

# ScreenStyle: Windows Version

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

## Introduction

ScreenStyle is not a program. It is a Microsoft Word *template*—a starting point from which you can begin creating your scripts. It contains a style sheet and toolbar created specifically for 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 ScreenStyle 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 each currently available version of Word or you can simply refer to Word's printed documentation or online help.

If you already own SitcomStyle, 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. SitcomStyle is also an ordinary Microsoft Word template.

## Installation: Microsoft Word For Windows 1.0/2.0

No installation is necessary. Simply open up the ScreenStyle document ("SCRENST1.DOC" for WinWord 1 or "SCRENST2.DOC" for WinWord 2) and replace the placeholder text with your own screenplay.

Don't forget to save your screenplays under new names and be sure to read and print out the included documents "READ-ME.DOC" or "READ-ME.PDF" for more instructions.

## Installation: Microsoft Word For Windows 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 ScreenStyle 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 ScreenStyle 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 or directory labeled "Microsoft Word 6-7", open it, and find the ScreenStyle template ("SCRENSTY.DOT") inside. Keep SCRENSTY.DOT 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 or directory called "ScreenStyle" and open it. If the entire CD-ROM is called "ScreenStyle", make sure the

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CD-ROM is open so you can see its contents. Find the folder or directory called "Windows" and open it. Find the folder or directory labeled "Microsoft Word 6-7", open it, and find the ScreenStyle template ("SCRENSTY.DOT") inside. Keep SCRENSTY.DOT in view—you will need it momentarily.

5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") 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 or directory called "WORD6" or "WINWORD". Open whichever folder or directory contains Microsoft Word 6.0.
6. Inside the folder or directory that contains Microsoft Word 6.0 you will find a folder or directory called "TEMPLATE". Copy SCRENSTY.DOT from the floppy disk or CD-ROM into the "TEMPLATE" folder or directory. *It is very important that you make sure SCRENSTY.DOT is located inside the "TEMPLATE" folder or directory or Microsoft Word 6.0 will not know where to find SCRENSTY.DOT and ScreenStyle will not function properly!*
7. Start Microsoft Word 6.0.
8. Choose "New..." from Microsoft Word 6.0's "File" menu and choose "SCRENSTY" or "scrensty" from the dialogue box that appears. This will open an untitled ScreenStyle document with all commands and automation intact.

NOTE: If "SCRENSTY" or "scrensty" are *not* listed in the dialogue box that appears when you choose "New..." from the "File" menu and you are certain that you correctly placed SCRENSTY.DOT inside the "TEMPLATE" folder or directory, then Microsoft Word may be looking in the wrong place for SCRENSTY.DOT. 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 "TEMPLATE" folder or directory inside the folder or directory that stores Word, then click on "Use Selected Directory". Click on "Close". "SCRENSTY" or "scrensty" 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 "READ-ME.DOC" or "READ-ME.PDF" for more instructions.

## **Installation: Microsoft Word For Windows 7.0**

To install the software under Microsoft Word 7.0, please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the ScreenStyle 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 ScreenStyle 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 or directory labeled "Microsoft Word 6-7", open it, and find the ScreenStyle template

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("SCRENSTY.DOT") inside. Keep SCRENSTY.DOT 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 or directory called "ScreenStyle" and open it. If the entire CD-ROM is called "ScreenStyle", make sure the CD-ROM is open so you can see its contents. Find the folder or directory called "Windows" and open it. Find the folder or directory labeled "Microsoft Word 6-7", open it, and find the ScreenStyle template ("SCRENSTY.DOT") inside. Keep SCRENSTY.DOT in view—you will need it momentarily.
5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") or whichever disk on your computer system contains the Microsoft Word program Version 7.0. You will usually find Word 7.0 inside a folder or directory called "WINWORD" or "WinWord" or "Microsoft Word 7.0". Open whichever folder or directory contains Microsoft Word 7.0.
6. Inside the folder or directory that contains Microsoft Word 7.0 you will find a folder or directory called "Templates". Copy SCRENSTY.DOT from the floppy disk or CD-ROM into the "Templates" folder or directory. *It is very important that you make sure SCRENSTY.DOT is located inside the "Templates" folder or directory or Microsoft Word 7.0 will not know where to find SCRENSTY.DOT and ScreenStyle will not function properly!*
7. Start Microsoft Word 7.0.
8. Choose "New..." from Microsoft Word 7.0's "File" menu and choose "SCRENSTY" or "srensty" from the dialogue box that appears. This will open an untitled ScreenStyle document with all commands and automation intact.

