MOVIE MAGIC™

`Screenwriter`™

User's Manual
for Microsoft® Windows®

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Basic Information

Windows

Using Movie Magic Screenwriter and this manual assumes a basic familiarity with Microsoft Windows 3.11, Win95, Win98, Windows 2000, or Windows NT. Teaching or supporting these operating systems is beyond the scope of this manual. For help with Windows, go to your Microsoft Windows manual, Windows online Help, or contact Microsoft Corporation.

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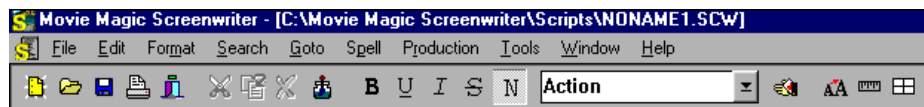
To see what command a **SpeedBar Icon** represents, use the mouse to move the cursor over the icon without clicking on it. A box of explanatory Hint text displays directly beneath the icon, and any Quick Key shortcut displays on the left of the Bottom Status Bar.

For a list of Main Menu Bar commands, see the Appendix chapter entitled Main Menu Bar. The on-line Appendix is found in the Help menu by clicking Contents (Appendix is at the bottom)

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

Online Help

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

Contents—Opens the Table of Contents for the help file.

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

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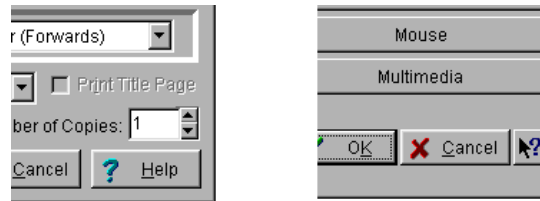
If you make a selection under the Main Menu Bar, **context-sensitive help** is available. When the menu screen displays, click on the Help button. It displays helpful information explaining what each selection on that menu does.

Menus

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

There are three types of menus:

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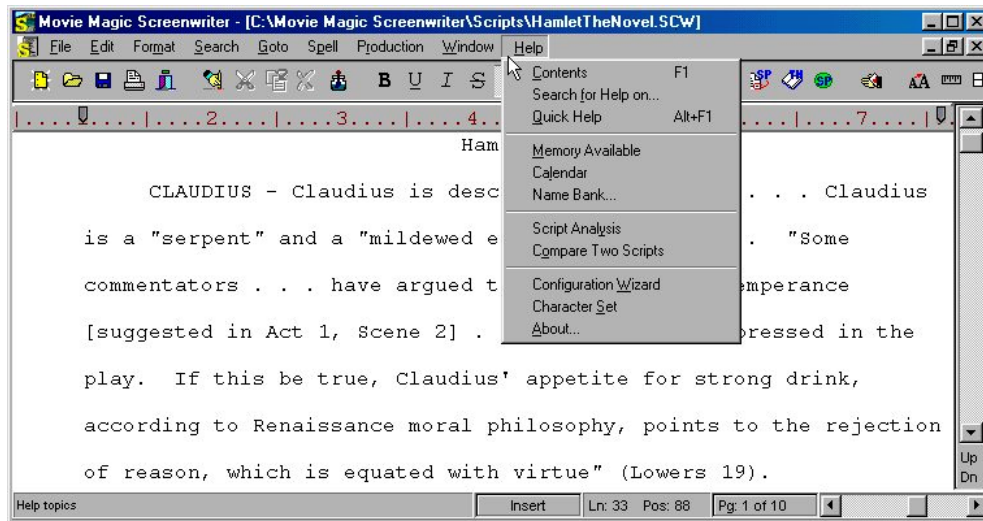
Pull-down menus pull down from the Main Menu Bar. Each option has an underlined QuickSelect letter as part of its name, as in the **File** Menu in the example. With the Menu displayed, select an option using any of these methods:

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

- Use the mouse to click on an option

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

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

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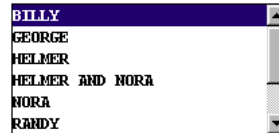
List Menus are scrollable menus with text items selectable for input into your script without typing, such as the Character List in the example.

To select an item:

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

- Click on the item you want, using the mouse

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

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

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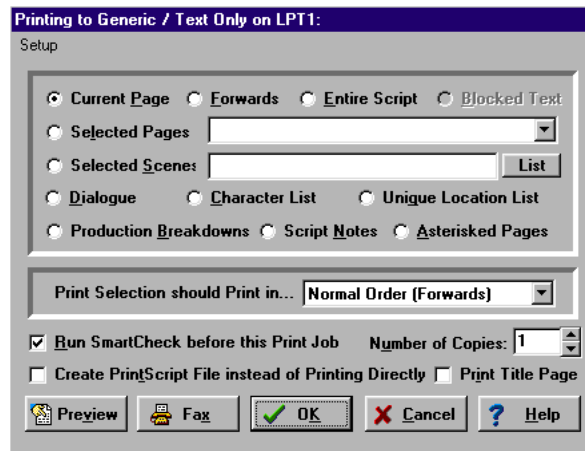
Option menus have different types of input options, including *Push Buttons, CheckBoxes, Radio Buttons,* and *Text & Numerical Input Fields*. Most options have an Underlined QuickSelect letter. Select the option you want using any of these methods:

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

- Clicking on it with the mouse

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

PushButtons

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

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

- Clicking on it with the mouse

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

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

CheckBoxes

An example of a CheckBox (displayed as a small box, either blank or with a Checkmark in it) is shown on the example **Print** menu above, titled **Run**

SmartCheck before this Print Job. A CheckBox can be checked or unchecked using one of these methods:

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

- Clicking on it with the mouse

- Pressing the Underlined QuickSelect Letter from the keyboard (in this example, "r" for Run).

Radio Buttons

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

Text or Numerical Input Fields

Text or Numerical Input Fields (such as **Selected Pages** or **Number of Copies** on the example **Print** menu) allow you to enter text or numbers as appropriate. Depending on the particular field, spaces may be allowed and text may be automatically capitalized for you.

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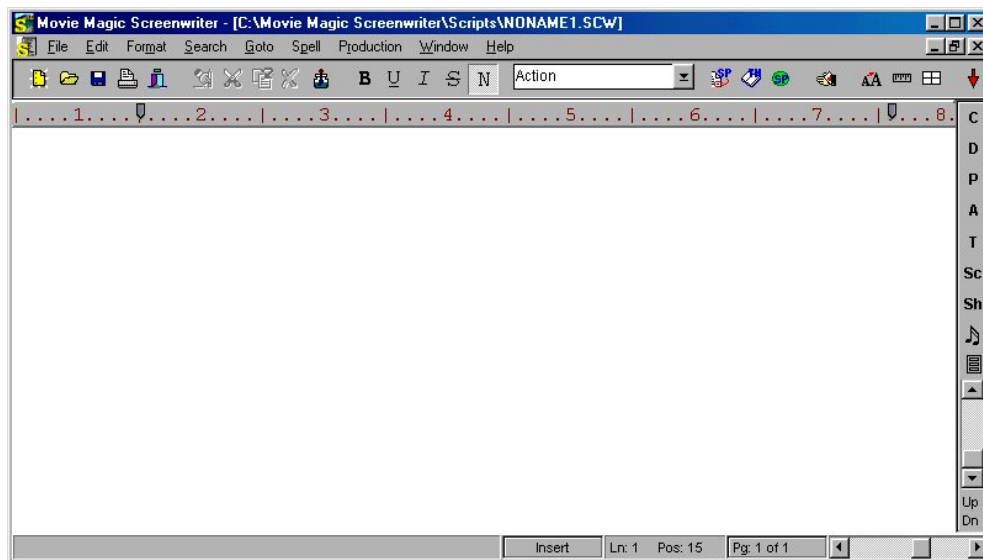
The default editing screen has several bars on screen. The top most bar is the **Main Menu Bar** which gives you access to all of the Pull-Down Menus.

Beneath that is the **Top SpeedBar** with *Speed Buttons* for frequently used tasks. To see what any Speed Button does, move the mouse cursor arrow over it. A hint explaining its function appears immediately underneath the button. Another

explanation, often giving the Quick Key command, may also appear on the status bar at the bottom of the screen.

NOTE: You can edit this top Speed Bar with the **Top SpeedBar Editor** —see the Appendix chapter entitled Utility Programs for details.

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

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

- Element Buttons above the Vertical scroll bar, as in the example shown
- Vertical scroll bar only
- Not at all.

To change the way the Right SpeedBar displays, go to **Display Options** under the **File** Menu.

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

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

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

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

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

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

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

Opening a Script

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

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

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

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

Opening Multiple Scripts

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

Open multiple scripts at the same time from the **File**>**Open** menu by holding down the <Shift> key and selecting a range

Or, press the <Control> key to select multiple scripts individually.

Displaying Multiple Windows

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

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

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

Switching between Windows

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

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

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

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

Opening a Previously Saved Version

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

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

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

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

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

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

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

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

Opening a Script automatically at Startup

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

1.   Under the **File** Menu, select **Program Options**.

2.   Click on the **Startup/Files** button. Select an option:

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

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

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

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

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

Opening a Timed Backup

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

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

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

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

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

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

Saving a Script

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

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

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

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

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

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

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

Saving Portions of a Script

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

1. Select the text.

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

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

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

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

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

will display. If you would like to keep the scrap file simply go to the **File** menu and click **Save**.

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

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

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

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

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

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

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

Merging Scripts

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

1. Open the first script, the one you want to merge into.

2. Place the cursor at the position you want the second script to be added. The new Pasted From text will appear *after* the Element the cursor is in.

3. Under the **Edit** Menu, select **Paste Special** and then select **Paste from...**

4. At the menu of scripts displayed, select the script to merge from. Click **Open** to combine the two scripts.

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

The two scripts are merged.

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

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

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

Title Page

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

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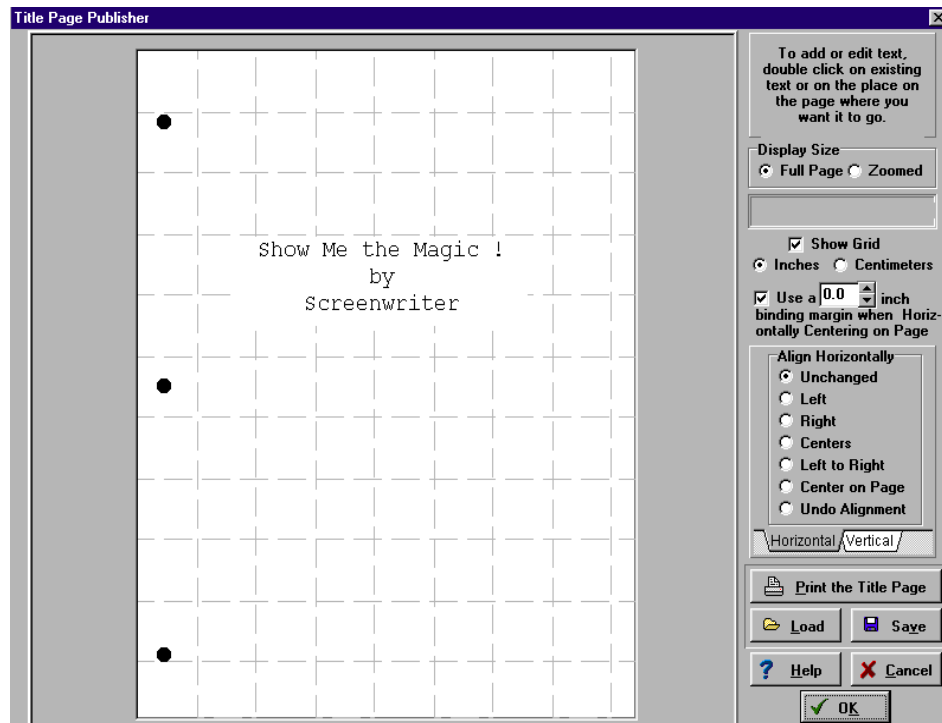
Opening a Title Page

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

Creating Text Elements

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

Type your text.

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

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

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

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

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

Moving a Text Element

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

- Dragging it to where you want it to go.

- Pressing the arrow keys on the keyboard.

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

   Align Horizontally

   - **Left**—Aligns the left edges of all selected text boxes with the left edge of the first text box that was selected.

   - **Right**—Aligns the right edges of all selected text boxes with the right edge of the first text box that was selected.

   - **Centers**—Horizontally centers all selected text boxes with the horizontal center of the first text box that was selected.

- **Left to Right**—Aligns the right-most box directly against the right edge of the left-most of the two boxes. This option is ONLY available when you have exactly two text boxes selected.

- **Center on page**—Centers all selected text boxes with respect to the width of the page, taking into account the binding margin, if checked. If more than one text box is selected then they will be centered as a group that is to say that their total width (furthest left to furthest right) is the value which will be used to center them rather than each one being centered individually.

- **Undo Alignment**—Cancels the last alignment option selected unless the text elements in question have been otherwise dragged.

Align Vertically

- **Tops**—Aligns the top of all selected text boxes to the top of the first text box that was selected.

- **Bottoms**—Aligns the bottom of all selected text boxes to the bottom of the first text box that was selected.

- **Centers**—Vertically centers all selected text boxes with respect to the vertical center of the first text box that was selected.

- **Top to Bottom**—Aligns the lower of the two boxes directly against the bottom of the upper of the two boxes. This option is ONLY available when you have exactly two text boxes selected.

- **Center on page**—Centers all selected text boxes with respect to the height of the page. If more than one text box is selected then they will be centered as a group, that is to say that their total height is the value which will be used to center them rather than each one being centered individually.

- **Undo Alignment**—Cancels the last alignment option selected unless the text elements in question have been otherwise dragged.

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

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

Saving a Title Page

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

Loading a Title Page

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

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

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

Printing a Title Page

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

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

Index Cards

Outlining with Index Cards

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

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

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

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

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

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

Index Card View

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

Under the **Window** Menu, select **View as Index Cards**.

Your script now looks something like the following, depending on the number of cards or scenes you've created:
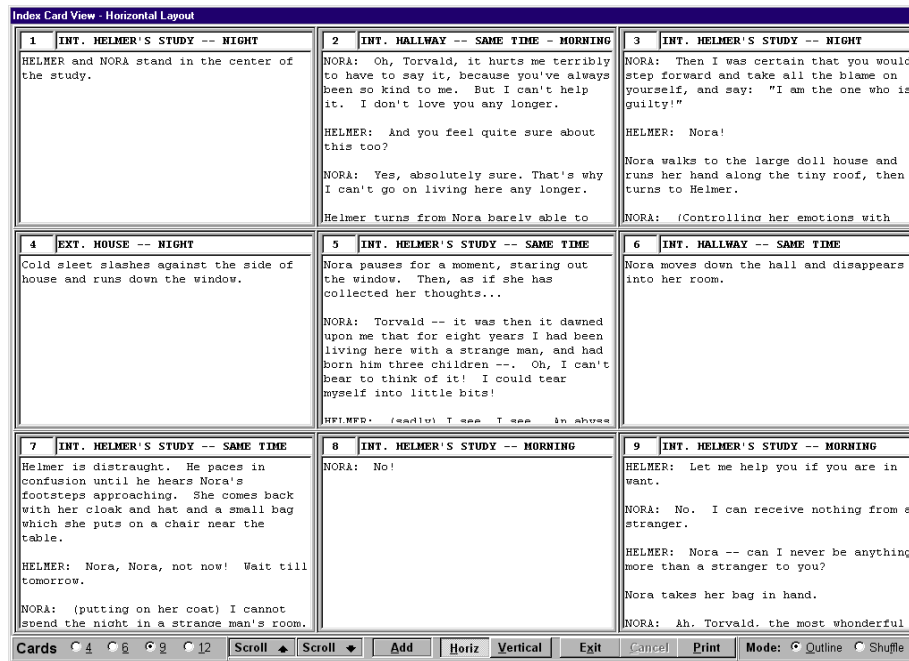
Each card represents one scene. Across the top of each card are two boxes: the leftmost box contains the Scene Number, while the rightmost box contains the Scene Heading. Beneath is the scene text, comprised of Action (and Character Names and Dialogue if you've entered them in your script.)

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

Resize the Index Cards

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

Scroll by Row

To Scroll up or down by a row of Index Cards, click on the **Scroll** ⬆ or **Scroll** ⬇ buttons.

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

Horizontal Index Cards

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

Vertical Index Cards

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

Add an Index Card

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

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

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

Write 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 SpeedBar.

Using the mouse, click on an Index Card.

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

To enter text in the main body of the card, press ⌨tab to go there.

To be recognized as elements in your script, text needs to be entered in Index Card mode obeying the following guidelines:

Script Element	*Enter in Index Card as:*
Action	Normal paragraph, with one blank line before and after it.

Character Name	Formatted as ALL CAPS, and followed by a colon and **2** spaces.
Dialogue	Immediately following the Character Name (after the colon and two spaces,) and *on the same line*. Should word wrap normally, without any special indentation.
Parenthetical	Part of the dialogue (on the same line), but text is enclosed in parentheses with a space before and after as appropriate.
Transition	Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Transition text must end in "TO:" Transition text should be surrounded by two carets, like the following: ^^CUT TO:^^
Shot	Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Shot text should be surrounded by two square brackets, like the following: [[ANGLE ON SIGN]]
Centered Title	Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Centered Titles should be surrounded by two equal signs, like the following: ==No Trespassing==
Script Note	Formatted as ALL CAPS. Entered as an Action paragraph with one blank line before and one blank line after it. Script Notes should be surrounded by two angle brackets, like the following: <<Make sure we keep the ages consistent!>>
Forced Page Break	Entered as an Action paragraph with one blank line before and one blank line after it. Contains exactly the following text: ##Forced Page Break##

To move to another Index Card, press ⌨tab⌨.

Edit an Index Card

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

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

Non-Editable Index Cards

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

• The script contains Locked Page Breaks.

• The script contains Locked Scene Headings.

• The script contains Act/Scene Information (TV or Stage Play formats).

• The script contains non-printing text, and you're using Screenwriter in 16-bit mode.

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

Shuffle an Index Card

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

1. Select **Shuffle Mode**, if it's not already selected.

2. Click on the card you want to move.

3. Go to the Index Card you want to move your card *in front of*, using the Scroll buttons if necessary. Click on that card, and your shuffled Index Card is inserted in front of it. All other cards shuffle accordingly.

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

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

Shuffle Multiple Index Cards

1. Select **Shuffle Mode**, if it's not already selected.

2.   To shuffle more than one Index Card, make sure the first card is displayed onscreen.

3.   Hold down the ⌗shift⌗ key. Using the mouse, click anywhere on the Index Card you want to move. The card turns a darker gray, and the cursor changes to the **Shuffle Cursor**—a hand holding a card.

4.   Still holding down the ⌗shift⌗ key, click on the other cards you want to shuffle.

     If you inadvertently select a card that you didn't want to, click on it again while still holding down the ⌗shift⌗ key and it becomes unselected.

5.   Go to the Index Card you want to move your cards *in front of*, using the Scroll buttons if necessary. Click on that card, and your shuffled Index Cards is inserted in front of it. All other cards shuffle accordingly.

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

Printing Index Cards

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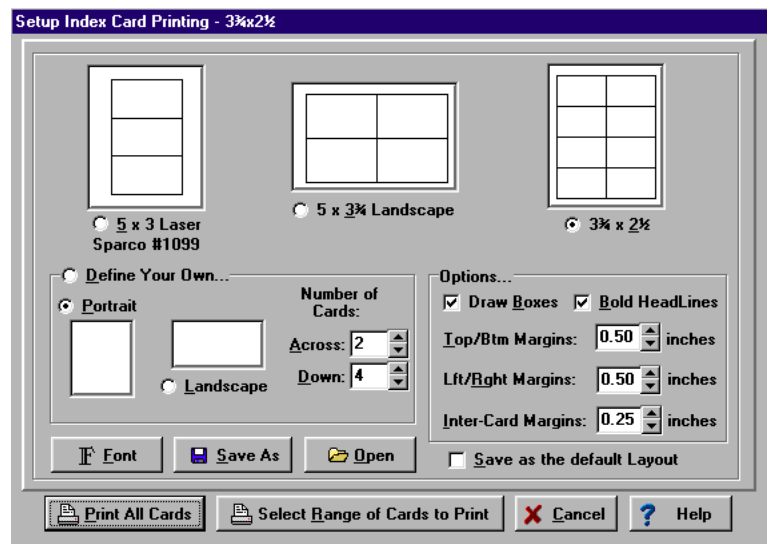
The three large page icons across the top of the screen are pre-defined layouts, designed to be used with pre-cut card stock Index Cards. Select one by clicking on its icon or radio button.

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

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

Several other settings are available:

Draw Boxes—Prints a box around each Index Card. Recommended if you are not printing onto pre-cut card stock (for example, if printing onto plain copy paper).

Bold Headlines—Prints the **Scene Heading Line** of each card in boldface.

PageMargin Settings—Allows you to change the **Top/Bottom**, **Left/Right**, and **Inter-Card** (between cards) margins.

Font Button—Allows you to specify a different font for the Index Cards than for the script. **Times New Roman 10 pt** is often a good choice, as it gets more text on each card than the standard `Courier New 12pt`.

Save As—Saves Index Card layouts as separate files, automatically adding the extension .CRD for you.

Open—Loads a previously saved Index Card layout.

Save as the Default Layout—Loads the current settings every time you select Print Index Cards in the future.

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

To print certain cards only:

1. Click on the **Select Range of Cards to Print** button. You are returned to Index Card View.

2. The cursor changes to an arrow with a box saying "**Select 1st Card to Print**." Click on the first card you want to print, and it turns a darker gray.

3. The cursor text changes to "**Select last Card to Print.**" Click on the last card you want to print, and it also turns darker gray.

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

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

Exit Index Card View

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

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

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

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

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

Script Formats

Screenwriter has pre-set format files for:

- Screenplay

- Filmed Sitcom

- Taped Sitcom

- TV Templates

- Stage Play

- Radio Play

- Novel

- Multimedia/Interactive

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

Loading a Script Format

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

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

Screenplay—The standard feature film format, also used for most MOW's including Miniseries, Episodic Dramas including Soaps, and Animation.

Sitcom Version I—A general sitcom format for use on *filmed* shows. Action is capitalized, Dialogue is double-spaced and Parentheticals are indented.

Sitcom Version II—A general sitcom format for use on *taped* shows. Similar to Sitcom Version I except: Action is in parenthesis; Parentheticals are capitalized, and outdented to the same left margin as Action.

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

TV Template – Movie Magic Screenwriter includes more than 50 preset formats for most of the major TV shows. If you are writing spec TV scripts, you can pre-load the format of the show you are writing for and have access to all of its settings, including major characters and sets. You access these TV templates by going to the Format Menu, choosing Load Script Format, then TV Template.

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

Radio Play—A script in Radio Play format has Character Names to the left of dialogue. This format is often seen as the published format for plays but is NOT used as the play format within the professional play-writing world.

Novel—A format designed for writing novels. Though most every word processor can produce this format, it is provided to make your writing experience more complete.

Multimedia—A format designed for writing non-linear scripts for Multimedia/Interactive projects, with decision branching and a graphical flowchart view. Like Television, Multimedia has no one standard format.

User Defined—Displays a Menu of any script formats you've previously defined. Select one and the onscreen script is reformatted to those settings.

From a Script—Displays a Menu of all available Screenwriter scripts. Allows you to load the format from an existing script—for example, if you're writing your second Friends script, you can load the format from the first one you wrote.

Other Formats

Animation—Use the Screenplay format. For Screenwriter features specific to Animation Production, see the Production Features chapter.

AudioVisual—Use the Screenplay format. Screenwriter currently supports limited AV script features with its Dual-Column (Simultaneous) Dialogue capacity. While Left and Right Columns display onscreen sequentially in a staggered manner, they print correctly side-by-side. See Dual Column (Simultaneous) Dialogue in the Writing the Script chapter for more details.

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

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

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

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

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

Television Templates

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

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

1.   Under the **File** Menu, select **Open**. You'll be in the default subdirectory, which is C:\Movie Magic Screenwriter\Scripts unless you changed it.

2.   Open the **Template** folder (it should be in C:\Movie Magic Screenwriter\Scripts, if you installed it as recommended. If you didn't install the templates, uninstall Screenwriter and re-install it. Answer Yes when asked if you want to install the TV Templates. See the Installation chapter for more information.)

3.   Select a Template file. Click on **OK** to open it.

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

Creating a User Defined Format

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

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

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

1.   Display the script with your preferred settings and format.

2.   Under the **Format** Menu, select **Save Script Format**.

3.   Select **User Defined** to create a new format

Or, select **All New Scripts** to save a default format for new scripts you create

Or, select an existing format to *re-define*.

4.   Enter a new filename, if necessary. Click on **OK** to save the format.

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

Restoring an Overwritten Format

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

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

- Open the appropriate Example script file, and save its format under the format name you overwrote. If you mistakenly re-define Stage Play format, for example, here's how to restore it:

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

  2. Select the file **play.scw** (an Example of a stage play,) and click on **OK** to open it.

  3. Under the **Format** Menu, select **Save Script Format**, then select **Stage Play**.

  4. Screenwriter asks you if you want to **Overwrite Previously Saved Formats?** Click on **Yes** to save the format settings for play.scw as Stage Play (in effect, restoring it—because the script play.scw was formatted as Stage Play format.)

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

Writing the Script

Elements

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

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

Creating Elements

You can create Elements in a number of ways:
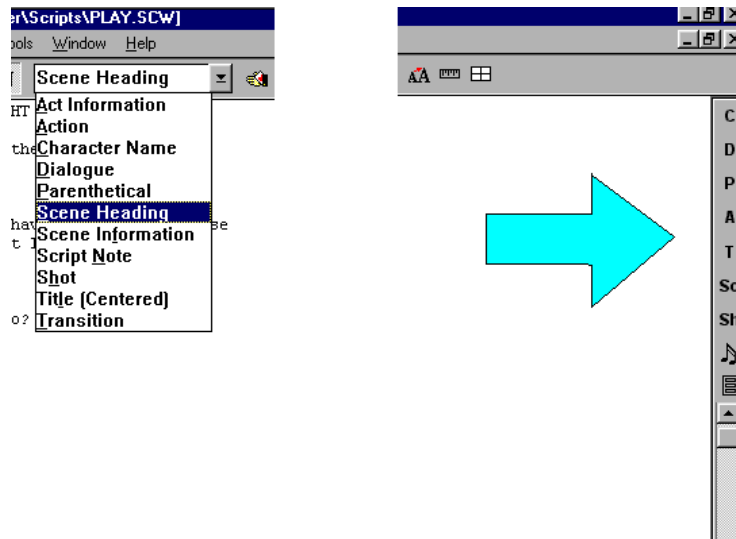
- Click on an element in the pull-down Current Element window.

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

- Press a Control-key shortcut for that element
  (See the Appendix chapter entitled Command Keys for details).

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

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

  —Type **fade in:** or press ⌨Enter← at the start of a new script,

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

Tab & Enter

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

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

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

1. Under the **File** Menu, select **Program Options**.

2. At the Program Options screen, click on the **QuickType** button.

3. Check the **Enable QuickType Entry** box.

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

Fade In

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

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

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

Next, a Scene Heading element is automatically created.

Scene Heading

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

```
INT.
EXT.
P.O.V.
FULL SHOT

FADE IN:

<No Initial Text>
<End of Act Info>
<Start New Act>

<Make this a Shot>
<Make this a Transition>
Nevermind...           Esc
```

Type in the underlined QuickLetter of your selection, and it's entered for you. For example, type "e" for EXT to enter "EXT." and the correct spacing following it. (Type "v" for Nevermind to Cancel, or press [esc])

Next, enter a Location.

Location

To enter a Location that's already been used in this script, press [Enter←].

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

```
                              ☒
HALLWAY
HELMER'S STUDY
LIVING ROOM
```
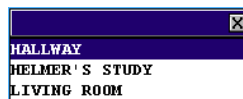
Type the first letter of the Location (or if more than one have the same first letter, type enough letters of the location until the location you want is highlighted) and press [Enter←].

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

Next, enter a Time-of-Day.

Time-of-Day

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

A Pop-up list displays, with Time-of-Day options.
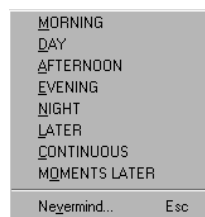
```
MORNING
DAY
AFTERNOON
EVENING
NIGHT
LATER
CONTINUOUS
MOMENTS LATER

Nevermind...          Esc
```

Type in the underlined QuickLetter of your selection, and it's entered for you. For example, type "d" for DAY to enter "DAY" and the correct spacing and dashes before it.

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

Action

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

Press ⏎ to go to a new paragraph of Action.

Press ⏎ twice to go to a new Scene Heading element.

Press ⏏ to go to a Character Name element.

Character Name

To create a new Character Name, type it in.

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

1. Press ⏎. A Pop-up list of available Character Names displays.
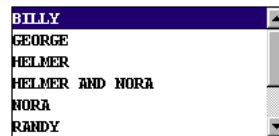
2. Type the first letter of the character's name you want. The name becomes highlighted.

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

To enter an existing Character Name by first letter:

1. Type the first letter of the character's name. A Pop-up list of Character Names starting with that letter displays.
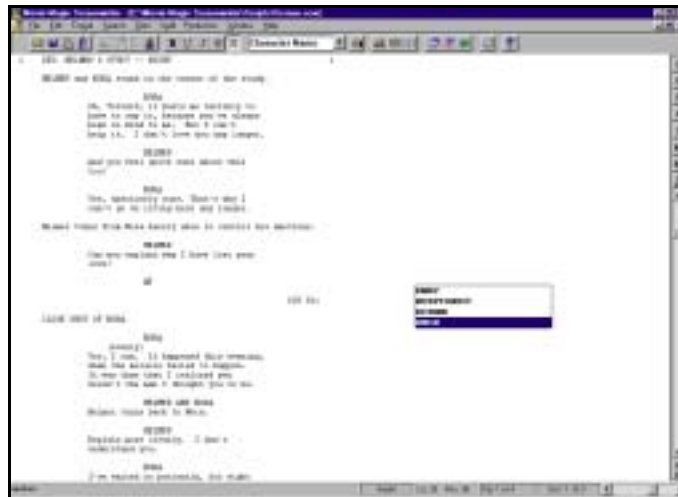
2. Type enough letters until the name you want is highlighted and press ⏎. The Character Name is entered, and a Dialogue element is created.

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

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

Alt-Key Character Names

Character Names can be entered using an Alt-key combination.

From any element in the script, press ⬚+ the first letter of the Character Name (e.g., ⬚+⬚ for Jack.)

The first existing Character Name starting with that letter is entered in a Character Name element, and a Dialogue element is created.

If the Character Name entered is *not* the one you want, press ⬚ while in the Dialogue element before typing any dialogue.

1. A Pop-Up List of Character Names with that Initial letter displays.

2. Select the name you want.

3. The Character Name changes to your new choice. That Character Name is now assigned to the Alt-Key combination using that letter.

> **NOTE:** To use the Alt-Key method of entering Character Names, you must first enable Alt-Keys for Character Name entry. Under the **File** Menu, select **Program Options**, click on the **Text Entry/Editing button**, then check the **Enable Alt-Keys for Character Name Entry** box.
>
> A drawback to using this method is that you will no longer be able to select Main Menu Bar items using the default Windows Alt-Keys. You must use the mouse to select these items instead.

Character Extension

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

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

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

To enter a Character Extension:

1. Press ⬚ (left parenthesis) while the cursor is anywhere in a Character Name and a Character Extension Pop-up List displays.

