

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

Written by

Emmett Loverde

emmettloverde.com

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

Written by

Emmett Loverde

emmettloverde.com

Contact:

1/6/03 DRAFT

Emmett Loverde
(310) 207-4475
www.emmettloverde.com

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

CONTENTSFADE IN:

Twenty-Five Words or Less	3
What It Is	4
Versions of Microsoft Word Supported	5
SitcomStyle Versus Dedicated Programs	6
Quick Start	7
PROPER USE OF SitcomStyle	9
THE SitcomStyle Template	10
THE STYLE SHEET	12
Pagination	13
Capitalization	14
Act and Scene Numbering Overview	15
Line Spacing	16
The Styles	17
Keyboard Shortcuts	28
Working in Outline View	29
Headers and Footers	30
Series of Shots	31
Two-Column Dialogue	32
The SitcomStyle Menu	34

The SitcomStyle Toolbar 38
The SitcomStyle AutoText Entries 44
Scripts that Originate in Other Word Processors 47
Using the SitcomStyle Examples 49
Ext. Place - time of day 50
Int. Place - time of day 51
Series of Shots 53

FADE OUT.

END OF CONTENTS

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT ONE

A

FADE IN:

TWENTY-FIVE WORDS OR LESS
(Log line)

WHAT IF PROPERLY FORMATTING A SITCOM TELEPLAY REQUIRED NO MORE
THOUGHT THAN A SIMPLE LETTER -- AND ACT BREAKS, SCENE BREAKS, PAGE
NUMBERING AND BREAKS, AND CAPITALIZATION WERE HANDLED
AUTOMATICALLY?

WHY NOT LET YOUR COMPUTER KEEP HOUSE, KEEPING YOU FREE TO WRITE?

CUT TO:

B

FADE IN:

WHAT IT IS
(Description)

THE SITCOMSTYLE TEMPLATE CONTAINS A STYLE SHEET AND TOOLBAR CREATED SPECIFICALLY FOR THE NEEDS OF SITCOM WRITERS. THE STYLE SHEET AND TOOLBAR SPECIFICATIONS INCLUDE MARGINS, TAB SETTINGS, AND CAPITALIZATION REQUIREMENTS. CERTAIN FLOURISHES HAVE BEEN ADDED TO THE TEMPLATE THAT CAN BE EASILY ALTERED BY THE USER AT HIS OR HER DISCRETION.

THE USER MAY WISH TO PRINT OUT A HARD COPY OF THIS DOCUMENT FOR EASY REFERENCE.

SMASH CUT TO:

C

FADE IN:

VERSIONS OF MICROSOFT WORD SUPPORTED
(Compatibility)

SITCOMSTYLE IS AVAILABLE IN VERSIONS FOR MICROSOFT WORD FOR MACINTOSH 6.0 AND 98, AND FOR MICROSOFT WORD FOR WINDOWS 6.0, 7.0, 97, AND 2000. VERSIONS SITCOMSTYLE THAT RUN UNDER VERSIONS OF MICROSOFT WORD EARLIER THAN THOSE LISTED ABOVE ARE NOT CURRENTLY AVAILABLE.

DISSOLVE TO:

D

FADE IN:

SITCOMSTYLE VERSUS DEDICATED PROGRAMS
(Advantages)

SITCOMSTYLE IS A WELCOME ALTERNATIVE TO THE DEDICATED "SCRIPT PROCESSORS" ON THE MARKET BECAUSE IT ALLOWS USERS TO WORK IN A FAMILIAR ENVIRONMENT -- MICROSOFT WORD IS ONE OF THE MOST VERSATILE WORD PROCESSORS EVER WRITTEN -- AND USERS CAN EASILY TRANSLATE FROM ONE OF THE MICROSOFT WORD FORMATS TO ANY OTHER WORD PROCESSING FORMAT SHOULD THE NEED ARISE.

RAZOR CUT TO:

E

FADE IN:QUICK START

(Start, Quick)

IF YOUR WORKING KNOWLEDGE OF MICROSOFT WORD IS PRETTY SOLID, YOU MIGHT WANT TO DIVE RIGHT INTO TYPING A SCRIPT FROM SCRATCH USING SITCOMSTYLE.

CHOOSE "NEW..." FROM THE "FILE" MENU. IF YOU ARE RUNNING WORD 6.0 FOR MACINTOSH OR WORD 98 FOR MACINTOSH (FROM HERE FORWARD CALLED "MACWORD 6" AND "MACWORD 98"), CHOOSE "SITCOMSTYLE" FROM THE DIALOGUE BOX THAT APPEARS (IF YOU CAN'T SEE "SITCOMSTYLE", SCROLL THE LIST IN THE DIALOGUE BOX UP OR DOWN UNTIL YOU DO). IF YOU ARE RUNNING WORD 6.0 OR 7.0 FOR WINDOWS (FROM HERE FORWARD CALLED "WINWORD 6" AND "WINWORD 7"), CHOOSE "SITCOM" FROM THE DIALOGUE BOX THAT APPEARS (IF YOU CAN'T SEE "SITCOM", SCROLL THE LIST IN THE DIALOGUE BOX UP OR DOWN UNTIL YOU DO). IF YOU ARE RUNNING WORD 97 OR 2000 FOR WINDOWS (FROM HERE FORWARD CALLED "WINWORD 97" AND "WINWORD 2000"), CHOOSE "SITCOMSTYLE" FROM THE DIALOGUE BOX THAT APPEARS (IF YOU CAN'T SEE "SITCOMSTYLE", SCROLL THE LIST IN THE DIALOGUE BOX UP OR DOWN UNTIL YOU DO). CLICK ON THE "OK" BUTTON.

A SERIES OF TEXT STRINGS WILL BE HIGHLIGHTED; THE FIRST WILL READ "INSERT SITCOM NAME". TYPE IN THE NAME OF THE SITCOM AND PRESS THE "RETURN" KEY (WINWORD 6, MACWORD 6, WINWORD 7) OR THE "TAB" KEY (WINWORD 97, MACWORD 98, WINWORD 2000). (YOU WILL BE ABLE TO ALTER ANY OF THE ITEMS YOU TYPE IN DURING THESE SECTIONS LATER IF YOU WISH.)

