

nuvotech  
script  studio<sup>®</sup>

# User Guide

Mac & Windows

# Script Studio User Guide

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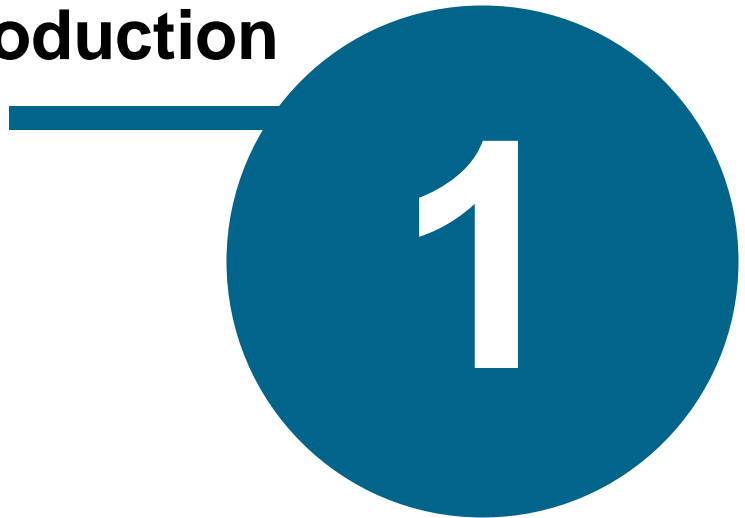
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# Introduction



## Introduction

### Create Your Story Step By Step

#### Welcome and thank you for choosing Script Studio®

Script Studio was designed and developed by a produced screenwriter to take the complexity out of the process of creating a screenplay, stageplay and novel so that you, as a writer, can concentrate on your story without the technicalities of formatting a screenplay or manuscript hindering your creative flow.

Script Studio helps both the novice and professional writer develop their script using the simple technique of step-outlining to build your story, characters and narrative scene by scene or chapter by chapter, allowing you to focus on your story's key events without losing sight of the bigger picture.

With Script Studio you can easily plan and customize your story structure, color-code acts, rearrange scenes, develop and track characters, format your screenplay to industry standard guidelines and gauge the progress of your narrative with outlines and analyses of successful Hollywood movies included in your *Reference Library*, allowing you to simultaneously compare your story's pacing with the pros.

What's more, Script Studio is 100% cross-platform which means projects saved on Macintosh systems will appear identical when opened on Windows - and vice versa.

Simply put, Script Studio is the ultimate writer's tool.

#### Why is Script Studio Unique?

By streamlining the creation process of your story and building your narrative structure beat by beat, Script Studio gives the writer the space to think and view the full outline of their story while simultaneously working on individual scenes, sequences or chapters.

And for screenwriters, the software's unique [Reference Library](#) feature gives you the added advantage of assessing your own story pacing in comparison to successful movies in the same genre and can be used in conjunction with [PowerView](#), [Step Cards](#) and [FeelFactors](#).

#### What else can Script Studio be used for?

Script Studio was designed for writing movies, television scripts, stage plays and novels but at its heart it is a fully-featured word processor and is extremely versatile and so it can be used for any number of writing disciplines such as short stories, treatments, dissertations, resumes and project planning.

#### Questions?

Feel free to [Contact Us](#) if you have any questions about Script Studio and we'll be happy to help.

**We hope you enjoy working with Script Studio and have great writing success!**

**What's New in Script Studio**



## What's New in Script Studio

Script Studio is the new version and new name for "Movie Outline" which has now been discontinued.

Below is a list of the many changes and new features in this release:

### Supporting The Latest Technologies

- Retina / HiDPI
- Unicode Text Input
- Right-To-Left Languages & Diacritics
- Windows Touch Screen Gestures
- Dictation Assistant
- Table Read "Text-To-Speech" & Save Audio To File
- Improved Spell-Checking With 114 International Dictionaries
- 26 International Thesauri
- Improved Licensing System
- In-App Auto-Update & Install

### Re-Designed Modern Intuitive Interface

- Toggle Feature Navigation
- Night Mode & Customizable UI Theme
- Writing Mode Toolbar
- Full Screen Mode
- Font & Zoom Preview
- Customizable List Views
- Global Search
- Interactive FeelFactor Graphs
- Resizable Character Spotlight Window
- Character Spotlight & Arcs Input Fields Can Now Handle Style

### Novelist Friendly

- Specific Novel Mode For Authors
- Customizable Chapter Headings
- Chapter Heading Divider Gallery
- Custom Linespacing & Layout
- First-Line Indent
- Automatic Page Break For New Chapters

### Improved Import, Export & Printing

- Import Content From Another Movie Outline / Script It! Project
- Import Character Profiles From Another Movie Outline Project
- Option to Merge Into Existing Project On Import
- Improved Import & Export to RTF
- Imports & Exports Fountain Files
- Imports & Exports Final Draft 10 Files



- Export HTML Step Navigation List Option
- Print & Export Title Page Option
- Print & Export Step Cards With Layout Options Including Laser Stationary Index Cards

### Writing Features

- Fully Editable WYSIWYG Dual Dialogue
- Custom Courier Nuvo Font
- Smart Quotes
- Toolbar Project Search & Find Previous
- Improved Character Arc Functionality
- Customizable Element Templates & Samples Including Musical, Stageplay & TV Scripts
- New Act Break Elements & Page Break Option
- Sample Short Story Project
- Propp's Folktale Narratemes PowerView Template
- Screenwriting Glossary
- Document "Leading" Option To Adjust Line Spacing & Page Count

### Other New Features

- Character Image Gallery
- Character Name Wizard
- Global Scratch Pad
- Customizable Highlight Labels
- Customizable FeelFactor Label & Color
- Project Chooser
- Session & Step / Chapter Statistics
- Improved Insert Symbol / Character Map
- Drag 'n' Drop PowerView Sections
- Improved PowerView Structure Behavior When Adding / Deleting Steps



**Movie Outline** and **Script It!** Projects can be opened by Script Studio and will automatically be converted to the new file format without any loss of data.

**Demo Restrictions**



## Demo Restrictions

### Upgrading & Activating the Demo

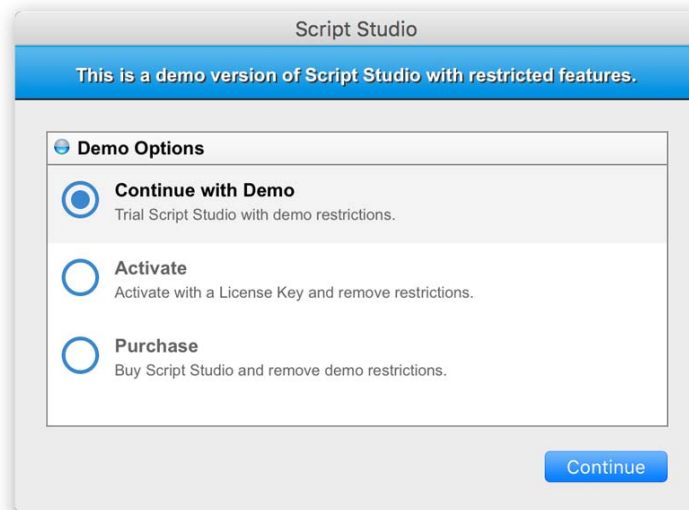
The demo version of Script Studio allows you to experience the key features of this application but has some restrictions that disable certain functions until the demo is upgraded to a full version by purchasing a **License Key**.

#### Demo Restrictions

- [Printing](#)
- [Exporting](#)
- Creating more than 10 [Steps](#) or [Story Tasks](#)
- Creating more than 5 notes per category in [Scratch Pad](#)
- Creating more than 5 [Characters](#)
- Opening/[Importing](#) projects with more than 10 Steps/Tasks (Steps/Tasks will be clipped)
- Opening/[Importing](#) projects with more than 5000 characters of script in a step (text will be clipped)
- Writing more than 5000 characters of script text per step
- Viewing more than one [Reference Plugin](#) from your [Reference Library](#)
- [Character Name Wizard](#) limit on favorites and searches

#### Demo Options Window

If you do not [Activate](#) Script Studio, this window appears each time you open the software:



#### Continue with Demo

If you choose this you can continue to use Script Studio in demonstration mode for as long as you wish. You can save projects and re-open them and any projects you save can still be opened after you activate your software. Although most features can be used, there are some demo restrictions which are detailed above.

## Activate

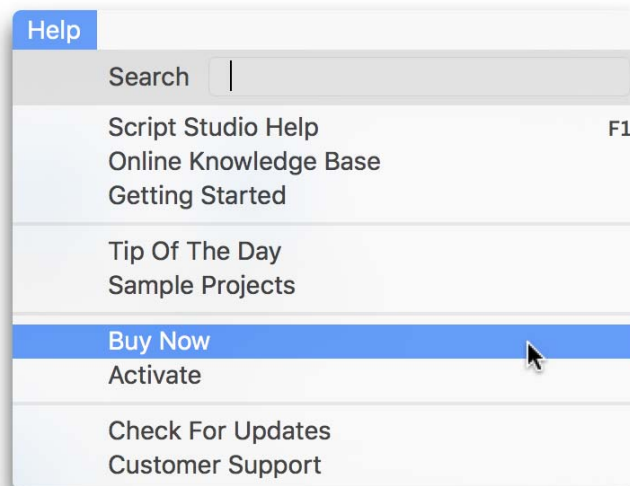
This option is if you have already purchased Script Studio and have a **License Key** either in your email *Order Receipt* or on your *Registration Card*. To [Activate](#) your computer you must be connected to the internet. If you cannot connect to the net then you will need to [Manually Activate](#) Script Studio.

## Purchase

Selecting this option will launch your default browser and redirect you to the secure [Script Studio Store](#). When your order is complete you will be sent an order confirmation email that will either include your **License Key** and **Download Link** or these may be contained in a separate email. Your License Key can then be used to [Activate](#) your software.

## Buy Now

If at any time while you trial Script Studio in demo mode you decide you wish to purchase the full version then you can select **Buy Now** from the [Help Menu](#) to go to our secure online store.



## License Keys

Each License Key allows two computers to be activated at any one time and can be used on Windows and Mac OS, allowing you to seamlessly transfer files between both platforms. This means, for instance, you can authorize both your MacBook and your Windows Desktop PC with one *License Key*.

If you wish to buy a new computer on which you intend to use Script Studio or transfer an activation over from one computer to another then you must first [Deactivate](#) one of your currently activated computers. If you do not deactivate a computer before you replacing it then its activation will be lost. You should also always deactivate Script Studio before reformatting your hard drive or upgrading your operating system and hardware.

# License Agreement



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# License Agreement

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**Getting Started**



## Getting Started

### Installation

#### Mac

When your download is complete or you load the CD, Mac OS will automatically mount the file **Disk Image File (.dmg)**. If for some reason the disk image does not mount or open then click on the file to mount and open it. Once you accept the [License Agreement](#) the installation window will appear:



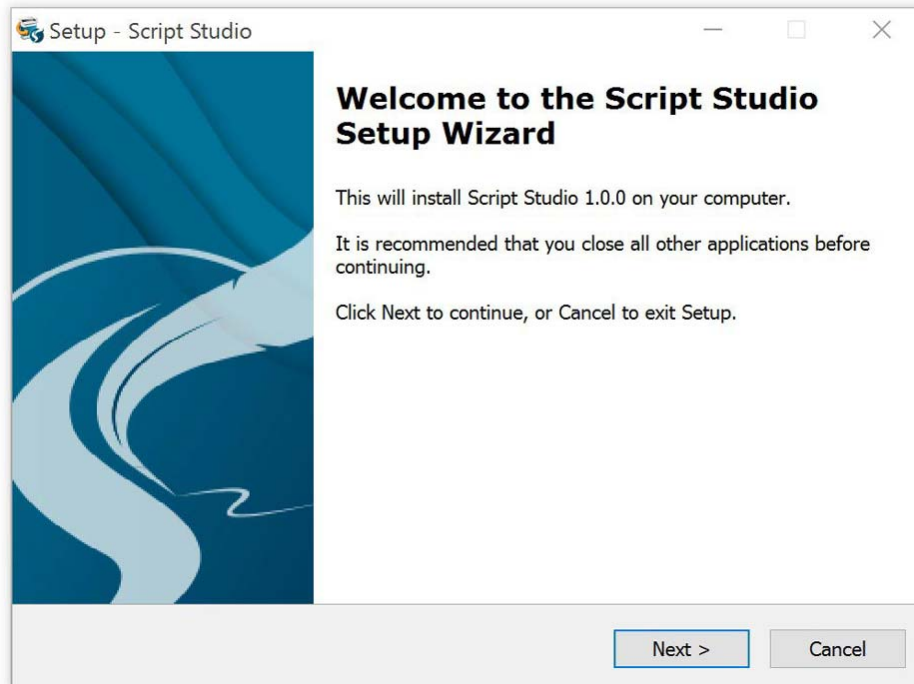
To install Script Studio simply drag the **Script Studio Folder Icon** onto the **Applications Folder Icon**. This will copy the Script Studio files into your *Applications Folder*. Once this is complete eject (unmount) the **Script Studio** volume and either save the disk image or send it to the trash.

You can then use **Finder** to open your *Applications Folder* and the *Script Studio Folder*.

Click on the **Script Studio Icon** to launch Script Studio.

## Windows

When your download is complete you will be prompted to launch the **Setup File (.exe)** by clicking **Run** or when you load the CD it will run automatically and the **Setup Wizard** will appear.



To install, click **Next**, accept the [License Agreement](#) and continue to follow the on-screen instructions.

We recommend you accept the default locations suggested by the wizard but it is entirely up to you where you choose to save the application. For your convenience, a shortcut to Script Studio will be placed on your **Start Menu**. Upon completion of the installation Script Studio will launch.

## Uninstalling Script Studio

### Mac

If you wish to remove Script Studio from your computer or install another version of Script Studio in its place then all you need to do is drag the **Script Studio** folder into the trash. However, if you have chosen to save projects or templates in the Application Folder then you should copy them to another location before you delete the folder otherwise your documents will be lost.

### Windows

To remove Script Studio from your computer simply select **Uninstall Script Studio** from the **Start Menu** or uninstall it via **Control Panel > Add or Remove Programs**.

## Activation

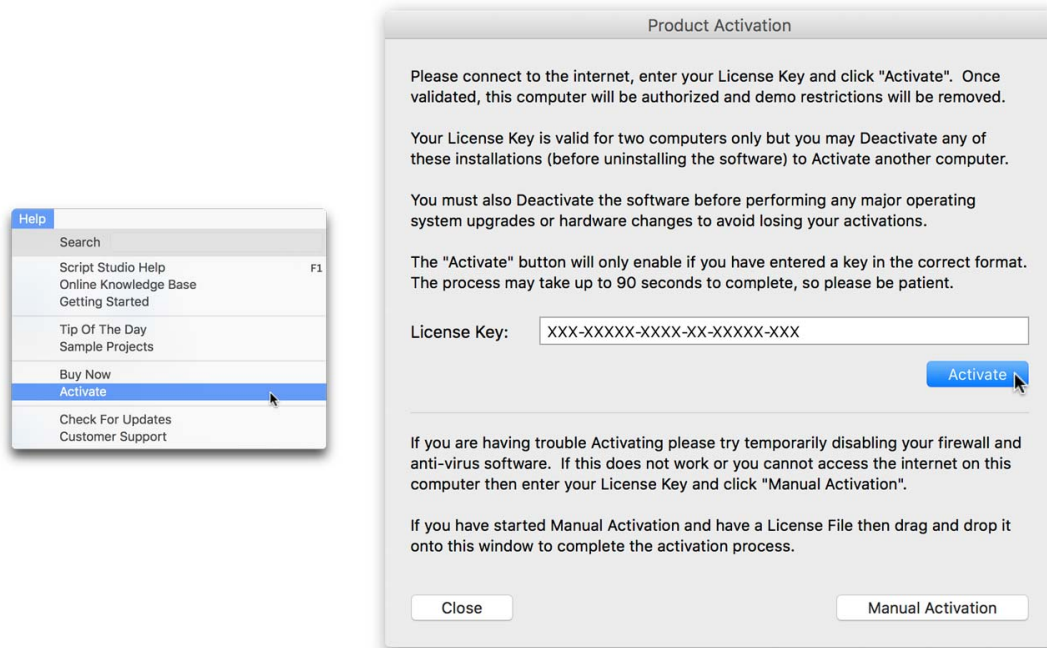
### What is Activation?

Activation enables Script Studio to run on a computer without demo restrictions. The process of activation is fairly straight forward for the user who simply connects to the internet, enters their **License Key** and clicks **Activate**. Our servers then verify the License Key and either allow or deny the request. An activation request is only normally denied if you've already reached your [Activation Limit](#).

### Activating Script Studio

In order to access all of the powerful features of Script Studio, you must first Activate your computer.

1. Connect to the internet and select **Activate** from the Help Menu:



2. Enter the **License Key** you received in your *Email Receipt* or on your *Registration Card*.
3. Click **Activate**.
4. Our servers will validate your license and activate the computer you are connecting from.

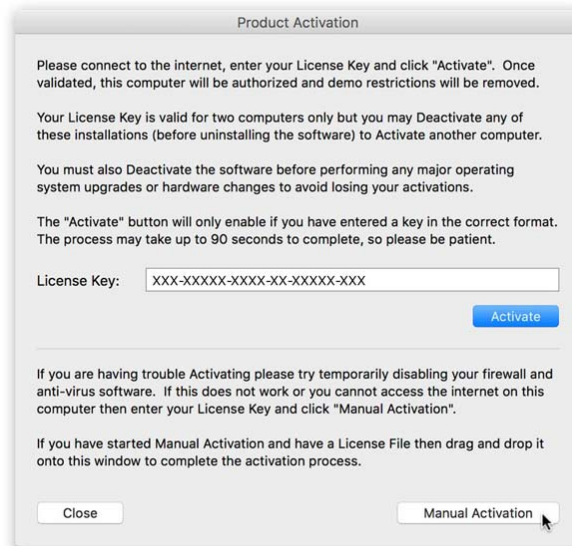


If you have trouble activating Script Studio, please ensure you have full *Administrator Rights* to your computer and also try temporarily disabling your Firewall and/or anti-virus software.

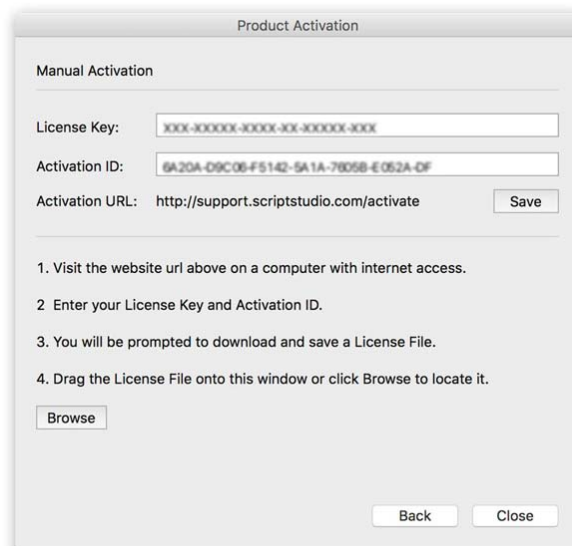
## Manual Activation

If you can't connect to the internet then follow the procedure below to activate your software:

1. Select **Activate** from the Help Menu
2. Enter the **License Key** you received in your *Email Receipt* or on your *Registration Card*.



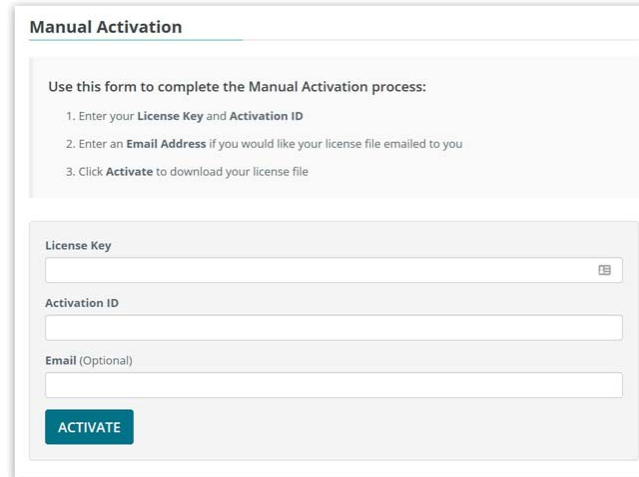
3. Click **Manual Activation** and the following view appears:



4. Click **Save** to save the Manual Activation details you need to a file so you can take them to a computer with internet access using a USB flash drive.



5. Go to <http://support.scriptstudio.com/activate> on another computer which has an internet connection.

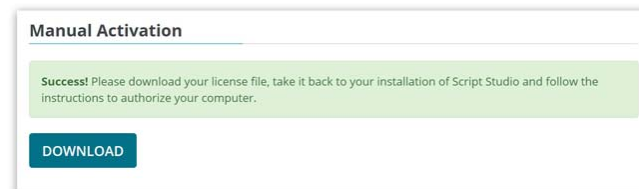


The screenshot shows a web form titled "Manual Activation". It contains the following elements:

- A heading: "Manual Activation"
- Instructions: "Use this form to complete the Manual Activation process:"
- Three numbered steps:
  1. Enter your **License Key** and **Activation ID**
  2. Enter an **Email Address** if you would like your license file emailed to you
  3. Click **Activate** to download your license file
- Input fields:
  - "License Key" with a text input field and a small icon on the right.
  - "Activation ID" with a text input field.
  - "Email (Optional)" with a text input field.
- A blue button labeled "ACTIVATE" at the bottom.

6. Enter your **License Key** and **Activation ID** in the web form (and optionally your **Email** if you would like your **License File** emailed to you) and click **Activate**.

7. If your License Key was valid you will be presented with your **License File** to download. Save this to a USB flash drive and take it back to your installation of Script Studio.



The screenshot shows a success message in a green box within the "Manual Activation" form. It contains the following elements:

- A heading: "Manual Activation"
- A green success message: "Success! Please download your license file, take it back to your installation of Script Studio and follow the instructions to authorize your computer."
- A blue button labeled "DOWNLOAD" at the bottom.

8. Select **Activate** again from the Help Menu and **drag and drop** the License File onto the Activation Window. Alternatively you can enter your License Key, select Manual Activation and **Browse** for the License File.

If the activation process is successful your software's demo restrictions will automatically removed.

## Activation Limit

In the interest of preventing Software Piracy, Nuvotech has deemed it necessary to restrict the number of computers allowed to use a single purchased version of Script Studio. This means that if you buy a License to use Script Studio, you can only Activate the software on two of your own computers (Mac or Windows) at any one time. For instance, your desktop and your notebook. Your License Key must not be shared with anyone else.

The **License Key** you receive is valid for any computer you wish to Activate your Software on but if you try to activate a third computer after two have already been activated then you will be told that this "**Activation has Failed**" due to you having already reached your "**Activation Limit**".

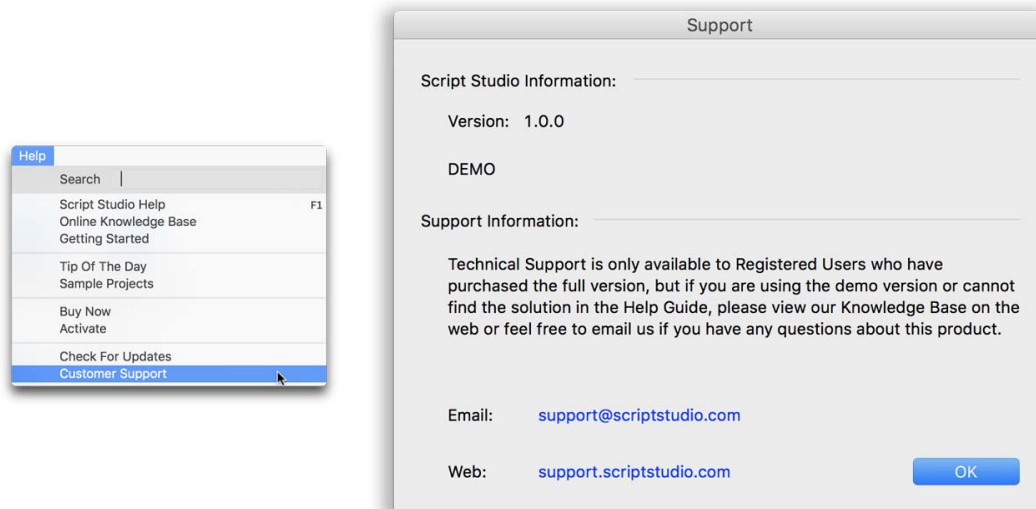
If you wish to buy a new computer on which you intend to use Script Studio or transfer an activation over from one computer to another then you must first [Deactivate](#) one of your currently activated computers. If you do not deactivate a computer before you replace it then its activation will be lost.



Uninstalling does **NOT** deactivate your computer. We also advise you to temporarily deactivate your computer if reformatting your hard drive or upgrading your machine or operating system.

## Lost License Key

If you have lost your purchase confirmation email you can view the **About** window or **Support** window via the [Help Menu](#) where it is displayed in place of **DEMO** when your product has been activated.



If you have uninstalled Script Studio and have lost your purchase confirmation email then you can retrieve your License Key by completing the [online form](#) and your key will be emailed to you.

## Registration

### Registering your Software

To qualify for free receive technical support, software updates, special offers, and to be notified of important Script Studio news and developments, you will need to register your software.

Registration is only necessary if you have purchased Script Studio from one of our resellers or have purchased the physical product from our online store. In this instance, although we have your contact details, we do not have a record of your **License Key** which we will need to provide technical support.

### What's the difference between Registration and Activation?

- Registration supplies us with your contact details and License Key.
- Activation authorizes the use of Script Studio on your computer.

### Registering Script Studio

Select **Register** from the [Help Menu](#) and click **Register Online**.

You can also visit: <http://support.scriptstudio.com/Register>

There you will need to complete a simple form and enter your contact details and **License Key** which can be found on your *Registration Card* or *Purchase Confirmation Email*. Rest assured that any information you supply to us is strictly confidential and will not be shared with any third party.

## Deactivation

### What is Deactivation?

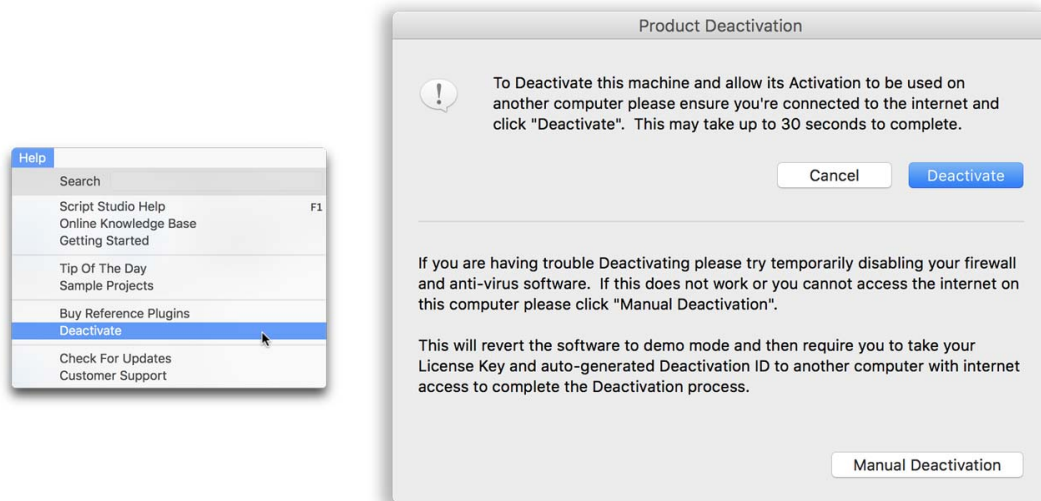
Deactivation removes the ability of Script Studio to run on a computer and reverts it to demo mode with [Demo Restrictions](#). The process of deactivation is fairly straight forward for the user who simply connects to the internet and clicks **Deactivate** from the Help Menu. Our servers then verify the instruction and deactivate the computer.

### When should I Deactivate Script Studio?

You should always deactivate Script Studio before reformatting your hard drive, upgrading your operating system and hardware, or if you are purchasing a new computer on which you intend to use the software. If you wish to transfer an activation over from one computer to another then you must first deactivate one of your currently activated computers. If you do not deactivate a computer before you replace it then its activation will be lost.

### Deactivating Script Studio

1. Select **Deactivate** from the [Help Menu](#)



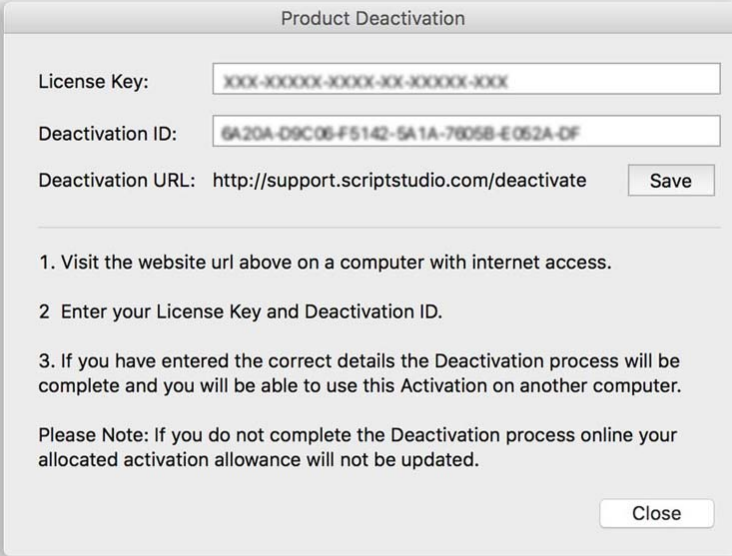
2. Click **Deactivate**, then **YES** when you are prompted to confirm the action.
3. Our servers will verify the instruction and deactivate the computer you are connecting from.

If the request was successful then your software will return to demo mode and you will be able to use your **License Key** to [Activate](#) another computer.

## Manual Deactivation


If you do not have direct access to the internet on the computer you wish to deactivate then follow the procedure below:

1. Select **Deactivate** from the Help Menu.
2. Click **Manual Deactivation** and then **Yes** to confirm the action.
3. Your software will then be reverted to demo mode and the following view appears:



The screenshot shows a dialog box titled "Product Deactivation". It contains three input fields: "License Key" with a placeholder "XXX-XXXXX-XXXX-XX-XXXXX-XXX", "Deactivation ID" with a placeholder "6A20A-D9C06-F5142-5A1A-76D5B-E052A-DF", and "Deactivation URL" with the value "http://support.scriptstudio.com/deactivate". There are "Save" and "Close" buttons. Below the fields, there are three numbered instructions: 1. Visit the website url above on a computer with internet access. 2. Enter your License Key and Deactivation ID. 3. If you have entered the correct details the Deactivation process will be complete and you will be able to use this Activation on another computer. A "Please Note" section states: "Please Note: If you do not complete the Deactivation process online your allocated activation allowance will not be updated."

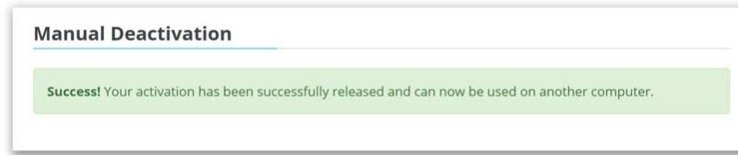
4. Click **Save** to save the Manual Deactivation details you need to a file so you can take them to a computer with internet access using a USB flash drive.
5. Go to <http://support.scriptstudio.com/deactivate> on a computer with internet access.



The screenshot shows a web form titled "Manual Deactivation". It contains a text box with the instruction: "To complete the Manual Deactivation process and release an activation for another machine please enter your License Key and Deactivation ID and click Deactivate". Below this are two input fields: "License Key" and "Deactivation ID". At the bottom is a blue button labeled "DEACTIVATE".

6. Enter your **License Key** and **Deactivation ID** in the web form and click **Deactivate**.

7. If the information you entered is valid the activation will be released for you to use on another installation of Script Studio.



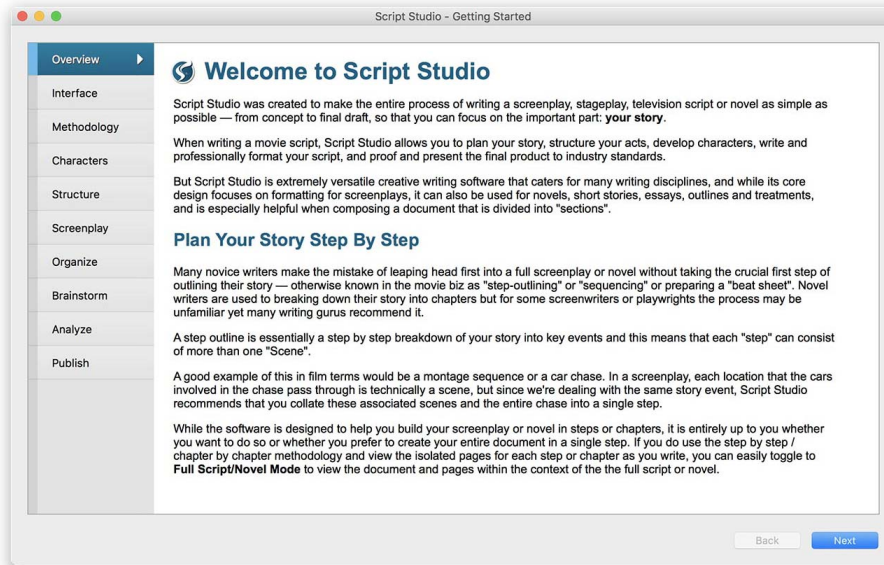
**Please Note:** If you do not complete the online deactivation process, your allocated activation allowance will not be updated.



Uninstalling does **NOT** deactivate your computer.

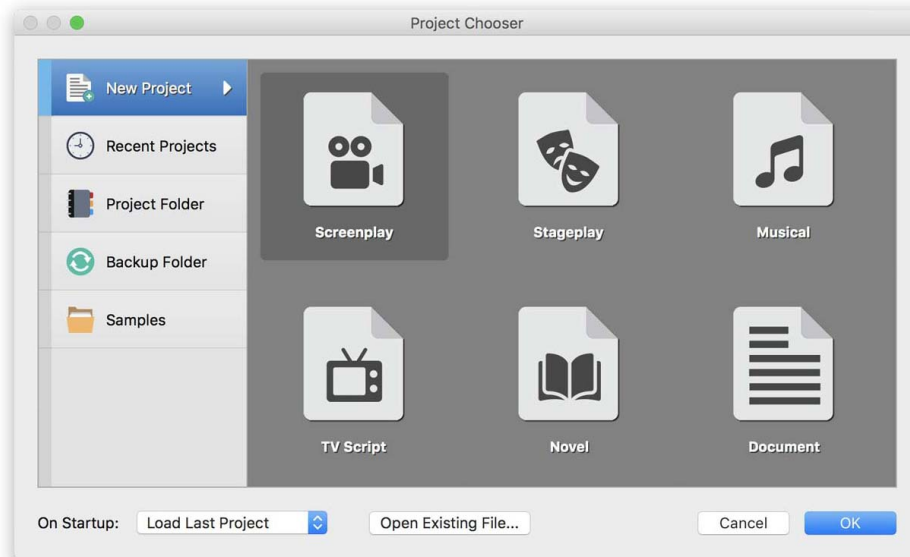
## Getting Started

This window appears the first time you launch Script Studio but can also be opened via the [Help Menu](#). It gives an overview of Script Studio's key features and advice on how to use this software.



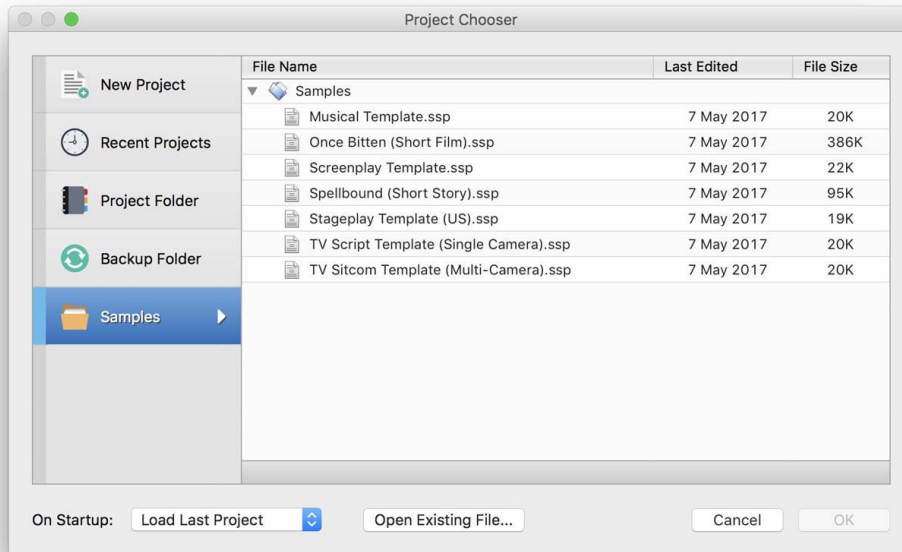
## Project Chooser

Subsequent launches of Script Studio will initially display the **Project Chooser** window which allows you to choose from a **Project Template** to start a new project or to load an existing project, a **Recent Project**, a project from your **Backup Folder** or one of the **Sample Project**.



The drop-down menu also allows you to set the default **Start-Up Action** of either showing the Project Chooser, loading the **Last Edited Project** or going straight to the application.

## Sample Projects



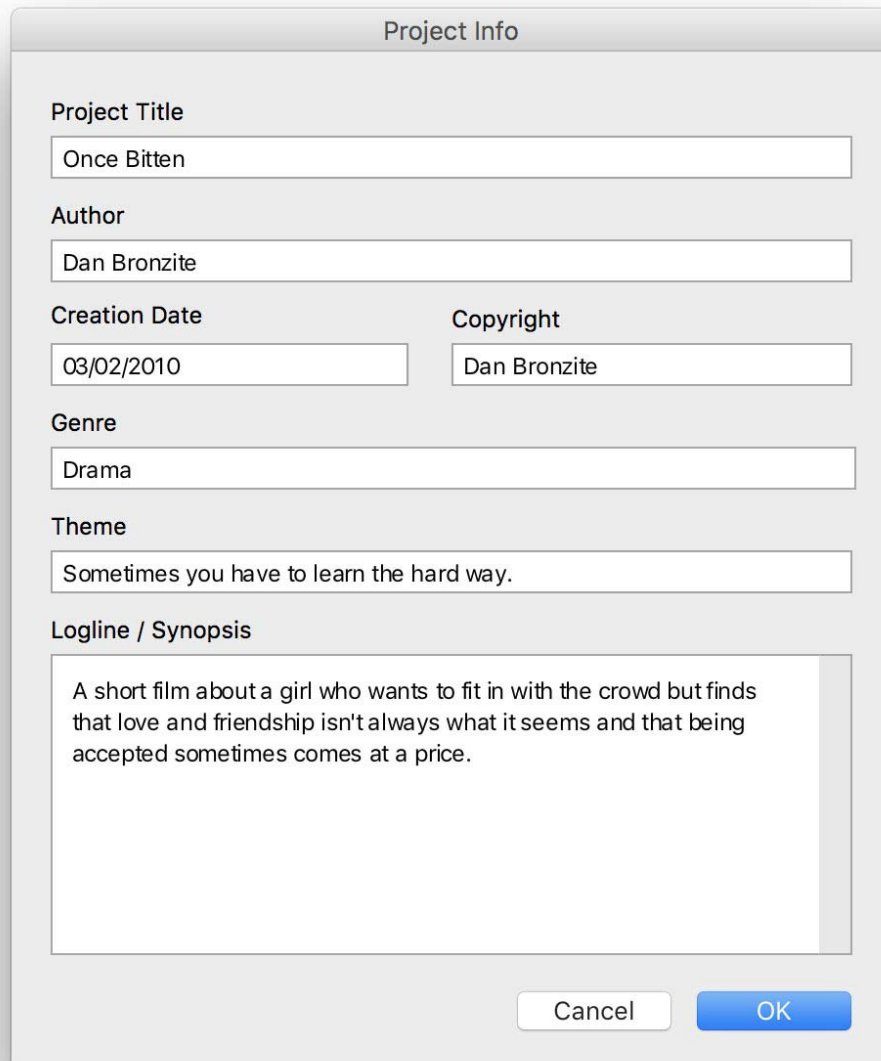
You can access the Project Chooser at any time via the **File Menu** and you can change the **Project Template** you are using to use a different layout via **Format > Elements**.

Your **Writing Mode** can also be switched at any time between *Script*, *Novel* and *Regular* using the Writing Mode Toolbar.



## Project Information

Select **Project Info** from the [Options Menu](#) to display a window into which you can enter information about your project for your own reference as well as for [Printing](#) and [Exporting](#). You can also insert this information into your [Headers & Footers](#) using special <Tags>.



The image shows a dialog box titled "Project Info" with several input fields and a text area. The fields are: Project Title (Once Bitten), Author (Dan Bronzite), Creation Date (03/02/2010), Copyright (Dan Bronzite), Genre (Drama), Theme (Sometimes you have to learn the hard way.), and Logline / Synopsis (A short film about a girl who wants to fit in with the crowd but finds that love and friendship isn't always what it seems and that being accepted sometimes comes at a price.). There are "Cancel" and "OK" buttons at the bottom right.

Field	Value
Project Title	Once Bitten
Author	Dan Bronzite
Creation Date	03/02/2010
Copyright	Dan Bronzite
Genre	Drama
Theme	Sometimes you have to learn the hard way.
Logline / Synopsis	A short film about a girl who wants to fit in with the crowd but finds that love and friendship isn't always what it seems and that being accepted sometimes comes at a price.

**Project Title**

The title of your project.

**Author**

The author(s) name.

**Creation Date**

The date the project was created or last modified. Upon opening a new project the current date is automatically entered into this field.

**Copyright**

Copyright information about your project.

**Genre**

The genre of your story i.e. Horror, Thriller, Action-Movie etc.

**Theme**

A brief explanation of your story's principle theme or thematic subplot.

**Logline / Synopsis**

A brief synopsis of your story or a pitch, i.e. *Two cops go head to head over a beautiful female thief.*

**Overview**



## Overview

### Concept of Step-Outlining

#### What Is A Step-Outline?

A step outline is a step by step or "beat by beat" breakdown of your story into key events or sequences. Creating an outline before you write your script allows you to see an overview of your story and structure before focusing in on the detail and dialogue.

#### Why is a step-outline and story planning so important?

Many novice writers make the mistake of leaping head first into a full screenplay or novel without taking the crucial first step of outlining their story — otherwise known in the biz as "step-outlining".

By planning your story structure in advance you will save yourself a whole lot of time in the "rewriting" stage of your project because no matter how good you are at writing, all writers have to learn to love rewriting!

Script Studio offers a simple way for writers to plan and outline their story and for screenwriters includes step by step outline and analyses of 12 successful Hollywood movies from different genres to simultaneously compare to your own project's story pacing and structure.

#### Step Or Scene?

Script Studio uses "Steps" instead of "Scenes" which may confuse some screenwriters who are used to using scenes in relation to film timing and screenplay layout, but the difference is actually quite simple to understand.

A "Step" in Script Studio really means an "Event" in the progression of your story, and this means that each step can consist of more than one "Scene".

A Montage Sequence is one good example or:

***Joe leaves his apartment, gets in his car, drives to the bank.***

Although in a screenplay this totals three scenes, in a step-outline it is only one step since the nature of creating a step-outline dictates that you focus on the main story event and do not get into too much detail. Unless something big happens to Joe while he is getting into his car, the scene can be described within the overall event. What then happens when Joe enters the bank is another step...and so on.

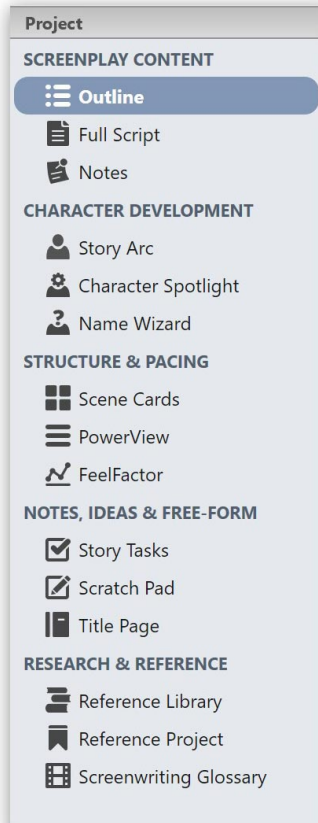
Another example could be a car chase. In a screenplay, each location that the cars involved in the chase pass through is technically a scene, but since we're dealing with the same story event, the entire chase and collection of scenes is referred to as a step.

Or suppose your screenplay has your Hero bravely dashing into a burning building to save a child while other fire-fighters frantically do their best to put out the blaze. Technically, each room your Hero searches in constitutes a scene, and every time we cut back to the other fire-fighters, they are separate scenes too, but when planning your story, it is much easier to think of this as one single event and as such, a single step.

## Understanding the User-Interface

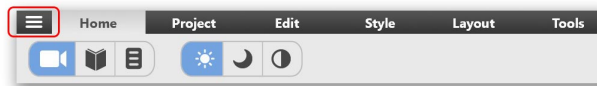
### Navigation List

Script Studio's main views can be displayed by selecting an item in the **Navigation List**.



### Toolbar

Here you can select your [Writing Mode](#), customize the [UI Theme](#) and select other features, style and layout options.



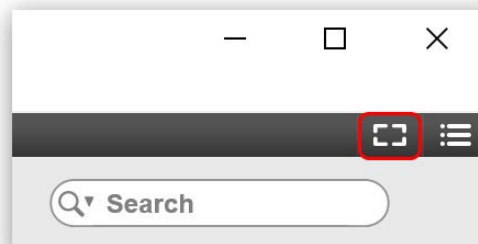
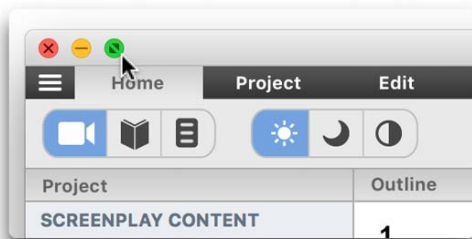
You can hide/show the *Navigation List* by clicking the **Toggle Navigation Button** in the Toolbar.

### Feature Views

Selecting most views from the list will display the view in the central area of your studio screen but some, such as [Character Spotlight](#), [Name Wizard](#) and [Screenwriting Glossary](#) will open another window.

### Full Screen Mode

Mac users can access *Full Screen Mode* from the default OS window icon which may appear in different window bar locations depending on your version of Mac OS. Windows users can access it from the **Full Screen Button** in the top right of the screen.



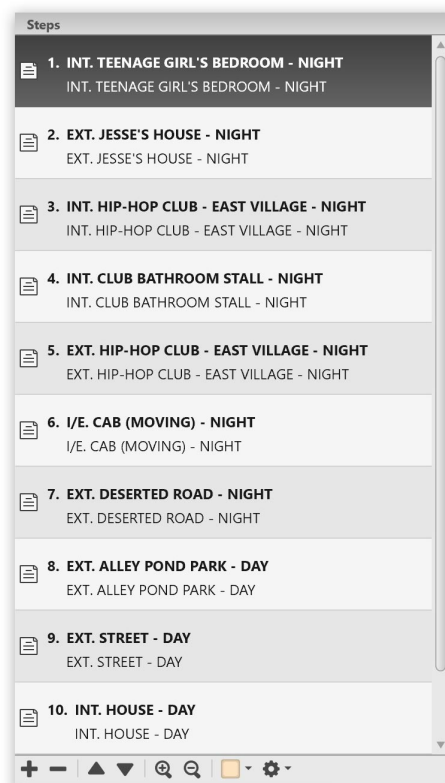
## Status Bar

The *Status Bar* is located at the bottom of the Script Studio screen and contains information about the project, current *Feature View* and **Option Menus** for that view.