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

New Extension
No Extension
Add as Text
Nevermind...   Esc
```
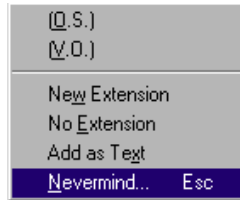
2. Type in the underlined QuickLetter of your selection, and it's entered for you. For example, type "v" for (V.O.) and **(V.O.)** is entered.

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

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

3. The cursor moves to a new Dialogue element.

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

Delete a Character Extension

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

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

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

Dialogue

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

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

2. Type your character's dialogue.

3. Press ⬚.

4. The cursor moves to a new Action element.

Second Dialogue Paragraph

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

To enter a second paragraph of Dialogue, press ⎇ + Enter⏎ twice to put in two hard returns.

Parenthetical

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

Or, if **Tab in Dialogue takes you to Parenthetical** is checked on the Editing page of Program Options under the File Menu, press ⭾.

A Parenthetical element is created at the cursor location.

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

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

Type the Parenthetical text, and press Enter⏎.

The cursor moves to the Dialogue element following the Parenthetical.

Type a Left Parenthesis in Dialogue as Text

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

Transition

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

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

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

Shot

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

It is automatically formatted as a Shot element.

Or, press Enter⏎ in a blank Action element and type "h" for **Make this a Shot**. Then type the text for your Shot.

Press Enter⏎ and a new Action element is created.

Centered Title

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

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

Act Information (TV and Stage Play Format)

Prologue Text

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

New Act

To start a New Act:

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

Or, press ⌷Enter←⌷ at the beginning of a blank Action element. Type "c" for **Start New Ac̲t**. A forced page break is entered, followed by the appropriate New Act info.

Same Act

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

End of Act

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

If you would like to change "End of Act" to say something different you can change this line by selecting **Format**>**Edit User List** to open the Edit User Lists window. Then click on the **End Of Act Text** button and follow the on-screen instructions to change the text.

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

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

Scene Information (TV and Stage Play Format)

New Scene

To start a New Scene:

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

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

Or, press `Enter←` while in an **Act Info** Line and Screenwriter puts in the
appropriate New Scene Info for you. To use this feature, **Use Scene Information in
Script** must be checked on the **Scene Information** page of the **Edit Script Formats**
Menu.

Script Notes

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

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

Add a Script Note

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

Press `Ctrl`+`F1`.

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

A Script Note is added, directly following the element.

Type a Script Note

Type and format text in a Script Note as you would in any other element. To force a
new line, or put in a blank line, press `alt`+`Enter←`.

Hide/Show a Script Note

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

When a Script Note displays, the box shows the letter **H**.

When a Script Note is hidden, the box shows the letter **S**.

Double-click on the colored box to change the Script Note's display status. Double-clicking on "H" Hides the note. Double-clicking on "S" Shows the note.

Print a Script Note

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

To print Script Notes:

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

2. A Print menu displays. Check the **Script Notes** radio button.

3. Click **OK**. A Script Notes Print menu displays.

Print Notes Sequentially with Reference Page Numbers—Prints a separate Script 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 Script 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 script note, so it can print the note for the following page. Requires you to insert pages one at a time.

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

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

Script Notes Options

Formatting options for Script Notes can be set on the Script Notes page of the Edit Script Formats menu.

1. Under the **Format** Menu, select **Edit Script Formats**.

2. Click on the **Script Notes** button on the right-hand side.

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

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

Click Here to Set Note Color—Click this button to display a Color palette. Choose a color to display Script 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 script notes to the new color. Click on **Yes** to change all the notes, **No** to change only one script note.

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

See Edit Script Formats in the Customizing Screenwriter chapter for more details.

Switch Elements

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

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

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

    Or, press ⌗F4⌗.

    Or, under the **Format** Menu, select **Change Element Type** then **Pop Down List**.

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

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 Info, or End of Act	Display Scene Heading Initial Text menu (INT., EXT., etc.).
Scene Heading without Location	Display a List Menu of all unique Locations already in the script.

Scene Heading with Location	Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).
End of Action	Add another Action Element.
Character Name	Add a Dialogue Element (If the next element is Dialogue or Parenthetical, it moves to the beginning of that element).
End of Dialogue*	Add an Action Element.
Middle of Dialogue*	Break the Dialogue and insert an Action Element.
Parenthetical	Add a Dialogue Element (if the next element is Dialogue, it moves to the beginning of that element).

* If **Enter in Dialog takes you to Character** is checked on the Editing page of the Program Options Menu (under the File Menu), a Character Name element will be inserted instead.

If QuickType is *not* enabled, these pop-up menus can be displayed manually by pressing the appropriate Control key combination:

If you Press—	While in—	QuickType will—
Ctrl + S	Any element	Add a Scene Heading element.
Ctrl + S	Blank Scene Heading	Display Scene Heading Initial Text menu (INT., EXT., etc.).
Ctrl + S	Scene Heading with Initial Text	Display a List Menu of all unique Locations already in the script.
Ctrl + S	Scene Heading with Initial Text and Location	Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).
Ctrl + O	Any element	Add a Shot element.
Ctrl + O	Blank Shot element	Display a List Menu of Shots (ANGLE ON, etc.).
Ctrl + Enter	Any element	Add an Action element.

⬆Shift + Ctrl + C	Action or Dialogue element	Display a List Menu of existing Character Names.
tab **	Any element	Add a Character Name element.
(	Character Name element	Display a List Menu of Character Extensions (V.O., O.S., etc.).
(	Dialogue element	Add a Parenthetical element.
Ctrl + T	Any element	Add a Transition element.
Ctrl + T	Blank Transition element	Display a List Menu of Transitions (CUT TO:, etc.).
Ctrl + F1	Any element	Add a Script 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.

Character Name in Dialog/Action

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

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

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

Forced Page Break

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

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

Or, press shift + Enter↵.

Remove a Forced Page Break

Remove a Forced Page Break using one of these methods:

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

- Or, put the cursor at the beginning of the element immediately following the Forced Page Break. Press the backspace key.

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

Soft-Hyphen

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

- Put the cursor in the word, where you want the Soft-Hyphen to be inserted.

- Press ⌨Ctrl⌨+⌨-⌨ (Ctrl+Dash).

Hard-Dash

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

- Put the cursor in the word, where you want the Hard-Dash to be inserted.

- Press ⌨Ctrl⌨+⌨shift⌨+⌨-⌨ (Ctrl+Shift+Dash).

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 ⌨Ctrl⌨+⌨alt⌨+⌨space⌨.

Hard Return

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

- Under the Edit Menu, select Add Hard Return.

- Or, press ⌨alt⌨+⌨Enter⌨.

Dual-Column (Simultaneous) Dialogue

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

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

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

To enter Dual-Column Dialogue or text:

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

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

2. With the cursor in that element, press Ctrl+1 (Control+1). The element is formatted as Character Name (L), as displayed in the Change Element window.

3. Press Enter to go to the next element. In the example, it is a Dialogue element, already formatted as Dialogue (L).

4. Type the Dialogue.

5. Press Enter to go to the next element. It is a normal Action element.

    To enter Left column action, type the Action text. Press Ctrl+1 (Control+1.)

    Press Enter to go to the next element. It is a normal Action element.

6. Type the *Right* column text as you would normally.

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

7. With the cursor in that element, press Ctrl+2 (Control+2). The element is formatted as Character Name (R).

8. Press Enter to go to the next element. In the example, it is a Dialogue element, already formatted as Dialogue (R).

9. Type the Dialogue.

10. Press Enter to go to the next element. It is a normal Action element.

    To enter Right column action, type the Action text. Press Ctrl+2 (Control+2.)

    Press Enter to go to the next element. It is a normal Action element.

11. Repeat these Steps until all your Dual-Column Dialogue is entered.

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

1. Put the cursor anywhere in the element.

2. Under the **Format** Menu, select **Change Element Type** then **Normal (Full Width)**.

    Or, press `Ctrl`+`0` (Control + Zero).

Dual Column Margins

Dual-Column margins can be customized to your preference.

1. Under the **Format** Menu, select **Change Element Type** then **Set Column Margins**.

2. Change the settings as desired.
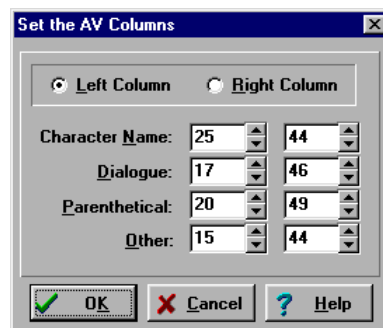
Cheating

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

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

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

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

Cheat an Element

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

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

    Or, press `F3`.

3.   Make the desired changes to:

- Left and Right Margins.

- Lines Before (the element).

- Interline Spacing (spacing between lines of text in an element).

- Text Formatting (bold, italic, underline, etc.).

- Font Type and Size.

- Character Continueds.

Cheat Right Margins

Put the cursor anywhere in the element to be cheated.

- Press Ctrl + alt + + to Increase the right margin by one letter.

- Press Ctrl + alt + − to Decrease the right margin by one letter.

- Repeat as necessary.

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:

- **Keep Element Together**— Ctrl + K (Control+K) prevents the Element that the cursor is in from being broken.

- **Keep Group Together**— Ctrl + alt + K (Control+Alt+K) 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.

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.

Cheat the Whole Script

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

2. Under the **Format** Menu, select **Cheat** then **Script**.

3. You're prompted to remove all previous Line Spacing Cheating.

   Click **Yes** to remove the existing cheating, and start cheating afresh.

   Click **No** to leave the existing cheating intact, and *add* any new cheating to it.

4. The **Setup Page Layout** menu displays. Change the Page settings for this script as desired.

Cheat the Page's Header

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

1. Put the cursor anywhere on the Page to be cheated.

2. Under the **Production** Menu, select **Override** then **Page's Header/Draft Color**.

3. The Header Setup screen displays. Change the Header settings for that page.

4. Click **Preview** to view the changes, **OK** to save the changes, or **Cancel** to discard the changes.

User Lists

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

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

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

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

Selecting a Location from the Scene Body Text User List enters it in your script and pops up the Time-of-Day User List. Typing the first letter (or underlined QuickLetter) of a Time-of-Day enters it in your script and moves the cursor to a new Action element.

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

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

Entering an abbreviation, or **Alias Text**, in an element's User List lets Screenwriter know it should auto-format that abbreviation using that element's settings.

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

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

Element	Maximum Items
Character Names:	15*
Extensions:	10
Initial Scene Text:	10
Scene Body Text (Locations):	10*
Shot Text:	6
Time-of-Day:	12
Transitions:	8
Act/Scene Info:	3
Prologue Text:	5
Tag Text:	1
End of Act Text:	1
FADE IN Text:	1
Substitution Text:	15

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

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

- Write more than one script with the same Characters or Locations (for example, for multiple episodes of a TV series,) and want them to display automatically.

- Want Alias Text for specific Character Names (for example, typing "vk" to have the program enter "Von Karajan").

- Already typed in lists of this text elsewhere (such as in an outline or a separate story development program) and want to re-use this work.

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

Act/Scene Info

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

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

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

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 **Edit User Lists**.

You'll see the Menu below.
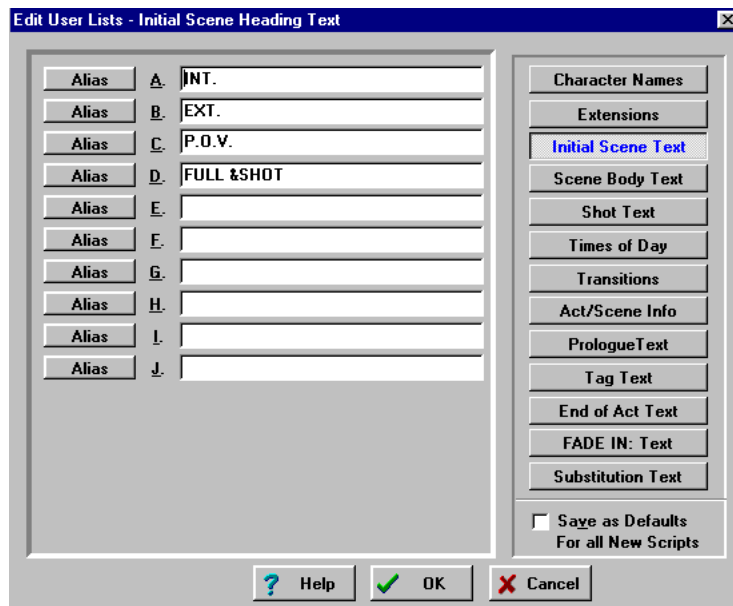
Click on a button in the right column to select a User List to edit. Available items for that User List, with defaults, display.

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 menu.

Loading User Lists

User Lists can be loaded from other Screenwriter scripts, or from ASCII Files created in other programs.

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

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

- **Movie Magic Screenwriter Script**—Loads all User Lists from another Screenwriter script.

- **ASCII List**—Loads only Character Names or Scene Body Text (Locations) User Lists from an ASCII text file. If there are more items to be loaded than the Screenwriter User List has room for, only the first ones in the list load. User Lists from an ASCII file must have a separate line for each Item, ending with a Hard Return.

- **Collaborator**—Same as ASCII.

- **Dramatica**—Same as ASCII.

- **Original Defaults**—Reloads Screenwriter's originally-installed default User Lists.

At the **Load User List from Script** screen that displays, select the file whose User Lists you want to load. Click on **Open** to load the User Lists.

If you're loading User Lists from an ASCII file, you'll see the following Menu:
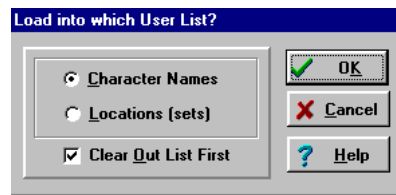
Select the User List you want the ASCII file to be loaded into.

Clear Out List First—If checked, clears out any pre-existing items in the selected User List. Unchecked, IT adds new items to the bottom of the existing list.

Click on **OK** to complete loading your User Lists, or **Cancel** to exit.

Loading Locations, Character Names or Transitions from Screenwriter scripts

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

1. Open the script containing the User List items you want to load.

2. Under the **Format** Menu, select **Edit User Lists...**

3. Click on the button of the items to copy:

    - **Character Names**

    - **Scene Body Text**

    - **Transitions**

4. At the bottom left of the screen a **Copy from Script** button displays. Click on it and a menu of the unique text items for that element displays.

5. Double-click on an item to copy it to the User List. Click on the **Close** button when finished.

6. Click **OK** to save the User List and exit editing, or **Cancel** to discard changes.

7. Save the changes to the script's User Lists by saving the script file.

8. Now you can load the items you've added to this script's User List into another script. See Loading User Lists, above.

Saving Lists as the Default Lists for all New Scripts

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

1. Under the **Format** Menu, select **Edit User Lists**.

2. Make changes to your User Lists as described in the sections above.

3. Click the **Save as Defaults For all New Scripts** checkbox.

The new defaults do not affect any *existing* scripts. To apply the new defaults to User Lists of existing scripts, load them from a new script that contains them. See Loading User Lists, above.

Default User Lists

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

User List	Default Items
Character Names	Empty
Extensions	"O.S."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 script.)	"MORNING"
	"DAY"
	"AFTERNOON"
	"EVENING"
	"NIGHT"
	"LATER"
	"CONTINUOUS"
	"MOMENTS LATER
Transitions	"CUT TO:"
	"DISSOLVE TO:"
	"FADE OUT:"
Act/Scene Info	("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

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**.

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 **SpellCheck as you Type & Edit** checked. To do this, go into the File Menu, select Program Options, and click on the Spelling button.

Creating Alias Text

1. Under the **Format** Menu, select **Edit User Lists**. The Edit 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 script's User Lists.

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** Menu for Substitution Text has three additional options:
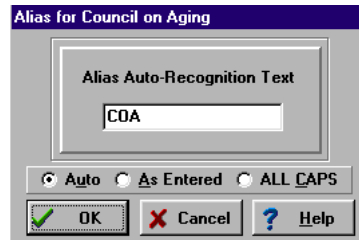
Auto—Capitalization matches the way you type the Alias Text:

- 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".

Multimedia/Interactive

Introduction

A script for a Multimedia project has to solve a difficult problem—putting a non-linear structure into a linear format. Screenwriter accomplishes this using three special element types:

Branch Targets—Similar to a Scene Heading, it's used in Multimedia scripts as a place marker that can be branched (or jumped) to. A Branch Target in an Adventure game might be: SECRET PASSAGEWAY. In an educational CD ROM about Dinosaurs, one Branch Target could be: FEEDING HABITS OF TRICERATOPS.

Branch targets are formatted in All Caps, underlined, boldfaced, and have an automatically generated number in the left margin. This number is used internally by the program as a reference for branching. For example:

(1)   SECRET PASSAGEWAY

Branch Points—Allow you to jump from the current position in the script to any Branch Target. Branch Points can have multiple Branch Targets within them, allowing the player to decide where to jump to. An adventure game Branch Point might contain three Branch Targets—a room with three exits—while in an educational CD ROM it might have eight Branch Targets—eight possible sub-menus from the Main Menu.

Branch Points are formatted in **boldface**, with each of its Branch Targets on a separate line. A triangular pointer to the left of the margin indicates that it's a Branch Point. Each line also has the automatically generated reference number of the Branch Target to which it is pointing. You don't have to worry about these numbers, as Screenwriter maintains them automatically.

For example, a Branch Point in our Dinosaur CD ROM might look like the following:

º FEEDING HABITS OF TRICERATOPS (1)

º THE PLEISTOCENE OCEAN (2)

º HIT DINOSAUR MOVIES (4)

User Activities—Lines where the User or player of the Multimedia program interacts with the program by making choices. All User Activities *must* be in the form of a statement that has a result of either true or false, such as "IF USER PRESSES BUTTON THEN". If the User presses the button, then the statement is true; otherwise, the statement is false.

An Activity line usually starts with the word **IF** and (with certain exceptions) contains the word **THEN**. It is indented from the left-hand margin, in All Caps, and has one (or more) automatically generated angle brackets pointing to it. For example:

> IF YOU PICK UP THE GLOWING SWORD THEN

If the user picks up the glowing sword, then all the program instructions (text and/or dialogue) between this User Activity and the next User Activity containing the words ENDIF are processed. Otherwise, those instructions are ignored and skipped. Consider this sample game fragment:

```
(1) DUNGEON
```

```
The dungeon is cold and damp.  Dangerous-looking fungus grows
from the dank walls encrusted with centuries of lime deposit.
```

```
There are two open cells visible.  The main corridor of the
dungeon continues to the right, vanishing behind the second
cell.
```

```
> IF YOU LOOK IN FIRST CELL THEN
```

```
The bones of a hapless prisoner lie where they fell from rusty
manacles on the wall.  There is nothing else in the cell.
```

```
< ENDIF
```

```
> IF YOU LOOK IN SECOND CELL THEN
```

```
Straw is strewn on the floor.  Nothing else is visible.
```

```
< ENDIF
```

```
> IF YOU ENTER SECOND CELL THEN
```

```
The door slams behind you and locks.  A lunatic's LAUGHTER
surrounds you.
```

```
                    DISEMBODIED VOICE
          I've got you now, infidel.  Ha, ha, ha...!
```

```
< ENDIF
```

Activity lines aren't limited to simple IF...THEN statements as used in the sample above. They can also check and set Variables.

Variables

Variables are surrounded by angle brackets, and are words that are capable of being either TRUE or FALSE. How can a word be true or false? Well, take the variable **<APOLOGIZE>** in the following activity:

```
> IF YOU SAY YOU'RE SORRY THEN YOU <APOLOGIZE>.
```

Note that there are two parts to this Activity. The ACTIVE part consists of the words between IF and THEN: "YOU SAY YOU'RE SORRY". The REACTIVE part consists of everything following THEN: "YOU APOLOGIZE."

=>   IF YOU SAY YOU'RE SORRY THEN YOU **<APOLOGIZE>**.


```
            ACTIVE               REACTIVE
```

If the active part is true—you say you're sorry—then the reactive part, in this case the variable **<APOLOGIZE>**, is also set to true. If the active part is FALSE—you don't say you're sorry—then the reactive part is also FALSE.

Variables can consist of any text up to fifty characters long, enclosed in angle brackets. The only pre-defined variable— <RANDOM #>—Allows you to create random events. Simply put the frequency (1 out of...) in place of the # sign and the variable will be true with that frequency.
Thus the statement:

```
> IF YOU BUY A LOTTO TICKET AND <RANDOM 6> THEN
```

would make you a winner 1 out of every 6 times you play.

You may include one or more Variables in the Active part of your User Activity, as in:

```
> IF YOU <HAVE MONEY> AND YOU OFFER TO PAY FOR THE DAMAGES THEN
YOU DON'T <HAVE MONEY>.
```

Note that this Activity statement ends in a period ('.') rather than the word THEN or AND. That tells Screenwriter that the Activity statement is *only setting variables* and should not affect the processing of any text or BRANCH POINTS following it.

If you end an Activity statement with either THEN or AND, all text and branch points between this activity line and the next activity line with the words ENDIF should only be processed if that starting activity is TRUE.

Let's take a look at our DUNGEON GAME again, this time including variables in the activity lines.

```
(1) DUNGEON
```

```
The dungeon is cold and damp.  Dangerous-looking fungus grows
from the dank walls encrusted with centuries of lime deposit.
```

```
There are two open cells visible.  The main corridor of the
dungeon continues to the right, vanishing behind the second
cell.
```

```
> IF YOU LOOK IN FIRST CELL THEN
```

```
The bones of a hapless prisoner lie where they fell from rusty
manacles on the wall.  There is nothing else in the cell.
```

```
< ENDIF
```

```
> IF YOU LOOK IN SECOND CELL THEN YOU ARE <LOOKING IN SECOND
CELL> AND
```

```
Straw is strewn on the floor.  Nothing else is visible.
```

< ENDIF

> IF YOU ARE **<LOOKING IN SECOND CELL>** AND YOU ENTER SECOND CELL
THEN **<YOU'RE TRAPPED>** AND

```
The door slams behind you and locks.  A lunatic's LAUGHTER
surrounds you.

                    DISEMBODIED VOICE
         I've got you now, infidel.  Ha, ha, ha...!
```

° **GOTO DEAD (20)**

< ENDIf

Using variables allow you to base User Activities on having done other User Activities. In the first Activity line, we didn't use any Variables because that activity line doesn't affect anything else (and there's no need to know later whether the user did that activity or not.)

To set up an alternative sequence of events, when the Activity statement is false, use the words OTHERWISE or ELSE in an Activity Line. Let's go back to our DUNGEON with these new tools:

(1) <u>DUNGEON</u>

```
The dungeon is cold and damp.  Dangerous-looking fungus grows
from the dank walls encrusted with centuries of lime deposit.
```

```
There are two open cells visible.  The main corridor of the
dungeon continues to the right, vanishing behind the second
cell.
```

> IF YOU LOOK IN FIRST CELL THEN YOU **<LOOKED IN FIRST CELL>** AND

```
The bones of a hapless prisoner lie where they fell from rusty
manacles on the wall.  There is nothing else in the cell.
```

^ OTHERWISE

```
You walk by the first cell without glancing in.
```

< ENDIF

> IF YOU LOOK IN SECOND CELL THEN YOU ARE **<LOOKING IN SECOND
CELL>** AND

```
Straw is strewn on the floor.  Nothing else is visible.
```

< ENDIF

> IF YOU **<LOOKED IN FIRST CELL>** AND YOU'RE **<LOOKING IN SECOND
CELL>** THEN YOU **<NOTICE TRAP>** AND

```
You notice that the door seems to be rigged to spring shut if
anyone enters.
```

< ENDIF

```
> IF YOU ARE <LOOKING IN SECOND CELL> AND YOU ENTER SECOND CELL
THEN <YOU'RE TRAPPED> AND

The door slams behind you and locks.  A lunatic's LAUGHTER
surrounds you.

^ OTHERWISE

You're smarter than you look…

° GOTO HALLWAY (2)

<   ENDIF

> IF YOU <NOTICE TRAP> AND <YOU'RE TRAPPED> THEN
DISEMBODIED VOICE

You aren't terribly bright, are you?

^ OTHERWISE

                      DISEMBODIED VOICE
            I've got you now, infidel.  Ha, ha, ha...!

< ENDIF

And you're trapped forever, dying a slow and painful death by
starvation.

° GOTO DEAD (20)
```

Note that the text following the OTHERWISE (or ELSE) statement is considered part of that OTHERWISE statement until the next User Activity line containing the word ENDIF.

You can also nest IF...THEN statements (i.e. put one if...then statement within another.) The angle brackets automatically reflect the nesting level to make it easier to read. We could rewrite the preceding Dungeon segment as follows:

```
(1) DUNGEON
The dungeon is cold and damp.  Dangerous-looking fungus grows
from the dank walls encrusted with centuries of lime deposit.

There are two open cells visible.  The main corridor of the
dungeon continues to the right, vanishing behind the second
cell.

> IF YOU LOOK IN FIRST CELL THEN YOU <LOOKED IN FIRST CELL> AND

The bones of a hapless prisoner lie where they fell from rusty
manacles on the wall.  There is nothing else in the cell.

^ OTHERWISE
You walk by the first cell without glancing in.

< ENDIF

> IF YOU LOOK IN SECOND CELL THEN

Straw is strewn on the floor.  Nothing else is visible.
```

```
>>        IF YOU <LOOKED IN FIRST CELL> THEN YOU <NOTICED TRAP>
AND
```

You notice that the door seems to be rigged to spring shut if anyone enters.

```
<<        ENDIF

>>        IF YOU ENTER SECOND CELL THEN
```

The door slams behind you and locks. A lunatic's LAUGHTER surrounds you.

```
>>>IF YOU <NOTICED TRAP> THEN

                      DISEMBODIED VOICE
            You aren't terribly bright, are you?

^^^OTHERWISE

                      DISEMBODIED VOICE
         I've got you now, infidel.  Ha, ha, ha...!

<<<ENDIF
```

And you're trapped forever, dying a slow and painful death by starvation.

° **GOTO DEAD (20)**

```
^^        OTHERWISE
```

You're smarter than you look…

° **GOTO HALLWAY (2)**

```
<<        ENDIF

<  ENDIF
```

To make a Variable negative, use the word NOT or any word ending in N'T (such as DIDN'T or AREN'T) immediately before a variable.

You can also define a Variable to be TRUE or FALSE—without conditional statements—by using the SET statement in an Activity Line:

```
=>        SET <MET MARTIAN>.
```

This instruction sets the Variable <MET MARTIAN> to TRUE. Or:

```
=>        SET DON'T <HAVE GUN>.
```

This sets the Variable <HAVE GUN> to FALSE.

Activity Syntax Review

You can type ANY text into an Activity element as long as:

(1) The activity starts with IF or SET or is ELSE, OTHERWISE, or ENDIF.

(2) The Activity ends in a Period, or the word THEN or AND.

(3) All Variables are enclosed in <ANGLE BRACKETS>. If the variable is
      SUPPOSED to be false, then it must be preceded by the word NOT or by any
      word that ends in N'T—such as DIDN'T <EAT CHEESE>.

Writing a Multimedia Script

Before you start writing a Multimedia script you need to open a new file and load
the Multimedia script format. (If a script is already open when you load the
Multimedia script format, it is re-formatted as a Multimedia script.)

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

2. Under the **Format** Menu, select **Load Script Format**, then **Multimedia**.

You now have access to all the Multimedia features and elements. The speed
buttons on the Right SpeedBar change to reflect the fact that you're writing a
multimedia script.

With a Multimedia script open, pressing [Enter←] in a blank line displays this menu:
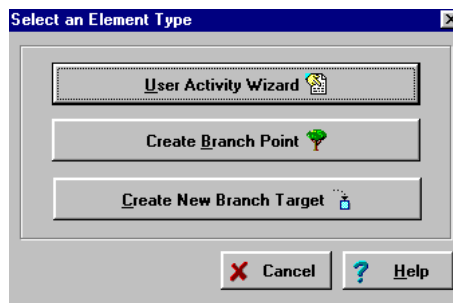
User Activity Wizard—Clicking on this button displays the User Activity
Wizard. This feature handholds you through the creation of User Activities, with
examples for each question. If you are in a User Activity element when you select
this option, the Wizard first parses this activity and then sets its options to reflect
the current choices. The editing of existing User Activities is made easier.
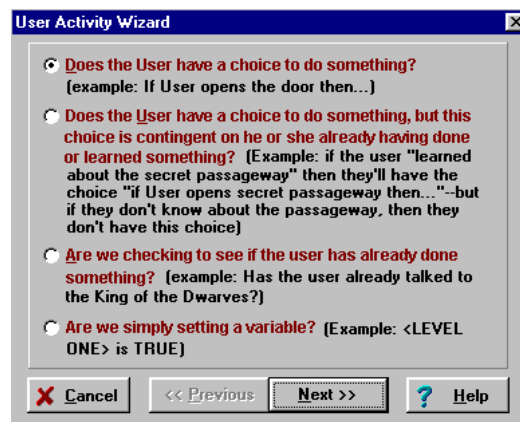
Using the Activity Wizard is optional. You can *always* write User Activities manually by typing IF, SET, OTHERWISE, ELSE or ENDIF at the beginning of any blank line. QuickType automatically makes that a User Activity.

When you're in a user Activity and you press "<", it pops up a menu with all the current script's Variables, allowing you to select an existing one or type in a new one as desired.

Create Branch Point—Clicking on this button displays a menu with all the currently available Branch Targets. You can create new Branch Targets and easily build a Branch Point without having to remember what the Branch Targets were.

Available Branch Targets—Shows all existing Branch Targets.

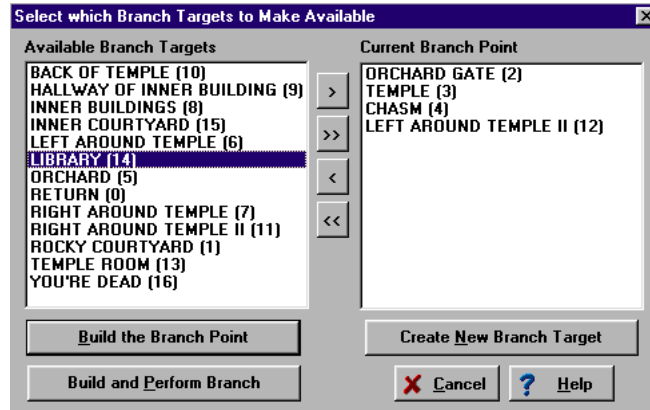**Current Branch Point**—Shows Branch Targets in your Current Branch Point.

Drag and drop or double-click Branch Targets in one window to move them to the other. Or, select a Branch Target and click on an Arrow button to move it.

> Moves selected Branch Targets from the Available list to the Current Branch Point.

>> Moves All Branch Targets from the Available list to the Current Branch Point.

< Moves selected Branch Targets from the Current Branch Point to the Available list.

<< Moves All Branch Targets from the Current Branch Point to the Available list.

Build The Branch Point—Exits this menu and builds a Branch Point in the current position in the script. The Branch Targets in the right list are automatically entered in the Branch Point for you.

Build And Perform Branch—Exits this menu and builds a Branch Point in the current position in the script. The Branch Targets in the right list are automatically entered in the Branch Point for you. It then performs the branch, up to the currently highlighted Branch Target.

Create New Branch Target—Opens a Text Window for entering the text of a new Branch Point, which is automatically added to the script. It will also be added to the current Branch Point, and numbered.

Graph Branch Points

Screenwriter can display a flow chart of your script's interactive links, to visually show you how your story is progressing.

Under the **File** Menu, select **Graph Branch Points**.

The following screen displays:

The current Branch Target is displayed in the center Oval graphic. All the Branch Points that interact with it are displayed in Rectangles below it.

Connecting arrows showing the branching possibilities. If a Branch Point is within a User Activity, that branch is considered conditional. The arrow is displayed in Red. Unconditional branches are displayed in Blue.

For example, the following is a conditional branch. You can only perform the branch if you have the <KEY TO GATE>:

```
> IF USER HAS <KEY TO GATE> THEN

° GOTO ORCHARD GATE (2)