THE NEXT TEXT STRING WILL READ "INSERT EPISODE TITLE". TYPE IN THE TITLE OF YOUR EPISODE AND PRESS "RETURN" (WINWORD 6, MACWORD 6, WINWORD 7) OR "TAB" (WINWORD 97, MACWORD 98, WINWORD 2000). (AGAIN, YOU CAN EASILY ALTER THE TITLE LATER.)

THE NEXT TEXT STRING WILL READ "INSERT AUTHOR NAME". TYPE IN THE NAME OR NAMES OF THE AUTHOR(S) AND PRESS "RETURN" (WINWORD 6, MACWORD 6, WINWORD 7) OR "TAB" (WINWORD 97, MACWORD 98, WINWORD 2000).

NEXT WILL BE HIGHLIGHTED A BOGUS TELEPHONE NUMBER. TYPE IN A "CONTACT NUMBER" (A PHONE NUMBER FOR PEOPLE TO CALL WHO MAY BE INTERESTED IN YOUR SCRIPT). PRESS "RETURN" (WINWORD 6, MACWORD 6, WINWORD 7) OR "TAB" (WINWORD 97, MACWORD 98, WINWORD 2000).

SITCOMSTYLE WILL NOW EXECUTE A SHORT SEQUENCE OF COMMANDS WHICH WILL PLACE THE INFORMATION YOU HAVE JUST ENTERED IN ITS PROPER PLACE(S) IN THE SCRIPT. DEPENDING ON THE POWER OF YOUR COMPUTER, THIS WILL TAKE AS LONG AS A MINUTE OR AS LITTLE AS A FEW SECONDS. DO NOT ATTEMPT TO INTERFERE WITH THE OPERATION. WHEN IT IS COMPLETE, THE TEXT "START TYPING HERE" WILL BE HIGHLIGHTED.

START TYPING YOUR SCRIPT! (DON'T FORGET TO SAVE OFTEN.)

MATCH CUT TO:

F

FADE IN:

PROPER USE OF SITCOMSTYLE
(Usage, Proper)

A SOLID WORKING KNOWLEDGE OF MICROSOFT WORD IS HELPFUL IF USERS WISH TO MAKE FULL USE OF SITCOMSTYLE'S FEATURES AND AUTOMATION.

USERS SHOULD PRINT OUT THIS ENTIRE DOCUMENT AND KEEP IT AS A REFERENCE WHILE USING SITCOMSTYLE.

FADE OUT.

END OF ACT ONE

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT TWO

G

FADE IN:THE SITCOMSTYLE TEMPLATE
(Description)

THE SITCOMSTYLE TEMPLATE ("SITCOMSTYLE" FOR MACWORD 6 AND MACWORD 98, "SITCOM.DOT" FOR WINWORD 6 AND WINWORD 7, OR "SITCOMSTYLE.DOT" FOR WINWORD 98 AND WINWORD 2000) IS AN ORDINARY WORD TEMPLATE DIVIDED INTO TWO OR MORE SECTIONS (SEE THE MICROSOFT WORD DOCUMENTATION FOR EXPLANATIONS OF "SECTION" AND "TEMPLATE").

SECTION 1 CONTAINS THE SCRIPT'S COVER AND TITLE PAGE. THE AUTHOR'S ADDRESS, PHONE NUMBER, AND THE VERSION DATE AND/OR NUMBER SHOULD BE INSERTED INTO THE FOOTER OF SECTION 1 (NOT THE FIRST FOOTER) (SEE THE MICROSOFT WORD DOCUMENTATION FOR AN EXPLANATION OF HOW TO ACCESS HEADERS AND FOOTERS). PLACING THIS INFORMATION IN THE FOOTER ENSURES THAT IT WILL REMAIN IN THE PROPER PLACE RELATIVE TO THE PAGE'S BOTTOM MARGIN -- AND THAT IT WILL ALWAYS APPEAR ON THE TITLE PAGE.

USERS MAY ALTER THE CONTACT INFORMATION IN THE FIRST FOOTER SO THAT IT CONTAINS THE CONTACT INFORMATION FOR THE AUTHOR'S AGENT OR PRODUCTION COMPANY.

SECTION 1 SHOULD BE NO LONGER THAN TWO PAGES (THE COVER AND THE TITLE PAGE).

SECTIONS 2 AND LATER WILL HOUSE THE ACTUAL TEXT OF THE SCRIPT ITSELF. IT IS NECESSARY THAT THE SCRIPT TEXT BEGIN IN A SECTION SEPARATE FROM THE COVER/TITLE SECTION SO THAT THE SCRIPT'S FIRST PAGE WILL BE NUMBERED "PAGE 1".

AS THE SCRIPT IS WRITTEN, NEW ACTS AND SCENES WILL BE ADDED TO IT WHICH WILL CAUSE ADDITIONAL SECTIONS TO BE CREATED.

THIS MANUAL ITSELF WAS CREATED USING THE SITCOMSTYLE TEMPLATE, AND IS THUS FORMATTED IN THE (SOMEWHAT-DIFFICULT-TO-READ) FORMAT OF A TAPED SITCOM SCRIPT. USERS WILL NOTICE THAT EACH CHAPTER OF THIS MANUAL BEGINS ON A NEW PAGE AND EXISTS IN A SEPARATE SECTION. THIS IS IN KEEPING WITH THE SITCOM SCRIPT FORMAT, WHICH DICTATES THAT EACH NEW SCENE BEGIN ON A NEW PAGE.

THE MARGINS OF THE SITCOMSTYLE DOCUMENT ARE WIDE ENOUGH TO ACCOMMODATE THREE-HOLE-PUNCH PAPER. IT IS VERY IMPORTANT TO NOT ALTER THESE MARGINS, AS DOING SO WILL LIKELY CAUSE THE DOCUMENT TO NOT CONFORM TO TAPED SITCOM FORMAT.

