

SitcomStyle: Macintosh Version

I hope you are pleased with your purchase of SitcomStyle. Please take a moment to inspect the software to make sure that it is what you ordered and that it arrived undamaged.

Introduction

SitcomStyle is not a program. It is a Microsoft Word *template*—a starting point from which you can begin creating your situation comedy scripts. It contains a style sheet and toolbar created specifically for sitcom script writing yet it allows you to continue to use all of Microsoft Word's functionality including Word's spell checker, thesaurus, macro language, redlining capabilities, etc.

Because SitcomStyle is a normal Word template, it can and should be installed like any Microsoft Word template. Different versions of Microsoft Word handle templates differently. Below you will find template installation instructions for several currently available version of Word or you can simply refer to Word's printed documentation or online help.

If you already own ScreenStyle, Style-Soft's other script formatting template, and remember how you installed it, you will find the following procedures identical to what you did last time. ScreenStyle is also an ordinary Microsoft Word template.

Installation: Microsoft Word For Macintosh 3.0-5.1

SitcomStyle does not function under versions of Microsoft Word For Macintosh earlier than 6.0.

Installation: Microsoft Word For Macintosh 6.0

To install the software under Microsoft Word 6.0, please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the SitcomStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.
2. Open the SitcomStyle CD-ROM or floppy disk either by double-clicking its icon or by following your usual procedure for accessing files on inserted disks.
3. If you received the software on floppy disk, on the floppy disk find the folder labeled "Microsoft Word 6.0", open it, and find the SitcomStyle template ("SitcomStyle") inside. Keep the SitcomStyle template in view—you will need it momentarily. Skip down to step 5.
4. If you received the software on CD-ROM, on the CD-ROM find the folder called "SitcomStyle" and open it. If the entire CD-ROM is called "SitcomStyle", make sure the CD-ROM is open so you can see its contents. Find the folder called "Macintosh" and open it. Find the folder labeled "Microsoft Word 6.0", open it, and find the SitcomStyle template ("SitcomStyle") inside. Keep the SitcomStyle template in view—you will need it momentarily.

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5. Open your computer's main hard disk or whichever disk on your computer system contains the Microsoft Word program Version 6.0. You will usually find Word 6.0 inside a folder called "Microsoft Word" or "Microsoft Office" (unless you renamed it). Open whichever folder contains Microsoft Word 6.0 or Microsoft Office.
6. Inside the folder that contains Microsoft Word 6.0 or Microsoft Office you will find a folder called "Templates". Copy the Word 6.0 version of the SitcomStyle template ("SitcomStyle") from the floppy disk or CD-ROM inside the "Templates" folder. *It is very important that you make sure the SitcomStyle template ("SitcomStyle") is located inside the "Templates" folder or Microsoft Word 6.0 will not know where to find the SitcomStyle template and SitcomStyle will not function properly!*
7. Start Microsoft Word 6.0.
8. Choose "New..." from Microsoft Word 6.0's "File" menu and choose "SitcomStyle" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

NOTE: If "SitcomStyle" is *not* listed in the dialogue box that appears when you choose "New..." from the "File" menu and you are certain that you correctly placed it inside the "Templates" folder, then Microsoft Word may be looking in the wrong place for the SitcomStyle template. With Microsoft Word 6.0 running, choose "Options..." from the "Tools" menu. In the dialogue box that appears, click on the tab labeled "File Locations". On the list that appears, highlight "File Locations", then click on "Modify..." A dialogue box will appear. Navigate by pointing and clicking inside the "Templates" folder inside the folder that stores Word, then click on "Use Selected Folder". Click on "Close". "SitcomStyle" should now appear in the dialogue box that appears when "New..." is selected from the "File" menu.

Don't forget to read and print out the included documents "SitcomStyle Read Me" or "SitcomStyle Read Me.pdf" for instructions on using SitcomStyle!

