

Unit #3 - Handout #3 – USING WORD TEMPLATES FOR FORMATTING

This handout is essentially a record of keystrokes, rather than a stand-alone instructional manual. It is intended to be used along with the video that is offered through the store at nmi.org. However - you should still be able to get a lot of value out of this document even without seeing the video.

A disclaimer: There are many versions and variations of Word, and your keystrokes and menus may vary, perhaps considerably, especially if you are a Mac user. This video is based on Word 2007. For your version, you will want need to find the equivalent menus for creating, storing and editing new templates and macros. Fortunately, the concepts for templates and macros have been fairly standard for several decades, and once you find your equivalent keystrokes, the concepts in this video ought to serve you well.

Using Word to format Musical Theatre scripts

Purpose of this video

Eight styles of paragraphs
Macros - time saver
Customize individual musicals
How to use this video

What are the eight styles?

1. Character
2. (aside) (parenthetical)
3. Dialogue
4. Lyric
5. Normal (blank)
6. Stage Directions
7. Scene Heading
8. Scene description

Templates

Broadway.dotm
YourMusical.dotm
YourMusical A.docm

Steps along the way

- I. Create Master template, from which all future projects will be derived.
 - IA. Broadway.dotm
 - IB. Styles
 - IC. Macros
- II. Create Project template.
 - IIA. Styles (new project template based on master)
 - IIB. Macros
 - IIC. Individual, project-specific macros (character names)
- III. Create script document.
 - IIIA. The script itself
 - IIIB. The Header
- IV. Other Computers and Sessions
- V. Access/Add-Ins

Preface to Advanced Word Users:

If you're facile with Word, and subdirectories and nesting menus, you might not need to go through all the steps we outline below, setting up a template, styles and macros. Instead, you might try downloading our pre-made Broadway.dotm and use Style manager and Macro Organizer to copy everything to your template and macro subdirectories. From there, you can jump directly to Step II, creating a Project template. If you do know how to do this, your pathway is something akin to: Documents and Settings/User/Application Data/Microsoft/Templates...but this pathway might not be reliable as it varies so much from computer to computer, and even from your use of Libraries and Shared Files. If you don't know how to do that, that's okay, the video/handout will accomplish it for you, though it will go step-by-step-by-step.

Creating Master Template- Broadway.dotm

IA. Create Broadway.dotm

Office button
New
Blank
Save As
Word Template
Save as Type:
Word Macro-Enabled Template
in /Trusted Templates/Broadway.dotm

IB - Create Styles

Create Styles in the following order:

NormalBroadway
Dialogue
CHARACTER
(aside)
LYRIC
StageDirection
SceneHeader
SceneDescription

Create NormalBroadway (other styles based on this one)

Name:	NormalBroadway
Style type:	Paragraph
Style based:	no style
Style follow:	Normal Broadway

Format

Font: Courier 12
Bold, Italic, Underline - default (0)
Automatic etc. - default (leave alone)

Add to Quick Style list
 Automatically update
 Only in this document
 X - New documents based on this template (check only this one)

Line Breaks

X Widow/Orphan Control (check this one)
 Keep with next

Keep lines together
 Page break before
 suppress line numbers
 - don't hyphenate (check this one)
Tight wrap - none

Paragraph

Indent Left
Outline level - body text
Defaults on:
L, R, Special By, Before, After, Spacing, Don't add space (don't check)
Special (none) - no hanging paragraph

Tabs

Clear all
Tab stop position - .5
1, 1.5, 2, 2.5, 3, 3.5, 4
OK

Style #3 - Dialogue

Name: Dialogue
Style: Paragraph
Style based on: NormalBroadway
Style following: NormalBroadway

Font: Courier 12
Defaults for: Bold, Italics, Underline
Defaults for Font color, etc.
X - new documents based on this template

Format ***Indents***

default
Align - Left
Single-spaced
Indent - default

Line Breaks

X Widow/Orphan Control (check this one)
 Keep with next
 Keep lines together
 Page break before
 suppress line numbers
 - don't hyphenate (check this one)
Tight wrap - none