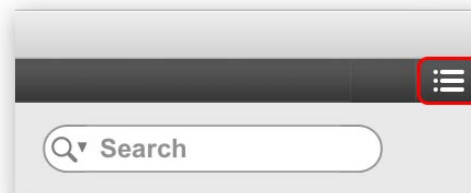


## List Panel

The *List Panel* displays different lists (such as your *Step/Chapter Outline*, *Scenes*, *Tasks*, *PowerView Structure*, *Scratch Pad Notes*) depending on your current *Feature View*.



### Toggle List Button



### List Toolbar



You can show/hide the panel by clicking the **Toggle List Button** in the top right of the screen and *drag and drop* items in the list using the mouse.

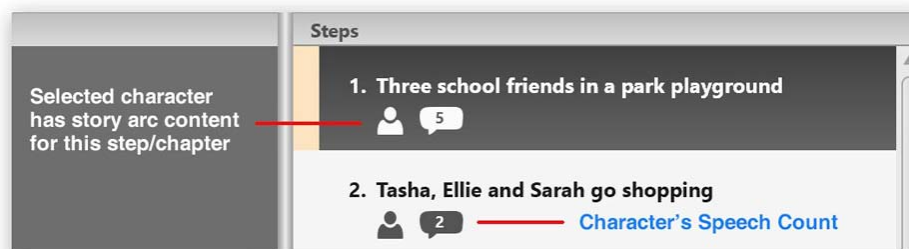
## List Toolbar Buttons

- **Plus Button:** Add a step/chapter, scene, task or note
- **Minus Button:** Delete a step/chapter, scene, task or note
- **Arrow Up Button:** Move the selected item up the list
- **Arrow Down Button:** Move the selected item down the list
- **Zoom In Button:** Increase the text size
- **Zoom Out Button:** Decrease the text size
- **Highlight Button:** Set a highlight color for the selected item and [Manage Highlights](#)
- **Gear Button:** Customize list display options

## Content Icons

If you choose to display *Content Icons* (or *Highlights*) via the **Gear Button** they will appear to the left of your *Step/Chapter Title* to indicate the type of content the step has.

In character [Story Arc](#) view the icons indicate whether the selected character has **story arc content** for that step and their **speech count** - which is the number of script dialogue paragraphs.



This *List Panel* is always visible unless you are using [PowerView](#), editing the [Title Page](#) or if you hide it by dragging the **Window Divider** or using the **Toggle List Button**.

## Highlight Menu

Displays choices for setting the highlight color for the current step or task.



### Set Highlight

Sets the highlight color of the selected step or task in the outline or task list.

### Remove Highlight

Removes the highlight color of the selected step or task in the outline or task list.

### Used Highlights

Sets the highlight color to one that has already been used. Selecting **Edit Labels** from the sub-menu will open the [Manage Highlights](#) window where you can define custom labels for your highlight colors.

Note: The highlight colors and labels you define for your *Outline* are separate from those you define for your *Story Tasks*.

### Choose New Color

Opens the [Palette](#) allowing you to select a new highlight color.

### Choose Current Step / Task Color

Sets the highlight color to that of the selected step or task's current highlight color.

### Restore Default Color

Resets the highlight color to its default value.

### Hide / Show Highlights

Hides or shows highlights in the outline or task list.

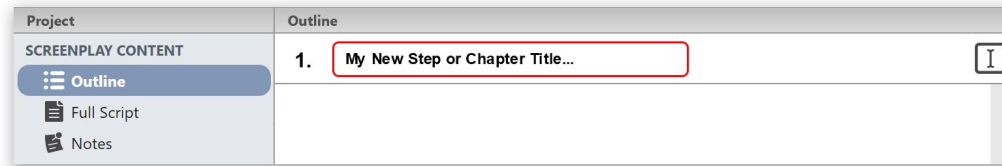


Click the **Gear Button** to toggle between the **User Outline List** and the **Reference Outline List**.



## Creating Your First Step

1. In [Outline View](#), enter the title for your *Step* or *Chapter* in the **Title Field**.



2. Hit **Tab** or **Enter/Return** and you'll see your *Step Title* appear in the list on the right.
3. Enter the content of your Step in the **Content Field** which is located below the *Title Field*.
4. To add a new step or chapter, click the **Plus Button** on the **Outline List Toolbar**.



## Full Script Mode

### Step or Scene?

Although Script Studio's design is based on the principle of step-outlining (working on each step individually), when you are writing a movie script you may want to view the current step or scene within the context of the entire screenplay.

To do this simply double-click on a step in your *Outline List* while in [Script View](#) and the full script will be displayed with a total page count and **list of scenes** (instead of steps) in the right-hand panel.

You will also notice that the *Status Bar* mode label changes from **Step Mode** to **Full Script Mode**.

You can also change mode by selecting **Script View > Full Script** from the [Options Menu](#) or by clicking on the *Status Bar's* mode indicator section.

Double-clicking on a scene in the **Scene List** or selecting *Step Mode* from the Options Menu or *Status Bar* will change the mode back.

Holding down the **Control Key** (Windows) / **Command Key** (Mac) while double-clicking a scene will navigate to the respective step and switch to [Outline View](#).

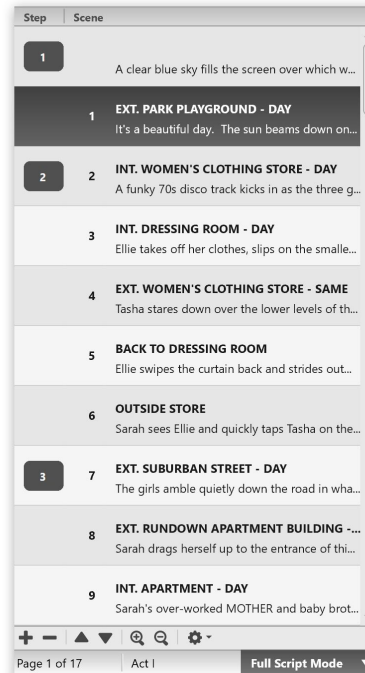
This also applies to **Scene Cards** in [Step Cards View](#).

If you've selected to show [Scene Numbers](#) in your script then they'll be displayed beside each scene heading in the *Scene List* and can be toggled on/off using the *List Toolbar Gear Button*.

### Outline List in Step Mode



### Scene List in Full Script Mode



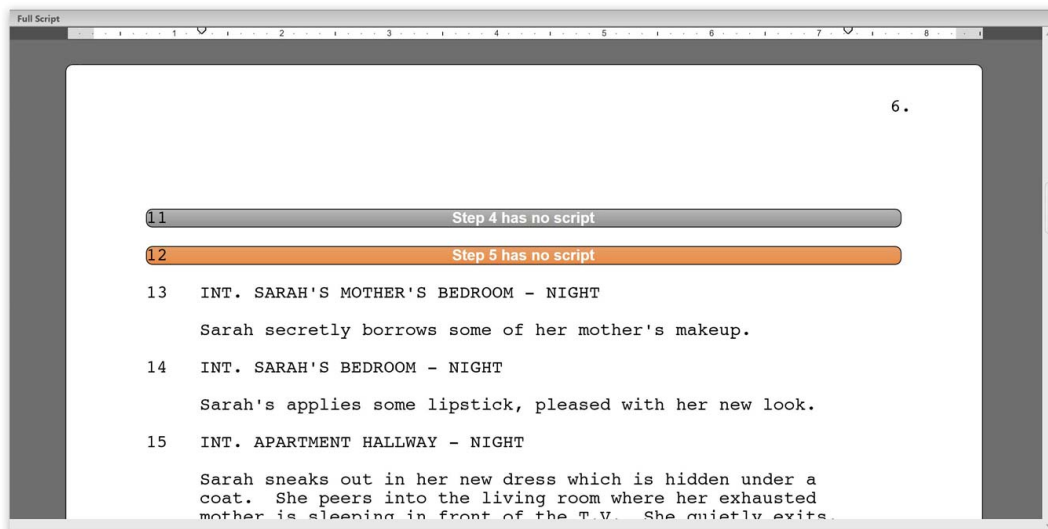
### Navigating in Full Script Mode

Clicking on a scene in the *Scene List* jumps to the start of that scene in your script and highlights the respective *Scene Heading*. You can customize the behavior of this navigation highlight and choose to display or hide step division lines via the **Step / Scene Mode** options in [Preferences](#), accessed via the *Status Bar* mode contextual menu or [Options Menu](#).

## Editing in Full Script Mode

When editing your screenplay in *Full Script Mode*, your step structure will be retained so when you switch back to *Step Mode*, the text added or modified will be saved to its respective step. If you create your step outline first and then switch views to edit your script you will see by default **empty step markers** indicating each step within your outline that does not have script content.

These markers can be hidden completely or only displayed as the caret navigates into them by selecting **Options** from the Status Bar mode contextual menu.

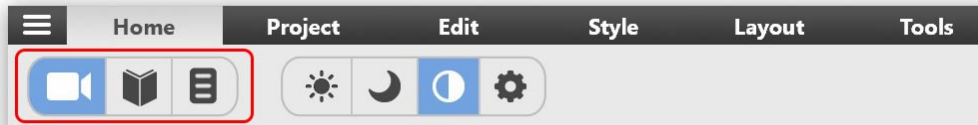


The current step in your *Outline List* will not change while working in *Full Script Mode* even if you edit sections of your script that appear within different steps.

## Novel Mode

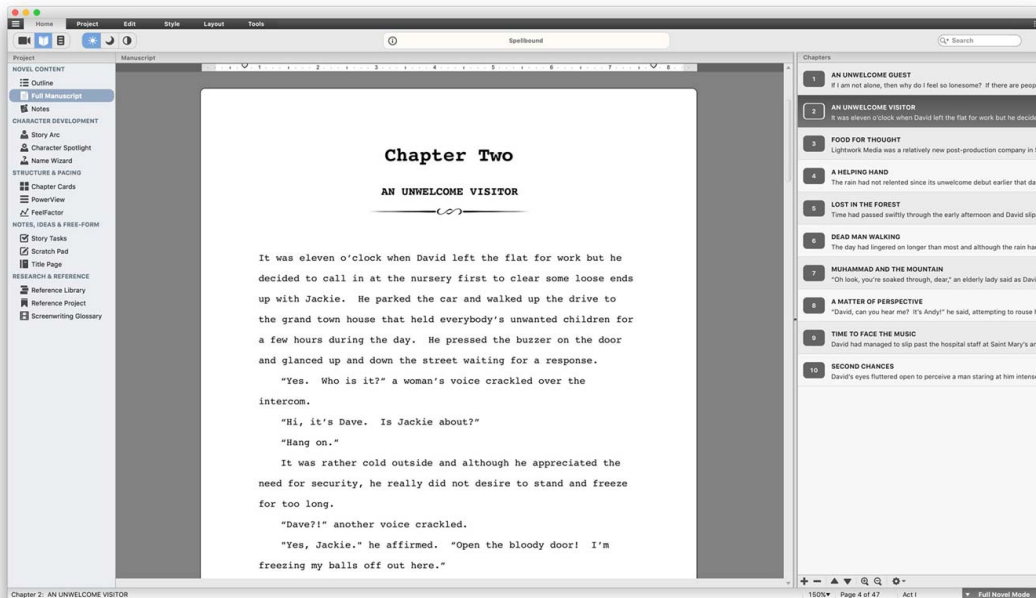
### Script Mode

By default Script Studio uses **Script Mode** but you can change this to **Novel Mode** or **Regular Mode** using the *Writing Mode Toolbar*. When in *Script Mode* Script Studio displays your script as a [formatted screenplay](#) and uses [auto-complete](#) functionality.



### Novel Mode

When writing in *Novel Mode* the terminology of the program changes from "Steps" to "Chapters" but the functionality remains the same except that when you are writing your manuscript Script Studio will not format your paragraphs according to your [Element](#) settings but instead according to your [Novel Options](#) as defined in *Preferences*.

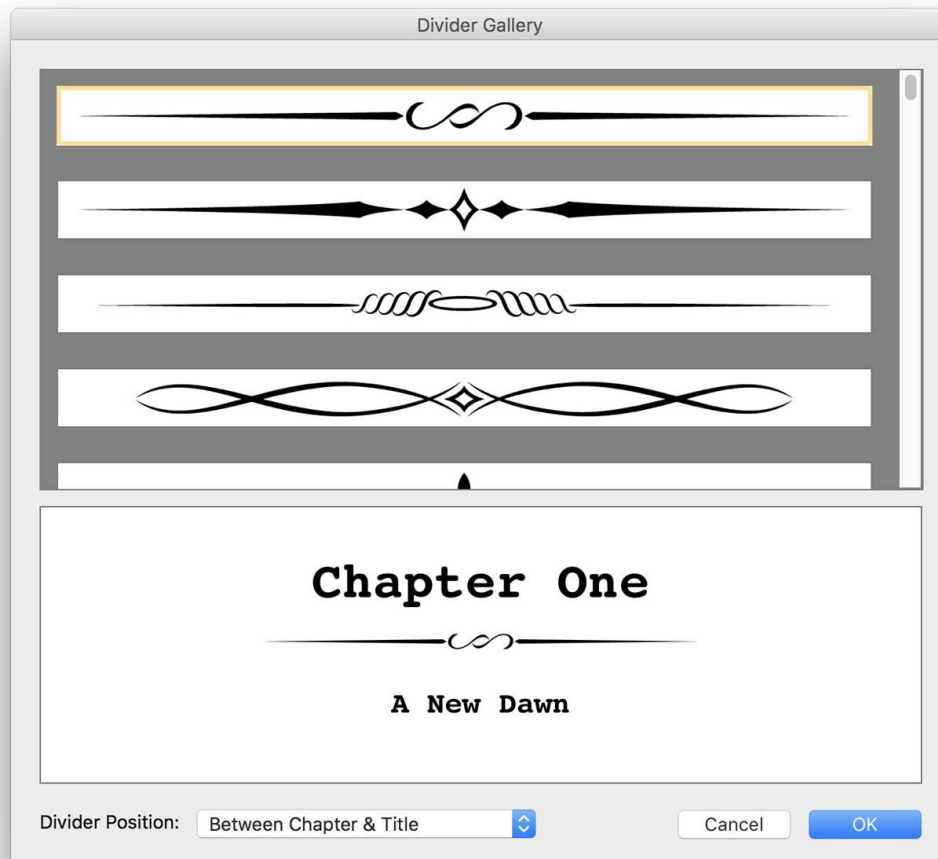


### Regular Mode

When writing in *Regular Mode* Script Studio will behave like a regular word processor and not auto-format at all.

## Novel Options

You can customize layout and chapter headings via [Preferences](#) and also choose a chapter heading **divider** from the gallery.



## Creating Projects

### How To Use Script Studio

There are many ways to use Script Studio and a lot depends on the type of project you are creating, whether you are starting from scratch or rewriting an existing outline and of course, your particular writing style - but here's an idea of how to make the most of Script Studio and to create a screenplay, stageplay or novel from concept to final draft!

#### 1. Create Characters

Use [Character Spotlight](#) to build a list of principle characters, choose a *picture* from the [Character Gallery](#) (or paste/upload an image from your computer) and fill in their basic profiles and backstory.

#### 2. Outline Your Story

In [Outline View](#), create your story step by step with a descriptive title and basic notes about what happens in each step and perhaps use [Story Tasks](#) to create a "To Do" list of story aims and objectives.

#### 3. Manage Notes & Ideas

As you plan your narrative, keep step specific notes in your [Notes View](#) for each step and other more general notes and ideas in your [Scratch Pad](#). If ideas about dialogue pop up during the planning process you can either jot them down in your [Script View](#) or save them as *Script Snippets* in your [Scratch Pad](#).

#### 4. Develop Characters

As your narrative builds, you may find it helpful to develop each character's story arc step by step in your character's [Story Arc](#) view.

#### 5. Structure & Analyze

Once your first rough draft is complete, use [PowerView](#) to color-code your acts and [Step Cards](#) to organize your steps. You may also find it helpful to use [FeelFactors](#) and [Reference Plugins](#) from the [Library](#) to compare your structure and pace with produced movies in the same genre.

#### 6. Write Script

When you are happy with your story and structure switch over to [Script View](#) to write and format each step's script.

#### 7. Proof & Present

When complete, [Spell Check](#) your work and [Export](#) it to PDF or [Print](#) out a copy to share with someone who can give you an unbiased opinion.

*Tip: Make sure at this point you step away from your script for at least a week so you can return to it with fresh eyes!*

## Writing Your Screenplay

### Screenplay Format

Script Studio allows you to write your script with ease by automatically [formatting](#) it for you as you type.

### Auto-Complete

Unlike regular word processors, Script Studio lays out your text to industry standard screenplay format by changing elements (scene heading, action, dialogue) as you type and via **Tab** and **Enter/Return** keyboard shortcuts. Script Studio also guesses the next character when typing dialogue and suggests scene headings, allowing you to let your creativity flow and your story unfold.

### Customize

Auto-complete lists are automatically created as you type but can be customized, as can keyboard shortcuts, page layout, headers & footers and mores & continueds.

## Organizing Your Outline

Script Studio lets you arrange your steps or chapters in many ways:

### Outline List

Drag and drop step title rows with the mouse or use the *Outline List Toolbar* **Arrow Buttons** to move them up and down.

### Step Cards

Each step, chapter or scene (depending on your current writing mode) is displayed as a [virtual index card](#) and repositioned in your outline by dragging it with your mouse to a different position.

You can choose how many cards across are to be displayed and whether or not to color-code them to match *PowerView's* current [structure template](#) or your outline's [Highlight](#) colors.

### PowerView

Allows you to [structure your story](#) in to acts, sequences or novel parts and drag and drop step rows into different sections to rearrange your structure.

## Creating Characters

Every good writer knows that to have a good story you need great characters and that's precisely where Script Studio's [Character Spotlight](#) comes in.

### Create Memorable Characters

Here you can create a profile, backstory and arc for each character and answer questions about them and their relationships with other characters in your story.

## Track Characters

In your character [Story Arc](#) view you can answer four key questions:

- *What do they want or need in this step?*
- *What do they get or learn in this step?*
- *What conflict or dilemma do they face in this step?*
- *How does this step move their story forward?*

If you have answered questions for a character in a particular step, then a **character icon** will appear beside that step title in your *Outline List* and a **small blue dot** will appear beside their name in the *Character List*.

## Structuring Your Story

### PowerView

[PowerView](#) enables you to divide your story into different sections and sub-sections, such as acts or novel "parts", and color-code these to suit your needs.

### Structure Templates

You can save your structure as a [template](#) in order to use it again for another project and compare your story structure alongside your selected [Reference Outline](#) from your [Library](#).

### Choose Your View

In PowerView you can choose to view your outline, script, notes or selected *Reference Outline* and hide and reveal the content of each step.

### SmartSearch

Use Script Studio's powerful search facility to keep track of a character, plot device, keyword or phrase and display every occurrence in PowerView.

## Analyzing Your Story

When writing a movie it's helpful to compare your structure and pacing with other stories of the same genre and that's what the [Reference Library](#) is for.

### Step By Step Analysis

Included in your library are *12 Outlines & Analyses* of successful Hollywood movies which can be viewed simultaneously to your own project. You can also export your own outline and script into the library to compare versions, helping you track changes and plan rewrites.

### FeelFactors

A [FeelFactor](#) is an element of your story that evokes an emotional or intellectual response in your reader or audience such as gore, shock, tension, conflict, action, mystery, comedy etc which can be analyzed through your outline via a visual graph to help gauge pacing.



---

## Presenting Your Script

When you have completed your project and are ready to share it with the outside world, the [Print](#) and [Export](#) Wizards will guide you through the options available.

### Exporting

A project consists of many elements such as script, character profiles, story arcs and FeelFactor graphs, so to simplify things, the export wizard lets you select a file format, exactly what content to include and how to display it.

You can choose various [formats](#) such as plain text, rich text, Fountain or PDF which can be opened by other programs and HTML which can be uploaded to the web. You can also export your script to Final Draft® or scheduling format for production applications or save your project as a *Reference File* to view within Script Studio so you can compare multiple drafts or share your project with others in a secure, uneditable file.

### Printing

This is just as easy, with the ability to customize many of the same options as the Export Wizard so your entire project or selected parts can be output for your own rewrites or for professional presentation.

**User-Interface**



## User-Interface

### Home Toolbar

#### Writing Mode Toolbar



##### Script Mode

Formats your screenplay or stageplay as you type to industry standard layout according to your pre-defined [Element Template](#).



##### Novel Mode

Formats your manuscript as you type according to your pre-defined [Novel Options](#), displays Chapter Headings and forces page breaks for each chapter.



##### Regular Mode

Functions like a regular word processor and allows you to write a standard document without any automatic formatting or pre-defined layout.

#### UI Mode Toolbar



##### Day Mode

Sets the user-interface to a light gray theme.



##### Night Mode

Sets the user-interface to a dark gray theme.



##### Custom Mode

Sets the user-interface to your customized theme.



##### Custom Mode Options

Opens the [UI Theme Options Window](#) to customize the theme.

#### Project Toolbar



##### New Project

Creates a new project using the current template. Select [Project Chooser](#) from the [File Menu](#) to create a new project using a different template.



##### Open Project

Opens a previously saved project.



### Save Project

Saves the current project. Select **Save As** from the [File Menu](#) to save the current project under a different name.



### Print

Opens the [Print Wizard](#) where you can select which aspects of your project you wish to print or preview.



### Page Layout

Opens the [Page Setup](#) window in which you can configure your page size and margins.



### Import

Opens the [Import Wizard](#) to import a file into Script Studio.



### Export

Opens the [Export Wizard](#) to save your project to a different file format.

## Edit Toolbar



### Cut

Removes selected text and copies it to the clipboard.



### Copy

Copies selected text and style to the clipboard.



### Paste

Pastes text and style from the clipboard into the current text field.



### Copy Step/Task

Copy the entire contents of the current step or task to the clipboard.



### Paste Step/Task

Insert a previously copied step or task into the current position in your outline or task list.



### Undo

Reverses the last user-action in the current project.



### Redo

Reverses the last undo action in the current project.

## Style Toolbar



### **Bold**

Converts the style of selected text or the text to be typed to bold.



### **Italic**

Converts the style of selected text or the text to be typed to italic.



### **Underline**

Converts the style of selected text or the text to be typed to underlined.



### **Text Color**

Displays the text color at the insertion point in the current text field and opens the palette.



### **Strikeout**

Converts the style of selected text or the text to be typed to strikethrough.



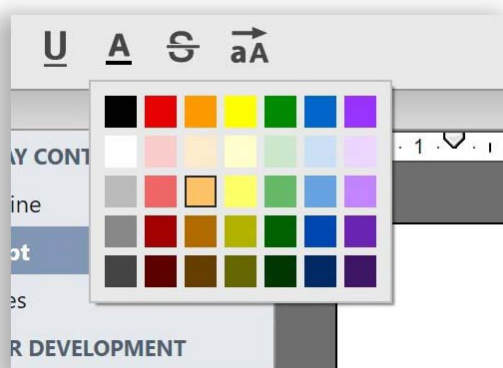
### **Toggle Case**

Converts selected text to either uppercase or lowercase.

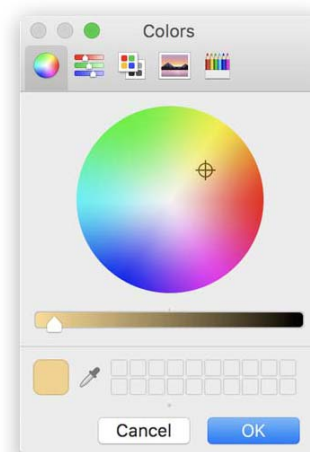
## Color Palette

Lets you select and apply a color to text, a step or task highlight or [PowerView](#) section.

**Text Color**



**Highlight Color**



## Layout Toolbar



### Left Alignment

Changes the current paragraph or selected paragraph to left alignment.



### Center Alignment

Changes the current paragraph or selected paragraph to center alignment.



### Right Alignment

Changes the current paragraph or selected paragraph to right alignment.



### Justified Alignment

Changes the current paragraph or selected paragraph to justified alignment.



### Line Spacing

Adjusts the line spacing for the current paragraph.



### Space Before

Adjusts the space before for the current paragraph.



### Dual Dialogue

Creates two columns of [Dual Dialogue](#) at the current insertion point or toggles an existing dialogue paragraph between regular and dual column.

## Tools Toolbar



### Spelling

Checks spelling of selected text or begins a spell check from the insertion point on the current text field. To open the [Spelling](#) window without commencing a spell check, select Spelling from the [Tools Menu](#).



### Thesaurus

Opens [Thesaurus](#) window, allowing you to look up a word or a selected word in the current text field.



### Find & Replace

Opens [Find & Replace](#) window, enabling you to search for a keyword or phrase.



### Send To Scratch Pad

Opens the [Send To Scratch Pad](#) window allowing you to copy or cut the currently selected text and create a new note in your Scratch Pad from it.



### Table Read

Launches the [Table Read](#) (Text To Speech) console to read your document to you.



### Dictation Assistant

Launches the [Dictation Assistant](#) to aid you when dictating text into Script Studio or navigating the user-interface and various views.



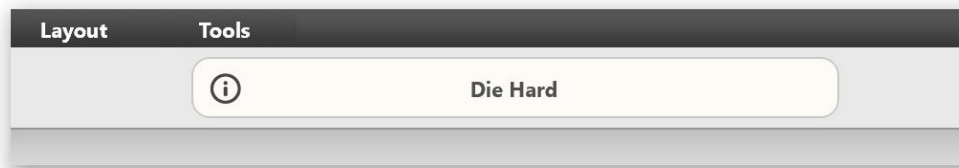
### Project Statistics

Opens the [Project Statistics](#) window where you can view word count, session information and statistics for each step in your outline.

## Project Info Display

### Project Information

The display area will by default always show the name of the current project as defined in [Project Information](#).

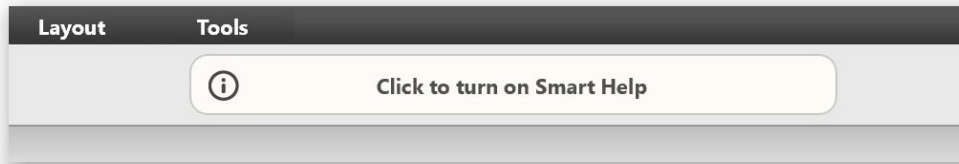


Double-click the display to open [Project Information](#) and edit your project values, some of which are used for [Print](#) and [Export](#).

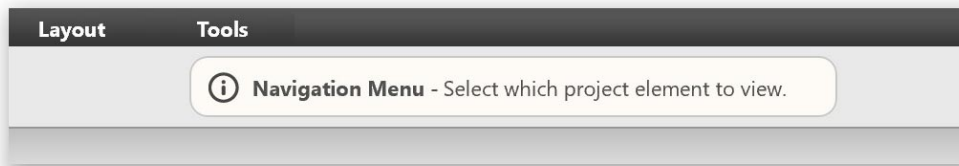


## Smart Help

Hover the mouse over the **Info Icon** and you'll see a message about enabling *Smart Help*.



Click the **Info Icon** to **Activate** *Smart Help* which will then display context sensitive help when you move the mouse over any control or field within the studio window. The example below shows what is displayed when you move the mouse over the *Navigation List*.



## Status Bar

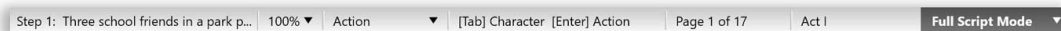
The *Status Bar*, situated at the bottom of the Script Studio screen, contains information about the project and current *Feature View*, such as the current step/chapter, scene, task, note, page, number of steps and page count or details about the selected Character or Reference Plugin. Below are examples of how the *Status Bar* appears depending on the current Feature View. On most views, the first section displays the current step number and title.

### Script View (Step Mode)



### Script View (Full Script Mode)

This view displays which element will proceed the current paragraph if you hit **Tab** or **Enter/Return** and if you hold down the **Control Key** (Windows) / **Command Key** (Mac) you'll also see a list of element [Keyboard Shortcuts](#) as defined in the [Elements](#) window.



Clicking on the **Step Mode** or **Full Script Mode** section will open a contextual menu with options to change the current mode or customize mode options.



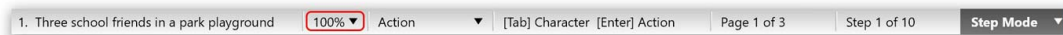
## Element Menu

Clicking on the current element section displays the **Element** menu which you can use instead of keyboard shortcuts to change the element value of the current paragraph.



## Font & Zoom Menu

Clicking on the current zoom level section displays the **Zoom** menu. Choosing *Custom* from this menu allows you to select a custom zoom level and the font and text size for the current view via the [Font & Zoom](#) window.



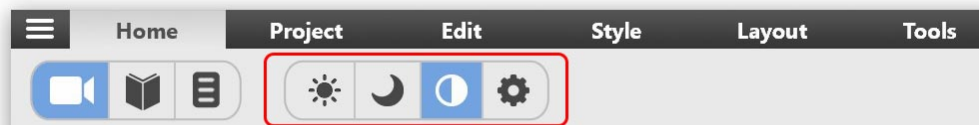
## Characters View



## UI Theme

### Day Mode

By default the user-interface theme is **Day** (*Sun Button*) but this can be changed via the *UI Mode Toolbar* to **Night Mode** or **Custom Mode**.



### Night Mode

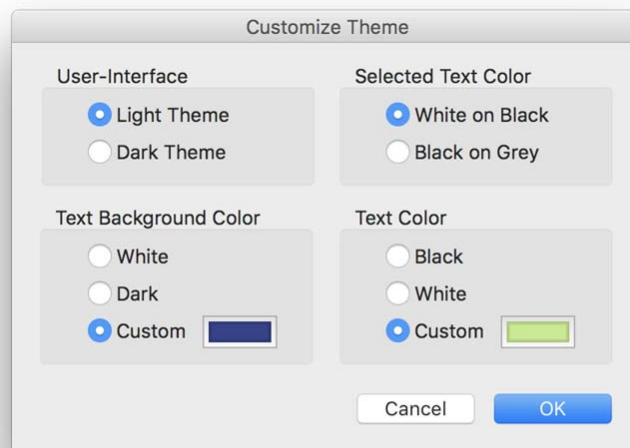
When you select the **Half-Moon Button** the interface changes from a light gray color with black text to a dark gray color with white text. This can help ease eye-strain which can result from staring at the computer screen for too long, especially with a large white area such as a page background.



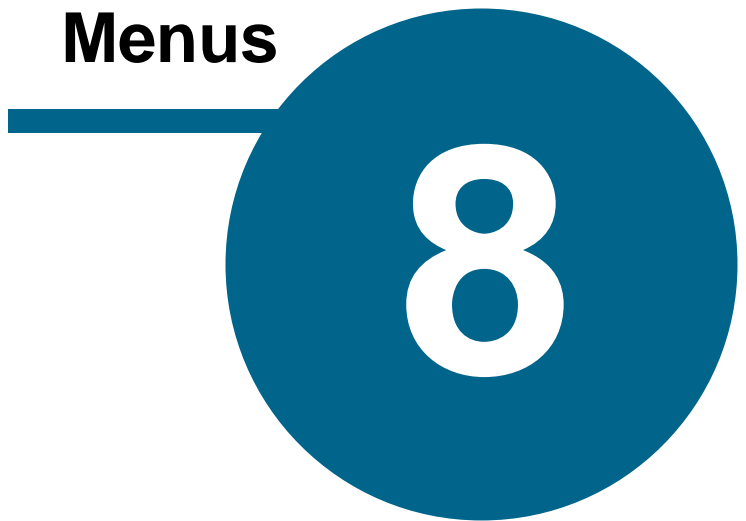
## Custom Mode

When you select the **Contrast Button** another **Gear Button** will appear which when clicked will open a window that allows you to customize the theme to suit your needs.

Here you can set text color, selected text color and page background color and also choose to have either a light or dark interface.



**Menus**



## Menus

### File

#### Mac

File	Edit	Format	Tools
New			⌘N
Project Chooser...			⇧⌘N
Open...			⌘O
Save			⌘S
Save As...			⇧⌘S
Import			⇧⌘I
Export			⇧⌘X
Print...			⌘P
Page Setup...			⇧⌘P
Register Script			
Submit Script			
The Sixth Sense.ssp			
The Incredibles.ssp			
Scream.ssp			
Dead Poets Society.ssp			

#### Windows

New	Ctrl+N
Project Chooser...	Ctrl+Shift+N
Open...	Ctrl+O
Save	Ctrl+S
Save As...	Ctrl+Shift+S
Import	Ctrl+Shift+I
Export	Ctrl+Shift+X
Print..	Ctrl+P
Page Setup...	Ctrl+Shift+P
Register Script	
Submit Script	
The Sixth Sense.ssp	
The Incredibles.ssp	
Scream.ssp	
Dead Poets Society.ssp	
Exit	Ctrl+E

### New

Create new project (.ssp) Script Studio File.

### Project Chooser

Opens [Project Chooser](#) window which allows you to start a new project from a **Project Template** or load an existing project or **Sample Project**.

### Open...

Open previously saved project (.ssp) Script Studio File.

### Save

Save project as a (.ssp) Script Studio File using the existing file name.

### Save As...

Save project as a (.ssp) Script Studio File using a different file name.

### Import

Opens [Import Options](#) window to import a file in a different format and convert it into a new Script Studio project.

## Export

Opens [Export Wizard](#) to export/save elements of your project to a different file format for sharing.

## Print...

Opens [Print Wizard](#) to print elements of your project for presentation.

## Page Setup...

Opens printer [Page Setup](#) dialog to customize print options such as paper size, orientation and margins.

## Register Script

Launches your default browser and directs you to [Hollywood Script Express](#) through which you can protect your work and also submit it for coverage, development notes, proofreading and script polish.

## Submit Script

Launches your default browser and directs you to [Hollywood Script Express](#) through which you can professionally print, bind and ship your work via FedEx.

## Recent File List

If you have previously saved projects and this option is enabled in [Preferences](#) a list of your recently saved files will be displayed for quick access.

## Exit / Quit

Close Script Studio window and exit the application.



Mac OS will display this on the **Script Studio** menu instead of the *File Menu*.



## Edit

### Mac

Edit	Format	Tools	Options
Undo Element Change			⌘Z
Can't Redo			⇧⌘Z
Cut			⌘X
Copy			⌘C
Paste			⌘V
Clear			
Select			▶
Paste As Script			⌘J
Find & Replace			⌘F
Go To...			⌘G
Insert Symbol			⌘M
Copy Step			⇧⌘C
Paste Step			⇧⌘V
Merge Steps			⌘R
Start Dictation...			fn fn
Emoji & Symbols			⇧⌘Space

### Windows

Undo Element Change	Ctrl+Z
Can't Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Select	>
Paste As Script	Ctrl+J
Find & Replace	Ctrl+F
Go To...	Ctrl+G
Insert Symbol	Ctrl+M
Copy Step	Ctrl+Shift+C
Paste Step	Ctrl+Shift+V
Merge Steps	Ctrl+R

## Undo

Reverses the last user-action in the current project, such as text editing or deleting characters. If there is no undoable action then the menu item will not be enabled. If an undo action is available, the menu will display what action can be undone, such as “Undo Paste” or “Undo Typing”. In Script Studio there is no undo/redo limit and practically every action you make can be reversed.

## Redo

Reverses the last undo-action in the current project, such as text editing or deleting characters. If there is no redoable action then the menu item will not be enabled. If a redo action is available then the menu will display what undo action can be reversed, such as “Redo Paste” or “Redo Typing”. In Script Studio there is no undo/redo limit and practically every action you make can be reversed.

## Cut

Removes selected text and copies it to the clipboard.

## Copy

Copies selected text and style to the clipboard.

## Paste

Pastes text and style from the clipboard into the current text field at the current insertion point. If the text was originally copied onto the clipboard from within Script Studio then its style and formatting properties will remain intact. If the text was originally copied to the clipboard from within another program then the text will remain but the original style and formatting will be lost.

If the text was copied from [Script View](#) and is pasted onto any other text field, the style will remain and its screenplay formatting properties will be retained but not displayed. However, if this text is re-selected, copied and pasted back into *Script View* and [Script Writing Mode](#) is active, then the text's formatting properties will be displayed again.

## Clear

Deletes selected text from the current text field.

## Select

Opens a sub-menu where you can select the current word, sentence, paragraph, scene, step/ chapter/task or the entire contents of the current text field.

## Paste As Script

Analyzes text in the clipboard and automatically formats it in [screenplay layout](#), similar to [Importing text as script](#). This feature works much in the same way as **Paste** but is only enabled for [Script View](#) when [Script Writing Mode](#) is active.

## Find & Replace

Opens [Find & Replace](#) to search for a keyword or phrase within your project or [SmartSearch](#).

## Goto...

Opens [Find & Replace](#) window and **Goto Panel**, enabling you goto a specific step or chapter in your outline or page in your script.

## Insert Symbol

Opens [Symbol](#) window, allowing you to insert a special character into the current text field.

## Copy Step / Chapter / Task

Depending on the current view, this option allows you to copy either the entire contents of a step, chapter or task to the clipboard. When copying a step, all elements of the current step are copied, including outline, script, notes, characters in step and *FeelFactor* values for that step.

## Paste Step / Chapter / Task

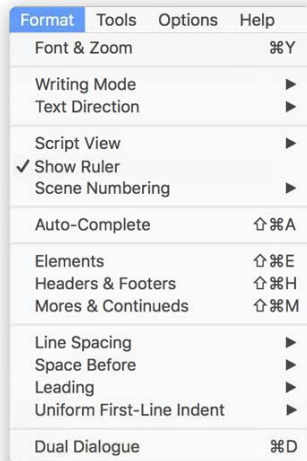
Depending on the current view, this option allows you to paste the entire contents of a previously copied step, chapter or task from the clipboard and insert it into the current position in your outline or task list. When pasting a step, all elements of the copied step are pasted, including outline, script, notes, characters in copied step and *FeelFactor* values for the copied step.

## Merge Steps

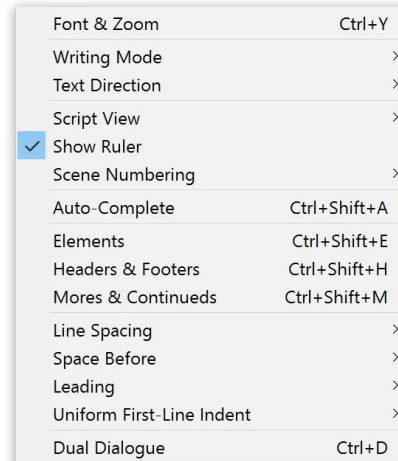
Opens [Merge Window](#) to merge selected steps/chapters in your outline into a single step/chapter.

## Format

### Mac



### Windows



### Font & Zoom

Opens [Font & Zoom](#) window to adjust text font, size and zoom level for the current view.

### Writing Mode

Opens sub-menu allowing you to choose your [Writing Mode](#) of *Script*, *Novel* or *Regular*.

### Text Direction

Opens sub-menu allowing you to choose either a *Left To Right* (default) text direction or *Right To Left* for languages such as Hebrew, Arabic and Urdu.

### Script Layout

Opens [Script Layout](#) window, enabling you to adjust script page size and margins.

### Script View > Page View

Displays your script on [Script View](#), [Reference View](#), [Title Page](#) and [Scratch Pad](#) *Script Snippets* in virtual page mode.

### Script View > Normal View

Displays your script on [Script View](#), [Reference View](#), [Title Page](#) and [Scratch Pad](#) *Script Snippets* without the virtual page around it.

### Show Ruler

Displays a [Ruler](#) above your [Script](#), [Title Page](#) and [Scratch Pad](#) *Script Snippets*.



## Scene Numbering

Displays scene numbers on the left, right or both sides of Scene Headings in your script and in the **Scene List** if working in [Full Script Mode](#).

## Auto-Complete

Opens [Auto-Complete](#) window, allowing you to customize your script's auto-complete lists and options when working in **Script Mode**.

## Elements

Opens [Elements](#) window with options to customize paragraph layout when working in **Script Mode**.

## Headers & Footers

Opens [Header & Footers](#) window, allowing you to customize your projects headers & footers for [Script View](#), [Printing](#) and [Exporting](#).

## Mores & Continueds

Opens [Mores & Continueds](#) window, allowing you to customize your script's scene and dialogue breaks when working in **Script Mode**.

## Line Spacing

Adjusts line spacing value for the current paragraph or selected paragraphs on the current text field.

## Space Before

Adjusts space before value for the current paragraph or selected paragraphs on the current field.

## Leading

Adjusts the spacing between lines in your entire document and applies to your *Script* and *Title Page* views. Leading can be **Tight**, **Regular** or **Loose**. Using tight leading will result in a shorter page count and loose leading in a longer page count.

## Uniform First-Line Indent

Allows you to select multiple paragraphs of text and set the first-line indent value to the same value for a uniform layout.

## Dual Dialogue

When working in **Script Mode** this will either create two new columns of [Dual Dialogue](#) if the current text insertion point is not already in a dialogue element, or it will convert an existing paragraph of regular dialogue to dual columns or toggle it back from two columns to a single column.

## Tools

### Mac

Tools	Options	Help
Character Spotlight		⌘W
Character Name Wizard		⌘T
Spelling		⌘:
Thesaurus		⌘;
Word Count & Session Stats		⌘.
Table Read		⇧⌘T
Dictation Assistant		⇧⌘D
Screenwriting Glossary		⇧⌘G
SmartSearch		⌘>

### Windows

Character Spotlight	Ctrl+W
Character Name Wizard	Ctrl+T
Spelling	Ctrl+:
Thesaurus	Ctrl+;
Word Count & Session Stats	Ctrl+.
Table Read	Ctrl+Shift+T
Dictation Assistant	Ctrl+Shift+D
Screenwriting Glossary	Ctrl+Shift+G
SmartSearch	Ctrl+>

### Character Spotlight

Opens [Character Spotlight](#) window, allowing you add a new character, image, profile and backstory to your project and also access [Dialogue Spotlight](#) for that character.

### Character Name Wizard

Opens [Character Name Wizard](#) window to help you create names for your characters.

### Spelling

Opens [Spelling](#) window, allowing you to check the spelling of either a selected word in the current text field or begin a spell check of your project content.

### Thesaurus

Opens [Thesaurus](#) window, allowing you to look up a word or a selected word in the current text field.

### Word Count & Session Stats

Opens [Project Statistics](#) window with word frequency and session statistics for your projects.

### Table Read

Opens [Table Read](#) console allowing you to hear your document read back to you by the default *Narrator* or *Actors* you define using the OS voices installed.

### Dictation Assistant

Opens [Dictation Assistant](#) window helping you to dictate take text into Script Studio and also navigate its views and interface.

## Screenwriting Glossary

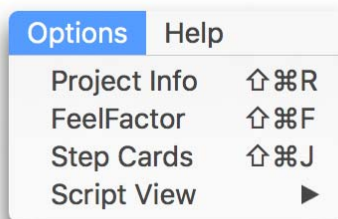
Opens the [Screenwriting Glossary](#) window which includes a list of the most common terms used in film production and screenwriting.

## SmartSearch

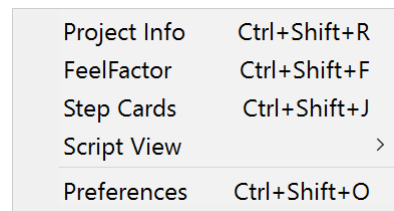
Opens [Find Window](#) and [SmartSearch](#) Panel, allowing you to search for a keyword or phrase throughout your project and display the results in [PowerView](#).

## Options

### Mac



### Windows



## Project Info

Opens [Project Information](#), allowing you to enter information about your project for [Print](#) and [Export](#).

## FeelFactor

Opens the [FeelFactor](#) options window allowing you to customize the labels and colors of *FeelFactors* and store them for use in other projects and apply stored values to the current project.

## Step Cards

Opens [Step Cards](#) options window, allowing you to customize the appearance of Step Cards view.

## Script View

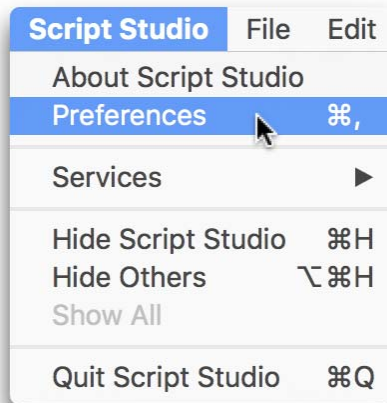
Lets you select to work in **Step Mode** or [Full Script Mode](#). Selecting **Options** allows you to customize mode settings via [Preferences](#).

## Preferences

Opens [Preferences](#) window, allowing you to customize global application options which are saved to file and restored each time you open Script Studio or begin new projects.

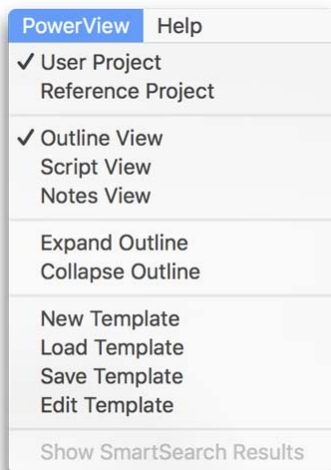


Mac OS displays this on the **Script Studio** menu instead of the *Options Menu*.

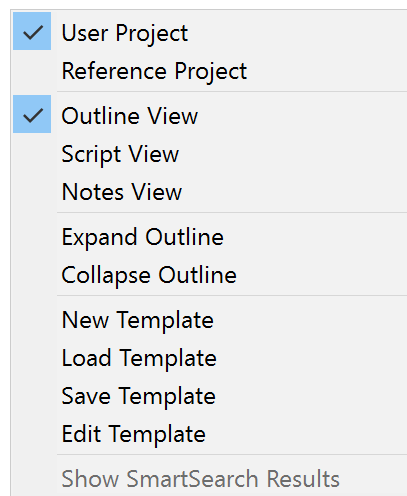


## PowerView

### Mac



### Windows



This menu only appears when you are working on [PowerView](#).

### User Project

Select this to view your own project in *PowerView*.

### Reference Project

Displays the currently loaded [Reference Outline](#) in *PowerView*.

## Outline View

Displays the outline content of each step or chapter in *PowerView*.

## Script View

Displays the script content of each step or chapter in *PowerView*.

## Notes View

Displays the notes content of each step or chapter in *PowerView*.

## Expand Outline

Reveals the content of each step or chapter in *PowerView*.

## Collapse Outline

Hides the content of each step or chapter in *PowerView*.

## New Template

Opens the [Structure Window](#) to create a blank template from scratch.

## Load Template

Opens your default *Template Folder* (as set in [Preferences](#)) to load a different template into *PowerView*.

## Save Template

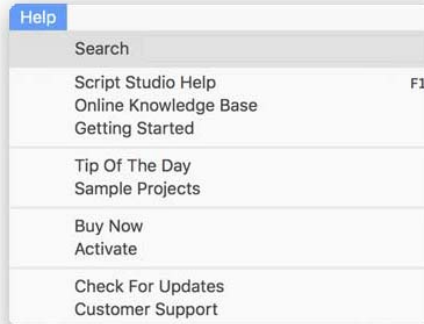
Opens the Save dialog so you can save the current *PowerView* Structure as a template.

## Edit Template

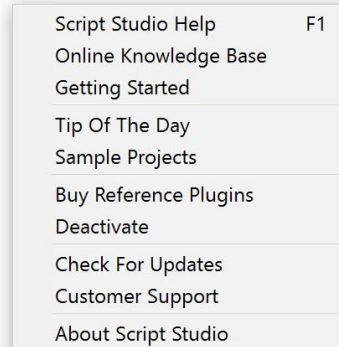
Opens the [Structure Window](#) and displays the current template for you to modify as required.

## Help

### Mac



### Windows



### Script Studio Help

Opens Script Studio's PDF User Guide.