< ENDIF
```

There may also be some places in the script which branch to the current Branch Target but to which you cannot branch back. These Branch Targets are displayed *above* the oval.

The **Graph Branch Points SpeedBar** has these options:

- **Close**—Clicking on this icon exits Graph view and returns you to the script.

- **Print**—Clicking on this icon prints the selected range of Branch Target Graphs.

- **Help**—Clicking on this icon displays context-sensitive help information.

A **Pull-Down List** of all existing Branch Targets—selecting a different Branch Target on this list displays its graph onscreen.

Moving around in the Graph Screen

Walk through the branches by double-clicking on any Branch Target's Rectangle. It becomes the Current Branch Target and the graph displays it.

Selecting a different Branch Target on the SpeedBar pull-down list displays its graph onscreen.

Right-Clicking on any Branch Target returns you to that point in the script.

Adding New Branches/Branch Targets

Add new unconditional Branches and new Branch Targets by double-clicking anywhere on the graph where there is not a boxed Branch Target. The Branch Point Menu appears, allowing you to add an existing branch or create a new one.

New Branch Points added this way are added at the *end* of the Branch Target. *It's possible that the added Branch Target could never be arrived at in the normal playing of the game*. For example if—prior to adding a new Branch point in the graphing mode—your branch target ends in:

> IF USER **<JUMPS OVER CLIFF>** THEN

° **GOTO CLIFF BASE (15)**

^ OTHERWISE

° **GOTO GARDEN (7)**

< ENDIF

Any automatically added branch points added *after* this would never be arrived at, as the user is already either going to Garden or Cliff Base.

Renumbering Branch Targets

As you add, delete, and move Branch Targets, their numbering may get out of sequential order. There is not a problem for the program, but if it confuses you go ahead and renumber the branch targets.

Under the **Format** Menu, select **Renumber All Branch Targets.**

All Branch Targets are renumbered to sequential numbers in the script, and all Branch Point references are adjusted. If you have Branch Points which reference Branch Targets that have been completely removed, running this function notifies you of that fact.

Multimedia Run-Time Player

The Multimedia Run-Time Player (RTPLAYER.EXE) is a separate program. It
simulates the playing of your Multimedia game or program by parsing the User
Activity lines and letting you make choices and make branches as the script
progresses. It keeps track of all the Variables and can be quite useful in modeling
how the final game or project will play.

Your multimedia script can be played by anyone using Windows, if you give them
the Run-Time Player along with your script. They will be unable to edit the script.
You are licensed to distribute this Multimedia Run-Time Player freely, as long as no
fee is charged for its distribution.

To run the Run-Time Player:

Under the **File** Menu, select **Play Multimedia Script**.

The Run-Time Player screen displays:
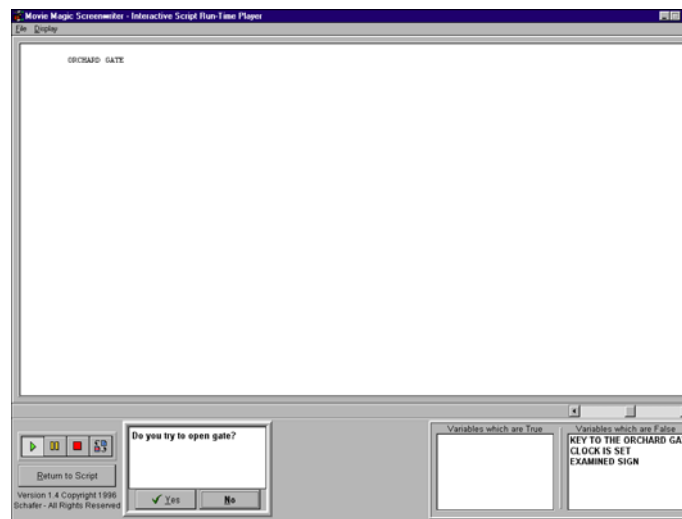
At top left is the **File** Menu with these options:

Open—Opens any Screenwriter Multimedia format script.

Print Session—If checked, prints your script the way you play it this session. It
prints only the pathways you choose in your play, including all the User
Activities, your responses to them, and the final settings of all Variables. It first
Stops or Pauses the script (see below for details), then starts printing when you
start playing again. It keeps printing until you: Stop the script, Exit the run-time
player, or Uncheck Print Session.

Exit—exits the Run-Time Player, returning you either to Windows or Screenwriter
depending on where you ran the Player from.

The **Display** Menu has these options:

Current Variables—If checked, displays the Current values of all current
variables. Variables are displayed in one of two windows at bottom right of the
screen:

Variables which are True

Variables which are False

These variable lists give you more information about the state of the game, and allow you to pre-set variables so you can test later sections of the games where you may need to have certain variables set to be true or false.

Set any Variable by dragging it from the Variables which are True or Variables which are False window to the other window.

Variables to Be Set—Toggles on and off the floating **Variables to be Set Window** which contains any variables affected by the Current User Activity. This is a roll-up Window which can be displayed either horizontally or vertically.

To change the Variables to be Set window display:

1. Under the **Display** Menu, select **Variables to be Set**.

2. Right-Click anywhere on the floating window.

3. Select an option:

    - **Roll Up**—Minimizes the window to its informational header. Double-clicking on the header accomplishes the same thing, and also maximizes it again.

    - **Hide**—Closes the window.

    - **Vertical/Horizontal**—Switches between two views of the **Will be set to True** and **Will be set to False** windows. Horizontal (without a checkmark next to Vertical) displays them side by side, Vertical (with a checkmark next to Vertical) displays them one above the other.

4. Move the floating window around by dragging it, using the mouse.

Select Display Font—Allows you to display the multimedia script's text in a different font or different size.

Main Window

The Multimedia Run-Time Player displays the current lines of the script in its Main Window. If there is more than one screen of text, a prompt at the bottom of the window informs you and an up/down scroll bar displays.

Control Buttons

Below the main window are four Control Buttons, using icons similar to those on your audio system or videocassette recorder:

Play—The leftmost one, a green right-pointing triangle, plays the script. It asks if you want to restart at the top of this Branch Target. Answer No to play from the current position, Yes to restart at the top.

Pause—The next button, with two yellow vertical bars, pauses the script in order to change variable values. You can resume playing either at the current position or at the top of this Branch Target.

Stop—The next button, a red square, stops the playing of the script. It resets all Variables to false, and allows you to select a specific position to start playing from.

Display Source—The rightmost button with two pages as its icon, shows the options available in the script's source code. Useful for debugging a script that isn't performing as you intended.

Return to Script—This button, below the other control buttons, stops the playing of the game and exits the Multimedia Run-Time Player. It returns you to the multimedia script you were playing.

Activity Window

This window, directly to the right of the Control Buttons, offers choices for the user.

If there is a User Activity currently pending, it asks you whether or not to perform that activity. **Yes** and **No** buttons are displayed.

If you are at a Branch Point, one or more Branch Targets are listed under a **Go to...** heading. Double Click on our choice of branching. If your script offers only one place to branch to, there is only one Branch Target listed. You must still double-click it to perform that branch.

Multimedia Demo

To see how all these features work in a multimedia script, open the script named **Mm-demo.scw**. This is a short Multimedia adventure game.

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

2. At the Open Menu, select **Mm-demo.scw** and click on **Open**.

3. After the script opens, go to the **File** Menu and select **Play Multimedia Script**.

Printing a Multimedia Script

When it comes to printing, Multimedia scripts are treated the same as any other script. See the Printing chapter of this manual for details.

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 SpeedBar Icons.

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

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

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

Moving the Cursor

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

`alt`+`↑`	Previous Element
`alt`+`↓`	Next Element
`Ctrl`+`alt`+`↑`	Previous Scene
`Ctrl`+`alt`+`↓`	Next Scene
`Ctrl`+`PgUp`	Previous Script Page
`Ctrl`+`PgDn`	Next Script Page
`Ctrl`+`alt`+`home`	Goto Top of Script*
`Ctrl`+`alt`+`end`	Goto End of Script*
`Ctrl`+`G`	Goto Page Menu
`→`	Next character
`←`	Previous character
`Ctrl`+`→`	Next Word
`Ctrl`+`←`	Previous Word

home	Beginning of current line
end	End of current line
↑	Previous Line
↓	Next Line
PgUp	Previous Screen
PgDn	Next Screen

Asterisked items are the default keystrokes. They can be changed under the **File** Menu by selecting **Program Options**, then the **Keyboard** button.

Right-Clicking with PowerPanel

Screenwriter gives you an alternative to Windows' Right Mouse button pop-up menus. Called the PowerPanel™, it displays a panel of buttons to access the most common editing features.

To turn PowerPanel on:

1. Under the **File** Menu, select **Program Options**.

2. Select the **Mouse** button.

3. Click on the **Right Mouse is: PowerPanel** radio button.

4. Click on **OK** to change to PowerPanel.

To turn PowerPanel off:

1. Under the **File** Menu, select **Program Options**.

2. Select the **Mouse** button.

3. Click on the **Right Mouse is: Pop-Up Menu** radio button.

4. Click on **OK** to change to Pop-Up Menus.

If you Right-click on the mouse *without any text selected*, you'll see the following initial Panel:

Top	Bottom	Spell
Close	Select	Save
Cap Word	Paste	Lwr Word

Click on a button to select that option or bring up its Menu. The center boldfaced button, **Select**, is hierarchical—it has another Panel of Selection options beneath it. Click on it to display them. Left-Click anywhere off the PowerPanel to cancel.

PowerPanel's options change depending on the Editing options available to you at any particular time—it's context-sensitive, just like the Windows version.

Selecting Text

Screenwriter uses the standard Windows methods of text selection.

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

Select All—Selects the entire script.

Select Special—Displays options for selecting by:

- **Word**—Selects the word the cursor's on.

- **Sentence**—Selects the entire sentence the cursor's in.

- **Element**—Selects the entire element the cursor's in.

- **Group**—Selects a group of adjacent elements, including the one the cursor's in (for example, Character Name plus Parenthetical plus Dialogue.)

- **Page**—Selects the entire page the cursor's on.

- **Scene**—Selects the entire scene the cursor's in.

- **Scene Range**—Displays a list of your script's Scene Headings. Click on or drag the cursor over the ones you want to select, and click on **OK**.

- **Extend Selection**—Displays an Extend Block menu, with options for extending your selection backwards or forwards in the script from the Current Cursor Position.

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

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

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

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

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

- Double-Click again to select the entire <u>Sentence</u>.

- Double-Click again to select the entire <u>Element</u>.

- Double-Click again to select the entire <u>Group</u> (if any).

- Double-Click again to select the entire <u>Scene</u>.

Right Click—Place the cursor on the word/sentence/element to be selected. Right-Click the mouse to bring up a Selection Menu. If you're using the Windows pop-up

menus, choose the appropriate item. If you're using PowerPanel, click on the **Select** button for further choices.

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

Keyboard Selection—Place the cursor on the word/sentence/element to be selected. Press the ⌨shift key and hold it down. Press other movement keys, such as an arrow or page down key, to highlight the text. Release both keys when the desired text's selected.

Adjusting the Block Selection

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

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

2. Use the Up and Down and Side to Side Arrow keys. This will allow you to extend or reduce the selection.

3. Release the ⌨shift key.

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.

Moving Text

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

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

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

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

Cutting and Pasting with the Mouse

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

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

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

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

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

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

Copying and Pasting with the Mouse

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

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

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

Cutting/Copying/Pasting with the Keyboard

There are two competing standards used to Cut/Copy/Paste text in Windows programs.

Some use [shift]+[delete] to cut, [Ctrl]+[ins] to copy, and [shift]+[ins] to paste.

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

You can choose between these editing key schemes. Under the **File** Menu, select **Program Options** then the **Keyboard** button. Check the appropriate radio button under **Cut and Paste Quick Keys are…**

Dragging and Dropping

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

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

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

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

Breaking Elements—Screenwriter can handle Drag and Drop text placed in the middle of an Element in two different ways. Choose your preference under the **File** Menu by selecting **Program Options**, then clicking on the **Mouse** button.

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

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

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

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

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

Deleting Text

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

NOTE: Select **File> Program Options> Keyboard** to enable Shortcut Keys for the Delete keystrokes.

Delete Left of the cursor by character   `backspace`

Delete Right of the cursor by character   `delete`

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

Delete Word   `Ctrl`+`delete`

Delete Left Word `Ctrl`+`backspace`

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

Delete a block of selected text by Right-Clicking, using either the PowerPanel or Windows pop-up menu.

Un-Deleting Text

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

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

Undo

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

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

Screenwriter has a multi-level undo, capable of undoing up to the last 20 text editing changes you made. It can undo cutting & pasting blocks, search & replace, and more. Screenwriter recognizes three basic types of editing:

- Adding text (including Pasting).

- Deleting text (including cutting/deleting blocks).

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

Screenwriter's default **Undo Level** is 20. To change the Undo Level:

1. Under the **File** Menu, select **Program Options**.

2. Click on the **Text Entry/Editing** button.

3. Enter a number between 0 and 20 in the **Undo Levels:** box. The Undo Level must be set to a number between 1 and 20 to enable the Undo command. Setting it to 0 will cause Undo and Redo to not appear on the Edit Menu.

4. Click on **OK**.

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

NOTE: For the purposes of Undo, each mouse click that you make is considered a text edit.   The Undo function merely "un-clicks" it—which results in no change.   Setting the Undo Level to a higher number gives you a greater likelihood of being able to reverse a text edit.

Redo

To restore a text edit you've just Undone:

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

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

Insert/Typeover Modes

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

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

- **Typeover mode**—New text replaces existing text, typing over it.

To Switch between Insert and Typeover:

- Press the ⌨ key on the keyboard.

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

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

1. Under the **File** Menu, select **Program Options**.

2. Select the **Editing** tab.

3. Check or Uncheck the **Allow Typeover** box.

Formatting Text

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

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

Under the **File** Menu, select **Display Options** then **Show Format Codes**. A checkmark appears next to it, reminding you it's on.

Bolding Text

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

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

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

To format an *entire Element* as Bold, place the cursor in the Element. Then:

1. Click on the **Cheat Element Button** on the Top SpeedBar (the button with a hand holding a card up a sleeve). Or, press ⌨F3⌨ on the keyboard.

2. On the Cheat Element Menu, Check the **Bold** CheckBox.

3. Select **OK** and the entire Element is made Bold.

Underlining Text

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

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

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

To format an *entire Element* as Underline, place the cursor in the Element. Then:

1. Click on the **Cheat Element Button** on the Top SpeedBar (the button with a hand holding a card up a sleeve). Or, press F3 on the keyboard.

2. On the Cheat Element Menu, Check the **Underline** CheckBox.

3. Select **OK** and the entire Element is Underlined.

Italicizing Text

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

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

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

To format an *entire Element* as Italic, place the cursor in the Element. Then:

1. Click on the **Cheat Element Button** on the Top SpeedBar (the button with a hand holding a card up a sleeve.) Or, press F3 on the keyboard.

2. On the Cheat Element Menu, Check the **Italics** CheckBox.

3. Select **OK** and the entire Element is Italicized.

Striking Out Text

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

Press F11 on the keyboard.

To format an *entire Element* as Strikeout:

1. Place the cursor in the Element. Then:

2. Click on the **Cheat Element Button** on the Top SpeedBar (the button with a hand holding a card up a sleeve.) Or, press F3 on the keyboard.

3. On the Cheat Element Menu, Check the **StrikeOut** CheckBox.

4.   Select **OK** and the entire Element is StrikedOut.

Removing Text Formatting

Select the text to remove formatting from.

Click on the **Normal Button** (label with an N) on the Top SpeedBar. Or, press
[Ctrl]+[N] on the keyboard.

Applying Multiple Text Formats

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

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

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

1.   Under the **File** Menu, select **Program Options**.

2.   Select the **Text Entry/Editing** button.

3.   Uncheck the **Selecting Bold, Italics or Underline turns off Block** box.

Changing Case

You can change the case of existing text without re-typing it, using these options:
- Uppercase
- Lowercase
- Initial Capitals
- Capitalize Word
- Cap & Bold Word
- Lowercase Word

When Screenwriter changes the case of existing text, it retains correct
capitalization for:
- Sentence beginnings
- The personal pronoun "I"
- Speaking Characters with Initial Capitals

To change the case of *selected text*:

1.   Select the text.

2. Under the **Edit** Menu, select **Convert Case**, then choose the desired capitalization.

To change the case of an *entire Element*:

1. Put the cursor anywhere in the appropriate Element.

2. Under the **Edit** Menu, select **Convert Case**, then choose the desired capitalization.

Quick Format of Previous Word

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

Quick Uppercase of Previous Word—Position the cursor immediately *following* the word to be uppercased. Press F12 on the keyboard.

Quick Bold and Uppercase of Previous Word—Position the cursor immediately *following* the word to be formatted. Press Ctrl+F12 on the keyboard.

Quick Lowercase of Previous Word—Position the cursor immediately *following* the word to be lowercased. Press shift+F12 on the keyboard.

Typing Foreign Characters

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

To enter Accented Characters:

1. Press Ctrl + the accent (or closest keyboard equivalent).

2. Release both keys.

3. Type the letter you want accented.

For example, to create **é** you would press Ctrl+´, release them both, then press e.

Accent Aigue (the accent over the é in café)—Press Ctrl+´ followed by the letter you want accented.

Accent Grave (the accent over the à in à la mode)—Press Ctrl+` followed by the letter you want accented.

Circumflex (the accent over the ê in moi-même)—Press Ctrl+^ (actually Ctrl+shift+6), followed by the letter you want accented.

Umlaut (the accent over the ë in Noël)—Press Ctrl+: followed by the letter you want accented.

Tilde (the accent over the ñ in mañana)—Press Ctrl+~ followed by the letter you want accented.

Cedilla (the accent under the ç in garçon)—Press ⌷Ctrl⌷+⌷,⌷ followed by either a small c or Capital C.

You can view a table of available characters in the currently selected font by choosing **Character Set** under the **Help** Menu.

NOTE: Character Set runs a Windows Utility called CHARMAP.EXE. If selecting Character Set doesn't bring up a Menu or window, you need to go to your Windows Setup and install CHARMAP.EXE.

SpellCheck

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

- Word

- Element

- Page

- Forwards from the cursor position

- Entire Script

SpellCheck can also:

- Auto-Correct common Typos as you write

- AutoCapitalize Sentences

- AutoCapitalize the Names of Characters

- Correct Double Capitals

- SpellCheck in Foreign Languages

- Create User Dictionaries for each script

You can customize SpellCheck options to suit the way you work. Under the File Menu, select Program Options, then click the **Spelling** button. Read on for more details.

Add Words to—This field allows you to change the *User Dictionary*. The standard "generic" dictionary is USER_US.LXA. All **Learned** and **Auto-Corrected** words will be added to the dictionary that is displayed in this field. Note: If the spell check is set to use a language other than American English then the default User Dictionary will be changed appropriately.

Setup Options—Click this button to go to the **Spelling** window of the **Program Options** menu so you can setup how the Spell Check functions.

Select Language—Click this button to select among the available language dictionaries. If you do not have the dictionary you want already installed, it can be purchased by calling Screenplay Systems at 818-843-6557.

Help—Clicking on this button takes you to a graphical representation of this window and an explanation of each feature.

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

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

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

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

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

        Page—Spellchecks the current Page.

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

        Entire Script—Spellchecks all text in the script.

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

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

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

Auto-Correct—Adds the unknown word and its correct spelling to the User Dictionary as a Typo which should be Auto-Corrected as you type. (Auto-Correct must be turned on to enable Typo correction.)

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

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

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

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

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

1.   Under the **File** Menu, select **Program Options**.

2.   At the Program Options screen, select the **Spelling** button.

3.   Check the **SpellCheck as you Type & Edit** box (this *must* be checked for Auto-Correct to work).

4.   Check the **Auto-Correct Typos** box.

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

Max. Length—Sets the maximum word-length of typos to auto-correct. If on a slower computer, set this to a lower number. Screenwriter uses a default word-length of 25 letters.

Beep on Unknown Words—Alerts you to any suspected typos that Auto-Correct is unable to correct for you.

Prompt on Multiple Words—Gives you a choice of words when the typo could have two or more correct spellings. If unchecked, Auto-Correct makes the decision for you.

AutoCapitalize/Character Names—Capitalizes the first letter of all Character Names in Dialogue, Action, and Script Notes. To be capitalized by Auto-Correct a character name must either have been used previously in the script, or exist in the Character Name User List.

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

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

6.   Click on **OK** to return to your script.

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

Correct Double Capitals—Corrects words that start with two capital letters instead of one, such as "SCheduling".

AutoCapitalize/Sentences—Capitalizes the first letter in all Sentences in Dialogue, Action, and Script Notes.

> **Except Following Shots**—Shots (also known as secondary Sluglines) can be used to emphasize an object or person, with the following Action giving more detail. To have the combined Shot and Action read as one sentence—with the Action sentence not capitalized—check this box.

Auto-Space Sentences to ?? Spaces—Ensures that every sentence has a consistent number of spaces after the period. Set the value from 1 to 9. If you hit the space bar once the program will automatically put the set amount of spaces. (To prevent auto-spacing a particular sentence, enter Hard-Spaces after the period instead of regular spaces. Enter a Hard-Space by pressing `Ctrl`+`alt`+`space`.)

Treat ")" as a Sentence End in Dialogue for the purposes of Auto-Capitalization & spacing—Treats a right parenthesis in Dialogue as a sentence end, in order to format the next sentence correctly.

Foreign Language SpellCheck—With the installation of an optional Foreign Language dictionary, SpellCheck can check the spelling of words in another language. For more information, call Customer Service at 818/843-6557.

User Dictionaries

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

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

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

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

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

To allow Screenwriter to **Auto-Correct** a word as you're typing in a script, enter both incorrect and correct spellings here, separated by a colon. For example, to Auto-Correct "Dramatica" when it's spelled as "Darmatica", type in "Darmatica:Dramatica". (Note: the Auto-Correct feature must be turned on for this to have any effect on your typing. See Auto-Correct in the SpellCheck section of this manual for details.) It's not necessary to type a space either before or after the colon.

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

Delete Word—In the Dictionary window on the left, highlight the word you want to Delete. Click on the **Delete Word** button. You are prompted to confirm the deletion. Click on **Yes** to delete, **No** to keep the word in the User Dictionary.

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

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

Thesaurus

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

1.   Select a word.

2.   Under the **Spell** Menu, select **Thesaurus**.

3.   The **Get Synonyms window** opens, with the selected word in the **Head Word: window.** In the **Synonyms: window** below is a scrollable list of like words.

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

Printing the Script

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

Printer Setup

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

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

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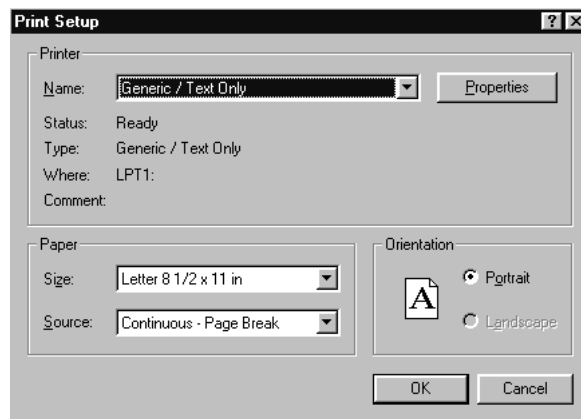
To select another printer, scroll through the list of connected printers in the **Name:** window and click on your choice.

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

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

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

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

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

Page Layout

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

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

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

Under the **File** Menu, select **Page Layout**.

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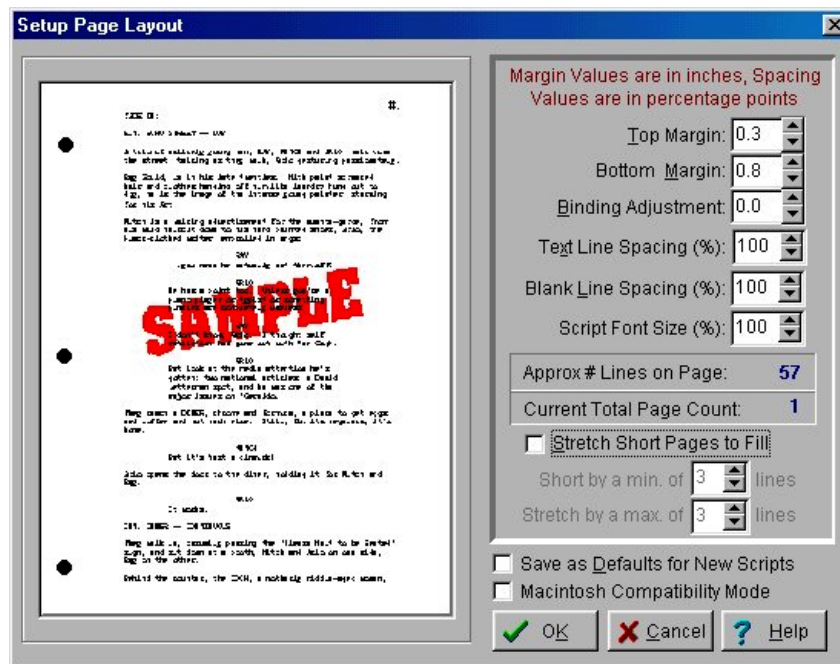
At the left of the screen is a Sample Page, showing how a typical page will look with the current settings. Adjustments made to the Top Margin, Bottom Margin, or Binding Adjustment change the Sample Page display.

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 inches.

Binding Adjustment—Left and Right Margins are determined by the Elements of the Script Format you're currently using. The Binding Adjustment allows you to add

to or subtract from the leftmost Margin, shifting all your page's text left or right without changing the width of its elements. Adjustable in increments of 1/10 of an inch, from -0.5 to 5 inches.

Text Line Spacing—Sets the amount of white space between consecutive lines of text in the same paragraph. Entering a value of less than 100%—for example, 95%—can fit 2 or 3 extra lines of text on each page, and make your script perhaps 5 or 6 pages shorter. Adjustable in single percentage points, from 85% to 115%.

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

Macintosh Compatibility Mode—Used for moving a script back and forth between Movie Magic Screenwriter and Movie Magic Screenwriter for Macintosh. This feature ensures that you cannot use cheating functions that are not compatible across the two platforms.

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

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

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

- **Short by a min. of ?? lines**—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 All New Scripts—If checked, all new scripts will have these Page Layout settings as the default.

Script 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 Menu in Edit Script Formats. Changing the size will effect how many lines fit on the page.

Header Setup

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

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

The Header Setup screen displays:
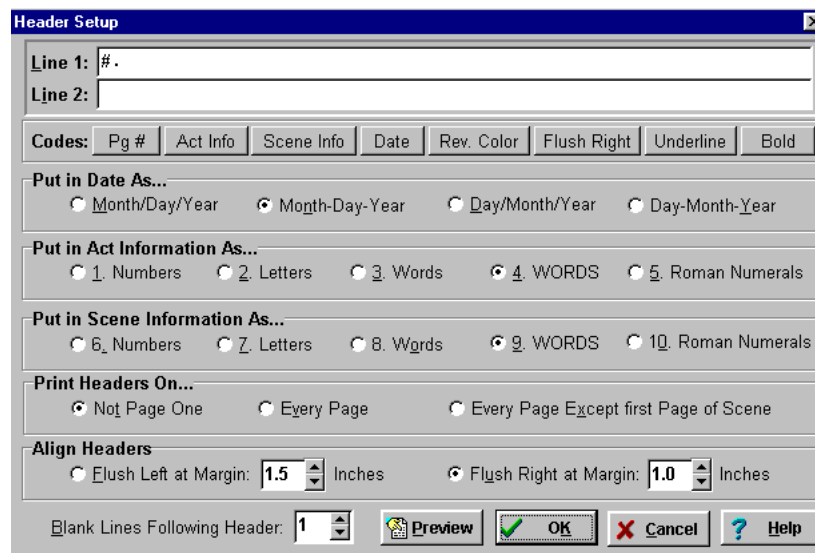
Header Text

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

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

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

Pg#—Inserts "#", the code representing the Page number. To have the page number appear with a period following it (e.g. "119.") type a period after this code.

Act Info—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 Info—Inserts "$", the code representing the Scene number (for TV shows and Stage Plays.) To have the scene number appear as "Scene 2", put "Scene $" in the Header.

Date—Inserts "%", the code representing the current date.

Rev. Color—Inserts "~", the code representing the Revision Draft Color for revised pages.

Flush Right—Inserts "^", the code telling Screenwriter to align the text *following* it flush with the Right Margin. To have some items align flush left and others align flush right, insert this code between them (for example, "Act @^Page #." would place "Act 2" flush left and "Page 3." flush right).

Underline—Insert "{" to start underlining, and "}" to end underlining.

Bold—Insert "<" to start underlining, and ">" to end underlining.

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

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

Put in Date As...

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

Month/Day/Year—Standard American format (8/27/97)

Month-Day-Year—American with dashes (8-27-97)

Day/Month/Year —European Format (27/8/97)

Day-Month-Year—European with dashes (27-8-97)

Put In Act Information As...

Selects a format for Act Information appearing in Header Text. Click on the appropriate radio button to select:

Numbers (1,2,3..)

Letters (A, B, C...)

Words (One, Two, Three...)

WORDS (ONE, TWO, THREE...)

Roman Numerals (I, II, III...)

Put In Scene Information As...

Selects a format for Scene Information appearing in Header Text. Click on the appropriate radio button to select:

Numbers (1,2,3..)

Letters (A, B, C...)

Words (One, Two, Three...)

WORDS (ONE, TWO, THREE...)

Roman Numerals (I, II, III...)

Print Headers On...

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

Not Page One—Header Text will be printed on every page *except* Page One. This is the accepted standard for Screenplays.

Every Page—Header Text will be printed on every page *including* Page One.

Every Page Except first Page of Scene—Header Text will not be printed on the first page of a new Scene or Act. Used in some TV shows, as the Act/Scene Information is already displayed.

Align Headers

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

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

Flush Right at Margin—Aligns Header Text flush with the Right margin, using the default Right margin selected in Page Layout. Enter a new Right margin for Header Text only, if desired. This is Screenwriter's default for Header Text alignment. Accepts values in 1/10" increments, between 0.3 and 8.

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

Blank Lines following Header

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

Preview

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

Print—Sends the onscreen page to the printer, formatted exactly as it looks (but at 100% size).

Prev.—Goes to the previous page in the script.

Next—Goes to the next page in the script.

Close—Exits the Print Preview screen.

1 Page—Displays one page at a time onscreen.

2 Pgs—Displays two pages at a time onscreen.

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

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

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

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

Printing the Script

Printing in Screenwriter is accessed through the Print Menu.

Under the **File** Menu, select **Print**.

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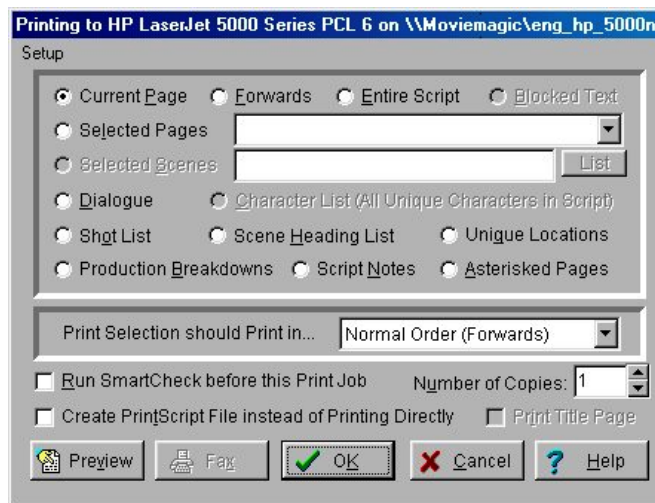
Current Page—If checked, prints the page that the cursor is currently on.

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

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

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

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

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

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

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

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

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

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

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

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

Select a scene by clicking on it.

De-select a scene by clicking on it again.

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

Dialogue—If checked, 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 script 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 script 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 script.

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

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

Character List—If checked, prints an alphabetical list of all Character Names in the script.

Unique Locations List—If checked, prints an alphabetical list of all Scene Locations in the script.

Production Breakdowns—If checked, displays the Production Breakdown Print Menu when you click on the **OK** or **Fax** buttons. See the Production Breakdown Print Menu section, below.

Script Notes—If checked, prints all Script Notes with the page numbers they appear on. When you click on the **OK** button, a Script Notes Print menu displays:

> **Print Notes Sequentially with Reference Page Numbers**—Prints a separate Script 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 Script 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 script note, so it can print the note for the following page. Requires you to insert pages one at a time.

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

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

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 radio button displays a list of **Revision Colors** with the current Revision Color showing, as in the pictured example. **Asterisked Pages** can be selected by scrolling up to the top of this pull-down menu.

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

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

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

- **Double Sided**—Prints all the Odd pages in Normal order. Then, prompts you to re-insert the pages. (Depending on your printer's paper path, you may have to experiment with this. With most printers, just flip the pages and insert them into the manual feed tray.) Next, prints all the Even pages in Reverse order on the other side of the odd pages. The result is a script printed on both sides of the paper, using about half of the paper normally used. Not recommended for submission of Spec Scripts.

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

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

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

- **Create PrintThing File Instead of Printing**—PrintThing is our own file printer/viewer, and if you choose this option, it will print your selection in our proprietary PrintThing format which will require the PrintThing program (supplied free with Movie Magic Screenwriter and automatically installed to your Movie Magic Screenwriter program directory). Since PrintThing is less powerful than Adobe Acrobat, unless you have been giving PrintThing files to someone for a long time and they expect it, we recommend that you use the PDF format instead.

- **Print as 'Production Sides' (2 copies per page)**—Production Sides should not be confused with 'sides' which are sections of scripts used for casting (and which are generated by selecting the Dialogue option). When you select this option, then each page of your selection will be printed reduced in size and duplicated twice on a page so that you can then assemble and cut the pages in half and get two small copies of the script. If you have Blocked Text when you choose this option, it will typically print all non-blocked text on a page in a grayed box with a big X across it (settings for this option are found on the Printing Page of the Program Options Menu)."

Run SmartCheck before this Print Job—If checked, SmartCheck checks your script for common formatting errors before printing. (If you've set SmartCheck to *always* run before printing —in Program Options under the File Menu—it is checked here. Turn it off for this print job only by unchecking the box.)

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

Print Title Page—If checked, prints the title page at the head of the script. Only available if you've created a Title Page in the Title Page Publisher. Selecting an Entire Script to print automatically checks this box and prints the Title Page.

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

   Print—Sends the onscreen page to the printer, formatted exactly as it looks (but at 100% size).

   Prev.—Goes to the previous page in the script.

   Next—Goes to the next page in the script.

   Close—Exits the Print Preview screen, back to the Print Selection Menu.

   1 Page—Displays one page at a time onscreen.

   2 Pgs—Displays two pages at a time onscreen.

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

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

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

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

Setup Options on the Print Menu

At the top left corner of the Print Menu is the Setup Menu. Click on the word **Setup** to access these options:

Printer

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

Fax Modem

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

Printing Options

Select to display the Program Options Printer page, with the following options:

Print Bottom Continued at Fixed Line—If checked, the Bottom Scene Continueds print at the same position on each page, one line below the page's Bottom Margin. Unchecked, 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.

Print (MORE) at page end when dialogue isn't broken but character is first to talk on next page—If checked, the Dialogue of a character who has two speeches in a row—separated by an Action element—will have (MORE) *printed* when a page break separates the two Dialogue elements.

Substitute for Courier New when printing—Allows you to substitute a different font for printing than the default Courier New, which doesn't print as dark as some other fonts.

Darken Courier New (TrueType Font)—Allows Screenwriter to overprint the default Courier New font for darker printing. Use this font if your other fonts do not produce better results. Experiment with the slide bar to get the best results. Using this option slows down printing, especially under Windows 95.

Setup View as Index Card Printing Button—Pressing this button displays the Setup Index Card Printing screen, where you can define a default printing layout for Index Cards.

Print Color Text Highlight—If checked, prints color-highlighted text in color on color printers, and with a grayed background on black & white printers. Unchecked, ignores color-highlighted text and prints normally.

Always Compress PrintScript Files—If checked, PrintScript files are saved in a compressed file format (compressed by 20%) which prevents someone from hacking the file and extracting your script's text. This format is prone to less errors when sending by E-mail. It also allows you to password protect your PrintScript file. The recipient of a compressed PrintScript file must have the current version of the PrintScript program to access the script.

When printing to PDF, prompt user with—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 Script Notes should it include. With this option NOT enabled, it will automatically use the last PDF Printing Options that you had chosen.

When printing by Scenes, print entire pages—If checked, prints all of the selected Scene's pages. This includes the text from the previous scene that begins the first page of the selected Scene, and the text from the following scene that continues the page after the selected Scene ends. Unchecked, prints the selected Scene's text *only*. Text from surrounding scenes does not print—but the space it occupied prints as blank lines.

Ignore printer resolution when calculating the script's pagination—With this option enabled, the program will calculate all page breaks and pagination as if you were printing to a 600dpi printer, regardless of that actual printer's resolution. This will ensure that if you are taking a script among multiple printers that the page breaks will not change.

When printing the "List of Unique Characters" include ALL names in the user list regardless of whether that Character speaks in the script—With this option enabled, when you choose the option Character List (All Unique Characters in Script) on the Print Menu it will include all names in the Character Name User List regardless as to whether that Character speaks in the script. With this option NOT enabled, when you choose the option Character List (All Unique Characters in Script) on the Print Menu it will only include Characters who actually speak.

Print all Non-Selected Text that's on the page with selected text in a box with a big X across it—This option is used only if you have chosen to print Production Sides (2 copies per page). When you select a specific portion of text, Screenwriter prints the entire page but will surround the area that is not selected with a box and cross it out.

Gray out the Non-Selected Text Box—This option is used only if you have chosen to print Production Sides (2 copies per page). In addition, "Print all Non-Selected ..." must be enabled as well. When using this option, Screenwriter prints text that is not selected in a gray box with an "X" through it.

Watermark

Select to display the Watermark setup screen, where you to specify how the background Watermark text should print on your scripts. A read-only Watermark Database which can automatically log outgoing scripts is available for separate purchase.

Text—Text entered here (such as production company name) is the default watermark text for all scripts. Can be left blank.

Bitmap—Specifies a loadable bitmap image file to be printed as the background for each page. The bitmap displays in a box to the right. Slows the printing process considerably. The image is applied to the current script only.

Distrib. List—Enter a loadable list of people authorized to receive your script. When printing, you select who gets a copy and Serialization Numbering is applied to your script copies automatically.

Serial #—Specify a starting serial number for the first copy of your script to be distributed, if desired. Can be a combination of letters and numbers.

Print Just the Serial Number without Names—If checked, prints the Serial Number but not the names of people on the distribution list. Unchecked, prints both. Only available if a list and serial number are set up first. Otherwise, it's grayed out and unselectable.

Select Font for Watermark Text—Displays a Font setup screen, where you can change font, formatting and font size of the Watermark.

Watermark Density—Determines how dark the gray Watermark text prints, from white (0) to black (255). Experiment with the slide bar for best results on your printer.

Print Gray as Color—If checked, the use of the Watermark won't slow printing. May not work on all printers.

Graphically Gray—If checked, prints Watermark text as a gray graphic. More reliable, though slower and not as smooth-looking.

Print Gray Sample—Prints sample pages of the range of gray text available, showing each density number printed at its own density.

Text Angle—Sets the angle the Watermark text prints at. Can print anywhere from 90 degrees from the horizontal (counter-clockwise) to -90 degrees from the horizontal (clockwise) in 1 degree increments.

Letter Spacing—Expands the spacing between the letters/words of the Watermark text, up to 300% for Gray as Color and up to 200% for Graphically Gray. 100% is the default.

Print Name in Lower Right Hand Corner instead of Grayed/Centered—If checked, prints the Watermark information as a right-justified page Footer instead of a background behind the script text.

Require that user fills out REQUESTED BY field when printing—If checked, asks for the name of the person authorizing the printing of this copy of the script. Unchecked, no Requested By field is printed.

Require that user fills our APPROVED BY: field when printing—With this option enabled, when you go to print out pages with Watermarked text, it will REQUIRE that you identify who approved this distribution. This Distribution Information is stored in a database which requires the

separate program DataThing which is available from ScriptPerfection Enterprises at 800-450-9450 for an additional fee.

With this option NOT enabled, when you go to print out pages with Watermarked text, it will not require that you identify who approved this distribution.

Default to having PRINT SIGNATURE PAGE checked—If checked, prints a Signature Page for Watermarked scripts. The Signature Page contains the Distribution List, with space for each person to sign that they received the script. Unchecked, no Signature Page is printed.

Signature Page Header Text—Allows the entering of text to print as the Header on the Signature Page. When you exit this menu, Screenwriter saves this text to a file with the extension .HDR. It can then be loaded as the header for other signature pages by clicking the Load Text button and specifying this file.

Load Text—Click this button to load any ASCII text that's been saved as a file into the Signature Page Header Text field.

Animation Dialog

Select to display the Setup Animation Dialogue screen, where you can setup the layout of your Animation Recording Scripts. These options change the way the a Recording Script prints without affecting the script.

Speech Numbering

> **On Right Margin**—Prints dialogue numbers in the speech's right margin.

> **On Left Margin**—Prints dialogue numbers in the speech's left margin.

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.

Speech Numbering in Script—This option is ONLY used if you have Dialogue Numbering set to print within the script itself, and are printing normal pages (e.g. not Dialogue recording scripts)**.**

> **Same as Speech Numbering**—Uses the same margin settings specified under Speech Numbering.

> **Flush with Name**—Prints dialogue numbers on space after the character name.

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.

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.

Blank Lines before Printed Speeches

Use the Normal Character Name "Blank Lines Before"—Prints the dialogue using the same # of Blank Lines Before the Character Name as in the original script.

Set Blank Lines Before to—Allows you to set the number of Blank Lines Before the Character Name, from 1 to 5.

Substitute Font:—Lets you print the Animation Recording Script using a different font than in the original script.

Print Script Notes—If checked, prints Script Notes in the Animation Recording Script, with the following options:

Only Notes before selected Dialogue—Prints Script Notes only if they appear directly before a dialogue speech.

Print Notes directly above Speeches—If checked, prints Script 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 Script Notes as they appear in the original script, with boxes around them. Unchecked, no boxes are printed.

Print <> around Numbering—If checked, displays and prints angle brackets around the dialogue numbers, to differentiate between them and page numbers, scene numbers, etc.

Production Breakdowns Print Menu

Selecting **Production Breakdowns** on the Print Menu and clicking OK or Fax displays the Production Breakdowns Print Menu, which looks like the following:

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

Sort Breakdown Primarily by...

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

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

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

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

Characters

    All—Lists Every Character Name in the script in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).

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

> **NOTE:** If you select any Primary sort other than Script Order, **Time-of-Day Normalization** is performed—any scene that ends with CONTINUOUS, LATER, or SAME TIME is automatically given the *previous* Scene Heading's Time-of-Day.

Movie MagicScheduling (File)—Prints a breakdown to disk, saving it as a Movie Magic Scheduling import file. It contains the Scene Number, Scene Heading, and Starting Page Number and page count in Eighths of a page. Options under Secondary Sort and Miscellaneous is grayed out and unselectable.

Script Breakdown Sheets—Prints breakdown sheets that include any items you've tagged in Breakdown Tagging. Checking this radio button and clicking on the **OK** button displays the:

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

>> **Selected Scenes ONLY**—If checked, only breakdowns for the scenes you select by clicking on them are printed.

>> **All Scenes**—If checked, breakdowns for all scenes in the script are printed.

>> **All Scenes except OMITTEDs**—If checked, breakdowns for all scenes except those deleted and marked with an OMITTED are printed.

>> **Setup Breakdown Sheet**—Clicking on this button displays the Breakdown Sheet Layout screen. Category headings on the windows can be renamed by highlighting the name (CAST, STUNTS, etc.) and typing in your preferred name. Categories of tagged items (Cast Members, Greenery, Vehicles, etc.) can be moved between Category windows by dragging and dropping. Click on **OK** to exit and save your changes, **Cancel** to discard changes and exit.

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
```

Secondary Sort by...

