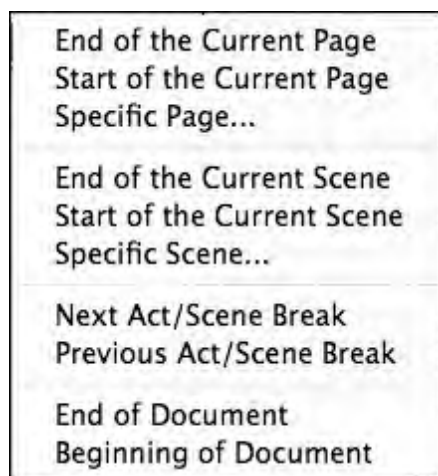
- **Insert Element**—Inserts a new element at the current cursor position based on your choice from the element list.

Act Break ▸
Action
Character Name
Dialogue
Parenthetical
Scene Heading ▸
Scene Label
Note
Shot
Title
Transition

Sequence
Scene
Beat
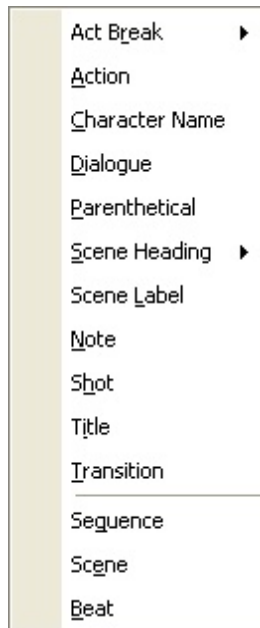
- **Cut Element**—Cuts the entire current element in the document.
- **Add Forced Page Break**—Starts a new page at the current cursor position.
- **Remove Forced Page**—Removes a Forced Page Break immediately before or after the cursor position.
- **Add Hard Return**—Goes to a new line, but stays in the same element.
- **Add Dialogue Paragraph**—If in the Dialogue element, starts a new paragraph of dialogue. Otherwise, does nothing.
- **Find**—Displays the Find & Replace window, with the Replace parameters grayed out. Enter the text to Find for, and define the search parameters.
- **Find Next**—Searches for next instance that meets the same find criteria.
- **Replace**—Available only after a successful Find command. Replaces the current instance found text with the replacement text.
- **Replace & Find Next**—Displays the Replace & Find Next window. Enter the text to Find, the text to Replace it with, and define the Replace & Find Next parameters.
- **Replace All**—Available only after a successful Find command. Replaces ALL instances of the found text with the replacement text. This command does NOT ask for confirmation while replacing the text in the document
- **Change Character Name**—Displays the Change Character Name dialog.

Character Name Change

Search for: ANNIE

Replace with: ANDREA

☐ Search Backwards

○ From Cursor Position ● Entire Script

Replace All

Cancel
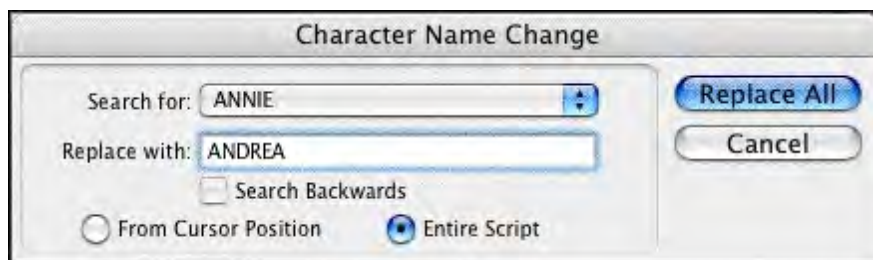
The Search for pop-up list allows you to select a character name from the available character names in your document. The Replace with text box lets you type in the new name. If you type in the name of an existing character, the selected character will, in effect, be merged with that character. This is a good way to merge instances of characters that may have multiple ways in which their names appear in the script.

1.19.1.4 View Menu

✓ Normal	
Full Page	
✓ NaviDoc	^0
Title Page Publisher...	⌘T
Index Cards...	
Toolbar Icons	▶
✓ Ruler	
✓ Right Element Buttons	
Scene Numbering	▶
Show Format Codes	⌥F3
Hide Names in Pop-Up List...	
Hide Locations in Pop-Up List...	
Hide Elements On Screen	▶
Running Lists	▶
Zoom Screen Text...	^Z

The View menu controls the display of various windows and controls.

- **Normal**—Displays the document as a continuous flow of text. Page breaks are indicated by a dashed line. Example...

- **Full Page**—Displays the document as it will appear on the printed page. Page breaks appear as separate pages with headers and footers displayed. Example...

- **NaviDoc**—Displays a panel to the left of the document. Like its name implies, the NaviDoc lets you navigate quickly around your document. The NaviDoc has four panel tabs: Outline; Scenes; Notes; and Bookmarks.

- **Title Page Publisher**—Displays the Title Page Publisher for WYSIWYG Drag'n'Drop creation of Title Pages.

- **Index Cards...**—Switches to View as Index Card Mode.

- **Toolbar Icons**—Control the display of the Toolbar and Toolbar icons that appear at the top of the document window.

- **Ruler**—If checked, displays the horizontal page Ruler, showing Element margins.

- **Right Element Buttons**—If checked, displays the insert element buttons found on the right side of the document window.

- **Scene Numbering**—Controls the display of scene numbers in the document. Scene numbers are associated with Scene Heading elements. They can appear to the left of the scene heading, the right of the scene heading, or on both the left and right of the scene headings.
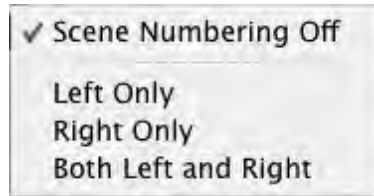
✓ Scene Numbering Off

Left Only
Right Only
Both Left and Right

- **Show Format Codes**—If checked, displays the hidden format codes embedded in the text of your document .

- **Hide Names in Pop-Up List…**—Displays a menu where you can hide/unhide a character name. A hidden name does not appear on the Character Name pop-up list which appears when you press the TAB key. Use for a character who's not in many scenes and whose name you don't want to always appear on the Character List.

- **Hide Locations in Pop-Up List…**—This menu allows you to "hide" certain Locations so that they don't appear on the automatic pop-up lists of Locations used when entering Scene Headings. You would generally use this function to remove locations you aren't going to use again in the document.

- **Hide Elements on Screen**—Shows options which allow you to hide/unhide script Elements, Notes by color or type, and Non-Printing text. Also lets you Unhide elements on screen

- **Running Lists**—Shows options which allow you to control automatic updating of lists of user-defined items (such as character names, shots, and transitions) created as you write in the document.
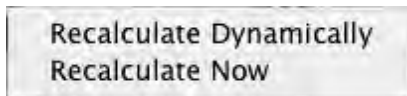
Recalculate Dynamically
Recalculate Now

- **Zoom Screen Text**—Displays the Zoom Screen dialog window, allowing you to alter how large the document text displays onscreen. Default is 90%.