Installation: Microsoft Word For Macintosh 98 and Later (Including X)

To install the software under Microsoft Word For Macintosh 98 and later (including X), please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the SitcomStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.
2. Open the SitcomStyle CD-ROM or floppy disk either by double-clicking its icon or by following your usual procedure for accessing files on inserted disks.
3. If you received the software on floppy disk, on the floppy disk find the folder labeled "Microsoft Word 98-X", open it, and find the SitcomStyle template ("SitcomStyle") inside. Keep the SitcomStyle template in view—you will need it momentarily. Skip down to step 5.
4. If you received the software on CD-ROM, on the CD-ROM find the folder called "SitcomStyle" and open it. If the entire CD-ROM is called "SitcomStyle", make sure the CD-ROM is open so you can see its contents. Find the folder called "Macintosh" and open it.

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Find the folder labeled “Microsoft Word 98-X”, open it, and find the SitcomStyle template (“SitcomStyle”) inside. Keep the SitcomStyle template in view—you will need it momentarily.

5. Open your computer’s main hard disk or whichever disk on your computer system contains the Microsoft Word program. You will usually find Microsoft Word inside a folder called “Microsoft Word” or “Microsoft Office” (unless you renamed it). Open whichever folder contains Microsoft Word or Microsoft Office.
6. Inside the folder that contains Microsoft Word or Microsoft Office you will find a folder called “Templates”. Open the folder called “Templates”.
7. Inside the folder called “Templates” you should find another folder called “My Templates”. You may need to scroll down or sideways within the “Templates” window to find the “My Templates” folder. When you find the “My Templates” folder, open it.
8. Copy the SitcomStyle template (“SitcomStyle”) that you kept in view as instructed above from the floppy disk or CD-ROM into the “My Templates” folder.
9. If there is no “My Templates” folder inside the “Templates” folder, simply copy SitcomStyle directly into the “Templates” folder. *It is very important that you make sure the SitcomStyle template (“SitcomStyle”) is located inside the “My Templates” or the “Templates” folder or Microsoft Word will not know where to find the SitcomStyle template and SitcomStyle will not function properly!*
10. Start Microsoft Word.
11. Choose “Project Gallery”, “Task Launcher”, or “New...” from Microsoft Word’s “File” menu.
12. Choose “My Templates” or “SitcomStyle” from the dialogue box that appears. If neither “My Templates” nor “SitcomStyle” are visible, scroll down or sideways within the dialogue box window until either comes into view.
13. If you were able to choose and open “My Templates” per step 12, choose “SitcomStyle” from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

Don’t forget to read and print out the included documents “SitcomStyle Read Me” or “SitcomStyle Read Me.pdf” for instructions on using SitcomStyle!

Alternative Installation Method: Microsoft Word 6.0 and Later

If you experience difficulty with the above instructions, an alternative installation method is to open the SitcomStyle template (“SitcomStyle”) directly. *Do not do this by double-clicking the SitcomStyle template (“SitcomStyle”) directly!* Instead please follow these steps:

1. Start up Microsoft Word.
2. Choose “Open” from the “File...” menu. From the pop-up menu “Show”, choose “Word Templates”.

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3. Open the SitcomStyle template ("SitcomStyle") from its location on the SitcomStyle CD-ROM or floppy disk. *Make sure you are opening the version of SitcomStyle appropriate for your version of Microsoft Word.* Refer to the instructions above if you have difficulty locating the version of SitcomStyle appropriate for your version of Microsoft Word.
4. If upon opening the SitcomStyle template Microsoft Word offers you the option, choose to "Enable Macros".
5. Once the SitcomStyle template is open, *do not type anything or make any changes!* Instead, simply choose "Save As" from the "File" menu.
6. Choose "Document Template" from the pop-up "Format" menu in the "Save As" dialogue box. Choosing "Document Template" should automatically change the folder into which you will save the SitcomStyle template to either the "My Documents" or the "Documents" folder.
7. Click on "Save" and close the SitcomStyle template.
8. Choose "Project Gallery", "Task Launcher", or "New..." from Microsoft Word's "File" menu.
9. Choose "My Templates" or "SitcomStyle" from the dialogue box that appears. If neither "My Templates" nor "SitcomStyle" are visible, scroll down or sideways within the dialogue box window until either comes into view.
10. If you were able to choose and open "My Templates" per step 9, choose "SitcomStyle" from the dialogue box that appears. This will open an untitled SitcomStyle document with all commands and automation intact.

Your Microsoft Word User Manual will have more information about working with template files.

Sincerely,

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