Script Order—First groups all scenes in the Primary sort order, then in the order they appear in the script (without any sorting).

Interior VS. Exterior—First groups all scenes in the Primary sort order, then sorts all Exterior scenes before Interiors within each group.

Location—First groups all scenes in the Primary sort order, then sorts all Locations alphabetically within each group.

Time-of-Day—First groups all scenes in the Primary sort order, then sorts alphabetically by Time-of-Day within each group.

Calculate Eighths by...—Specifies how Screenwriter should define an 1/8th of a page. Historically, an 1/8th of a page was one inch (6 lines). Nowadays writers are allowing more than 48 lines on a page, so Screenwriter gives you a choice between the standard 1/8th or a "truer" 1/8th.

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

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

Display Eighth Totals...—Specifies how Screenwriter should calculate the totals for each Sort grouping. If the displayed totals for each scene are added, their rounding accumulates too—leading to an inaccurate total.

Totals of All Rounded Eighths—If checked, rounds the displayed totals for each scene into eighths before adding them.

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

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

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

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, 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.

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:
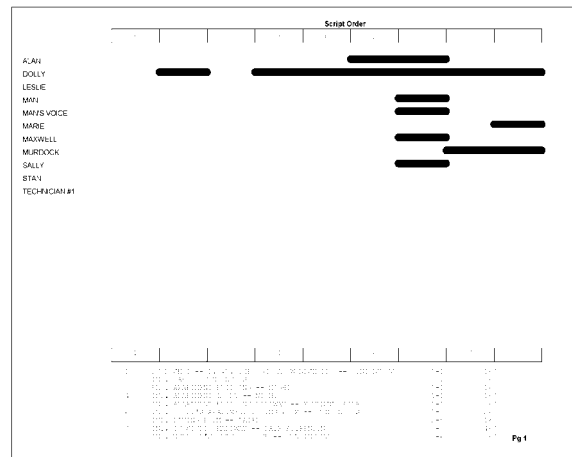
> **Print Tagged Items**—If checked, prints—or exports—all tagged items along with the other breakdown information.

Other Screenwriter Features

Screenwriter 4.0 has three completely new features for working with your script. They are:

- iPartner

- Speak Text

- Script Note Commander

iPartner™

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

iPartner™ requires a standard internet connection through a non-proxy server on both computers, and we highly recommend at least a 56K or better modem or direct network connection. See the section Trouble-Shooting iPartner for more technical details.

iPartner™ major features include:

- The ability to allow you to view and edit a script on your partner's computer and vice versa.

- The ability to communicate with your partner through a typing in a "chat" window.

- The ability to speak and hear your partner (requires compatible sound card and microphone).

- The ability to transfer scripts back and forth.

- The ability to "synchronize scripts".

CONNECTING TO IPARTNER

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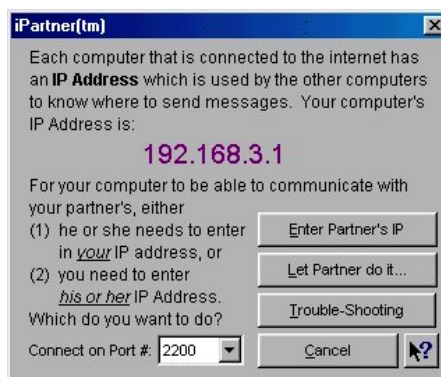
IP Address

In order to connect with your partner one of you will need to know the other's IP. If you have a fixed IP address (if connected by network, DSL or Cable Modem), 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. 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 through via an internet message server such as: AOL instant Messenger or ICQ.

- 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 script.

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 section on Trouble-shooting iPartner.

USING iPartner

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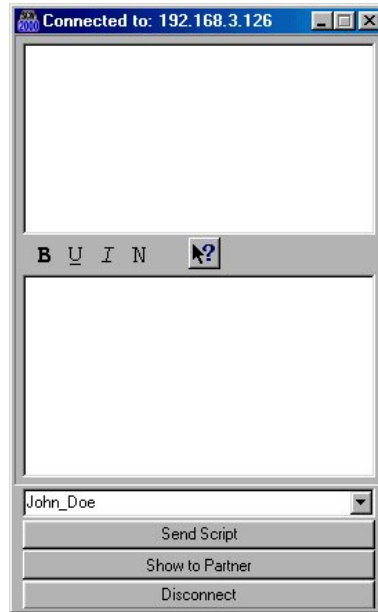
The Top window is the message area where you will see messages from your partner and you as well as occasional system messages.

The Bottom 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 windows. You can change the name by simply typing a new name in this window. All previous names are accessible by clicking on the down arrow to bring up the Pop-up menu.

Send Script—Allows you to send the current active script in your program to your partner. Your partner will receive a request asking if he wants to accept the script, if he does the computer will begin receiving the script. During this time you and your partner will not be able to Chat with each other until your partner receives the script. iPartner will then automatically launch the Show Partner feature from your partner's computer showing you the file that is now on his computer in slave mode (see below). The script now resides on your partner's computer allowing him to save and print the file.

Show partner—This is different then the "Send Script" feature since it does not actually transfer the script to your partner's computer. Instead it opens a window on

your partner's computer allowing your partner to view the script even though it still resides in your computer.

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

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

Editing in Slave view—Normally in "Slave view" you are unable to have any control over what part of the script you are viewing or make changes in it. However, it is possible for the Master to grant you permission to edit the script. While you can edit the script, it is important to realize you are viewing a script on another's computer. You will not be able to use any of your menu commands, function key's or quick entry features such as pop-up lists of Character Name's. 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 script" feature so they can have full use of their program. You may also experience slow screen refreshes and typing rates since you are actually editing the script on the master's computer.

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

> **WARNING !!!** Once the Master allows the Slave permission to edit the script both people will have the capability of editing the script. However, this feature was not designed to allow simultaneous editing of the script. It is strongly advised that if you use this feature you communicate with each other through chat or voice when one wants to regain control of the script. Otherwise it may cause unwanted changes and loss of text to occur.

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

Slave view editing capabilities – Once you have permission to edit the script you can perform the following functions.

- Use the mouse to click in the script to edit.

- Use the Mouse to highlight text by holding the shift key and clicking where you want the text selection to be extended.

- Edit by typing in the script.

- Scroll by using the Up and Down Arrows or Page up/Page Down.

You can also cut, copy and paste text as well by using whatever keys are set on that computer to cut/copy/paste with in the Keyboard section of the Program Options. These commands are being executed on the Masters computer so the slave will not be able to paste text from another application on the slave computer. Likewise, If the slave invokes the paste text before copying or cutting text from the script, the

program will try and paste whatever is in the Masters clipboard from a previous application into the script with unpredictable results.

IMPORTANT!!! While all of the keys listed below will work in slave mode some of them may cause pop-up menu'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 File menu and change the Program 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.

Other Keys

- **Tab Key**—Puts in Character Names regardless of the element you are starting from...

- **Enter Key**—Takes you from one element type to another (i.e. pressing <ENTER> while in Character Name will take you to dialogue; while in Transition will take you to Scene Heading, etc).

- **Left Parenthesis Key**—Puts you in a Parenthetical when pressed while in Dialogue. This key adds a Character Extension if pressed while in a Character Name.

- **CTRL+ B**—Turns Bold on/off.

- **CTRL+ E**—Puts you into a Scene Heading with EXT. and a space already typed in for you.

- **CTRL+ I**—Puts you into a Scene Heading with INT. and a space already typed in for you.

- **CTRL+ O**—If you aren't in a Shot, then it puts you into one.

- **CTRL+ R**—Forces a refreshing of the screen.

- **CTRL+ S**—If you aren't in a Scene Heading, then it puts you into one.

- **CTRL+ T**—If you aren't in a Transition, then it puts you into one.

- **CTRL+ U**—Turns Underlining on/off.

- **CTRL+ Y**—Turns Italics on/off.

- **CTRL+ ENTER**—Puts you into Action.

- **SHIFT + ENTER**—Puts in a Forced Page Break.

- **ALT + ENTER**—Puts in a Hard Return.

- **CTRL+ -** —Puts in a Soft-Hyphen.

- **CTRL+ SHIFT** - —Puts in a Hard-Dash.

- **CTRL+ SHIFT (** - —Puts in a "(" into Dialogue without making it a Parenthetical.

- **CTRL+ ALT+ SPACE**—Puts in a Hard Space.

Revoking Slaves editing privileges—The master can revoke the slave's ability to edit the script only by turning off the show partner feature. The Master can permit the Slave to still view the script by simply turning the "Show Partner Feature" back on.

Ending the session—Either side can end the iPartner session by clicking the disconnect button. If you are in Showing Partner mode when you disconnect, iPartner

will ask if you wish to synchronize your script with the script that has been edited by your partner. If you select yes it overwrites the copy of the script you currently have open in your program with the edited changes in your partners. If you say no then the script in your program will not reflect any of the changes made since you sent the script to your partner.

Using the Voice feature to talk to your partner

iPartner allows you and your partner to actually speak to each other via the Internet 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 T1, Cable or DSL level connections. 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 Windows machines running Windows 98 or later with the GSM Audio Compression Code Installed (you may need to install Microsoft Netmeeting to get it!).

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.

iPartner - Trouble Shooting - Known Issues

Problem: America Online 5.0 dial-up connection Due to bugs in America Online 5.0 version 1.0, it does not correctly share the connection so that other programs can access it.

Solution: Use America Online 4.0 until America Online rectifies this problem.

Problem: Using iPartner on a Network System with a Firewall if you are having trouble making or receiving a connection using iPartner, but you are able to access other sites on the Internet, your system *may* be behind a network security system called a firewall. If you are connected directly to an Internet Service Provider (ISP) like America Online or Mindspring, you are probably NOT behind a firewall. If you are connected to your company's internal network, however, there is a good chance you are behind a firewall.

Solution: In order to use iPartner behind a firewall, your network administrator will need to change your firewall configuration. Here is the information your administrator will need:

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.

Speak Text

Movie Magic Screenwriter has the ability to actually read your script aloud using
Microsoft's free Text-to-Speech engine. This menu item is the 'gateway' to this
function, and you should see the online help within the various Speak Text Menus
for more details.

Setup Voices—Clicking on this feature activates Microsoft's Speech Engine and
displays a window that allows the user to assign voices to elements of the script.
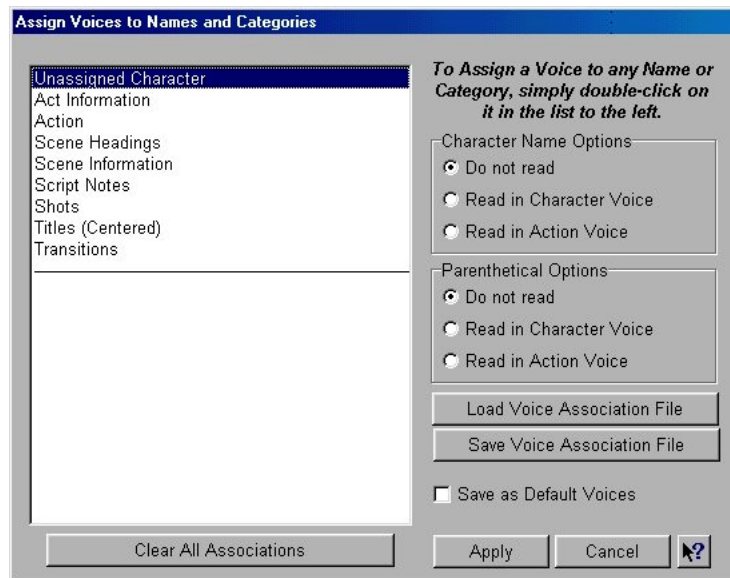
Character Name Options—This area allows you some choices on the way
Character Names are read in the script.

>   **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 script.

>   **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 script
and saved them, you can load the voice association file (.vaf) and use it on
your current script.

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 script can now be used for other scripts.

Save as Default Voices—You can save your current voice associations for use on all your future scripts by clicking this check box.

Clear All Associations—Clicking this button removes all assigned voices to your elements.

Apply—This saves all changes and returns you to your script.

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

You can assign a voice by double-clicking on an element. The window below will appear.

The window on the left 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 voice the user selected in the Voice window to a particular element.

> **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 not assign a voice to the chosen element.

> **Setup Available Voices**—Clicking this button changes the configuration of the window by adding options that allow you to add or modify available voices.

> **Edit Vocal Characteristics**—Clicking this button displays a window that allows you to control the Pitch and Speed of the voice the user selected from the Voice window.

> **Edit Pronunciation**—Clicking this button displays a window that allows you to alter the pronunciation of the voice that was chosen from the Voice window.

Based on the word you enter in the blank field, the Edit Pronunciation window gives you four choices of what you can do with it: **Add this word to the dictionary**, **Change the pronunciation of this word**, **Remove this word from the dictionary**, and **Change capitalization or spelling**.

Once you make your choice, clicking Next will take you to the next stage of modification.

The **Change the Pronunciation of this word** feature is more extensive and allows you to change the way a voice says the word. To modify the way a word is pronounced the user would 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 voice. You can choose if the new voice is male or female. Whichever selection you choose (male or female) will determine what the default voice this new voice is based on.

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

You can change the default voice by clicking on the **Edit Pronunciation** button.

> **Delete Voice**—Clicking this button allows the user to delete any voice that he has created. Voices that come with the program cannot be deleted.

> **Edit Voice Name**—Clicking this button allows the user to change the name of any voice they have created.

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.

Read Script

This function displays the Table Draft Player window. From this window you can play the voices that are assigned to the script.

As the script is being read, an arrow will appear to the left of the element that is being read.

Edit a Pronunciation—Clicking this button brings up the Edit Pronunciation window. Here you can edit the way voices will say a word. See the picture above that illustrates the look of this window.

Change a Voice—Clicking this button displays the Setup Voices window. Use this window to choose a new voice for a particular element.

Script Note Commander

Movie Magic Screenwriter's unique Script Note Commander™ gives you instant access to all the Script Notes in the script from one easy window. To activate the Script Note Commander simply go to the Tools Menu and click Script Note Commander.

You will see the following menu, though of course the actual available Script Note Colors and Script Note Text will vary depending on your actual script!

To select a Script Note, simply click on it, to select multiple Script Notes at the same time, hold down the <SHIFT> key to select a range, or the <CTRL> key to select individual ones.

Colored Checkboxes—You can have up to 25 different colors of Script Notes, thus allowing you to assign different colors to different categories of note or different people (if you're in development or production or working with a partner, etc.) as desired. See Script Notes section of Edit user list for more information on changing Script Note colors

The colored checkboxes each represents one of the currently available Script Note Colors and you can turn on/off the display of all Script Notes of this color in the Window below simply by clicking on this box.

Uncheck All Colors—Click this button to turn off the display of all Script Notes Colors in the Window below so that you can easily select Script Notes of only one or two colors without having to manually uncheck all of them. The button will now have changed to "Select All Colors" allowing you to check all colors in the script.

> **NOTE:** When you check or uncheck Script Notes Colors in the Script Note Commander, you are not affecting the display of those Script Notes within the script itself. To do that, click the [Hide in Script] or [Show in Script] buttons.

Delete—Click this button to delete the selected Script Note(s) from the script.

Hide in the Script—Click this button to hide (turn off the display) of the selected Script Note(s).

Show in script—Click this button to show (turn on the display) of the selected Script Note(s).

Print Notes—This button takes the user to the Print Notes printing setup window that allows the user to choose how the Script Notes are printed.
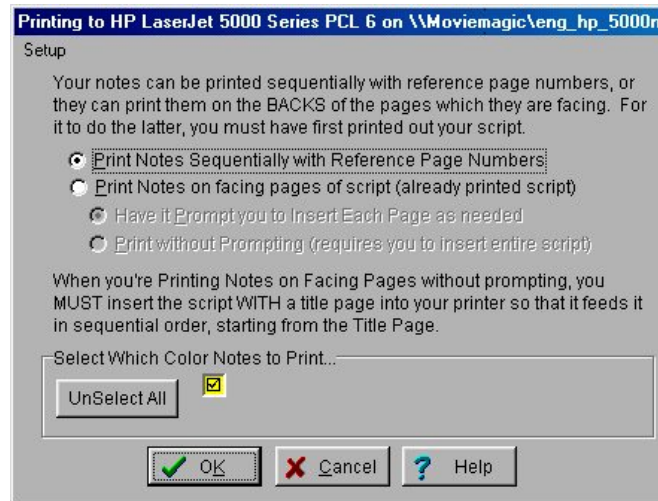
This menu is also accessed by selecting the Print Menu then selecting the Script Notes radio button and clicking the **Fax** or **OK** button.

> **Print Notes Sequentially with Reference Page Numbers**—Select this option to print the script notes that match the selected colors in them in the order in which they appear in the script along with reference page numbers. All script notes of the selected colors will be printed regardless of whether they are hidden or not within the script.

> **Print Notes on facing pages of script (already printed script)**—Select this option to have Movie Magic Screenwriter print the notes that match one of the selected colors on the backs of the facing pages lined up with the element which the note preceded.

> Thus if you have a note half-way down the page on page 4 of the script and you select this option, it will print the note on the back of page 3, several inches

down the page so it lines up with the element which follows the note in the script. Any notes on page 1 will be printed on the back of the Title Page.

When you select this option, you have access to two additional options which allow you to specify whether you want to be prompted to insert each page as needed or have it print all the notes automatically.

Have it prompt you to insert each page as needed—This option will ONLY be available if you have selected to have Movie Magic Screenwriter print the Script Notes on the backs of the facing pages. It is generally the option you'll want to choose if you don't have that many notes, as it will simply prompt you to insert whichever pages are needed.

Print without prompting—This option will ONLY be available if you have selected to have Movie Magic Screenwriter print the Script Notes on the backs of the facing pages. It is generally the option you'll want to choose if you have a LOT of notes in the script as it will allow you to insert the entire printed script so that the title page is the first page to be fed, and Movie Magic Screenwriter will then print all the notes on the backs of appropriate pages, "printing" blank pages on those pages where there are no notes.

Unselect All—Click this button to unselect all colors of Script Notes to be printed, so that you can select the color or colors you want. Alternatively, you can also unselect individual colors simply by clicking on the Check box that is displaying that color.

Colored Check Boxes—Since you have the option to have up to 25 different colored notes in the script, you will see from 1 to 25 of these colored check boxes, depending on how many colors are actually being used for Script Notes within this specific script. You select which colored notes should be printed, and which should be skipped, simply by checking or unchecking the available note colors.

CHANGING SCRIPT NOTE COLORS

To change the Note Color for All NEW Notes:

Step 1.   Go to the Format Menu.

Step 2.   Select Edit Script Formats.

Step 3.   Click the [Script Notes] Button on the right hand side of the page.

Step 4.   Click the button labeled [CLICK HERE TO SET NOTE COLOR].

Step 5.   Select a color as desired and press [OK] to accept it.

Step 6.   Press [OK] to close the Edit Script Formats Menu. It will prompt you "Should I convert all Notes that are in the Current Script Note Color to the New Script Note Color" - select [NO] to keep the existing color of all Notes that are already in the script, select [YES] to convert the color of all Notes that are in the script in the previous default color to the new color.

To change the Note Color for ONE SPECIFIC Note:

Step 1.   Put the Cursor anywhere in the Script Note whose color you wish
               to change.

Step 2.   Select the Format Menu.

Step 3.   Select Cheat.

Step 4.   Select Element.

Step 5.   Click the button [Cheat Script Note Color].

Step 6.   Select the New Note Color as Desired.

Step 7.   Click [OK] to accept the changes.

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. You can make changes to:

- Editing Options
- Startup/Files Options
- SmartCheck Options
- SpellCheck Options
- Miscellaneous Options
- Revisions Options
- Printing Options
- Keyboard Options
- Mouse Options
- Multimedia Options
- Display Options
- Script Format Options

> **NOTE:** A simple way to change Screenwriter's most commonly used option settings is to use the **Configuration Wizard** program, under the **Help** Menu.

Most of Screenwriter's program settings are found on the **Program Options** Menu.

Program Options

Under the **File** Menu, select **Program Options**. At the Program Options screen, go to one of the following option screens by clicking on its Page button:

Text Entry/Editing

Allow Typeover—Allows text to be replaced by Typeover, instead of the default Insertion method. Unchecked, Screenwriter stays in permanent Insert mode. If

checked, you can switch back and forth between the two modes by clicking on the Insert/Typeover button on the Bottom Status Bar.

Undo Levels—Allows Screenwriter to undo up to the last 20 text editing changes. If you are low on memory, limit Undo levels to less than the default 10. Entering 0 disallows Undo altogether.

Enable Alt-Keys for Character Name Entry—If checked, pressing the [alt] key and a letter key enters a Character Name with that first letter (such as [alt]+[H] for Henry.) Unchecked, pressing the [alt] key and a letter key drops down a Main Menu Bar menu (such as [alt]+[H] for the Help Menu). An either/or choice, with a default of unchecked.

> **Allow any name to be selected for any Alt + Key**—This feature is a sub-feature of "Enable Alt – Keys for Character Name Entry. With this option enabled, when you press <ENTER> immediately following entry of a character name using an [alt] +KEY, then ALL the names in the script will pop-up allowing you to select ANY name for assignment to that ALT key, regardless of the initial letter."

Selecting Bold, Italics or Underline turns off Block—If checked, selected text will not remain highlighted after **Bold**, **Italics**, or **Underline** formatting has been performed. Unchecked, selected text remains highlighted, making it easier to then apply another format. Default is unchecked.

Enter in Dialogue takes you to a Character Name—If checked, QuickType creates a new Character Name element when you press [Enter⏎] in a Dialogue element. To go to an Action element instead, press [Enter⏎] twice or press [Ctrl]+[Enter⏎]. Unchecked, pressing [Enter⏎] creates a new Action element.

Pressing the ENTER key in Action takes you to Character Name—With this option enabled, if you press <ENTER> when in an Action element, it will take you to a new Character Name instead of another Action element. If you want to go to another action element, then you'll have to press <CTRL+ENTER>.

Pressing the ENTER Key in (Action) w/Hidden Names goes to Dialogue—With this option enabled, if you press <ENTER> after an action line that follows a Dialogue line, it will *automatically* put in the same name for you and drop you into dialogue. This is because Action in play format is the same as parentheticals but should be broken over page breaks. With this option set, the ONLY way to put in two lines of action in a row is to press CTRL+ENTER to explicitly have it enter action.

NOTE: This option ONLY takes effect when you are in a script that has Action in Parentheticals and has the option Cont'd Dialogue shouldn't have Character Names. These are typical settings for Play Format.

Pressing the ENTER Key in Transition takes you to Action—With this option enabled, when you press <ENTER> in a transition element, then you will be taken to an Action element.

Enter in Script Note adds Hard Return—If checked, QuickType adds a Hard Return in a Script Note when you press ⌈Enter◄─⌋, ending the line short and taking you to another line. Unchecked, pressing ⌈Enter◄─⌋ in a Script Note creates a new Action element following the note.

When entering a character name, show the name that will be entered if you press ENTER as GRAY TEXT on the same line—With this option enabled, when you press <TAB> and start typing in a Character Name, any existing name that matches the letters you've typed will display on the same line in a dark gray, indicating that this name will be put in if you press <ENTER> at this point.

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.

When Parsing Scene Headings for the Locations List, only strip off known Time-of-Days—If checked, QuickType only uses a Time-of-Day from the Time-of-Day User List when displaying a Unique Locations List. Unchecked, it uses any Time-of-Day text following the correct number of dashes.

Display ???? on screen in place of the Courier New (TrueType) Font—If checked, this allows you to select an alternative font (for onscreen display only) from a list of fonts available on your system. The onscreen display is no longer WYSIWYG, but may be easier for some people to read.

QuickType Page

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 script pops up for your selection.

When Entering Character Names, sort the list...

• **By Last Name used - SmartTab**—If checked, this allows the quick entry of recently used Character Names using the ⌈tab⌋ key. Press ⌈tab⌋ followed by a letter, and the last Character Name you used starting with that letter is highlighted in the pop-up Character Name pop-up list. Press ⌈Enter◄─⌋ to enter the name in your script.

  For example, you have characters named MICHELLE, LARRY, LISA, and LAURA in your script and the current scene features LAURA and MICHELLE. When you press ⌈tab⌋ then L the first time in this scene, the pop-up menu 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.

- **By Last Name used in Scene - SmartTab Plus**—If checked, this allows the quick
  entry of the last Character Names used *in that scene*, using the ⌷tab⌷ key. Press
  ⌷tab⌷ followed by a letter, and the last Character Name you used starting with
  that letter *in that scene is* highlighted in the pop-up Character Name pop-up
  list. Press ⌷Enter◁─⌷ to enter the name in your script.

- **Alphabetically (User List Order)**—If checked, 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.

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 Info, or End of Act	Display Scene Heading Initial Text menu (INT., EXT., etc.).
Scene Heading without Location	Display a List Menu of all unique Locations already in the script.
Scene Heading with Location	Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).
End of Action	Add another Action Element.
Character Name	Add a Dialogue Element (If the next element is Dialogue or Parenthetical, it moves to the beginning of that element).

End of Dialogue*	Add an Action Element.
Middle of Dialogue*	Break the Dialogue and insert an Action Element.
Parenthetical	Add a Dialogue Element (if the next element is Dialogue, it moves to the beginning of that element).

* If **Enter in Dialog takes you to Character** is checked on the Editing page of the Program Options Menu (under the File Menu), a Character Name element will be inserted instead.

If QuickType is *not* enabled, these pop-up menus can be displayed manually by pressing the appropriate Control key combination:

If you Press—	While in—	QuickType will—
Ctrl + S	Any element	Add a Scene Heading element.
Ctrl + S	Blank Scene Heading	Display Scene Heading Initial Text menu (INT., EXT., etc.).
Ctrl + S	Scene Heading with Initial Text	Display a List Menu of all unique Locations already in the script.
Ctrl + S	Scene Heading with Initial Text and Location	Display a List Menu of Time-of-Day (DAY, NIGHT, etc.).
Ctrl + O	Any element	Add a Shot element.
Ctrl + O	Blank Shot element	Display a List Menu of Shots (ANGLE ON, etc.).
Ctrl + Enter⏎	Any element	Add an Action element.
⇧ Shift + Ctrl + C	Action or Dialogue element	Display a List Menu of existing Character Names.
tab **	Any element	Add a Character Name element.
(	Character Name element	Display a List Menu of Character Extensions (V.O., O.S., etc.).

`(`	Dialogue element	Add a Parenthetical element.
`Ctrl`+`T`	Any element	Add a Transition element.
`Ctrl`+`T`	Blank Transition element	Display a List Menu of Transitions (CUT TO:, etc.).
`Ctrl`+`FI`	Any element	Add a Script Note.

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

Auto Pop-Up:

- **Character Names Box on Character Name Entry**—If checked, pops up a List of all Character Names in the script when pressing `Enter←` is the first activity in a Character Name element.

- **Locations after INT./EXT. selection**—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 `Enter←` to display the list.

- **Time-of-Day List after Location Selection**—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 `Enter←` to display the list.

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.

- **Character Extensions**—If checked, QuickType automatically pops up the Unique Character Extensions List (plus any new Character Extension text defined in the User List) when you add a new Character Extension. Unchecked, displays User List items only.

ONLY display Matching Elements on Lists—When you are in a running list and you type letters to have it highlight the selection that you want, it can do one of two different things:

- With this option enabled, then in addition to highlighting the appropriate item on the list, it will remove any items on the list that no longer match the text you've typed. Thus if you are in a character name and you press M and get a list with MARY, MARK, MANDY and MELISSA on it, and you then press A, the list will shrink to it MARY, MARK, and MANDY. Press R and it will shrink to MARY and MARK and so on.

- With this option NOT enabled, then although the highlighted item on the displayed list will change as appropriate to whatever matching text you've typed, it will not remove any items from the menu.

Ignore Initial Space when in Running List—When a running list first pops up, if you press a space as the first letter you type, one of two things can happen:

- With this option enabled, then it will assume that the space was merely a keystroke pressed out of habit, and it will be ignored. If you WANT to exit this list in this case, press the ESC key.

- With this option NOT enabled, it will assume that it was a deliberate keystroke and will exit the running list and type a space into the script at the current cursor position.

Use the following Dash before Time – of – Day—This drop down list allows you to select the character that Movie Magic Screenwriter should use for 'Time of Day' dashes when it automatically puts in the time of day following a Scene Heading.

e.g.:   INT. HOUSE -- DAY

Whatever character you select on this drop-down menu will be put in at this position as shown above. Note that this selection does NOT affect any existing text, merely new text that is put in as part of the automatic time-of-day entry.

Startup/Files Page

Screenwriter can be preset to automatically do one of five things each time it starts up, by clicking on one of the following radio buttons:

Leave You in a Blank Script—Opens a new file with the default Screenplay format.

Display Screen-Sized Retrieve List—Displays an enlarged Open File Menu, set to your default scripts subdirectory.

Display the Open File Menu—Displays a standard Open File Menu, set to your default scripts subdirectory.

Retrieve Last Script you worked on—Opens in the last script you saved in your previous Screenwriter session.

Restore Last Workspace—Opens all scripts you had open at the time you Exited your previous Screenwriter session.

Setup Script Directory

This button allows you to change the subdirectory that Screenwriter uses as the default for opening/saving scripts (default subdirectory is C:\Movie Magic Screenwriter\Scripts).

When you click on this button, you'll see the following menu, though its contents vary depending on the directory structure of your hard drive.

Change the default drive by using the Drive box on the lower half of the menu (default drive is C:\).

Change the default script directory to a different pre-existing directory by clicking on items in the directory tree.

Create a new directory by typing in a new directory name in the top Edit box of the screen.

Click on **OK** to change directories, **Cancel** to keep the existing default.

Setup Backup Drive

Clicking this button displays the Select Backup Drive screen, allowing you to specify the Drive that Screenwriter uses as the default for automatically backing up your scripts.

Select a drive from the pull-down list. (If it's a floppy drive, don't forget to put a floppy disk in it!)

Don't Prompt for Automatic Backups—If checked, Screenwriter will *not* automatically prompt you to backup your script at regular intervals. Unchecked, it will prompt you to backup your script files.

Timed Backup Frequency

Screenwriter has a data security function that makes a temporary Timed Backup of your script at regular intervals. In an emergency situation, such as a power outage, you can retrieve the timed backup and use the data.

The timed backup is a separate process from regular file saving. It automatically backs up the file you're working on when its timer activates.

Always save your scripts separately before you exit Screenwriter.

Make Backups of your scripts to another drive or medium, such as a floppy disk, tape drive, 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.

Password Protect Scripts

Password Protection keeps unauthorized people from reading your scripts. When saving a script, you'll be asked to enter a password twice for confirmation. To open the script, you'll have to enter the correct password.

When checking this option, you'll be prompted to type the word **YES** to confirm your decision to put passwords on all scripts.

When saving, an **Allow Viewing/Printing without Password** option lets you make the script viewable and printable to anyone without the password, if checked. They won't be able to edit or save the script.

When opening a script, start at last saved position

If checked, it opens a script exactly as it was onscreen when you last saved it. Unchecked, it opens at the top of the script.

Use ".SCW" Extension

Movie Magic Screenwriter can use either the extension .SCW or the extension .STW for all its script files. The only problem with using .SCW is that Windows itself uses that extension for Screen savers and they will thus display with the wrong icon. This is merely an aesthetic consideration, but for less confusion, we recommend using .STW.

With this option enabled, when a script is saved, it will automatically be given the extension .SCW.

Use ".STW" Extension

Movie Magic Screenwriter can use either the extension .SCW or the extension .STW for all its script files. The only problem with using .SCW is that Windows itself uses that extension for Screen savers and they will thus display with the wrong icon. This is merely an aesthetic consideration, but for less confusion, we recommend using .STW.

With this option enabled, when a script is saved, it will automatically be given the extension .STW.