1.19.1.4.1 Normal

Displays the document as a continuous flow of text. Page breaks are indicated by a dashed line.
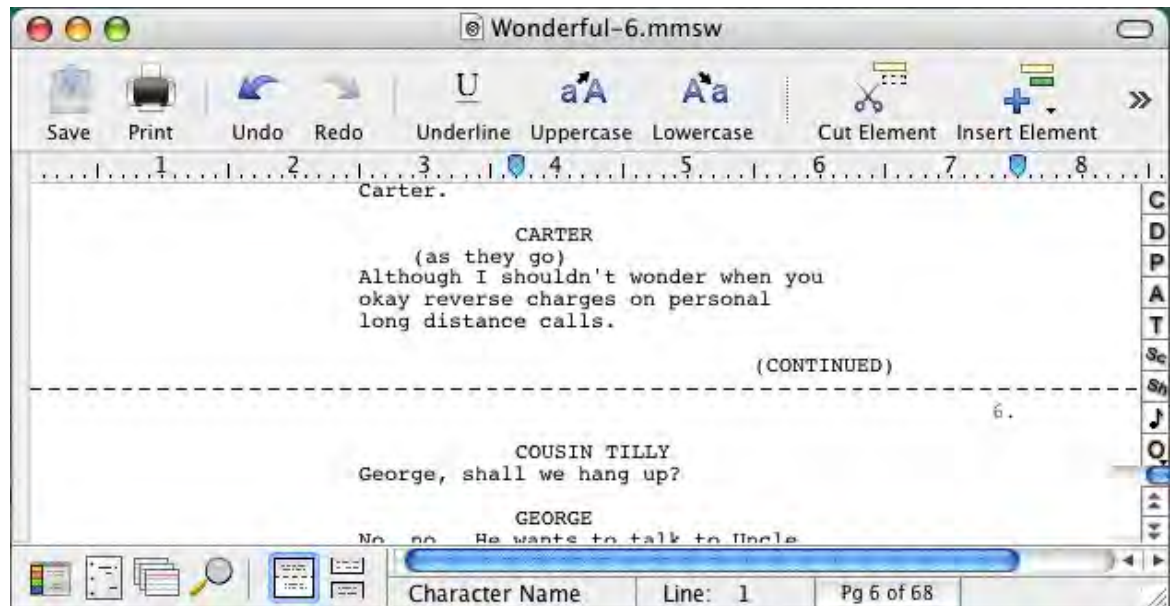
1.19.1.4.2 Full Page

Displays the document as it will appear on the printed page. Page breaks appear as separate pages with headers and footers displayed.
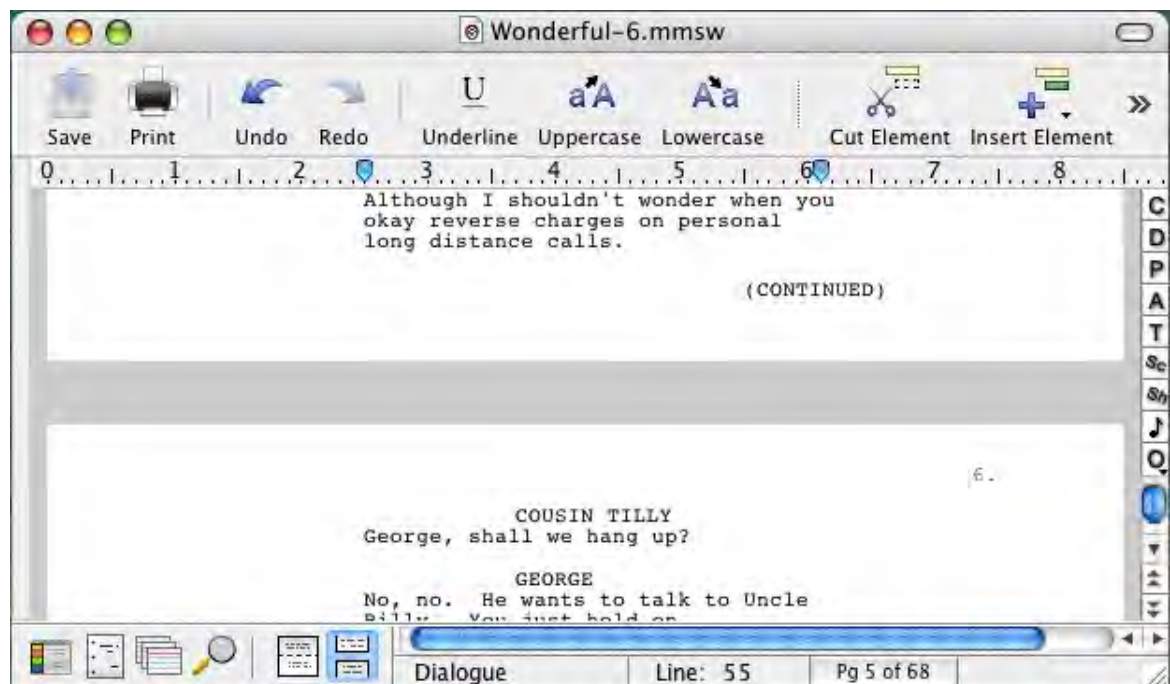
1.19.1.5 Format Menu

```
Element Styles...                    ⌘E
Load Styles From                      ▶
Make Default for All New Documents

User Lists...
Load User Lists From                  ▶

Document Layout...
Header and Footer...

Font Style                            ▶
Font Color                            ▶
Change Case                           ▶
Change Element Type                   ▶
Mark One Character's Dialogue...

Dual Columns                          ▶
Normal Word Processor Mode

Cheat                                 ▶
Reset Cheated                         ▶
```
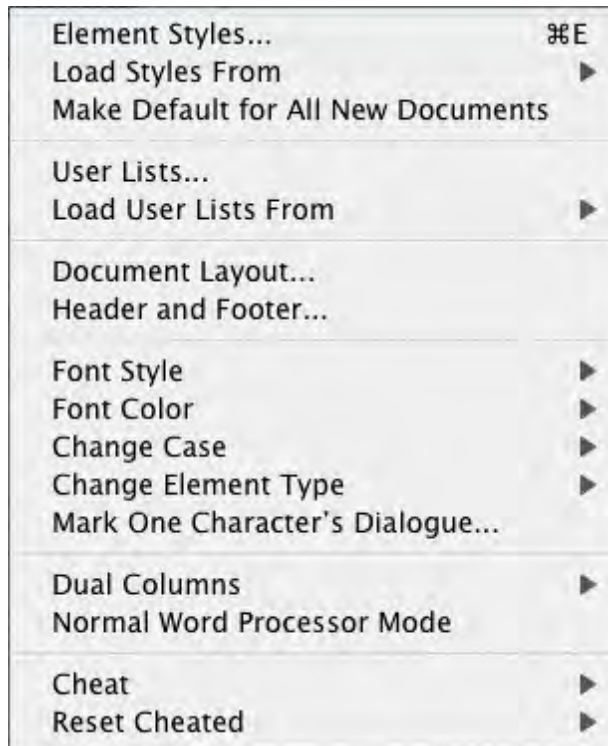
- **Element Styles....**—Displays a menu where you can change the way elements are formatted in the currently displayed document, and set the default formats for New documents.

- **Load Styles From...**—Allows you to reformat your existing document by loading a format from either a template or an existing Screenwriter document

```
Template...
Screenwriter Document...
```

- **Make Default for All New Documents**—Saves the format of the currently displayed document as the default template (default.def).   for one of these available script formats. File > New (using Default Template) will now use this format.

- **User Lists...**—Displays a menu where you can edit the User Lists and Text Aliases for the currently displayed document, and set the defaults for New documents.