THE CORRECT FONTS FOR SITCOM SCRIPT USE ARE "COURIER" (ON THE MACINTOSH PLATFORM) OR "COURIER NEW" (ON THE WINDOWS PLATFORM) 12 POINT. NO OTHER TYPEFACES SHOULD BE USED. IF "COURIER" OR "COURIER NEW" OR SOME VERSION THEREOF ARE UNAVAILABLE ON YOUR SYSTEM, OBTAIN AND INSTALL THEM. "COURIER" AND "COURIER NEW" CAN BE DOWNLOADED FOR FREE FROM APPLE COMPUTER'S (WWW.APPLE.COM) AND MICROSOFT'S (WWW.MICROSOFT.COM) WEB SITES.

THE PROPER SIZE PAPER FOR SITCOM SCRIPT USE IN THE UNITED STATES IS 8 1/2 INCHES BY 11 INCHES. NO OTHER SIZE PAPER SHOULD BE USED.

H

FADE IN:

THE STYLE SHEET
(Styles)

SITCOMSTYLE'S STYLE SHEET IS THE SOURCE OF MUCH OF ITS AUTOMATION (SEE THE MICROSOFT WORD DOCUMENTATION FOR A MORE THOROUGH EXPLANATION OF STYLE SHEETS).

USERS MAY WISH TO RENAME SOME OF THE STYLES TO SUIT THEIR OWN WORK METHODS. THE AUTHOR ADVISES AGAINST THIS, HOWEVER. CERTAIN STYLE NAMES, SUCH AS "HEADING 1" OR "NORMAL", HAVE SPECIAL PROPERTIES DEFINED BY MICROSOFT WORD ITSELF, ARE THE BASIS FOR OTHER STYLE DEFINITIONS, AND/OR MAY BE REFERRED TO BY NAME BY SITCOMSTYLE'S MACROS. RENAMING STYLES MAY INTERFERE WITH SITCOMSTYLE'S AUTOMATION.

OFTEN-USED STYLES HAVE BEEN ASSIGNED SPECIAL KEYSTROKES TO MAKE THEIR APPLICATION FAST AND EASY. THESE KEYSTROKES CAN BE CHANGED, AND CHANGING THEM WILL NOT INTERFERE WITH THEIR FUNCTION, SO USERS ARE FREE TO CUSTOMIZE.

THE KEYSTROKES ASSIGNED TO SPECIFIC STYLES ARE LISTED IN THE SECTION "THE STYLES".

THE STYLE DEFINITIONS CONTAIN MARGIN AND TAB SETTINGS, LINE SPACING, LINE JUSTIFICATION, TYPEFACE SPECIFICATIONS (CAPITALIZATION, UNDERLINING, ETC.), AUTOMATIC NUMBERING (WHEN APPROPRIATE), INTER-PARAGRAPH SPACING -- EVEN CONTROLS OVER PAGE BREAKS. IT IS VERY IMPORTANT NOT TO ALTER THESE SETTINGS, AS THEY CONFORM TO TAPED SITCOM SCRIPT FORMAT.

I

FADE IN:PAGINATION

(Page breaks)

PROPER PAGE BREAKING WITHIN THE SCRIPT BODY IS HANDLED BY SITCOMSTYLE. FOR EXAMPLE, SITCOMSTYLE WILL NOT ALLOW PAGE BREAKS TO OCCUR BETWEEN A CHARACTER'S NAME AND HIS OR HER DIALOGUE, OR BETWEEN A SCENE DESCRIPTION (I.E., "INT. BAR - DAY") AND THE PARAGRAPH THAT IMMEDIATELY FOLLOWS IT.

BECAUSE OF THIS AUTOMATION, IT IS NOT RECOMMENDED THAT USERS INSERT "HARD" PAGE BREAKS TO PAGINATE THEIR SCRIPT.

IF THE USER NOTICES, UPON PRINTING, THAT THE SCRIPT'S PAGE LENGTHS ARE UNEVEN (I.E., SOME PAGES CONTAIN DIALOGUE REACHING NEAR THE BOTTOM MARGIN, WHILE ON OTHER PAGES THE DIALOGUE ENDS HALFWAY DOWN), IT MAY BE BECAUSE THE SCRIPT CONTAINS LARGE PARAGRAPHS OF DIALOGUE OR SCENIC DESCRIPTION. IT IS STRONGLY SUGGESTED THAT THE USER BREAK UP OR CUT THESE UNWIELDY PASSAGES -- PARTICULARLY SINCE SITCOMS TEND TO RELY ON QUICK EXCHANGES BETWEEN CHARACTERS, AND NOT ON LONG SPEECHES.

J

FADE IN:

CAPITALIZATION
(Capitals)

CAPITALIZATION IS AUTOMATIC IN SEVERAL OF THE SITCOMSTYLE TEMPLATE STYLES. THEREFORE, USE OF THE "CAPS LOCK" KEY IS SELDOM NECESSARY. IT IS ALWAYS PREFERABLE TO TYPE IN UPPER- AND LOWER-CASE -- EVEN WHEN THE RESULTING TEXT WILL APPEAR IN ALL CAPITALS (SUCH AS WHAT YOU ARE READING NOW) -- BECAUSE IF THE SCRIPT IS EVER TRANSLATED INTO ANOTHER FORM (SUCH AS FILMED SITCOM OR THEATRICAL) IN WHICH SUCH CAPITALIZATION IS NOT APPROPRIATE, LITTLE, IF ANY, RETYPING WILL BE NECESSARY.

K

FADE IN:

ACT AND SCENE NUMBERING OVERVIEW
(Numbers, Letters)

ACT AND SCENE NUMBERING IN SITCOMSTYLE IS AUTOMATED THROUGH THE USE OF TWO MACROS ("NEW ACT" AND "NEW SCENE") IN CONJUNCTION WITH ONE OF SITCOMSTYLE'S STYLES ("HEADING 1"). THE PROPER USE OF THESE TWO MACROS, WHICH CAN BE ACCESSED VIA EITHER THE SITCOMSTYLE MENU OR THE SITCOMSTYLE TOOLBAR, WILL ENSURE A PROPERLY NUMBERED AND PAGINATED SCRIPT.