Paragraph

Indent Left

Outline level - body text

Defaults on:

L, R, Special By, Before, After, Spacing, __Don't add space (don't check)

Tabs

(should be pulling format from NormalBroadway)

Style #1 - CHARACTER

Name: CHARACTER
Style: Paragraph
Style based on: NormalBroadway
Style following: Dialogue
X - new documents based on this template

Font: ALL CAPS¹
Courier New, etc. (should be pulling format from NormalBroadway)

Format

Indents default
Indent Left 3"

Line Breaks

Check the following:
X - Widow/Orphan
X - Keep with next
X - Keep lines together

Paragraph

should be pulling from NormalBroadway

Tabs

should be pulling from NormalBroadway

Line/Page

should be pulling from NormalBroadway

¹ overlooked in the video.

Style #2 - (aside) (parenthetical)

Name: (aside)
Style: Paragraph
Style based on: NormalBroadway
Style following: Dialogue
X - new documents based on this template

Font:
should be pulling from NormalBroadway

Format

Indents default
Indent Left 1"

Line Breaks

X - Keep with Next
should be pulling from NormalBroadway

Paragraph

should be pulling from NormalBroadway

Tabs

should be pulling from NormalBroadway

Line/Page

should be pulling from NormalBroadway

Style #4 - LYRIC

Name: LYRIC
Style: Paragraph
Style based on: NormalBroadway
Style following: LYRIC
X - new documents based on this template

Font:
ALL CAPS
should be pulling from NormalBroadway

Format

Indents default
Check the following:
X - Widow/Orphan
X - Keep with next
X - Keep lines together

Line Breaks

should be pulling from NormalBroadway

Paragraph

should be pulling from NormalBroadway

Tabs

should be pulling from NormalBroadway

Line/Page

Style #6 - Stage Direction

Name: StageDirection
Style: Paragraph
Style based on: NormalBroadway
Style following: NormalBroadway
X - new documents based on this template

Font:
should be pulling from NormalBroadway

Format

Indent/Spacing
Left 1"
Right 1"

Line Breaks

X - Widow/Orphan
 Keep with Next
 Keep lines together

Paragraph

should be pulling from NormalBroadway

Tabs

should be pulling from NormalBroadway

Line/Page

should be pulling from NormalBroadway

Style #7 - SceneDescription

Name: SceneDescription
Style: Paragraph
Style based on: NormalBroadway
Style following: NormalBroadway
X - new documents based on this template

Font: should be pulling from NormalBroadway

Format

Indent Left 3"

Line Breaks

should be pulling from NormalBroadway

Paragraph

should be pulling from NormalBroadway

Tabs

should be pulling from NormalBroadway

Line/Page

should be pulling from NormalBroadway

Style #8 - SceneHeading

Name: SceneHeading
Style: Paragraph
Style based on: NormalBroadway
Style following: NormalBroadway
X - new documents based on this template

Font: UNDERLINE
the rest should be pulling from NormalBroadway

Format

Indent Left 3"

Line Breaks

should be pulling from NormalBroadway

Paragraph

should be pulling from NormalBroadway
remember to capitalize ACT but upper/lowercase Scene
Thus:

ACT TWO

Scene Four

Tabs

Line/Page

Save your template.

IB. Macros

Create macros in your master document.

View
Macros
Record Macro

Macro Name: CHARACTER

Store Macro:

Store macro in Documents based on Broadway.dotm

Description: "applies CHARACTER style"

Keyboard

New shortcut key

CTRL+1

Save Changes in [Broadway.dotm]

Close

(It's now recording)

Home

Style

CHARACTER (name of style)

View

Macros

Stop

Repeat for seven other styles:

View
Macros
Record Macro

Macro Name: _____

Store Macro:

Store macro in Documents based on Broadway.dotm
Description: "applies _____ style"
Keyboard
New shortcut key
CTRL+_____
Save Changes in [Broadway.dotm]
Close

(It's now recording)

Home
Style
_____ (name of style)
View
Macros
Stop

Repeat for seven other styles:

(aside) - CTRL+2
Dialogue - CTRL+3
LYRIC - CTRL+4
NormalBroadway - CTRL+5
StageDirection - CTRL+6
SceneDescription - CTRL+7
SceneHeading - CTRL+8

Test these macros.