- **Load User Lists from**—Allows you to retrieve User Lists from other Screenwriter documents, ASCII files, Collaborator files, or Screenwriter's Original Defaults.

```
Screenwriter Document...
Original Defaults
```
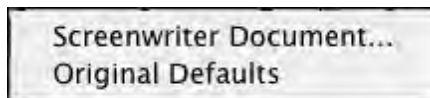
- **Document Layout...**—Displays a window where you can change the top, bottom, and binding page margins. Also gives you the option to cheat the line spacing for the entire document.

- **Header and Footer...**—Displays a menu where you can define the header and footer format and content for the currently displayed document.

- **Font Color**—Shows options for changing the color of selected text. If no text is selected, the text from the cursor position to the end of the element is changed.

```
Blue
Red
Green
User Defined...

✓ Black
```

- **Font Style**—Shows options for changing the style of selected text. If no text is selected, the text from the cursor position to the end of the element is changed.

```
✓ Normal      ⌘–
  Bold        ⌘B
  Italic      ⌘I
  Underline   ⌘U
  Strikeout   ⌘K
```

- **Cange Case**—Shows options for changing the case of selected text. If no text is selected, the entire element (except when in Scene Heading, Character Name, or Transition) that the cursor is in is changed.

```
Upper Case        ^U
Lower Case        ^⇧U
Initial Capitals

Capitalize Word   ^W
Cap & Bold Word
Lower Case Word   ^⇧W
```
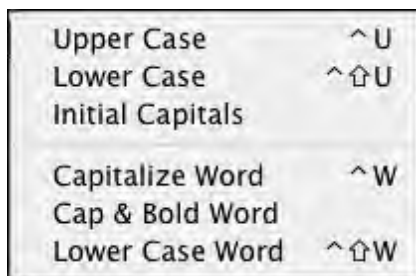
- **Change Element Type**—Shows options for changing the current element (from Action to Shot, for example.

- **Mark One Character's Dialogue**—Displays a list of your document's Character Names for your selection. A selected Character's dialogue appears in red in your document and in color printing, and with a gray background in black and white printing. Useful for printing out a document for an actor with his/her dialogue highlighted.

- **Dual Columns**—Allows changing selected text to Left or Right Column (as in two-column simultaneous dialogue or AudioVisual format) and changing the margins for Right or Left Columns.

```
Left Column          ^L
Right Column         ^R
Normal (Full Width)  ^F

Set Column Margins...
```
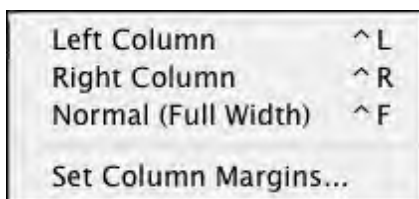
- **Normal WP Mode**—Toggles between the script format you're using and Word Processing mode, where TAB and RETURN function as in other Mac OS X word processing programs.

- **Cheat**—Shows options for tweaking the margins of the selected element, the current page, the entire document, etc.

Element...   ⌘ =
Page...
Document...
Keep Element Together
Keep Group Together
Keep With Following
Mark as Non–Printing
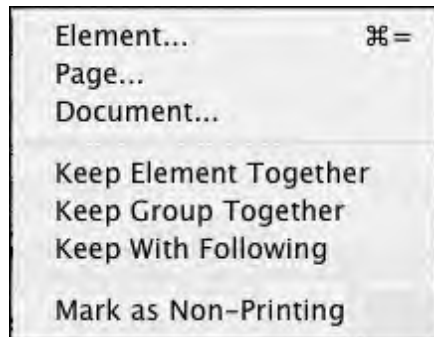
- **Reset Cheated**—Shows options for Undoing any previous cheating you've done.

Element
Page
Document
Unmark as Non–Printing
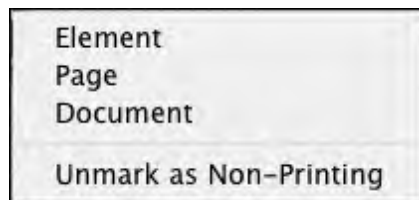
1.19.1.6 Find Menu

Removed. All Search commands are now in the Edit menu. *Mark One Characters Dialogue* command is now in the Format menu.

1.19.1.7 Goto Menu

Top	⌘ ↑
Bottom	⌘ ↓
Page...	^ G
Scene...	
Previous Scene Heading	^ ⌥ ↑
Next Scene Heading	^ ⌥ ↓
Next A–Page	
Next Forced Page Break	
Next Speech By...	
Next Note	
Next Current Revision Mark	
Next Strikethrough or Colored Text	⇧ F3
Last Position	⌘ Y
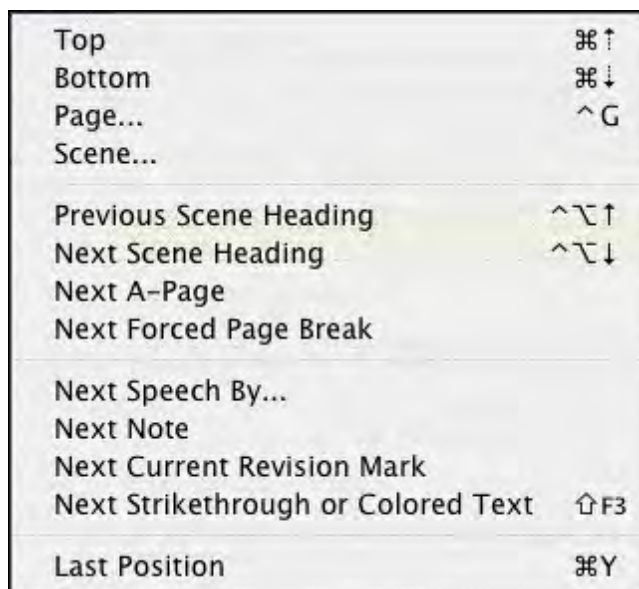
- **Top**—Takes you to the Top of the document.
- **Bottom**—Takes you to the End of the document.

- **Page**—Takes you to a specific Page Number or Scene Number.

- **Scene**—Displays a Scene Heading list, allowing you to select the one to go to.

- **Previous Scene Heading**—Takes you to the previous Scene Heading in the document.

- **Next Scene Heading**—Takes you to the next Scene Heading in the document.

- **Next A-Page**—Takes you to the next A-Page. Only available in locked scripts. Otherwise, it's grayed out. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)

- **Next Forced Page Break**—In a Television or Stage Play format script, takes you to the next Act Break or Scene Break.

- **Next Speech By...**—Displays a Character Name list, taking you to the next speech by the character you select. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)

- **Next Note**—Takes you to the next Note. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)

- **Next Current Revision Mark**—Takes you to the next Current Revision Mark. (Pressing SHIFT+UP ARROW repeats this GoTo command without returning to the menu.)

- **Next Strikethrough or Colored Text**—Takes you to the next Strikethrough text or Colored text.

- **Last Position**—Returns the cursor to the last position in the document where you where typing/editing.

1.19.1.8 NaviDoc Menu

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

· **Outline**—Shows or hides the Outline panel in the NaviDoc.

· **Scenes**—Shows or hides the Scenes panel in the NaviDoc.

· **Notes**—Shows or hides the Notes panel in the NaviDoc.

· **Bookmarks**—Shows or hides the Bookmarks panel in the NaviDoc.

· **New Note**—Inserts a new Note at the current cursor position in the document.

· **New Bookmark**—Inserts a new Bookmark at the current cursor position in the document.

· **Add Outline Element**—Inserts a new outline element at the current cursor position in the document.