Restore the Main Window's Size

If you make Movie Magic Screenwriter less than full-screen and then exit it, the next time it starts it can either automatically become full-screen, or it can restore its previous size & position.

- With this option enabled, then it will restore the program's main window's size and position to whatever it was last displaying when it was exited.

- With this option NOT enabled, it will ALWAYS start in full-screen display.

Re-register File Type Associations

Click this button if Windows 'forgets' that a file with the appropriate extension for a script is a Movie Magic Screenwriter script and/or Double-Clicking a script file in Windows explorer does NOT run Movie Magic Screenwriter. Clicking this button will re-register the appropriate File Type Associations to fix this problem.

SmartCheck Page

You should always have your script proofread before sending it out to be read, preferably by someone else. At the very least, run SmartCheck before printing your script. SmartCheck scans your script for the following common formatting errors:

- An element that starts with a single blank space (a common typing error).

- Completely blank elements.

- Character Names with no dialogue.

- A Character with two speeches in a row, with no intervening text (such as an Action element).

Any errors found are displayed onscreen for your attention, or if you prefer, are automatically fixed by SmartCheck.

Automatically Run SmartCheck Before Printing—If checked, Screenwriter checks your script for errors each time you print. On the Print Menu, the Run SmartCheck before this Print Job box is also checked (you can print without running SmartCheck by unchecking the box, turning it off temporarily). Unchecked, no script checking is performed unless you manually run SmartCheck.

Beep on Found Formatting Error—If checked, SmartCheck beeps each time it finds an error.

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.

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** (see above).

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.

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.

SmartCheck Prompts

If you select **Yes** to fix an error SmartCheck has prompted you about, it fixes the error and continue to check your script.

If you select **No**, it asks you whether YOU want to fix it.

> If you reply **Yes,** it pauses at the format error to allow you to fix it.

> If you reply **No,** it ignores the error and continues checking.

If you select **Cancel**, it stops the SmartCheck scan. If SmartCheck was run automatically before a print job, printing begins. Otherwise, you'll be returned to your script.

When SmartCheck completes a manual scan, it informs you with a dialog box. When it finishes an automatic scan before printing, it starts printing without any further message.

Spelling

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 SpellCheck. Unchecked, these errors are ignored as correct. (The **SpellCheck as you Type and Edit** option must also be checked for this function to work.)

SpellCheck as you Type and Edit...—If checked, Auto-Correct, Character Name Aliases, and Substitution Text Aliases are allowed. Unchecked, they are disallowed and grayed out on this page.

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 **SpellCheck as you Type and Edit** option must also be checked for this function to work.)

> **Max. Length**—Sets the maximum word length of typos to auto-correct. If on a slower computer, set this to a lower number. Screenwriter uses a default word length of 25 letters.

Beep on Unknown Words—If checked, alerts you to any suspected typos that Auto-Correct is unable to correct for you. (The **SpellCheck as you Type and Edit** option must also be checked for this function to work.)

On-Screen Underlining of Unknown Words—With this option enabled, when the real-time spell checking routines find a word that it cannot correct and does not recognize, it will underline it on-screen with a jagged red underline to identify the problem. 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.

Prompt on Multiple Words—If checked, 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 **SpellCheck as you Type and Edit** option must also be checked for this function to work.)

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.

AutoCapitalize

> **Sentences**—If checked, capitalizes the first letter in all Sentences in Dialogue, Action, and Script 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 Script Notes. To be capitalized by Auto-Correct a character name must either have been used previously in the script, or exist in the Character Name User List.
>
> (When using names such as "Mark "or "Art" in your script, Auto-Correct also capitalizes the words "mark" and "art". To avoid this, **Pause Autocorrection** under the **Spell** Menu. Type the word with your desired capitalization, move past the word, then resume Auto-Correct by clicking on Pause Autocorrection again.)
>
>> **All Caps**—Makes Character Names ALL CAPS wherever they appear.

Auto-Space Sentences to ?? Spaces—If checked, ensures that every sentence has a consistent number of spaces after the period. Set the value from 1 to 9. (To prevent auto-spacing a particular sentence, enter Hard-Spaces after the period instead of regular spaces. Enter a Hard-Space by pressing [Ctrl]+[alt]+[space].)

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 normally—If checked, when SpellCheck 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 SpellChecking a script. Unchecked, SpellCheck expects correct Capitalization of sentences, proper names, etc.

Miscellaneous Options Page

Disable Warning Prompts (Expert Users Only)—If checked, removes the *extra* level of warning prompts that Screenwriter provides to ensure that you really want to continue with certain irreversible commands. Unchecked, you'll still be prompted to save your files when exiting, etc.—but you won't be asked twice.

Show Open/Save Progress—If checked, displays a progress "thermometer" when opening and saving large files. Unchecked, a "Please Wait" notice is displayed and opening and saving operate a little faster.

Show Cut and Paste Progress—If checked, displays a progress "thermometer" when cutting/pasting large amounts of text to/from the Clipboard. Unchecked, a "Please Wait" notice is displayed and cutting and pasting operate a little faster.

Share Clipboard with other Windows Programs—If checked, places Screenwriter's text on the Clipboard in a format most other Windows programs can read. Unchecked, places text on the Clipboard in Screenwriter's own format. Clipboard text cut/copied *from* other Windows programs can be imported by Screenwriter, whether this box is checked or not.

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.

Clicking on Right Scroll Bar Moves by Screen—If checked, clicking anywhere above or below the right vertical scroll bar's "thumb" moves up or down in your script by one full screen of text. Unchecked, the further above or below the thumb you click, the greater the distance moved backward or forward in the script.

Don't put ")" and "(" 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.

Pagination Delay—Lets you specify how long Screenwriter should wait when there's a pause in your typing before automatically repaginating your script. If your writing is interrupted by the automatic repaginating, increase the pagination delay.

Not Real-Time—If checked, Screenwriter won't automatically paginate your script as you write. This speeds up Screenwriter on slower computers. Your script is automatically repaginated when you Print, or use the Goto command. You can manually tell Screenwriter to **Repaginate Now** under the **Format** Menu.

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.

Allow "Normal Word Processor" Mode—If checked, allows you to use `control`+`W` to switch from a script format to WP mode, where `tab` and `Enter↵` function as they do in Word Processing programs.

Allow 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.

Use arrows instead of claws for Spell/Smart Check—With this option enabled, the Spell Check and SmartCheck will use arrows to point out words and formatting that it identifies as unknown or incorrect.

With this option NOT enabled, the Spell Check and SmartCheck will use a ScriptThing for Windows-style claw to point out words and formatting that it identifies as unknown or incorrect.

Use Configuration Wizard style humor on prompts—With this option enabled, Movie Magic Screenwriter's prompts will use humor to convey their information. For example, if you attempt to set the margins to a value that is not legal, it would say:

> *It is my sad task to inform you that the Margins which*
> *you've most skillfully selected leave less than 1 Inch*

```
        between them, and that due to my own poor limitations,
        I must reset them to their previous values.
```

With this option NOT enabled, Movie Magic Screenwriter's prompts will use the more 'standard' plain, informative style. In the same case as described above, should you attempt to set the margins too narrowly, you would be prompted:

```
        The Margins which you've selected leave less than 1
        Inch between them, so I must reset them to their
        previous values.
```

Revisions Options Page

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.

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.

Use an Asterisk on the Header instead of the Normally Defined Revision Mark—If checked, puts the default asterisk as the Header Revision Mark even when you've changed the Current Revision Mark to be some other symbol. Unchecked, the Header gets the same Revision Mark as the rest of your script.

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.

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.

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.

Don't print Revision Marks on each line...—If checked, and there are enough Revision Marks on the page to warrant Screenwriter putting a Revision Mark on the Header (as determined by your setting in **After ?? Revision Marks...**, above,) Current Revision Marks won't *print* on revised lines. The Header Revision Mark prints instead, indicating a revised page. This avoids having a cluttered look to the page. Unchecked, Current Revision Marks prints on the Header *and* on each revised line.

Only Display/Print ONE Rev. Mark per—With this option enabled, no matter how many lines are revised in a given element, it will only get one revision mark

and it will be on the first line of the element. With this option NOT enabled, every line of any element that is revised will get a revision mark next to it.

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.)

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.

Consider A-Pages in Numbering Top Continueds—If checked, includes the A-Page when numbering Top Scene Continueds if a scene carries over to the A-Page. Unchecked, Top Scene Continueds won't carry over to the A-Page even when the scene does.

Consider a Page to be revised if the last element is edited such that some or all of its text is pulled over onto a new A-Page, even when there are no revision marks on the original page—With this option enabled, when you edit a page in a locked script such that the page break causes all or part of the last element of that page to be 'pulled' over to the next page, it will treat that original page to be revised as it lost some text, despite the fact that it may have no revision marks on it.

With this option NOT enabled, it will ONLY consider a page to be revised if it has a revision mark on it, or it is a new flexible A-Page or Multi-Locked page.

When flipping Multi-locked Scene Numbers with double letter text (i.e. 12AA), keep the "AA text" in its non-flipped original order rather than flipping it – e.g. 12AC would become AC12 rather than CA12—With this option enabled, and you have a script with Multi-Locked Scene Numbers and you have it set to flip the order of these numbers, then it will keep the multi-locked letters in their original order rather than flipping them too -- thus scene 23AD would be reported as AD23.

With this option NOT enabled, and you have a script with Multi-Locked Scene Numbers and you have it set to flip the order of these numbers, then it will also flip the order of the multi-locked letters -- thus scene 23AD would be reported as DA23.

Printer Options Page

Print Bottom Continued at Fixed Line—If checked, the Bottom Scene Continueds print at the same position on each page, one line below the page's Bottom Margin. Unchecked, 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.

Print (MORE) at page end when dialogue isn't broken but character is first to talk on next page—If checked, the Dialogue of a character who has two speeches in a row—separated by an Action element—has (MORE) *printed* when a page break separates the two Dialogue elements. The (MORE) prints but does not display onscreen. This non-standard format is not recommended for Spec Scripts.

Substitute ??? for Courier New when printing—Allows you to substitute a different font for printing than the default Courier New, which doesn't print as dark as some other fonts.

Darken Courier New (TrueType Font)—Allows Screenwriter to overprint the default Courier New font for darker printing. Use this if the other fonts you have don't produce better results than Courier New. Experiment with the slide bar to get the best results. Using this option slows down printing, especially under Windows 95.

Setup View as Index Card Printing Button—Pressing this button displays the Setup Index Card Printing screen, where you can define a default printing layout for Index Cards.

Print Color Text Highlight—If checked, prints color-highlighted text in color on color printers, and with a grayed background on black & white printers. Unchecked, ignores color-highlighted text and prints normally.

Always Compress PrintScript Files—If checked, PrintScript files are saved in a compressed file format (compressed by 20%) which prevents someone from hacking the file and extracting your script's text. This format is prone to less errors when sending by E-mail. It also allows you to password protect your PrintScript file. The recipient of a compressed PrintScript file must have the current version of the PrintScript program to access the script.

When printing to PDF, prompt user with—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 Script Notes should it include. With this option NOT enabled, it will automatically use the last PDF Printing Options that you had chosen.

When printing by Scenes, print entire pages—If checked, prints all of the selected Scene's pages. This includes the text from the previous scene that begins the first page of the selected Scene, and the text from the following scene that continues the page after the selected Scene ends. Unchecked, prints the selected Scene's text *only*. Text from surrounding scenes does not print—but the space it occupied prints as blank lines.

Ignore Printer resolution when calculating the script's pagination—With this option enabled, the program will calculate all page breaks and pagination as if you were printing to a 600dpi printer, regardless of that actual printer's resolution. This will ensure that if you are taking a script among multiple printers that the page breaks will not change. With this option NOT enabled, the program will use the actual printer's resolution when it gets font heights and so on, with the result that the script's pagination may vary from one printer to another.

When printing the "List of Unique Characters" include ALL names in the user list regardless of whether that Character speaks in the script—With this option enabled, when you choose the option Character List (All Unique Characters in Script) on the Print Menu it will include all names in the Character Name User List regardless as to whether that Character speaks in the script.

With this option NOT enabled, when you choose the option Character List (All Unique Characters in Script) on the Print Menu it will only include Characters who actually speak.

When Printing sides using SELECTED Text then…Print all Non-Selected Text that's on the page with selected text in a box with a big X across it—This option is used only if you have chosen to print Production Sides (2 copies per page). When you select a specific portion of text, Screenwriter prints the entire page but will surround the area that is not selected with a box and cross it out.

When Printing sides using SELECTED Text then…Gray out the Non-Selected Text Box—This option is used only if you have chosen to print Production Sides (2 copies per page). In addition, "Print all Non-Selected ..." must be enabled. When using this option, Screenwriter prints text that is not selected in a gray box with an "X" through it.

Keyboard Options Page

This page allows you to change Screenwriter's special editing keys. From the scrollable lists, choose your Control and Alt key preferences for:

Deletion Keys

Delete Word—Assign a key combination to delete the word the cursor is in.

Delete Left Word—Assign a key combination to delete the word to the left of the cursor.

Delete to End of Line—Assign a key combination to delete right, from the cursor position to the end of the line.

Movement Keys

Go to Top of Script—Assign a key combination to take the cursor to the beginning of the script.

Go to Bottom of Script—Assign a key combination to take the cursor to the end of the script.

Cut & Paste Quick Keys are...

Choose from two competing standards used to Cut/Copy/Paste text in Windows programs:

Some use `shift`+`delete` to cut, `Ctrl`+`Ins` to copy, and `shift`+`Ins` to paste.

Others use `Ctrl`+`X` to cut, `Ctrl`+`C` to copy, and `Ctrl`+`V` to paste. This is the Screenwriter default. It's similar to the `⌘` (Command) keys used in Apple Macintosh software.

Alt/Ctrl Keys

Here you can choose an Alt key or Control key combination to override Screenwriter's defaults for Text Editing keys, Element Shortcut keys, or Cursor Movement keys.

Select the key combination in the left window, and the function to reassign to it in the right window.

Clear Out all Alt/Ctrl Key Override—Pressing this button clears all your reassigned keys and restores Screenwriter's default key settings.

If you choose the same key combination for two different options (for example, Control+Home for Delete Word and for Goto Top of Script), the results may be unpredictable. Change one of the key combinations to avoid conflict.

<Ctrl + S> saves file rather than Inserts Scene—Ctrl + S puts you in a new scene, unless this is enabled. When activated Ctrl + S will save your script like a File> Save.

Mouse Page

Drag'n'Drop should break Elements in the Middle—If checked, dragged text is dropped at the cursor location. If the dragged text is the same style as the element it is dropped in, it is inserted as part of that element. If the dragged text is of a different style, it breaks the element it is dropped on into two elements before and after the dragged text. Unchecked, dragged text is dropped before the existing element if the drop cursor is in the first half of the existing element, or dropped after the existing element if the drop cursor is in the second half of the existing element. The existing element remains intact.

Mouse Selects text by Whole Words—If checked, the mouse automatically selects entire words when you drag the cursor over them. This ensures that you don't accidentally select fragments of words. Unchecked, the mouse selects text one character at a time.

    Including First Word of Block—If checked, the mouse selects text by whole words regardless of where you start the block selection. Unchecked, you can start a selection block in the middle of a word—for example at the "d" in "production"—with all subsequent words selected as whole words.

Hide Mouse Cursor when Typing—If checked, the mouse cursor doesn't display while you're typing. Moving the mouse makes it visible again. Unchecked, the mouse cursor is always visible.

Move Mouse Cursor to Menu Default Button—If checked, the mouse cursor automatically moves to the default response button on any Yes/No type Menu. Doesn't affect Menu screens with multiple options. Unchecked, the Mouse cursor stays where you left it.

Single Click Turns Off Block—If checked, single-clicking the mouse anywhere on a highlighted block of text deselects it. Unchecked, single-clicking on a block moves the cursor within the block.

Right Mouse is: PowerPanel or **Pop-Up Menu**—Lets you choose what displays when you click the right Mouse button—a traditional pop-up Menu, or Screenwriter's easier-to-use PowerPanel. The following three options are only available if you've selected the PowerPanel:

    Make Selection When you Release the Right Mouse Button—If checked, activates the PowerPanel button the mouse cursor is over when you release the right mouse button. Unchecked, the PowerPanel button must be clicked to activate it.

    Display Block Editing Panel when you choose any Block Selection Button—If checked, displays the PowerPanel block editing functions (Cut,

Paste, etc.) when you select text using a PowerPanel selection button. Unchecked, returns you to your script with the text highlighted for editing.

Move Cursor to Right Click Position—If checked, moves the flashing text cursor to the same position as the mouse cursor before displaying the PowerPanel. Unchecked, the text cursor does not move.

Multimedia Page

Use Smart Activity Arrows—If checked, displays a different number of angle brackets (>>>) next to activities to denote their nesting level. Unchecked, all activities display "->" next to them.

Automatically Pop-Up Variable List when typing "<" in a User Activity—If checked, typing a left angle bracket "<" in a User Activity automatically pops up a list of existing variables. Unchecked, no list is made available.

When Printing Branch Points, print the page number of each referenced Branch Target—If checked, each Branch Target's page number automatically prints on the next line after its appearance. Unchecked, no corresponding page number is printed.

Start Each Branch Target at the top of a Page—If checked, breaks to a new page when a new Branch Target starts. Unchecked, normal page breaks occur.

Display Options

To customize the way Screenwriter displays onscreen, make changes to the Display Options. Under the **File** Menu, select **Display Options**, then click on an option to select it. A checkmark indicates that an option is in effect.

Only Show Top Menu—If checked, temporarily hides all SpeedBars, Bottom Status Bar, etc. Only the Main Menu Bar is displayed. Select again to re-display hidden items.

Top Speedbar—If checked, displays the top SpeedBar with its icons for commonly used commands. Unchecked, the top Speedbar does not display.

Bottom Status Bar

Show Status Bar—If checked, displays the Bottom Status Bar with its line, page, and scene information. Unchecked, the Bottom Status Bar does not display.

Scene Count—If checked, displays Scene Number information (for the scene the cursor's in, e.g. Scn: 2 of 5) on a button on the right side of the Bottom Status Bar. Clicking on this button displays the Scene Pilot, which allows you to go to any scene in the script.

Act/Scene Info—If checked, displays Act/Scene Information on a button on the right side of the Bottom Status Bar. Clicking on this button displays a Goto Act/Scene Info Menu. Only displays if there is Act/Scene Information in the script.

Right Speedbar

Show Speedbar—If checked, displays the Speedbar. If it is not checked, the Speedbar is not displayed.

This option must be checked to access the **Show Element Buttons** and **Show Scene Pilot** options.

Show Element Buttons—If checked, displays the Element buttons on the Speedbar.

This option must be checked to access the **Show Scene Pilot** option.

Show Scene Pilot—Adds the Scene Pilot icon, which looks like a cabinet, to the Speedbar.

The Scene Pilot lists a brief summary of each scene heading. It allows you to jump to a scene heading by clicking on the scene's summary.

Right Element Buttons—If checked, displays the Right Element icon buttons on the Right SpeedBar. Unchecked, the Right SpeedBar displays a vertical scrolling window only.

Ruler—If checked, displays the horizontal page Ruler, showing Element margins. Element margins can be cheated by moving the right and left margin pointers while the cursor is anywhere in an element. Unchecked, the Ruler does not display.

Zoom Screen Text—Displays the Zoom Screen dialog window, allowing you to alter how large text displays onscreen. Click the left and right arrows or move the sliding control button left to decrease, right to increase text display size. Default is 90%.

Buttons & Menus

Show Hints—If checked, helpful hint text boxes display when you move the cursor over SpeedBar icons. More help text displays at the right of the Bottom Status Bar.

If unchecked, helpful hints do not display.

Scroll Hints when Needed—If checked, helpful hint messages on the bottom Speedbar scroll to the left if there is not enough space to fit the entire message.

If unchecked, messages are cut off if they are too long to fit on the bottom Speedbar.

Restore Program Hints—If checked, all helpful hints that appear throughout the program are activated.

For example, if you go to the Edit menu and click Edit Scene Description a hint will appear before you can begin editing. If you choose not to show this hint next time it will never display a suggestion again. However, clicking Restore All Program Hints will return this hint next time you use Edit Scene Description.

Always Show Boxes around Buttons—If checked, all the icons on the SpeedBars are turned into buttons.

Show Format Codes—If checked, displays the hidden format codes embedded in the text of your script by Screenwriter to enable Bold /Underline /Italics /Strikeout. In normal use, you won't need to be aware of these codes. Unchecked, the format codes are hidden and do not display onscreen.

Clear File History List—Clears the file history list, which shows your three most recently saved files under the File Menu.

Set Screen Colors—Displays the Set Screen Colors Menu, where you can change the colors used to display Screenwriter and all other Windows programs.

Select the item to change by clicking its radio button, then click on the **Set Color** button and choose a color:

Window Background—Changes the color of Screenwriter's page behind the text (unless you are using different colored revision pages in a Production script.)

Text Color—Changes the color of a script's normal text.

Highlight Color—Changes the color of the text editing highlight block.

Highlighted Text—Changes the color of the highlighted text.

When displaying colored text within the script:

Show the Color as the Background—Displays colored text with only the background colored, not the text.

Color the actual Text itself—Displays colored text with the actual text in color.

Pressing the **OK** button applies any color changes and returns to your script.

Pressing **Cancel** ignores any color changes and returns to your script.

Pressing the **Use Windows Colors** button cancels any color changes and resets Screenwriter's display colors to the Windows default.

Setup Font for Menus—Displays the Setup Display Font Size Menu. This is the same menu presented to set initial font choices at installation. It allows you to choose a font to display the text in Screenwriter's menus and windows. It doesn't affect the text of your scripts.

Choose a font, a size, and boldface if you wish. **Reset** clears your changes and restores Screenwriter's default display font of Arial 9 point.

Edit Top Speed Bar—Displays the SpeedBar Editor, where you can change which shortcut icons display on the top SpeedBar.

The program comes with two pre-defined bar setups which can be loaded by clicking on the **Load** Button. FULL800.BAR is optimized for a 800x600 display. FULL640.BAR is optimized for a 640x480 display.

You can create many custom bar layouts. Customize the bar the way you prefer, then save it under a new name using the **Save As** button.

> **Edit the SpeedBar**—First choose an Icon size, and whether you'd like 1 or 2 rows. To set up a 2 row bar that can roll between one & two rows, select **2 Rows of Icons**.
>
> To switch between displaying 1 and 2 rows, use the **Roll-Up/Down Button Bar**. This button is found in the Miscellaneous section. Make sure you place it on the first row. If you don't, it will disappear when you click it because the second row will contract.
>
> **Add a button to the SpeedBar**—Select the appropriate **Category** in the **Speedbar Editor**. With the mouse, drag the button from the **Commands** window up to where you'd like it to display on the top SpeedBar.
>
> **Remove a button from the SpeedBar**—Use the mouse to drag the button from the SpeedBar to anywhere off the bar and release it. The Current Element window is the one item that *cannot* be removed from the SpeedBar.

Once the SpeedBar is set up the way you prefer, click on the **Apply** button. Screenwriter exits the SpeedBar Editor and returns to Screenwriter with your preferred SpeedBar loaded.

Pressing **Cancel** ignores any SpeedBar changes and returns to Screenwriter.

Pressing **Save As** opens the Save As dialog. Use this dialog to save your custom SpeedBar layout.

Pressing **Load** opens the Open dialog. Use this dialog to open a previously saved custom SpeedBar layout.

Pressing **Reset to Default** restores Screenwriter's default SpeedBar layout.

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.

Rather than change an existing format (permanently overwriting it), you may want to save it under a different name as a User Defined Format. See the chapter named **Script Formats** for details.

Change options for specific script formats by using the Edit Script Formats screen:

Under the **Format** Menu, select **Edit Script Formats**.

A screen similar to the following displays:
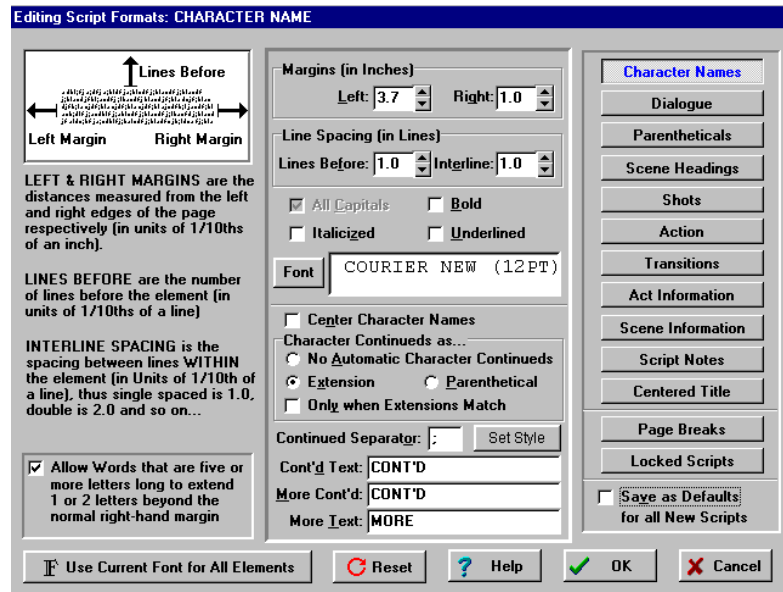
Down the right side are buttons for displaying the unique characteristics of individual Elements:

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

and options for:

- Page Breaks
- Locked Scripts

Click on a button to display that element's options.

Options common to *all script elements* (though with different values for each) are:

Margins—Left and Right, adjustable in units of 1/10th of an inch.

Line Spacing—Lines Before and Interline (between lines within an element), adjustable in units of 1/10th of a line.

All Capitals, **Bold**, **Italicized**, and **Underlined** text formatting checkboxes.

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

Justified—Justified is a feature that appears in the text formatting section of the following menus: Dialogue, Parenthetical, Action, and Script Notes.
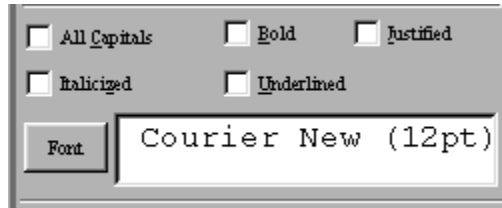
When this option is enabled all words along the right side of the script will be aligned and even. Animation scripts are the only scripts that actually use this format. In addition, the justified text will not display on screen but will print and display in Print Preview.

NOTE: The "Darken Courier New" function will not work when justified is selected. It will normally print Courier New instead. You can find this function by going into the File menu, clicking Program Options, and then clicking the Printing button.

Allow Words that are five or more letters long to extend 1 or 2 letters beyond the normal right-hand margin—If checked, allows a right margin "slop" for smoother-looking right margins in all elements. Unchecked, maintains strict right margins.

Reset—The Reset button works as an Undo button for the changes you've made to an individual Element. It restores the settings to the way they were before you made changes. Use the Reset button *before* clicking OK to exit the menu and save changes to Script Formats, or it will have no effect.

Save as Defaults for all New Scripts—If checked, applies any changes you've made to a script's elements to all new scripts.

Use Current Font for All Elements—Applies the font type and size (but not formatting such as bold, italic, etc.) in the current element to all other elements.

OK—Exits and applies Script Format changes you've just made to the script.

Cancel—Exits and discards Script Format changes you've just made to the script.

Specific to individual elements are these options:

Character Names

Center Character Names—If checked, all Character Names are centered horizontally across the page (an unconventional choice). Unchecked, each Character Name starts at the same left margin position.

Character Continueds as...—Allows you to choose one of these options for adding a Continued to a Character Name when dialogue is split by an Action element:

No Automatic Character Continueds—If checked, Continued is not added to the Character Name on the second speech.

Extension—If checked, Continued is placed in parentheses after the Character Name (for example, KATY (CONT'D)) on the second speech.

Parenthetical—If checked, Continued is placed in a Parenthetical element beneath the Character Name on the second speech.

Only when Extensions Match—If checked, adds a Continued to the Character Name on the second speech only if both speeches are of the same type, e.g. (V.O.) Unchecked, adds a Continued even if the first speech was normal Dialogue and the second is (V.O.), for example.

Continued Separator:—Allows you to enter a character to use to separate a Character Name Extension from a Character Name Continued. Default is the semi-colon. The **Set Style** 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.

Dialogue

(Cont'd) Dialogue Shouldn't have Character—Select this option to have Movie Magic Screenwriter 'hide' all Character Names to which it applies automatic Cont'ds. If you have this option selected then these Continued Names will appear in the script in a GRAY color to identify that they will not print, and they will be ignored by the pagination routines.

NOTE: The ONLY format in which this is used in the professional world is in play writing, and we HIGHLY recommend that you do not use this setting in a screenplay or teleplay!

Put Dialogue on the same line as Character Names—Select this option to have Movie Magic Screenwriter put dialogue on the same line as the Character Names (i.e. Radio Script Style) so that it will look like the following:

MARK: True, but despite the fact that you read many plays printed in this format, it is not the one used in the professional play writing world!

> **NOTE:** When you are in the Radio Script format, QuickType™ functions a
> little differently to accommodate the text flow in this format. Typing in a
> known Character Name on a blank action line and then pressing the colon (*.*)
> automatically takes you to Dialogue. In addition, pressing he ⌨tab key
> following a colon in an action line automatically takes you to Dialogue.

Parentheticals

Outdent Parentheticals—If checked, wraps parenthetical text so that the second
line text lines up under the first line text and not the parenthesis. Pushes wrapped
text over by one character space.

Parentheticals are Separate Element—If checked, puts Parenthetical text on its
own line above the Dialogue and below the Character Name. Unchecked, puts
Parenthetical text on the same line as Dialogue.

Scene Headings

Time-of-Day Dashes—Lets you choose how many dashes should be placed between
Location and Time-of-Day in Scene Headings when using QuickType pop-up menus.
Enter a number between 0 and 9. The number entered in **Spaces:** determines how
many spaces are placed before and after the Time-of-Day Dash(es).

Number of Spaces after INT/EXT:—Determines how many character spaces are
placed between INT. or EXT. and the Location when using QuickType pop-up menus.
Enter a number between 0 and 9.

> **NOTE**: The **Time-of-Day Dashes** and **Number of Spaces after
> INT/EXT** settings do not update *existing* Scene Headings. They only
> change the appearance of future Scene Headings you create *after*
> changing the settings. To change existing Scene Headings, use the
> **Search & Replace** command.

Scene Numbers—Allows you to choose how and when Scene Numbers are displayed
onscreen (and printed, if you have Scene Numbers set to print):

   Left—If checked, displays left Scene Numbers.

   Right—If checked, displays right Scene Numbers.

   Starting—Allows you to enter a Scene Number to start numbering from, between
   0 and 9999. Default is 1.

   Always put Right Number on Line 1—If checked, always puts the right Scene
   Number on the first line of Scene Heading even when the Scene Heading text
   wraps to a second line. Unchecked, the right Scene Number may appear on the
   second wrapped line.

Scene Continued Text—Allows you to choose whether Scene Continued text is
displayed, and what text to use:

Top of Pg:—If checked, puts the default text **CONTINUED:** above a Scene that's continued from the previous page. Enter your preferred text, including any parentheses, to replace the default text with.

Btm of Pg:—If checked, puts the default text **(CONTINUED)** below a Scene that continues to another page. Enter your preferred text, including any parentheses, to replace the default text with.

Left Margin of Bottom Cont'd:—Lets you choose how far, in 1/10 of an inch increments, to indent the Bottom Continued from the left edge of the page.

Shots

Shots has no element-specific options.

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.

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.

Act Information

Put in Final Act as "Tag"—If checked, and you've 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 Info in Parenthesis)—If checked, puts Parentheses around the Act Information text (as is required in some TV Sitcom formats).

Center Act Info—If checked, all Act Information text is centered horizontally between the Act Information margins. Unchecked, Act Information text starts at the Act Information left margin.

Put in ONLY on 1st Scene of Act—If checked, puts "Act #, Scene #" at the beginning of the *first* scene in an Act only. Subsequent scenes have the "Scene #" information only. Unchecked, each scene in an Act has the full "Act #, Scene #" information.

> **NOTE**: The **Put in ONLY on 1st Scene of Act** setting does not update *existing* Act/Scene Info—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Info you create *after* changing the setting. To change existing Act/Scene Info, use the **Search & Replace** command.

Starting Number—Allows you to enter an Act Number to start numbering from, between 0 and 9999. Default is 1.

End of Show is Act Number—Lets you specify how many acts are in the current script. Screenwriter enters "END OF SHOW" at the end of the Act Number you specify here, instead of "END OF ACT #".

Numbering Scheme...—Lets you choose how Acts are numbered, from one of the following schemes:

> **ACT A**—If checked, uses letters to number the acts.

> **ACT 1 (NUMBERS)**—If checked, uses numbers to number the acts.

> **ACT ONE**—If checked, uses words to number the acts.

> **ACT I (ROMAN)**—If checked, uses Roman numerals to number the acts.

Scene Information

Use Scene Information in Script—If checked, Scene Information is automatically put in the script directly after Act Information (as in Sitcoms). Unchecked, Scene Information is not added (as in MOWs).

> **NOTE**: The **Use Scene Information in Script** setting does not update *existing* Act/Scene Info—this will stay the way you entered it, unless you manually change it. It only changes the appearance of future Act/Scene Info you create *after* changing the setting. To change existing Act/Scene Info, use the **Search & Replace** command.

(Put Scene Info in Parenthesis)—If checked, puts Parentheses around the Scene Information text (as is required in some TV Sitcom formats).

Center S-Info—If checked, all Scene Information text is centered horizontally between the Scene Information margins. Unchecked, Scene Information text starts at the Scene Information 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.

Script Notes

Display Notes in Script—If checked, displays Script Notes onscreen. Unchecked, they are hidden. Unchecking **Display Notes in Script** automatically unchecks **Print Notes in Script**.

Print Notes in Script—If checked, Script 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, Script Notes do not print or increase the script length.
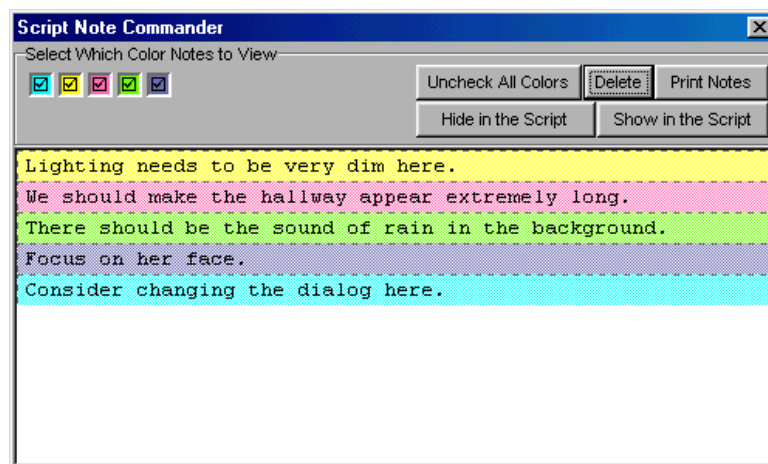
Click Here to Set Note Color—Clicking this button displays a Color palette. Choose a color to display Script Notes with, or create a Custom color Click **OK** to accept your choice, **Cancel** to exit without changing color.