L

FADE IN:

LINE SPACING
(Lines, Spaces)

PROPER LINE AND PARAGRAPH SPACING IS HANDLED BY THE STYLES THEMSELVES. THE AUTHOR ADMONISHES THE USER TO NOT USE THE "RETURN" KEY TO INSERT EXTRA SPACE BETWEEN PARAGRAPHS, AS THIS WILL LIKELY RESULT IN UNEVEN TOP PAGE MARGINS.

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT THREE

M

FADE IN:THE STYLES
(Descriptions)

WHAT FOLLOWS IS THE NAME OF EACH STYLE AND A BRIEF DESCRIPTION OF ITS USE.

ACTIONS

This style is used for paragraphs containing action and scenic descriptions. It is automatically followed by the style "Character". Its keyboard shortcuts are Control+Shift+A (Windows) and Command+Shift+A (Macintosh -- the "Command" key is often called the "Apple" key).

BY

This style is for the line containing the author's name on the title page.

CHARACTER

This style is for a character's name. It is automatically followed by the style "Dialogue". Its keyboard shortcuts are Control+Shift+C and Command+Shift+C.

COLUMN 1 DIALOGUE

This style is used for dialogue in Column 1 of a sequence of two-column dialogue. It is automatically followed by the style "Column Character".

COLUMN 2 DIALOGUE

This style is used for dialogue in Column 2 of a sequence of two-column dialogue. It is automatically followed by the style "Column Character".

COLUMN CHARACTER

This style is used for the characters' names in a sequence of two-column dialogue. It is automatically followed by the style "Column 1 Dialogue".

COVER

This style is used for the text on the cover of the script.

DIALOGUE

This style is used for dialogue. It is automatically followed by the style "Character" to better facilitate writing conversations. Its keyboard shortcuts are Control+Shift+D and Command+Shift+D.

DISSOLVE

This style is used for scene transitions (i.e., "CUT TO:", "DISSOLVE TO:", etc.)

END

This style is used for "End of Act XXX" and/or "The End".

FADE IN

This style is used for such headings as "FADE IN:", "FADE OUT", "BEGIN CREDITS", "ROLL CREDITS", etc. It is automatically followed by the style "Heading 2" because such headings tend to be followed by slug lines.

FIRST FOOTER

This style is used for the footer on the title page of the sitcom.

FOCUS ON

This style is used to indicate that a person or object is to be highlighted on camera. See the end of this document for an example of this in use. This style is automatically followed by the style "Actions". Its keyboard shortcuts are Control+Shift+F and Command+Shift+F.

FOOTER

This style is used for the footer of every page save the title page. However, since taped sitcom format does not actually call for footers, the style is seldom used.

HEADER

This style is used for the headers that run throughout the script.

HEADING 1

This style is used for scene headings. It contains automatic numbering in the form of capital letters ("A", "B", "C", etc.) This style is so named to allow it to be more easily manipulated in Microsoft Word's Outline View, as will be explained later in this document. It is automatically followed by the style "Fade In". Its keyboard shortcut is Control+Shift+1 (on both Windows and Macintosh), but normally it should be automatically inserted through the use of the "New Act" and "New Scene" buttons on the SitcomStyle Toolbar and the so-named items on the SitcomStyle Menu.

HEADING 2

This style is used for "slug lines". The style is so named to allow it to be more easily manipulated in Microsoft Word's Outline View, as will be explained later in this document. It is automatically followed by the style "Subtitle" (which is used to list the characters appearing in the current scene). The keyboard shortcut for "Heading 2" is Control+Shift+2 (on both Windows and Macintosh).

HEADING 3

This style is used in the preparation of a "Montage" or a "Series of Shots" sequence. It contains automatic lettering which allows quick reordering of a sequence without tedious retyping. See the example of its use at the end of this document. Its keyboard shortcut is Control+Shift+3 (on both Windows and Macintosh).

LAST DIALOGUE

This style is used when a paragraph of dialogue ends a scene. It is automatically followed by the style "Dissolve" to facilitate typing the transition to a new act or a new scene. Its keyboard shortcuts are Control+Shift+T and Command+Shift+T.

LST ACTIONS

This style is used when a paragraph of action or scenic description ends a scene. It is automatically followed by the style "Dissolve" to facilitate typing the transition to a new act or a new scene. Its keyboard shortcuts are Control+Shift+S and Command+Shift+S.

NORMAL

The Normal style is the base for all the others. It is very important that the user not alter this style in any way, as changes to it will likely be reflected throughout the document, in every style.

PAGE 1 ACT NAME

This style is used on the first page of each act of the script. If inserted automatically through the use of the "New Act" button on the SitcomStyle Toolbar and/or the "New Act" item on the SitcomStyle Menu, it will include an automatically numbered act heading such as "Act One" or "Act Two". It is automatically followed by the style "Heading 1".

PAGE 1 EPISODE TITLE

This style is used on the first page of each act of the script to designate the title of the episode. It should be inserted through the use of the "New Act" button on the SitcomStyle Toolbar and/or the "New Act" item on the SitcomStyle Menu. It is automatically followed by the style "Page 1 Act Name".

PAGE 1 TITLE

This style is used on the first page of the text of the sitcom (not the title page), where the title of the sitcom appears. It is automatically followed by the style "Page 1 Episode Title".

PRE FOCUS ON

This is a variation on the "Actions" style that prevents a page break from appearing between it and the paragraph that follows. This style is automatically followed by "Focus On" (see the end of this document for an example of this in use). Its keyboard shortcuts are Control+Shift+P and Command+Shift+P.

SECTION BREAK

This style is used to format the breaks that appear between sections of a SitcomStyle script and is normally automatically inserted when the "New Act" or "New Scene" buttons are chosen from the SitcomStyle Toolbar or the so-named items are chosen from the SitcomStyle Menu. This style is automatically followed by the style "Page 1 Title".