· **Promote Outline Element**—Promotes (moves to the left) the current outline item(s) by assigning the style above the current style in the Outline Style Table. The keyboard command for promoting an outline element is CTRL+LEFT ARROW.

· **Demote Outline Element**—Demotes (moves to the right) the current outline item by assigning the style below the current style in the Outline Style Table. The keyboard command for demoting an outline element is CTRL+RIGHT ARROW.

· **Create / Edit Outline Styles...**—Opens the Outline Element Styles window which controls the list and format of all available outline styles. This is the same as selecting the Format > Element Styles… command and selecting Outline Styles.

· **Top**—Goes to the beginning of the list in the NaviDoc panel.

· **Bottom**—Goes to the end of the item list in the NaviDoc panel.

· **Page Up**—Goes up one screen's worth of items in the item list of the NaviDoc panel.

· **Page Down**—Goes down one screen's worth of items in the item list of the NaviDoc panel.

· **Previous Row**—Goes up one item in the item list in the NaviDoc panel.

· **Next Row**—Goes down one item in the item list in the NaviDoc panel.

· **Decrease NaviDoc Font Size**—When the NaviDoc is open, this command decreases the font size of the items in the visible panel. The font change does not effect hidden NaviDoc panels. The keyboard command for this is CTRL+[(CTRL+Left Bracket).

· **Increase NaviDoc Font Size**—When the NaviDoc is open, this command increases the font size of the items in the visible panel. The font change does not effect hidden NaviDoc panels. The keyboard command for this is CTRL+] (CTRL+Right Bracket).

· **NaviDoc Preferences...**—Opens the NaviDoc tab of the program Options window. This is the same as choosing the Tools > Options... command and selecting the NaviDoc tab.

1.19.1.9 Tools Menu

```
iPartner™
Compare Two Scripts...

Run Smartcheck...
Repaginate Now

Thesaurus...                    ⌘J
Count Words
Name Bank...

Spell Check              ▶
Correct Current Word     ▶

Pause Auto-Correction
Clear Ignore List

Change Dictionary...
Select Language...
Edit User Dictionary...

Speak Selection
Assign Voices...
```
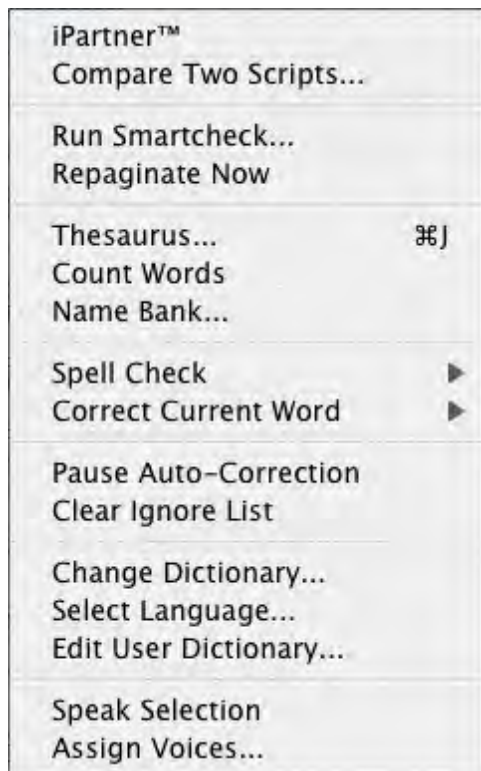
- **iPartner**—This feature allows two people to view and edit the same document over the Internet.

- **Compare Two Documents**—Compares the differences between two versions of the same document, when both are open in separate windows. Automatically generates a third document with everything that's been added in Red, and everything that's been removed in Strikethrough.

- **Run SmartCheck**—The SmartCheck™ feature finds and corrects any common formatting errors you may have made. Useful just before printing your document.

- **Repaginate Now**—Forces a complete repagination/screen redraw.

- **Thesaurus**—Displays Synonyms for the word that the cursor is currently in.

- **Count Words**—Counts the number of words in the document.

- **Name Bank...**—Displays the Name Bank screen, where you can select names for your characters. Alphabetically displays lists of Female and Male first names, and Family surnames.

- **Spell Check...**—Checks the spelling of the document and has a submenu with several options:
  - **Word**—Checks the spelling of the Word that the cursor is currently in.
  - **Selection**—Checks the spelling of the highlighted test selection.
  - **Element**—Checks the spelling of the Element that the cursor is currently in.
  - **Page**—Checks the spelling of the current Page.
  - **Forwards**—Checks the spelling from the cursor position to the end of the document.
  - **Entire Document**—Checks the spelling of all text in the document.

```
Word              ⌘D
Selection
Element
Page
Forwards
Entire Document
```
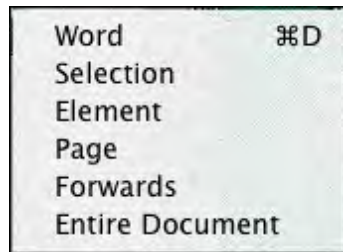
- **Correct Current Word**—Checks the spelling of the Word that the cursor is currently in and gives you options to handle it without bringing up the Spell Check window including suggestions:

```
Add to Dictionary
Ignore for This Session

well
we'll
we`ll
wells
welled
weal
```
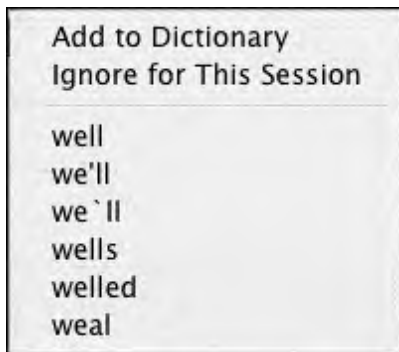
- **Pause AutoCorrection**—Pauses the real-time Spell Checking or AutoCorrection features, if they're on. When paused, there will be a check mark next to this menu item.

- **Clear Ignore List**—Clears from memory all the words that you've told Spell Check to Ignore this writing session.

- **Change Dictionary**—Displays a menu where you can select a different user dictionary for the currently displayed document.

- **Select Language**—Shows options for changing your Spell Checking to a different language. Use of this feature requires the installation of an optional Foreign Language Dictionary.

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

- **Speak Selection**—Movie Magic Screenwriter has the ability to actually read your document aloud using the Macintosh's built-in text-to-speech engine. This menu item reads the selected text aloud using the voices that are assigned to the document.

- **Assign Voices**—Clicking on this feature opens a window that allows you to assign voices to elements of the document.

1.19.1.10 Production Menu

Lock the Script...
Unlock the Script...
Multi-lock ▶

Start Next Revision...
Set Revision Draft Color...

Apply Revision Mark ⌃M
Remove Revision Mark ⌃⇧M

Fix or Flex ▶
Auto-Revision ▶
Remove ▶
Override ▶

Breakdowns ▶
TV Breakdowns ▶

Animation Locking ▶
Watermark Setup...
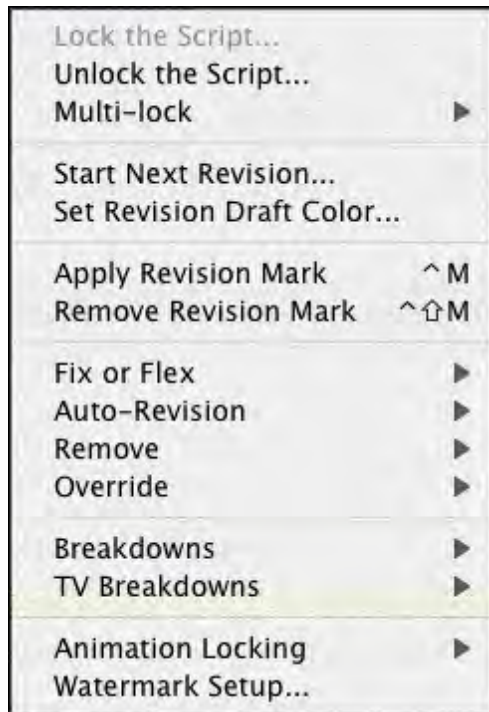
· **Lock The Script**—Displays the Lock the Script menu, allowing you to change all document Locking options in one place. Default setting is to Lock all options. Uncheck the items you don't want locked. Only available in a document without Locked Pages.