### Online Knowledge Base

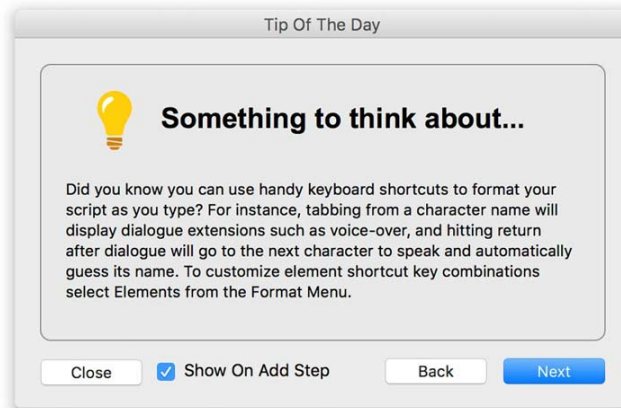
Launches your default browser and directs you to our comprehensive online [Knowledge Base](#) and support site.

### Getting Started

Opens [Getting Started](#) window, which gives you an overview of Script Studio's key features.

### Tip Of The Day

Displays practical writing advice and handy tips about making the most of Script Studio's powerful features. This window also appears the first time you add a step in each new session but this functionality can be changed by unchecking "Show on Add Step" or via [Preferences](#).



## Sample Projects

Opens [Project Chooser](#) where you can open one of the *Sample Projects* included in the software.

## Buy Now / Buy Reference Plugins

If you have not [Activated](#) Script Studio, this menu choice will launch your browser and direct you to our secure online store where you can purchase a License for Script Studio. If Script Studio is already activated, this menu choice will launch the secure [In-App Store](#) where you can purchase additional [Reference Plugins](#) which will then automatically be downloaded and installed into your [Library](#).

## Activate / Deactivate

Opens [Activation](#) window or [Deactivation](#) window, depending on the activated status of your software.

## Check For Updates

Opens [Check For Updates](#) window to see whether a new version of Script Studio is available.

## Customer Support

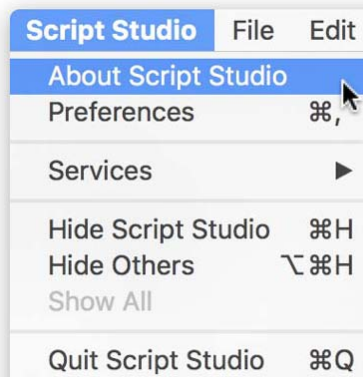
Opens [Support](#) window which displays information about your product and support contact information.

## About

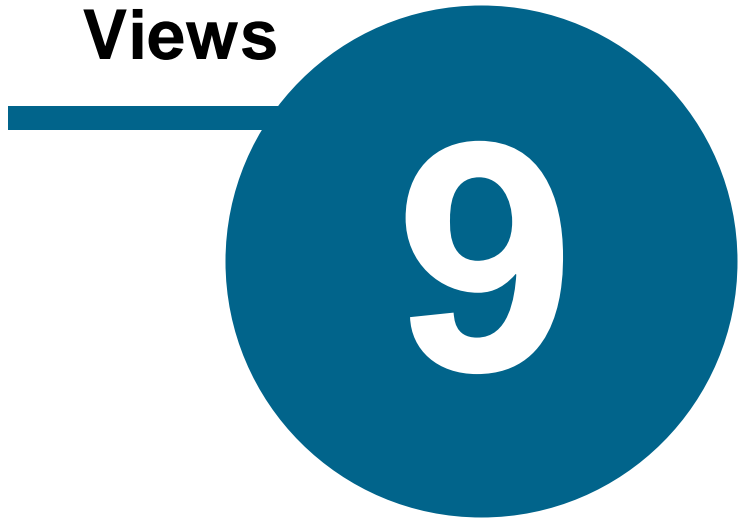
Opens About window which displays information about your product.



Mac OS displays this on the **Script Studio** menu instead of the *Help Menu*.



**Views**

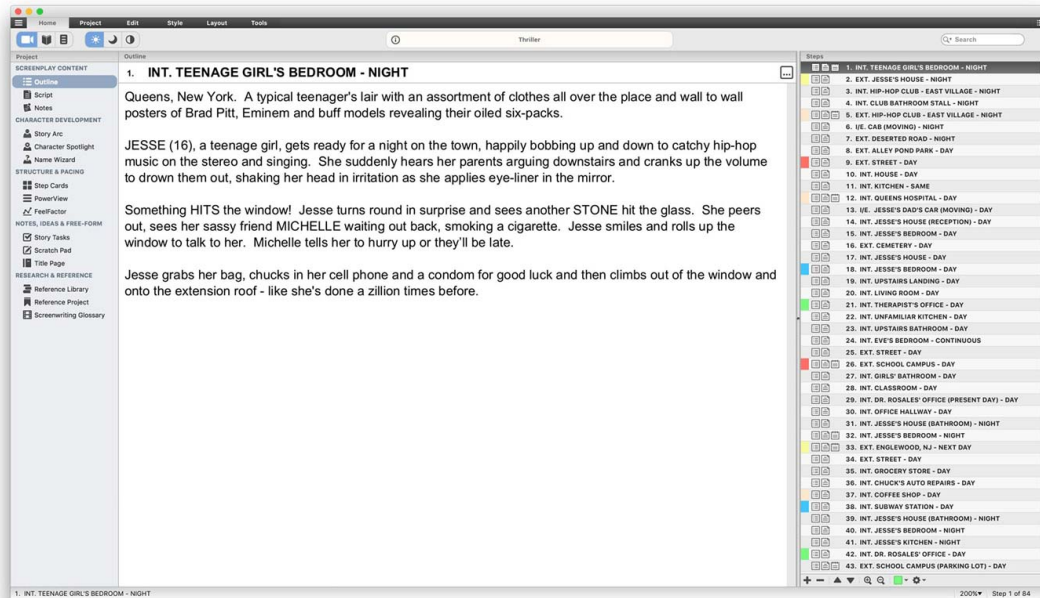




# Views

## Outline

The top text field is your **Title Field** where you enter the title for each step or chapter in your outline and below this is the **Content Field** which should contain the details. When you add a step or chapter it appears in your **Outline List** on the right of the studio window.



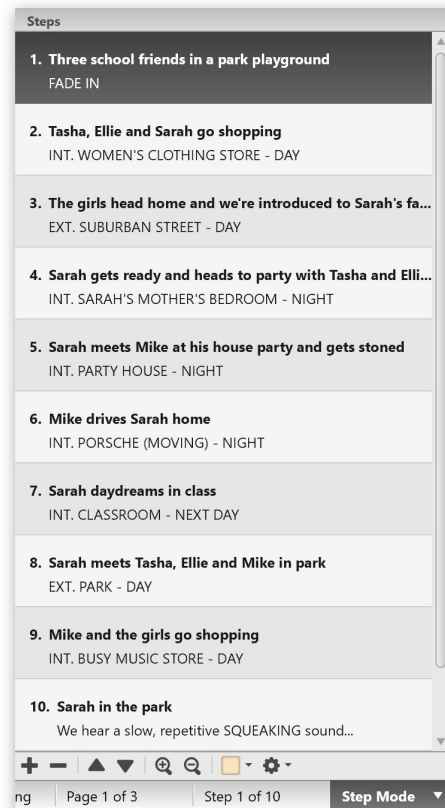
## Outline List

Your *Outline List* is one of Script Studio's key features, allowing you to clearly see an overview of your entire story while simultaneously working on individual steps or chapters.

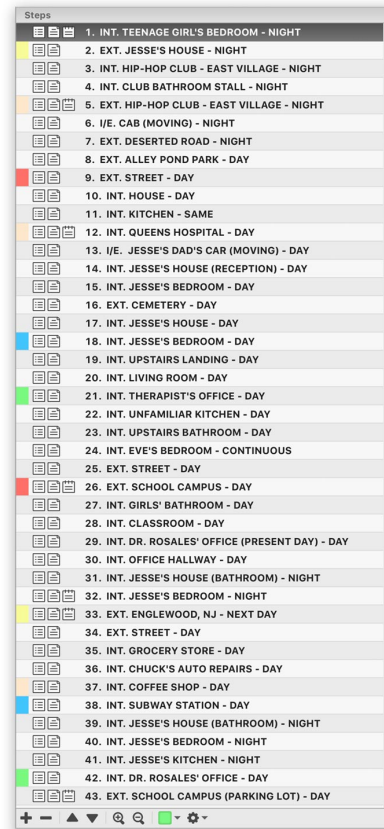
Clicking on a *Step Title* in this list will display its contents in the *Title Field* and *Content Field*.

You can customize the list view in many ways using the *List Toolbar Gear Button* options where you can change row size, increase text size, show the first line of description, hide and show [Content Icons](#) and [Manage Highlights](#).

## Large Row With Description



## Small Row With Icons



## Step Display & Auto-Complete

The **number** on the left of the *Title Field* indicates the current step/chapter you are working on and to the right of the field is the **Text Mode Button** which toggles [Script Format](#) on and off for the *Title Field* when in *Script Mode*.

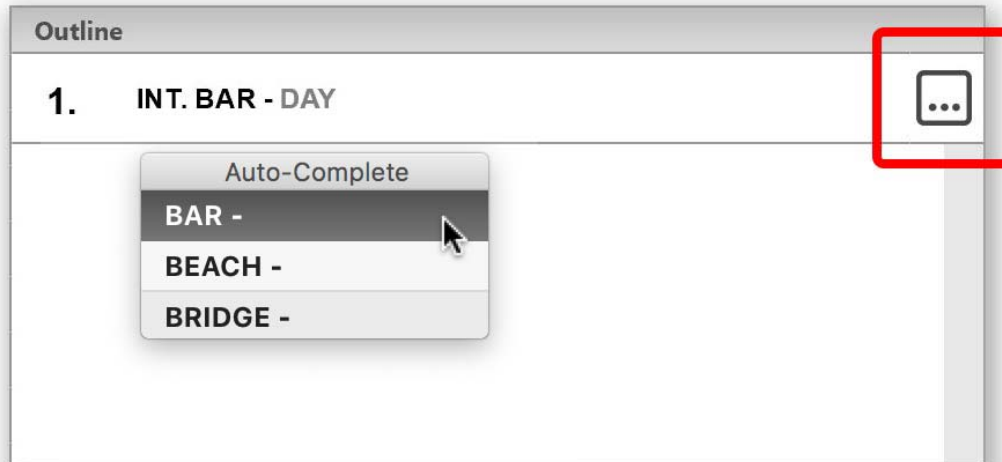
## Regular Mode

By default the **Caret Icon** displays indicating that auto-complete is off which means you can type a step/chapter title without any screenplay-specific formatting.



## Slug Mode

Slug means "Scene Heading" in screenwriting terms and when you click the **Caret Icon** it will change to a **3 Dot Icon** indicating that *Slug Mode* is active. *Slug Mode* will auto-capitalize your text and [auto-complete](#) scene headings as you type.



## Binding with Reference Outline

Your own *Outline* is always linked with the currently loaded [Reference Outline](#) which can be viewed by selecting **Show Reference Outline** from the *List Toolbar Gear Button* menu.

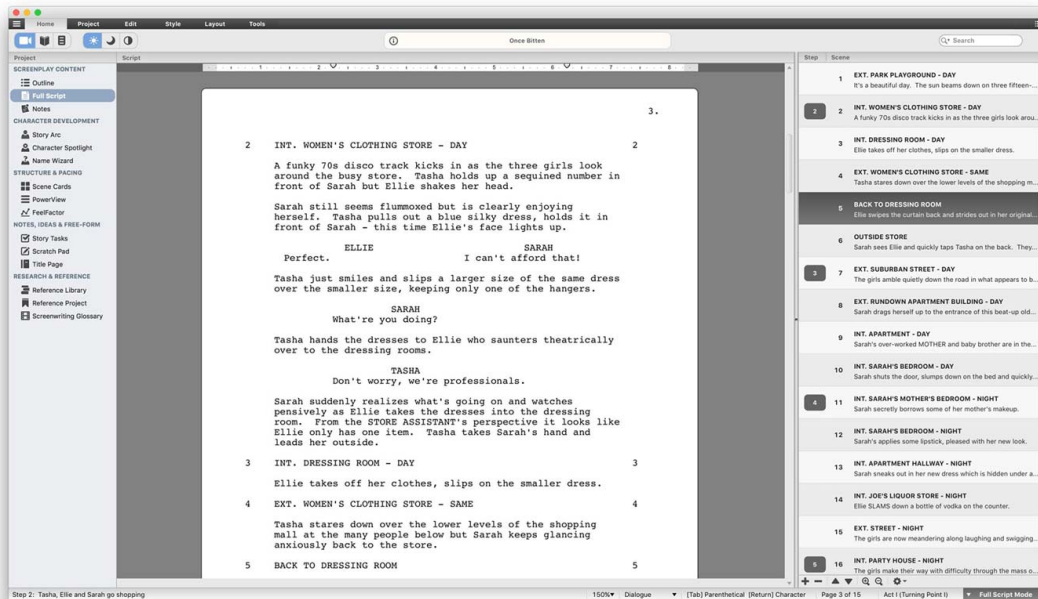
When you change to a different step in the list you will automatically be changing the currently selected step in the Reference Outline at the same time whether the Reference Outline is displayed or not.

Similarly, when you change to a different step in your *Reference Outline*, you will automatically change the selected step in your own *Outline*. This lets you simultaneously view steps in the *Reference Outline* that correspond to the same point in your own story so you can compare structure, pacing and story development with successfully produced movies in the same genre.

## Script

This view allows you to write [formatted screenplay text](#) for each step in your outline when writing in [Script Mode](#) or manuscript text with chapter headings and page breaks if writing in [Novel Mode](#).

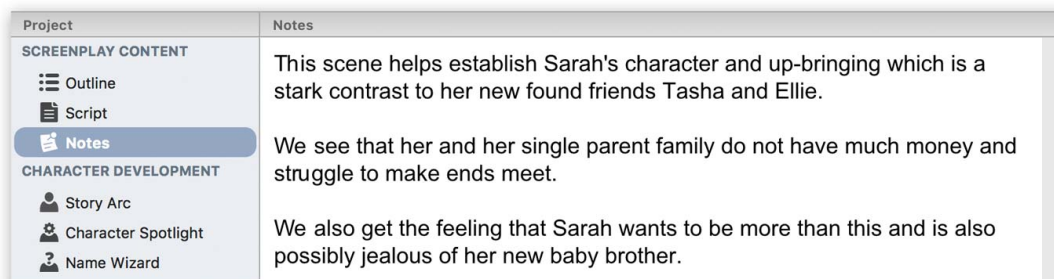
You can also work in [Full Script Mode](#) to edit each step and scene within the context of your full screenplay and navigate scenes instead of steps.



Double-click on ruler to open the [Page Layout](#) window.

## Notes

This view allows you to keep step specific notes in your outline.

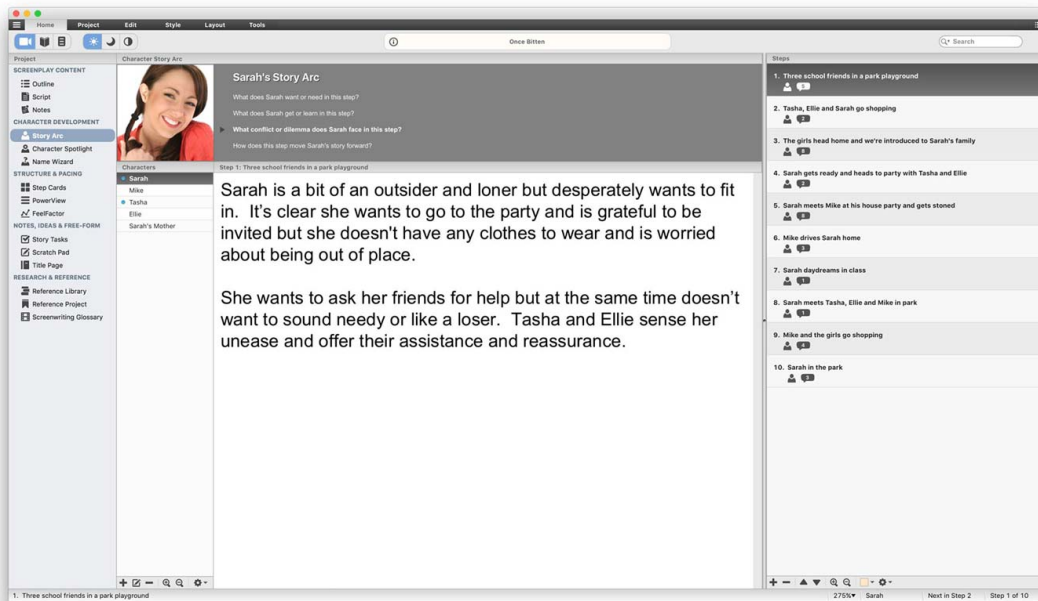


For global notes use the [Scratch Pad](#).

## Story Arcs

### Character Story Arc View

This view displays the characters you have created (or imported from your script) in the **Character List** and the currently *Selected Character* with their *Profile Picture* - if you have assigned one via [Character Spotlight](#) and the [Character Gallery](#).



Here you can develop the story arc of each character step by step as you build your narrative by answering *four key questions* which are displayed in the gray area at the top of the view:

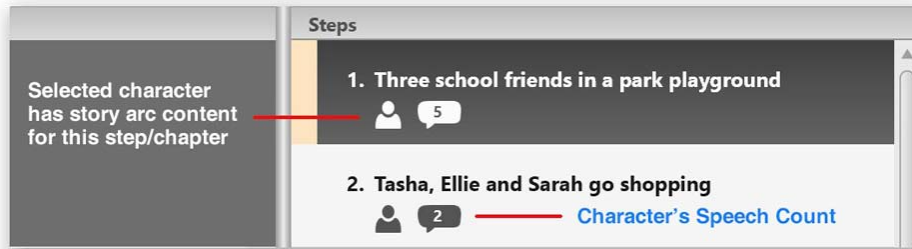
- *What do they want or need in this step?*
- *What do they get or learn in this step?*
- *What conflict or dilemma do they face in this step?*
- *How does this step move their story forward?*

Answering these questions for each of your principle characters as you write or rewrite your outline will help you understand their behavior in a scene and in turn write more appropriate dialogue for them. This process is also very handy in focusing your story and discovering which parts work and which do not. You can **Tab** through each question or **Shift + Tab** to cycle backwards.

A **small blue dot** will appear in the *Character List* beside characters who have story arc information in that step.

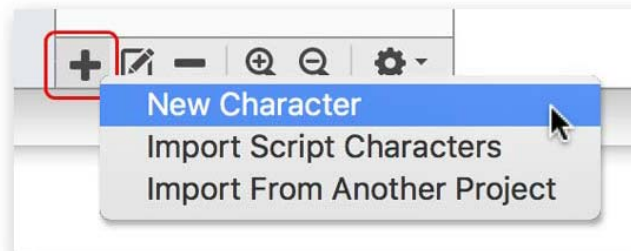
## Outline List Content Icons

On this view your *Outline List* will display a **Character Icon** if the selected character has arc information in that step and a **Speech Count Icon** to indicate the number of dialogue paragraphs in that step.



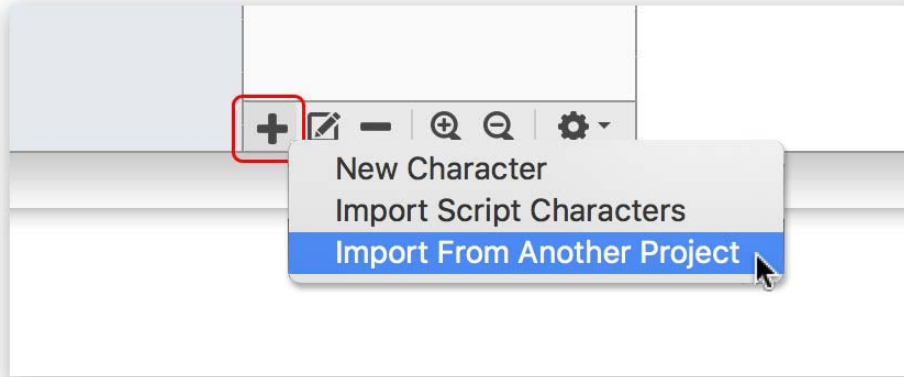
## Character List Toolbar

Use this to add new characters, import characters with script dialogue, import characters to your current project from another project file, sort the list and customize how your character names are displayed.

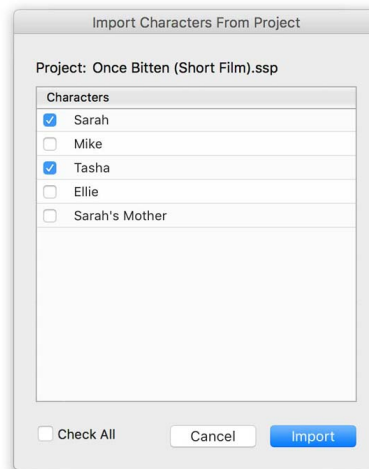


## Importing Characters From Another Project

Select this option from the *Character List Toolbar* to select a project file and then open the *Import Characters Window*.



Here you can choose the characters you wish to import from the list of names, and their profiles will be imported into the existing project. Note: *Story Arcs* cannot be imported because they are project outline specific.

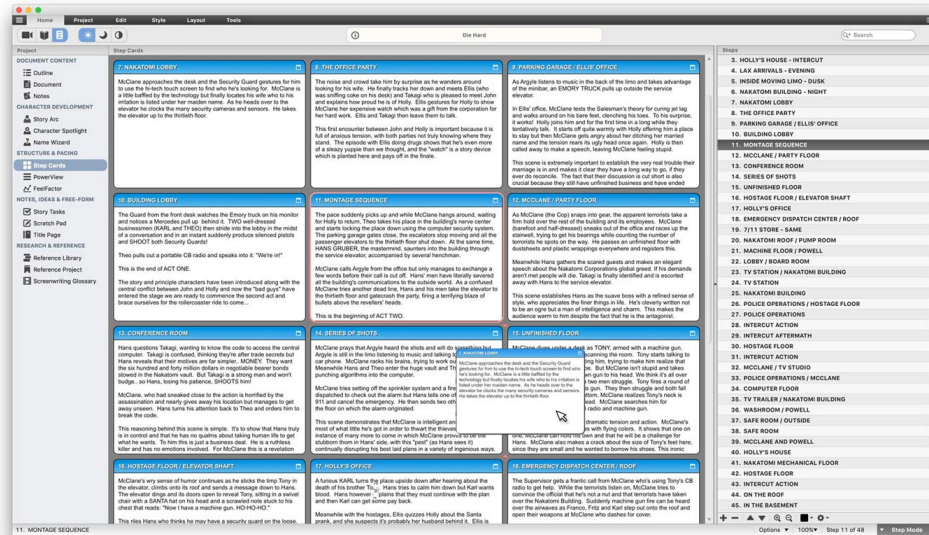




## Step Cards

When writing any kind of fiction such as a screenplay or novel, you'll inevitably need to rearrange the order of your steps and Script Studio lets you do this with ease with its powerful organizational tool Step Cards. On this view, each step in your outline is displayed as a *virtual index card* which can be repositioned in your outline by dragging it with your mouse.

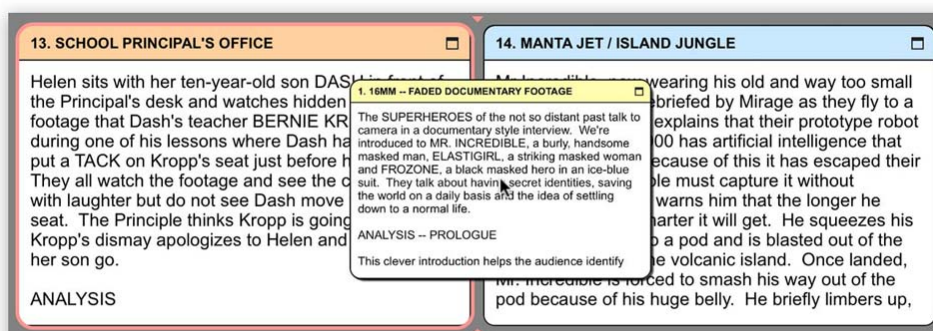
When dragging a card two **red arrows** indicate where the card will be inserted. If you drag the card towards the bottom of the screen the view will automatically scroll to display any hidden cards in your outline. This works the same for scrolling back up. Cards can also display *Scenes* instead of *Steps* when working in [Full Script Mode](#) and *Chapters* when working in [Novel Mode](#).



Holding down the **Shift Key** while clicking the mouse on a particular card will jump to that step in your outline list and display [Outline View](#).

## Color-Coded Cards

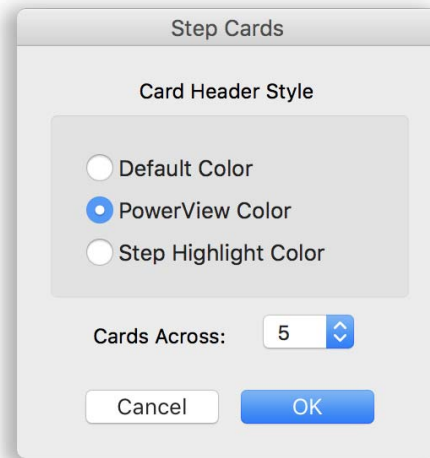
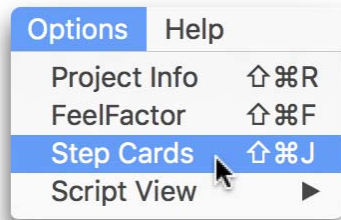
Cards headings can optionally display [PowerView](#) structure colors or your outline [Highlight Colors](#) by selecting **Options** from the [Status Bar](#) or by selecting **Step Cards** from the [Options Menu](#).





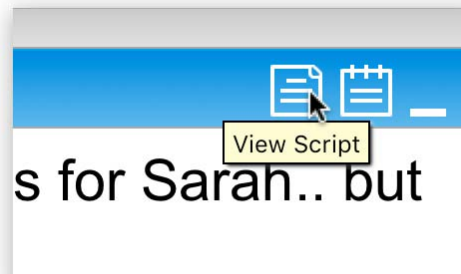
## Options Window

Select **Step Cards** from the [Options Menu](#) to display this window which allows you to use PowerView's structure colors for the heading color of each card and set the number of cards across to display on-screen.



## Maximize & Restore

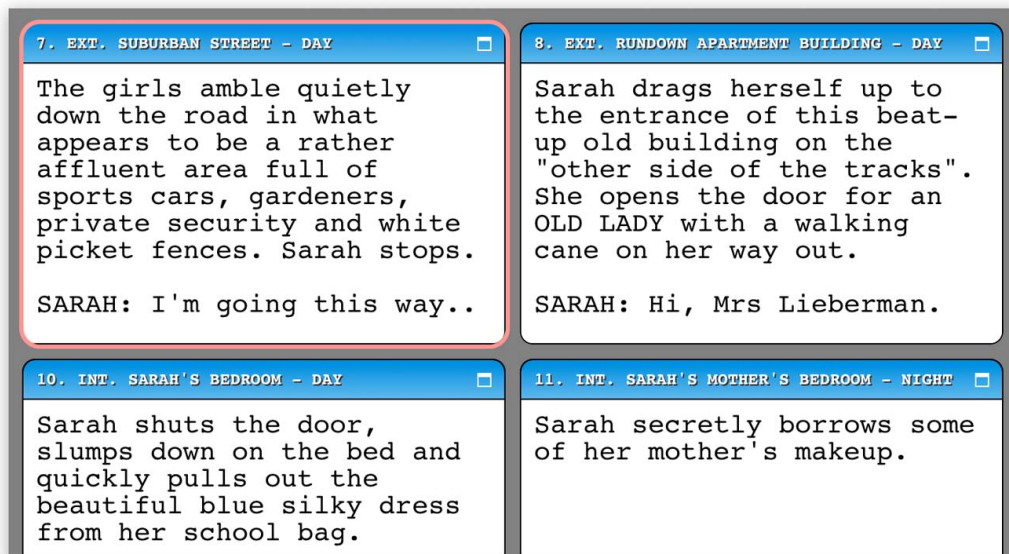
Double-click on a card or click the **Maximize Icon** on the top right corner of the card header to zoom into it and display it full screen. In maximized mode you can view the entire outline content of that particular step and even view the script and notes content by clicking on the respective header icons. Double-clicking the card again or clicking the **Restore Icon** will restore the card to its original size.



## Using Scene Cards in Full Script Mode

Although Script Studio's design is based on the principle of step-outlining (working on each step individually), when you are writing a screenplay you may want to view cards for each scene rather than each step in order to get a better understanding of the narrative.

To do this you need to change from **Step Mode** to [Full Script Mode](#) via the *Status Bar* or by double-clicking on a step in your *Outline List*.



If you have selected to show [Scene Numbers](#) in your script then these will be displayed in the header of each card.

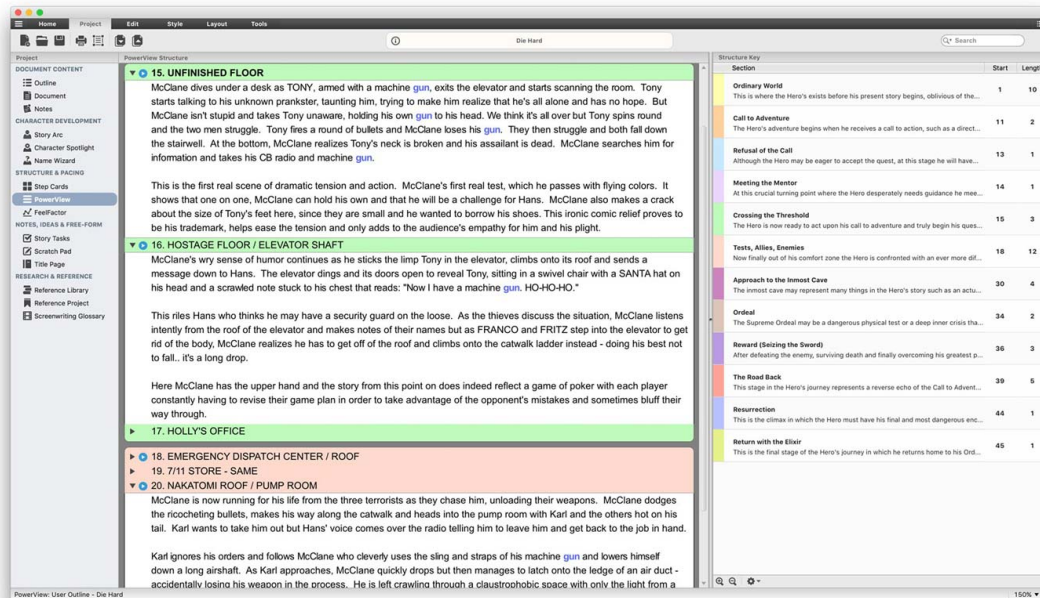


You can maximize a card to view the full script content and display each scene's content by navigating through the *Scene List* while a card is maximized.

## PowerView

### Structure View

*PowerView* displays the color-coded structure of your story with expandable and collapsible content.



### PowerView Outline



Your outline is initially displayed as a list of *Step Titles*. When you click on the **disclosure icon** beside a title the *Step Content* will be revealed. If you click on it again the content will be hidden. Double-clicking a step also expands/collapses its content which can be either your outline, script or notes as determined by your selection in the [PowerView Menu](#). The menu also offers you the ability to expand or collapse all steps. You can also rearrange your outline by *dragging and dropping* a step title row with the mouse. The **black arrow icon** indicates where the step will be inserted.

### Reference View

You can choose to view the currently loaded [Reference Outline](#) within *PowerView* by either **Right-Clicking** (Windows) / **Control + Click** (Mac) your mouse or by selecting this option from the **PowerView Menu**. When you right-click to switch views between user and reference the step that is clicked will automatically expand to reveal its content, making it easy for you to compare your step with that of your reference step or the content of one draft with the content of another. The current view is displayed in the [Status Bar](#).

## Structure Key

On the right of *PowerView* is your *Structure Key* which indicates your current [Structure Template](#) which has a label, color, start point and length for each section and sub-section.

Structure Key		
Section	Start	Length
 <b>Act I</b> This is where the story truly begins. Here we m...	1	1
<b>Turning Point I</b> Turning Points have various names (depending...	2	1
 <b>Act II</b> This is where the plot thickens and the story sh...	2	5
<b>Mid-Point</b> The Mid-Point occurs exactly halfway through...	4	1
<b>Turning Point II</b> Turning Points have various names (depending...	5	1
<b>Act III</b> This is what the audience has been waiting for...	7	3
<b>Denouement</b> Denouement comes from the French word dén...	10	1

A section can be defined as anything you want. By default, Script Studio utilizes the classic three-act structure but your story or project could also be divided into novel parts, sequences or even lessons.

The color for each section corresponds to the color displayed in your *PowerView Outline*. The **Start** value indicates at which step number that particular section begins. The **Length** of each section is determined by the next start value.

Each section can be customized via the [Structure Window](#) where you can add sub-sections, modify section headings, adjust section start values and load/save different templates which can be shared between different projects.

A **disclosure icon** beside a section heading indicates it contains sub-sections. Clicking on the icon will hide/reveal its sub-sections. Double-clicking on the *Structure Key* will open the Structure Window which can also be accessed via the [PowerView Menu](#).

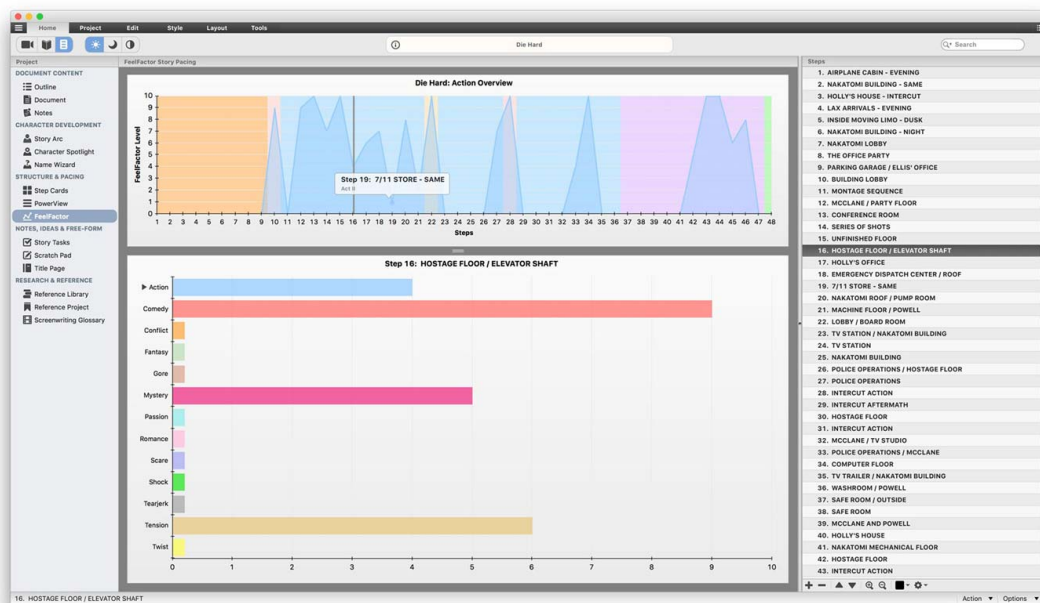


Holding down the **Shift Key** while clicking the mouse on a particular title in the *PowerView List* will jump to that step in your *Outline List* and display [Outline View](#).

# FeelFactor

## Story Pacing

The [FeelFactor](#) view displays two interactive charts to help you gauge the audience engagement level of your story. The top **area chart** shows your full outline and the levels for the *FeelFactor* that is selected in the **bar chart** below. The bar chart shows the levels for each *FeelFactor* for the current step. You can drag the apex of any point in the area chart up or down with the mouse to change the level and you can also drag the top of any *FeelFactor* bar left or right with the mouse to change its value.



## What is a FeelFactor?

A *FeelFactor* represents an element or theme of your story at any given point in your narrative. For instance, if you're writing an action movie and your first step begins with a car chase, shootout and explosion then you have instantly gripped your audience and their "Action" *FeelFactor* level would be high. Or if you were writing a drama and the first step contains a love scene then their "Romance" and "Passion" *FeelFactors* for that step would be high.

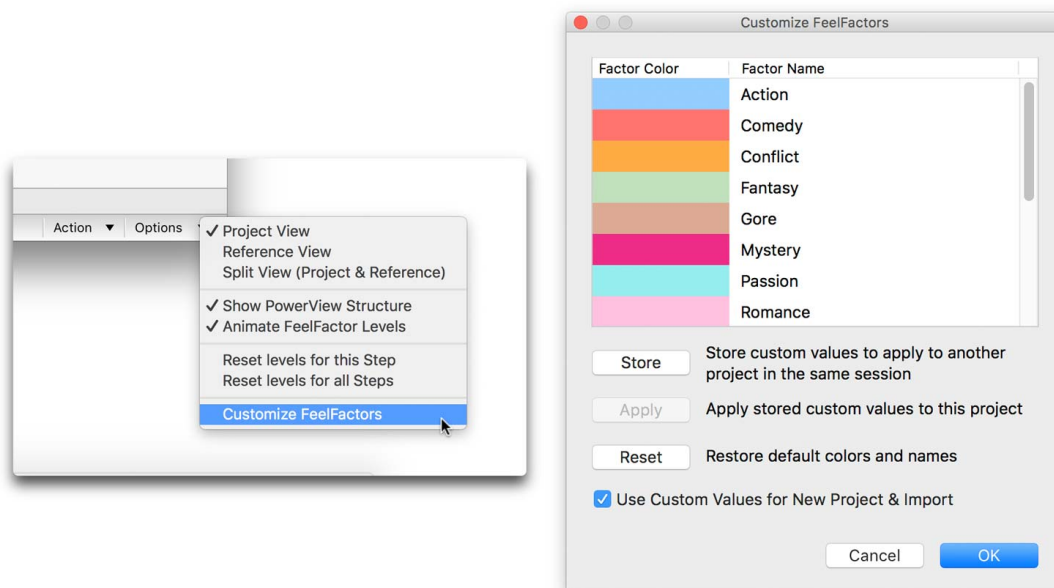
## FeelFactor Options

Click the **Options Menu** in the [Status Bar](#) to customize your view:

<b>Project View</b>	Displays only your own FeelFactor chart.
<b>Reference View</b>	Displays only the currently loaded Reference FeelFactor chart.
<b>Split View</b>	Displays your Project chart and Reference chart on the same screen.
<b>Show PowerView Structure</b>	Displays the <a href="#">Structure Template</a> color map behind the area chart.
<b>Animate FeelFactor Levels</b>	ANimates the chart apexes and bars when you change steps.
<b>Reset levels for this Step</b>	Resets the level of the selected FeelFactor to zero for the current step.
<b>Reset levels for all Steps</b>	Resets the level of all FeelFactors to zero for the current step.
<b>Customize FeelFactors</b>	Opens a window that allows you to customize colors and labels.

## Customize FeelFactors

Select this to change the default labels and colors for FeelFactors. You can also **Store** your customized settings and then **Import** them into another project.



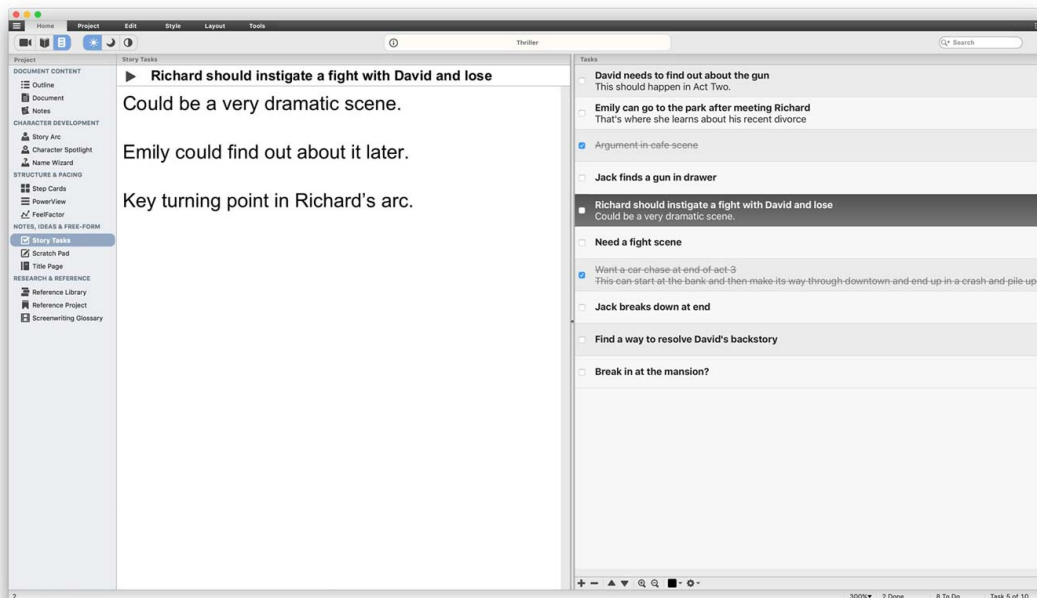
## Story Tasks

### Managing & Remembering Your Story Ideas

When writing a story, many ideas will pop up along the way about characters and plot points, such as: *I must remember to make Jessica find the gun in step 12 or John should meet Mary before he gets mugged.* You can't control when inspiration strikes and that's where Story Tasks come in!

#### Story Tasks View

To help you keep track of character arcs, plot devices and story objectives, simply enter the title of the task in the top text field and the content of the task in the field below and use the **Plus Button** in the *List Toolbar* to add more tasks as you go along. Each task title will then appear in the *Task List* on the right of your screen.



#### Organizing Tasks

Click on a *Task Title* and drag that task into another position in the list or use the **Arrow Up** and **Arrow Down** buttons in the List Toolbar.

#### Done or To Do?

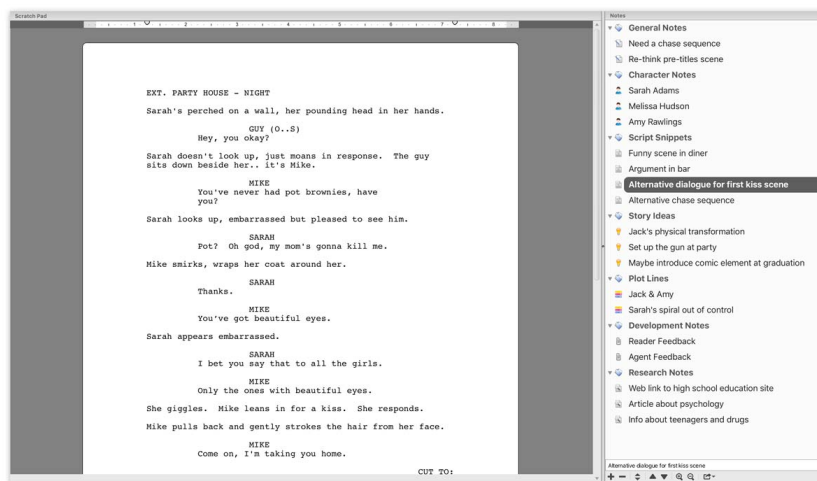
When you still have to do a task the then **Play Icon** will be displayed beside the *Task Title*. When the task is complete and you have checked it in the *Task List* then a **Check Icon** will display beside the *Task Title*. The [Status Bar](#) indicates the number of tasks, how many are to do and how many have been completed.

## Scratch Pad

Writing a screenplay is not just about the formatting, it's also about the “process” and part of the process is keeping track of all the ideas that inevitably pop up along the way. Script Studio's *Scratch Pad* allows you to easily organize your notes in one place and categorize them into folders such as story ideas, research, character notes, plot lines and script snippets.

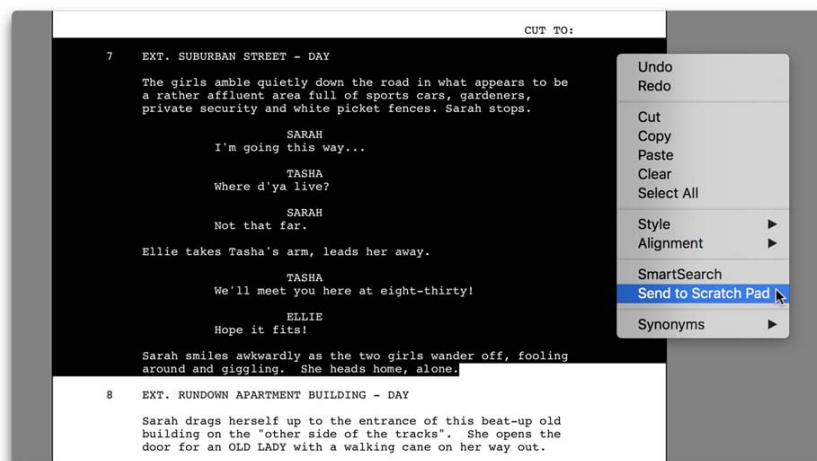
### Adding Items To Your Scratch Pad

Click the **Plus Button** on the *Scratch Pad Toolbar* and select a category for your new note. This will create a new item in the list. You can then enter a title for the note in the field below and enter content in the main document area. Click the **Minus Button** to remove the selected note.



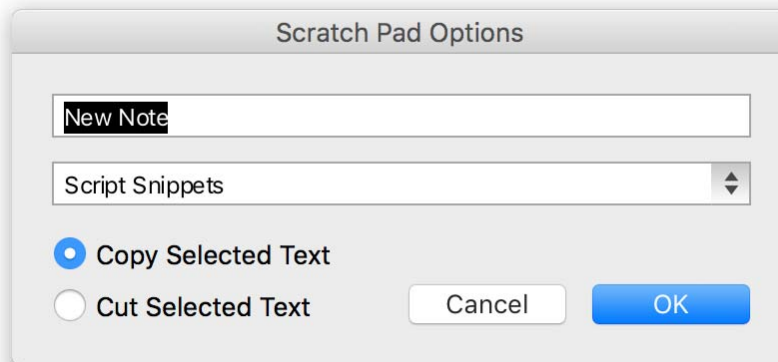
### Send To Scratch Pad

You can send items to your *Scratch Pad* from your *Outline*, *Script*, *Notes*, *Story Arcs*, *Story Tasks* and *Title Page* by selecting text and *right-clicking* (Windows) or *control-clicking* (Mac) to display the contextual menu option. You can also click the *Send To Scratch Pad Button* in the [Tools Toolbar](#).





This will display the **Scratch Pad Options** window where you can select a category for the new note and choose whether to copy the selected text or copy and remove it from the current text field.



## Organizing Notes

You can arrange your notes by clicking on an item in the list and dragging it to a different position or by selecting the **Move Button** (arrows up and down) on the *Scratch Pad Toolbar* and assigning the selected note to a different category.

## Printing Notes

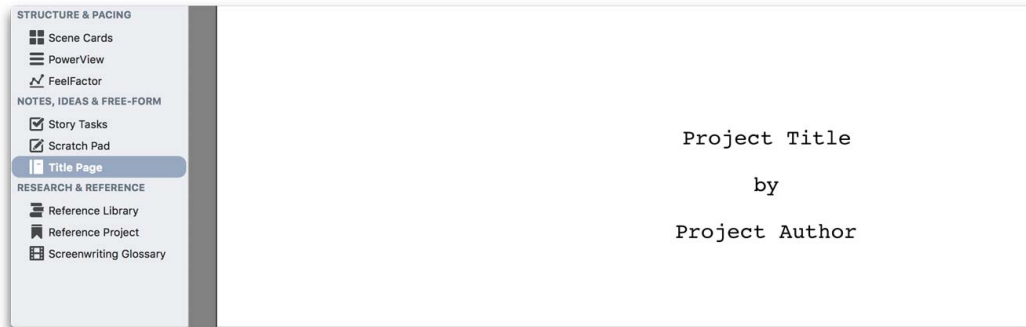
To print a single note, select the note in your list and select **Print Note** from the **Print & Export Button** on the *Scratch Pad Toolbar*. To print all notes in the current category, select the category title instead of a specific note.

## Exporting Notes

To export a single note to a file, select the note in your list and select the **File Format** from the **Print & Export Button** on the *Scratch Pad Toolbar*. To export all notes in the current category, select the category title and click instead of a specific note.