SECTION BREAK NEW SCENE

This style is also used to format breaks between sections of a SitcomStyle script and is normally automatically inserted when the "New Scene" button is chosen from the SitcomStyle Toolbar or the "New Scene" is chosen from the SitcomStyle Menu. The style is automatically followed by the style "Heading 1".

SRIES LAST

This style is used at the end of a "Series of Shots" sequence. It does not contain automatic lettering; its sequence letter must be inserted manually. It is automatically followed by the style "Dissolve" to begin a new scene.

SUBTITLE

This style is used to list the characters appearing in a given scene. It normally appears directly below the slug line and is automatically followed by the style "Actions".

TITLE PAGE

This style is used for the title on the title page of the script. It is automatically followed by the style "By".

MICROSOFT WORD'S AUTOMATIC STYLES

Microsoft Word provides a multitude of automatic styles which cannot be removed from SitcomStyle's style sheet. These should be ignored, as they are not used during the preparation of a SitcomStyle script.

COMPATIBILITY STYLES

The following styles are not normally used in SitcomStyle-formatted scripts but are included in the software in order to ensure compatibility with Emmett Loverde's other script formatting products, ScreenStyle (for screenplays) and StageStyle (for stage plays):

"(CONTINUED)", "(MORE)", "CONTINUED:",
"Line Actions", and "Pre Line Actions".

N

FADE IN:

KEYBOARD SHORTCUTS
(Shortcuts, Key Combos)

AS STATED EARLIER, THE USER CAN CHANGE THE KEYSTROKES THAT HAVE BEEN ASSIGNED TO THE VARIOUS STYLES -- OR ASSIGN KEYSTROKES TO STYLES THAT DON'T ALREADY HAVE THEM -- AS THEY WISH. SEE THE MICROSOFT WORD DOCUMENTATION FOR AN EXPLANATION OF HOW TO DO THIS.

O

FADE IN:

WORKING IN OUTLINE VIEW
(Special Feature)

MICROSOFT WORD'S OUTLINE VIEW ALLOWS THE USER TO VIEW A SCRIPT IN A "COLLAPSED" VIEW FOR EASIER EDITING. SEE THE MICROSOFT WORD DOCUMENTATION FOR AN EXPLANATION OF THE OUTLINE FEATURE.

SINCE ALL SCENE HEADINGS USE STYLE "HEADING 1" AND ALL SLUG LINES USE "HEADING 2", IF IN OUTLINE VIEW THE USER CHOOSES THE NUMBER "2" IN THE BAR THAT APPEARS ACROSS THE TOP OF THE WINDOW, ONLY THE SCENE HEADINGS AND SLUG LINES THEMSELVES WILL BE VISIBLE (THE REST OF THE TEXT IS "COLLAPSED"). THE USER CAN THEN EASILY REVIEW THE ORDER OF SCENES AS HE OR SHE WISHES.

P

FADE IN:

HEADERS AND FOOTERS
(Description)

THE HEADER AND FOOTER IN SECTION 1 HAVE BEEN DISCUSSED PREVIOUSLY UNDER "THE SITCOMSTYLE DOCUMENT".

THE HEADERS IN SECTIONS 2 AND LATER OF THE SITCOMSTYLE TEMPLATE CONTAINS AUTOMATIC PAGE NUMBERING AND ALSO INCLUDE SCENE NUMBERS, PER PROPER TAPED SITCOM FORMAT.

THERE IS NO FOOTER USED IN SECTIONS 2 AND LATER OF THE SITCOMSTYLE TEMPLATE AS TAPED SITCOM FORMAT DOES NOT CALL FOR THE USE OF FOOTERS.

Q

FADE IN:

SERIES OF SHOTS
(Description)

A "MONTAGE" OR "SERIES OF SHOTS" SEQUENCE CAN BE CREATED THROUGH THE USE OF THE APPROPRIATE STYLES ("HEADING 3" AND "SERIES LAST").

"HEADING 2" CAN BE USED TO LABEL THE HEADING OF A SEQUENCE. "HEADING 3" CONTAINS INDENTATION AND AUTOMATIC NUMBERING. "SERIES LAST" DOES NOT CONTAIN AUTOMATIC NUMBERING; IT MUST BE TYPED IN MANUALLY.

AN EXAMPLE OF THE SERIES OF SHOTS FEATURE IN USE APPEARS AT THE END OF THIS DOCUMENT.

R

FADE IN:TWO-COLUMN DIALOGUE
(Description)

ON OCCASION, THE USER MAY WISH TO INDICATE THAT TWO CHARACTERS ARE SPEAKING SIMULTANEOUSLY, RESULTING IN TWO COLUMNS, EACH OF WHICH CONTAINS DIALOGUE SPOKEN BY A SEPARATE CHARACTER.

SITCOMSTYLE EASES THE INSERTION OF SEQUENCES OF DUAL-COLUMN DIALOGUE THROUGH THE USE OF THE "TWO-COLUMN DIALOGUE" BUTTON ON THE SITCOMSTYLE TOOLBAR OR THE "TWO-COLUMN DIALOGUE" ITEM ON THE SITCOMSTYLE MENU. CHOOSING THE MENU ITEM OR CLICKING ON THE BUTTON INSERTS TWO COLUMNS OF "DUMMY" DIALOGUE, EACH HEADED BY A "DUMMY" CHARACTER NAME ("CHARACTER1" AND "CHARACTER2"). THE CHARACTER NAME "CHARACTER1" WILL BE HIGHLIGHTED.

THE USER CAN BEGIN IMMEDIATELY BY REPLACING "CHARACTER1" WITH THE NAME OF THE CHARACTER THEY WISH TO INSERT. THEY CAN CONTINUE REPLACING THE "DUMMY" TEXT IN THE DUAL-COLUMN DIALOGUE WITH THEIR OWN DIALOGUE. A SAMPLE OF THIS DUAL-COLUMN DIALOGUE IS BELOW.