· **Unlock The Script**—Displays the Unlocking the Script menu, allowing you to change all script Locking options in one place. Uncheck Locked items individually to Unlock them. Only available in a script with Locked Pages.

· **Multi-Lock**—Allows you to keep the existing A-Page or A-Scene numbering and give new pages or scenes a new unique numbering scheme. Only available in a document with Locked Pages or Scenes.

· **Start Next Revision**—The Start Next Revision Command will start the next revision automatically by doing the following:

  • Remove All Revision Marks

  • Fix all A-Pages

  • Lock the Header Text

  • Increment the Revision Draft Color

  • Run the Title Page Publisher so that you can add the new color to a list

· **Set Revision Draft Color Order**—Displays the Revision Draft Color window, showing the order in which revision colors will be used (the default is the industry standard.)

· **Apply Revision Mark**—Adds a revision marks to the selected lines of text without modifying the text.

· **Remove Revision Mark**—Removes revision marks from the selected lines of text.

- **Setup Draft Information**—Selecting this menu item will take you to the Draft Information menu used by the Watermark Serialization function. You will only need to use this menu if you are using Watermarks.

- **Fix or Flex...**—Advanced control of locked pages.

- **Auto-Revision...**—Controls automatic revision annotation and revision page colors.

- **Remove...**—Controls removal of various items in the document.

- **Override...**—Provides specialized control over instances of production features in the document.

- **Breakdown...**—Shows options for tagging breakdown items to be printed on Breakdown Sheets, or exported to Movie Magic Scheduling™.

- **TV Breakdowns**—Shows options for TV sitcom production breakdowns including generate rundown sheet, generate set list, and scene character lists.

- **Animation Locking**—Shows you options for Animation Production Features.

- **Storyboard Linking...**—Movie Magic Screenwriter has the ability to link up with several Storyboarding programs so that frames are referenced from within the document and you can work dynamically between the two programs. This menu item is the "gateway" to these features.

- **Production Solutions**—Explains the typical Production Cycle, presents various Production-related problems and offers solutions to them.

1.19.1.10.1 Fix or Flex...

Advanced control of locked pages.
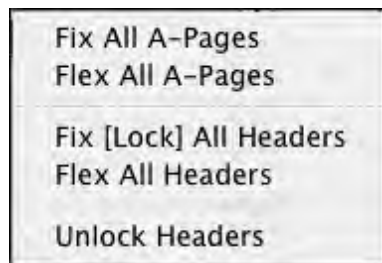
```
Fix All A-Pages
Flex All A-Pages

Fix [Lock] All Headers
Flex All Headers

Unlock Headers
```

- **Fix All A-Pages**—Locks all A-Pages. Only available in a document with Locked Pages. Otherwise, it is grayed out.

- **Flex All A-Pages**—Unlocks all fixed A-Pages. Combines any short A-Pages that were locked, and may combine any Double-Locked Pages in the document. Only available in a documentwith Locked Pages. Otherwise, it is grayed out.

- **Fix (Lock) All Headers**—Locks the Headers of all pages, except Flexible A-Pages. Only available in a document with Locked Pages.

- **Flex All Headers**—Unlocks the Headers of all pages, converting them to the Current Header. Only available in a document with Locked Pages.

- **Unlock Headers**—Unlocks the Headers of all pages, and turns Header Locking off for this document. Only available in a document with Locked Pages.

1.19.1.10.2 Auto-Revision...

Controls automatic revision annotation and revision page colors.

✓ Marks
Auto-Revision Colors　　▶
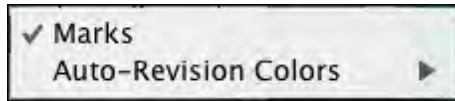
- **Marks**—Toggles current Auto-Revision Marks on or off for the currently displayed document. A checkmark appears next to Auto-Revision Marks when they are on.

- **Auto-Revision Colors**—Shows options for Auto-Revision Colors. Any new text you add is automatically highlighted in the color you select. Useful when you have different people working on the document and you want to show who's made what changes.

    - **Blue**—Highlights new text in blue.

    - **Red**—Highlights new text in red.

    - **Green**—Highlights new text in green.

    - **User Defined Color**—Highlights new text in a color of your choice. Requires Screenwriter to convert certain characters (which may be in your document) to codes first.

    - **Turn Revision Color Off**—Turns your color selection off, displaying any new text you add as normal.

Red
Blue
Green
User Defined...

✓ Turn Revision Color Off
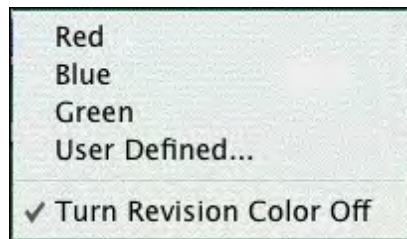
1.19.1.10.3 Remove...

Controls removal of various items in the document.

Current Revision Marks

Strikethrough Style or Text...
Text Color　　▶

Scene Heading w/o OMITTED
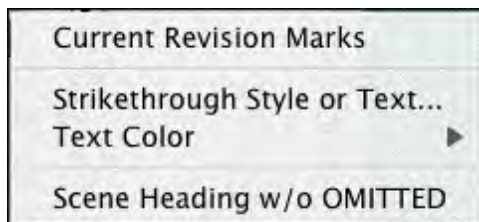
- **Current Revision Marks**—Removes all current revision marks from the document.

- **Strikethrough Style or Text**—Removes all Strikethrough Text or just the Strikethrough Codes (leaving the text intact).

- **Text Color**:

Red Highlights
Blue Highlights
Green Highlights

User Defined Color Highlights

- **Red Style**—Removes red highlighting from revised text, displaying it as normal.

- **Blue Style**—Removes blue highlighting from revised text, displaying it as normal.

- **Green Style**—Removes green highlighting from revised text, displaying it as normal.

- **User Defined**—Removes User Defined highlighting from revised text, displaying it as normal.

- **Remove Scene w/o OMITTED**—Removes the Scene Heading that the cursor is in, without creating an OMITTED Scene Heading to indicate something was deleted. May cause Scene Headings after the one removed to be renumbered.

1.19.1.10.4 Override...

Provides specialized control over instances of production features in the document.

Page's Header or Color
Page Break Type

Element's Numbering
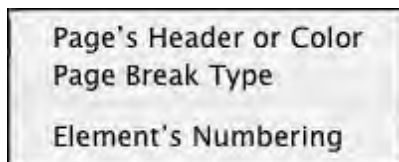
1.19.1.10.5 Breakdow n...

Shows options for tagging breakdown items to be printed on Breakdown Sheets, or exported to Movie Magic Scheduling™.

