

Formatting for TV-style scripts (using MS Word)

1. Open a new document in MS Word.
2. In "File/Page Setup," set all margins for one inch.
3. In "Table/Insert Table," set for two columns and pick a number of rows.
Twenty is probably a good number to start. You can add/delete rows later if you need to do so. In "Auto," use "Fixed Column Width,"
4. Select table, then go to "Format/Font." Set for Courier (or Courier New) with a size of 12 points.
5. In the first row of column one, type "Video" and center. In the first row of column two, type "Audio" and center.
6. In "Insert/Page Numbers," set page number for top of page, right.
7. In "View/Header and Footer/Page Setup," choose "Document Grid" and set font for 12-point Courier (or New Courier).
8. Use a row for each shot/action/audio element. (We'll talk about this more in class.)
9. Before printing, go to "Format/Borders and Shading," and pick "None."