CHARACTER1	CHARACTER2
Dialogue1	Dialogue2

THE DUAL-COLUMN DIALOGUE IS FACILITATED BY MICROSOFT WORD'S TABLES FEATURE. (A COMPLETE DEFINITION AND DISCUSSION OF TABLES CAN BE FOUND IN THE USER'S MICROSOFT WORD DOCUMENTATION.)

THE INSERTED DUAL-COLUMN TABLE WILL CONSIST OF TWO "CELLS". THE USER CAN JUMP FROM THE LEFT CELL TO THE RIGHT CELL USING THE "TAB" OR LEFT ARROW KEY, OR THE MOUSE, OF COURSE. THE USER CAN JUMP FROM THE RIGHT CELL TO THE LEFT USING THE RIGHT ARROW KEY, THE MOUSE, OR BY PRESSING "SHIFT+TAB".

WHEN THE USER HAS FINISHED ENTERING DIALOGUE INTO BOTH THE LEFT AND THE RIGHT CELLS OF THE DUAL-COLUMN DIALOGUE TABLE, THEY SHOULD USE THE MOUSE OR THE ARROW KEYS TO PLACE THEIR CURSOR BELOW (OUTSIDE) THE TABLE BOUNDARIES. THEY CAN THEN CONTINUE TO EDIT THEIR SCRIPT AS USUAL. IT IS WORTH NOTING THAT PRESSING THE "TAB" KEY WHILE THE CURSOR IS INSIDE THE RIGHT CELL WILL CAUSE MICROSOFT WORD TO INSERT A NEW ROW OF TWO CELLS BELOW THE ORIGINAL ROW. TO DELETE THE NEW ROW, THE USER CAN SIMPLY CHOOSE "DELETE CELLS..." FROM THE "TABLE" MENU, THEN CHOOSE "DELETE ENTIRE ROW" FROM THE DIALOGUE BOX THAT APPEARS.

THE ABOVE PROCEDURE CAN ALSO BE USED TO DELETE THE ACTUAL DUAL-COLUMN DIALOGUE TABLE ITSELF, SHOULD THE USER FIND IT NECESSARY TO DO SO.

IT IS RECOMMENDED THAT TWO-COLUMN DIALOGUE NOT RUN VERY LONG AS SUCH SEQUENCES ARE DIFFICULT TO WATCH AND TABLES CAN QUICKLY GET UNWIELDY.

AN EXAMPLE OF THIS FEATURE IN USE APPEARS AT THE END OF THIS DOCUMENT.

FADE OUT.

END OF ACT THREE

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT FOUR

S

FADE IN:THE SITCOMSTYLE MENU
(Menu, Items)

THE SITCOMSTYLE TEMPLATE INCLUDES SEVERAL MACROS DESIGNED TO HELP STREAMLINE THE WRITING AND REVISING OF A SITCOM SCRIPT. (FOR AN EXPLANATION OF "MACROS" AND HOW THEY WORK, SEE THE MICROSOFT WORD DOCUMENTATION.) THESE MACROS ARE AVAILABLE UNDER THE "SITCOMSTYLE" MENU, WHICH APPEARS ON MICROSOFT WORD'S MENU BAR TO THE RIGHT OF THE "WINDOW" MENU.

THE NAMES AND FUNCTIONS OF SITCOMSTYLE'S MACROS ARE AS FOLLOWS:

CONVERT QUOTES

This macro converts all "straight" quote marks in a script (" " and ' ') to "curly" ones (" " and ' '). It also turns on Microsoft Word's "smart quotes" feature, which ensures that future quote marks will be "curly" as well.

HEREHERE

This macro is part of a very simple place-holding feature. At the end of an editing session, if a user wishes to mark the spot in the text at which they left off working, choosing this macro simply types the nonsense word "herehere" at the current cursor position. Such placeholder is then utilized by the companion macro "Find Herehere", which is explained below.

FIND HEREHERE

This macro automatically searches the document to find the first occurrence of the placeholder text "herehere". Upon completion of the macro, "herehere" remains selected so that the user may easily delete it.

SHOW SITCOMSTYLE TOOLBAR

This macro displays the SitcomStyle Toolbar. If the SitcomStyle Toolbar is already displayed, this macro will have no effect.

INSERT NEW ACT

This macro inserts a new act break into the script at the point where the cursor is currently. In keeping with taped sitcom format, the macro inserts the name of the sitcom, the title of the episode, the act number, and the current scene number at the top of a new page -- it even inserts the current scene number into the current page header. When the macro has run its course, the text "START TYPING HERE" will be highlighted, and the user can continue editing the script.

INSERT NEW SCENE

This macro inserts a new scene break into the script wherever the cursor currently is. The macro inserts the current scene number at the top of a new page and into the current page header. When the macro has run its course, the text "START TYPING HERE" will be highlighted, and the user can continue editing the script.

TWO-COLUMN DIALOGUE

This macro inserts dual-column dialogue into the script at the point where the cursor is currently. Dual-column dialogue usage is explained more fully in the section "Two Column Dialogue".

SERIES OF SHOTS

This macro inserts a series of shots sequence into the script at the point where the cursor is currently. The use of such a sequence is explained more fully in the section "Series of Shots".

FADE OUT.

END OF ACT FOUR

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT FIVE

T

FADE IN:THE SITCOMSTYLE TOOLBAR
(Buttons)

THE SITCOMSTYLE TEMPLATE INCLUDES A TOOLBAR WHICH HAS BEEN DEVELOPED TO EASE THE WRITING OF A SITCOM SCRIPT. THE TOOLBAR WILL APPEAR UPON OPENING A NEW SITCOMSTYLE DOCUMENT.

IT IS INTENDED THAT THIS TOOLBAR BE COMPLETE ENOUGH NOT TO REQUIRE THE USER TO HAVE ANY OTHER TOOLBARS OPEN ON THE SCREEN; HOWEVER, IT CAN BE CUSTOMIZED AS THE USER WISHES (THE MICROSOFT WORD DOCUMENTATION HAS COMPLETE INSTRUCTIONS ON CUSTOMIZING THE SITCOMSTYLE TOOLBAR).