Tagging Mode
Edit Categories...
Tag Item Globally...
Untag All Items

Movie Magic Scheduling Export...
Layout Breakdown Sheets...
Print Standard Breakdowns...
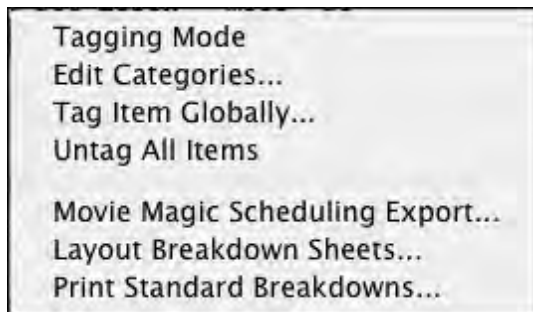
- **Tagging Mode**—Toggles Tagging mode on or off. When turned on, a checkmark appears next to Tagging Mode on the menu. Tagging mode allows you to tag items by double-clicking on them, then selecting categories from a list.

- **Edit Categories**—Displays a screen where you can change the names or shortcut codes of Breakdown Categories.

- **Tag Item Globally**—Displays a screen allowing you to tag every appearance of an item in your document.

- **Untag All Items**—Removes all Breakdown tagging codes from your document.

- **Movie Magic Scheduling Export**—Exports your tagged items for import directly into Movie Magic Scheduling. Allows you to choose from a list of scenes from your document.

- **Print Standard Breakdowns**—Movie Magic Screenwriter has its own powerful, internal breakdown capabilities. Select this item to go to a Breakdown Sheet menu where you can select what and how you want your breakdowns printed.

- **Layout Breakdown Sheets**—Movie Magic Screenwriter has built-in industry standard Breakdown Sheets, and this menu item will let you layout which categories go where on the breakdown sheets.

1.19.1.10.6 TV Breakdowns

Shows options for TV sitcom production breakdowns:

Generate Rundown Sheet...
Print Set Lists...

Scene Character Lists   ►
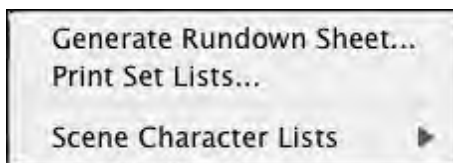
- **Generate Rundown Sheet**

- **Generate Set List**

- **Scene Character Lists**

1.19.1.10.6.1 Generate Rundown Sheet

Displays a menu where you can choose options for printing TV Sitcom Scene Rundowns. Can generate or regenerate Character Lists before printing. Allows you to enter:

Generate Rundown Sheets

Script Attributes

Script Title:

Production Company:

Episode Number:

Draft Version: First

Date: 1/23/07

Director:

Separate Columns:
- Act/Scene Numbers
- Page Numbers
- Day/Night Numbers

Act/Scene Text:
- Bold
- Underline

Scene Headings:
- Bold
- Underline

Font: Palatino

Size: 12

- List Each Location Only Once per Timing Box
- Print Total Boxes at End of Page
- Print Scene Description Text

Timing Boxes:
- 4 Boxes per Row
- 2 Double-wide Boxes

Width: 0.7 in.   Min. Height: 0.7 in.

Specify Set List Settings   Cancel   Print Now

- Script Title, Production, Episode #:, Draft Version, Date (auto-entered, but editable), Director

Offers these printing options:

- Choice of Font and font Size

- **Box-Width**—Lets you choose the width of the blank boxes printed for timing/notes, etc. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.

- **Box-Min. Height**—Lets you choose the minimum height of the blank boxes printed for timing/notes, etc. Boxes expand if more space than this value allows is needed. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.

- **Print Separate Act/Scene Column**—If checked, prints a separate far left column for Act Break/Scene Label. Unchecked, that information prints as the first line of each box.

- **Print Separate Page Number Column**—If checked, Page Numbers print in a separate column. Unchecked, they print in the upper right corner of the main box.

- **Print Separate Day/Night Count Column**—If checked, prints a separate right hand column for "Day 1" type information at the end of each Scene Heading. Prints D or N, followed by the number.

- **Underlining and Boldfacing of**: Act Break/Scene Label, Scene Headings

- **Print total boxes at end of pg**—If checked, prints 3 Totals boxes at the foot of each page.

- **Print Scene Description Text** (if any)—If checked, prints the scene description text.

- **Specify Set List Settings** —Brings up the Generate Set List window.

Prints the Set List on its own, without the need to also print Rundown Sheets.

Options: This tab controls on which pages the header and footer text and Act continued text appear.

- **Page Numbers**--This option controls which page numbers appear in the Set Lists:
    - **None**—If selected, No page numbers are printed
    - **Starting Page**—If selected, prints the Page Numbers that each Set is used on.
    - **Starting & End**—If selected, prints the Page Numbers of the start and end of the set use.no page numbers, starting page number, or starting and end page numbers.
- **Prefix for Page Numbers**--This option controls text that appears in front of the page numbers, e.g. "Pg. " displays page six as. "Pg. 6"
- **Text Between Each Act**: This is the text inserted after the end of one act and before the next act.
- **Act Break**: The act break text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.
- **Scene Headings**: The scene heading text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.
- **Final Text**: This is the text inserted at the end of the Set List report.
- **Final Text formatting** check boxes: The final text has a check box for Bold and a check box for Underlining. Checked is ON. Unchecked is OFF.
- **List Characters in Each Scene**: When checked the characters are listed with each scene within parentheses. Example:

```
10        INT. BANK -- DAY
          (Potter, Teller, Uncle Billy)
```

- **(In All Caps)**: When checked, the character names listed in each scene are capitalized.

- **Font**: Let's you select the printing font of the listed characters.

- **Size**: Let's you select the printing font size of the listed characters.

- **Always Print Set List with Rundown Sheets**—If checked, prints a list of Sets after printing the Rundown Sheets.

- **Put in Clipboard Rather than Print**: Sends the report to the clipboard. You may then open another program, e.g. a word processor, and paste the report into a document from the clipboard.