## Title Page

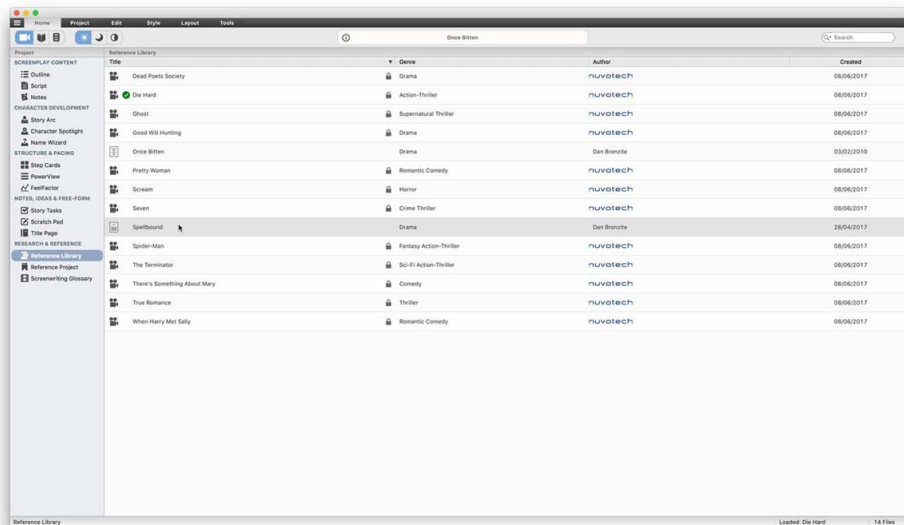
This view allows you to create a *Title Page* (or pages) for your current project. The *Title Page* has all the standard paragraph and style formatting options but does not include [Screenplay Format](#) and [Auto-Complete](#). The *Title Page* can be included when [Printing](#) or [Exporting](#) your project or printed/exported on its own. This feature can be handy if you wish to use the *Title Page* to write a treatment or create a cast list.



Double-click on ruler to open the [Page Layout](#) window.

## Library

This view displays a list of all the [Reference Plugins](#) in your *Library*. The currently loaded outline is indicated by a **green check mark icon** beside its title. To load another outline, double-click on its title in the list. You can also [Export](#) your own projects into the library and load them so you can simultaneously compare different versions. You can sort the list by date or alphabetically by clicking on the respective column header.



## Reference Project Icons

The **icon** beside the title indicates the format of the Reference Outline and a **padlock icon** indicates it has been exported into your library in a **secure format** which means its content cannot be copied.



### Nuvotech Reference Plugin

A plugin published by Nuvotech.



### Screenplay

A project exported in Script Mode.



### Novel

A project exported in Novel Mode.



### Regular Document

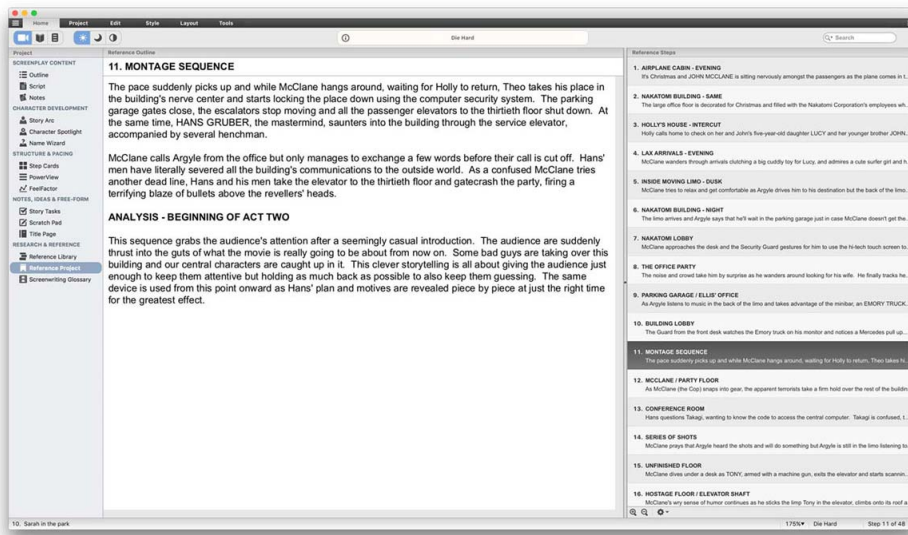
A project exported in regular document mode.



Hover the mouse over the **icon** to display a **folder icon** which when clicked will open **Finder** (Mac) or **Explorer** (Windows) to the actual file location on your computer.

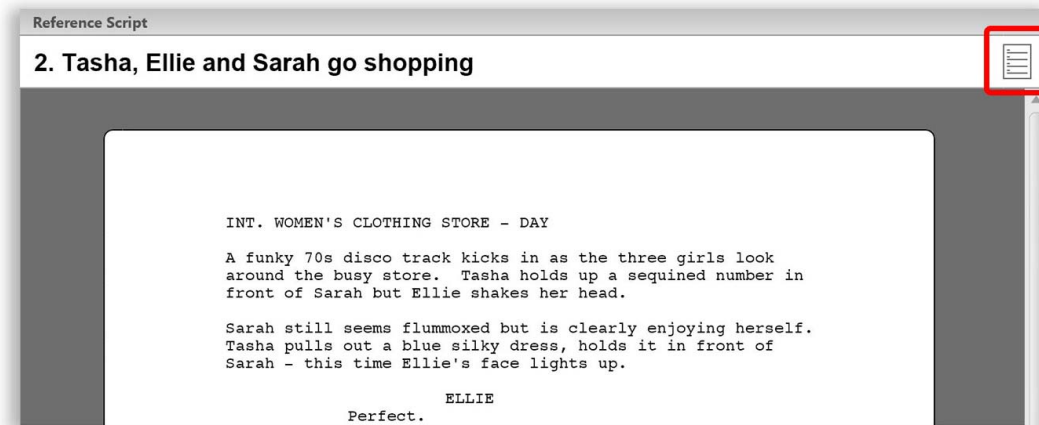
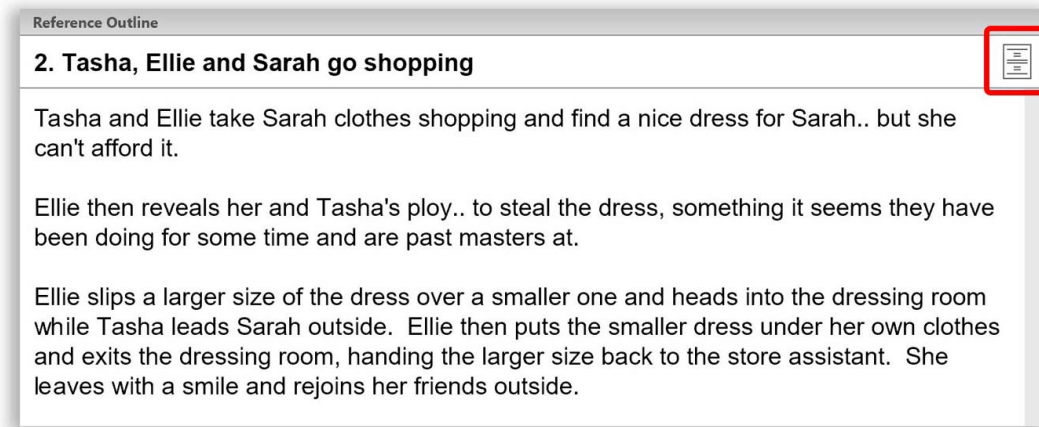
## Reference

Here you can view [Reference Plugins](#) from your [Library](#) which can either be a **movie reference plugin** by Nuvotech or one of your own projects. If you wish you can display your current working project's step list alongside the *Reference Outline Content* by selecting **Show Project Outline** from the *List Toolbar Gear Button* - and vice versa.



## Content Views

If a *Reference Outline* has script content for a particular step a **Script Icon** will be displayed on the right of the *Title Field*. Clicking this will toggle between *Script* and *Outline* content views.



If you navigate through the *Reference List* and the *Reference Outline* is longer than your own, your outline will remain on the last step and the [Step Display](#) will show that same step number.

**Writing A Screenplay**



**10**

## Writing A Screenplay

### Screenplay Formatting

If you ever want somebody in the film industry to read your story and seriously consider transforming it into a movie then there are a few rules you need to adhere to. Principally format. Producers, Agents, Readers, Actors and Development Executives - your first audience - need to be able to sit down with your work and imagine your words transformed into pictures and dialogue on the big screen.

To do this, you have to help them. You have to take away as many obstacles as possible and make their reading experience enjoyable, engaging and most of all.. easy. Many people say that the first ten pages of a screenplay are the most important because if you haven't grabbed the reader by then, they may well put your script down and move on to the next in their pile.

That's where the formatting guidelines come in. Through the years an industry standard has developed for the presentation of scripts. From size of margins, to page numbering, to placement of text on the page. This all has to be taken into consideration when writing your screenplay so that the reader doesn't have to struggle through your words in order to understand their meaning. The whole concept of screenplay formatting is essentially an aesthetic one. To make each page of your script look clear and legible.

### What are the Formatting Guidelines?

Included in this software is a [Glossary](#) with a full list of the most common terms used in film production and screenwriting. It's a good idea to read through this and familiarize yourself with the language of film - but it's an even better idea to buy or download screenplays from the web and read as many as you can!

Once you understand the terminology you need to understand the layout. Thankfully, Script Studio takes the complexity out of formatting your screenplay by automatically doing it for you as you type through the intelligent use of [Auto-Complete](#) and [Keyboard Shortcuts](#). It's a good idea to read a published screenplay while reading this section so you can see how these formatting rules apply and understand them in context.

### Auto-Convert & Smart Page Breaks

Along with Auto-Complete and Keyboard Shortcuts, Script Studio also helps maintain your creative flow by automatically converting your text to uppercase when typing Scene Headings, Character Names or Transitions, so you don't have to worry about continually pressing the shift key or Caps Lock. And if you enter a scene introduction or transition in the wrong element, the text will instantly change to the correct element and capitalize the first letter of sentences, allowing you to focus on what really matters – the story.

What's more, Script Studio automatically adds parenthetical brackets (...) when writing Parenthetical elements, adds [Mores & Continueds](#) between dialogue and scene breaks and intelligently wraps your script text when scene action and dialogue has to be split over two pages by linking connected elements together such as **scene** with **action** and **character** with **dialogue** making your screenplay an easier read.

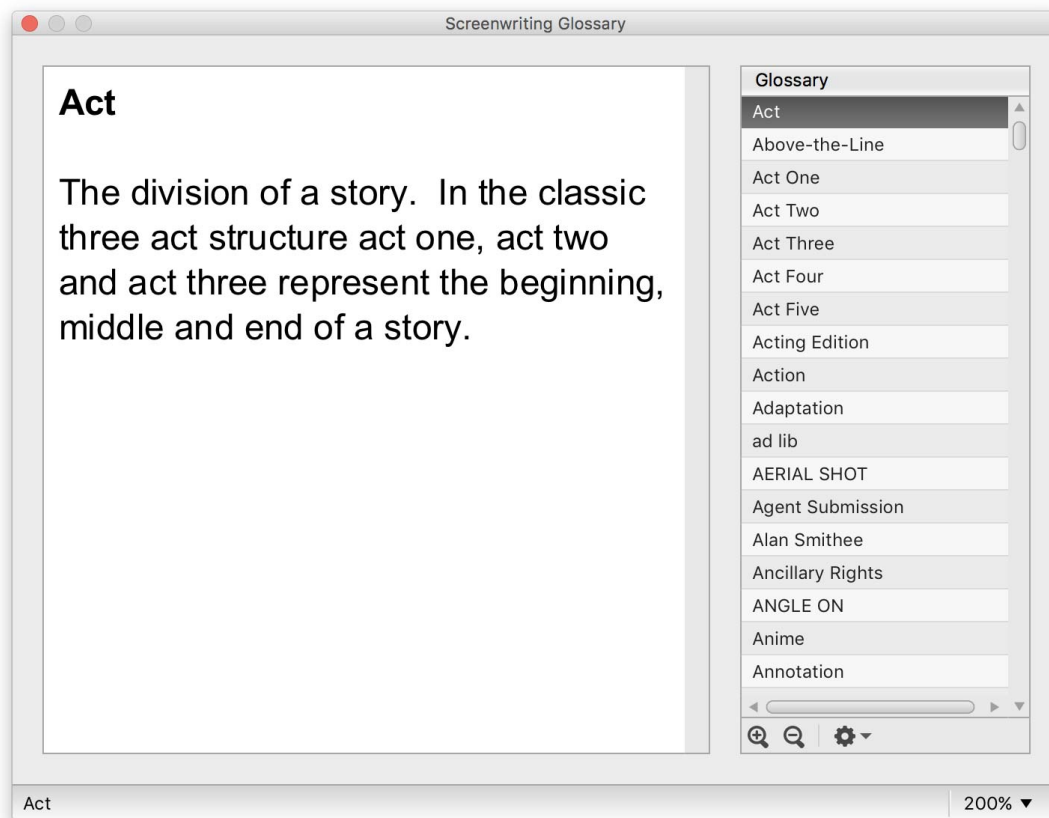
## Courier Nuvo Font

Script Studio includes a custom Courier font called *Courier Nuvo* which is recommended for screenwriters since it is slightly more emphasized than regular courier and its line height metrics produce paragraphs with slightly tighter line spacing which make it perfect for screenplays.

## Screenwriting Glossary

### Glossary Window

For novices learning the craft of screenwriting, or professionals with limited understanding of film-financing and production terminology, Script Studio has a glossary with over 250 screenwriting and film-making definitions which can be accessed from the [Navigation List](#) or the [Tools Menu](#).



## Knowledge Is Power

As a writer, you never stop learning and there is no substitute for reading shooting scripts of produced movies which are now freely available in PDF format on the web and can easily be downloaded for reference. You can then compare various writing styles and see the professional use of terms contained in the glossary.

## Script Elements

### Dissecting A Screenplay

A screen story is divided into many scenes and each of these scenes is a location. A location when written in a screenplay needs to be described to the reader in a certain way so that they instantly understand the most important three pieces of information about it:

- Whether it's inside or outside
- Where the scene takes place
- Time of day

These elements form the Scene Heading otherwise know as the Slugline or Slug.

#### THE SLUGLINE

Each scene heading must appear on a single line which contains the location information and time of day. Almost all sluglines begin with INT. (interior) or EXT. (exterior). There are very few exceptions except when either repeatedly cutting back to a scene or moving through locations within the principle location.

For example:

**INT. DOWNTOWN BAR - NIGHT**

If you have already introduced the DOWNTOWN BAR as a location you can simply use BACK TO BAR as a subsequent slugline. Or if you have introduced a HOUSE as a location and are writing a sequence in which a character moves through each room, you can use BEDROOM or LOUNGE as the slugline in order to maintain the flow of the sequence.

SUPER can also be used to denote superimposed information, such as: SUPER: "Three years later".

INTERCUT BETWEEN can be used as a slugline for a phone conversation after the location of each party is established with prior sluglines. INTERCUT: can also be used to achieve the same effect but as a TRANSITION.

If in doubt, always begin sluglines with INT. or EXT. and end with DAY or NIGHT, unless a special time of day is dramatically essential, i.e. two lovers watching the sun rise: EXT. BEACH - SUNRISE.

#### THE SHOT

A shot must not be confused with a slugline even though it appears in capital letters in a similar format. A shot focuses the reader's attention on something specific within the scene, such as a person or object.

For example:

**ANGLE ON JACK**



## C.U. ON GUN

## JACK'S POV

Sometimes writers use a shot to draw attention to something, then follow this with a brief description and then write BACK TO SCENE and continue the main scene action.

## THE ACTION ELEMENT

This appears immediately after your slugline, is preceded by one blank line and runs from left to right margin, spanning the full width of the text on the page. The Action sets the scene, describes the setting, and allows you to introduce your characters and set the stage for your story. Action is written in real time. Write cleanly and crisply what the audience sees on the screen. Only create atmosphere through “flowery” description if that atmosphere is essential to your scene, otherwise it is redundant and slows the script down.

For example: If you're writing a horror and are introducing a haunted house, it is necessary to set the tone and so a few sentences of description adds to the reading experience. It also allows the reader to get a “real time” sensation as if watching the movie on screen. But if two characters are in the middle of a heated debate, keep action description to an absolute minimum in order to maintain the flow of the conversation and scene.

When writing action, the best thing to do is to imagine you are having a conversation with someone over a coffee and recounting an interesting story. This way you only explain the key points that move the story along and do not focus on the irrelevant aspects. Try to write in small paragraphs, no more than four or five lines per paragraph, then double-spacing to the next paragraph. In fact, by isolating action and images in their own paragraphs, the writer suggests visual emphasis in the story; subliminally contributing to the visual direction.

Capitalize a character name on introduction only and give them a specific age and gender. This information is critical for not only comprehension of the story, but casting and budgeting as well. Capitalize all major sound effects, avoid describing clothing or hairstyles, unless it's crucial to the story and do not write action in parentheses after a character name, i.e. GEORGE (lighting a cigarette). Also, try to avoid using the word “camera.” Use “we” instead. For example: instead of “The camera follows...” use “We follow...”

## CHARACTER NAME

This appears in caps, positioned toward the center of the page and is followed by dialogue. A character name can be an actual name (JACK) or description (FAT MAN) or an occupation (DOCTOR). Sometimes, you might have COP #1 and then COP #2 speaking. It is okay to identify the speaking parts like this, but actors will like you more if you personalize their part with a name. Try to be consistent. Don't call a character JOE here and MR. JONES there.

## DIALOGUE

This appears positioned between the left margin (where sluglines and action are) and the character name margin. Writing good dialogue is an art in itself and sometimes novices tend to over-write it, making scenes slow, chatty and “play-like”. Remember, people don't talk as formally as they write but on the other hand, keep slang and vernacular to a minimum and don't write out accents or regional dialects.

Your dialogue should reflect the personality of each character and give an insight into them. Try to personalize dialogue from one character to the next (but don't over do it) so that the reader can distinguish between the key players in your story. Make it sound real and conversational, so that the audience feels like a fly on the wall, and try where possible to subtly express inner feelings or conflicts rather than using dialogue that's too "on the nose".

Try using Script Studio's [Dialogue Spotlight](#) to isolate dialogue in your script and create unique voices.

People rarely say exactly what they mean. There is always subtext. Even when people are being candid, there's still subtext. Indicate the truth and let the audience fill in the gaps or read between the lines. This is far more interesting than being told outright what to think. For instance, in Jerry Maguire, Tom Cruise's character says "You complete me" rather than "I love you" to Dorothy and this was set-up earlier through an encounter with a young couple in love who used sign language. The key is to make the audience think where possible rather than handing everything to them on a plate, and this means being clever with your dialogue which sometimes may not even be necessary if the same sentiment or message can be expressed visually.

## **PARENTHETICAL**

Parentheticals (or "wrylies") appear left indented (not centered) within brackets beneath the character name and are used to express an attitude for the actor who is speaking.. i.e. upset, crying, laughing, irritated, angry etc. Parentheticals should be short, to the point, descriptive, and only used when absolutely necessary.

## **THE TRANSITION ELEMENT**

Scene transitions such as CUT TO: and DISSOLVE TO: are optional and when used should be right-indented (but not flush right) and preceded and proceeded by one blank line. When breaking pages, the scene transition must remain with the shot just completed. In other words, it is never permissible to start a new page with a CUT TO: or a DISSOLVE TO:. It must be placed at the bottom of the previous page.

Transitions should be omitted if you are rapidly cutting between scenes, since inserting them would disrupt the flow of the sequence; such as in a montage or a chase through each room of a house. Transitions are primarily used to denote a major shift in time or location, and sometimes, like using MATCH CUT TO:, for effect.

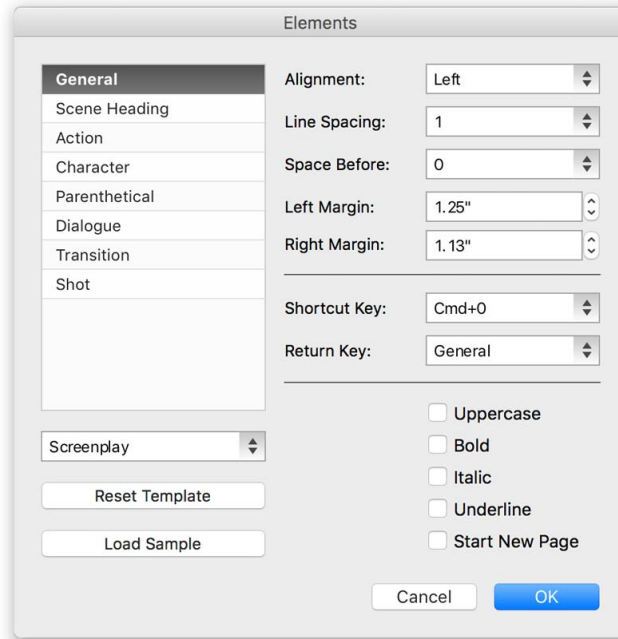
## **SUMMARY**

To instantly grab the reader and keep them page turning, use crisp visual writing in simple sentences, in short paragraphs, with dialogue scenes that are short and snappy and with no mention of the camera (unless absolutely necessary) and without directing the actors or usurping the duties of the costume designer, set designer, cinematographer, etc.

Remember, a screenplay is not a literary document. It is a blueprint for a movie. So make it lean and easy to read. If a brilliant script isn't an easy read, it will never make the first cut. The purpose of these basic formatting principles is so the reader can freely focus on your characters and story without being distracted by unnecessary description, improper format and convoluted dialogue. And always remember to spell check your script!

## Customizing Elements

Script Studio automatically sets the values for each element and its behavior within your script to industry standards but you can easily customize these values by selecting [Format](#) > **Elements**.



### Element List

On the left of the window is a list of elements used when formatting your screenplay. On the right are the default values and settings that correspond to the currently selected element.

**Note:** Changing values here will update the positions of each element of your current script. These changes can be reversed by selecting **Undo** from the [Edit](#) menu. You can also override some of these layout values by adjusting line spacing and alignment within each individual [paragraph](#).

- **Alignment:** Sets default paragraph alignment for each new entry of the selected element.
- **Line Spacing:** Sets default line spacing value for each new entry of the selected element.
- **Space Before:** Sets default space before value for each new entry of the selected element.
- **Left Margin:** Sets default left margin indent for each new entry of the selected element.
- **Right Margin:** Sets default right margin indent for each new entry of the selected element.
- **Shortcut Key:** Sets default [key combination](#) to change or move to the selected element
- **Enter/Return Key:** Sets default next element for Enter Key action after selected element.

You can also set the text style using the uppercase, bold, italic and underline checkboxes and *force a page break* for the start of an element by checking **Starts New Page**.

## Element Templates

When writing in [Script Mode](#) the default *Layout Template* is **Screenplay** but you can choose from the following:

- Screenplay
- Stageplay
- Musical
- TV Script (Single Camera)
- TV Sitcom (Multi-camera)

No changes to your document are saved until you click **OK** (and even then you can undo/redo the changes) but if you have customized any elements and want to revert them back to their default values simply click **Reset Template**. You can also load a [sample](#) of each template by clicking **Load Sample**.

## Element Menu

Located on the *Status Bar* is the [Element Menu](#). This shows the current paragraph's element value. If you select a different element from the drop-down menu then the current paragraph will automatically change to the chosen element. Similarly, if you select a block of text and a new element from the menu, all of the paragraphs contained in the selection will change to the selected element. You can also change elements while writing using [Keyboard Shortcuts](#).

## Auto-Complete

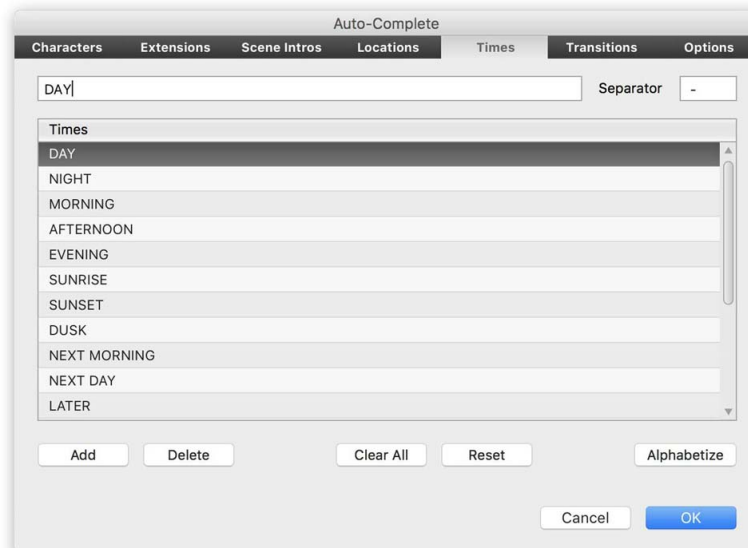
### Let Script Studio Do The Work For You

To save you time and hassle, Script Studio has a built-in list of pre-defined element values for the most common screenwriting terms and more importantly, it learns as you type. This means that whenever you enter a scene heading, character name, character extension or transition, the information is stored and then displayed to you in a pop-up list so you can select the same value without having to type it all over again.



### Auto-Complete Lists

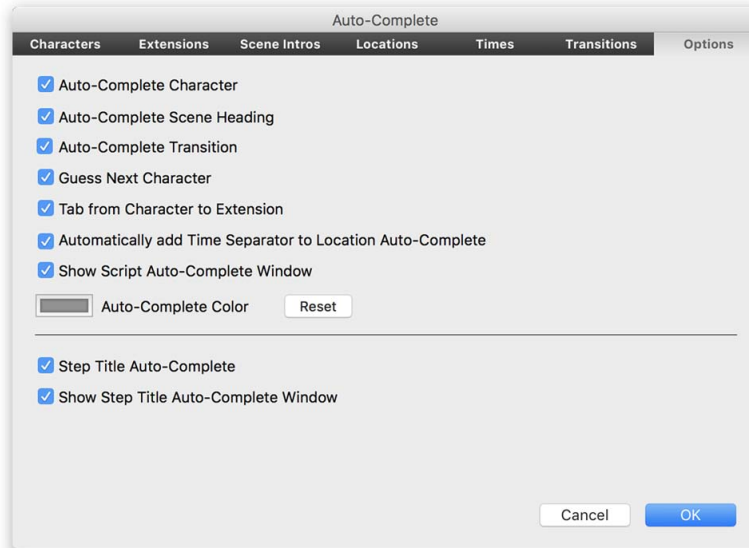
Your auto-complete data can be customized by selecting [Format](#) > **Auto-Complete**.



Here each panel relates to a list of values stored for each auto-completable element. You can add your own values, modify existing values, delete and clear values or alphabetically sort each list.

## Auto-Complete Options

Allows you to customize how auto-complete works. You can choose which elements use the feature, the color of the auto-complete text and how to use the auto-complete functions.



### Auto-Complete Character

Enables the auto-completion of Character Names.

### Auto-Complete Scene Heading

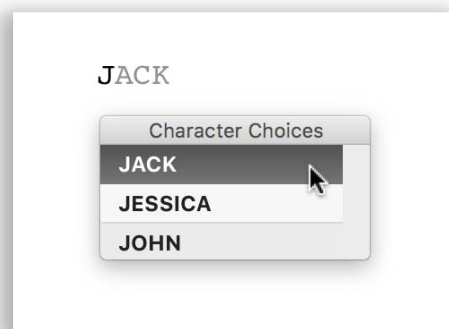
Enables the auto-completion of Scene Headings.

### Auto-Complete Transition

Enables the auto-completion of Transitions.

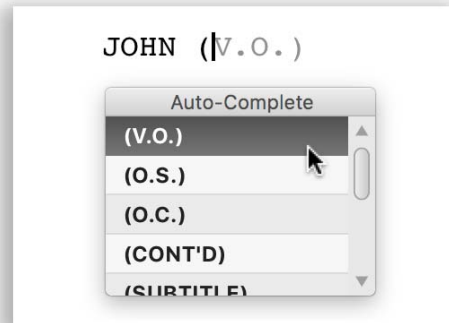
### Guess Next Character

With this checked auto-complete will suggest the next Character Name for the next section of dialogue by intelligently guessing which character the previous character was talking to.



## Tab from Character to Extension

When enabled, tabbing after entering a character name will display a list of extensions.



## Automatically add Time Separator to Location Auto-Complete

When enabled, the current time separator (usually “-”) is automatically appended to your text when auto-completing the location of your scene heading.

## Show Script Auto-Complete Window

By default, the auto-complete window will always appear when auto-complete is enabled for a particular element but it is possible to use the auto-complete function and display suggested text without the window appearing. If you prefer not view the window then uncheck this option. If the auto-complete window is open and you want to close it, simply use one of the arrow keys or click your mouse on the text field.

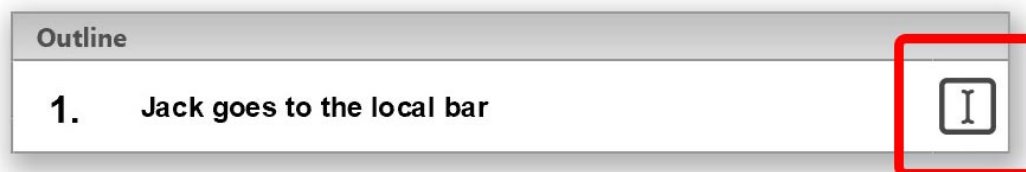
## Auto-Complete Color

Click the **Color Button** to select the color of suggested text for auto-complete.

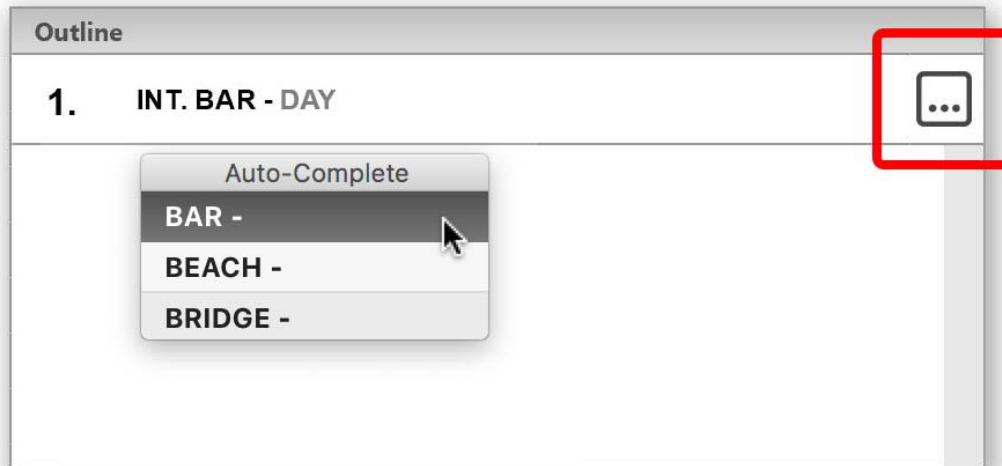
Clicking **Reset** will reset the color to its default value of gray.

## Step Title Auto-Complete

It's also possible to use auto-complete when typing headings for each step in [Outline](#) view. Auto-complete is activated by clicking the **Caret Icon** to the right of the field.



When enabled, a small **3 Dot Icon** will appear indicating that the *Title Field* will now function as a scene heading and your text will be automatically capitalized.



### Show Step Title Auto-Complete Window

By default, the auto-complete window will always show when *Slug Mode* is enabled but it's possible to use the auto-complete and display suggested text without the window appearing. If you prefer not view the window then uncheck this option. If the auto-complete window is open and you want to close it, use one of the arrow keys or click your mouse on the text field.



## Keyboard Shortcuts

### Streamlining The Writing Process

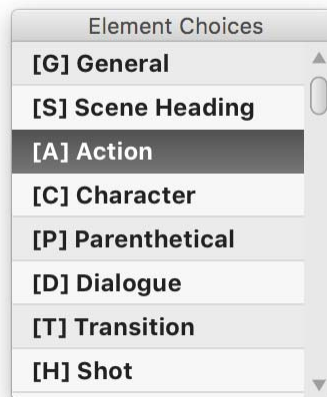
To help you to write and format your screenplay as smoothly as possible, Script Studio lets you move from one element to another by using handy key combinations or “shortcuts”.

#### Tab and Enter (Windows) / Return (Mac)

When you've written the first element of your script (the Scene Heading) you'll most likely want to move on to either some action description. You can do this very easily by pressing the **Enter/Return** key. This will automatically move the **Caret** (Text Insertion Cursor) to the position of the next element and change that paragraph's element value to the new element.

By default, the element that follows a *Scene Heading* when you press *Enter* is **Action** but this can be customized via Format > [Elements](#). Similarly, the default element that follows a *Character Name* when you press *Enter* is **Dialogue** but if you press **Tab** it moves to **Parenthetical**.

If you hit *Enter* on an empty element the *Auto-Complete* window will display a list of elements to choose from for the current paragraph. You can either select an element with the arrow keys and press *Tab* or *Enter/Return*, use the mouse, or enter the associated "hot key" as stated in brackets, i.e. "A" for Action, or "T" for Transition.



#### Auto-Complete

*Tab* and *Enter* are also used with [Auto-Complete](#). For instance, when typing a slugline, if you type "I" and auto-complete is enabled, the word "INT." will be suggested. In this instance, pressing *Tab* will complete the word and keep the *Caret* on the same line so you can continue to write your scene heading. In contrast, pressing *Enter* will complete the word too but move the *Caret* to the following line and change that paragraph's element value to the preceding default *Action* element.

However, when you reach the end of your *Scene Heading*, pressing *Tab* or *Enter* will act the same by completing the suggested word and then moving on onto the next line and default element.

## Default Element Tab Key Order with Auto-Complete

### Scene Heading Intro > Location > Time > Action

INT. > LOCATION > - TIME OF DAY

### Character > Extension > Parenthetical

JOHN > (V.O.) > (weary)

### Transition > Scene Heading

CUT TO: > INT. DOWNTOWN BAR - DAY

## Default Element Tab Key Order without Auto-Complete

Scene Heading	>	Action
Action	>	Character
Character	>	Parenthetical
Parenthetical	>	Dialogue
Dialogue	>	Parenthetical
Transition	>	Scene Heading
Shot	>	Action
Act Start	>	Scene Heading
Act End	>	Act Start

## Default Element Enter/Return Key Order

Scene Heading	>	Action
Action	>	Action
Character	>	Dialogue
Parenthetical	>	Dialogue
Dialogue	>	Character
Transition	>	Scene Heading
Shot	>	Action
Act Start	>	Scene Heading
Act End	>	Act Start

## Keyboard Combinations

You can also change elements by holding down the **Control Key** (Windows) / **Command Key** (Mac) and using the shortcut key value displayed in the [Status Bar](#).

[0] General [1] Scene Heading [2] Action [3] Character [4] Parenthetical [5] Dialogue [6] Transition [7] Shot

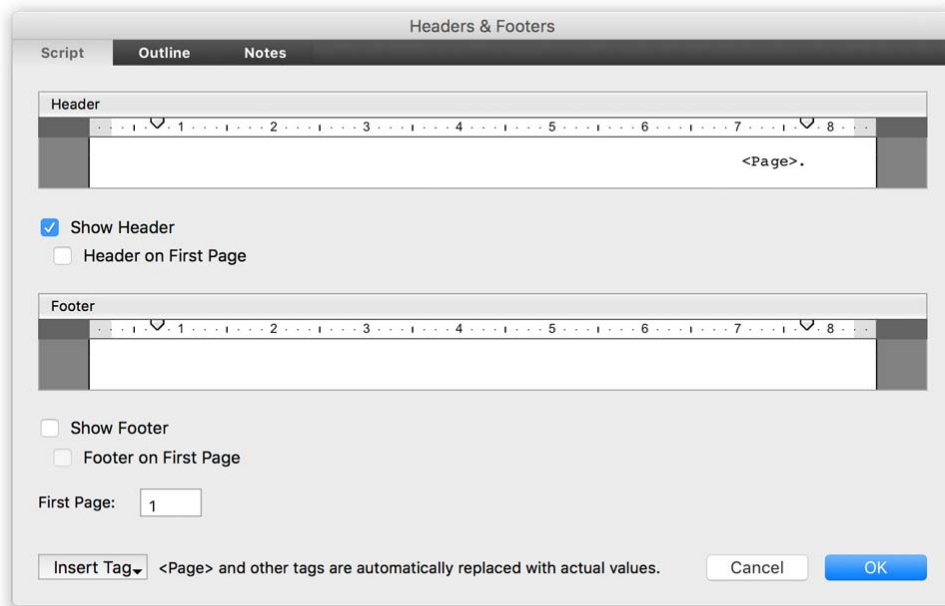
You can assign different key combinations via the [Element Window](#). On *Windows*, you can assign **Function Keys** alone to elements but on the *Mac* you'll still need to press the *Command Key* at the same time as the *Function Key*. To change an existing paragraph to a different element press the **Shift Key** at the same time.

## Headers & Footers

*Headers & Footers* can be customized for your *Script*, *Outline* and *Notes* but are only visible for your *Script* within Script Studio and for your Outline and Notes when [Exporting](#) and [Printing](#).

### Headers & Footers Window

Selecting Headers & Footers from the [Format Menu](#) will display the following window:



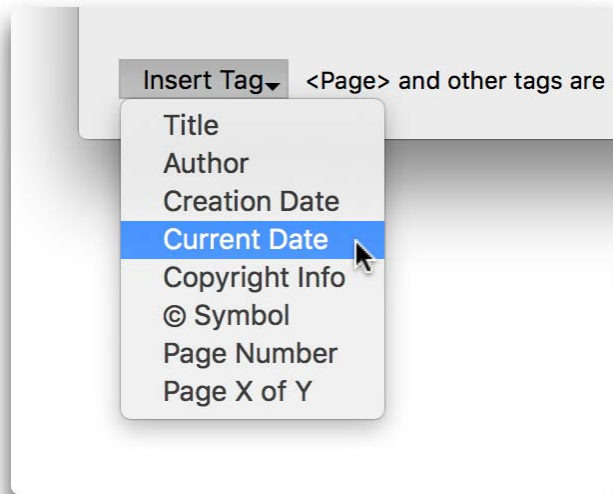
### Script Tab

Here you can choose to **Show Headers & Footers** or hide them in script view. Your choice does not affect printing or exporting where they can be turned on or off independently via the respective wizards.

Because Script Studio was designed for screenplay presentation, the **Header On First Page** is unchecked by default (since the first page of a script is not normally numbered) and the **First Page** value is set to 1. Since you can customize your [Title Page](#) (which does not have headers, footers or page numbering) the value set here will always be assigned to the first page of your script.

## Inserting Tags

To display dynamic values, such as for page numbering or the current date, click the Insert Tag Menu. Tags such as **<Page>** are replaced with actual values (some of which are defined in [Project Information](#)) when you view them on [Script View](#) or when your document is printed and exported.



## Text Style

Right-Click (Windows) / Control-Click (Mac) to display a *contextual menu* with options to change text style, alignment and font size.

## Ruler

By default, the tab positions are set to the left and right margin values of your script page (as defined in the [Script Layout](#) Window) but they can be adjusted by dragging the tabs.

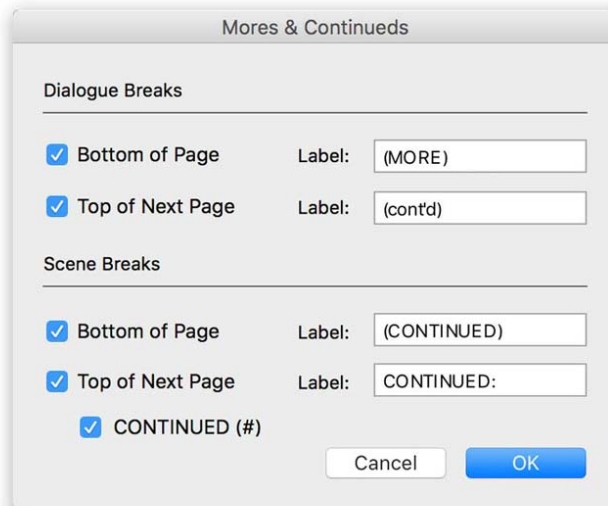
## Outline & Notes Tabs

Here you can customize your headers & footers in the same way as your script but by default, the ruler is disabled since the left and right margins will automatically be set to the margins you define via your [Page Setup](#) when printing or exporting. However, you can override this by unchecking **Use Default Margins** and dragging the tabs to a different position.

## Mores & Continueds

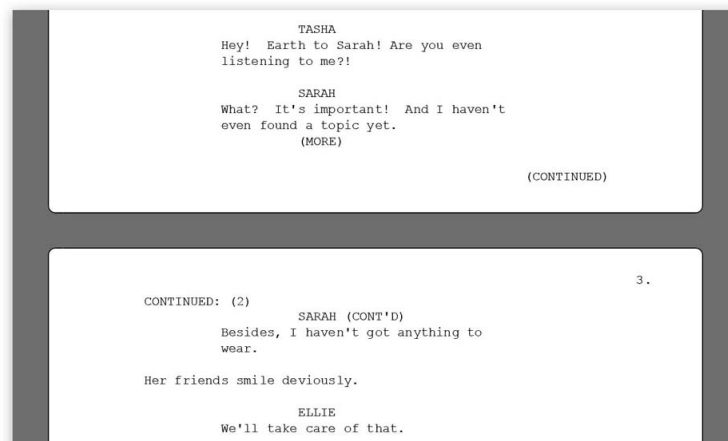
### Mores & Continueds Window

Selecting **Mores & Continueds** from the [Format Menu](#) will display the following window:



### Dialogue Breaks

Script Studio will try to stop dialogue splitting across two pages but when breaking the dialogue is necessary, by default, (MORE) will be displayed below the dialogue at the bottom of the first page and the name of the character speaking with the text (CONT'D) will be displayed at the top of the next page.



You can uncheck these options and customize the dialogue break labels to suit your needs.

### Scene Breaks

When a scene continues over to another page, Script Studio displays (CONTINUED) at the bottom of the first page and CONTINUED: at the top of the next page followed by a number which indicates the page count of the current scene being continued. You can uncheck these options and customize the scene break labels to suit your needs.



## Paragraph Formatting

### Alignment

Although the default alignment is set for each new element in the [Element Window](#) you can change an individual paragraph by placing the Caret within that paragraph or selecting a block of text and choosing a new alignment value from the [Layout Toolbar](#).

### Line Spacing & Space Before

You can set these values for each paragraph via the [Format Menu](#) and [Layout Toolbar](#).

### Ruler & Margins

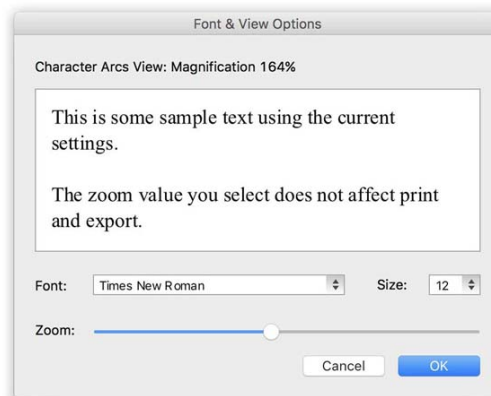
By default the *Ruler* is displayed for page layout views but you can hide it via the [Format Menu](#).



To adjust a paragraph's left or right indent, drag the respective **tab** along the ruler. You can adjust the indents of all text within an element group via **Format** > [Elements](#).

### Font & Zoom

You can change the font and text size of the current view by selecting **Font & Zoom** from the [Format Menu](#) or clicking on the **zoom level** on the [Status Bar](#) and selecting **Custom**. This will open the *Font & View Options* window which also shows a preview of how text will appear.



### Zoom Level

This can also be changed via the [Status Bar](#) or via the **Font & View Options** window where you can use the slider to create a custom zoom level.

### Courier Nuvo Font

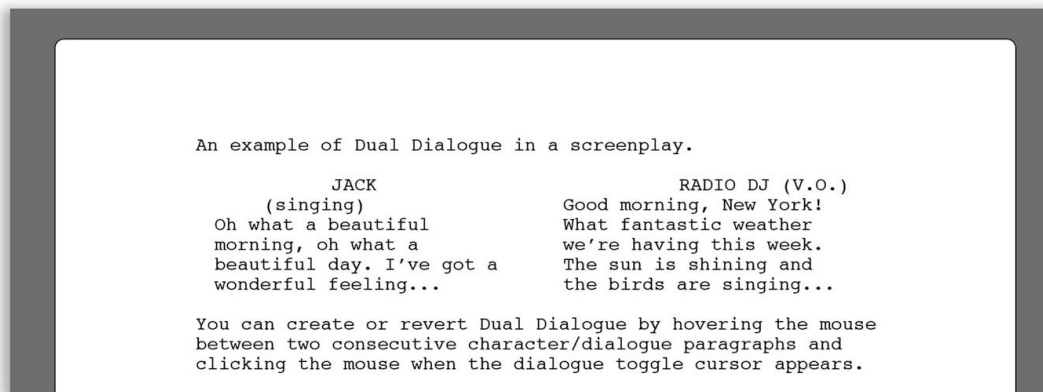
Script Studio includes a custom Courier font called *Courier Nuvo* which is recommended for screenwriters since it is slightly more emphasized than regular courier and its line height metrics produce paragraphs with slightly tighter line spacing which make it perfect for screenplays.

## Dual Dialogue

### Two Column Dialogue

Two parallel columns of dialogue is used in screenplays, stageplays and musicals when it is necessary for two characters to be speaking or singing at the same time. Script Studio's *WYSIWYG Dual Dialogue* is fully editable *in situ* and can be created in various ways.

You can select **Dual Dialogue** from the [Format Menu](#) or [Layout Toolbar](#), by clicking **Control + D** (Windows) / **Command + D** (Mac) or by using the mouse.



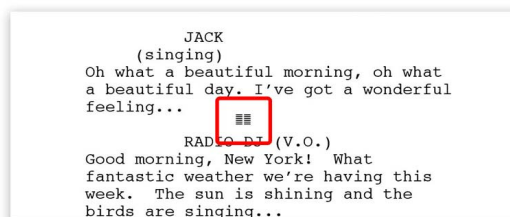
### How It Works

If the current caret position is in an element that is not dialogue, the two *empty columns* will be created side by side ready for you to enter the first character's name to speak on the left.

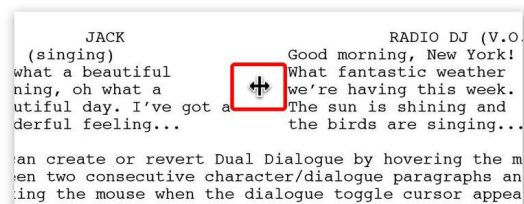
If the current caret position is within a dialogue paragraph then toggling *Dual Dialogue* will create two columns of dialogue out of the existing dialogue...or one column out of a single paragraph and a blank column to its right if the first dialogue paragraph was not followed by another of dialogue.

You can also easily toggle between *Dual Dialogue* and *Regular Dialogue* by hovering the mouse between each column vertically (for Regular Dialogue) or horizontally (for Dual Dialogue) and clicking. Below are examples illustrating how the mouse cursor changes to indicate that dialogue can be toggled.