NOTE: If "SCRENSTY" or "srensty" are *not* listed in the dialogue box that appears when you choose "New..." from the "File" menu and you are certain that you correctly placed SCRENSTY.DOT inside the "Templates" folder or directory, then Microsoft Word may be looking in the wrong place for SCRENSTY.DOT. With Microsoft Word 7.0 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 or directory inside the folder or directory that stores Word, then click on "Use Selected Directory". Click on "Close". "SCRENSTY" or "srensty" 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 "READ-ME.DOC" or "READ-ME.PDF" for more instructions.

### **Installation: Microsoft Word 97 For Windows and Later (Including XP)**

To install the software under Microsoft Word 97 For Windows and later (including XP), please follow the steps below.

1. Insert the CD-ROM or floppy disk containing the ScreenStyle software into your computer. If you do not know how to do this, please refer to the instructions provided with your computer.

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2. Open the ScreenStyle 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 97-XP", open it, and find the ScreenStyle template ("ScreenStyle.dot") inside. Keep ScreenStyle.dot 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 "ScreenStyle" and open it. If the entire CD-ROM is called "ScreenStyle", make sure the CD-ROM is open so you can see its contents. Find the folder called "Windows" and open it. Find the folder labeled "Microsoft Word 97-XP", open it, and find the ScreenStyle template ("ScreenStyle.dot") inside. Keep ScreenStyle.dot in view—you will need it momentarily.
5. Open your computer's main hard disk (usually called "C:" or the "C: Drive") or whichever disk on your computer system contains the Microsoft Word program or Microsoft Office. You will usually find Microsoft Word inside a folder called "Microsoft Word" or "Microsoft Office" inside a folder called "Program Files". 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 ScreenStyle.dot 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 ScreenStyle.dot directly into the "Templates" folder. *It is very important that you make sure ScreenStyle.dot is located inside the "My Templates" or the "Templates" folder or Microsoft Word will not know where to find ScreenStyle.dot and ScreenStyle 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", "ScreenStyle.dot", or "ScreenStyle" from the dialogue box that appears. If neither "My Templates" nor "ScreenStyle.dot" nor "ScreenStyle" are visible, scroll down or sideways within the dialogue box window until one of them comes into view.
13. If you were able to choose and open "My Templates" per step 12, choose "ScreenStyle" or "ScreenStyle.dot" from the dialogue box that appears. This will open an untitled ScreenStyle document with all commands and automation intact.

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

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## Alternative Installation Method: All Versions of Microsoft Word

If you experience difficulty with the above instructions, an alternative installation method is to open the ScreenStyle template ("SCRENSTY.DOT" or "ScreenStyle.dot") directly. *Do not do this by double-clicking SCRENSTY.DOT or ScreenStyle.dot 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".
3. Open SCRENSTY.DOT or ScreenStyle.dot from their locations on the ScreenStyle CD-ROM or floppy disk. *Make sure you are opening the version of ScreenStyle appropriate for your version of Microsoft Word.* Refer to the instructions above if you have difficulty locating the version of ScreenStyle appropriate for your version of Microsoft Word.
4. If upon opening SCRENSTY.DOT or ScreenStyle.dot Microsoft Word offers you the option, choose to "Enable Macros".
5. Once the ScreenStyle 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 or directory into which you will save SCRENSTY.DOT or ScreenStyle.dot to either the "My Documents" or the "Documents" folder or directory.
7. Click on "Save" and close SCRENSTY.DOT or ScreenStyle.dot.
8. Choose "Project Gallery", "Task Launcher", or "New..." from Microsoft Word's "File" menu.
9. Choose "My Templates", "ScreenStyle", "ScreenStyle.dot", "SCRENSTY.DOT", or "scrensty" from the dialogue box that appears. If neither "My Templates" nor "ScreenStyle" nor "ScreenStyle.dot" nor "SCRENSTY.DOT" nor "scrensty" are visible, scroll down or sideways within the dialogue box window until one of them comes into view.
10. If you were able to choose and open "My Templates" per step 9, choose "ScreenStyle", "ScreenStyle.dot", "SCRENSTY.DOT", or "scrensty" from the dialogue box that appears. This will open an untitled ScreenStyle document with all commands and automation intact.

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

Sincerely,

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