Centered Title

Centered Title has no element-specific options.

Page Break Options

You can change the parameters Screenwriter uses to determine how to paginate your script.

Break Action

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.)

Break Dialogue

Do Not BreakDialogue—If checked, a Dialogue element is never split by a page break. Unchecked, Dialogue may be broken over the two pages.

Sentence Ends Only—If checked, Dialogue is broken at the end of a sentence or between Dialogue and Parenthetical only.

Sentence Ends Preferred—If checked, Dialogue is broken at the end of a sentence if one exists in the 3 lines before the end of where the page break falls. If no sentence end is found in the last 3 lines, Dialogue may be broken in the middle of a sentence.

Maximum Lines on Page—If checked, Dialogue may be broken in the middle of a sentence in order to fit the maximum number of lines on a page.

Minimum Dialogue Lines on a Page—Tells Screenwriter not to break a Dialogue element unless there are at least this number of Dialogue lines both before and after the page break. The lower the number entered, the less blank white space at the bottom of a page. Accepts a number between 1 and 10, with 2 as the default. (Not used when Sentence Ends Only is selected.)

Break After a Single Sentence—If checked, elements may be broken after a single sentence that only takes up one line (doesn't word-wrap.) For Dialogue elements, this option only applies to a single sentence directly following the Character Name element. Dialogue elements following Parentheticals, or second paragraphs of Dialogue, may be broken after a single sentence even if this option is not checked.

Break two One-line Sentences—If checked, elements consisting of only two one-line sentences may be broken. Unchecked, the element is not broken.

Allow Transition as 1st Line on Page—If checked, a new page is allowed to start with a Transition element. This is unconventional, as Transitions are intended to bridge two other elements. Unchecked, part of the element preceding the Transition is broken to appear at the top of the new page. The previous page may have extra blank white space as a result.

Allow Transition on CONTINUED line—If checked, forces a Transition element to fit on the bottom of a page if the next element is Scene Heading or Act/Scene Information. Only applies when Bottom Scene Continueds are turned on—the Transition takes the place of the Bottom Scene Continued.

Allow Transition on Last Line of Pg—If checked, this option effects the allowable placement of Transitions. In most script formats, this option should be selected because few formats do not allow transitions to be the last line of the page.

If you do not have this option selected and a transition would normally be the last line of the page, Screenwriter treat it as if it could not fit the transition on that page. In addition, if you also have it set to not allow transitions on the 1st Line on Pg, Screenwriter pulls the last allowable bit of text before the transition down from the previous page to ensure that the transition is not the first line.

Allow Scene on TOP CONTINUED line—If checked, a Scene Heading or Act/Scene Information that is the first item on a page is placed where the Top Scene Continued would appear. Only applies when Top Scene Continueds are turned on. Unchecked, the first element text on a page appears in the same position on each page, regardless of the Top Continueds.

Count (More) Line in Page Breaking—If checked, the line containing (MORE) is considered part of the Dialogue element for page breaking purposes. Unchecked, only the actual Dialogue text is considered when deciding where to break the page.

Starting Page Number—Allows you to specify a different starting page number for the script. Default is 1.

Start 1st/Forced Page on Line #—Allows text on the first page of the script and all pages following Forced Page Breaks to start further down the page than the first line. Enter the line number to start text on. Used in Sitcom formats to start each scene about a third of the way down the page.

Locked Scripts Options

The options on this page are only used during production. Locked Scripts are covered in the Production Features chapter.

Production Features

Production Rewrites

After the final draft of a script is turned in by the screenwriter, and the decision to go into production is made, copies of what is now the shooting script are distributed to cast and crew.

Each time a change is made to the script after that, everyone needs a copy of the changes. Instead of sending out the entire script to everyone again, only those pages with changed text are sent—the revised pages.

Revised pages have revision marks next to those lines that have changed, or revision marks in the header if most of the page has changed. Added (A and B) and deleted (Omitted) scenes and pages are indicated also.

Each time a set of revised pages is distributed, they're copied on a different color of paper to instantly distinguish them from other revisions.

Screenwriter can automatically generate all A-Pages, A-Scenes and revision marks for you, and gives you a lot of flexibility over how you'd like your revisions to appear. To begin generating revised pages, you must first Lock the Page Breaks of the script. Otherwise, any addition or deletion to the script would change the page numbers of the pages following it—and everyone would no longer have the same text on the same pages. Subsequent pages are added as A-Pages. Deleted pages become Omitted pages.

Similarly, Scene Headings (and numbers) can be locked, so that everyone's referring to the same scene. New scenes become A-Scenes. Deleted scenes become Omitted scenes.

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.

The Production Cycle

The Production Cycle involves the following steps:

• Issue the Shooting Script

then...

- Lock the Script

- Perform Revisions

- Issue Revised Pages

- Start Next Revision (Lock the script again)

- Perform Next Revisions

- Issue Next Revised Pages

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

Shooting Script

Before issuing the shooting script for the first time, turn on and/or customize all the Production Features you'd like to use. Each of these options is described in detail elsewhere in this manual and in the Online Help.

1. Save the screenwriter's final draft , using the Save As command. Under the **File** Menu, select **Save As...** Give it a different name to reflect the date and its status as the White shooting draft you're about to create (e.g. NameWHIT). Now you can save your work at regular intervals, using the Save command.

> **NOTE:** To *customize* the Production Features for the way you or your production company work, continue with Steps 2 and 3. To accept Screenwriter's default settings, skip directly to Step 4.

2. Under the **Format** Menu, select **Edit Script Formats**.

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

   b. Click on the **Locked Scripts** button and set the **Scene Omitted Text**, **A-Scene Numbering Scheme**, **Revision Mark Text** and **Locked Letter Skip List** to your preferences (Do *not* Lock Scene Headings and Page Breaks here. You'll do all Locking from the Production Menu.)

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

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

3. Under the **File** Menu, select **Program Options**.

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

   b. Click on the **Printer** page and set the **Print Bottom Continueds** and **Print (MORE)** options to your preference. Click on the **OK** button to accept your changes.

4. Under the **Production** Menu, select **Lock the Script**. Type **YES** to confirm your decision. A Lock the Script screen displays.
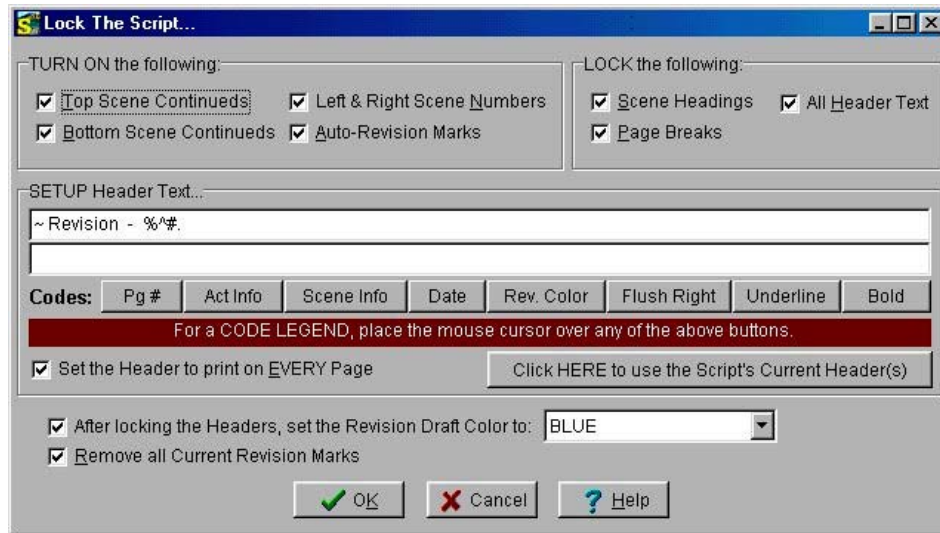
Screenwriter's defaults for Locked Scripts are already selected for you. Generally, you will want to accept these settings unless your Production Company dictates otherwise. If desired, you can:

• TURN ON or off the options you prefer by clicking on their checkboxes. Grayed-out options have already been selected by your prior choices in Edit Script Formats.

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

• SETUP the Header Text by editing the default codes. Click on a Code's button to enter it in the Header. The default Header Text for the White shooting script reads something like:

White Revision - 12/25/97   120.

...using the current date and page number.

• Change the Revision Draft Color order, if desired. Screenwriter uses the following industry standard Revision Draft Color order:

> White
>
> Blue
>
> Pink
>
> Yellow
>
> Green
>
> Goldenrod
>
> Salmon
>
> Cherry
>
> Buff

Tan

After you have locked this—the White shooting script—for the first time, Blue will be set as the next revision color.

Click on **OK** to accept your changes or the defaults and Lock the Script.

A prompt displays, telling you that you're ready to print the White draft and then start making Revisions that will appear in the Blue draft. Click on **OK** to continue.

5. Next, update the Title Page. Under the **File** Menu, select **Title Page Publisher**. Create a text box and start the Running List, with the current Date and Revision Draft Color. Click on **OK** to save the changes.

6. Save the script, using the **Save** command.

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

Perform Revisions

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

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

   • Automatically puts Revision Marks on lines you make changes to.

   • Puts appropriate OMITTED text in the place of omitted Scenes and Pages.

   • Keeps existing Page and Scene numbers the same, while adding new ones as A-Pages and A-Scenes.

3. Update the Title Page. Under the **File** Menu, select **Title Page Publisher**. Manually change the Running List, adding the current Date and Revision Draft Color. Click on **OK** to save the changes.

4. Check the Header Text to make sure it accurately reflects the current Date and Revision Draft Color.

5. Save the script, using the **Save** command.

Issue Revised Pages

1. Print the Revised Pages only:

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

   b. Click on the radio button for the displayed **Revision Color** (or click on the radio button for **Asterisked Pages** if you're not using Revision Colors.) Screenwriter prints only the pages with Revision Marks and any A-Pages immediately following them.

2. Distribute the revised pages.

Start Next Revision

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

2. Under the **Production** Menu, select **Start Next Revision**. From now on, Screenwriter automatically takes you through the steps to get to the next revision. When you select Start Next Revision, Screenwriter:

    • Removes all Revision Marks.

    • Fixes all A-Pages.

    • Locks the Header Text.

    • Advances to the next Revision Draft Color.

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

    a. Enter **YES** to have Screenwriter start the automated process.

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

    c. Click on **Yes** to advance the Revision Draft Color.

    d. Click on **OK** to go to the Title Page Publisher. Manually change the Running List, adding the current Date and Revision Draft Color. Click on **OK** to save the changes.

3. Make changes to the script, adding and deleting text as necessary. Save the file under the same name, as needed.

4. Issue Revised Pages by printing and distributing them.

5. Go back to Step 1 of Start Next Revision. Repeat the process for each day's revisions.

That's the Production Cycle completed.

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.

Manual Revision Marks

Pressing the Asterisk key (*) Manually enters a Revision Mark on the line the cursor's in.

If the line already has a revision mark, pressing the asterisk key manually 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.

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. Even if you change it back the way it originally was, that is still a change to Screenwriter as far as Auto-Revision Marks go.

Activate Auto-Revision Marks

To activate Auto-Revision marks:

Under the **Production** Menu, select **Auto-Revision** then **Marks**.

A checkmark displays next to Marks to indicate that Auto-Revision Marks are activated.

Remove an Auto-Revision Mark

To remove an auto-revision mark from a line, put the cursor on the line and press the asterisk key.

Removing All Current Revision Marks

After issuing any new revised pages, you'll usually want to remove any existing revision marks. That way, the next set of revisions will only have new marks, reflecting only the latest changes.

To remove Current Revision Marks:

Under the **Production** Menu, select **Remove** then **Current Revision Marks**.

NOTE: There are additional Revision Mark settings on both the **Locked Scripts** page of the **Edit Script Formats** Menu and on the **Revisions** page of the **Program Options** Menu.

Locked Scripts Options

You can customize Screenwriter's Locked Script Options to work the way you work.

Under the **Format** Menu, select **Edit Script Formats**.

The Editing Script Formats screen displays.

Click on the **Locked Scripts** button.

You'll see the following Menu:
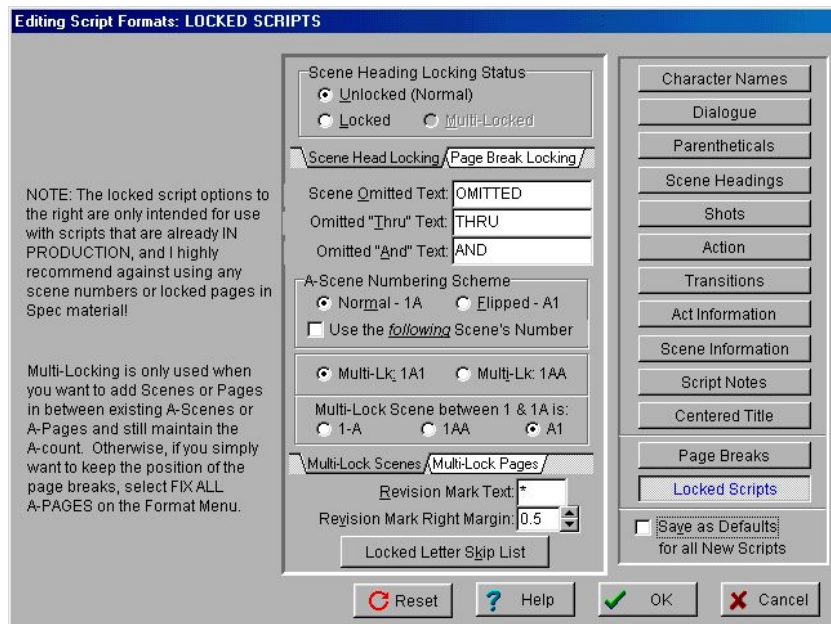
Locked Scene Headings

To use Scene Heading Locking, you need to click on its tab.

Unlocked (Normal)—Adding or deleting Scene Headings causes scenes to renumber automatically. Page numbers also change.

Locked—Adding or deleting Scene Headings causes the existing scene numbers to stay the same, and generate A-Scenes. Page numbers will not stay the same unless Pages are Locked also.

If you add scenes between Scenes 23 and 24, for example, the first added scene becomes 23A, the second 23B, etc.

If you add a new scene *before* the first scene in the script, the new first scene is numbered 0A.

Multi-Locked—Once you've locked your script and added/omitted scenes, you may want to keep the new A-Scene Numbering and give any new scenes a new unique number. Checking this option enables you to do so.

Any new scene added *between existing A-Scene*s will have a number added after it. For example, a scene added between scenes 13A and 13B would be numbered 13A1, the next one 13A2, etc.

If you add a new scene *between an existing A-Scene and a Normal Scene*, it is entered as a normal A-Scene. For example, a scene added between 25B and 26 would become 25C.

If a new scene is added *between a Normal Scene and an A-Scene*, it is entered using the **Multi-Lock Character**. For example, a scene added between scenes 103 and 103A would become A103 (using the default Multi-Lock Character).

Also see A-Scene Numbering Scheme, below.

NOTE: An individual Locked Scene Heading can be moved in the script without changing the numbering by Dragging and Dropping it. Be careful to drag and drop *only* the Scene Heading. The text of the scene associated with the moved Scene Heading does *not* move with it.

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.:

_____

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 on the **Misc** page of **Program Options** under the **File** Menu.

Multi-Locked—Once you've locked your script and added A-Pages, you may want to keep the new A-Page Numbering and give any new pages a new unique number. Checking this option enables you to do so.

Any new page added *between existing A-Pages* has a number added after it. For example, a page added after page 94B would be numbered 94B1, the next one 94B2, etc.

If a new page is added *between a normal page and an A-Page*, it is entered using the **Multi-Lock Character**. For example, a page added after page 67 would become A67 (using the default Multi-Lock Character).

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".
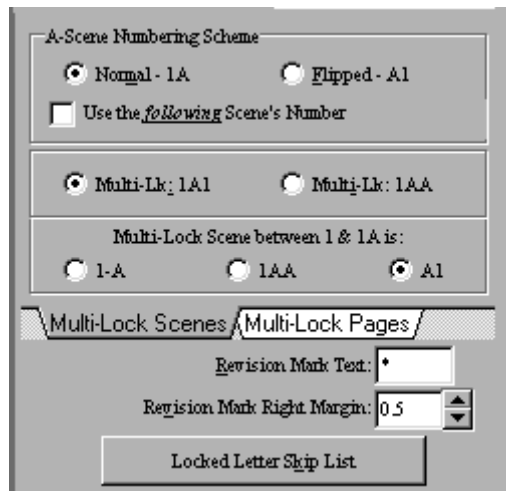
Use the following Scene's Number—This option only affects the numbering of Scene Headings inserted into a script with Locked Scene Headings. Choose this option if you want a new Scene Heading that's inserted between two existing Scene Headings to be numbered with the following scene's number, rather 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.

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.

Multi-Lock Scenes

To use Multi-Lock Scenes, you need to click on its' tab.

Multi-Lk: 1 A1—This option only affects the numbering of Scene Headings that are inserted into a script with Multi-Locked Scene Headings and fall between two existing A-Scenes.

Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Number. For example, a scene inserted between scenes 12A and 12B would be 12A1, the next one would be 12A2 and so on.

Multi-Lk: 1 AA—This option only affects the numbering of Scene Headings that are inserted into a script with Multi-Locked Scene Headings and fall between two existing A-Scenes.

Choose this option if you want a new Scene Heading added in this case to be numbered as Number-Letter-Letter. For example, a scene inserted between scenes 12A and 12B would be 12AA, the next one would be 12AB and so on.

Multi-Lock Scene between 1 & 1A is:—Determines how a Multi-Lock Scene inserted between a Normal Scene and an A-Scene is numbered:

1-A—Adds a Dash plus the A-Letter after the scene number.

1AA—Adds the A-Letter plus the Multi-Lock Letter after the scene number.

A1—Flips the normal A-Scene numbering order.

Multi-Lock Pages

To use Multi-Lock Pages, you need to click on its' tab.

Multi-Lk: 1 A1—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.

Choose this option if you want a new Page Break added in this case to be numbered as Number-Letter-Number. For example, a Page inserted between Page 12A and 12B would be 12A1, the next one would be 12A2 and so on.

Multi-Lock Page between 1 & 1A is:—Determines how a Multi-Lock Page inserted between a Normal Page and an A-Page is numbered:

1-A—Adds a Dash plus the A-Letter after the page number.

1AA—Adds the A-Letter plus the Multi-Lock Letter after the page number.

A1—Flips the normal A-Page numbering order.

Revision Mark Text—Allows you to enter a character used for printing and displaying all Revision Marks in this script. 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 10 would print 1" from the right hand side of the page, a value of 5 would have them print 1/2", etc.

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 Info** and **Scene Info**, if they are set to use Letters.

Advanced Locking Features

In the normal day-to-day process of the Production Cycle, Screenwriter's automated Production Features will meet most people's needs. The following features give you an extra level of manual control over Scene and Page Locking, should an unusual situation arise.

Be careful when altering Locking features, as some procedures are not reversible. Always save a copy of the script *before* attempting any of the following procedures.

In a Locked script, many Locking options can be changed by selecting **Unlock the Script** under the **Production** Menu and unchecking the appropriate checkboxes.

See the Online Help for Production Solutions under the Production Menu for more details.

Changing the Level of Locking

When the script has too many revision marks, a production company may decide to send out the entire script with all the numbers reverted to normal numbering.

To do this with Screenwriter, you need to step back, undo-ing one or more levels of Locking.

Under the **Format** Menu, select **Edit Script Formats**.

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.

Overriding a Scene Number

To manually override the number of an individual Scene Heading (or Scene Info, or Act Info):

Put the cursor anywhere in that element.

Under the **Production** Menu, select **Override** then **Element's Numbering**.

A menu 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.

- **Normal**—If checked, converts a Scene Heading to normal numbering, without any A-numbering scheme.

- **Locked**—If checked, converts a Scene Heading to A-Scene numbering.

- **Flipped Locked**—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.

- **Specify Manually**—If checked, displays a box in which to enter the specific number you want the Scene Heading to have. Based on the number you enter, Screenwriter assigns the appropriate numbering scheme to the Scene Heading.

> **NOTE:** Overriding a Scene Number may change all subsequent Scene Numbering. Check the scene numbers of scenes following the one you've overridden, and renumber them if necessary.

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:

Under the **Production** Menu, select **Fix or Flex...** then **Fix All A-Pages**.

All Flexible A-Pages are converted into Fixed A-Pages, becoming locked.

When you add text later, the new A-Pages generated are Flexible A-Pages. These can also be locked when necessary.

Converting A-Pages

There may be times when you want to pull out a bunch of short A-Pages to combine the text, or convert an A-Page to a Locked Page.

To Remove a Locked or Fixed A-Page Break

Put the cursor at the Beginning of the Element following that Page Break.

Press the ⌨backspace key.

Or, under the Edit Menu, select **Remove Forced Page**.

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 ⌨shift + ⌨Enter.

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.

Production Breakdowns

Screenwriter can automatically generate—and print or export—a variety of Production Breakdown sheets. To access these reports:

Under the **File** Menu, select **Print**.

Click the **Production Breakdowns** radio button.

Click **OK**.

The Production Breakdowns Print Menu displays:

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

Sort Breakdown Primarily by...

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

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

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

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

Characters

    All—Lists Every Character Name in the script in alphabetical order, followed by the scenes they're in (whether they have dialogue or not).

    Some—Lists Selected Character Names in alphabetical order, followed by the scenes they're in (whether they have dialogue or not). Checking this radio button and pressing **OK** brings up a **Select Names** screen. Click on 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. Checking this radio button and clicking on the **OK** button displays the:

> **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.

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.

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 by...—Specifies how Screenwriter should calculate the totals for each Sort grouping. If the displayed totals for each scene are added, their rounding accumulates too—leading to an inaccurate total.

> **Totals of All Rounded Eighths**—If checked, rounds the displayed totals for each scene into eighths before adding them.

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

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

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

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 `control`+`-` (Control+dash).

Each Group on New Page—If checked, starts a new page for each new group.

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:
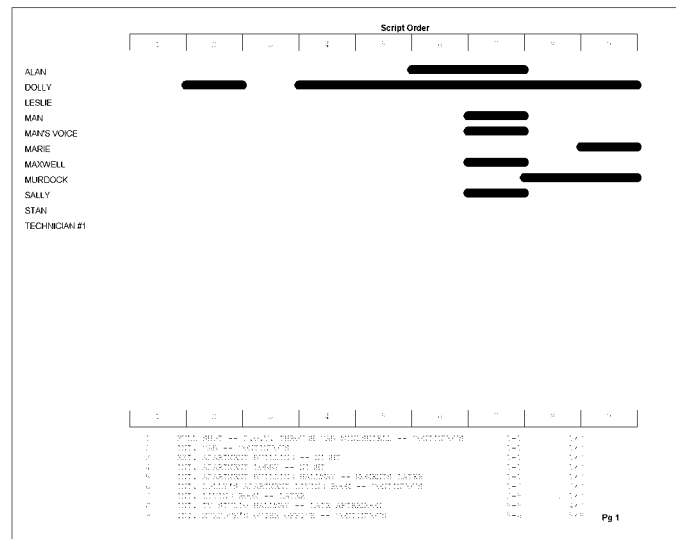
Print Tagged Items—If checked, prints—or exports—all tagged items along with the other breakdown information.

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.

Breakdown Sheets give you breakdown information for each scene, categorized for transfer to individual production strips.

Exporting your Breakdown items directly to Movie Magic Scheduling saves you time, and the opportunity for error that copying your Breakdown Sheets to production strips by hand involves.

With Scheduling, you can drag and drop your strips (loaded automatically from your Screenwriter breakdown export file) to arrange the most efficient schedule possible.

Once you have your schedule, it can be exported directly to Movie Magic Budgeting. There you can assign costs and pay rates and easily produce a complete production Budget—using the same breakdown information from your Screenwriter script!

Breakdown Tagging Mode

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

Under the **Production** Menu, select **Breakdown Tagging** 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. The checkmark disappears, and Tagging Codes are no longer visible.

Tagging Items

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

A Breakdown Category screen displays.

Click on a category to assign the item to (for the overcoat, Costume is the appropriate category).

A Format Code is placed around the item, displaying an abbreviated code for the Breakdown category (for Costume, the code CS displays around the item to give "**[CS** overcoat**]**").

Untagging Items

Tagged items can be untagged by:

Placing the cursor directly *after* the ending Format Code square bracket, and pressing ⌫‑BkSp

Placing the cursor directly *before* the beginning Format Code square bracket and pressing ⌦delete

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

Tag Items Globally

Tagging an item globally tells Screenwriter to tag every occurrence of an item in the script, instead of manually tagging it each time you find it yourself. This saves you time, and the possibility of missing an occurrence of an item. To tag an item globally:

Select the item by double-clicking on it.

Or, under the **Production** Menu, select **Breakdown Tagging** then **Tag Item Globally**.

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

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

If you want to be prompted each time Screenwriter finds the item, check the **Prompt on each Tagging** box. Although you can tag an item more than once in a scene (as Global Tagging does), it's not necessary—an item only shows up once per scene in Scheduling.

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

Ignore Selection for Breakdowns

If your breakdown is recognizing an item in a scene as being tagged when you don't want it to, you can mark the text so it is ignored by breakdowns.

While in Tagging Mode, select the item by double-clicking on it.

A Breakdown Category screen displays.

Click on **Ignore Selection for Breakdowns**.

Untag All Items

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

Under the **Production** Menu, select **Breakdown Tagging** then **Untag All Items**.

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

Type **YES** to Untag all items, **Cancel** to exit without making changes.

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 Tagging** then **Edit Categories**.

A Breakdown Sheets Edit screen displays. The categories displayed are the defaults for exporting to Movie Magic Scheduling. 3 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. Double-click on the Category in the **Category Name:** window to select it, and type in your new Category name. Type an ampersand (&) before the letter you'd like to appear underlined and selectable as the one-key QuickLetter on menus.

Tab to the **Display Code as:** window and type in an unique abbreviation (up to 6 letters) that displays as the category's Format Code in Tagging Mode.

Click on **Replace** 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 for Movie Magic Scheduling** button.

Click on **OK** to accept your changes, or **Cancel** to discard them.

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, it's preferable to do the breakdown sheets there, as you'll also be adding more detailed Crew information. Scheduling's breakdown reports are more comprehensive and can be customized to your needs—and changes to breakdown sheets are immediately updated on the production strips.

Setup Breakdown Sheets

To change the page layout of Screenwriter's Breakdown Sheet:

Under the **Production** Menu, select **Breakdown Tagging** then **Edit Categories**.

A Breakdown Sheets Edit screen displays. Click on the **Setup Breakdown Sheet** button.

A Breakdown Sheets Setup screen displays, showing how the sheet appears when printed. Of course, a category displayed here will be replaced by tagged items that belong to that category.

To change a Heading (such as **STUNTS**), double-click on it and type the new Heading text.

Categories, which appear beneath their respective Headings, can be moved by dragging and dropping.

To move Stunts to the EXTRAS window, for example, double-click on "Stunts" and drag it over the EXTRAS window. Release the mouse button to drop it on the EXTRAS window. "Stunts" appears below "Extras". You'd now want to change the EXTRAS heading to EXTRAS /STUNTS or something similar.

Click **OK** to accept your changes, **Cancel** to discard them.

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, where breakdown information is automatically transferred to Breakdown Sheets and Production Strips—enabling you to easily organize a production schedule and print strips for the Production Board.

To export to Movie Magic Scheduling:

Under the **Production** Menu, select **Breakdown Tagging** then **Movie Magic Scheduling Export**.

The Export menu displays, with a list of all your script's scene headings. Choose which scenes to export using these options:

Selected Scenes Only—Click on individual scenes to select them for export, and this radio button is checked automatically. Only the scenes you select will have breakdown information exported.

All Scenes—Exports breakdown information for all scenes in the script. This is the default, and the radio button is automatically checked unless you select a scene heading by clicking on it.

All Scenes except OMITTEDs—Exports all scenes except those which have been deleted, and designated OMITTED in the script. There is no breakdown information, apart from the scene number, to be exported for OMITTED scenes. If the script contains no OMITTED scenes, this option is grayed-out and unselectable.

Click **OK** to export to Movie Magic Scheduling, **Cancel** to exit the menu without exporting.

If you click **OK** to start exporting, Screenwriter begins gathering breakdown data from each scene in the script.

When it's finished, you're prompted to enter a filename for the Movie Magic Export file. The default is your script's filename, with the extension .SEX added instead of .SCW.

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

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

Animation Production

Animation Production scripts have certain unique needs that Screenwriter addresses with the following unique features.

Multiple Revision Marks

With much animation being produced overseas, production companies are having to fax revised script pages to their production studios. As fax machines transmit in black and white, the usual means of identifying sets of revisions by printing them on different colored pages doesn't work.

To solve this problem, a multi-revision mark standard has been introduced: The first day's revisions have a single asterisk (*), the second day's revisions have two asterisks (**), and so on.

Screenwriter handles this with a **Revision Locking Count**, which you increase by locking the Current Revision Marks.

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, or manually 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.

- Increases the Revision Locking Level.

To Display Locked Revision Marks:

Under the **File** Menu, select **Display Options** then **Show Format Codes**.

Locked Revision Marks display a number indicating their Locking Level at the beginning of each revised line—**[1]**, **[2]**, **[3]**, and **[4]**, depending on their locking level.

To Decrease a Locking Level:

Under the **Production** Menu, select **Animation Locking** then **Unlock One Rev. Mark Level**.

Animation Recording Scripts

Many animation production companies want Recording Scripts—print-outs of dialogue only, with each speech numbered sequentially.

Printing Animation Recording Scripts

Under the **File** Menu, select **Print**.

A Print Menu displays.

Check the **Dialogue** radio button.

A Print Dialogue menu displays.

Check the **Dialogue Numbered/Laid Out for Animation Recording Scripts** radio button.

Or, to print Revised speeches only, check 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, **Select All** characters.

Changing the Recording Script layout

Under the File Menu, select **Print.**

A Print Menu displays.

Click on the word **Setup** at the top left of the screen, then **Animation Dialogue**.

The **Setup Animation Dialogue** screen displays, letting you set up the layout of your Animation Recording Scripts. These options change the way the a Recording Script prints without affecting the script:

Speech Numbering

On Left Margin—Prints dialogue numbers in the speech's left margin.

On Right Margin—Prints dialogue numbers in the speech's right margin.

Character Name Position

Above Dialogue—Prints the Character Name above the dialogue speech (normal position).

On Left Margin of Page—Prints the Character Name at the left of the dialogue speech.

Speech Numbering in Script

Same as Speech Numbering—Prints the Dialogue numbering as set in the Speech Numbering Option on this menu.

Flush with Name—The Dialogue numbering will be printed one space following the Character Name.

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.

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.

Blank Lines before Printed Speeches

Use the Normal Character Name "Blank Lines Before"—Prints the dialogue using the same # of Blank Lines Before the Character Name as in the original script.

Set Blank Lines Before to ??—Allows you to set the number of Blank Lines Before the Character Name, from 1 to 5.

Substitute Font:—Lets you print the Animation Recording Script using a different font than in the original script.

Print Script Notes—If checked, prints Script Notes in the Animation Recording Script, with the following options:

Only Notes before selected Dialogue—Prints Script Notes only if they appear directly before a dialogue speech.

Print Notes directly above Speeches—If checked, prints Script 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 Script Notes as they appear in the original script, with boxes around them. Unchecked, no boxes are printed.

Print <> around Numbering—If checked, displays and prints angle brackets around the dialogue numbers, to differentiate between them and page numbers, scene numbers, etc.

Print Period after Numbering—If selected, the Dialogue numbering will be printed with a period following them (e.g. 25).

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.

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.

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.

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**.

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**.

Or, press [Ctrl]+[F3].

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's in a Normally numbered speech, in a script that has Locked or Multi-Locked Dialogue Numbering. Otherwise, it's grayed out and unselectable.

NOTE: If you change the Normal Dialogue Numbering order—either by switching a Normally numbered speech to an A- or AA- speech, or vice-versa—you'll be given the option to adjust all following speeches, so that two speeches aren't assigned the same number.

Appendix A
Troubleshooting

Known Hardware/Software Problems

HP DeskJet printers—These printers have an unprintable bottom margin of 3/4 of an inch. Due to this anyone using this printer will probably get the top portion of the bottom continueds cut off in the print job. To correct this INCREASE the bottom margin by 1 or 2 lines in the Page Layout option under the FILE Menu.

Font managers—The presence of some font managers can cause some minor problems. The problem will be easy to detect as your script will not print in the correct font (Courier). If your script appears in an unusual font or you are unable to get a Watermark to print you most likely have the problem. The screenwriter program is "set" to substitute Courier Old in printing because it looks better and has more stroke weight. Courier new is used to display onscreen. The problem is occurring because the program cannot access Courier old and is substituting something else instead. To correct this go to FILE\PROGRAM OPTIONS\PRINTERS and under substitute font choose Courier New.

Common Technical Support Questions and Answers

Q. I accidentally "learned" a wrong word while spellchecking, how do I delete this word from a supplemental dictionary?

A. Go to DOS Command Prompt and switch to Screenwriter for Windows subdirectory, type STUTIL to start the editor, select the dictionary you want to edit, find the word and delete it.

Q. Screenwriter for Windows takes forever to print, how do I speed it up?

A. Pull down file menu in Screenwriter for Windows, select Program Options, click on Printer tab and Substitute for Courier Old font for printing. If this doesn't work, then try turning off the print manager in the Main Control Panel, if this still doesn't work then try a different print driver (like HPII for HP4).

Q. I have a laptop computer with a touch pad. I have noticed that my cursor jumps from one place to another by itself, why does this happen?

A. Most likely you accidentally tap on your touch pad which causes the cursor to jump.

Q. I decided to change a name of one of the characters in my script that I have just written, where can I find change character name feature?

A. Use Search & Replace under Search menu to change character names.

Q. Can I edit my pop-up character name list so that character that rarely speak do not clutter the menu?

A. Select Hide Names in Pop-Up List under Format menu.

Q. I accidentally put in a forced page break, how do I get rid of it?

A. Put your cursor under the forced page break and press Back Space key or select Remove Forced Page under Edit menu.

Q. In a locked script I have deleted several pages in a row. Now Movie Magic Screenwriter prints blank pages. Is there a way to consolidate all the blank pages on one with the appropriate indication in the header?

A. First ensure that the option PRINT SEPARATE FULL "PAGE OMITTED" PAGES on the revision page of the Program Options Menu is not checked, and then delete all the text including the word "OMITTED" from the pages that you don't want to print ("Non-printing omitted page" sign will appear), page numbering will change accordingly.