THE TOOLBAR CONTAINS THE FOLLOWING BUTTONS:



OPEN

This button activates Microsoft Word's
"Open" dialogue box.



SAVE

This button saves the current document.



PRINT

This button prints the current document.



STYLE

This is the Style Menu, from which SitcomStyle's defined styles may be chosen and applied to text in the open document.



SHOW/HIDE PARAGRAPH MARKS

This button displays or hides invisible characters, such as tabs and paragraph marks (see Microsoft Word's documentation for an explanation of invisible characters).



ZOOM PAGE WIDTH

This button zooms the current document to such percentage that the entire width of the page is displayed on-screen (see Microsoft Word's documentation for an explanation of "zooming").



REPAGINATE

Because Background Repagination can slow down the operation of Microsoft Word somewhat, it may be advisable to leave that feature off (see Microsoft Word's documentation for an explanation of background repagination). This button calculates the page breaks in the current document. It is useful when background repagination has been turned off to determine the length and pagination of the current document.



PRINT PREVIEW

This button activates Word's "Print Preview" feature, which displays an image of the current page(s) of the open document as it/they will look when printed.



ALL CAPS

This button changes the formatting of the currently selected text to all capitals.



UNDERLINE

This button underlines the currently selected text.



CHANGE CASE

This button changes the capitalization of the currently selected text. It differs from the "All Caps" function in that it can toggle between uppercase ("WHAT LIGHT THROUGH YON WINDOW BREAKS?"), lower case ("what light through yon window breaks?"), sentence case ("What light through yon window breaks?"), title case ("What Light Through Yon Window Breaks?"), and "toggle case", which formats the text opposite to its current state of capitalization (i.e., from "Hello, You" to "hELLO, yOU").



CONVERT QUOTES

This button activates the macro "Convert Quotes", which is explained in the section "The SitcomStyle Menu".



SPELLING

This button activates Microsoft Word's automatic spelling checker. For a complete explanation of its function, consult the Microsoft Word documentation.



HEREHERE

This button activates the macro "Herehere", which is explained in the section "The SitcomStyle Menu".



FIND HEREHERE

This button activates the macro "Find Herehere", which is explained in the section "The SitcomStyle Menu".



NEW ACT

This button activates the macro "New Act", which inserts a new act break into the script at the point where the cursor is currently. Its operation is explained more fully in the section "The SitcomStyle Menu".



NEW SCENE

This button activates the macro "New Scene", which inserts a new scene heading into the script at the point where the cursor is currently. Its operation is explained more fully in the section "The SitcomStyle Menu".



SERIES OF SHOTS

This button activates the macro "Series of Shots", which inserts a series of shots sequence into the script at the point where the cursor is currently. Its operation is explained more fully in the section "The SitcomStyle Menu".



TWO COLUMN DIALOGUE

This button activates the macro "Two Column Dialogue", which inserts dual-column dialogue into the script at the point where the cursor is currently. Its operation is explained more fully in the section "The SitcomStyle Menu".

U

FADE IN:THE SITCOMSTYLE AUTOTEXT ENTRIES
(Shortcuts)

MICROSOFT WORD'S AUTOTEXT FEATURE ALLOWS THE USER TO QUICKLY ENTER FREQUENTLY-USED TEXT AND FORMATTING INTO A DOCUMENT BY TYPING A SHORT CHARACTER "CODE", THEN TYPING A KEY COMBINATION TO ACTIVATE THE AUTOTEXT FUNCTION.

THE SITCOMSTYLE TEMPLATE HAS ADAPTED AUTOTEXT FOR SEVERAL FUNCTIONS. BELOW ARE LISTED THE AUTOTEXT "CODES" FOR THESE FUNCTIONS AND THEIR USAGE.

EXT

("ext") Inserts a new slug line beginning with the word "EXT." (formatted as "Heading 2").

FADE

("fade") Inserts the words "FADE IN:" followed by a new slug line formatted as "Heading 2".

INT

("int") Inserts a new slug line beginning with the word "INT." (formatted as "Heading 2").

CUT

("cut") Inserts the "CUT TO:" scene transition (formatted as "Dissolve").

DISS

("diss") Inserts the "DISSOLVE TO:" transition (formatted as "Dissolve").

FAD

("fad") Inserts the "FADE TO:" transition (formatted as "Dissolve").

FADO

("fado") Inserts the words "FADE OUT." followed by the words "END OF", with the cursor placed after "END OF" so the user can type in "ACT ONE", "ACT TWO", etc. (formatted as "End").

MATC

("matc") Inserts the "MATCH DISSOLVE TO:" transition (formatted as "Dissolve").

MATCH

("match") Inserts the "MATCH CUT TO:"
transition (formatted as "Dissolve").

SMAS

("smas") Inserts the "SMASH CUT TO:"
transition (formatted as "Dissolve").

WIPE

("wipe") Inserts the "WIPE TO:"
transition (formatted as "Dissolve").

THE SITCOMSTYLE AUTOTEXT KEY COMBINATION IS "CTRL+SHIFT+W"
(WINDOWS AND MACINTOSH).

USING THE GUIDE ABOVE, TO QUICKLY INSERT "FADE IN:" AT THE START
OF A SCENE, THE USER COULD TYPE THE CODE "FADE" AND THE KEY COMBO
"CTRL+SHIFT+W". THE FOLLOWING TEXT WOULD IMMEDIATELY APPEAR IN
PLACE OF THE CODE "FADE":

FADE IN:

NOTE THAT THE CURSOR WOULD BE PLACED INTO THE PARAGRAPH DIRECTLY
BELOW THE WORDS "FADE IN:" AND THAT PARAGRAPH WOULD BE FORMATTED
AS "HEADING 2" -- READY TO TYPE A NEW SLUG LINE.

FADE OUT.