[See video for tips on anomalies: between LYRIC stanzas; after second (aside); cap ACT.]

Save.

Step II - Project Template

You now should have macros which will apply each of the eight styles used in formatting a musical. Now your goal is to create character-name macros which are specific to a particular musical. If you set up a Project template for each specific musical, then you these character-name macros will travel with each and every draft of your show, The added bonus is that ALT+A in one project creates a character style for a character named ALICE...but in a different project, ALT+A creates a character style for ALLIGATOR, etc.

This is a two-step process. 1) Create a Project Template with macros, based on Broadway.dotm; then 2) Create the actual document itself for the project, based on the Project template.

Goal: Create a template based on Broadway.dotm,
(One separate template for each project you're working on. Store macros specific to that musical.)

Office
New
My Templates
Broadway.dotm
Create New
Template
OK
Save As
Word template
Save As Type: Word Macro-Enabled Template (dotm)

Sometimes an error prompt: This document contains macros. Okay to save? YES.

Example:

Create *Zoo.dotm*

Now add macros to *Zoo.dotm*:

View
Macro
Record
Name: ALLIGATOR (No spaces in Name of Macro)
Store macro in *Zoo.dotm*
Description:
Keyboard
ALT+a (Alt - not CTRL) -- use lower case letters.
Save Changes in *Zoo.dotm*
Assign
Close

It's now recording -- so you want one paragraph of white space before the character name - NormalBroadway, then the CHARACTER style spelling out "ALLIGATOR" and then a third paragraph in the Dialogue style. Thus:

Home
Style
Return
Apply style - NormalBroadway
Return
Apply style - CHARACTER
CAPS LOCK
(Character's name in caps - e.g., ALLIGATOR)
Uncaps Lock
Return
Check that style *Dialogue* is applied by default
View
Macros
Stop recording

Repeat these steps for all the characters in your show. (Reminder: No spaces in Name of Macro)

Create *GenericDialogue* if you wish -- ALT+y.

Save.

Test your macros.

Part III - Creating the Script

Office
New
My Templates
Project template (e.g., *Zoo.dotm*)
Document
Save As *Macro-Enabled Word document (*.docm)*²
save in /Projectdirectory (e.g. /Zoo)

Because you created the macros in the *project template*, and your new document is based on that project template, your character-macros should now be accessible in the new document, and every subsequent draft. Create as many drafts of the script as is your preference -- Save as *macro-enabled*. and styles and macros should stay with subsequent versions.

Header

Page Layout
Breaks
Section/Next Page

First header
Insert
Header
Edit Header
Edit Header
CTRL+R
I-1-#
Page number
Current Position
Plain #
Format Page numbers
Start at 1
Highlight
Home
Font - Courier New 12
Exit by double-clicking document (outside header)

² In the video, this is incorrectly saved as a .doc file -- make sure it's *Macro-Enabled*. (.docm).

Subsequent headers

Page Layout

Breaks

Next Page

Insert

Header

Edit header

NOT link to previous

Change scene # or Act #

Page #

Format Page Numbers

Continue from previous section

OK

Exit by double-clicking document (outside header)

Save

At Act Break

Not link

Change scene #, Act #

Page #

Format Page numbers

Start at 1

OK

Part IV - Other Computers and Sessions

Word has gotten aggressive trying to protect you from malicious macros. Some things you might try if you discover your macros aren't working.

1. Make sure you save both template and document as "Macro-enabled" (as .dotm and .docm).

2. Office Button/Trust Center/Macro settings

2. Active/attach the template by doing the following:

Office Button

Word Options

Add-ins

Manage (button)

Templates

Go

Broadway.dotm (tick this)

OK

3. Find an online tutorial about Macro "Organizer" (it's not hard; it's just beyond the scope of this video).

Good luck. Happy musicaling!