Q. The program is "correcting" a word that I'm typing in. What can I do about that?

A. Simply pause the AutoCorrection by going to the SPELL Menu and choosing Pause Autocorrection and type in the word as desired and uncheck Pause Autocorrection. If it is a word that you'll be using elsewhere you may want to run the spellcheck and tell the program to learn it. OR, alternatively, put the cursor at the beginning of the word and press <CTRL+DASH> which will put in a hidden code to tell the program not to autocorrect this word.

Q. Cut and paste is slow on my machine. Can I speed it up at all?

A. Yes. Go to the File Menu, select Program Options then click on the Misc. Page and uncheck Share Clipboard with Other Windows Programs. This will speed up cut and pasting by approximately 33% but will make it so that you cannot cut text in Screenwriter and paste it into another Windows program.

Q. I have Screenwriter for Windows on two different computers and when I load exactly the same script on both of them, the page breaks are slightly different... what's going on?

A. The computers have different printers selected and since Screenwriter bases the page breaks on the selected printer's page size and printing resolution, different printers can produce different results. Simply select the same printer driver on both machines (even if one or the other is not hooked up to that printer) and then they will match.

Q. I want to move my scenes around in a locked production script, is there an easy way to do it?

A. Switch to Index Card View mode and shuffle your scenes as desired.

Q. Our locked production script was broken into two parts, how do we merge it back together without creating unnecessary A-scenes and A-pages?

A. Open the first part of your script, place your cursor at the place where you want to add the second part, select **Paste From...** under Edit menu and the file that contains the second part of your script.

Q. I have made some changes in the Top SpeedBar Editor and than restored my Screenwriter for Windows from the Windows 95 Taskbar, but the changes were not there, what did I do wrong?

   A. You have to close and restart your Screenwriter for Windows for the changes to take effect.

Q. I have cut some of my text and than continued working on something else, when I wanted to check that cut text in my Clipboard Viewer and got the message <Cannot display Data in clipboard in an unknown format.>, why?

   A. You have to check Share Clipboard with Other Windows programs under Misc. In Program Options menu.

Q. Yellow background in my script notes makes the text in them hard to read, can I change the background color?

   A. Go to Format menu, select Edit Script Formats and than Script Notes, change color as desired.

Q. I was trying to put some text in my dialogue in parentheses but as soon as I typed the left parenthesis I was in Parenthetical element, is there a way around that?

   A. Instead of pressing just the left parenthesis, type Ctrl+Shift+(

Q. Is there an easy way to move an element down the blank page?

   A. Press F3 and specify the number of lines that you want to skip in Cheat Element menu.

Q. My character reads poetry in her speech, how do I go to the next line of the dialogue when I need to?

   A. Press Alt+Enter or select Add Hard Return from Edit menu when you need to go to the next line.

Q. I accidentally made a mistake in my registration information during installation, how do I change that?

   A. In Notepad or WordPad (Win95) open the SCWRITER.INI file located in the Windows subdirectory and edit the [Registration] section accordingly.

Production Problems and Solutions

Screenwriter's Online Help is available to help with common problems encountered in the Production process.

Under the **Production** Menu, select **Production Solutions** then one of the following options:

   General Techniques—Walks you through the entire Production cycle, helping you to avoid problems by demonstrating the proper procedure.

   Scene Headings—Lists common problems encountered with Scene Numbers and Scene Headings in a production script, and tells you how to solve them.

   Page Breaks—Lists common problems encountered with Page Breaks in a production script, and tells you how to solve them.

Headers—Lists common problems encountered with Locked Headers in a production script, and tells you how to solve them.

Manual Overrides—Displays the appropriate Help screens for the Manual Override of:

Page Breaks

Scene Numbers

Locked Header Text

Individual Character Continued

Individual Page Length

Total Script Length

Temporarily Disable:

• **Locking of Pages**—Enables you to cut and paste text as if the Pages are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.

• **Locking of Scenes**—Enables you to cut and paste text as if the Scenes are not locked. Screenwriter will not keep track of OMITTEDs or perform any other Locked Script functions.

Appendix B
Importing Scripts

Screenwriter can Directly open script files saved in these formats:

- ASCII

- RTF (Rich Text Format)

- Final Draft RTF (with Style Sheets in Rich Text Format)

- MS Word 5.5 for DOS

- MS Word 2.0, 6.0 and 7.0 for Windows

- WordPerfect 5.1 & 6.x files (for DOS and Windows)

- WordStar for DOS

- Scriptware Tagged

- Movie Master

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

Preparing a Script for Importing

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

- In the original file, *each script element* (i.e. Character Name, Dialogue, Action, etc.) *must start on its own line*.

- The *script must be in a general script format* (i.e. Character Names before Dialogue and so on).

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

Direct Import

To open an MS Word, WordPerfect, WordStar for DOS, ASCII, RTF, Final Draft RTF, Movie Master or Scriptware Tagged file:

1. Open the Screenwriter program.

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

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

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

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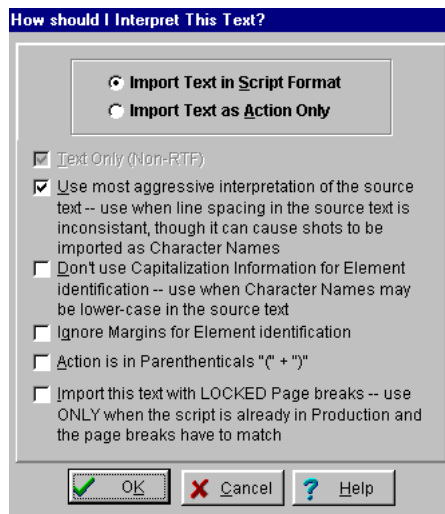
To import a script file, **Import in Script Format** should be checked.

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

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

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

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

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

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

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

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

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

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

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

Cut and Paste Import

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

1.   Open the other 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:
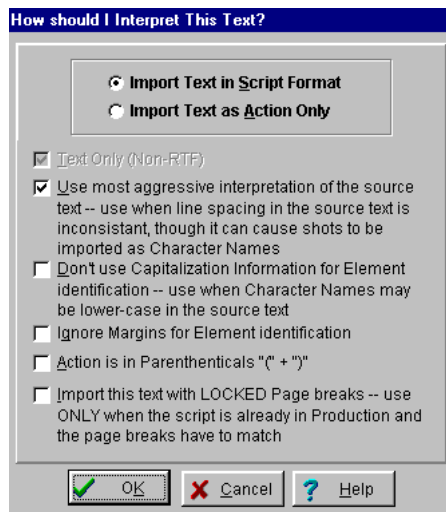
To import a script file, **Import in Script Format** should be checked.

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

Importing a WordPerfect 5.0 (for DOS) or earlier script

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

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

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

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

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

Importing a Movie Master script

Screenwriter can directly read files from most versions of Movie Master without any conversion. Try this method first, explained in **Direct Import** above. If that doesn't work satisfactorily, follow these instructions:

1. Open Movie Master and open the script you want to import to Screenwriter.

2. In your **Printer Configuration**, select a **TTY** printer.

3. Under the File Menu, select **Print.** Enter the name(s) of the file(s) that make up your script.

4. Select **Export** from the Print Menu. Enter a filename, specifying the C:\Movie Magic Screenwriter\Scripts subdirectory if it lets you.

5. Exit Movie Master.

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

Importing a Windows Word Processor script

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

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

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

3. On the **Save As** Menu there should be an option to save the script in a different format. Typically, it says something like **Format** or **File Type**

or **Save Type.** Change it to **Rich Text Format** or **RTF.** If that's not available, choose **DOS Text** or **ASCII Text** (If DOS or ASCII options like **With Line Breaks** or **With Formatting** are available, select them.)

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

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

Importing a Scriptware for DOS script

First, export the Scriptware script as a Scriptware Tagged file:

1.   Open Scriptware for DOS and open the script you want to import to Screenwriter.

2.   Press ⬚ then select **Project**.

3.   Press **E** to Export.

4.   Enter a new name for the export file:
      C:\Movie Magic Screenwriter\Scripts\<File Name>.TAG

5.   At the **Export Options** screen, turn **Scriptware "Tagged" File** to **ON**. Click on the **OK** button to save the Export file.

6.   Exit Scriptware.

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

Importing a Scriptware for Windows script

First, export the Scriptware script as a Scriptware Tagged file:

1.   Open Scriptware for Windows and open the script you want to import to Screenwriter.

2.   Under the **File** Menu, select **Export,** then **Scriptware Tagged**.

3.   In the file name field, Enter **C:\Movie Magic Screenwriter\Scripts\<File Name>.TAG**. Click on the **Export** button to save the Export file.

4.   Exit Scriptware.

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

Importing a non-Windows Word Processor script

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

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

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

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

Cleaning up Imported Scripts

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

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

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

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

Appendix C
Exporting Scripts

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

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

Export

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

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

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

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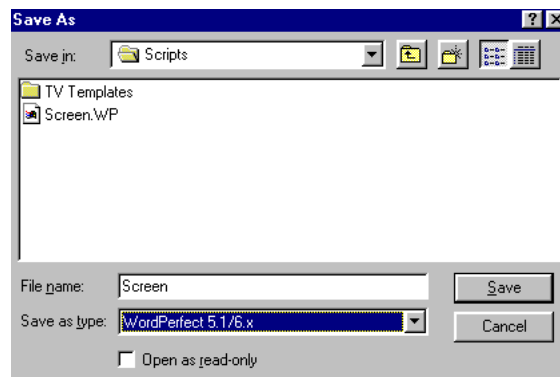
There are the export file types (formats) currently available:

Screenwriter—Normally used for saving Screenwriter scripts.

ScriptThing (DOS)—Used for compatibility with ScriptThing for DOS (versions 2.10 and later). Maintains margins and formatting, but not font

information or line spacing cheating. Margins and page breaks may appear slightly differently.

Old ScriptThing Format—Used for maintaining compatibility with versions of ScriptThing for DOS prior to 2.10. Same file compatibility issues as ScriptThing (DOS) listed above.

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

WordPerfect 5.1/6.x—Used to export to WordPerfect 5.1 (or greater), with margin sets, tabs, and soft returns.

WordPerfect w/Styles—Used to export to WordPerfect 5.1 (or greater), using Style Sheets in place of margin sets and tabs.

Rich Text Format (Win)—Used to export to Windows RTF format. Compatible with most Windows Word Processing programs.

Rich Text Format (Mac)—Used to export to Macintosh RTF format. Compatible with most Mac Word Processing programs.

Scriptware Tagged—Used to export to Scriptware, a Windows script formatting program.

MS Word for DOS (5.5)—Used to export to MS Word for DOS version 5.5.

MS Word for Windows—Used to export to MS Word for Windows 2.0 or above (6.0 & 7.0 compatible.)

Final Draft RTF—Used to export to Final Draft's Rich Text Format. As Final Draft's import feature doesn't support Shots, Script Notes, or Centered Title elements, they are imported as:

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

Publish to Internet—This feature saves your script as an HTML file and allows you to upload it to an FTP site. In order to upload your script you will need to know the URL, user name, and password.

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

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

Importing a Screenwriter Export script

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

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

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

Cut and Paste Exporting

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

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

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

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

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

5. Go to the other 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 Windows programs can handle **Cut and Paste** correctly.

> **NOTE:** For this method to work, the option **Share Clipboard with Other Windows Programs** must be checked. To check/uncheck it, go to the **Misc** page of **Program Options** under the **File** Menu.

Appendix D
Main Menu Bar

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

File Menu
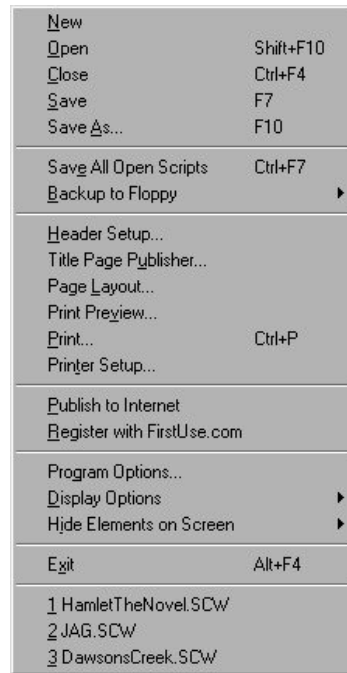
New—Opens a new script.

Open—By default, displays a list of existing Screenwriter scripts to be opened. Also allows you to open files in other formats, for purposes of importing. Checking **Always Open in Script Directory** ensures that this menu always opens in the C:\Movie Magic Screenwriter\Scripts subdirectory.

Close—Exits the currently displayed script, prompting you to save it.

Save—Saves the currently displayed script *without prompting you for a file name*. Automatically overwrites any previously saved version of a script with the same name.

Save As...—Saves the currently displayed script to a different name, location, or format. This closes the original document and leaves open the document you just saved.

Save All Open Scripts—Saves all open files *without prompting you for file names* (except for unsaved, untitled files). Automatically overwrites any previously saved versions of files with the same name..

Backup to Floppy—Saves a copy of the currently displayed script to floppy drive. Selecting this menu item will cause it to display a sub-menu with all the available removable drives connected to your system. Select one and the currently open script will be backed up (i.e. saved) to that drive without changing the stored path for that script on your hard drive. Four removable drives can be displayed in this window.

Header Setup—Displays a Menu where you can define the header format and content for the currently displayed script.

Title Page Publisher—Displays the Title Page Publisher for WYSIWYG Drag'n'Drop creation of Title Pages.

Page Layout—Displays a Menu where you can change the top, bottom, and binding page margins. Also gives you the option to cheat the line spacing for the entire script.

Print Preview—Displays a WYSIWYG preview of how the current page of the script will print.

Print—Displays a Menu where you can select what to print or fax.

Printer Setup—Displays a Windows Menu where you can select a printer and change printing options.

Publish to the Internet—If you have a web site and want to publish your script on the internet, you can now do so simply by opening the script you want to publish, selecting File, then Publish to Internet, and it will create a WYSIWYG HTML file and post it to your web site for you (32 bit version only)! If you want to simply create the HTML file, without putting it on the web, use Save As and then select HTML Publishing as the File Type. Note that the ability to have Screenwriter directly post the script onto your web site requires that you have a web site with publishing rights.

Register with First Use.com—First Use.com is an Internet site that allows you to instantly fingerprint and timestamp your ideas and records for proof of ownership.

When you execute the **Register with First Use.com** it will either prompt you to sign-up for a free account or if you are already a member it will register your script with First Use.com. Screenwriter will then create a new file whose name starts with that day's date then an underscore and the name of the script (e.g. **12-15-99_My Opus.SCW**) and save it in a **FirstUse** subdirectory located under the default script directory. This file will be created as a read-only file with so that you can view and print this archive file but cannot accidentally modify it and nullify his/her first use registration.

For more information on First Use.com visit their website at http://firstuse.com.

Program Options—Displays a Menu which allows you to customize how Screenwriter works.

Display Options—Shows options which allow you to customize how Screenwriter looks onscreen.

Hide Elements on Screen—Shows options which allow you to hide/unhide script Elements, Script Notes by color or type, and Non-Printing text.

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

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

Edit Menu

Undo	Alt+BkSp
Redo	Ctrl+Alt+BkSp
Cut	Shift+Del
Copy	Ctrl+Ins
Delete	
Paste	Shift+Ins
Paste Special	▶
Copy to...	▶
Cut to...	▶
Select All	Ctrl+A
Select Special	▶
Turn off Block	
Add Forced Page Break	Shift+Enter
Remove Forced Page	
Add Hard Return	Alt+Enter
Add Dialogue Paragraph	Ctrl+Alt+D
Convert case	▶
Change Text Color	▶
Normal WP Mode	Ctrl+W
Edit Scene Description	

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.

NOTE: If Undo and Redo are not visible, go to **Program Options** under the **File** Menu and set **Undo Levels** to a value greater than 0.

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

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

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

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

Paste from...—Displays a Menu allowing you to select an existing file. Its contents are placed into the currently displayed script at the cursor position.

Paste Special—Displays a Menu allowing you to do special types of pasting. Its contents are placed into the currently displayed script at the cursor position.

- **Paste from File**—This menu item allows you to paste (or merge) another script into the current script at the current cursor position. Selecting it will display an Open Menu where you can choose which file you wish to paste.

> **NOTE**: If you only want to paste a portion of a file, you should open the second file in another window and cut and paste normally.

- **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. 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.

Copy to...—This menu item is only available if you have selected (i.e. blocked) text in your script. If this is the case, Screenwriter takes you to a sub menu with the following options:

> **New File**—Copies the selected text and saves it as a New file with the name you enter in the Save As Menu.

> **Existing File**—Copies the selected text and places it at the end of the existing file you select in the Open Menu.

> **Scrap File**—Copies the selected text and places it at the end of an automatically generated Scrap File which has the same name as your script but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your script, but might want to go back to later.

Cut to...—This menu item will only be available if you have selected (i.e. blocked) text in your script. If this is the case, Screenwriter takes you to a sub menu with the following options:

> **New File**—Cuts the selected text and saves it as a New file with the name you enter in the Save As Menu.

Existing File—Cuts the selected text and places it at the end of the existing file you select in the Open Menu.

Scrap File—Cuts the selected text and places it at the end of an automatically generated Scrap File which has the same name as your script but which ends with - Scrap. This file is a great place to put text and scenes you want to remove from your script, but might want to go back to later.

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

Select Special—Shows options for selecting by word, sentence, element, group, page, scene.

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

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

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

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

Add Dialogue Paragraph—If in the Dialogue element, starts a new paragraph of dialogue. Otherwise, does nothing.

Convert Case—Shows options for changing the case of selected text. If no text is selected, the entire element (except when in Scene Heading, Character Name, or Transition) that the cursor is in is changed.

Change Text 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.

Normal WP Mode—Toggles between the script format you're using and Word Processing mode, where Tab and Enter function as in other Windows word processing programs.

Edit Scene Description—Selecting this menu item will add/edit a hidden Script Note place directly under the Scene Heading with whatever Scene Description text you enter. This Scene Description text will be tagged as Scene Description for use in all the breakdown functions, including breakdown sheets in addition to being printed if you choose Print Scene Heading List on the Print Menu.

For<u>m</u>at Menu

```
┌─────────────────────────────────────────┐
│ Edit Script Formats...                    │
│ Load Script Format                     ▶  │
│ Save Script Format                     ▶  │
│                                           │
│ Edit User Lists...                        │
│ Load User Lists from                   ▶  │
│ Hide Names in Pop-Up List...              │
│ Hide Locations in Pop-Up List...          │
│                                           │
│ Cheat                                  ▶  │
│ Reset Cheated                          ▶  │
│ Change Element Type                    ▶  │
│                                           │
│ Repaginate Now              Ctrl+R        │
│ Run SmartCheck                            │
│ Scene Character Lists                  ▶  │
│                                           │
│ Mark One Character's Dialogue             │
└─────────────────────────────────────────┘
```

<u>E</u>dit Script Formats...—Displays a menu where you can change the way elements are formatted in the currently displayed script, and set the default formats for New scripts.

<u>L</u>oad Script Formats—Shows a list of available script formats to load.

<u>S</u>ave Script Formats—Save the format for the currently displayed script as the default format for one of these available script formats.

Edit <u>U</u>ser Lists...—Displays a menu where you can edit the User Lists and Text Aliases for the currently displayed script, and set the defaults for New scripts.

L<u>o</u>ad User Lists from—Allows you to retrieve User Lists from other Screenwriter scripts, ASCII files, Collaborator files, or Screenwriter's Original Defaults.

Hide <u>N</u>ames 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.

H<u>i</u>de Locations in Pop-Up List…—This Menu allows you to "hide" certain Locations so that they don't appear on the automatic pop-up lists of Locations used when entering Scene Headings. You would generally use this function to remove locations you aren't going to use again in the script.

<u>C</u>heat—Shows options for tweaking the margins of the selected element, the current page, the entire script, etc.

<u>R</u>eset Cheated—Shows options for Undoing any previous cheating you've done.

C<u>h</u>ange Element Type—Shows options for changing the current element (from Action to Shot, for example. Also allows changing to Left or Right Column (as in two-column simultaneous dialogue or AudioVisual format) and changing the margins for Right or Left Columns.

Re<u>p</u>aginate Now—Forces a complete repagination/screen redraw.

Run SmartCheck—The SmartCheck™ feature finds and corrects any common formatting errors you may have made. Useful just before printing your script.

Scene Character Lists—Lists the Characters in a scene, putting them in parentheses after each Scene Heading. Used typically in TV sitcom production.

- **Generate**—Displays a Menu with options for generating Character Lists.
- **Remove**—Removes Character Lists from the script. Only available once lists have been generated. Otherwise, it's grayed out.

Mark One Character's Dialogue—Displays a list of your script's Character Names for your selection. A selected Character's dialogue appears in red in your script and in color printing, and with a gray background in black and white printing. Useful for printing out a script for an actor with his/her dialogue highlighted.

Search Menu

Search	F2
Search & Replace	Alt+F2
Search Again	Shift+F2
Change Character Name	

Search—Displays the Search & Replace Menu, with the Replace parameters grayed out. Enter the text to Search for, and define the search parameters.

Search & Replace—Displays the Search & Replace Menu. Enter the text to Search for, the text to Replace it with, and define the Search & Replace parameters.

Search Again or **Search & Replace Again**—Repeats or continues the previous Search/Replace command, starting from the current cursor position.

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.

Goto Menu

```
Top
Bottom
Page                        Ctrl+G
Scene
Act/Scene Info

Previous Scene Heading      Ctrl+Alt+Up
Next Scene Heading          Ctrl+Alt+Down
Next A-Page
Next Forced Page Break

Next Speech by...
Next Script Note
Next Current Revision Mark
Next Strikeout or Colored Text  Shift+F3
Next Hidden Text

Last Position               Alt+Home
Bookmark...                 Ctrl+Alt+B
```

Top—Takes you to the Top of the script.

Bottom—Takes you to the End of the script.

Page—Takes you to a specific **Page Number** or **Scene Number**.

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

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

Pre*v*ious Scene Heading—Takes you to the previous Scene Heading in the script.

N*ex*t Scene Heading—Takes you to the next Scene Heading in the script.

Next A-Page—Takes you to the next A-Page. Only available in locked scripts. Otherwise, it's grayed out. (Pressing ⇧shift+F2 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.

N*ex*t Speech By...—Displays a Character Name list, taking you to the next speech by the character you select. (Pressing ⇧shift+F2 repeats this GoTo command without returning to the menu.)

Next Script N*o*te—Takes you to the next Script Note. (Pressing ⇧shift+F2 repeats this GoTo command without returning to the menu.)

Next Current Revision Mark—Takes you to the next Current Revision Mark. (Pressing ⇧shift+F2 repeats this GoTo command without returning to the menu.)

Next Strikeout or Colored Text—Takes you to the next Strikeout text or Colored text.

Next Hidden Text—Takes you to the next Hidden text.

Last Position—Returns the cursor to the last position in the script where you where typing/editing.

Bookmark...—Displays the floating Bookmarks menu. Allows you to set a bookmark, delete a bookmark, or go to a previously set bookmark.

Spell Menu
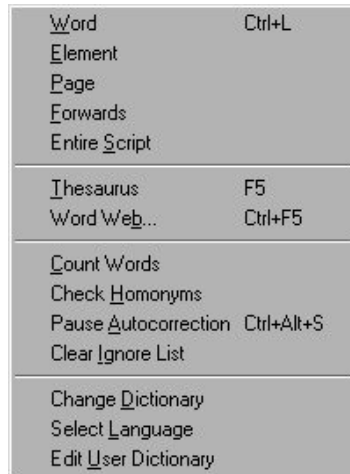
```
Word                    Ctrl+L
Element
Page
Forwards
Entire Script
────────────────────────────────
Thesaurus               F5
Word Web...             Ctrl+F5
────────────────────────────────
Count Words
Check Homonyms
Pause Autocorrection    Ctrl+Alt+S
Clear Ignore List
────────────────────────────────
Change Dictionary
Select Language
Edit User Dictionary
```

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

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

Page—Spellchecks the current Page.

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

Entire Script—Spellchecks all text in the script.

Thesaurus—Displays Synonyms for the word that the cursor is currently in.

Word Web...—Runs the freeware Thesaurus/Dictionary/Brainstorming program called Word Web, if installed. If it's not installed, prompts you with the worldwide web address of the author for downloading of the files.

Macquarie Concise—…Megalex Macquarie Concise Dictionary, available from:

> Eurofield Information Systems
> PO Box 305
> NORTH RYDE NSW 2113
> Australia

or on the web at:

> http://www.eis.com.au

Once the Macquarie Concise dictionary is installed then a new option for it will automatically appear on the Spell Menu under the Word Web item.

Thesaurus	F5
Word Web...	Ctrl+F5
Macquarie Concise	
Count Words	
Check Homonyms	
Pause Autocorrection	Ctrl+Alt+S
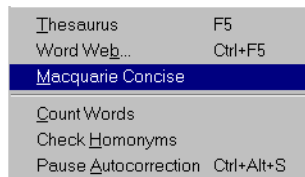
Count Words—Counts the number of words in the script.

Check Homonyms—This Menu allows you to check your script for the correct usage of any homonyms or other easily confused words such as **their**, **there** and **they're**. It will scan the script and point out each instance of any of the selected words and allow you to verify that it is correctly used.
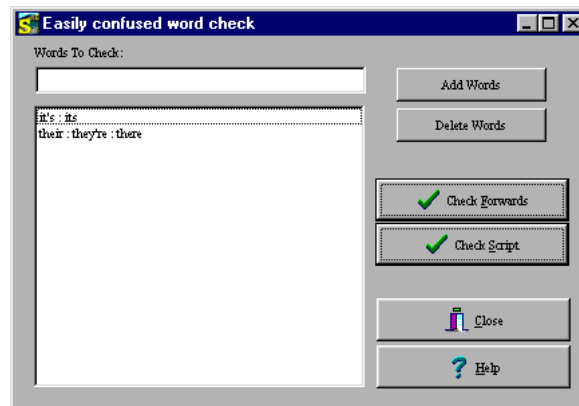
Words to Check—This is where you will type in new words to add to the Homonym Checker -- add all instances of confused words, each separated by a colon (e.g. then:than).

> **NOTE:** If the words that you want checked have different forms such as pair : pare and pairs : pares you must put in each case individually.

Add Words—Once you've typed in new words to check with each variant separated by a colon (e.g. then:than), click this button to add them to the Words List.

Delete Words—If you want to remove a group of word variants, simply click on them once in the Words List to the left, then click this button to delete them.

Check Forwards—Click this button to perform a homonym check from the current cursor position downwards. When it finds any one of the words listed it will point it out and ask you if this is the correct usage. If you say NO and there is only ONE other option -- such as in the case 'its : it's' then it will simply replace this text with the other option, otherwise it will pop-up a list of alternatives and you can select the correct one.

Check Script—Click this button to perform a homonym check for the entire script.   When it finds any one of the words listed it will point it out and ask you if this is the correct usage. If you say NO and there is only ONE other

option -- such as in the case 'its : it's' then it will simply replace this text with the other option, otherwise it will pop-up a list of alternatives and you can select the correct one.

Close—The Close button closes this window.

Pause <u>A</u>utoCorrection—Pauses the real-time SpellChecking or AutoCorrection features, if they're on. When paused, there'll be a check mark next to this menu item.

Clear <u>I</u>gnore List—Clears from memory all the words that you've told SpellCheck to Ignore this writing session.

Change <u>D</u>ictionary—Displays a Menu where you can select a different user dictionary for the currently displayed script.

Select <u>L</u>anguage—Shows options for changing your SpellChecking to a different language. Use of this feature requires the installation of an optional Foreign Language Dictionary.

Edit <u>U</u>ser 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.

P<u>r</u>oduction Menu

<u>L</u>ock The Script—Displays the Lock the Script menu, allowing you to change all script Locking options in one place. Default setting is to Lock all options. Uncheck the items you don't want locked. Only available in a script *without* Locked Pages.

<u>U</u>nlock 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 script with Locked Pages or Scenes.

Start Next Revision—Prepares your script for the Next Revision, by:

- Removing All Revision Marks.
- Fixing All A-Pages.
- Locking the Header Text.
- Increasing the Revision Draft Color to the next level.
- Taking you to Title Page Publisher to update the Revision Draft Color and Draft Date (in the text boxes you've created for this purpose previously).

This option is only available in a script *with* Locked Pages and Locked Scene Headings. If you haven't saved the current revision, you're prompted to do so before starting the next revision.

Set Revision Draft Color Order—Displays the Revision Draft Color menu, 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. See how the color looks by clicking on it. This option is only available in a script *with* Locked Pages. You can change these options:
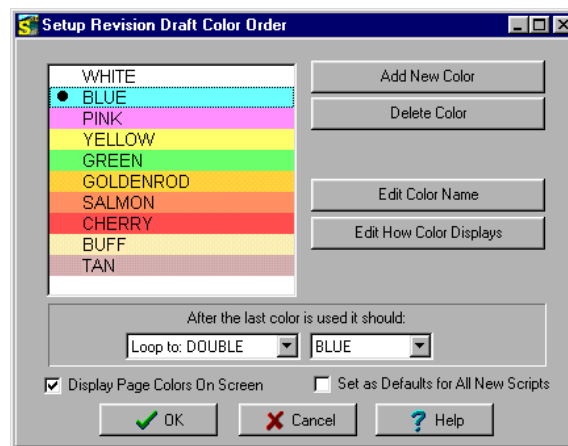
Color Window—The Color Window has the name of the color and the actual color in the background. A color that is selected will have a black dot to the left of its name.

If you add a color to the list it will put it after the selected color.

Add New Color—Allows you to add a New color for Revisions (for example, when all the existing Revision colors have been used). Type the new color's Name in the text window above the Colors window, then click this button. Assign a color from the Color Palette that displays, or design a Custom color. The New Color displays at the end of the Color list.

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 Scripts—If checked, uses the Revision Draft Colors you set here to be the default colors in all New scripts.

Help—Displays a graphical representation of this window and allows you to click on a button for a definition.

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:

- **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.

Auto-Revision...

- **Marks**—Toggles current Auto-Revision Marks on or off for the currently displayed script. A checkmark appears next to **Auto-Revision Marks** when they are on.

- **Colors**—Shows options for Auto-Revision Colors. Any new text you add is automatically highlighted in the color you select. Useful when you have different people working on the script and you want to show who's made what changes.

  - **Blue**—Highlights new text in blue.

  - **Red**—Highlights new text in red.

  - **Green**—Highlights new text in green.

  - **User Defined Color**—Highlights new text in a color of your choice. Requires Screenwriter to convert certain characters (which may be in your script) to codes first.

  - **Turn Revision Color Off**—Turns your color selection off, displaying any new text you add as normal.

Remove...

- **Current Revision Marks**—Removes all current revision marks from the script.

- **Strikeout Codes and/or Text**—Removes all Strikeout Text or just the Strikeout Codes (leaving the text intact).

- **Red Highlights**—Removes red highlighting from revised text, displaying it as normal.

- **Blue Highlights**—Removes blue highlighting from revised text, displaying it as normal.

- **Green Highlights**—Removes green highlighting from revised text, displaying it as normal.

- **User Defined Color Highlights**—Removes User Defined highlighting from revised text, displaying it as normal.

- **All or Some Script Notes**—Select this item to go to a menu where you can select which script notes to remove (i.e. delete) from the script (this definition is taken from the Help menu).

- **All OMITTED Scene Headings**—All OMITTED Scene Headings will cause any following scenes to be renumbered as if those omitted scenes had NEVER existed!

- **Scene Heading 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.

- **Locked Page Break**—Removes a Locked (forced) page break, if it's immediately before or after the element the cursor's in.

Override...

- **Page's Header/Draft Color**—Allows you to override the header of the page the cursor's on. Displays the Header Setup screen for editing of the header text. Only available in a Locked Script.

- **Page Break Type**—Allows you to override the type of page break directly before the cursor, converting it to your preference. Only available in a Locked Script.

- **Element's Numbering**—Allows you to override the numbering of the Scene Header that the cursor's currently in, renumbering it to your preference. Only available in a Locked Script.

Breakdown Tagging—Shows options for tagging breakdown items to be printed on Breakdown Sheets, or exported to Movie Magic Scheduling™.

- **Tagging Mode**—Toggles Tagging mode on or off. When turned on, a checkmark appears next to Tagging Mode on the menu. Tagging mode allows you to tag items by double-clicking on them, then selecting categories from a list.

- **Edit Categories**—Displays a screen where you can change the names or shortcut codes of Breakdown Categories.

- **Tag Item Globally**—Displays a screen allowing you to tag every appearance of an item in your script.

- **Untag All Items**—Removes all Breakdown tagging codes from your script.

- **Setup Duplicate Names**—This Menu allows you to identify alternative names for the same characters (such as ABRAHMS and CAPT. ABRAHMS being the same character) so that the breakdowns and other functions will know not to list them as separate characters.

- **Setup Duplicate Locations**—Like Character Names, it is quite often that a location is identified with slight variations throughout the script -- for example, you may introduce a location as INT. MOUNT PLEASANT LIBRARY, but subsequently simply call it INT. LIBRARY. Use this function to teach Movie Magic Screenwriter which locations are really the same place and have it report them both as the primary name in all breakdowns.

- **Associate Items with Names**—Since it is not uncommon that a character may have a prop or costume (like glasses or a whip) that they always have, Movie Magic Screenwriter has the ability to allow you to associate that item with the character so that every time the character appears, that item is automatically listed on the breakdown information.

- **Associate Items with Locations**—Use this function to associate props, set dressings or effects (like fire or a wind machine) with a location in which they

always appear, and Movie Magic Screenwriter will then automatically report these items every time a scene occurs in that location.

- **Movie Magic Scheduling Export**—Exports your tagged items for import directly into Movie Magic Scheduling. Allows you to choose from a list of scenes from your script.

- **Print Standard Breakdowns**—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.

- **Edit Breakdown Sheets**—Not only can Movie Magic Screenwriter automatically generate and print its internal Breakdown Sheets, this menu item will take you into a powerful Breakdown Sheet Editor where you can actually add items to categories, and edit the Breakdown Sheets "live". All of your changes are actually added to the script in hidden script notes so that anything you do in the Breakdown Sheet Editor will also be retained for all other breakdown functions too.

- **Print Breakdown Sheets**—Displays the Breakdown Scene Selection screen, letting you choose which scenes to print breakdown sheets for and change the breakdown sheets Setup.

TV Breakdowns—Shows options for TV sitcom production breakdowns:

- **Generate Rundown Sheet**—Displays a Menu where you can choose options for printing TV Sitcom Scene Rundowns. Can generate or regenerate Character Lists before printing. Allows you to enter:

     Script Title, **Production**, **Episode #:**, **Draft Version**, **Date** (auto-entered, but editable), **Director**

  Offers these printing options:

     Choice of **Font** and font **Size**

     Box-Width—Lets you choose the width of the blank boxes printed for timing/notes, etc. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.