- **Header**: This tab displays the text that appears at top of the page.
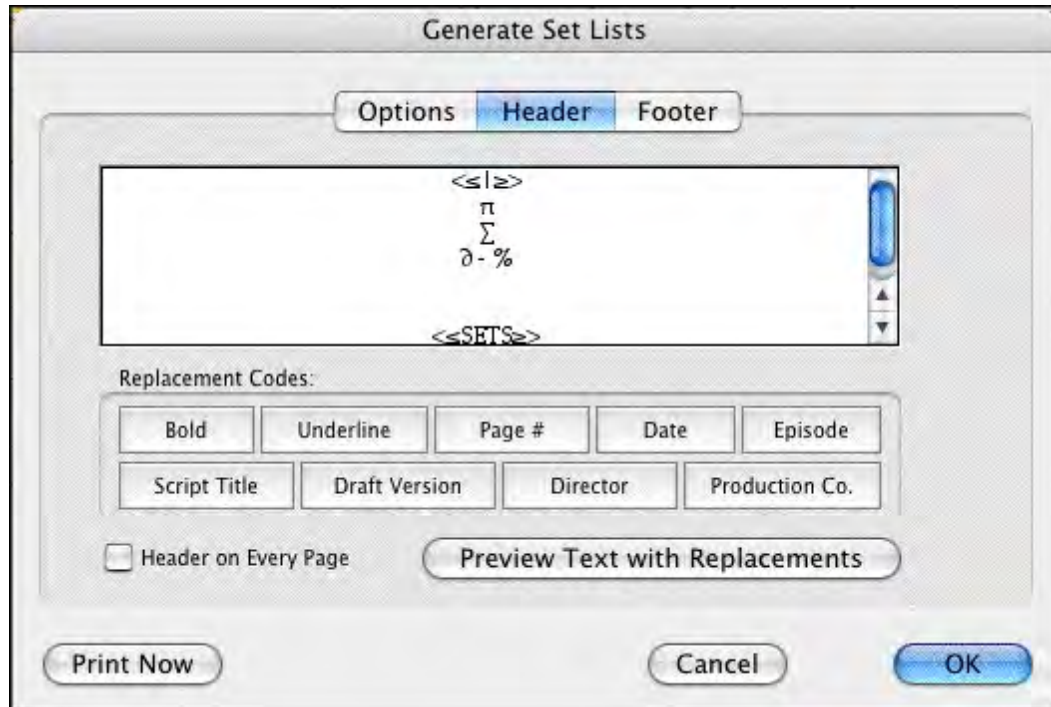
Use the buttons to insert variable text in the Header. Press the Preview Text with Replacements to preview the substitution text:
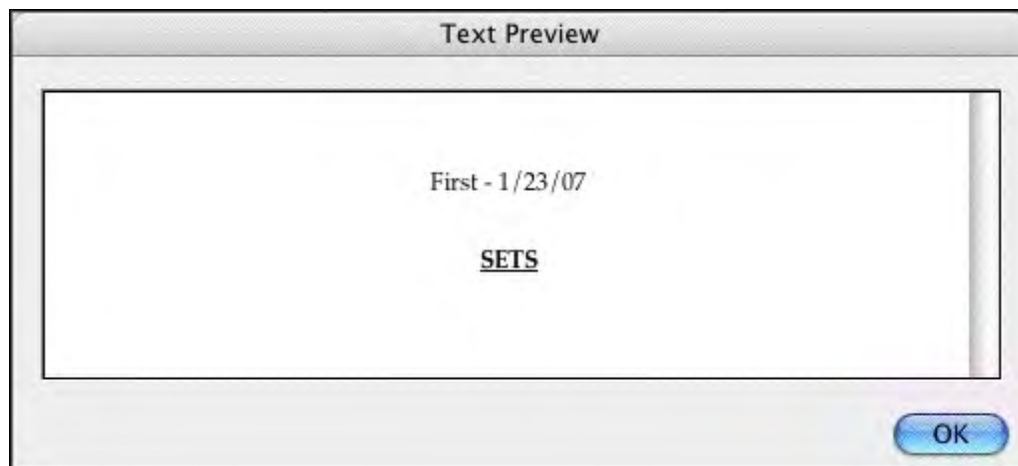
- **Footer Text**: This tab displays the text that appears at the bottom of the page.

Use the buttons to insert variable text in the Footer. Press the Preview Text with Replacements to preview the substitution text:

1.19.1.10.6.3 Scene Character Lists

Selecting this option will generate lists of all the characters in each scene and puts that list immediately under each scene heading, a format used frequently in sitcom production.

There are two sub-options under the Scene Character Lists menu item:

- **Generate**—Displays the Scene Character List Generation menu.

- **Remove**—Removes any previously generated Scene Character Lists.

    NOTE: When you have generated lists, each time you go to the Print menu, it will normally ask you if you want to regenerate your lists. Select YES when you've added/removed characters from any scenes, otherwise you can select NO. If you don't want it to prompt you in this manner then uncheck the option Prompt to Regenerate Lists before Printing which is found on the Scene Character List Generation menu.

Shows you options for Animation Production Features.

> ✓ Print Dialogue Numbering in Script
> Setup Numbering Layout...
>
> Lock Current Rev. Marks
> Unlock One Rev. Mark Level
>
> Lock Dialogue Numbering
> Unlock Dialogue Numbering
> Adjust Dialogue Numbering...
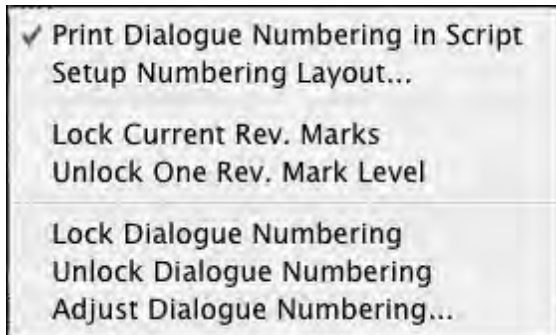
- **Print Numbering in Script**—If checked, Displays and Prints the dialogue speech numbering in the script (as well as in the Animation Recording Script report). A checkmark displays next to Print Numbering in Script. To turn the display of Numbering off, click on it again.

- **Setup Numbering Layout**—This setup window allows you to control the way Animation Dialogue is printed.

- **Lock Current Rev. Marks**—Locks the Current Revision Marks and increases the Revision Mark Level.

- **Unlock One Rev. Mark Level**—Removes the last Locked Revision Marks and decreases the Revision Mark Level.

- **Lock Dialogue Numbering**—Locks the Dialogue Numbering so that any new speeches are added as A- Numbers. If Dialogue is already Locked, it will Multi-Lock the numbering so new speeches are added as AA- Numbers.

- **Unlock Dialogue Numbering**—Decreases Dialogue Locking from AA- Numbering to A- Numbering or from A- Numbering to Unlocked Dialogue Numbering.

- **Adjust Dialogue Numbering**—Adjusts (overrides) the numbering of the Dialogue speech that the cursor is currently in.

1.19.1.11 Window Menu

> Minimize   ⌘M
> Zoom
>
> Bring All to Front
>
> Cascade
> Tile
> Cycle   ^ F6
>
> ✓ Wonderful-6.mmsw   ⌘1

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

- **Zoom**—Expands the active document window to its largest, standard size.

- **Bring All to Front**—Brings all document windows in front of all other visible application windows.
- **Cascade**—Cascades (shrinks and overlays at an offset) all open document windows.
- **Tile**—Tiles (shrinks and stacks) all open document windows.
- **Cycle**—Cycles through the open document windows.
- **<FileName>**—Lists the Names of all open document windows, with a checkmark by the currently displayed document. Select one to make it the active open window.

1.19.1.12 Help Menu

Web Resources	▶
Screenwriter Help / Manual	⌘?
Automatic Help Balloons	
Restore All Program Hints	
Check For Update…	
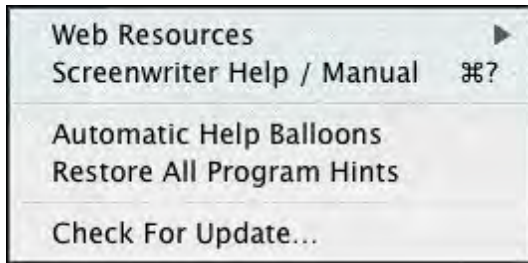
- **Web Resources**—Includes a list of useful World Wide Web links to assist you with using Screenwriter and screenwriting in general. Edit User links command under the Web Resources allows you to enter your own screenwriting links for easy access.
- **Screenwriter Help / Manual**—Displays the searchable Index of the Online Help.
- **Automatic Help Balloons**—When selected, Movie Magic Screenwriter displays a brief description of functionality when placing the mouse pointer over icons and features .
- **Restore All Program Hints**—Restores program hints to default settings.
- **Check For Update...**—Checks the internet for updates to Movie Magic Screenwriter.