#### Toggle On Cursor



#### Toggle Off Cursor



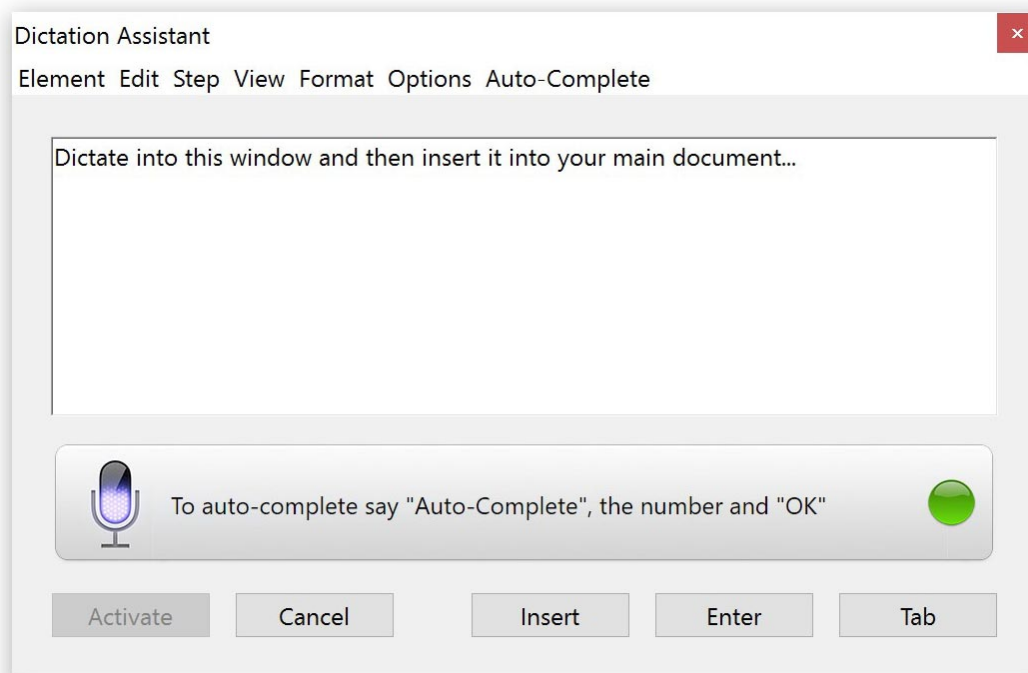
When you have completed editing the first column hitting *Enter/Return* will move the caret over to the second column.



## Dictation Assistant

### Dictating Into Script Studio

Because Script Studio auto-formats as you type, some OS and third-party dictation software may not integrate in the same way as it does with regular word processors or they may need extensive customization to learn Script Studio's commands and menus. In such circumstances, users can launch the *Dictation Assistant* from the [Tools Menu](#) or [Tools Toolbar](#) which will enable you to dictate into a standard text field and then transfer the results into your screenplay.



### Dictation Window

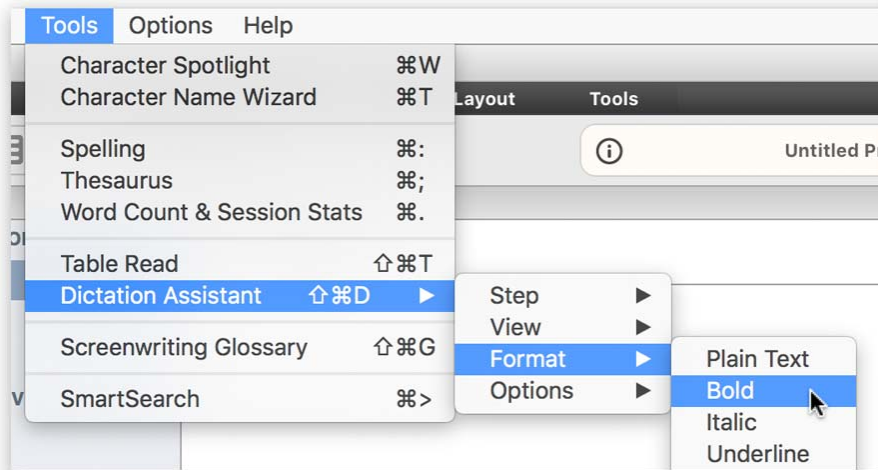
When the *Dictation Assistant* is launched it immediately steals focus from the main application so that anything you dictate will appear in its text field. You can then say one of the following commands to add the text into your document:

- Insert:** This will insert the dictated text at the current caret position in your main document.
- Enter:** This will act as if you have hit the *Enter/Return Key* and insert the dictated text at the current caret position but also execute any auto-complete or element change associated with that paragraph element's *Enter Key* action.
- Tab:** This will act as if you have hit the *Tab Key* and insert the dictated text at the current caret position but also execute any auto-complete or element change associated with that paragraph element's *Tab Key* action.

If the *Dictation Window* has lost focus to another window click **Activate** to enable it again or **Cancel** to close the window.

## Dictation Menu Bar

On *Windows* you will see a **menu bar** at the top of the window and on *Mac OS* the menu appears as a sub-menu under [Tools](#) > **Dictation Assistant**.



This menu allows you to quickly access some of the key software functions and more easily train your dictation software.

<b>Element</b>	Change the current paragraph element or selected text element
<b>Edit</b>	Execute cut, copy paste, text selection and undo/redo
<b>Step</b>	Add, delete, copy and paste steps and navigate the outline list
<b>View</b>	Change the current studio feature view and zoom in and out
<b>Format</b>	Change the text style and alignment
<b>Options</b>	Change the text size in the Dictation Window and position the window
<b>Auto-Complete</b>	Executes the listed auto-complete options (when available) by saying the <b>number</b> of the auto-complete menu item and then "OK" or "Click OK" etc depending on your dictation software's settings and preferences.



*Windows*, *Mac OS* and third-party dictation software behave and "learn" in different ways so please consult the respective documentation. You can enable *Windows* dictation via **Control Panel** and *Mac* dictation via **System Preferences**.

# Creating Characters



11

## Creating Characters

### Character Spotlight

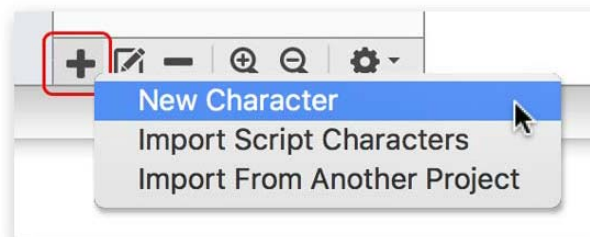
### Creating Memorable Characters

Before you begin your new story, take a little time to create fresh new characters rather than stereotypes that feel like people we've seen before. Think about how your characters look, where they're from, and what motivates them. While the reader will not necessarily need to know all the details, it's important that you do because the better you know your character, the more realistic your story will end up being.

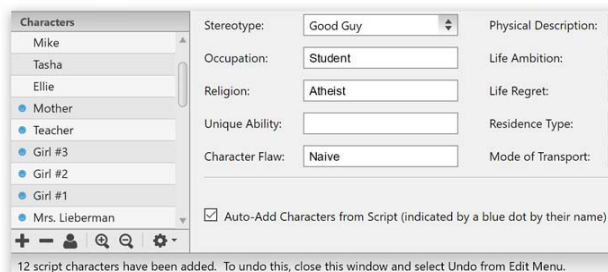
The more three-dimensional your character is to you the more rounded your character will appear in your story. Sometimes it's a very subliminal process but simply put, if you know your character inside out then when it comes to writing your character's dialogue you will be speaking with their voice instead of your own. And that's the real trick. To make one character sound one way and another sound another.

### Adding Characters To Your Project

To add a new character to your project you can either create a new character manually or import them from your script or another project. To add a character manually select [Story Arc](#) view and click the **Plus Button** on the **Character List Toolbar**. This will give you the option to add a **New Character** via *Character Spotlight*, **Import Script Characters** or **Import From Another Project**.

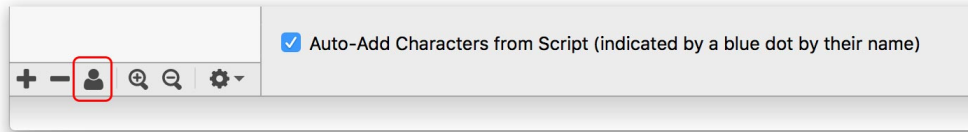


To import them from your script you can either select *Character Spotlight* from the [Tools Menu](#) or [Navigation List](#) and when the *Character Spotlight* window opens you will see a small **blue dot icon** beside the name of the imported characters in the *Character List*. This behavior can be disabled by unchecking the **Auto-Add Characters From Script** checkbox on *Character Spotlight*.



## Choosing A Name

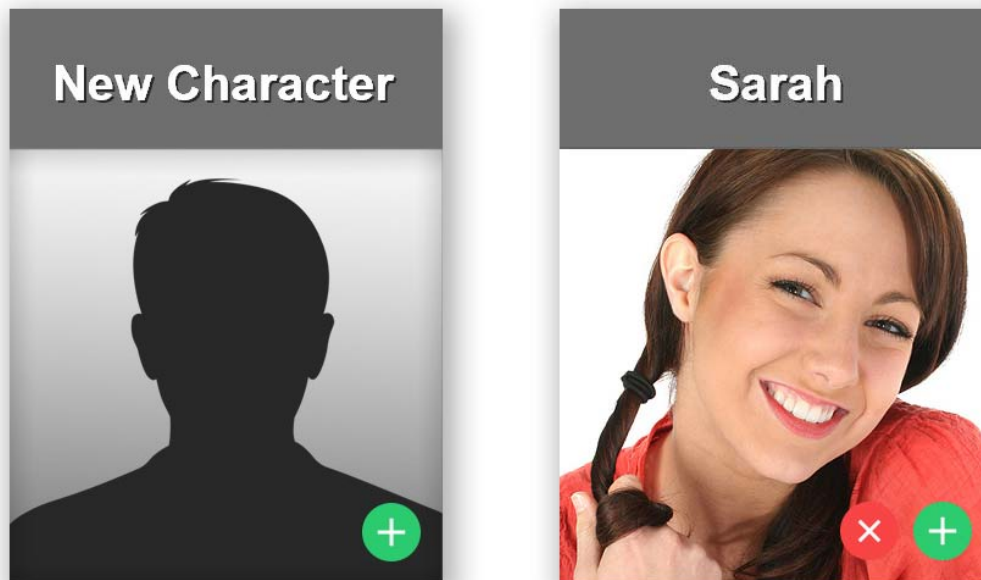
Click the **Name Wizard Button** to launch the [Character Name Wizard](#) from within *Character Spotlight* and browse or create names based on gender and origin.



## Adding A Profile Image

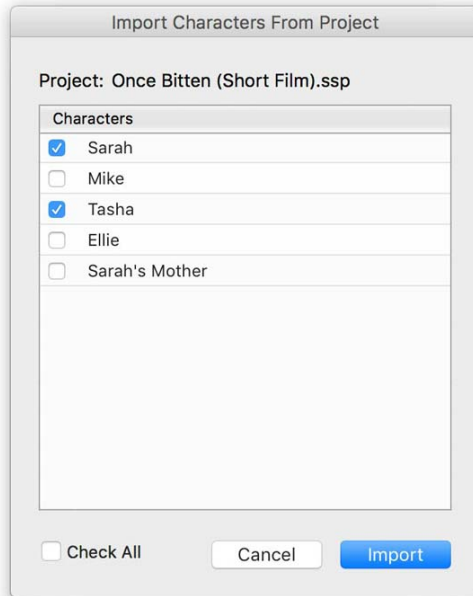
Sometimes it helps writers to identify with their character by knowing what they look like or thinking of an actor who would be perfect for the role. Script Studio lets you choose from a [Gallery](#) of hundreds of categorized headshots of people, cartoon characters and animals by hovering the mouse over the default **Image Icon**. Doing this will display a **Add icon** (and **Delete icon** to remove an existing image) which you can click to open the *Gallery*.

You can also drag and drop an image onto the *Profile Image* or **Right-Click** (Windows) / **Control + Click** (Mac) to paste an image from the clipboard or select **Open File** from the *Gallery*. For best results when using a custom image, use 180x180 pixel dimensions but any size will work.

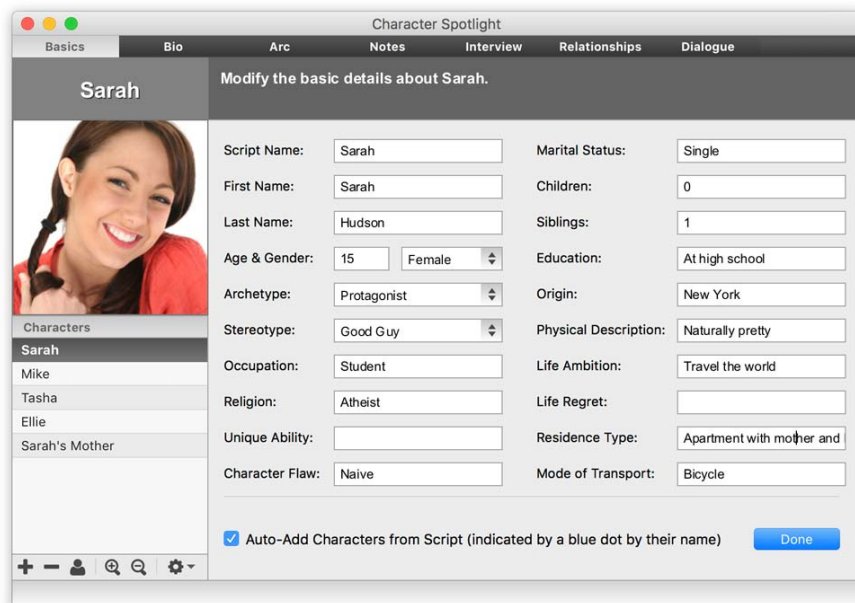


## Importing Characters From Another Project

When you select *this option* you can choose the project file and the characters you wish to import from the list of names, and their profiles will be imported into the existing project. *Story Arcs* cannot be imported because they are project outline specific.



*Character Spotlight* is divided into seven panel views and clicking on any name in the **Character List** while on these views will load the relative view content specific to that character.



## Character Profile

### Basics

Enter the primary details about your character, such as name, age, height etc.

### Bio

Enter a biography for your character detailing events that will influence the story.

### Arc

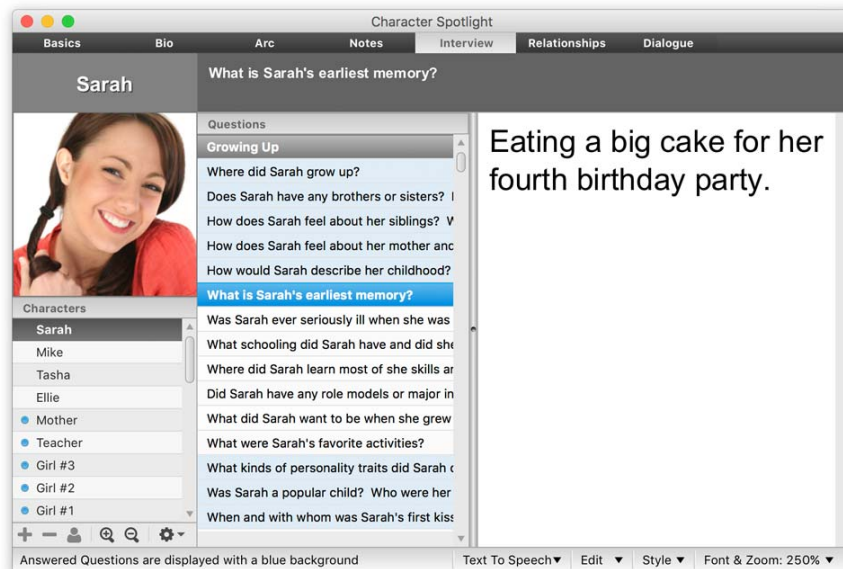
Explain how you expect your character to develop through your story.

### Notes

Enter character specific notes that will affect your story or ideas that pop up along the way.

### Interview

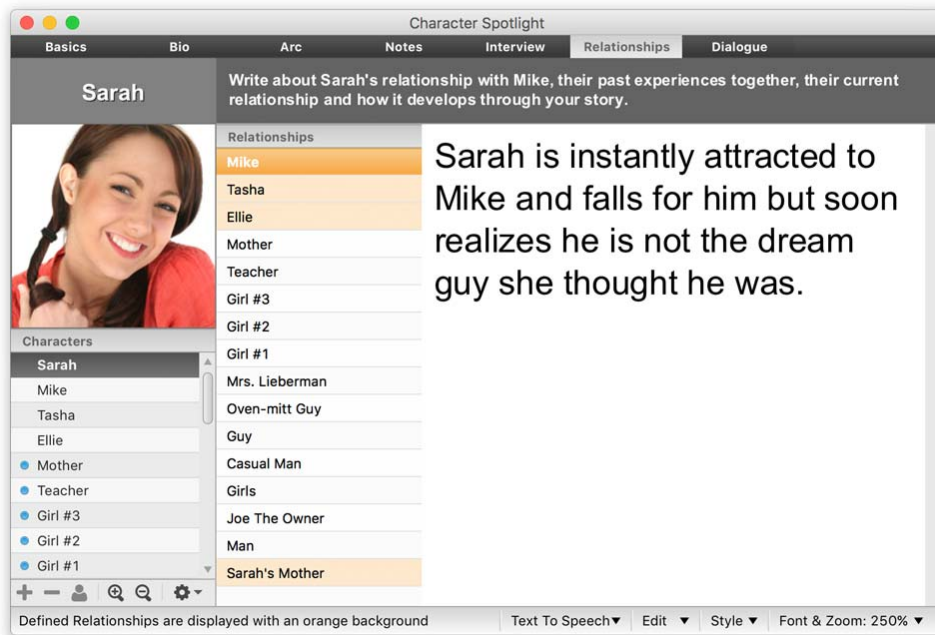
This is the most important section of your Character's Profile in terms of understanding your character. You will see a list of key questions, organized into subject groups, that when answered will help define a more rounded character. Think of it as if a psychologist or news reporter was interviewing your character, perhaps before the story you're writing began or even after the story's conclusion. Answering these questions will help you understand the way your character thinks, feels, speaks and reacts to situations he/she will encounter.



Questions that have been answered will be highlighted in light blue. If you hold down the **Shift Key** while changing characters in the *Character List* you can stay on the same question.

## Relationships

When you have many characters in your project it may also be helpful to define their relationships. For instance, “*How does John feel about Mary?*” and “*What is their history?*” Simply select a character from the second list and enter details about their relationship with the current character. Understanding these connections will help you create unique voices and more believable relationships.



Relationships that have been defined will be highlighted in light orange.

## Dialogue

[Dialogue Spotlight](#) allows you to analyze your character's script dialogue and interaction with other characters in your script which can help you create unique voices.



You can change the font and zoom, text style, access text editing functions and activate *Text To Speech* to read the current panel text from the *Status Bar* menus.

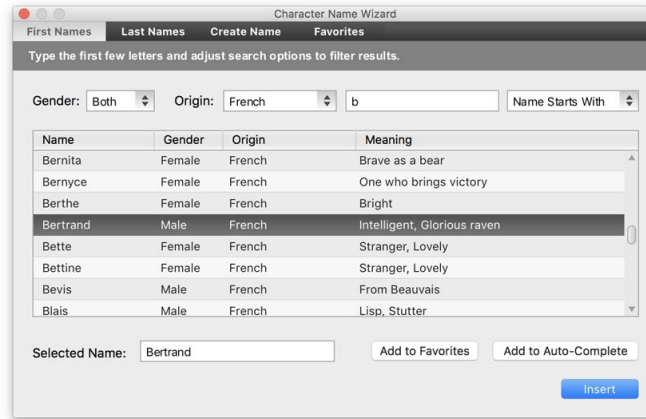
## Undo / Redo

You can undo/redo text changes from the *Edit Menu* in the *Status Bar* while working on a particular character's bio, arc, notes or specific relationship note or interview question, but when you change the selected character in the *Character List* or *Relationships List* or choose a different question in the *Interview Questions List* the undo history for *Character Spotlight* resets. You can however undo all changes to a *Character Spotlight* session by closing *Character Spotlight* and selecting **Undo** from Script Studio's main [Edit Menu](#).



## Character Name Wizard

To have a good story you need great characters but finding the best name to suit the personality can sometimes be hard. That's where Script Studio's powerful **Character Name Wizard** comes in.



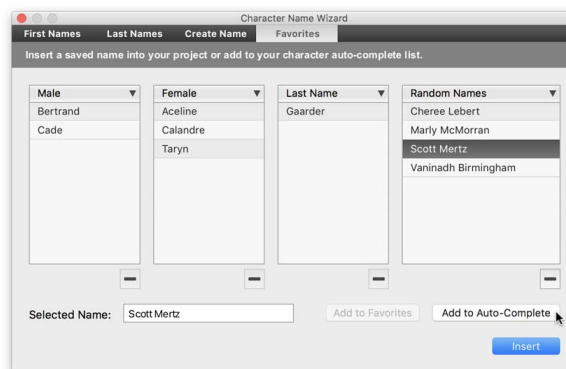
### Search by Gender, Origin & Meaning

Script Studio's wizard has over 140,000 first and last names categorized by gender, origin and meaning. Simply type the initial letter for a name then select male or female, origin, such as "French", and enter a meaning if required, such as "Happy".

You can even generate a list of random names via the **Create Name** tab until you find one that fits!

### Add to Favorites & Auto-Complete

If you find a name you like but do not want to use in the current project and you can easily save it to your **Favorites List** or add it to your script's [Auto-Complete](#) list.



When a name is selected from the search results or from your favorites list it will appear in the **Selected Name** field. Clicking **Insert** will then insert this name into your project text. You can also type in a different name here in place of the search results selection.

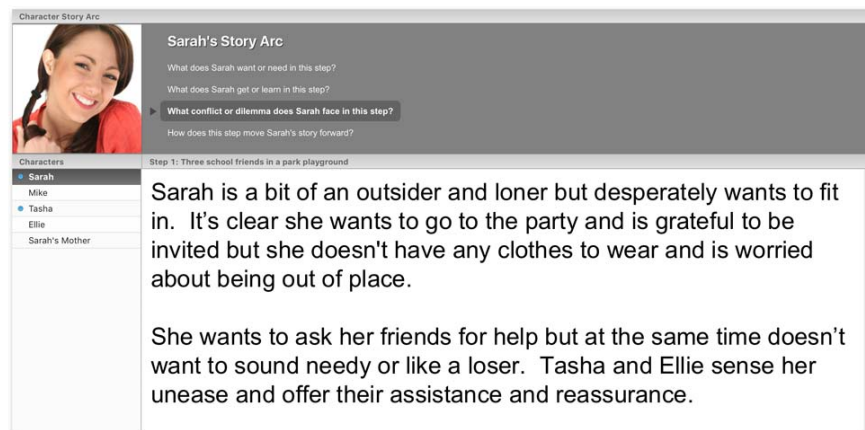
## Character Arcs

### Developing Characters

People are not static in nature and as such, your characters should constantly evolve as your story shapes them. This progression of character development is known as the “Character Arc”.

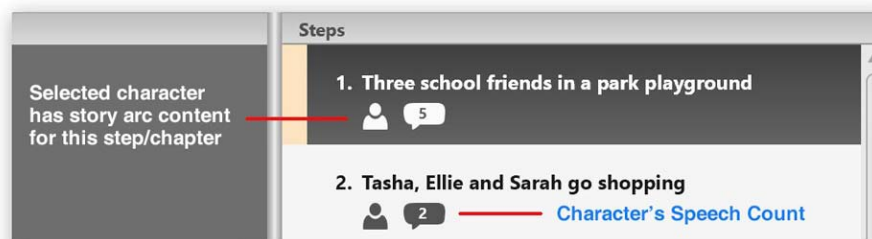
### Story Arc View

This view displays the characters you have created (or imported from your script) in the **Character List** and the currently *Selected Character* with their *Profile Picture* - if you have assigned one via [Character Spotlight](#) and the [Character Gallery](#).



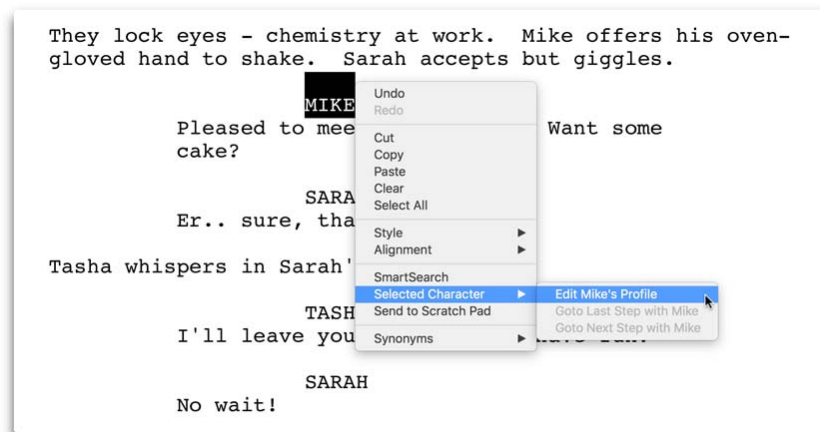
### Tracking Characters

You can easily see in which steps the selected character has story arc information by the **Character Icon** in the *Outline List*. The **Speech Bubble Icon** indicates the speech count (number of dialogues) the selected character has in that particular step. If the icons are not showing it either means there is no story arc information or script dialogue for that character or you have not enabled the **content icons** via the *Outline List Toolbar Gear Button*.

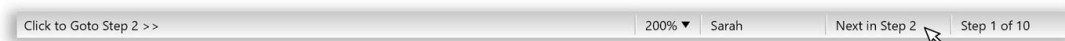


You can also track characters by selecting their name in any of the main text fields and then **Right-Clicking** (Windows) / **Control + Click** (Mac) your mouse to view a [contextual menu](#) with *Character*

*Options.* If the Character exists in your project you can either edit it or go to the last or next step that it appears in.



You can also click on the [Status Bar](#) while on *Story Arc* view to jump to the last or next step in which the selected character appears.



## Defining Arcs

In your character *Story Arc* view you can answer four key questions about the selected character:

- *What do they want or need in this step?*
- *What do they get or learn in this step?*
- *What conflict or dilemma do they face in this step?*
- *How does this step move their story forward?*

You can **Tab** through each question or **Shift + Tab** to cycle backwards. Answering these questions for each of your principle characters as you write or rewrite your outline will help you understand their behavior in a scene and in turn write more appropriate dialogue for them. This process is also very handy in focusing your story and discovering which parts work and which do not.

For instance, if your hero has a three minute conversation with a waitress in a diner that you thought was important but then find you cannot answer any of these questions about your hero in that step then you should seriously reconsider the need for the step. When dealing with film, time is money but more importantly, unless a step or scene moves a character's journey forward in some way or reveals to the audience something about the plot then it is probably redundant and should either be omitted or rewritten.

There are of course exceptions, especially when dealing with action movies, thrillers, horrors or comedies when the sole purpose of a step may be to either make us laugh, squirm or be wowed by explosions but even then, the best writers find a way of using these scenes to develop their characters in some manner.

## Character Gallery

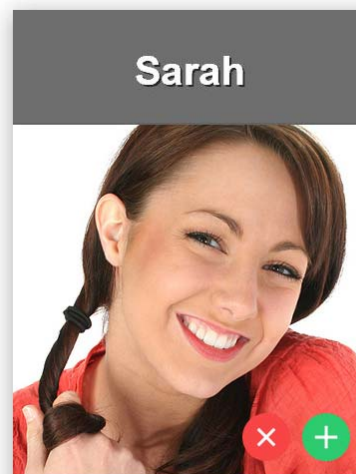
### Finding The Perfect Face

Sometimes it helps writers to identify with their character by knowing what they look like or thinking of an actor who would be perfect for the role. Script Studio lets you choose from hundreds of categorized headshots of people, cartoon characters and animals.



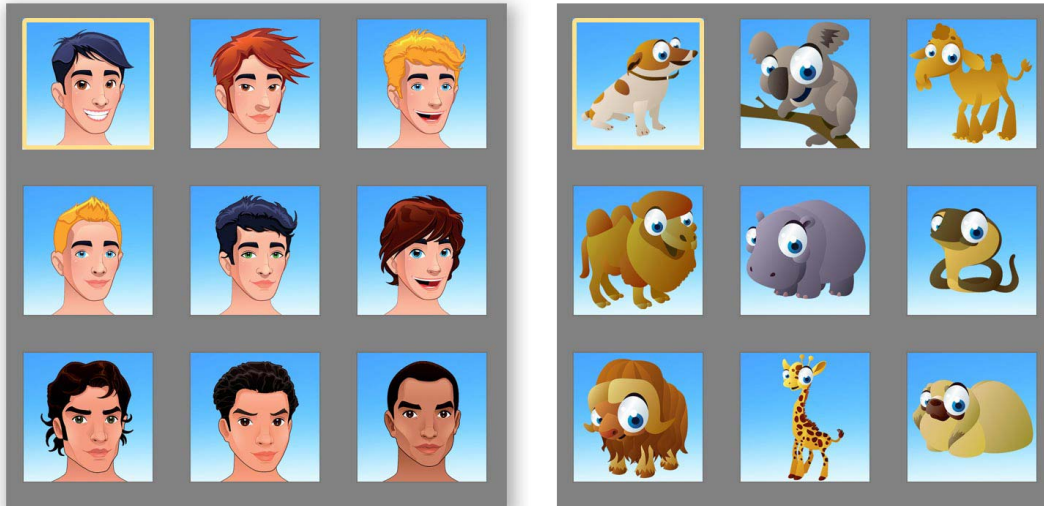
### Adding A Profile Image

Hover the mouse over the default **Image Icon** to display the **Add Icon** and click to open the gallery. You can also **Right-Click** (Windows) / **Control + Click** (Mac) to paste an image from the clipboard or click Open File to choose an image on your computer. For best results when using a custom image use 180 x 180 pixel dimensions but any size will work.



## Selecting An Image

Double-click on an image to add it to your *Character's Profile* or click the **Insert Button**. This image will then appear in [Character Spotlight](#), [Story Arc](#) view and [Table Read](#). You can also choose to display the image when printing and exporting your *Character Profiles*.



## Dialogue Spotlight

### Creating Unique Voices

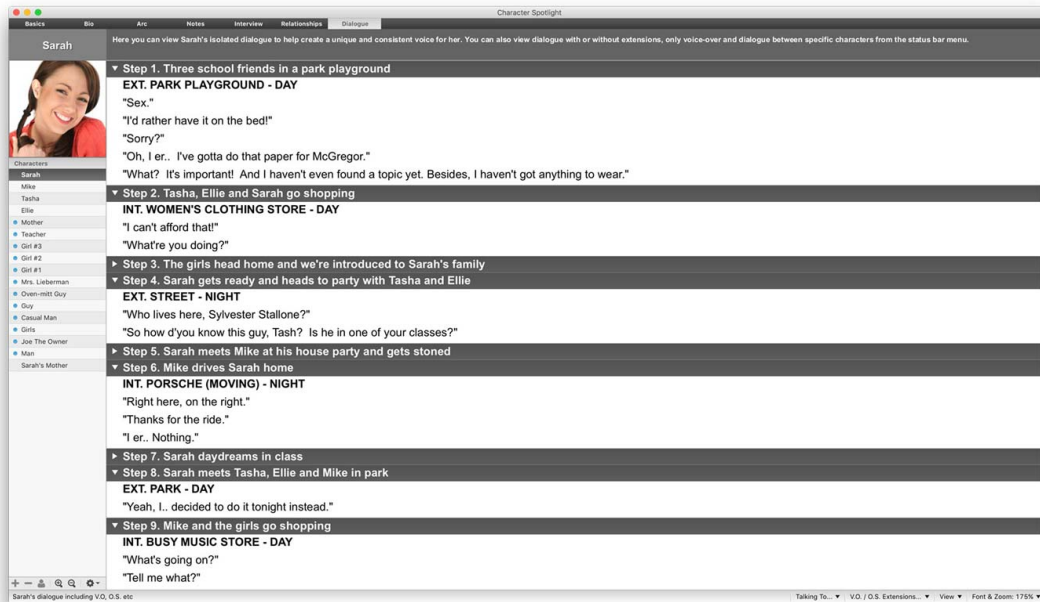
The key to writing good dialogue lies with creating well-rounded, believable characters. Once you know your character you can speak for them. But sometimes a writer can forget that they are meant to be writing dialogue from the perspective of their character and instead use the platform of their screenplay to preach their own point of view.

That's not saying that you can't insert your own opinion into your character's speech but most of the time you'll want to create unique voices that may even contradict your own personal beliefs. This makes your characters more interesting and the imaginary world you're creating more believable, because if everyone sang from the same hymn sheet life would be very boring.

### Focusing on your Characters

When you have completed the first draft of your screenplay or during the rewrite stage, you may find it helpful to use *Dialogue Spotlight* to isolate a particular character's dialogue throughout your script.

Select [Character Spotlight](#) from the [Tools Menu](#) and go to the *Dialogue Tab* to view the step by step "isolated" dialogue for the selected character.



On the *Status Bar* are four menu options:

- Talking To...** Choose a character from this list of script characters to filter the results only to dialogue between the current character and the character selected from this list
- Extensions** Filter the results to only include dialogue with or without V.O. (Voice-Over) and O.S. (Off-Screen) extensions and Voice-Over dialogue only
- View** Expand or collapse all steps and hide or show scene heading
- Font & Zoom** Change the font and zoom by menu or by opening the [Font & Zoom](#) window

## Focusing the Results

If you select **Include Extensions** all dialogue spoken by the selected character will be displayed. If you select **Exclude Extensions** only dialogue without extensions will be displayed. If you select **Only Voice-Over** only dialogue with (V.O) or (VO) after the Character Name will be displayed.

## Character Interaction

Selecting *Talking To...* will display a list of characters that may not necessarily be defined in your project but appear within your script as part of a conversation with the selected character. You can then narrow the results even further by selecting a character from this list to display only the conversations between these two characters.

# Structuring Your Story



## Structuring Your Story

### Concept Of Structure

#### Act I, Act II, Act III

Every story has a beginning, a middle and an end. In the beginning you setup your hero and his story, then you throw something at him that is a great source of conflict and takes him into a whole heap of trouble. After facing many foes and overcoming various obstacles the hero saves the day and wins the girl.

#### *If only writing a movie was that easy...*

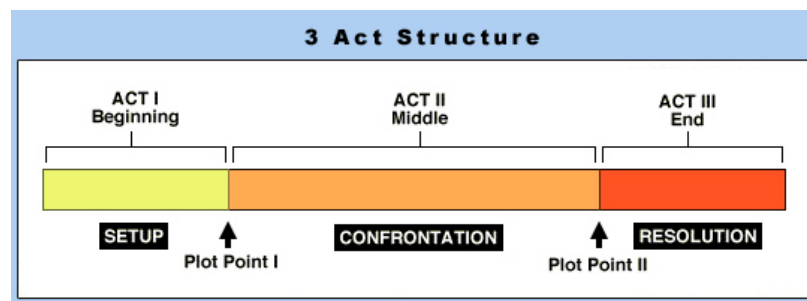
The thing is, there are many forms of structure and some writers subscribe to one formula, while others subscribe to another. Some try not to subscribe to any and see the whole idea of structure as “evil”, feeling that a story should evolve organically without rules confining ideas or obstructing the creative flow.

In the end, a story should dictate the kind of structure it follows or whether it shouldn't follow a structure at all. There's no point trying to write a comedy and forcing the structure of a thriller upon it - it won't work. Well, theoretically it won't but I'm sure someone will find a way! Let your characters define the story and your story define your structure and then use a formula if necessary to tighten your script.

The trick is to initially let the ideas flow without paying too much attention to structure and then in your second pass begin to focus your story and separate the wheat from the chaff.

### 3 Act Structure

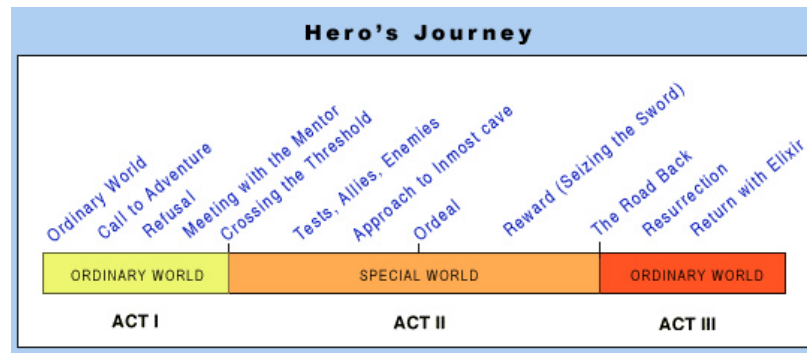
Below is a diagram defining the typical three-act structure of most stories. If a screenplay is 120 pages long then the first act is thirty pages, the second act is sixty pages and the final act is thirty. But again, this all depends on the genre of film you are writing and the needs of your story. Don't be too pinned down to these rules at the outset. But if you find your story is not working or your script is 150 pages long then you know you have made some errors along the way and need to pay closer attention to your blueprint.





## Hero's Journey

Another popular form of structure derived from *Joseph Campbell's Monomyth* and adapted by *Christopher Vogler* is the twelve stage Hero's Journey. This is essentially a more detailed Character Arc for your story's hero which is overlaid onto the more traditional three-act structure that many successful Hollywood movies such as *Star Wars* and *The Wizard of Oz* when analyzed appear to follow.



## PowerView

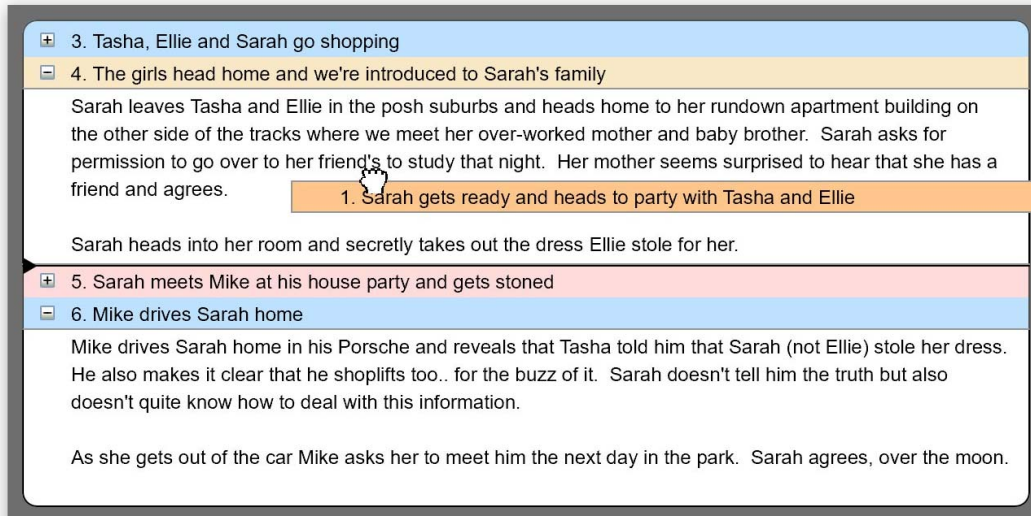
PowerView enables you to view the color-coded structure of your story in a visual manner alongside your selected [Reference Outline](#). The main studio screen displays your outline, script or notes content in a collapsible/expandable list and on the right is your *Structure Key*.

The screenshot shows the PowerView software interface. The main window displays a story outline with color-coded sections. The structure key on the right provides a summary of the stages and their lengths.

Section	Start	Length
Ordinary World	1	10
Call to Adventure	11	2
Refusal of the Call	13	1
Meeting the Mentor	14	1
Crossing the Threshold	15	3
Tests, Allies, Enemies	18	12
Approach to the Inmost Cave	30	4
Ordeal	34	2
Reward (Seizing the Sword)	36	3
The Road Back	39	5
Resurrection	44	1
Return with the Elixir	45	1

## PowerView Outline

Your outline is initially displayed as a list of *Step Titles* . When you click on the **disclosure icon** beside a title the *Step Content* will be revealed. If you click on it again the content will be hidden. Double-clicking a step also expands/collapses its content which can be either your outline, script or notes as determined by your selection in the [PowerView Menu](#). The menu also offers you the ability to expand or collapse all steps. You can also rearrange your outline by *dragging and dropping* a step title row with the mouse. The **black arrow icon** indicates where the step will be inserted.





Holding down the **Shift Key** while clicking the mouse on a particular title will jump to that step in your *Outline List* and flip to [Outline](#) view.

## Reference View

You can choose to view the currently loaded [Reference Outline](#) within PowerView by either **Right-Clicking** (Windows) / **Control + Click** (Mac) your mouse or by selecting this option from the *PowerView Menu*. When you right-click to switch views between user and reference the step that is clicked will automatically expand to reveal its content, making it easy for you to compare your step with that of your reference step or the content of one draft with the content of another. The current view is displayed in the [Status Bar](#).

## Structure Key

On the right of your *PowerView Outline* is your *Structure Key* which indicates your current [Structure Template](#) and each section's name, start step number and length.

Structure Key		
Section	Start	Length
 <b>Act I</b> This is where the story truly begins. Here we m...	1	1
<b>Turning Point I</b> Turning Points have various names (depending...	2	1
 <b>Act II</b> This is where the plot thickens and the story sh...	2	5
<b>Mid-Point</b> The Mid-Point occurs exactly halfway through...	4	1
<b>Turning Point II</b> Turning Points have various names (depending...	5	1
<b>Act III</b> This is what the audience has been waiting for...	7	3
<b>Denouement</b> Denouement comes from the French word dén...	10	1

A section can be defined as anything you want. By default, Script Studio utilizes the classic three-act structure but your project could also be divided into novel parts, sequences or even lessons.

The color for each section corresponds to the color displayed in your *PowerView Outline*. The **Start** value indicates at which step number that particular section begins. The **Length** of each section is determined by the next start value.

Each section can be customized via the [Structure Window](#) where you can add sub-sections, modify section headings, adjust section start values and load/save different templates which can be shared between different projects.

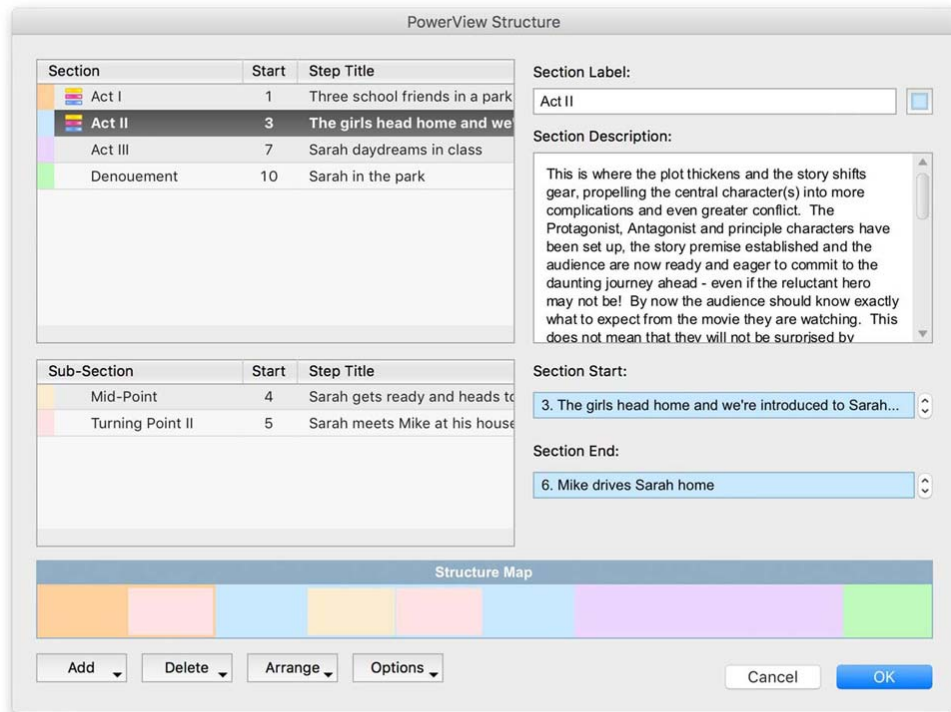
A **disclosure icon** beside a section heading indicates it contains sub-sections. Clicking on the icon will hide/reveal its sub-sections. Double-clicking on the *Structure Key* will open the Structure Window which can also be accessed via the [PowerView Menu](#).

## Printing & Exporting

PowerView colors can also be utilized in [Step Cards](#) and when [Printing](#) and [Exporting](#) your outline. You can select to print/export each *Step Title* against a block of color that corresponds to the section that step is in. This feature can help you and others easily identify your story structure when reading your outline, treatment, script or character story arcs. It is also extremely useful during the rewriting phase of a project.

## Structure Window

Script Studio uses the classic three-act structure by default but you will inevitably need to adjust this template as you develop your story. *Double-clicking* on the [Structure Key](#) or selecting [PowerView > Edit Template](#) will open the *Structure Window* where templates can be modified.



## Parent Section

The list on the top left of the window contains the main sections of your [Structure Template](#). These can be *Acts*, *Sequences*, *Novel Parts*, *Lessons* or whatever your project requires. Each parent section can contain multiple sub-sections. For example, in the three-act screenwriting structure, *Act Two* contains a *Turning Point* and a *Mid-Point*.

Section	Start	Step Title
Act I	1	Three school friends in a park
Act II	3	The girls head home and we
Act III	7	Sarah daydreams in class
Denouement	10	Sarah in the park

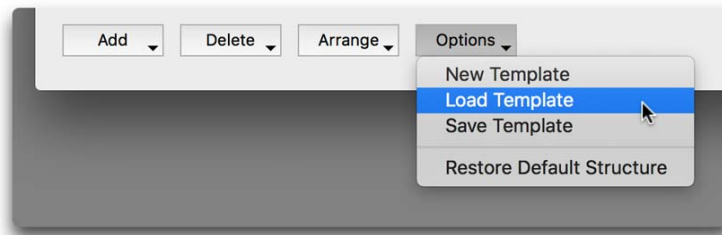
## Sub-Section

Sub-sections can be modified like their parent sections. A **small colored icon** appears beside parent sections indicating that they contain sub-sections. You can add sections and sub-sections by clicking the **Add** button or delete them by clicking **Delete**. You can move sections and sub-sections up and down within their list either by clicking **Arrange** or by dragging and dropping them with the mouse. However, parent sections can only be reordered within the parent list and sub-sections within the sub-section list.



## Templates

You can loads, save and create new templates or restore the default template by clicking **Options**. However, when viewing the [Reference Outline](#) you can only modify and save changes to the reference template, you cannot load a new template or create one from scratch until your revert back to user view.



Any changes you make to a template will be saved to your *Structure Key* in *PowerView* when you click **OK** and close the window but you can always undo these changes by selecting **Undo** from the [Edit Menu](#).



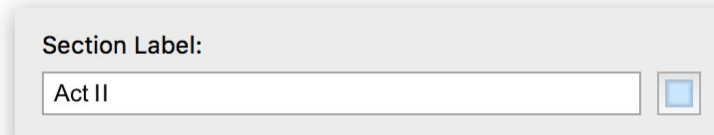
*Template Text Direction* is independent of *Project Text Direction* which means you can save a *Right-To-Left* template and load it in a *Left-To-Right* Project. When saving templates, the template will assume the *Text Direction* you are currently using.

## Section Label & Description

When modifying or creating new templates enter the label for each section in the **Label Field** and a description (if required) in the **Description Field**. These will be displayed in *the Structure Key*.

## Section Color

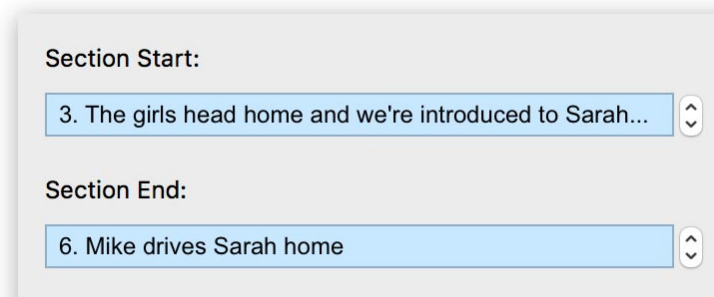
When adding sections and sub-sections Script Studio will automatically create random colors for each new section but sometimes these may conflict with other colors in your template or make it hard to read text over them. In this instance, or if you simply wish to change the default colors, click the **Color** button to open the [Palette](#) Window where you can choose another color. Paler colors work best with black text.



A dialog box titled "Section Label:" with a text input field containing "Act II" and a small blue square color selection button to its right.