END OF ACT FIVE

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT SIX

V

FADE IN:SCRIPTS THAT ORIGINATE IN OTHER WORD PROCESSORS
(Overview)

THE USER MAY WISH TO "PASTE" TEXT FROM OTHER SCRIPTS INTO A SITCOMSTYLE DOCUMENT AND THEN APPLY THE STYLES TO THE NEW TEXT. TO DO THIS, THE USER SHOULD OPEN A NEW OR EXISTING SITCOMSTYLE-FORMATTED DOCUMENT, DELETE AND/OR ALTER THE TEXT IN IT AS THEY WISH, OPEN THE OTHER SCRIPT, AND COPY AND PASTE THE TEXT BETWEEN THE SCRIPTS AS THEY WISH.

ONCE THE TEXT HAS BEEN ADDED TO THE SITCOMSTYLE-FORMATTED DOCUMENT, THE SITCOMSTYLE STYLES MAY BE APPLIED TO IT IN THE USUAL MANNER.

IT IS NOT RECOMMENDED THAT USERS ATTEMPT TO "CONVERT" SCRIPTS WRITTEN ON OTHER WORD PROCESSING PLATFORMS DIRECTLY INTO SITCOMSTYLE DOCUMENTS. IT IS PREFERABLE THAT THEY OPEN THESE FOREIGN DOCUMENTS USING MICROSOFT WORD (WHICH CAN TRANSLATE VIRTUALLY ANY MACINTOSH OR WINDOWS WORD PROCESSING FORMAT), SELECT THE TEXT OF THE ENTIRE OR THE DESIRED PORTION OF THE DOCUMENT (SEE THE MICROSOFT WORD DOCUMENTATION FOR AN EXPLANATION OF HOW TO DO THIS), COPY IT, CREATE A NEW, EMPTY SITCOMSTYLE DOCUMENT, CHOOSE "PASTE SPECIAL..." FROM THE "EDIT" MENU, THEN CHOOSE "PASTE UNFORMATTED TEXT", ENSURE THAT "PASTE" (NOT "PASTE LINK") IS CHECKED, THEN CLICK ON "OK". THIS METHOD WILL ENSURE THAT THE PROPER FONTS, MARGINS, LINE SPACING, AND OTHER FORMATTING MISCELLANY ARE APPLIED WHEN THE USER BEGINS APPLYING THE SITCOMSTYLE STYLES TO THE TEXT OF THE SCRIPT.

AN EVEN SAFER METHOD FOR ENSURING THAT A SCRIPT WRITTEN ON ANOTHER WORD PROCESSING PLATFORM CONFORMS TO SITCOMSTYLE'S FORMAT WOULD BE TO OPEN IT IN MICROSOFT WORD, SAVE IT AS A "TEXT-ONLY" FILE (SEE THE MICROSOFT WORD DOCUMENTATION FOR AN EXPLANATION OF HOW TO DO THIS), CLOSE THE TEXT FILE (DON'T SAVE IT A SECOND TIME, EVEN THOUGH WORD WILL OFFER THE OPTION TO DO SO), OPEN THE TEXT FILE AGAIN, SELECT THE ENTIRE TEXT OF THE TEXT FILE, AND PASTE IT INTO A NEW, EMPTY SITCOMSTYLE DOCUMENT.

THE ACT OF SAVING THE DOCUMENT IN "TEXT-ONLY" FORMAT MAY REMOVE SOME FORMATTING, BUT IT MAY REMOVE SOME TROUBLESOME "FOREIGN" ITEMS AS WELL.

FADE OUT.

END OF ACT SIX

SITCOMSTYLE

"Version 1.0 for Microsoft Word"

ACT SEVEN

W

FADE IN:

USING THE SITCOMSTYLE EXAMPLES
(Samples)

INCLUDED ON THE PAGES THAT FOLLOW ARE SEVERAL EXAMPLES OF
SITCOMSTYLE'S STYLES AND MACROS AT WORK.

THE USER MAY WISH TO COPY AND PASTE PIECES OF THE SAMPLE TEXT INTO
HIS OR HER OWN SCRIPT, THEN REPLACE IT WITH NEW, ORIGINAL TEXT,
KEEPING THE FORMATTING OF THE SAMPLE TEXT.

FADE OUT.

THE END
COPYRIGHT ©2003 BY EMMETT LOVERDE

X

FADE IN:

EXT. PLACE - TIME OF DAY
(Character #1, Character #2)

STANDARD SCENE ACTIONS.

CHARACTER #1

Dialogue dialogue dialogue, dialogue
dialogue dialogue. Dialogue dialogue
dialogue? Dialogue dialogue dialogue
dialogue dialogue dialogue!

CHARACTER #2

Dialogue dialogue dialogue?

CHARACTER #1

Dialogue dialogue.

CUT TO:

Y

FADE IN:

INT. PLACE - TIME OF DAY
(Character #3, Character #4)

SCENE WITH TWO-COLUMN DIALOGUE AND CLOSE-UPS.

CHARACTER #3

Dialogue dialogue dialogue?

CHARACTER #4

Dialogue dialogue.

CHARACTER 3 AND CHARACTER 4 TRY TO TALK OVER EACH OTHER.

CHARACTER #3

Dialogue dialogue
dialogue. Dialogue
dialogue dialogue???
Dialogue dialogue
dialogue!

CHARACTER #4

Dialogue dialogue
dialogue? Dialogue
dialogue, dialogue --
dialogue dialogue
dialogue dialogue!

CHARACTER 3 WATCHES AS

CHARACTER #4

PERFORMS AN ACTION.

CHARACTER #3

RESPONDS.

CHARACTER #4

Dialogue dialogue.

CHARACTER #3

Dialogue, dialogue dialogue. (FROWNS)

Dialogue dialogue, last dialogue.

DISSOLVE TO:

Z

FADE IN:

SERIES OF SHOTS
(Characters)

- A) SHORT SCENE DESCRIPTION.
- B) SHORT SCENE DESCRIPTION.
- C) SHORT SCENE DESCRIPTION.
- D) SHORT SCENE DESCRIPTION.
- E) SHORT SCENE DESCRIPTION. (LAST)

FADE OUT.

END OF ACT SEVEN
COPYRIGHT ©2003 BY EMMETT LOVERDE