1.19.2   Key Assignments

- **Shortcut Keys for Editing**
- **Shortcut Keys for Inserting and Manipulating Elements**
- **Shortcut Key for File Operations**
- **Shortcut Keys for Formatting**
- **Shortcut Keys for NaviDoc**
- **Shortcut keys for Navigation**
- **Shortcut Keys for Selection**
- **Miscellaneous Shortcut Keys**
- **Function Keys**

1.19.2.1   Shortcut Keys for Editing

Copy		CMD		**C**
Cut selected text		CMD		**X**

Paste Text		CMD		**V**
Paste Text Alternate	SHIFT	CMD		**V**
Paste into Current Element (When Ctrl V is used to paste)		CMD	OPTION	**V**
Open Find window		CMD		**F**
Open Replace window		CMD		**R**
Continue Last Replace and 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 the text to the end of the 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	SHIFT			

1.19.2.2 Shortcut Keys for Inserting and Manipulating Elements

Insert Action Element		CTRL		**A**
Insert Character Element				**TAB**
Shift Tab inserts the previously used Character Name	SHIFT			**TAB**
Insert Character Name into text		CTRL	OPTION	**C**

Insert a Scene Heading starting with EXT.		CTRL		**E**
Insert a Scene Heading starting with INT.		CTRL		**I**
Insert a New Note		CTRL		**N**
Insert a new Shot		CTRL		**O**
Insert Scene		CTRL		**S**
Insert a Transition		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**
Set current element to Left Column		CTRL		**L**
Set Current Element to Right Column		CTRL		**R**
Set current element to Full Width		CTRL		**F**
Insert Left Parenthesis (When in Dialogue)	SHIFT	CTRL		**9**
Cheat Element				**F3**
Insert New Element after the cursor (element chosen contextually)				**ENTER**

1.19.2.3 Shortcut Keys for File Operations

New Document using Default.def			CMD		**N**
New Document choose Template	SHIFT		CMD		**N**
Open			CMD		**O**
Save			CMD		**S**
Save As…					
Close			CMD		**W**
Page Setup	SHIFT		CMD		**P**

Print Preview...			CMD	OPTION	**P**
Print			CMD		**P**
Quit Screenwriter			CMD		**Q**
Switch Between Open Documents		CTRL			**F6**

1.19.2.4 Shortcut Keys for Formatting

Toggle Bold			CMD		B
Toggle Italics			CMD		I
Toggle Underline			CMD		U
Toggle Strikethrough			CMD		K
Insert Soft Hyphen		CTRL			-
Insert Hard Hyphen	SHIFT	CTRL			-
Capitalize Word		CTRL			W
Lowercase Word	SHIFT	CTRL			U
Add Forced Page Break		CTRL			RETURN
Insert Hard Return	SHIFT	CTRL			RETURN
Insert a blank space					SPACE
Insert a Hard Space		CTRL			SPACE

1.19.2.5 Shortcut Keys for NaviDoc

Toggle NaviDoc Display	**CTRL**	**0**
Display Outline NaviDoc Panel	**CTRL**	**1**
Display Scenes NaviDoc Panel	**CTRL**	**2**
Display Notes NaviDoc Panel	**CTRL**	**3**
Display BookMarks NaviDoc Panel	**CTRL**	**4**
New Bookmark	**CTRL**	**B**
New Note	**CTRL**	**N**

Decrease font size in NaviDoc	**CTRL**	**[**
Increase font size in NaviDoc	**CTRL**	**]**
Promote Outline Style Elements	**CTRL**	**RIGHT ARROW**
Demote Outline Style Elements	**CTRL**	**LEFT ARROW**
Move the NaviDoc to the top of the document	**CTRL**	**HOME**
Move the NaviDoc to the bottom of the document	**CTRL**	**END**
Move the NaviDoc up one Screen	**CTRL**	**PAGE UP**
Move the NaviDoc Down one Screen	**CTRL**	**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 the user does this operation, in case they do it by accident or are playing around to find out what modifiers might do.	**CTRL**	

1.19.2.6 Shortcut Keys for Navigation

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**

1.19.2.7 Shortcut Keys for Selection

Select All			**CMD**			**A**
Select Sentence	**SHIFT**		**CMD**			**A**
Select Group			**CMD**	**OPTION**		**A**
Select Scene	**SHIFT**	**CTRL**				**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 previous Page break	**SHIFT**		**CMD**			**PAGE UP**
Select a screen of text below 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**

1.19.2.8 Miscellaneous Shortcut Keys

Spell check the current word		**CMD**		**D**
Open Thesaurus		**CMD**		**J**
Bring Up Online Help	**SHIFT**	**CMD**		**/**

Turn on Context Sensitive Help	SHIFT			**F1**
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**

1.19.2.9 Function Keys

Cheat Element			**F3**
Go To Next Strikethrough or colored Text	SHIFT		**F3**
Show Format Codes		OPTION	**F3**
Open Thesaurus			**F6**
Toggle Bold			**F6**

1.19.3 Troubleshooting

The best place to get current troubleshooting help is to go online to the Write Brothers technical support site: http://support.screenplay.com.

At the support site, you will find frequently asked questions (FAQs), support notices, as well as downloads for the most current version of the software.

- Production Problems and Solutions

1.19.3.1 Production Problems and Solutions

Screenwriter's Online Help is available to help with common problems encountered in the Production process.

Under the **Production** menu, select **Production Solutions** then one of the following options:

Merge Text into Document

General Techniques...

Scene Headings

Page Breaks

Headers

Manual Overrides

Temporarily Disable   ▶
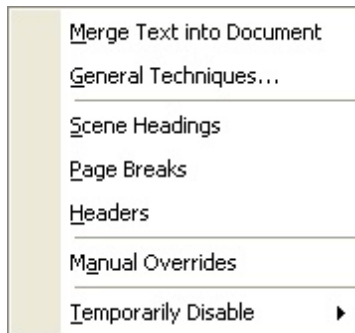
- **General Techniques**—Walks you through the entire Production cycle, helping you to avoid problems by demonstrating the proper procedure.
- **Scene Headings**—Lists common problems encountered with Scene Numbers and Scene Headings in a production script, and tells you how to solve them.
- **Page Breaks**—Lists common problems encountered with Page Breaks in a production script, and tells you how to solve them.
- **Headers**—Lists common problems encountered with Locked Headers in a production script, and tells you how to solve them.
- **Manual Overrides**—Displays the appropriate Help screens for the Manual Override of:

  Page Breaks

  Scene Numbers

  Locked Header Text

  Individual Character Continued

  Individual Page Length

  Total Script Length
- **Temporarily Disable**:
- **Locking of Pages**—Enables you to cut and paste text as if the Pages are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.
- **Locking of Scenes**—Enables you to cut and paste text as if the Scenes are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.

1.19.4 Format Codes

The following Format Codes are embedded in the text of your document by Screenwriter. To display them:

- Under the **View** menu, select **Show Format Codes**.

(If your document is going into Production and you perform Breakdown Tagging on it, Tagging Codes are placed around each word you tag. See the Production Features chapter for more details.)

Paired Codes		
CODE	**ON**	**OFF**
Underline	[U]	[u]
Bold	[B]	[b]
Italics	[I]	[i]

Single Codes	
Soft-Hyphen	~
Hard-Dash	F3
Hard-Space	F3
Locked Revision Mark	[1], [2], [3], or [4]
Hard Return	F6
Keep Element Together	¶

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