## Start & End Points

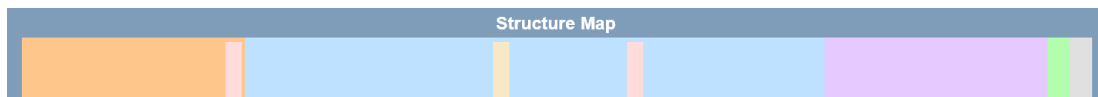
To make a section begin at an earlier step, click the **Start** up arrow. To make it start later in your outline, click the **Start** down arrow. To decrease its length (number of steps in section) click the **End** up arrow and to increase its length click the **End** down arrow. The Step Title corresponding to the start and end of the currently selected section appear over the section color to help you visualize your outline layout.



A dialog box with two sections. The first section is titled "Section Start:" and contains a dropdown menu with the text "3. The girls head home and we're introduced to Sarah...". The second section is titled "Section End:" and contains a dropdown menu with the text "6. Mike drives Sarah home".

## Structure Map

The color-coded diagram at the bottom of the window displays your current [Structure Template](#) which will change as you modify colors, start and end points and add or delete sections and sub-sections, helping you see a bird's-eye view of your structure.



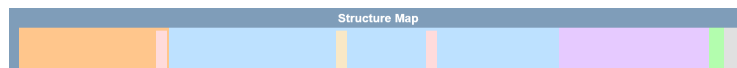
## Structure Templates

Script Studio includes 6 default templates (.svt files):

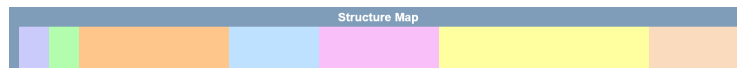
- 3 Act Screenplay
- 5 Act Stage Play
- One Hour TV Drama
- Half-Hour TV Sitcom
- Hero's Journey
- Propp's Folktale Narratemes

These templates and **Structure Maps** are designed to help you structure your story and include comprehensive information about each section, helping you understand how a particular type of story narrative works. They are, however, merely a guide and should not be rigidly adhered to. Creativity is far more important than sticking to a “formula” but they can help you pace your story and troubleshoot rewrites. The templates can be modified to suit your needs and you can even create your own templates from scratch or save templates from one project for use in another.

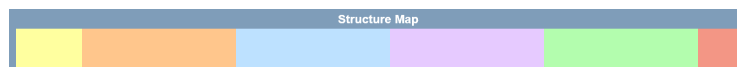
### 3 Act Structure



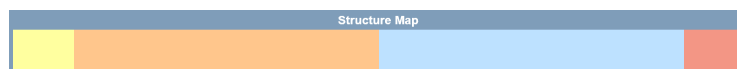
### 5 Act Stage Play



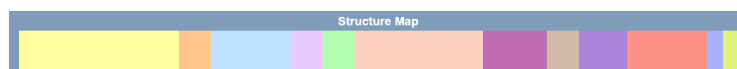
### One Hour TV Drama



### Half-Hour TV Sitcom



### Hero's Journey



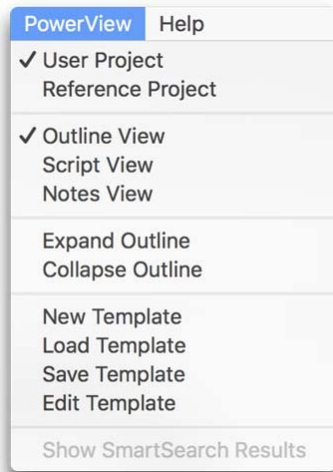
### Propp's Folktale Narratemes



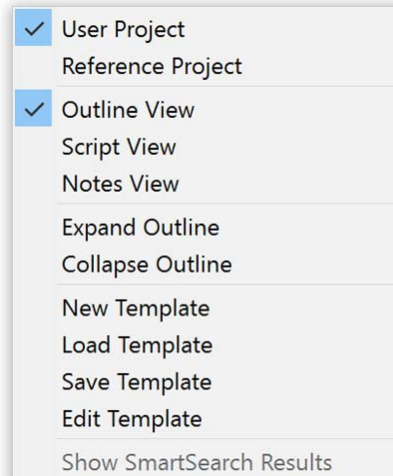
*PowerView Templates* are not Script Studio *Project Files* which means they cannot be opened via the [File Menu](#) or [Project Chooser](#) but only by the [PowerView Menu](#) or [Structure Window](#).

## PowerView Menu

### Mac



### Windows



This menu only appears when you are working on [PowerView](#).

### User Project

Select this to view your own project in *PowerView*.

### Reference Project

Displays the currently loaded [Reference Outline](#) in *PowerView*.

### Outline View

Displays the outline content of each step or chapter in *PowerView*.

### Script View

Displays the script content of each step or chapter in *PowerView*.

### Notes View

Displays the notes content of each step or chapter in *PowerView*.

### Expand Outline

Reveals the content of each step or chapter in *PowerView*.

### Collapse Outline

Hides the content of each step or chapter in *PowerView*.



## New Template

Opens the [Structure Window](#) to create a blank template from scratch.

## Load Template

Opens your default *Template Folder* (as set in [Preferences](#)) to load a different template into *PowerView*.

## Save Template

Opens the Save dialog so you can save the current *PowerView* Structure as a template.

## Edit Template

Opens the [Structure Window](#) and displays the current template for you to modify as required.

Displays the outline content of each step in *PowerView*.

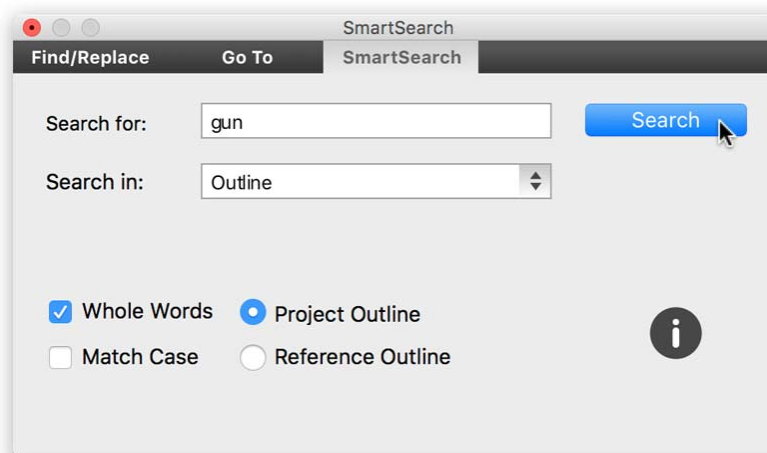
## SmartSearch

### Track Characters, Plot Devices & Keywords

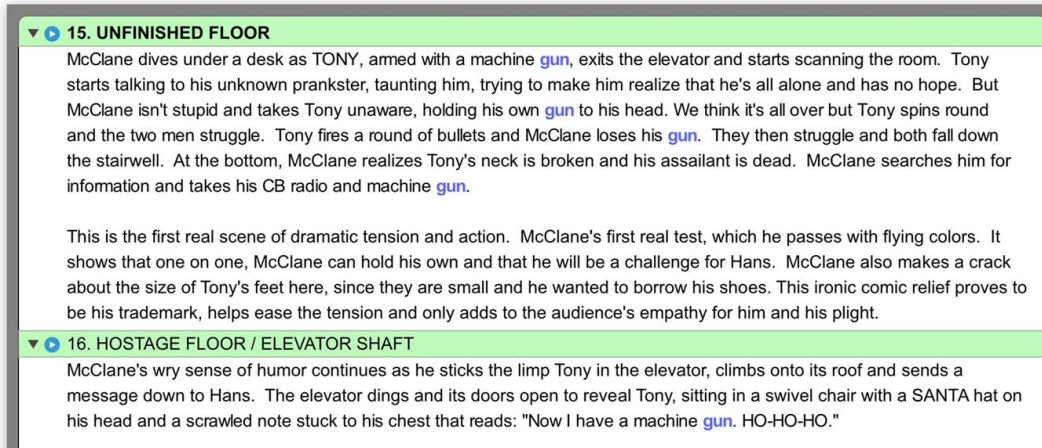
SmartSearch enables you to keep track of a character, story development, plot device, keyword or phrase through your entire outline and can be invoked either by **Right-Clicking** (Windows) / **Control + Click** (Mac) a selected word in any of the main text fields, by launching the *SmartSearch* window from the [Tools Menu](#) or by selecting the *SmartSearch* Tab from [Find & Replace](#).

### SmartSearch Window

If you have launched *SmartSearch* via right-clicking a selected word then it will automatically search for every occurrence of this word through your outline and display the results in [PowerView](#).



If you have launched *SmartSearch* from the [Tools Menu](#) then simply enter the character name or word you wish to track in the text field and click **Search**. If the word is found then the results will be displayed in *PowerView*. A small **blue arrow icon** will appear beside every step that contains the word and each occurrence of the word within the step's content will be highlighted in **bold blue** text.



To clear the icons and highlighted text select **Hide SmartSearch Results** from the *PowerView Menu*. Click **Show SmartSearch Results** to display them.

## Search Options

When searching via the *SmartSearch* you can choose to search either your own project or the currently loaded [Reference Outline](#) by selecting either **User Project** or **Reference Project** in the [PowerView Menu](#).

When *User Project* is selected you can specify whether to search within your outline, script or notes content from the drop down menu. When *Reference Project* is selected you can choose to search within the *Reference Outline* or *Script* content from the drop down menu. The checkboxes also let you narrow your search to whole or partial word occurrences and whether or not to match case.



If you search your own outline results will be displayed for outline, script and notes if the word is found but you specifically have to search within Reference to display results for this view.

## Analyzing Your Story



13

## Analyzing Your Story

### Reference Plugins

Different genres of movies require different amounts of steps. *Dramas* are typically around 35-40 steps because they usually have longer scenes than *Thrillers*, *Comedies* and *Action and Adventure* movies which are normally around 45 steps with more action and less dialogue.

To help plan your screenwriting project, Script Studio lets you simultaneously refer to outlines of feature films and gauge the progress of your own story in contrast to some of the most successful Hollywood movies.

So if you get stuck on step 15 and wonder if your structure is working, simply select a movie *Reference Outline* in the same genre from the *Library* and see what happens at the same time in this example. For instance, has your antagonist entered the story too late? Or perhaps your Hero has still not had his call to adventure?

By comparing your own character arcs, escalating conflicts, plot points and three act structure with the pros, you'll be able to amend mistakes in your own pacing and produce a well-structured screen story.

### Reference Library

Script Studio includes 12 free Reference Plugins:

- Die Hard
- Dead Poets Society
- Ghost
- Good Will Hunting
- Pretty Woman
- Scream
- Seven
- Spider-Man
- Terminator
- There's Something About Mary
- True Romance
- When Harry Met Sally

Each plugin contains a brief synopsis and in-depth analysis of each step as well as a color-coded [PowerView](#) Structure of the narrative and a [FeelFactor](#) graph for the entire outline so you can view the thematic roadmap, building blocks and emotional and visceral engagement level of each film.



*Reference Outlines* are not Script Studio *Project Files* which means they cannot be opened via the [File Menu](#) or [Project Chooser](#) but only by double-clicking on them in your [Library](#) and viewing them within [Reference](#) view.

## In-App Store

Once Script Studio has been [Activated](#) you can select **Buy Reference Plugins** from the [Help Menu](#) to launch the secure *In-App Store* where you can purchase additional plugins that will then automatically be downloaded and installed into your [Library](#).



## Building Your Library

You can also export your own projects to the *Library* in our proprietary plugin format (.svr file) and view them simultaneously to your current project to compare versions.

## Building Our Catalog

We are constantly building our catalog of *Reference Plugins* and welcome your feedback. If you wish to suggest or request new plugins then please [Contact Us](#) and tell us why you think this particular movie would be good for screenwriters to reference so we can make an informed decision as to whether or not to include it in a future plugin release.

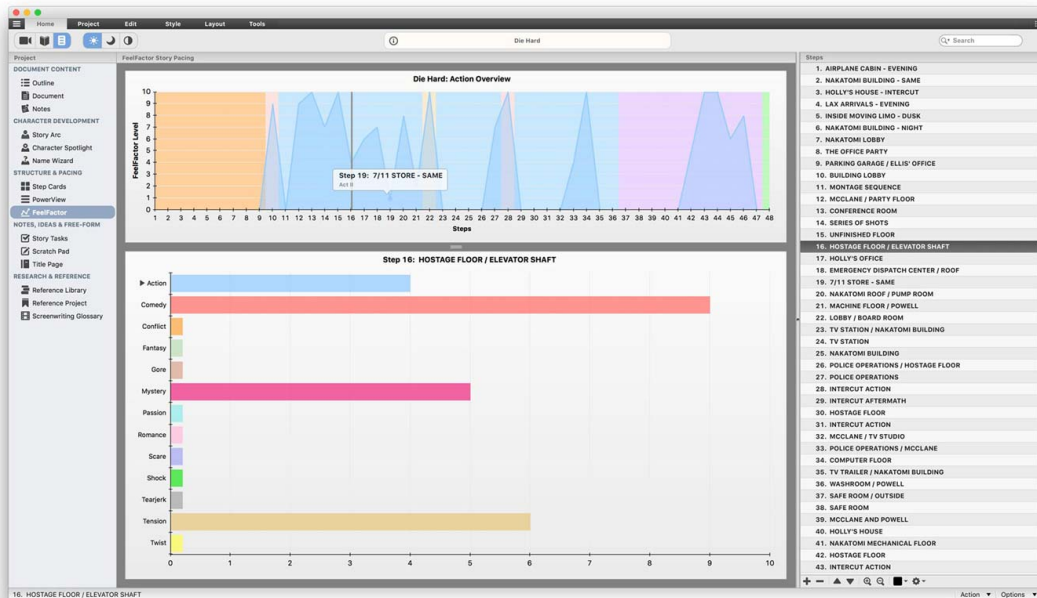
## FeelFactors

### Engaging the Audience

While the ethos behind Script Studio is “keeping it simple” there are times in the development process, principally when rewriting your screenplay, that you need to take a closer look at your story, structure and pacing in order to make a more engaging narrative and tighter script. For this reason, we've introduced *FeelFactors* into the creation process to help you visually gage the impact of your story step by step.

### FeelFactor Chart

The *FeelFactor* view displays two interactive charts to help you gauge the audience engagement level of your story. The top **area chart** shows your full outline and the levels for the *FeelFactor* that is selected in the **bar chart** below. The bar chart shows the levels for each *FeelFactor* for the current step. You can drag the apex of any point in the area chart up or down with the mouse to change the level and you can also drag the top of any *FeelFactor* bar left or right with the mouse to change its value.



### What is a FeelFactor?

A *FeelFactor* is essentially a way of measuring the level of audience engagement with an element or theme of your story at any given point in your narrative. For instance, if you're writing an action movie and your first step begins with a car chase, shootout and explosion then you have instantly gripped your audience and their “Action” *FeelFactor* level would be high. Or if you were writing a drama and the first step contains a love scene then their “Romance” and “Passion” *FeelFactors* for that step would be high.

## FeelFactors:

Script Studio defines 13 FeelFactors but their names and colors can be customized by selecting [Options](#) from the [Status Bar](#).

- Action
- Comedy
- Conflict
- Fantasy
- Gore
- Mystery
- Passion
- Romance
- Scare
- Shock
- Tearjerk
- Tension
- Twist

## How to use FeelFactors

Ideally, you would write the first draft of your outline and/or screenplay then set FeelFactor levels for each step by selecting a *FeelFactor* from the bar chart and dragging its bar to a value you feel most represents the degree of audience engagement at that point. Some steps may contain multiple *FeelFactors* while others may contain none but by the end of the process you'll have a colored chart illustrating the highs and lows that visually corresponds to your narrative.

You can also choose **Split View** from the [Options](#) menu to view your *User Project* chart with the *Reference Project* chart below it and include *PowerView* [Structure Map](#) behind the charts if you wish.



You can use [Print Preview](#) to display multiple *FeelFactors* in the same area chart.

**Proofing Tools**



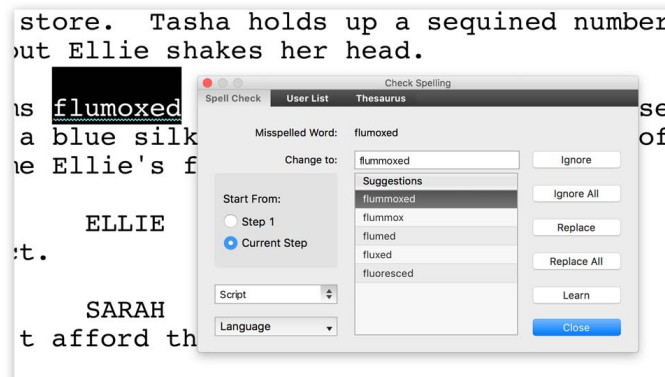
**14**



## Proofing Tools

### Spelling

This facility enables you to check and correct your spelling throughout your project.

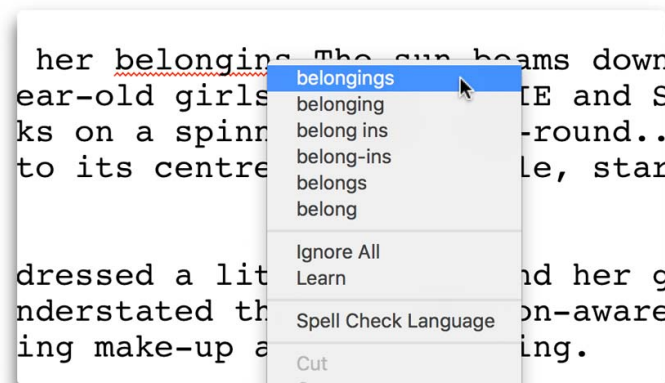


#### Spell check works in three ways:

- Live Spell Checking
- Checking Selected Text
- Checking Through Text

#### Live Spell Checking

If **Check Spelling as you type** is checked in [Preferences](#) then when Script Studio discovers a misspelled word it will underline it with a *squiggly red* line. If you then **Right-Click** (Windows) / **Control + Click** (Mac) on the word a [Contextual Menu](#) will display a list of correctly spelled alternatives for your misspelled word.



Selecting a word from this suggestion list will replace the misspelled word with your choice. The menu will also allow you to **Ignore All** future occurrences of this word in the current project session or **Learn** the word; meaning Script Studio will add it to your [User Dictionary](#).

## Checking Selected Text

If text is selected when you launch Spell Check, either via the menu or toolbar, then Script Studio will automatically look up the word in its dictionary. If the word is found you'll be informed either that the "Spell Check is Complete" or you will be asked whether or not you wish to continue checking to the end of your *Outline List*, *Task List*, *Character Story Arcs*, *Scratch Pad Notes List* or *Title Page*. If the word is not found then the Spell Check window will display a list of correctly spelled suggestions for your misspelled word.

## Checking Through Text

If you launch *Spell Check* from the [Options Menu](#) and text is not selected then you can select the parameters of your spell check and click **Start** to begin. Script Studio will then analyze all of your text, either from the current insertion point or from the current step/task or from your first step/task and when a misspelled word is found that word is highlighted and a number of suggestions are listed as an alternative.

## Spell Check Options

Before you commence a spell check you can specify where you wish to check. **Start From** gives you the option of either starting your check from the current step/task or from the first step/task in your outline/task list. You can also select from the drop-down menu which view to spell check: your *Outline List*, *Task List*, *Character Story Arcs*, *Scratch Pad Notes List* or *Title Page*. As you change views the menu will automatically update to the current view.

## Language Menu

Selecting this allows you to choose the language to use for spell checking from the installed dictionaries or you can select **Install Another Language** to [download and install](#) another international dictionary from the 114 available.

## Misspelled Word Options

When a misspelled word is found and a list of suggestions are displayed you can either keep the best selected match as identified by Script Studio, select your own match from the list or enter your own replacement word in the **Change To** text field and then click one of the following buttons:

**Ignore** to ignore the highlighted word and continue the spell check.

**Ignore All** to ignore every occurrence of the highlighted word and continue the spell check.

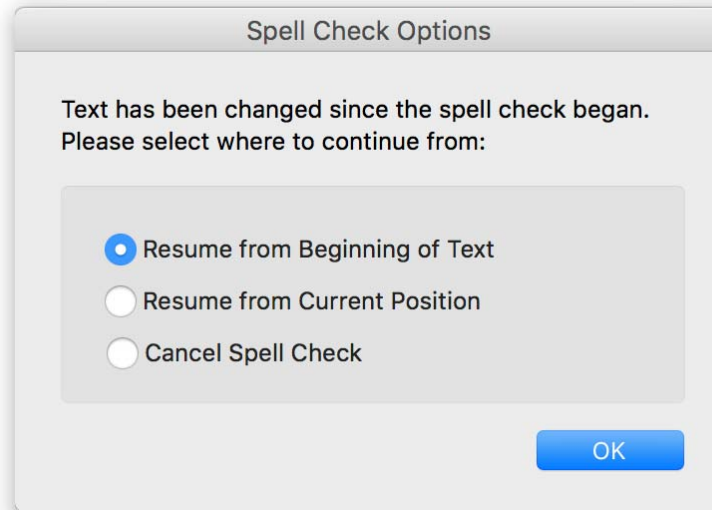
**Replace** to replace the highlighted word with the selected suggestion and continue the spell check.

**Replace All** to replace all occurrences of the misspelled word in the current panel and continue the check.

**Learn** to add the highlighted word to your [User Dictionary](#) and continue the spell check.

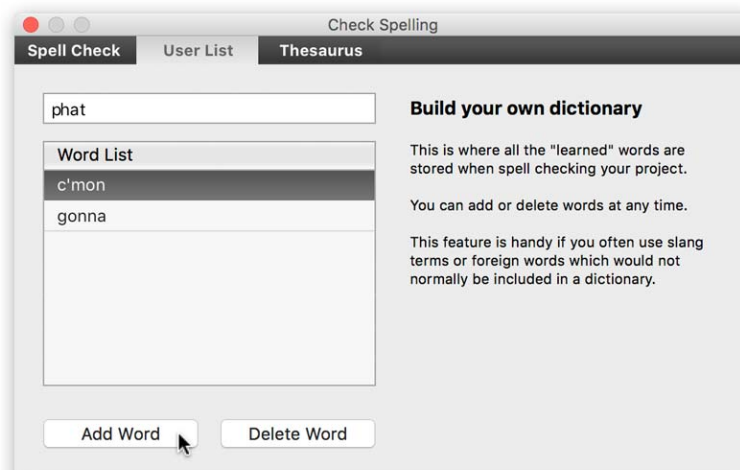
## Resuming Spell Check

If you modify text during a spell check and click **Resume** the **Spell Check Options** window will appear and give you the choice of either resuming the check from a selected point or canceling it.



## User Dictionary List

When you choose to **Learn** a misspelled/highlighted word either via the *Spell Check Window* or *Contextual Menu* then your word is added to your *User Dictionary* and ignored from that point on for the current spell check and all future ones. You can also add words to your dictionary, for instance, the name of a character or a slang word you often use, by selecting this tab on the *Spell Check Window*, entering a word in the text field and clicking **Add**. To remove a word from your dictionary select it in the list and click **Delete**.



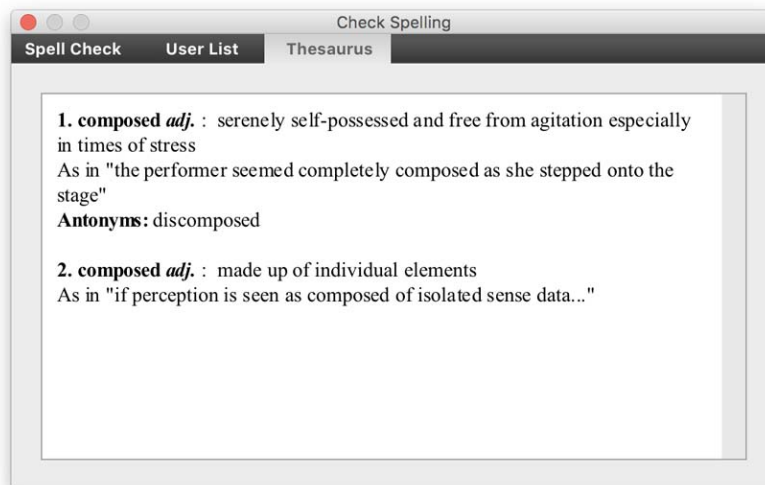
## Dictionaries & Thesauri

By default only the US dictionary and thesaurus are installed but you can change the current dictionary language and **download and install** others via [Preferences](#) or by selecting **Install another Language** from the *Language Menu* on the *Spell Check* and *Thesaurus* windows.

There are 114 international dictionaries and 26 international thesauri available. If you ever experience trouble installing a dictionary or thesaurus try launching Script Studio as **Administrator** and then repeating the download process. On *Windows* **Right-Click** on Script Studio and select **Run as administrator**. On *Mac* **Control + Click** Script Studio and choose to **Open** it.

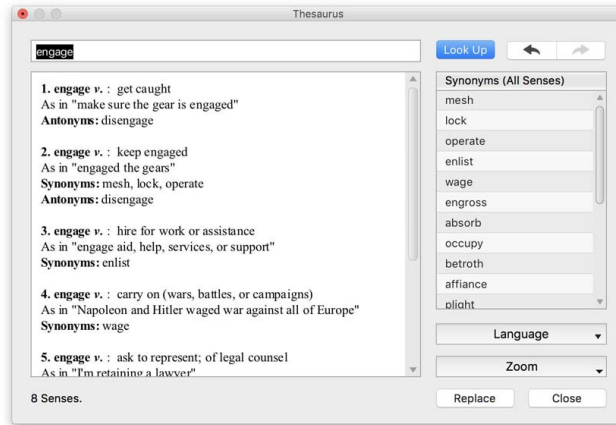
## Spell Check Thesaurus

During a spell check, you can also look up a word in the *Thesaurus* by either selecting a word from the list of suggestions or entering a word in the **Change To** field and clicking the *Thesaurus* tab. If the word is found a list of “senses” are displayed with definitions, synonyms (similar words) and antonyms (direct opposite word) for each sense. Double-clicking on any word within the *Thesaurus* results will look up the clicked word and display all the above information for it.



## Thesaurus

Selecting this option from the [Tools Menu](#) or [Tools Toolbar](#) displays the Thesaurus window.



If text was currently selected in any of the main text fields then this word will automatically be looked up in the Thesaurus and if it is found then a list of “senses” of the word are displayed along with definitions, examples of context, synonyms (similar words) and antonyms (direct opposite word) for each sense.

Single-clicking on any word within these results will display a list of synonyms on the right of the window for that word. Double-clicking on any word within the results will look up the clicked word and display all the above information for it. You can also enter a word in the text field and click **Look Up** to search for it.

## Undo / Redo

These **Arrow Buttons** enable you to look up the last/next word searched for and re-display the results for that word.

## Replace

Replaces the nearest word to the insertion point or the selected word in the main screen's current text field with the word displayed in the *Thesaurus* window's text input field.

## Language Menu

Selecting this allows you to choose the language to use from the installed thesauris or you can select **Install Another Language** to [download and install](#) another international thesaurus from the 26 available.

## Contextual Menu

You can also view a list of **synonyms** or launch the *Thesaurus* by **Right-Clicking** (Windows) / **Control + Click** (Mac) on a word or selected word in any main text field in the main screen. Selecting a synonym from the list will replace the nearest word to the insertion point or the selected word with your selection.

## Project Statistics

Selecting this from the [Tools Menu](#) displays the *Project Statistics* window which has three tabs:

	Outline	Script	Notes	Title Page	Total
<b>Thriller.ssp (Current Project)</b>					
Session Start:	1:07 pm	1:07 pm	-	1:07 pm	1:06 pm
Session End:	1:07 pm	1:07 pm	-	1:07 pm	1:08 pm
Session Duration:	1 sec	4 secs	0:00	2 secs	2 mins 26 secs
Start Word Count:	612	19,105	7	13	19,737
End Word Count:	615	19,112	7	16	19,750
Words Difference:	3	7	0	3	13
Words Typed:	3	7	0	3	13
<b>Once Bitten (Short Film).ssp</b>					
Session Start:	-	-	-	-	1:06 pm

**Current Session:** 00:21:38      **Words Typed:** 13     

### General Stats

Displays the number of words and characters in selected text, the current step and your full outline, script and notes.

### Session Stats

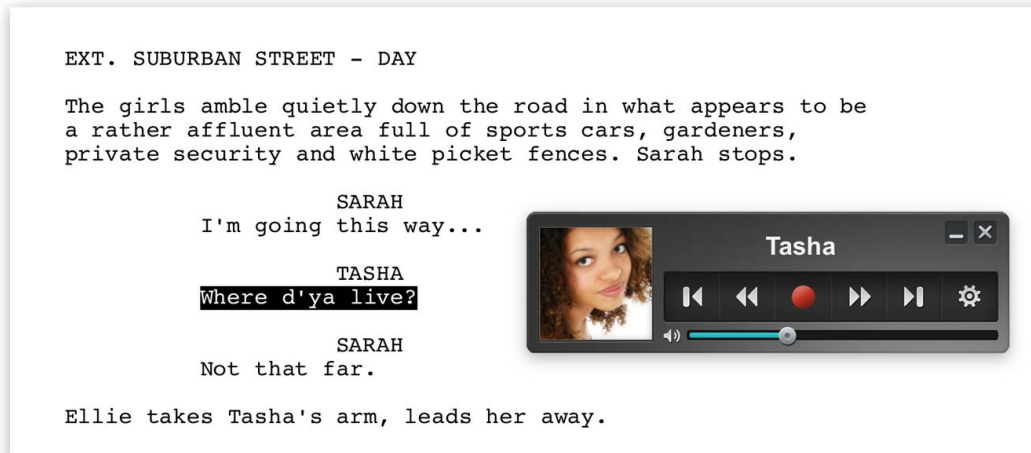
Displays word count, the number of words typed and session start and end times for each session since Script Studio was launched.

### Step/Chapter Stats

Displays word and character count information for each individual step or chapter in your outline in a collapsible/expandable list.

## Table Read

Selecting this option from the [Tools Menu](#) displays the *Table Read (Text To Speech)* window which allows you to hear your document read back to you by the OS voices pre-installed on your computer.



## Console

The *Table Read Console* allows you to control the reading of your document via familiar *AV Remote Control* buttons. Use the **slider** to set the volume and click the **minimize button** (beside the X close button) to display a more compact console view without the *Character Name* and *Profile Picture* which changes between the *Current Character* and *Narrator* as the read progresses through your text.



### Previous Step/Scene

Skips back to the previous step, chapter, task or scene



### Previous Paragraph

Skips back to the start of the previous paragraph



### Play

Plays from the beginning of the current paragraph or selection of text



### Pause

Pauses the reading



### Record

Records the reading to file



### Stop Recording

Stops the recording



### Next Paragraph

Skips forward to the start of the next paragraph



### Next Step/Scene

Skips forward to the start of the next step, chapter, task or scene



### Options

Opens the *Options Window*

## Recording to File

You can record a *Table Read* to either a WAV file (Windows) or AIFF file (Mac) by holding down the **Control Key** (Windows) / **Command Key** (Mac) which changes the default **Play** button to a red **Record** button. Clicking this will prompt you to choose a filename and location to save the *Table Read*. When you click the red **Stop** button or the read completes, Explorer (Windows) / Finder (Mac) will display the audio file on your system.

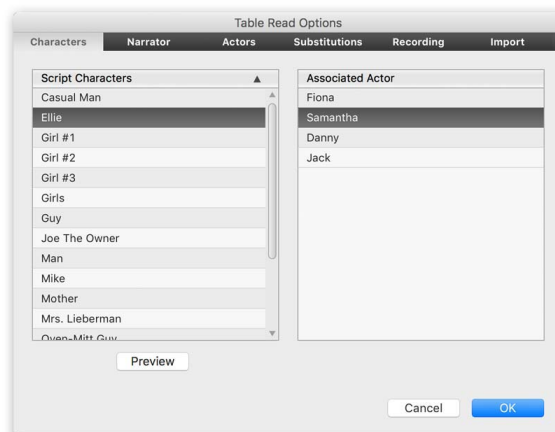


Pressing the **Space Bar** will *pause* and *resume* your Table Read.

## Options Window

### Character Settings

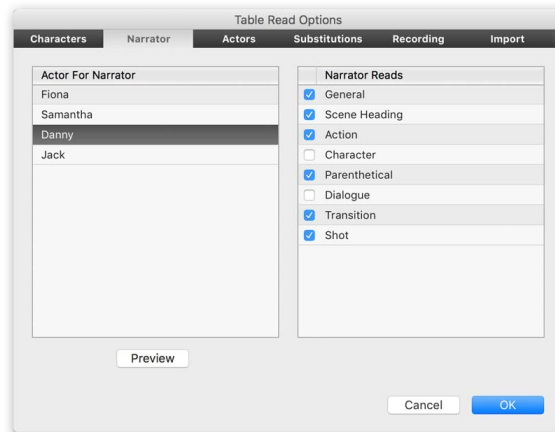
To choose which **Actor** (defined in the *Actors* panel) reads the part of each character in your script, simply click on the *script character name* in the left list and the actor's name in the right list. When you click **OK** your settings will be saved. Click **Preview** to hear what the *Actor* will sound like.





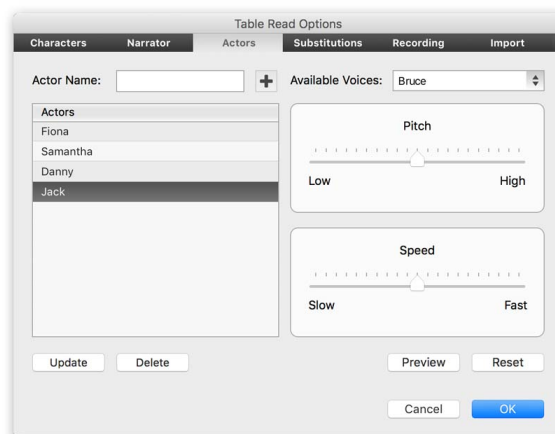
## Narrator Settings

Allows you to set the **Actor** to be used for your *Narrator* and define which elements of your script the Narrator will read. Click **Preview** to hear what the *Narrator* will sound like.



## Create Actors

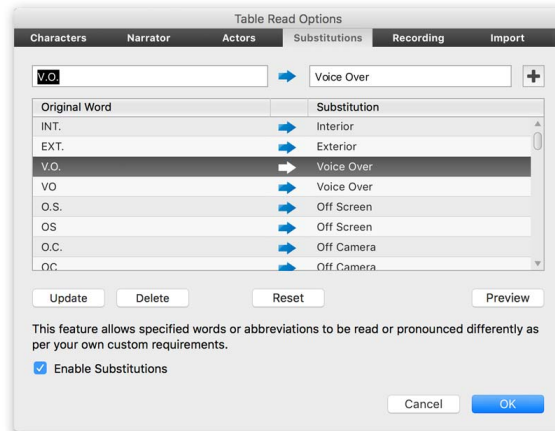
To create a new *Actor*, enter a **name** in the text field and click the **Plus** button. The new actor will appear in the list and you can now select it and choose a **voice** from the drop-down menu of available OS voices on your computer, and set the **Pitch** and **Speed** for the voice. Changing the *pitch* and *speed* means you can create a different voice using the same OS voice. Click **Preview** to hear what the voice will sound like or **Reset** to reset the voice to its default values. If you wish to change the name of your actor click on the actor's name, enter the new name and click **Update**.



## Manage Substitutions

When writing a screenplay there are certain abbreviated [terms](#) that are used such as **INT.** for *Interior* or **b.g.** for *background* but when having your screenplay read back to you hearing these abbreviated terms would sound strange and disrupt the flow of the reading. To help this Script Studio allows you to set up custom *Substitutions*. Many have already been defined by default but you can edit these or create your own by entering the abbreviation in the first text field and its substitution in the second text field and then clicking the **Plus** button.

Click **Preview** to hear what the substitution will sound like. Sometimes you may wish to create substitutions for regular words, foreign language words or character names if the OS voice does not pronounce them how you would like. In this situation you can create a phonetic substitution such as "Bib-lee-o-tek" for *Bibliothèque*.

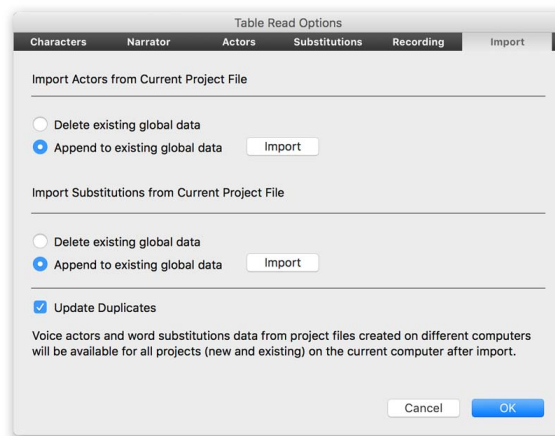


## Recording Table Read

This tab explains how to record your *Table Read* on and *Windows* lets you set the quality of the recording.

## Import Actors & Substitutions

If you wish to import *Actor* and *Substitutions* data from other project files that may not have been created on the same computer (and so are not available on your current computer) then you can do so by clicking the respective **Import** button. After import, those *Actors* and *Substitutions* will be available for all your projects on your current computer. When importing, you have the option to delete and replace the existing data or append to it. If you enable the **Update Duplicates** checkbox, any imported duplicate data will replace the existing data on your computer for that particular *Actor* or *Substitution*.



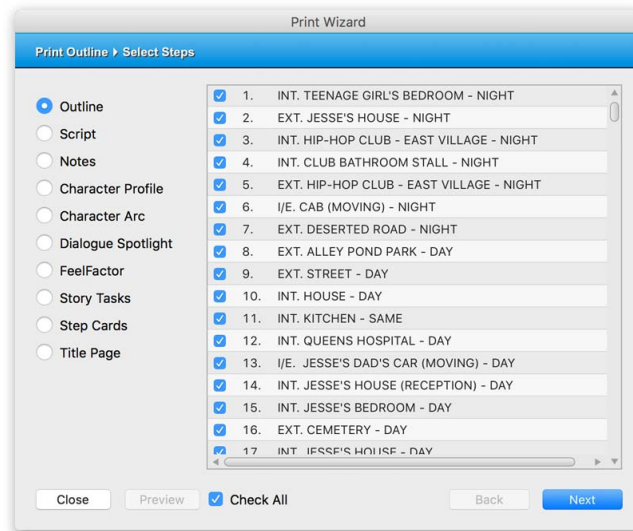
**Printing**



## Printing

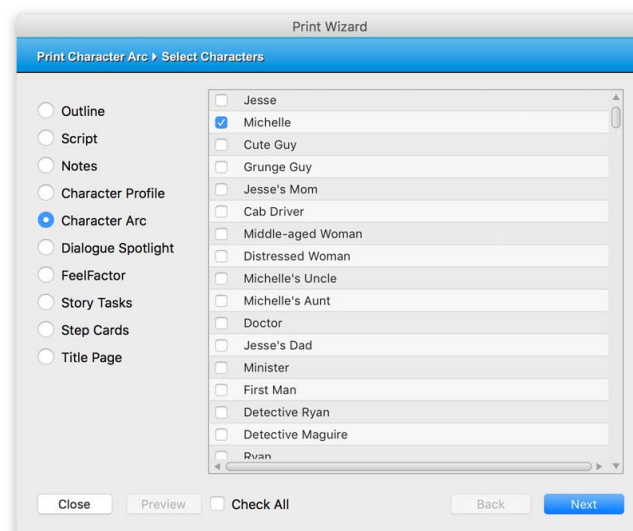
### Print Wizard

When you're ready to share your project with the outside world, this handy wizard will guide you through the options available. Since a project consists of many elements such as *Script*, *Character Profiles*, *Story Tasks* and *FeelFactor* charts, you can select what content to include and how to display it. The printing of [Scratch Pad](#) notes is handled via the *Scratch Pad Toolbar*.

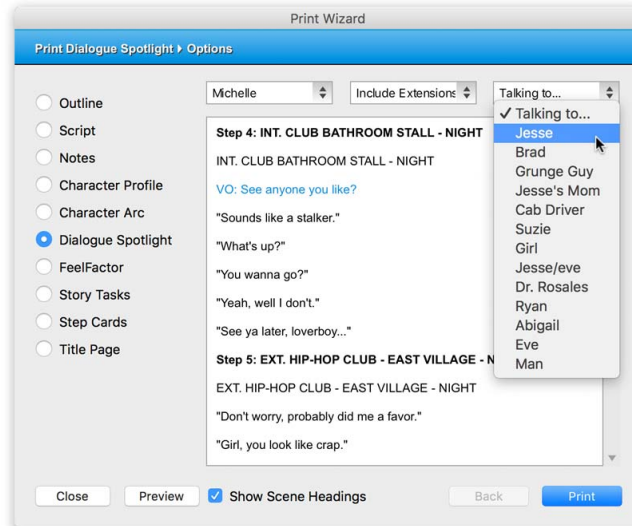


### Selecting What to Print

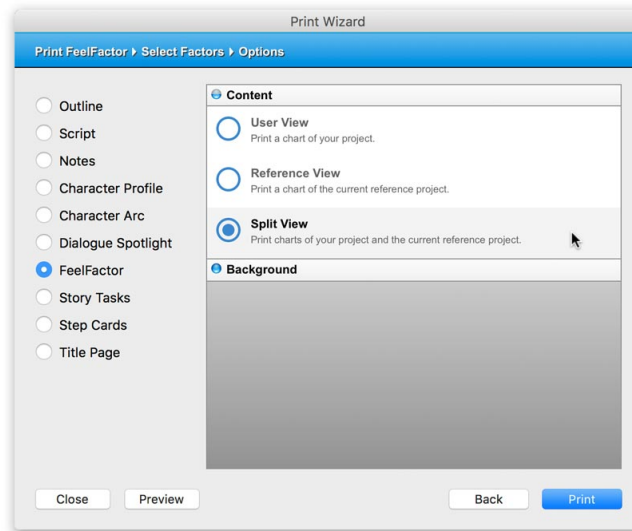
Listed on the left of the wizard are the elements of your project that can be printed. Select an element and if you choose outline, script or notes you'll then need to select the steps you wish to print. If you choose **Character Profile** or **Character Arc** you'll need to select characters.



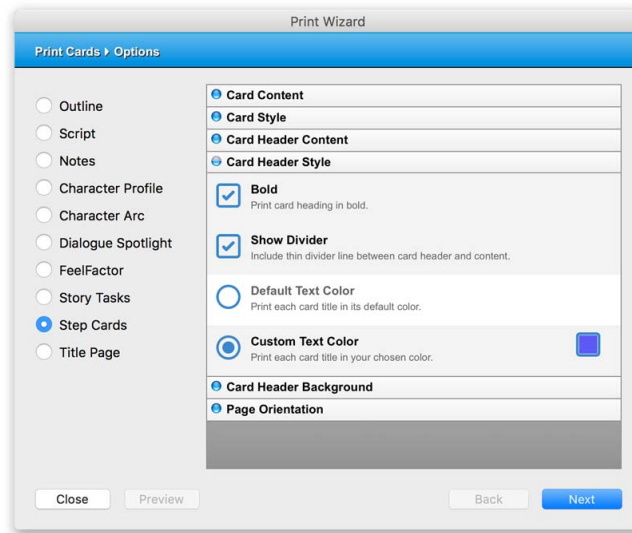
If you choose **Dialogue Spotlight** you'll need to select a character from the drop-down menu.



If you select **FeelFactor** you'll need to select from a list of *FeelFactors* and then whether to print your own outline, [Reference Outline](#) or both in a single split view.



If you select **Step Cards** (or **Scene Cards** in [Full Script Mode](#) or **Chapter Cards** in [Novel Mode](#)) you'll need to first define the card style and orientation before choosing which cards to print.



If you choose **Title Page** then only your *Title Page* will be printed. The *Title Page* can be included in your outline and script printing as an option but this feature is handy if you are using the *Title Page* view to write a treatment or create a cast list.

Once you have made your selections, click **Next** again to be presented with the *Print Options* panel.

## Print Options

The options displayed vary depending on the element you are printing.

### Content

- Title & Content - prints both the title and content for each step/task
- Title Only - prints only the title for each step/task.
- Content Only - prints only the content for each step/task.

### Document Information

- [Title Page](#) - includes your title page in the printed document.
- [Header](#) - includes a header at the top of each page in the printed document
- [Footer](#) - includes a footer at the bottom of each page in the printed document.
- [Scene Numbering](#) - includes numbers beside scene headings in the printed document.



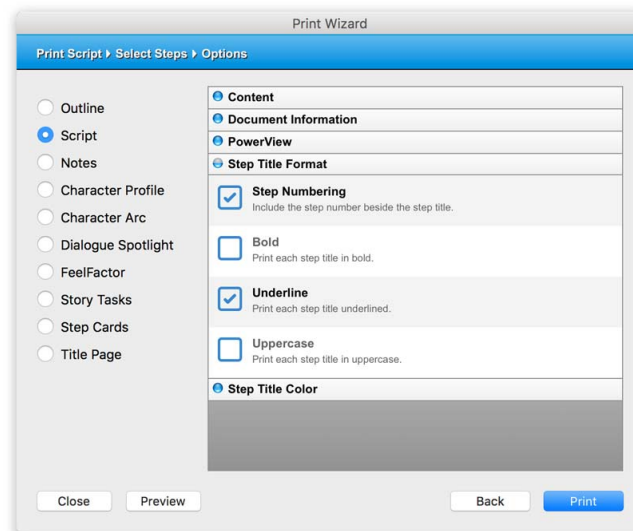
If you select to include *Header*, *Footer* and/or *Scene Numbering* here then they will be included, regardless of whether or not they have been enabled via *Headers & Footers* or the *Format Menu*.

### Page Numbering

*Page numbering* is enabled via [Headers & Footers](#) by including a **<Page>** tag in the respective header/footer and selecting to include the header/footer in your printed output.

## PowerView

- Parent Sections - includes parent sections such as **Act I**, **Act II** in your printed document.
- Sub-Sections - includes sub-sections such as **Turning Point I** in your printed document.
- [Structure Key](#) - includes a color-coded structure key in the printed document.



## Step / Task Title Format

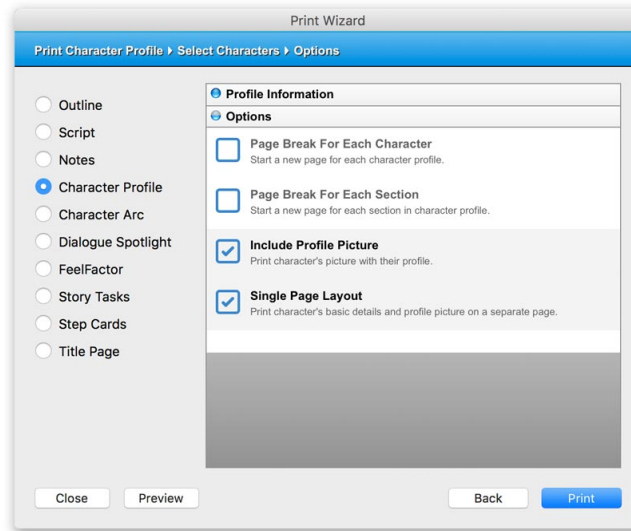
- Step Numbering - includes a step number beside each step title in the printed document.
- Bold - prints each step/task title in bold.
- Underline - prints each step/task title underlined.
- Uppercase - prints each step/task title in uppercase.

## Step / Task Title Color

- Default Color - prints each step/task title in its default color.
- Custom Color - prints each step/task title in the color you choose from the [palette](#).
- PowerView Color - prints each step title its corresponding section color.
- PowerView Block Color - prints each step title over a block of its corresponding section color.

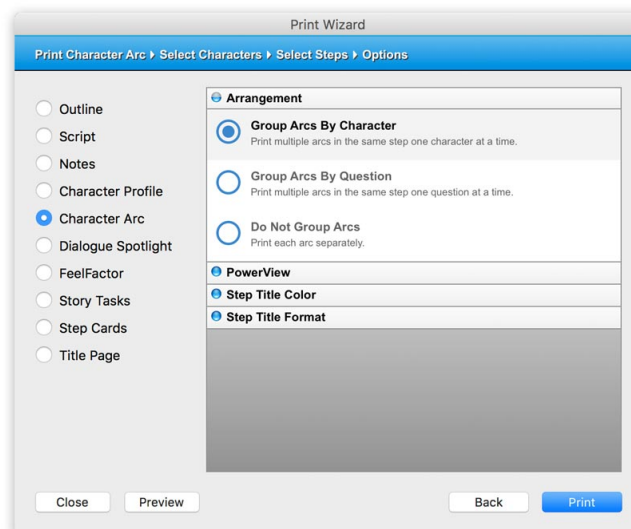
## Character Profile

When printing a [Character Profile](#) your options relate to the profile information you wish to print. Clicking the **Options** section will allow you to include a *Profile Picture* and define the layout and page break settings.