     Box-Min. Height—Lets you choose the minimum height of the blank boxes printed for timing/notes, etc. Boxes expand if more space than this value allows is needed. Accepts a value between 0.5 and 2 inches, in 1/10 inch increments.

     Print Separate Act/Scene Column—If checked, prints a separate far left column for Act/Scene Information. Unchecked, that information prints as the first line of each box.

     Print Separate 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.

     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.

     Underlining and **Boldfacing** of: **Act/Scene Info**, **Scene Headings**

Print total boxes at end of pg—If checked, prints 3 Totals boxes at the foot of each page.

Print Set List—If checked, prints a list of Sets after printing the Rundown Sheets.

Include Pg #'s in Set List—If checked, prints the Page Numbers that each Set is used on.

- **Generate Set List**—Prints the Set List on its own, without the need to also print Rundown Sheets.

- **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.

Animation Locking—Shows you options for Animation Production Features.

- **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.

Production Solutions—Explains the typical Production Cycle, presents various Production-related problems and offers solutions to them:

- **Merge Text into Script**—This item is ONLY available in a locked script, and will allow you to merge text into this script while preserving the merged texts Scene Heading and Page Break types. You'd typically only

use this if you were taking a locked draft of a script and replacing a section with a re-written scene from another file.

- **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.

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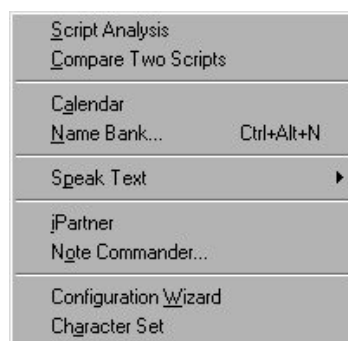
Script Analysis—Provides statistical information (printable) about your scenes and characters. This report can also be printed, or saved to a PrintScript file.

Compare Two Scripts—Compares the differences between two versions of the same script, when both are open in separate windows. Automatically generates a third script with everything that's been added in Red, and everything that's been removed in Strikeout.

Ca̲lendar—Displays a calendar of the current month.

N̲ame 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.

Sp̲eak Text—Movie Magic Screenwriter has the ability to actually read your script aloud using Microsoft's free Text-to-Speech engine. This menu item is the "gateway" to this function, and you should see the online help within the various Speak Text Menus for more details.

- **Setup Voices**—Clicking on this feature activates Microsoft's Speech Engine and displays a window that allows you to assign voices to elements of the script.
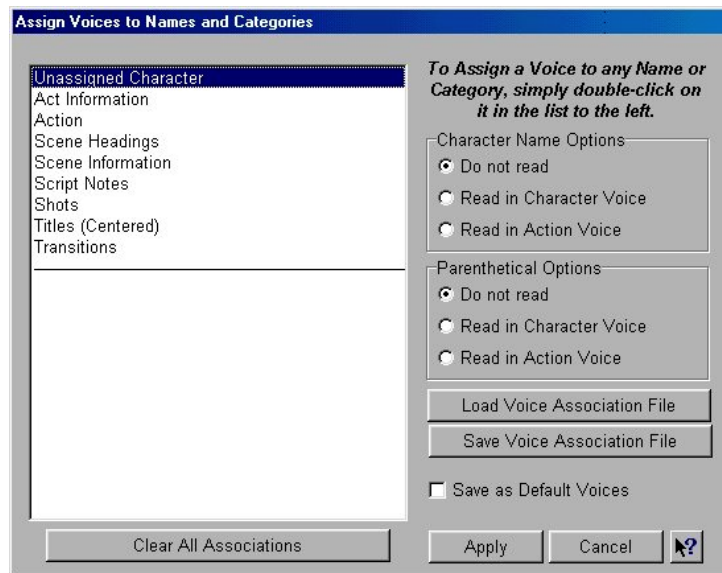
Character Name Options—This area allows you some choices on the way Character Names are read in the script.

- **Do not read**—When selected, the Character Names will not be read.

- **Read in Character Voice**—When selected, will read Character Names in their assigned voices.

- **Read in Action Voice**—If selected, will read Character Names in the voice assigned to the Action element.

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

- **Do not read**—When selected, the Parentheticals will not be read.

- **Read in Character Voice**—When selected, will read Parentheticals in their assigned Character Name voices.

- **Read in Action Voice**—If selected, will read Parentheticals in the voice assigned to the Action element.

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

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 script can now be used for other scripts.

Save as Default Voices—You can save your current voice associations for use on all your future scripts by clicking this check box.

Clear All Associations—Clicking this button removes all assigned voices to your elements.

Apply—This saves all changes and returns you to your script.

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

You can assign a voice by double-clicking on an element. The window below will appear.

The window on the left 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 voice the user selected in the Voice window to a particular element.

Speak Silently—Clicking this button mutes the voice of this character even though Screenwriter will still read it. This creates 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 not assign a voice to the chosen element.

Setup Available Voices—Clicking this button changes the configuration of the window by adding options that allow you to add or modify available voices.

Edit Vocal Characteristics—Clicking this button displays a window that allows you to control the Pitch and Speed of the voice you selected from the Voice window.

Edit Pronunciation—Clicking this button displays a window that allows the user to alter the pronunciation of the voice that was chosen from the Voice window.

Based on the word you enter in the blank field, the Edit Pronunciation window gives you four choices of what you can do with it:

- **Add this word to the dictionary**

- **Change the pronunciation of this word**,

- **Remove this word from the dictionary**

- **Change capitalization or spelling**.

Once the user makes their choice, clicking Next will take them to the next stage of modification.

The **Change the Pronunciation of this word** feature is more extensive and allows you to change the way a voice says the word. To modify the way a word is pronounced the user would 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 voice. You can choose if the new voice is male or female. Whichever selection you choose (male or female) will determine what the default voice this new voice is based on.

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

You can change the default voice by clicking on the **Edit Pronunciation** button.

Delete Voice—Clicking this button allows the user to delete any voice that he has created. Voices that come with the program cannot be deleted.

Edit Voice Name—Clicking this button allows you to change the name of any 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.

- **Read Script**—This function displays the Table Draft Player window. From this window you can play the voices that are assigned to the script.

As the script is being read, an arrow will appear to the left of the element that is being read.

>   **Edit a Pronunciation**—Clicking this button brings up the Edit Pronunciation window. Here you can edit the way voices will say a word. See the picture above that illustrates the look of this window.

>   **Change a Voice**—Clicking this button displays the Setup Voices window where you can assign the voice to a particular element.

iPartner—This feature allows two people to view and edit the same script over the Internet.

When this feature is activated it displays the following window:
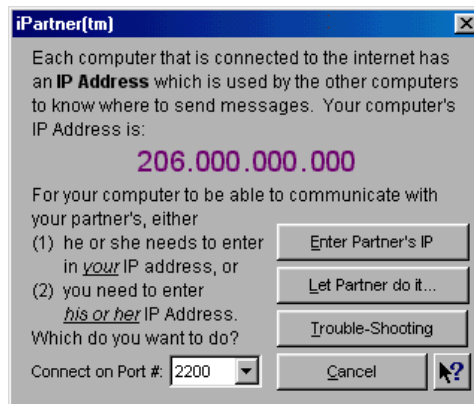
Enter Partner's IP—If you click this button another window will appear allowing you to enter your partner's IP address.

Let Partner do it—If you click this button, screenwriter takes you straight to the iPartner window. Selecting this option leaves the responsibility for naming IP addresses to your partner.

Trouble-Shooting—Clicking this button will take you to a list of common problems that occur with iPartner.

Cancel—Clicking Cancel returns you to the script without implementing the iPartner.

The iPartner Window.
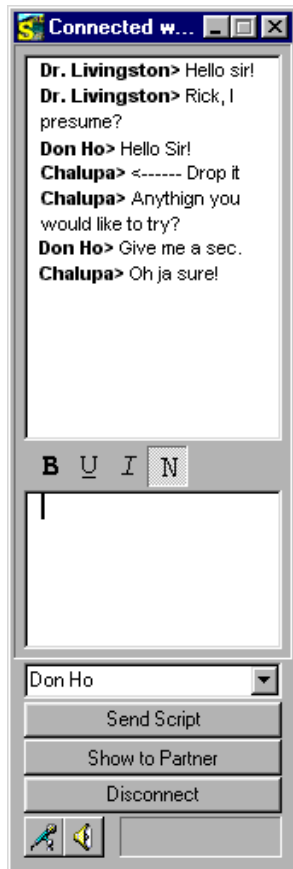
The top window displays the typed conversation.

The bottom window allows you to type text to your partner. You can format the text by using the buttons that are in-between the two windows (B, U, I, and N).

Send Script – This sends the active script to your partner.

Show to Partner – This enables iPartner view, a window with reduced functionality.

Disconnect – This cancels the connection with your partner.

Mic – This enables the microphone so that you can speak to your partner.

Speaker – This allows you to listen to your partner.

Note Commander—Movie Magic Screenwriter's unique Script Note Commander™ gives you instant access to all the Script Notes in the script from one easy window.

To select a Script Note, simply click on it, to select multiple Script Notes at the same time, hold down the <SHIFT> key to select a range, or the <CTRL> key to select individual ones.
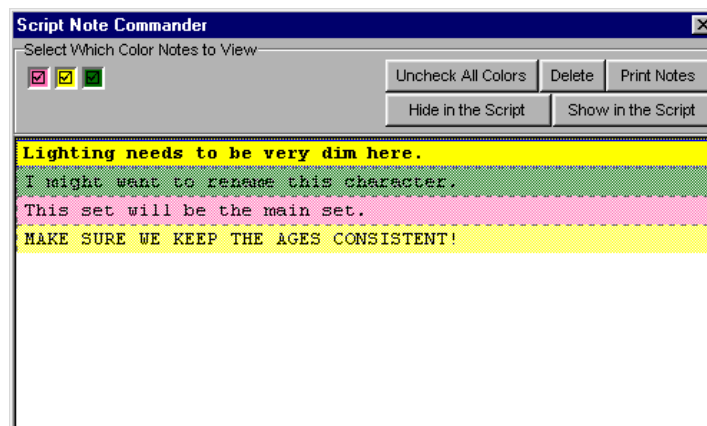
Select Which Color Notes to View—This checkbox represents one of the currently available Script Note Colors and you can turn on/off the display of all Script Notes of this color in the Window below simply by clicking on this box.

NOTE: When you check or uncheck this colored box, you are not affecting the display of those Script Notes within the script itself. To do that, click the [Hide in Script] or [Show in Script] buttons.

Uncheck All Colors—Click this button to turn off the display of all Script Notes Colors in the Window below so that you can easily select Script Notes of only one or two colors without having to manually uncheck all of them.

Delete—Click this button to delete the selected Script Note(s) from the script.

Print Notes—This button takes you to the Print Notes printing setup window. Use this window to choose how the Script Notes are printed.

Hide in the Script—Click this button to hide (turn off the display) of the selected Script Note(s).

Show in the Script—Click this button to show (turn on the display) of the selected Script Note(s).

Configuration Wizard—Takes you to the Configuration Wizard, to configure Screenwriter to work the way you work.

Character Set—Allows you to select characters from the extended Windows Character set for the current font (runs CHARMAP.EXE, if installed).

Window Menu
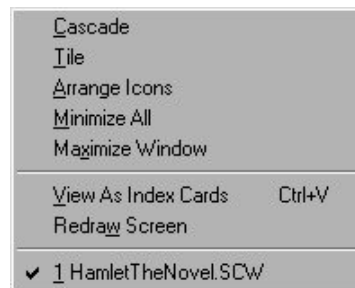
Cascade—Cascades (shrinks and overlays at an offset) all open script windows.

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

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

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

Ma<u>x</u>imize Window—Maximizes the currently selected script window. Click on a script icon to select it.

<u>V</u>iew as Index Cards—Switches to View as Index Card Mode.

Redra<u>w</u> Screen—Forces the screen to be redrawn.

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

<u>H</u>elp Menu

<u>C</u>ontents	F1
Search <u>f</u>or Help on...	
<u>Q</u>uick Help	Alt+F1
What's <u>T</u>his?	Shift+F1
<u>M</u>emory Available	
<u>A</u>bout...	
<u>W</u>eb Resources	▶

<u>C</u>ontents—Displays the main contents window of the Online Help.

Search <u>f</u>or Help On...—Displays the searchable Index of the Online Help.

<u>Q</u>uick Help—Displays a Sample Script Page. Move the cursor over an item to get a Hint, and click on any item to get a brief Help screen.

What's <u>T</u>his?—Click this function or Shift + F1 and it will add a question mark to the mouse's arrow icon. Once you click on a Movie Magic Screenwriter feature, it will display a brief description of its functionality.

<u>M</u>emory Available—Displays the entire system memory available to Windows, including the swap file if any.

<u>A</u>bout...—Displays Screenwriter Version information, and Registration information (if you entered it at Installation).

> **<u>W</u>eb 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.

Appendix E
Command Keys

These are the default command key settings in Screenwriter. Many of them can be changed using **Program Options** under the **File** Menu.

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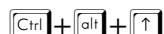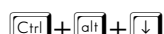
These are the only special keys you need to use to write with Screenwriter:

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

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

Cursor Movement Keys

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

`alt` + `↑` ....Previous Element

`alt` + `↓` ....Next Element

`Ctrl` + `alt` + `↑` ....Previous Scene

`Ctrl` + `alt` + `↓` ....Next Scene

`Ctrl` + `PgUp` ....Previous Script Page

`Ctrl` + `PgDn` ....Next Script Page

`Ctrl`+`alt`+`home` ....Goto Top of Script*

`Ctrl`+`alt`+`end` ....Goto End of Script*

`Ctrl`+`G` ....Goto Page Menu

`→` ....Next character

`←` ....Previous character

`Ctrl`+`→` ....Next Word

`Ctrl`+`←` ....Previous Word

`home` ....Beginning of current line

`end` ....End of current line

`↑` ....Previous Line

`↓` ....Next Line

`PgUp` ....Previous Screen

`PgDn` ....Next Screen

*Asterisked items are the default keystrokes. They can be changed under the File Menu by selecting Program Options, then the Keyboard tab.

Control-Keys

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

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

`Ctrl`+`C` .....Displays a pop-up list of all **Existing Character Names** for your selection (unless you've assigned it to Copy Text.)

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

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

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

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

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

If you're already in a Shot, then the list of Initial Shot Text displays regardless of the status of QuickType.

`Ctrl`+`P` .....Pops up the **Print** Menu.

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

`Ctrl`+`S` .....If you aren't in a **Scene Heading** element, then it puts you into one.
If QuickType is on, a pop-up list of Scene Heading Initial Text displays for your selection.
If you are in a *completely blank* Scene Heading, it pops up the list of Scene Heading Initial Text regardless of the status of QuickType.
If you are in a Scene Heading *with* Scene Heading Initial Text *but without a Location*, a pop-up list of all existing Locations displays for your selection.
If you are in a Scene Heading *with* Scene Heading Initial Text and a Location, a pop-up list of **Time-of-Day** displays for your selection.

NOTE: If you have checked **<Ctrl+S> saves file rather than Inserts Scene** option in **Program Options** under the **File** Menu, it will not perform the Scene Heading functions described above. It performs the same function as the F7 key.

`Ctrl`+`T` ....If you aren't in a **Transition** element, then it puts you into one.
If QuickType is on, a pop-up list of Transitions displays for your selection.
If you're already in a blank Transition, a pop-up list of Transitions displays for your selection, regardless of the status of QuickType.

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

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

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

`Ctrl`+`Enter←` ....Puts you into an **Action** element.

`shift`+`Enter←` ....In an Unlocked script, inserts a **Forced Page Break**. In a Locked script, displays a list of Page Break types.

`shift`+`delete` ....**Cuts** highlighted text.

`Ctrl`+`ins` ....**Copies** highlighted text.

`shift`+`ins` ....**Pastes** text from the clipboard.

`Ctrl`+`-` ....Inserts a **Soft-Hyphen**.

`Ctrl`+`shift`+`-` .....Inserts a **Hard-Dash**.

⌷Ctrl⌷+⌷shift⌷+⌷(⌷.....Inserts a "(" into Dialogue *without changing to a Parenthetical element.*

⌷Ctrl⌷+⌷alt⌷+⌷space⌷.....Inserts a **Hard-Space**.

⌷Ctrl⌷+⌷alt⌷+⌷+⌷.......**Cheats** the Right Margin, increasing it by one letter.

⌷Ctrl⌷+⌷alt⌷+⌷-⌷.......**Cheats** the Right Margin, decreasing it by one letter.

Function Keys

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

⌷F1⌷......................Pops up the **Help Menu**.

⌷F2⌷......................Pops up the **Search for Text** box.

⌷alt⌷+⌷F2⌷...............Pops up the **Search/Replace Text** box.

⌷shift⌷+⌷F2⌷............Continues the last **Search** or **Search/Replace**.

⌷F3⌷......................Pops up the **Cheat Element** Menu.

⌷alt⌷+⌷F3⌷...............Toggles **Show Format Codes** on/off.

⌷F4⌷......................Drops down the **Switch Element** Menu.

⌷alt⌷+⌷F4⌷..............**Exit**s Screenwriter.

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

⌷F5⌷......................Pops up the **Thesaurus**.

⌷F6⌷......................Toggles **Bold** on/off.

⌷Ctrl⌷+⌷F6⌷..............Switches between a number of open Scripts.

⌷shift⌷+⌷F6⌷............**Center**s current element (changes to Title).

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

⌷F8⌷......................Toggles **Underline** on/off.

⌷F9⌷......................Toggles **Italics** on/off.

⌷F10⌷......................Pops up the **Save As** Menu.

⌷F11⌷......................Toggles **Strikeout** on/off.

⌷alt⌷+⌷F11⌷...............Switches between Script and Graph mode in a Multimedia script.

⌨F12 ....Capitalizes the word preceding the cursor.

⌨Ctrl + ⌨F12 ....Capitalizes & bolds the word preceding the cursor.

⌨shift + ⌨F12.............Lowercases the word preceding the cursor.

Appendix F
Format Codes

The following Format Codes are embedded in the text of your script by Screenwriter. To display them:

Under the **File** Menu, select **Display Options** then **Show Format Codes**.

(If your script is going into Production and you perform Breakdown Tagging on it, Tagging Codes are placed around each word you tag. See the Production Features chapter for more details.)

Paired Codes		
CODE	**ON**	**OFF**
Underline	**[U]**	**[u]**
Bold	**[B]**	**[b]**
Italics	**[I]**	**[i]**

Single Codes	
Soft-Hyphen	~
Hard-Dash	£
Hard-Space	£
Locked Revision Mark	**[1]**, **[2]**, **[3]**, or **[4]**
Hard Return	§
Keep Element Together	¶

Appendix G
Files Installed

Screenwriter Files

The following Shortcut files are created in the Movie Magic Screenwriter program window:

Configuration Wizard....................launches Configuration Wizard, to customize the way Screenwriter works.

Movie Magic PrintScript.................launches PrintScript, for viewing/printing scripts without using Screenwriter.

Movie Magic Screenwriter..............launches Screenwriter.

Multimedia Run-Time Player.........launches the program to run Multimedia scripts created in Screenwriter.

ReadMe First!!!.............................the latest information on Screenwriter that didn't make the manual.

Top SpeedBar Editor......................launches the editing program for adding/deleting/changing icons on Screenwriter's top SpeedBar.

User Dictionary Editor...................launches the editing program for adding/deleting/changing entries in Screenwriter's user dictionaries.

The following files are installed in the C:\Movie Magic Screenwriter subdirectory. The files with an asterisk MUST be in C:\Movie Magic Screenwriter for Screenwriter to run correctly.

100.sup....................Dictionary spelling file

171.lex....................Dictionary datafile

BWCC.dll..............dynamic link library

Configwz.exe..........Configuration Wizard

Courolda.ttf............a TrueType font

Couroldb.ttf............a TrueType font

Couroldi.ttf ....a TrueType font

Couroldn.ttf............a TrueType font

Default.640............default 640x480 top SpeedBar definition file

Default.800............default 800x600 top SpeedBar definition file

Dictedit.exe............User Dictionary Editor

Filmterm._us ....a dictionary file

Full640.bar ....640x480 top SpeedBar definition file

Full800.bar ....800x600 top SpeedBar definition file

Importsw.dat..........a Screenwriter data file

Interact.ini ....Multimedia/Interactive format definition file

Namebank.fil.........datafile containing names for the Namebank feature

Netpub.exe ....Internet script publisher

Novel.ini................Novel format definition file

Play.ini..................Stage Play format definition file

Readme.wri............the Readme file

Rtf.xtd....................an import/export filter

Scrnplay.ini............Screenplay format definition file

Scwprint.exe...........PrintScript, a stand-alone view/print program

Scwriter.gid............a Screenwriter data file

Scwriter.hlp ....The Online Help File

Scwriter.ini ....the Screenwriter preferences file

Scwriter.sys............a System file

Scwriter32.exe*.......The Screenwriter Executable program

setupbar.exe............Top SpeedBar Editor

Sitcom1.ini ....Sitcom Filmed format definition file

Sitcom2.ini ....Sitcom Taped format definition file

Swplayer.exe..........the Multimedia Run-time Player

Swscript.ico............ script icon

Thesfile.dic............ Movie Magic Screenwriter Thesaurus

theslink.dll............ dynamic link library

User_us.lxa............. American English user dictionary

WebGrab32.exe....... WebGrab application

Worddos.xtd........... an import/export filter

Wordweb.dot.......... Word Web

Wordweb.dot.......... Word Web Online Help File

Wordweb.lso........... macro programming language file

Wordweb.lss........... macro programming language file

Wordwin.xtd .... an import/export filter

Wordwin6.xtd......... an import/export filter

Wperf60.xtd .... an import/export filter

Wperfect.xtd .... an import/export filter

Wrs32.dll .... dynamic link library

Wrspack.dll .... dynamic link library

Wweb.cnt................ help contents file

Wweb.gid............... a help guide file

Wweb16.wwd .... Word Web data file

WwebUK.wcm........ Word Web data file

WwebUS.wcm......... Word Web data file

Xtdlink.exe............. an import filter file

????????.ini* .... Script Format Definition Files

*.sty .... Style Sheets used for exporting to MS Word

*.xtd...................... Filters for importing/exporting

*.bar...................... Saved Top Speed Bar Setups

The following kinds of files may be in your Scripts subdirectory:

*.scw...................... Your scripts

*.bk .... Previously saved versions of your scripts

*.tmb .... Timed Backups

*.tpg .... Title Page Publisher Template Files

Television Templates, if you installed them, are also located in your Scripts subdirectory:

3rd Rock from the Sun.def................... Third Rock from the Sun

Ally McBeal.def............................... Ally McBeal

Beverly Hills 90210. def...................... Beverly Hills, 90210

Babylon5. def.. Babylon 5

Baywatch.def.................................... Baywatch

Boy Meets World.def.......................... Boy Meets World

Buffy the Vampire Slayer.def.............. Buffy the Vampire Slayer

Caroline in the City. def..................... Caroline in the City

Chicago Hope. def.............................. Chicago Hope

Cybill. def....................................... Cybill

Dawson's Creek.dsf........................... Dawson's Creek

Dharma and Greg.dsf.......................... Dharma and Greg

Days of our lives. def.......................... Days Of Our Lives

Drew Cary Show. def.......................... The Drew Carey Show

Doctor Quinn. def............................. Dr. Quinn, Medicine Woman

Early Edition.def............................... Early Edition

Ellen. def....................................... Ellen

ER. def... ER

Everybody loves Raymond.dsf.............. Everybody Loves Raymond

Frasier.dsf...................................... Frasier

Friends. def.................................... Friends

General Hospital. def.......................... General Hospital

Grace Under Fire. def......................... Grace Under Fire

Hercules. def................................... Hercules

Home Improvement.def………………….…..Home Improvement

Homicide. def……..…………….…………..…Homicide

Just Shoot Me.def………………………….…...Just Shoot Me

King of the Hill. def……………………….…..King of the Hill

La Femme Nakita.def…………………..……Le Femme Nakita

Larry Sanders. def…..…………………………..The Larry Sanders Show

Law & Order. def….…….………….…………Law and Order

Living Single.def……………….……………Living Single

Mad about You. def…………………….…....Mad About You

Melrose Place. def…………………………...Melrose Place

Men Behaving Badly.def………………….…..Men Behaving Badly

Millenium.def……..……………….…………Millenium

Nash Bridges.def……………………………..Nash Bridges

Murphy Brown. def……………….…………Murphy Brown

News Radio. Def……………….……………News Radio

NY Undercover. def…………..………………New York Undercover

NYPD Blue.def………………….……………NYPD Blue

Party of 5. def ……..…………….……………Party of Five

Sabrina.def………….……………….…………Sabrina

Suddenly Susan. def………………………….Suddenly Susan

Simpsons. def ……..…………….……….……The Simpsons

Sliders.def……………………………..……...Sliders

Smartguy.def……………….……………..…..The Smart Guy

South Park.def……………….………………South Park

Spin City. Def……..…………….……………Spin City

Star Trek DS9.def....…………………………...Start Trek Deep Space 9

Star Trek Voyager.def…………………………Star Trek Voyager

Style and Substance.def…………………………Style and Substance

the Nanny. def…………………………………….The Nanny

Touched By an Angel.def………………………..Touched by an Angel

Veronica's Closet.def…………………………...Veronica's Closet

Walker, Texas Ranger.def………………………...Walker, Texas Ranger

Xena. def …………..…………………………….Xena, Princess Warrior

X Files. def …………..……………………………The X-Files

Young & Restless. def   ………………………The Young and the Restless

Appendix H
Utility Programs

Movie Magic Screenwriter for Windows comes with the following useful utilities:

Configuration Wizard (CONFIGWZ.EXE)

The Configuration Wizard is a guide to customizing how Screenwriter functions. It may be run from the **Help** Menu within Screenwriter, or separately by double-clicking on its icon in the Movie Magic Screenwriter program window. For more information, see Customizing Screenwriter in the Advanced Features section of this manual.

Top SpeedBar Editor (SETUPBAR.EXE)

This utility allows you to change which buttons display on the Top SpeedBar, and their location, size, and placement.

To use the Top SpeedBar Editor, double-click on its icon in the Movie Magic Screenwriter program window.

Or, under the **File** Menu, select **Display Options** then **Edit Top Speed Bar**.

You'll see a window like the following:
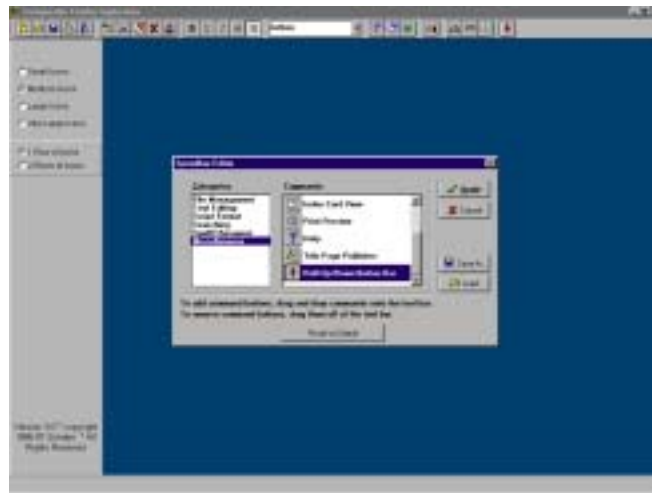
The program comes with two pre-defined bar setups which can be loaded by clicking on the **Load** Button. FULL800.BAR is optimized for a 800x600 display. FULL640.BAR is optimized for a 640x480 display.

You can create many custom bar layouts. Customize the bar the way you prefer, then save it under a new name using the **Save As** button.

Edit the SpeedBar—First choose an Icon size, and whether you'd like 1 or 2 rows. To set up a 2 row bar that can roll between one & two rows, select **2 Rows of Icons**. To switch between displaying 1 and 2 rows, use the **Roll-Up/Down Button Bar**, shown at top right of the above menu example. You'll need to add this button to the top row of the SpeedBar.

Add a button to the SpeedBar—Select the appropriate **Category** in the **Speedbar Editor**. With the mouse, drag the button from the **Commands** window up to where you'd like it to display on the top SpeedBar.

Remove a button from the SpeedBar—Use the mouse to drag the button from the SpeedBar to anywhere off the bar and release it. The Current Element window is the one item that *cannot* be removed from the SpeedBar.

Once the SpeedBar is set up the way you prefer, click on the **Apply** button. Screenwriter exits the SpeedBar Editor and returns to Screenwriter with your preferred SpeedBar loaded (or to the Movie Magic Screenwriter program window, if that's where you launched the Editor from.)

PrintScript (SCWPRINT.EXE)

PrintScript allows computers that don't have Screenwriter installed on them to display or print your scripts. To make that possible, you're allowed to distribute a copy of PrintScript along with your script. To be usable by PrintScript, your script must first be saved to a PrintScript file.

To Create a PrintScript File

Load the script into Screenwriter, and select **Print** under the **File** Menu.

On the Print Menu, select Entire Script or a range of pages or scenes to print.

Check the box **Create PrintScript File instead of Printing Directly**.

Click on **OK**. After you choose certain options, your script is saved to a file in the format that PrintScript uses. A box appears telling you the name and location of that file.

To run PrintScript under Windows 3.1

If PrintScript is installed on the computer, click on its Icon to launch it.

If not, go into the Program Manager. Click on **File**, select **Run...**, and type in SCWPRINT, specifying the path. For example, to run PrintScript from the A:\ drive, type in A:\SCWPRINT. Click on **OK**.

To run PrintScript under Windows 95

If PrintScript is installed on the computer, click on its Icon to launch it.

If not, click on the **Start** Button, select **Run...**, and type in SCWPRINT, specifying the path. For example, to run PrintScript from the A:\ drive, type in A:\SCWPRINT. Click on **OK**.

PrintScript initializes, and displays the following screen:

All PrintScript files (the ones with numbered extensions) are shown. Change the drive or file path as needed by clicking the drive/directory trees. Double click on the file you want and you'll be taken to the following screen:
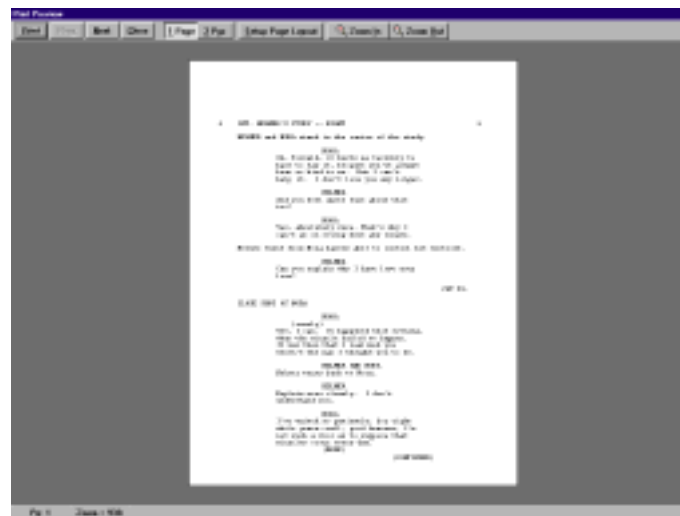
The Top Bar has several buttons on it. From left to right, they are:

Print—Allows you to select a range of pages to print.

Prev and **Next**—Displays the previous or next page.

Zoom In and **Zoom Out**—In single page view only, zooms the display appropriately. You can also zoom in by left clicking on the page, and zoom out by right clicking on the page.

Edit—Allows you to temporarily edit the current page for printing. As changes you make are stored in RAM, they are not saved.

Close—Exits view mode, and displays the PrintScript file selection menu.

1 and **2**—Switches between one-page and two-page view.

Arrow Buttons—The next four page-icon buttons allow you to temporarily alter the page margins, to improve appearance on a specific printer.

Font Window—Allows you to select an alternative display font. Select from all available fonts on the current system.

The Bottom Bar has these buttons:

   <<.............goes to the First page in the PrintScript file.

   < ....goes to the Previous page.

   > ....goes to the Next page.

   >>............goes to the Last page.

   #...............brings up a Go To Page menu.

> **NOTE:** The page numbers referred to by PrintScript's Go To function are the physical pages in the PrintScript file and may not agree with the internal page numbering of the PrintScript file (for example, PrintScript counts a title page as page one, your first page as page 2, etc.).

User Dictionary Editor (DICTEDIT.EXE)

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

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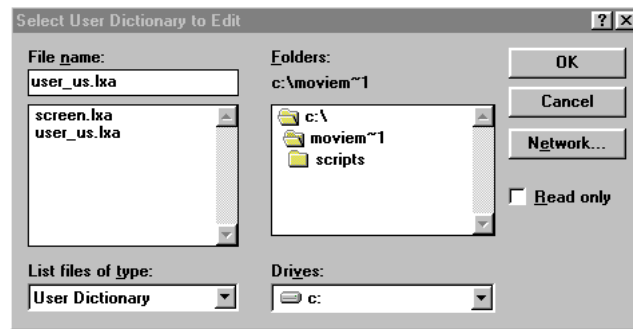
Next, you're asked to **Select User Dictionary**.

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

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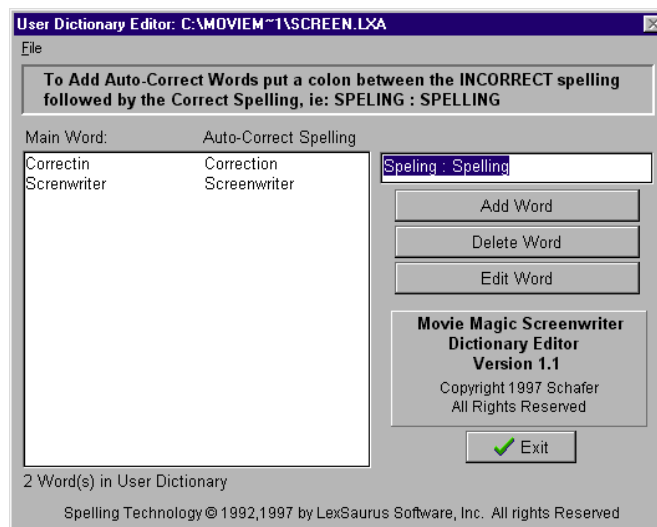
If opening a User Dictionary for the first time, the file is empty and ready for you to add words. Tab to the Word Editing window on the right of the screen. Buttons below it show your options:

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

To allow Screenwriter to **Auto-Correct** a word as you're typing in a script, enter both incorrect and correct spellings here, separated by a colon. For example, to Auto-Correct "Dramatica" when it's spelled as "Darmatica", type in "Darmatica:Dramatica".

NOTE: the Auto-Correct feature must be turned on for this to have any effect on your typing. See Auto-Correct in the SpellCheck section of this manual for details. It's not necessary to type a space either before or after the colon.

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

Delete Word—In the Dictionary window on the left, highlight the word you want to Delete. Click on the **Delete Word** button. You are prompted to confirm the deletion. Click on **Yes** to delete, **No** to keep the word in the User Dictionary.

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

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

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