## Character Arc

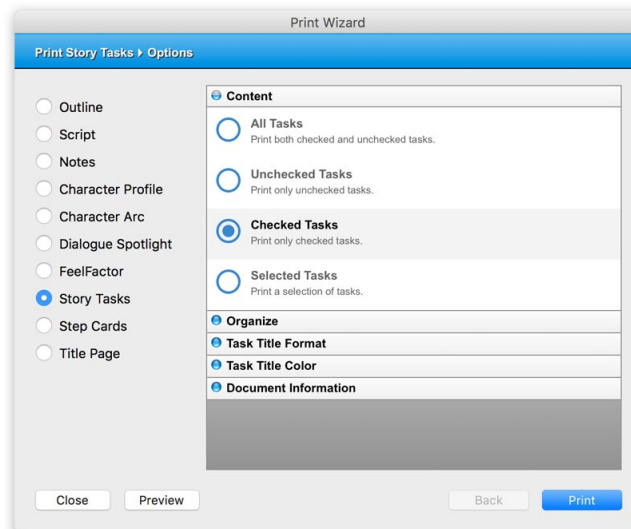
When printing multiple [Character Arcs](#) you can select how to arrange each arc within the printed document, such as grouping each arc together in each step one character at a time or one question at a time or by printing each character's arc from the first step to the last step in your outline, one character at a time.





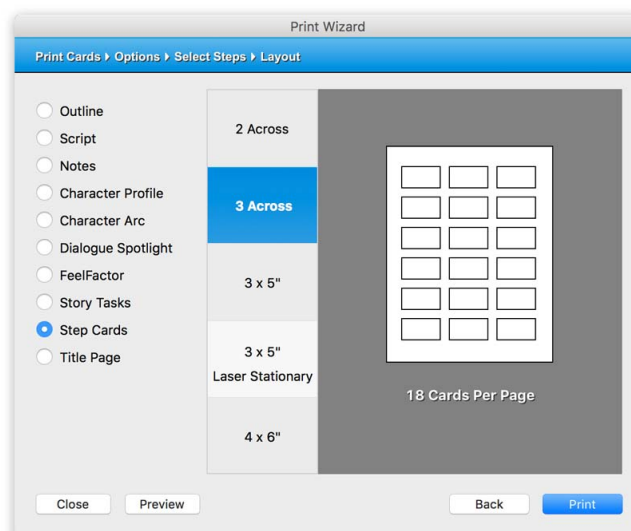
## Story Tasks

When printing [Story Tasks](#) you can select which tasks to print such as all tasks, only those checked or unchecked or selected tasks. If you choose **Selected Tasks** then you will be required to click **Next** in order to select from your task list those tasks you wish to include in the printed document. You can also organize your tasks by grouping completed and uncompleted tasks together, labeling tasks complete or uncompleted or not labeling tasks.



## Step Card Layout

When printing [Step Cards](#) you will need to select the card layout (number of columns and rows) according to your preference.



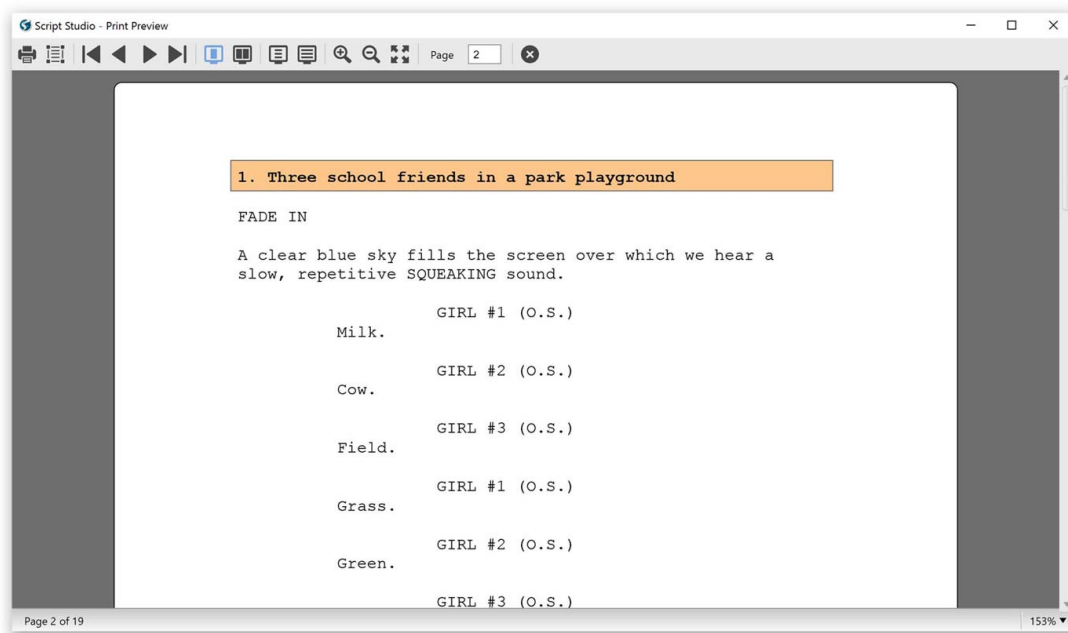
When printing to *Laser Stationary* you will need to select **US Letter** and **portrait** page orientation from [Page Setup](#) and your printer settings window.

## Printing Your Project

When you have completed the wizard and selected all your options, click [Preview](#) to view how your printed pages will appear or **Print** to select a printer and output your document. You can define a **page range** via the respective printer's settings windows.

## Print Preview

When you have selected all your options from the [Print Wizard](#) you can preview how your printed pages will appear via the *Preview Window*. The toolbar at the top of the screen allows you to flip through pages and customize the view and you can also set zoom via the *Status Bar*. Note: Some buttons may temporarily be disabled depending on the state of the other buttons.



## Toolbar Buttons



### Print

Opens the printer dialog for you to select a printer and output your document.



### Page Setup

Opens the [Page Setup](#) dialog for you to adjust the layout of your document.














### First Page

Displays the first page.



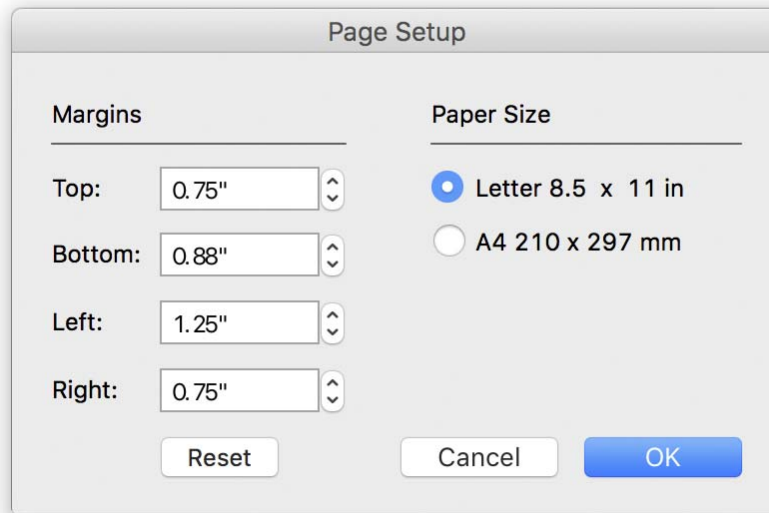
### Previous Page

Displays the previous page.

-  **Next Page**  
Displays the next page.
-  **Last Page**  
Displays the last page.
-  **Single Page View**  
Displays one page on-screen
-  **Two Page View**  
Displays two pages on-screen.
-  **Full Page View**  
Fits the entire page on-screen.
-  **Page Width View**  
Fits the width of the page on-screen.
-  **Zoom In**  
Zooms into the current page. Clicking the mouse on the page also zooms in.
-  **Zoom Out**  
Zooms out of the current page. **Right-Clicking** (Windows) / **Control + Click** (Mac) your mouse on the page also zooms out.
- Full Screen View**  
 Hides task bar/dock and displays preview full screen. Click again to revert to normal view. (Note: This will instead appear in window title bar buttons on Mac OS)
-  **Goto Page**  
Jumps to the page you enter in this field.
-  **Close Preview**  
Closes print preview.

## Page Setup

Select this from the [File Menu](#), [Project Toolbar](#) or double-click on the [Ruler](#) to display a dialog in which you can configure your page size and margins for page views such as *Script*, *Scratch Pad*, *Script Snippets* and *Title Page* and for print and export.



Click **Reset** to reset the margins to their default values.



When working in **Script Mode** the left and right margins will be overridden by script element margin values and in **Novel Mode** all margins conform to your current [Novel Option](#) margin settings but the page size will be adhered to.

**Import & Export**

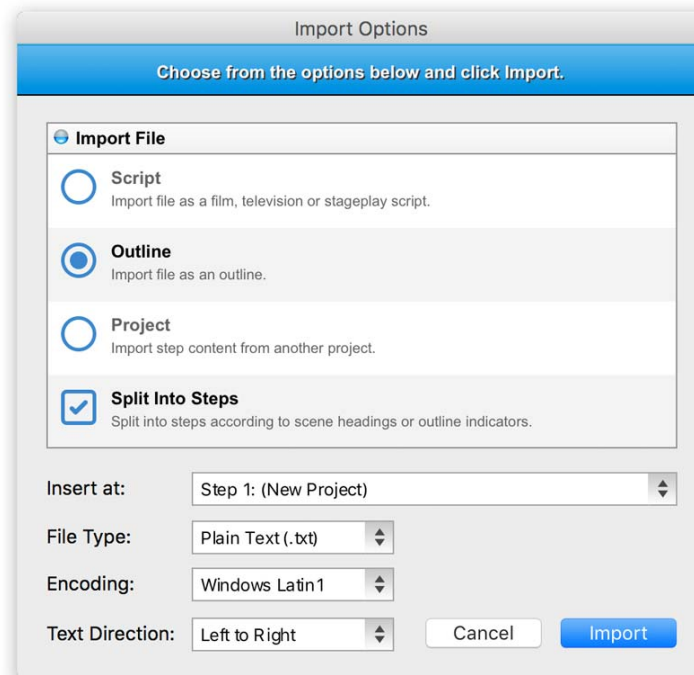


## Import & Export

### Import Options

## Opening Documents From Other Programs

Script Studio can open a variety of [File Formats](#) that have been saved in other word-processing programs and convert them into project files.



### Import Outline

If you have written an outline in another program Script Studio will automatically be able to convert it into a new project without losing its outline formatting, provided the original document's section headings are on new lines and begin with either a number and space, a number and full stop/period, a number and bracket or it's all in uppercase.

1 Section Heading  
 1. Section Heading  
 1) Section Heading  
 1} Section Heading  
 1] Section Heading  
 SECTION HEADING

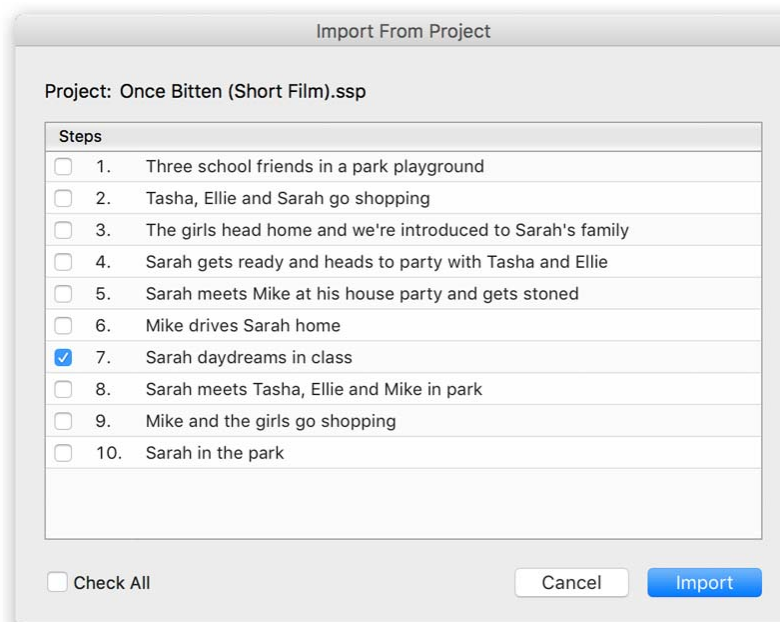
If you select to *Split Into Steps* (as explained below) then each section heading will become a new step and the text between each heading will form the content for each step.

## Import Script / Manuscript

If you have written a screenplay in *Final Draft XML Format (.fdx)* or in *Fountain Format* then you can import it directly into Script Studio by selecting this option from the **File Type Menu** and the script layout will be exactly the same as the original file. If however you have written your script in an earlier version of Final Draft® or another formatting program such as Movie Magic® Screenwriter then you must first export the file (save as) a *Plain Text File* from within the original program, then select **Import Script (Plain Text)** and Script Studio will automatically analyze the text and re-format it as a screenplay.

## Import Project

You also have the option to import an entire outline or script or selected steps from another *Script Studio*, *Movie Outline* or *Script It!* project.



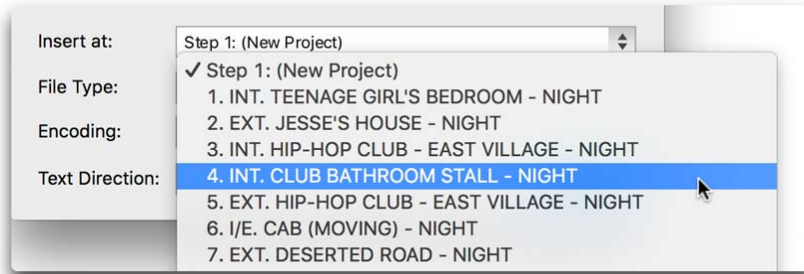
## Split Into Steps

If selected, this option splits either your imported outline or script into steps. For outlines the step-splitting process follows the "heading" rules as explained above, for script, Script Studio considers each new scene to be a step.

By default, scenes that begin with "Back To..." (such as "Back to Apartment") will be not be considered a [Scene Heading](#) and therefore will form part of the previous scene's step content but if you wish Script Studio to create new steps out of "Back To..." then you can enable this option via [Preferences](#).

## Insert At Menu

If you choose **Insert At Step 1: (New Project)** then the data you import, whether from a third-party file format or from another project, will create a brand new project. If you choose one of the other insertion point step numbers from your current project then the data you import will be **merged** into the current project at the step number you choose.



## File Type Menu

Here you can select the kind of file you wish to open. Script Studio accepts *Plain Text* (.txt), *Rich Text* (.rtf), *Adobe PDF*, *Final Draft* (.fdx) and *Fountain*. Read more about acceptable [File Formats](#).

## Encoding Menu

By default, Script Studio will expect that a document being opened on Windows will have **WindowsLatin1** encoding and on Mac will have **MacRoman** encoding, but if you are opening a document that was created on another platform then it may be necessary to select a different encoding such as **ASCII** or **UTF-8 Unicode** to ensure the text is interpreted and displayed correctly within Script Studio.

## Text Direction

If the file you wish to import is in a right-to-left language such as *Hebrew*, *Arabic* or *Urdu* then you can choose this option from the menu or choose it after import via [Format Menu](#) > **Text Direction**.

## Importing Characters From Another Project

This can be achieved via [Story Arc](#) view.



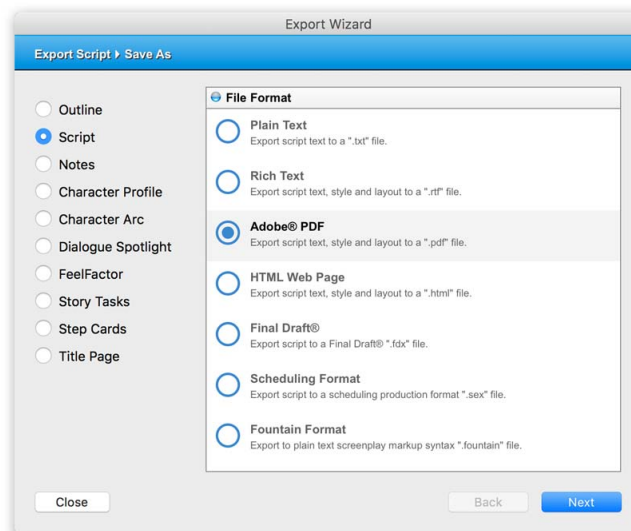
The current *Writing Mode* you are using determines the import mode, so if you are currently in [Novel Mode](#) then the data will be imported as a novel and appear in novel format. If you wish to import a screenplay then you should change to *Screenplay Mode* first and then import.



## Export Wizard

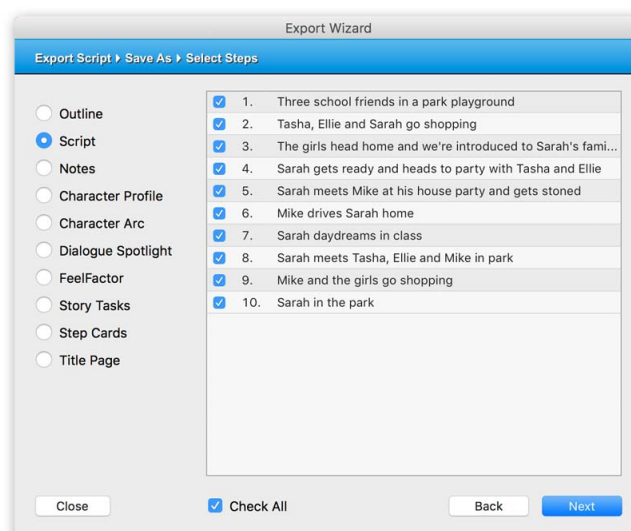
### Saving Your Project In Other File Formats

When you're ready to share your project with the outside world, this handy wizard will guide you through the options available. Since a project consists of many elements such as *Script*, *Character Profiles*, *Story Tasks* and *FeelFactor* charts, you can select a file format, what content to include and how to display it. The export of [Scratch Pad](#) notes is handled via the *Scratch Pad Toolbar*.

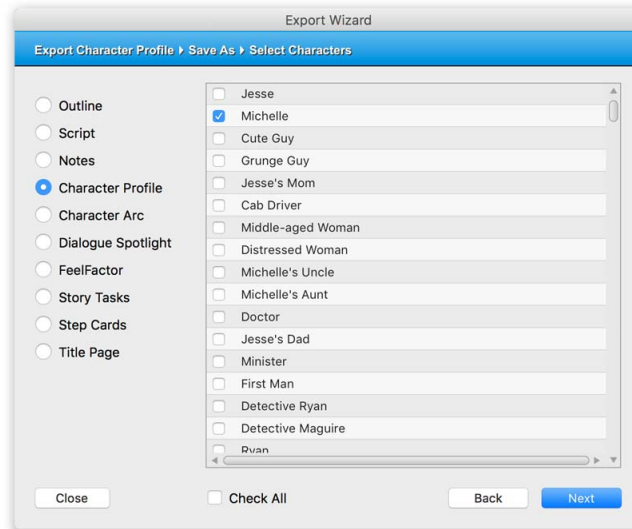


### Selecting What to Export

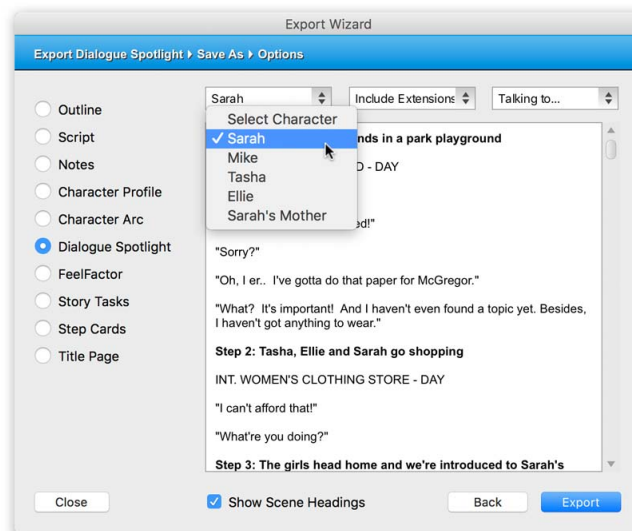
Select a project element you wish to export from the list on the left of the window, then a [File Format](#) from those listed on the right and click **Next**. The next screen's contents depends on the element you select. For instance, if you have chosen to export your outline, script or notes then you will need to select the steps you wish to export as depicted below.



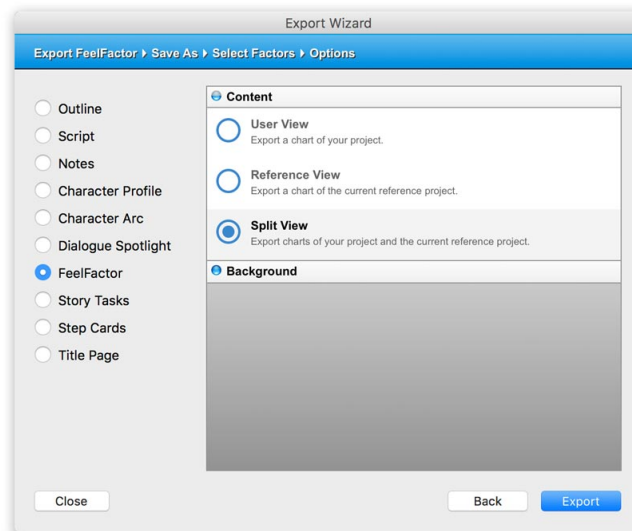
If you choose **Character Profile** or **Character Arc** the next screen requires you to select characters.



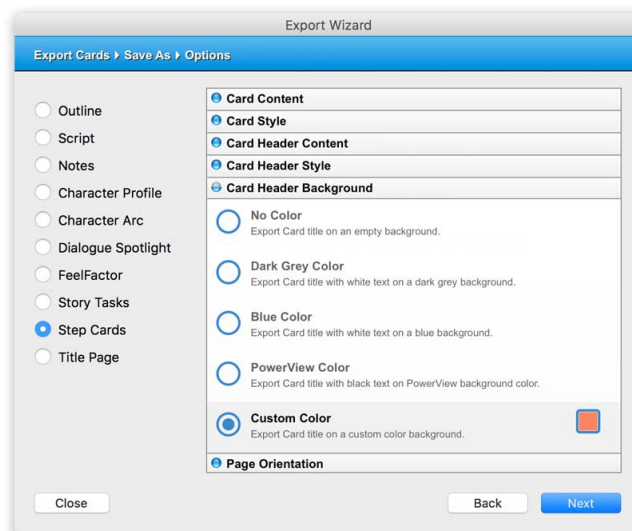
If you choose **Dialogue Spotlight** the next screen requires you to select a character from the drop-down menu.



If you select **FeelFactor** the next screen requires you to select from a list of *FeelFactors* and then whether to export your own outline, currently loaded [Reference Outline](#) or both in a single split view.



If you select **Step Cards** (or **Scene Cards** in [Full Script Mode](#) or **Chapter Cards** in [Novel Mode](#)) you'll need to first define the card style and orientation before choosing which cards to export.

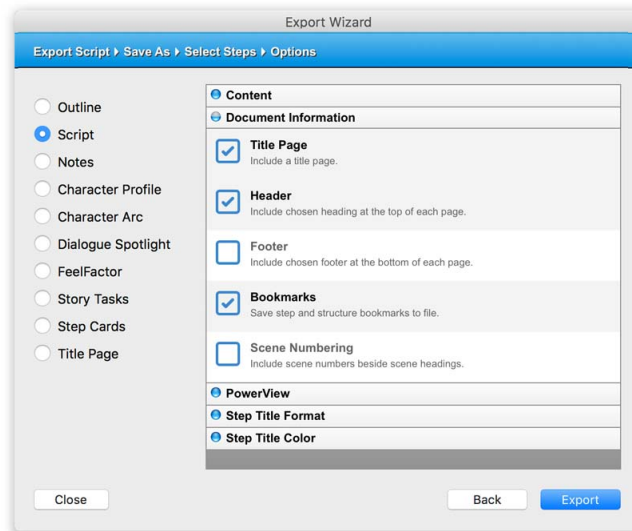


If you choose **Title Page** then only your *Title Page* will be exported. The *Title Page* can be included in your outline and script export as an option but this feature is handy if you are using the *Title Page* view to write a treatment or create a cast list.

Once you've made your selections, click **Next** to be presented with the **Export Options** panel.

## Export Options

The options displayed vary depending on the element you are exporting and the file format you are exporting to. For instance, if exporting your outline to a plain text file then you will not be able to customize the color or style of your step titles as you would if exporting to a rich text file, PDF or HTML web page. Listed below are the various options available for most exports but as explained, some may not always be available.



## Content

- **Title & Content** - exports both the title and content for each step/task
- **Title Only** - exports only the title for each step/task.
- **Content Only** - exports only the content for each step/task.
- **Layout** - retains the screenplay formatting when exporting your script to a plain text file.
- **Secure** - allows the contents of an exported project to a [Reference File](#) to be viewed but not copied.

## Document Information

- [Title Page](#) - includes your title page in the exported document.
- [Header](#) - includes a header at the top of each page in the exported document.
- [Footer](#) - includes a footer at the bottom of each page in the exported document.
- [Scene Numbering](#) - includes numbers beside scene headings in the exported document.
- **Bookmarks** - includes bookmarks in a PDF file for each step and [PowerView](#) section.



If you select to include *Header*, *Footer* and/or *Scene Numbering* here then they will be included, regardless of whether or not they have been enabled via *Headers & Footers* or the *Format Menu*.

## Page Numbering

Page numbering is enabled via [Headers & Footers](#) by including a **<Page>** tag in the respective header/footer and selecting to include the header/footer in your exported document.

## PowerView

- Parent Sections - includes parent sections such as **Act I, Act II** in your exported document.
- Sub-Sections - includes sub-sections such as **Turning Point I** in your exported document.
- [Structure Key](#) - includes a color-coded structure key in the exported document.

## Step / Task Title Format

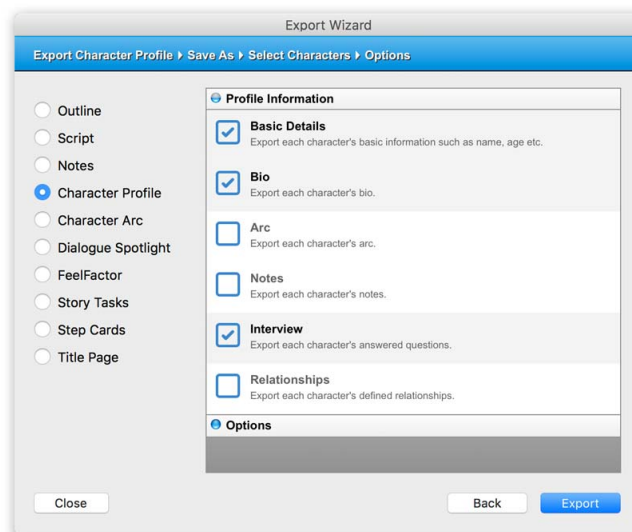
- Step Numbering - includes a step number beside each step title in the exported document.
- Bold - exports each step/task title in bold.
- Underline - exports each step/task title underlined.
- Uppercase - exports each step/task title in uppercase.

## Step / Task Title Color

- Default Color - exports each step/task title in its default color.
- Custom Color - exports each step/task title in the color you choose from the [palette](#).
- PowerView Color - exports each step title its corresponding section color.
- PowerView Block Color - exports each step title over a block of its corresponding section color.

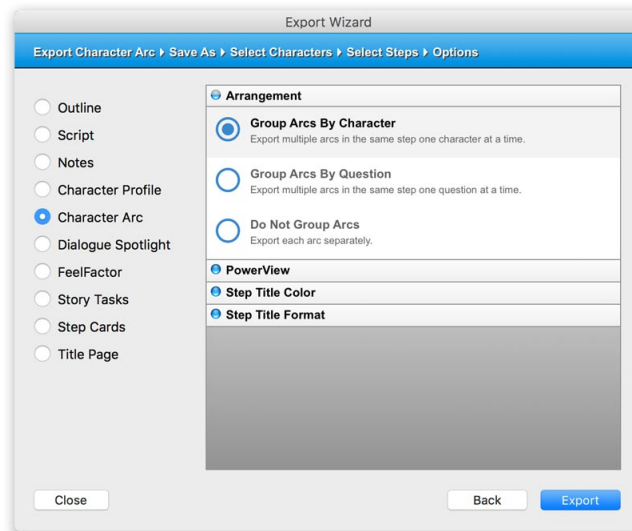
## Character Profile

When exporting a [Character Profile](#) your options relate to the profile information you wish to export. Clicking the **Options** section will allow you to include a *Profile Picture* and define the layout and page break settings for some file formats.



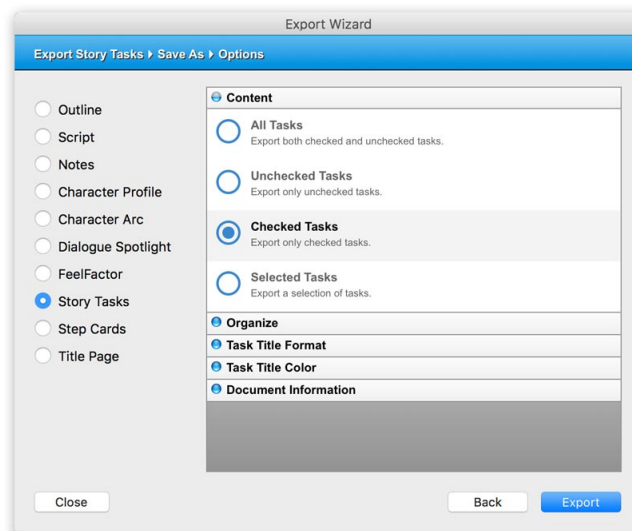
## Character Arc

When exporting multiple [Character Arcs](#) you can select how to arrange each arc within the exported document, such as grouping each arc together in each step one character at a time or one question at a time or by exporting each character's arc from the first step to the last step in your outline, one character at a time.



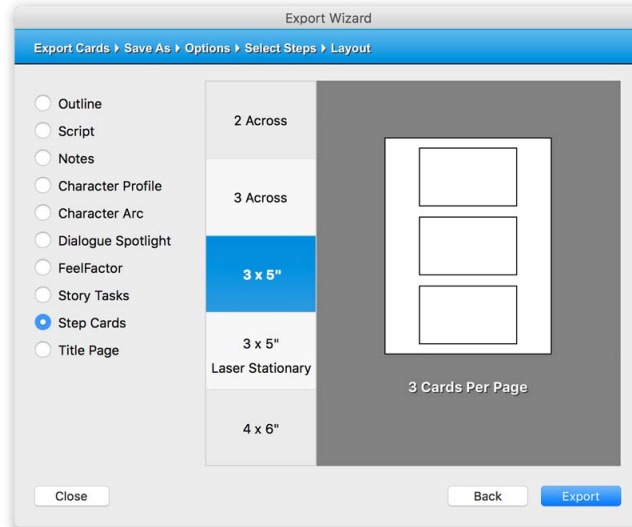
## Story Tasks

When exporting [Story Tasks](#) you can select which tasks to export such as all tasks, only those checked or unchecked or selected tasks. If you choose **Selected Tasks** then you will be required to click **Next** in order to select from your task list those tasks you wish to include in the exported document. You can also organize your tasks by grouping completed and uncompleted tasks together, labeling tasks complete or uncompleted or not labeling tasks.



## Step Card Layout

When exporting [Step Cards](#) you will need to select the card layout (number of columns and rows) according to your preference.

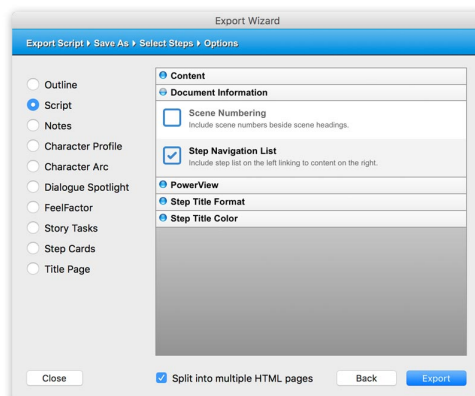


## Saving Your File

When you've completed the wizard and selected your options, click **Export** to open the **Save As** dialog and enter the file name for your new document. Click **Save** and Script Studio will create the new file and (if **Open File After Export** was chosen in [Preferences](#)) open it. If you've selected not to open the exported file then Script Studio will display its location on your computer.

## HTML Options

When exporting to HTML you have the option of splitting your web page into multiple pages by checking the **Split into multiple HTML pages** option which is enabled by default. This option is advised because some browsers may have difficulty displaying large files. It also makes it easier to read a large document. You can also include a **Step Navigation List** (via the *Document Information* section in the *Options Panel*) which is a list of *Step Title* hyperlinks that when clicked will jump to the respective step content in your HTML document.



## File Formats

Script Studio can export selected elements of your project to various file formats as detailed below:

### Plain Text

This type of file has the extension (.txt) and can be opened and edited in word-processing applications such as *Microsoft® Word*. This format does not support styled text and layout but when exporting a script with the [layout](#) option checked, Script Studio will retain [screenplay formatting](#).

### Rich Text

This type of file has the extension (.rtf) and can also be opened and edited in various other word-processing applications such as *Microsoft® Word*. This format supports styled text and layout. Your project's [Title Page](#) and [Headers & Footers](#) can also be exported to this format.

### Adobe® PDF

This type of file has the extension (.pdf) and can be opened by *Adobe® Acrobat Reader* and *Mac Preview*. This format supports styled text and layout. Your project's [Title Page](#), [Headers & Footers](#), [PowerView Structure Key](#) and [step block colors](#) can be included if selected via *Export Options*.

### HTML Web Page

This type of file has the extension (.html) and can be opened by web browsers, allowing you to upload your project to be viewed on the internet. This format supports styled text and layout and can include a [PowerView Structure Key](#) Key and [step block colors](#) if selected via *Export Options*. You can also choose to include a hyperlink bookmark list for each step in your outline.

### Final Draft® XML

This type of file has the extension (.fdx) and can be opened by *Final Draft®* and production apps.

### Fountain

This type of file is in *screenplay markdown* "plain text" format and may have the extension (.fountain) and uses specific "tags" to define paragraph elements that programs such as Script Studio can easily convert into screenplay elements.

### Scheduling Format

This type of file has the extension (.sex) and can be opened by scheduling and production management programs such as *Movie Magic™ Scheduling*, *Gorilla* and *Showbiz Scheduling*.

### Script Studio Reference File

This type of file has the extension (.svr) and can only be opened by Script Studio and viewed from the [Library](#) within [Reference](#) view. Saving your outline or script in this format retains text style and layout, [PowerView](#) Structure and can include [FeelFactor](#) data but no other project information is retained. If you select the **Secure** option then the contents can be viewed but not copied.



**General Editing**



## General Editing

### Manage Highlights

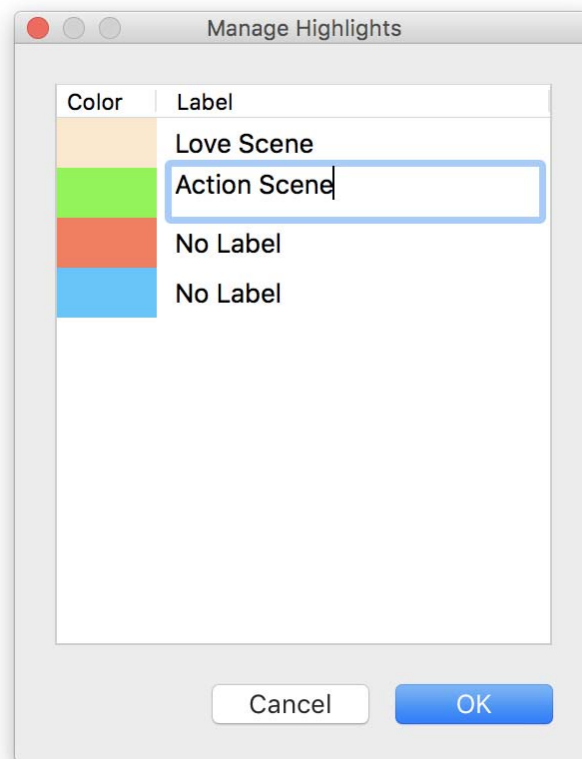
#### Customizing Highlight Colors & Labels

The [Highlight Menu](#) is available for your *Outline List* and *Task List* and each list allows you to create a custom **set of highlights**.

Each time you set a *row highlight* with a new color, the color will appear in the **Used Highlights** sub-menu of the *Highlight Menu* with a "No Label" label beside it.

Click **Edit Label** from this menu to open the *Manage Highlights* window where you can customize the colors and labels associated with each highlight.

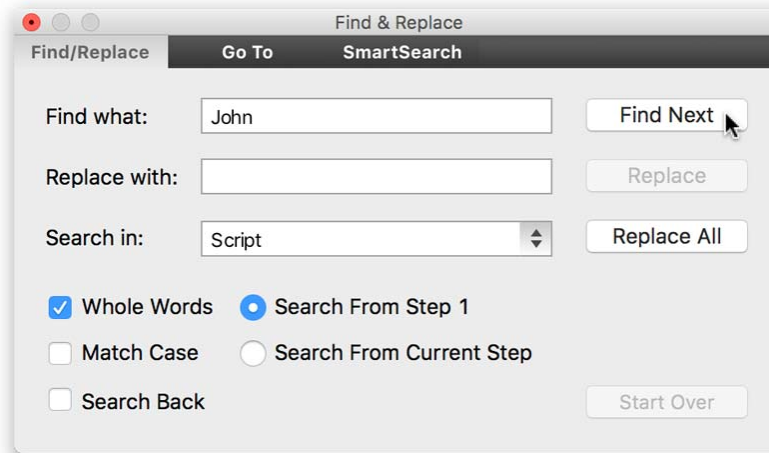
For instance, you may wish to create a **blue** highlight and label it "**Love Scene**" or a **red** highlight and label it "**Needs attention**" or associate colors with *Characters* and give each color a different character name to indicate in which steps or chapters they appear.



If you edit either list and remove the last row that contained a specific highlight color then that color and associated label will also be removed from your *Used Highlights* list.

## Find & Replace

Selecting this option from the [Edit Menu](#) or via the upper [Tools Toolbar](#) displays the *Find & Replace* window.



### Find Next

Enter a word or phrase in the **Find what** text field and click **Find Next** to search for the word within either your *Outline*, *Script*, *Notes*, *Story Tasks*, *Scratch Pad*, *Title Page* or *Character Arcs*, as set in the drop-down *search location menu*. If the searched word is found then Script Studio will display the current step or task in which the word first appears and select the text in the corresponding text field.

### Replace

If you enter a word in the **Replace with** text field and click this button then the original word will be replaced with your chosen word and if **Continue Search after Find & Replace** is enabled via [Preferences](#) then the search will automatically resume from the point onwards until the word is found again.

### Replace All

If you enter a word in the **Replace with** text field and click this button then every occurrence of this word in your selected search location will be replaced with your chosen word. This facility is useful if you realize you have made the same spelling mistake a number of times throughout your project and want to correct the error, or if you wish to change the name of a character or location wherever it appears in your project.

### Start Over

Select this to begin the search again from the selected search start point as defined in your search options.

## Search From / Search Back

Start your search from either the current step/task or first step/task in your outline/task list. Check *Search Back* to reverse the search direction and begin the search backwards from the current caret insertion point.

## Whole Words / Match Case

Check to narrow your search to only finding whole words that match and words that exactly match the case of the searched word.

## Toolbar Search

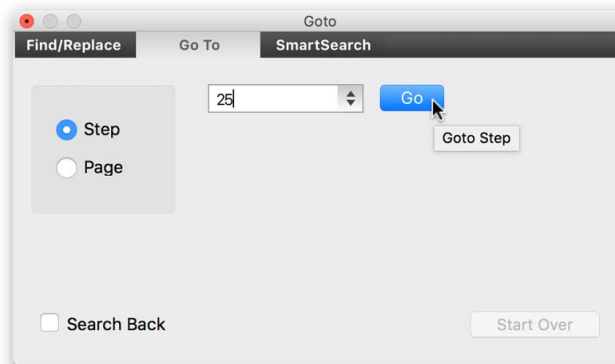
Enter a word or phrase in the **Toolbar Search Field** and click *Enter/Return* or either the *Back* or *Forward Arrow Buttons* (depending on your required search direction) to search for the word within either your *Outline*, *Script*, *Notes*, *Story Tasks*, *Scratch Pad*, *Title Page* or *Character Arcs*, as set in the contextual *search location menu* which can be opened by clicking the *Magnifying Glass Search Icon*. If the searched word is found then Script Studio will display the current step or task in which the word first appears and select the text in the corresponding text field. By default, the search location will always be the current view unless you change it using the *search location menu*.



Clicking **Advanced** from this menu will open the *Find & Replace* window. Clicking the *Cross Clear Icon* will clear the search field.

## Goto

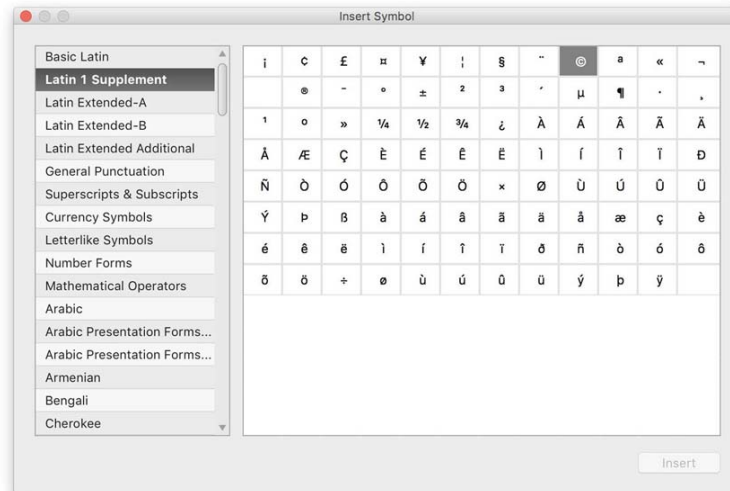
Selecting this option from the [Edit Menu](#) displays the *Find & Replace* window and **Goto** panel. Select a step or script page from the drop-down menu or enter a value and click **Goto**.



If on [PowerView](#), **Goto** will expand the selected step, revealing its content.

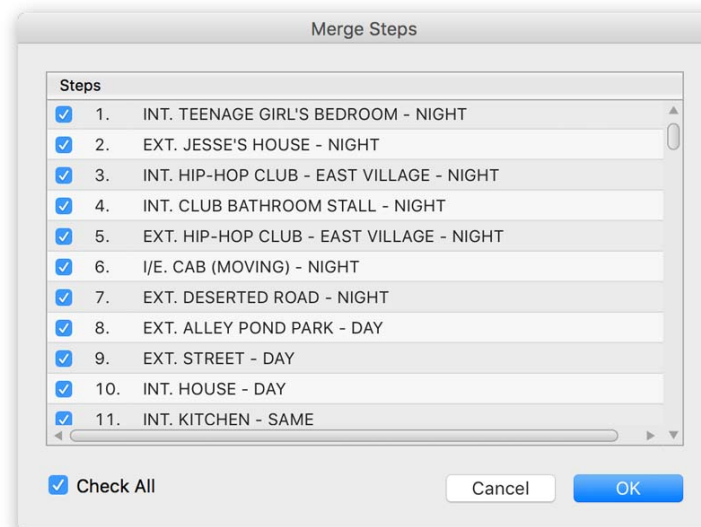
## Insert Symbol

Choosing this option from the [Edit Menu](#) displays the *Symbol* window which allows you to select a special character and insert it into the current text field.



## Merge Steps

Selecting this option from the [Edit Menu](#) displays the *Merge Steps* window which allows you to select a number of steps/chapters in your outline and merge these into a single step/chapter.

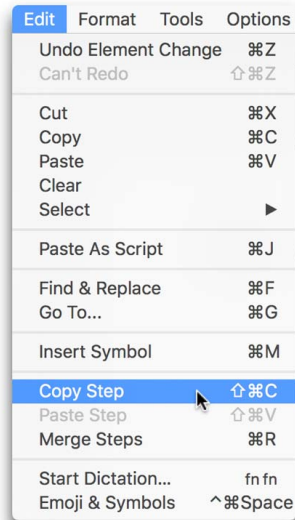


When a merge occurs all outline, script, notes, formatting and style are merged along with which characters were in each original step but each character's step specific [Story Arc](#) data and [FeelFactor](#) data is not included in the merged step. This action can be reversed by selecting **Undo Merge Steps** from the *Edit Menu*. This option is disabled when viewing [Script](#) view or [Scene Cards](#) in [Full Script Mode](#).

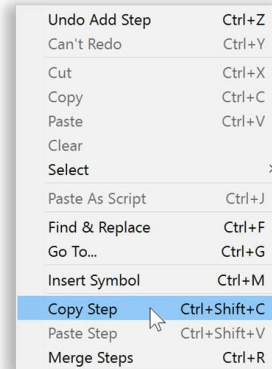
## Copy & Paste

Select these options from the [Edit Menu](#) to *Copy* the entire contents of a *Step*, *Task* or *Scratch Pad Note* (depending on your current view) to the clipboard and *Paste* (insert) them into another position in your *Outline List*, *Task List* or *Scratch Pad*. You can also use [Keyboard Shortcuts](#).

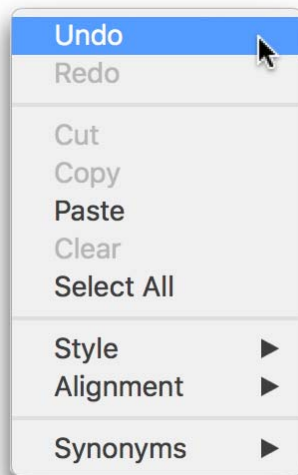
### Mac



### Windows



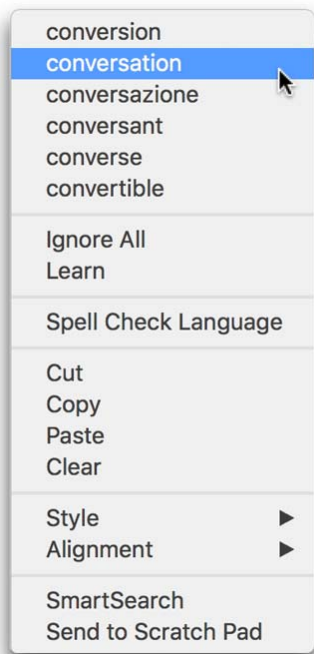
## Contextual Menus



**Right-Clicking** (Windows) / **Control + Click** (Mac) your mouse on any text field within Script Studio will display a menu with a list of options related to the nearest word or selected text in that field.

Most menus will display editing functions as depicted below, such as **Undo / Redo**, **Cut**, **Copy**, **Paste**, **Clear** and **Select All**.

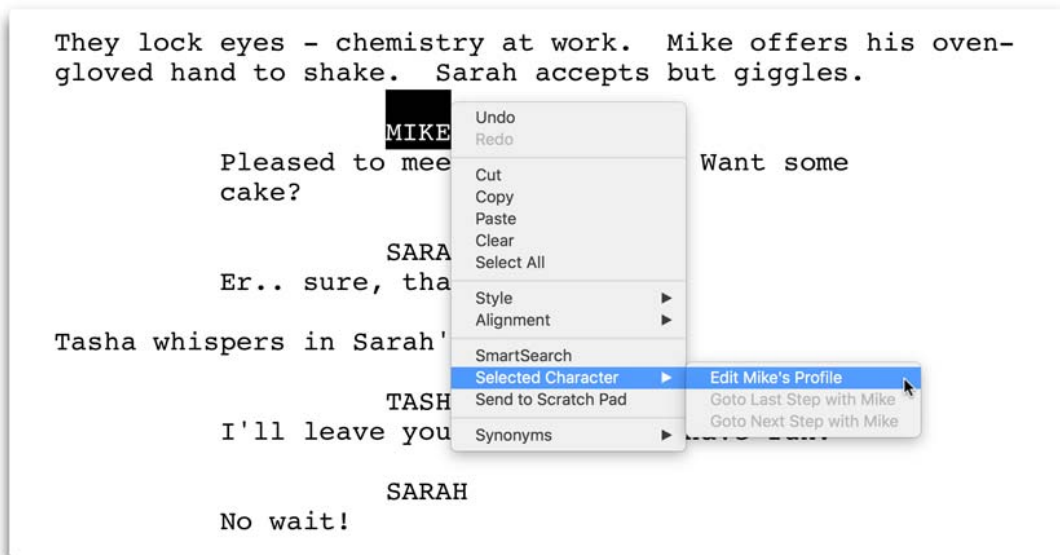
Some fields may display **Style** and **Alignment** sub-menu options.



If the nearest word to the insertion point or selected word is misspelled the menu will display a list of correctly spelled alternatives as explained in the [Spelling](#) section.

If the word is in the *Thesaurus* then a sub-menu and list of **Synonyms** (similar words) will be displayed as explained in the [Thesaurus](#) section.

If the selected text matches the name of a character you have added to your project then the menu will display a **Selected Character** sub-menu where you can choose to edit the character's profile or go to the next or last step in which that character appeared, as set and explained in [Character Arcs](#).



You can also [SmartSearch](#) a selected word via the menu and display the results in [PowerView](#).

## Keyboard Shortcuts

Action	Mac	Windows
Add Step / Task / Note	Cmd + K	Ctrl + K
Delete Step / Task / Note	Cmd + L	Ctrl + L
First Step / Task / Note	Cmd + Option + Arrow Left	Ctrl + Alt + Arrow Left
Step Back	Cmd + Option + Arrow Up	Ctrl + Alt + Arrow Up
Step Forward	Cmd + Option + Arrow Down	Ctrl + Alt + Arrow Down
Last Step / Task / Note	Cmd + Option + Arrow Right	Ctrl + Alt + Arrow Right
Copy Step / Task / Note	Cmd + Shift + C	Ctrl + Shift + C
Paste Step / Task / Note	Cmd + Shift + V	Ctrl + Shift + V
Undo	Cmd + Z	Ctrl + Z
Redo	Cmd + Shift + Z	Ctrl + Y
Cut Selected Text	Cmd + X	Ctrl + X
Copy Selected Text	Cmd + C	Ctrl + C
Paste Text	Cmd + V	Ctrl + V
Paste As Script	Cmd + J	Ctrl + J
Select All	Cmd + A	Ctrl + A
Insert Special Character	Cmd + M	Ctrl + M
Find & Replace	Cmd + F	Ctrl + F
Goto	Cmd + G	Ctrl + G
Bold Text	Cmd + B	Ctrl + B
Italic Text	Cmd + I	Ctrl + I
Underline Text	Cmd + U	Ctrl + U
New Project	Cmd + N	Ctrl + N
Project Chooser	Cmd + Shift + N	Ctrl + Shift + N
Open Project	Cmd + O	Ctrl + O
Save Project	Cmd + S	Ctrl + S
Print	Cmd + P	Ctrl + P
Import	Cmd + Shift + I	Ctrl + Shift + I
Export	Cmd + Shift + X	Ctrl + Shift + X
Character Spotlight	Cmd + W	Ctrl + W
Character Name Wizard	Cmd + T	Ctrl + T
Table Read	Cmd + Shift + T	Ctrl + Shift + T
Dictation Assistant	Cmd + Shift + D	Ctrl + Shift + D
Screenwriting Glossary	Cmd + Shift + G	Ctrl + Shift + G
Dual Dialogue	Cmd + D	Ctrl + D
Font & Zoom	Cmd + Y	Ctrl + Y
Zoom In	Cmd and "+"	Ctrl and "+"
Zoom Out	Cmd and "-"	Ctrl and "-"
Exit / Quit	Cmd + Q	Ctrl + E



## Undo & Redo

Script Studio's unlimited undo facility (accessed via the [Edit Menu](#) or [Contextual Menus](#)) records every action made during a session (be it typing, adding a *Scratch Pad* note, adding a character or replacing a word etc) by saving the project's state before the action is made, giving you the peace of mind that every mistake can be corrected and every action reversed, even after a save. However, undo history cannot be saved between sessions which means that once you close Script Studio, all undo history is lost and will not be available the next time you launch the program.

## Touch Screen Gestures

### Windows Touch Screen Gesture Support

Script Studio now supports *gesture actions* on text fields and lists via *Windows Touch Screens*.

EXT. PARK PLAYGROUND - DAY

It's a beautiful day. The sun beams down on three fifteen-year-old girls: TASHA, ELLIE and SARAH, lying on their backs on a spinning merry-go-round. their feet pointing to its centre. They giggle, staring up at the sky.

Sarah is dressed a little frumpy and her general appearance is more understated than her fashion-aware friends who are both wearing make-up and a some bling.

- **Pinch Zoom** Zoom in and out of multiline text fields and lists
- **Pan Scroll** Swipe vertically or horizontally across multiline text fields and lists to scroll
- **Tap Insert** Tap within text to set the caret insertion point
- **Shift + Tap Select** *Hold Shift Key* and Tap to select text from insertion point to tap location
- **Double-Tap Select** Double-Tap to select a word
- **Triple-Tap Select** Triple-Tap to select a paragraph
- **Drag Selection** Drag *selection handles* to increase/decrease text selection area
- **Tap + Hold** Tap and hold on selection to display *contextual menu* options
- **Double Tap + Drag** Double tap a list row to select and drag row to move its position in list



Depending on your *Windows OS* version and type of touch screen you may need to *double-tap* an object such as the *window divider*, *step card* or *list row* to select it so it can be dragged.

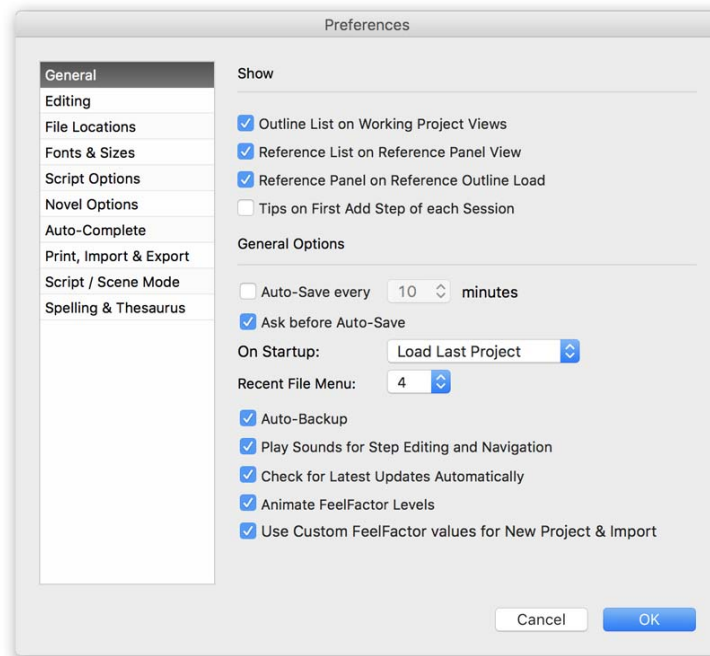
**Preferences**



# Preferences

## General

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the *General* options panel selected.



### Show Outline List on Working Project Views

When enabled the [Outline List](#) will automatically display on user project views if the *Reference List* was displayed.

### Show Reference List on Reference Project View

When enabled the *Reference List* will automatically display when on [Reference Project](#) view.

### Show Reference Project on Reference Outline Load

When enabled the [Reference Project](#) view will automatically display when a new *Reference Outline* is loaded from the [Library](#).

### Show Tips on First Add Step of each Session

When enabled the [Tips](#) window will open the first time you add a step in a new session.

## Auto-Save

Enabled by default, this feature automatically saves your project at the selected interval (as set in the drop-down menu). This facility is useful if there's a power failure or your computer unexpectedly crashes and forces Script Studio to close before recent project modifications have been saved.

## Ask before Auto-Save

When enabled, this will prompt you for confirmation before saving recent changes to your project. When unchecked, Script Studio will automatically save the current project without asking you.

## On Startup Action

Allows you to either load the last working project on startup, show the [Project Chooser](#) window or do nothing.

## Recent File Menu

Select from the drop-down menu the number of recently opened project files displayed in the [File Menu](#).

## Auto Backup

Enabled by default, this feature automatically saves a copy of the last saved project file to a backup directory (as set in [File Locations](#)) every time you save your project. This facility is useful if you accidentally save changes to your project then realize that the changes you made were wrong. In this instance you can simply navigate to the backup directory, find the last saved backup file and re-open it as a new project.

## Play Sounds for Step Editing and Navigation

When enabled this option plays sounds to indicate certain actions like adding, deleting and moving steps.

## Check for Latest Updates Automatically

When enabled Script Studio will automatically check on startup whether a newer version of the software is available and give you the option to [automatically download and install it](#). If you disable this option then you can always *Check For Updates* yourself via the [Help Menu](#).

## Animate FeelFactor Levels

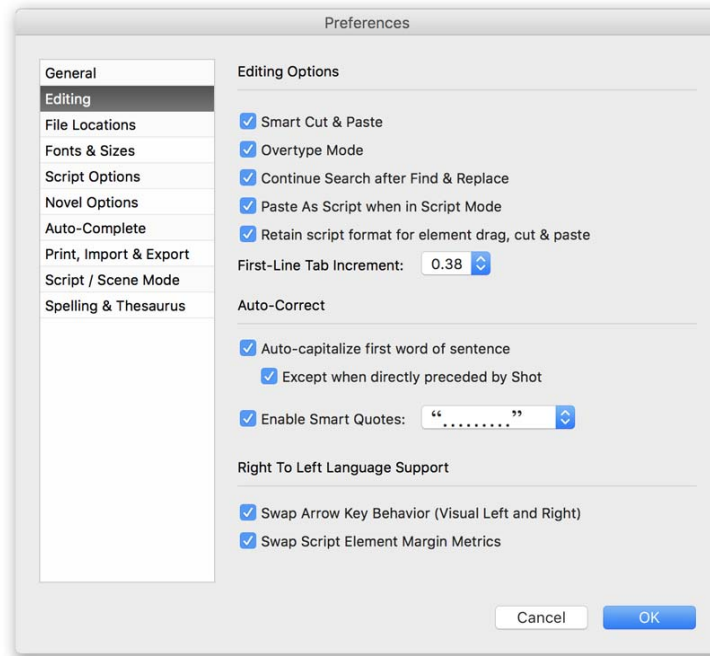
When enabled this option will animate the area and bar charts when you change steps in [FeelFactor](#) view.

## Use Custom FeelFactor values for New Project & Import

If you have defined [custom](#) labels and colors for *FeelFactors* then when enabled, those settings will apply to new and imported projects.

## Editing

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the *Editing* options panel selected.



### Smart Cut & Paste

When enabled, cutting selected text from a text field or pasting into a text field will automatically remove duplicate blank spaces between words that would normally be left after the cut or paste action.

### Overtyping Mode

When enabled and the **Insert Key** is on then any text typed in a main text field will replace the existing text that proceeds the insertion point as opposed to inserting the typed text before it.

### Continue Search after Find & Replace

When enabled, Script Studio will automatically continue its search for a word after making a replacement.

### Paste As Script when in Script Mode

When enabled and writing in [Script Mode](#) on [Script](#) view, Script Studio will automatically analyze your clipboard text and convert it into screenplay formatted text when pasting text that has been copied from another program. This option will be ignored when you copy and paste from within Script Studio. In this case the original style and formatting of the copied text will be pasted exactly as it was.

## Retain Script Format for element drag, cut & paste

When enabled and writing in [Script Mode](#) on [Script](#) view, Script Studio will retain the formatting of elements that are being dragged, copied or pasted in or over other elements in order to preserve the correct screenplay format.

This also means that when you drag, copy or paste partial dialogue or parenthetical text, Script Studio will automatically add the associated character name to the text when it is inserted into its new position. Similarly, if a character's name is removed from its associated dialogue, Script Studio will replace it so dialogue and/or parenthetical is not orphaned.

## First-Line Tab Increment

Select the default indentation in inches from the drop-down menu when using the **TAB** key at the start of a paragraph in [Novel Mode](#) or *Regular Mode*.

## Auto-capitalize first word of sentence

When enabled, Script Studio will automatically capitalize the first word of every sentence as you type, unless you have enabled **Except when directly preceded by Shot**.

## Enable Smart Quotes

When enabled, Script Studio will automatically use "curly" quotes instead of "straight" quotes. You can choose the type of *Smart Quotes* to use from the drop-down menu.

## Swap Arrow Key Behavior

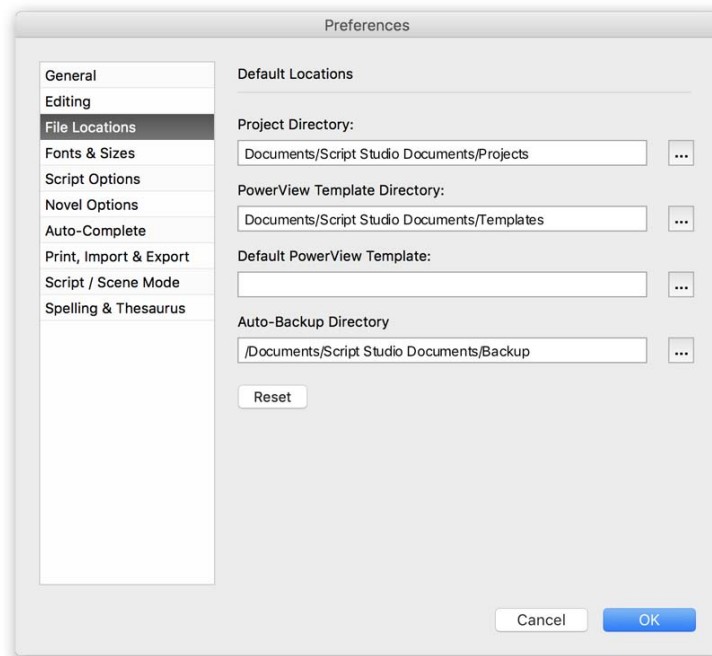
When enabled, Script Studio will automatically swap your keyboard arrows when using *Right-To-Left* Text Direction so that they behave in a visual manner i.e. if you hit the *Left Arrow* the caret will move towards the *Left* of the screen.

## Swap Script Element Margin Metrics

When enabled, Script Studio will automatically use the *Left Margin* metrics for the *Right Margin* and vice-versa, when using *Right-To-Left* Text Direction. This means you don't have to manually change all the margins for each element which could be a time-consuming task, especially if changing between projects that have different text directions.

## File Locations

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the *File Locations* options panel selected.



### Project Directory

The location on your computer where you wish to save your project files - by default this is set to:

**My Documents > Script Studio Documents > Projects** (Windows)

**Documents > Script Studio Documents > Projects** (Mac)

### PowerView Template Directory

The location on your computer where you wish to save [PowerView Template](#) files - by default this is set to:

**My Documents > Script Studio Documents > Templates** (Windows)

**Documents > Script Studio Documents > Templates** (Mac)

### Default PowerView Template

The default *PowerView* Template for new and imported projects. By default, this field is left blank and the classic *3 Act Structure* is used.

## Auto-Backup Directory

The location on your computer where you wish to [backup](#) your project files - by default this is set to:

**My Documents > Script Studio Documents > Backup** (Windows)

**Documents > Script Studio Documents > Backup** (Mac)

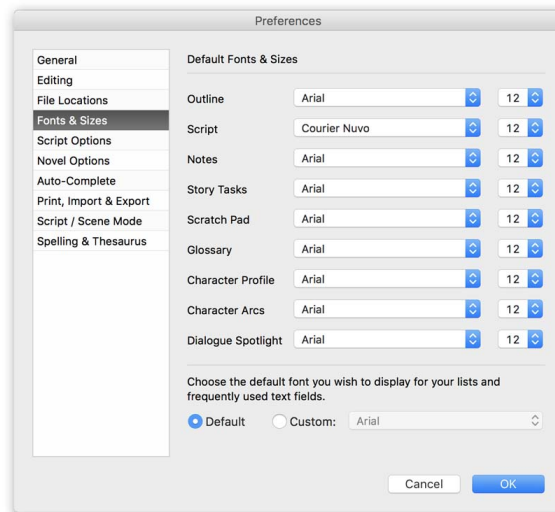
You can load a project from the *Backup Directory* via [Project Chooser](#).

## Browse Location

Click the (...) browse button beside each text field to select a new location for any of the above options.

## Fonts & Sizes

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the *Fonts & Sizes* options panel selected.



Select the default font and text size you wish to use for new and imported projects.

## PowerView

PowerView automatically displays text in the current outline, script and notes fonts (as defined on their respective view) but you can change the text size via [Font & Zoom](#) on [PowerView](#).

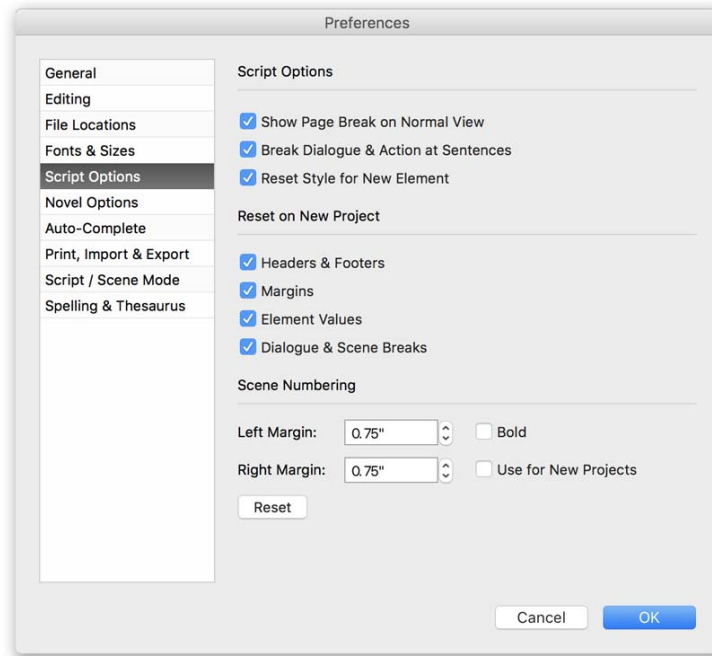
## Interface Font

Allows you to choose a *Custom Font* for interface lists and labels. This may be helpful if you write in a foreign language and for example, need to display step titles in your *Outline List* in a certain font for the text to display correctly.



## Script Options

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the Script Options panel selected.



### Show Page Break on Normal View

When enabled, a red-dotted line indicates the position of each page break on [Script](#) view, [Scratch Pad](#), [Script Snippets](#) and [Title Page](#) when these views are displayed without the virtual page around them as set in the [Format Menu](#).

### Break Dialogue & Action at Sentences

When this and [Script Mode](#) is enabled, Script Studio intelligently breaks sections of dialogue and action at sentences when a paragraph of text continues over two pages, so that your script is formatted correctly.

### Reset Style for New Element

When enabled, starting a new [Element](#) resets the text style instead of retaining the previous element's style.

### Reset Headers & Footers on New Project

When enabled, [Headers & Footers](#) will be reset to their default values for new and imported projects.

## Reset Margins on New Project

When enabled, [Margins](#) will be reset to their default values for new and imported projects.

## Reset Element Values on New Project

When enabled, [Elements](#) will be reset to their default values for new and imported projects.

## Reset Dialogue & Scene Breaks on New Project

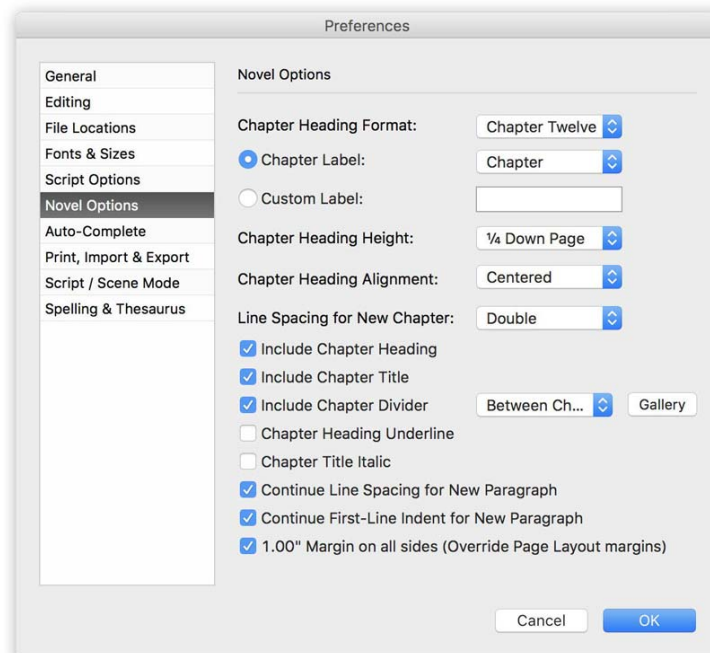
When enabled, [Mores & Continueds](#) will be reset to their default values for new and imported projects.

## Scene Numbering

Here you can set the default style to bold and define left and right margin values for the scene numbers that are displayed beside scene headings in your screenplay. If you enable **Use for New Projects** then these values will be applied for all new project files unless you load another project with different values and then click **OK** or **Reset**.

## Novel Options

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the [Novel Options](#) options panel selected.



## Chapter Heading Format

Select the format of how the *Chapter Heading* label will be displayed in your manuscript from the drop-down menu.

## Chapter Label / Custom Label

Select the label for the word "Chapter" from the drop-down menu or enter a custom label to be displayed in your manuscript *Chapter Headings*.

## Chapter Heading Height

Select how much room the *Chapter Heading* will occupy in your manuscript page from the drop-down menu or select **No Heading** to disable the *Chapter Heading* completely.

## Chapter Heading Alignment

Select the alignment of the *Chapter Heading* from the drop-down menu.

## Line Spacing for New Chapter

Select the default line spacing used for each new chapter from the drop-down menu. By default this is set to double to conform to standard novel formatting guidelines.

## Include Chapter Heading

When enabled includes "Chapter One" (for example) at the start of each new chapter.

## Include Chapter Title

When enabled includes the *Chapter Title* (as defined in the *Title Field* for each step/chapter) at the start of each new chapter.

## Include Chapter Divider

When enabled includes a **divider** of your choosing from the *Divider Gallery* (see below) either between the *Chapter Heading* and the *Chapter Title*, or between the *Chapter Heading & Title* and *Chapter Content*, depending on your selection from the drop-down menu.

## Chapter Heading Underline

When enabled your *Chapter Heading* will be underlined.

## Chapter Title Italic

When enabled your *Chapter Title* will be in italic.

## Continue Line Spacing for New Paragraph

When enabled, the line spacing value you set will automatically continue for each new paragraph you create.

## Continue First-Line Indent for New Paragraph

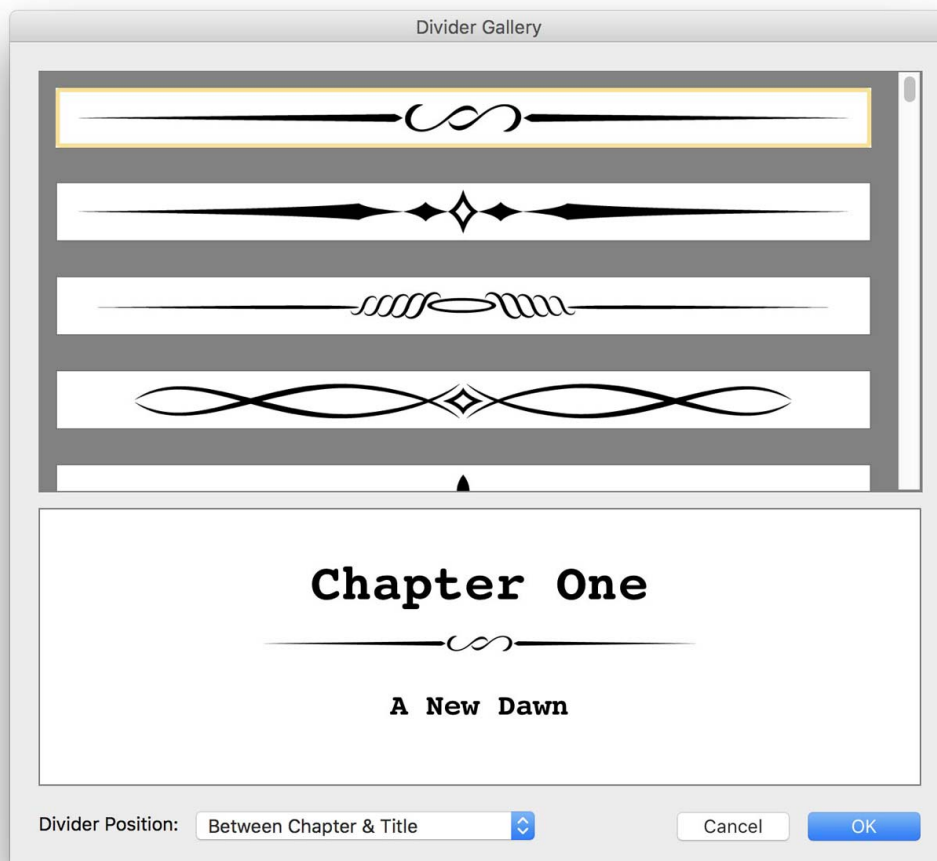
When enabled, the first-line indent value you set will automatically continue for each new paragraph you create.

## 1.00" Margin on all sides

When enabled your manuscript will ignore the default [Page Layout](#) margin settings and force a **one inch margin** on all sides to conform to standard novel formatting guidelines.

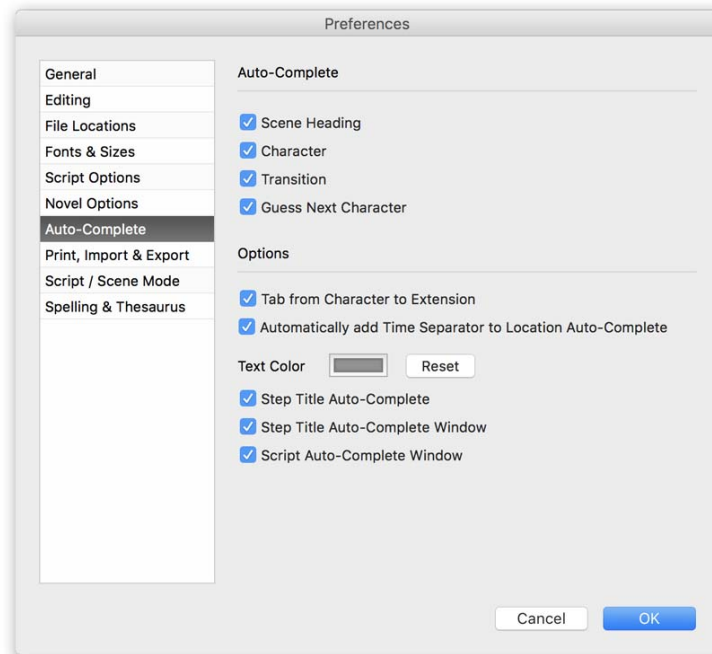
## Divider Gallery

Choose a chapter heading **divider** from a selection of elegant designs and set its position between the chapter heading and title or between the chapter heading/title and the manuscript content.



## Auto-Complete

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the [Auto-Complete](#) options panel selected. These settings only apply when working in [Script Mode](#).



### Auto-Complete Scene Heading

Enables the auto-completion of *Scene Headings*.

### Auto-Complete Character

Enables the auto-completion of *Character Names*.

### Auto-Complete Transition

Enables the auto-completion of *Transitions*.

### Guess Next Character

With this enabled auto-complete will suggest the next *Character Name* for the next section of dialogue by intelligently guessing which character the previous character was talking to.

## Tab from Character to Extension

When enabled, tabbing after entering a character name will display a list of extensions.

## Automatically add Time Separator to Location Auto-Complete

When enabled, the current time separator (usually “-”) is automatically appended to your text when auto-completing the location of your scene heading.

## Auto-Complete Color

Click the **Color Button** to select the color of suggested text for auto-complete.

Clicking **Reset** will reset the color to its default value of gray.

## Step Title Auto-Complete

It is also possible to use auto-complete when typing headings for each step in *Outline* view. Auto-complete for the *Title Field* is enabled by default but will only function if you click on the [Text Mode Button](#) to the right of the field.

## Show Step Title Auto-Complete Window

By default, the auto-complete window will always appear when auto-complete is enabled but it is possible to use the auto-complete function and display suggested text without the window appearing. If you prefer not view the window then uncheck this option.

## Show Script Auto-Complete Window

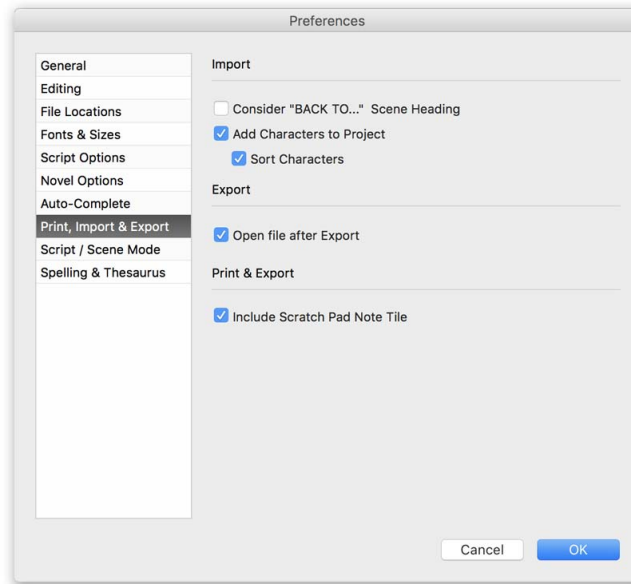
By default, the auto-complete window will always appear when auto-complete is enabled for a particular element but it is possible to use the auto-complete function and display suggested text without the window appearing. If you prefer not view the window then uncheck this option.



If the auto-complete window is open and you want to close it, simply use one of the arrow keys or click your mouse on the text field.

## Print, Import & Export

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the [Import](#) & [Export](#) options panel selected.



### Consider “Back To...” Scene Heading on Import

When enabled, a line of imported text that begins with “Back To...” (such as “Back to Apartment”) will be considered a [Scene Heading](#) and its paragraph element will be set to this value. If the **Split Into Steps** option was checked on the [Import](#) window, this element will be added as a new step with the paragraph of text that follows it in the imported document becoming that new step's content.

### Add Characters to Project on Import

When enabled, Script Studio will automatically add a new character to the imported project for every character name it encounters during the [Import As Script](#) process.

### Sort Characters on Import

When enabled and the **Add Characters to Project** option is also enabled then Script Studio will automatically sort the list of imported characters alphabetically when the import is complete.

### Open File after Export

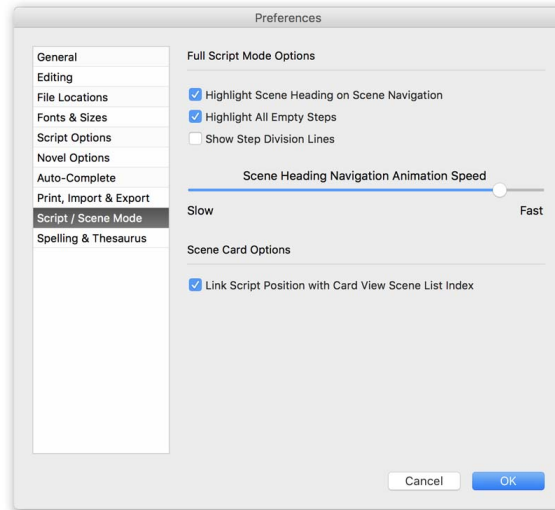
When enabled, Script Studio will automatically launch a newly created file after a successful [Export](#).

### Include Scratch Pad Note Title

When checked your [Scratch Pad](#) notes will be printed and exported with the *note title* otherwise only the *note content* will be published.

## Step / Scene Mode

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the [Import](#) & [Export](#) options panel selected.



### Highlight Scene Heading on Scene Navigation

When enabled and working in [Full Script Mode](#), Script Studio will highlight the scene heading that you have navigated to using the **Scene List**.

### Highlight All Empty Steps

When enabled and working in [Full Script Mode](#), Script Studio will display **empty step markers** indicating which steps do not currently have script content.

### Show Step Division Lines

When enabled and working in [Full Script Mode](#), Script Studio will display **step division markers** indicating the beginning and end of steps.

### Scene Heading Navigation Animation Speed

This slider controls the speed of the **scene heading highlight** explained above.

### Link Script Position with Card View Scene List Index

When enabled (by default) and working in [Full Script Mode](#), Script Studio will synchronize the index (current scene position) of the **Scene List** between [Script](#) view and [Scene Cards](#). This means if you navigate to scene 33 on *Scene Cards* then switch back to *Script* view, the script position will also be at scene 33. However, following the same example with this option disabled and your script position will be in the same place you left it unless you have rearranged your *Scene Cards*.



## Spelling & Thesaurus

Selecting **Preferences** from the [Options Menu](#) (Windows) or **Script Studio** Menu (Mac) displays the Preferences window which is depicted below with the [Spelling & Thesaurus](#) options panel selected. You can also access this view by selecting **Install Another Language** from the *Spell Check Window* and *Thesaurus Window*.

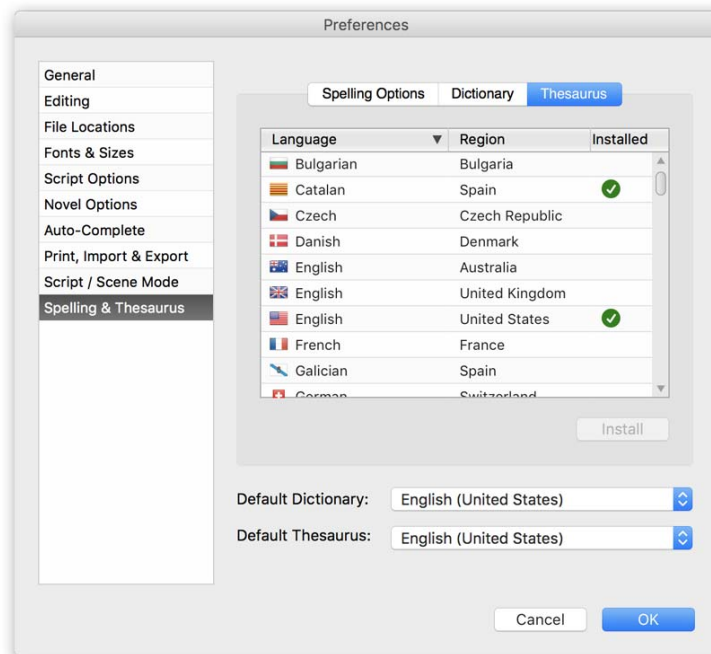


### Check Spelling as you type

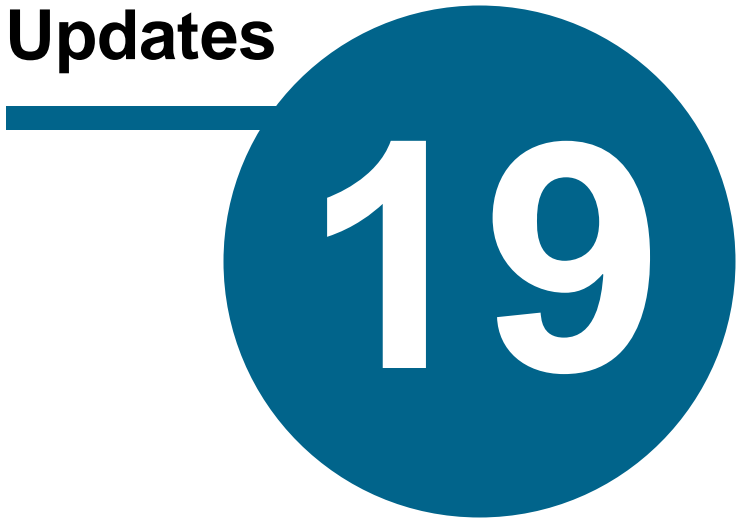
When enabled, Script Studio underlines misspelled words with a squiggly red line.

### Install Dictionaries & Thesauri

Lists the dictionaries and thesauri installed (indicated by a green check mark) and those available for download. To install a new dictionary simply **select the language** from the list and click **Install**. When downloaded the language will appear in the *Default Dictionary/Thesaurus* menu.



**Updates**



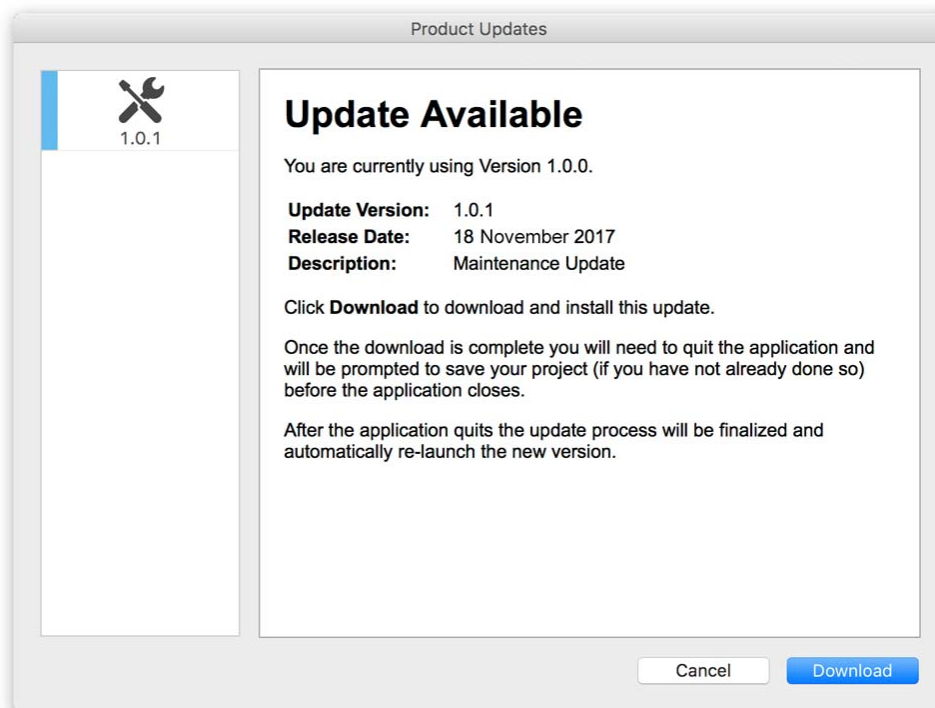
## Updates

### Check For Updates

Connect to the internet and select **Check For Updates** from the [Help Menu](#) to see whether a new version of Script Studio is available. If an update or new release is available the *Update Window* will display showing you information about the update/release.

You will then be able to automatically download and install it, replacing your existing version or you can alternatively [manually download](#) it from our website and install it yourself.

If you ever experience trouble installing the update try launching Script Studio as **Administrator** and then repeating the update process. On *Windows* **Right-Click** on Script Studio and select **Run as administrator**. On *Mac* **Control + Click** Script Studio and choose to **Open** it.



### Automatic Check for Update

By default, Script Studio automatically checks every week to see if a new update or release is available but you can disable this via [Preferences](#).



When you replace Script Studio with a newer version your user preferences will remain.

**Support**



# Support

Comprehensive information is contained in this guide which can be accessed by pressing **F1** (Windows) **Cmd-?** (Mac) or selecting **Script Studio Help** from the [Help Menu](#) (Windows) or **Script Studio Menu** (Mac).

**If you cannot find answers to your questions within this guide then here are your other options:**

- Getting Started
- Smart Help
- Online Knowledge Base
- Online Support Form
- Email Support
- Telephone Support

## Getting Started

This [guide](#) can be accessed from the *Help Menu* and is intended as an introduction to Script Studio's key features. It also tries to give you an idea of how best to use Script Studio to create your screenplay, stageplay or novel.

## Smart Help

[Smart Help](#) can be turned on or off by clicking the **Info Icon** on the [Project Information Display](#). When *Smart Help* is active you can view context sensitive help in the *Project Information Display* when you move the mouse over any control or field within the studio window.

## Online Knowledge Base

Visit our [Knowledge Base](#) to view articles and answers to the most frequent questions about Script Studio and screenwriting.

## Online Support Form

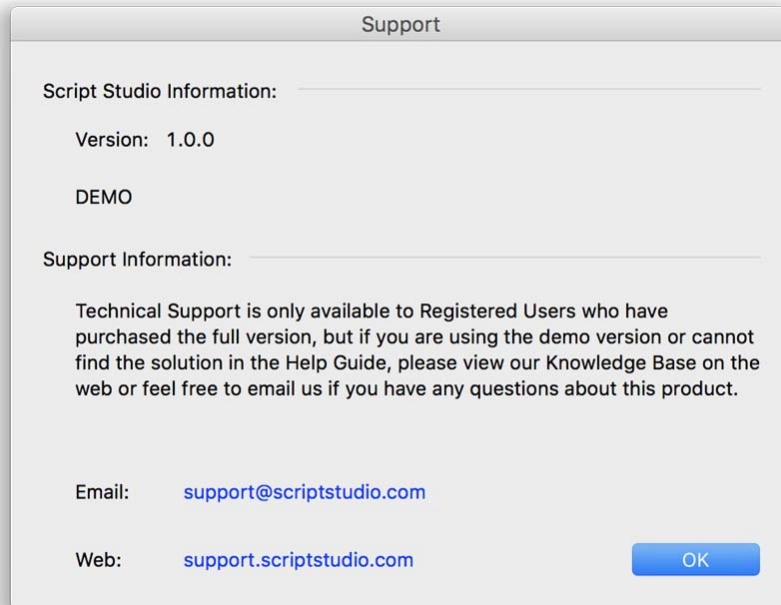
Visit our [Support Form](#) to contact us with general feedback, technical questions, sales queries, bug reports or anything else you have to say about Script Studio. Technical Support, however, is only available to [Registered Customers](#).

## Telephone Support

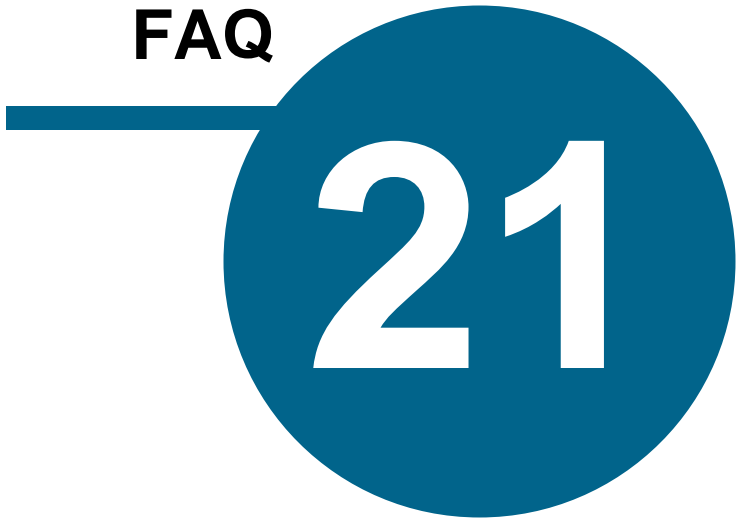
Phone support is available on 1-800-475-1797 during business hours (10am-5pm EST) Mon-Fri. This number is toll-free for U.S. and most Canadian residents but for callers outside the US and Canada international toll fees may apply. We also offer a UK free phone support line 0800 048 8628 during business hours (9am to 5pm GMT) Mon-Fri.

## Support Window

Select **Customer Support** from the [Help Menu](#) to open the *Support window* which displays information about your product and support contact information. When your software has been [Activated](#), your **License Key** will appear in place of the word **DEMO**.



**FAQ**



**21**

## FAQ

### Can I activate Script Studio without an internet connection?

Yes, follow the instructions on [Manual Activation](#).

### How many activations am I allowed?

The license you buy for Script Studio enables you to activate two computers only. This policy is in place to prevent software piracy. If you have activated two computers then you are not allowed to activate any more unless you either [Deactivate](#) one that is already activated or purchase another license.

### I lost my License Key and can't activate my software

Read [here](#) about retrieving a lost license key.

### My computer crashed, how can I re-download my order?

Simply download the demo installation file from our [website](#) and use your License Key to activate it and remove the demo restrictions.

### Do I lose one of my activations if I wipe my hard drive?

Yes, this is possible so you should always [Deactivate](#) Script Studio via the *Help Menu* before reformatting your hard drive or updating your operating system. If you forget, sometimes Script Studio will recognize your machine's unique code and allow its re-activation without reducing your activation count but this cannot be guaranteed.

### If I buy a new computer, can I transfer my activation to it?

Yes, but first you need to [Deactivate](#) Script Studio on your old machine via the *Help Menu*. Your software will then be downgraded into a demo version again and you will be able to activate your new computer.

### I enter my License Key but the software won't activate

Make sure you are definitely connected to the internet and have entered your *License Key* exactly as it appears on your receipt email or Registration Card (including every dash). If you still cannot activate it then ensure you have full *Administrator Rights* for your computer. In Windows this is set via *Control Panel*. On a Mac, this is set via *System Preferences*.

A firewall or anti-virus software may also be a problem, so if you have these enabled then disable them before attempting activation and enable them again afterward. If this still does not resolve the problem then [Contact Us](#) with as many specific details about the error as possible including the exact error message (if you receive one) and we will help.



## Can I write a full screenplay or novel with Script Studio?

Yes, Script Studio allows you to create your screenplay or novel from your first idea to the final draft. The process begins with outlining your story step by step and then writing the script text associated with each step in standard industry format. You can also ignore the step/chapter system and write your full manuscript in a single step. If you wish to use the step system and need to see the full page count or view the current step's script within the context of the full script you select [Full Script Mode](#) from the [Status Bar](#) or via [Options](#) > **Script View** > **Full Script**.

## Can I import scripts from Final Draft® or Movie Magic® Screenwriter?

Yes, you can [Import](#) scripts directly from Final Draft (.fdx) XML format project files via **File** > **Import**. Movie Magic files must first be exported from Movie Magic as a plain text file (.txt) without the layout formatting. You can then [Import](#) them into Script Studio either into one step or split into separate steps based on screenplay headings. Script Studio will automatically analyze the text and format it into screenplay layout.

## Does the demo version have a time limit?

No, you can use the demo version of Script Studio as long as you like but some features are [restricted](#).

## Can I use Script Studio on my PC and Mac?

Yes. Script Studio is 100% cross-platform which means documents can be exchanged between both Windows and Mac computers without any loss of data. Your License Key can also be used on both platforms but you are only allowed two activations at any one time.

## Will I lose my work if I uninstall, reinstall or update Script Studio?

No. The uninstall process only removes files that were originally installed, not files that were created after the installation. Similarly, the reinstall process only replaces application and system files not user created files. The update process is the same. However, it is always advisable to back up your work to removable media frequently and locate all of your work folders outside of their associated application directories - preferably on a different hard drive partition to the rest of your program files. It is also recommended that after updating to a newer version of the software you re-save projects created from older versions of Script Studio under a new name.

## Why do I need to register my software?

If you purchased the physical product (not the download) from our web store or purchased Script Studio from one of our authorized resellers you will need to [Register](#) your details and License Key to qualify for free technical support, software updates and notifications of product news and offers. [Registration](#) is entirely confidential. We never share any of your information with a third party.

# System Requirements



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## System Requirements

### Windows® System Requirements

- Microsoft Windows® 7 or above
- 276 MB of free disk space
- 1 GHz CPU or higher
- 1 GB RAM

### Macintosh® System Requirements

- Mac OS X 10.7 or above
- 170 MB of free disk space
- 1 GHz CPU or higher
- 1 GB RAM

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