MONTAGE

SCREENWRITING FOR MAC OS X

MARINER SOFTWARE

Create, Write and Submit Scripts for Film, TV, and Theater
User Guide v1.3

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Welcome.

Writing screenplays - it's about the writing, isn't it?

We built Montage so that the tool to manage your creativity stays out of your way. Montage, with a simple user interface and intuitive, yet powerful features, makes it simple to stay on course to create, edit and manage screenplays.

Once your script is complete, Montage allows you to submit, track, send your queries, synopsis, and scripts to hundreds of included industry contacts through Montage's integration with Apple's Address Book.

In this user guide you will find step-by-step visual instructions to help you use Montage to easily create scripts. Writing the script...that's up to you.

MONTAGE

Mac OS X Technologies in Montage

Universal

Spotlight

Applescript

Address Book

The guiding philosophy behind Montage is composed of several ideas:

- An attractive and intuitive user interface

- Text that looks great on-screen and on paper

- Managing the writing process from research to final draft

- Providing a multi-dimensional view of a script.

- Filtering the script with Smart Views

- Searching scripts from the Finder using Spotlight

- Helping the writer focus on the writing.

- Aiding script submission to included industry contacts

Scenes

The basic building blocks of a script. Each scene not only stores the writing for that scene but it contains a title, status, notes, annotations, a list of characters, locations, and dates. All the extra information helps you craft a better script and is the instrument by which you can filter the script with a find or a smart view.

Outline

The live-updating outline is one of the main concepts behind Montage. It gives you the ability to quickly make changes to the script. Changing a character or location will change it throughout the script. The Re-ordering of scenes is as easy as drag and drop.

Smart Views

Smart Views show a view of your script based on search criteria you define instead of its physical location in your script. Most screenwriting software is rigid: a script starts at FADE IN: and progresses in a straight line to FADE OUT:. Smart Views fundamentally change the way you view your script because now you can view parts of the script together regardless of their location in the script.

Full Screen View

Distractions get in the way of writing, with so many things to look at on screen your eyes can wander to an email or an icon bouncing in the dock. Full screen view encompasses the whole screen and presents you with nothing but your script, allowing you to get more writing done with less distractions.
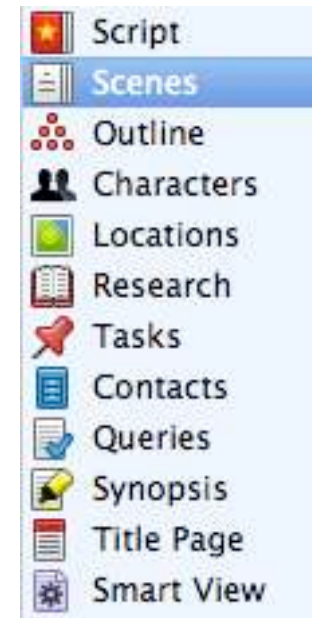
Installing & Launching

To install Montage:

❶ Mount the disk image by double-clicking on the Montage.dmg file in the Finder.

❷ Drag and drop the Montage icon onto your Applications folder.

Montage is copied onto your hard drive.

❸ Once the copying finishes, you're ready to start using Montage.

❹ Launch Montage by navigating to your applications folder and double-clicking the Montage icon.

Chapter 1: Introduction to Montage

Thank you for trying Montage. If you wish to continue using all the features of Montage after the 30 day free trial period click "Buy Now" to purchase a registered copy of the application.

You have 28 days remaining in your trial period.

To register Montage:

1 When you first launch Montage you are prompted to register or buy the software.

Click Buy Now to go to the Mariner eStore to purchase a license if you haven't done so already.

Click Register to enter your serial number.

Click Not Yet to continue to use the software in trial mode.

Note: The trial period lasts 30 consecutive days from the first time you enter into the trial period. After this trial period you will either need to purchase a license to continue using the software or discard it from your computer.

Registration

To register Montage:

❶ Clcik the Register button..

❷ Enter your serial number.

Your serial number was either provided on the back of the disk sleeve on a sticker or in an email receipt.

❸ Click OK when you are finished.

Note: The serial number will be in the format of:

MGXXX-XX-XXX-XXXXXX-XXXXXXXX

Hint: Your serial number can be found in the General pane of Preferences.

Further help can be obtained on the Mariner Software website at:

http://www.marinersoftware.com/sitepage.php?page=104

❶

MONTAGE

SCREENWRITING FOR MAC OS X

Please enter your serial number

⊣

✦ MARINER

OK

Chapter 1: Introduction to Montage

When Montage starts up, or at any time you'd like, you can check for updates. Here's how:

1 On first start up, a dialog appears.

2 Choose whether or not to include an anonymous system profile. Click on the "More info about anonymous system profile" for more information about the information collected see the following page in this chapter.

3 Click the Yes button.

Montage will now check for updates on every launch.

4 When you check for updates a dialog appears letting you know you are either up-to-date or there is a new version to download.

Note: You can always check for updates manually from either the Montage menu>Check for Updates... or from the Help menu.

When Montage checks over the internet for updates it can (optionally) send us (Mariner Software) some anonymous info about your system. The info gathered is used to identify what types of computers our customers are using and help us better tailor our software offerings to the hardware and software combinations our real-world customers are using.

We respect your right to privacy and in no way use this information to identify you or reveal anything more personal than your hardware and operating system preferences.

❶ Launch Montage.

A dialog appears asking whether to check for updates and whether or not to send anonymous system information.

❶ Place a checkmark next to "Include Anonymous system profile" and click the Yes button.

Check for updates on startup?

Would you like Montage to check for updates on startup? If not, you can initiate the check manually from the application menu.

☑ Include anonymous system profile

▼ More info about anonymous system profile

Anonymous system profile information is used to help us plan future development work. Please contact us if you have any questions about this.

This is the information that would be sent:

OS Version	10.4.8
CPU Type	Intel
CPU Subtype	Intel
Mac Model	MacBookPro2,2
Number of CPUs	2
Preferred Language	en
Application Name	Montage.app
Application Version	1.1.1 beta 3 RC2

No   Yes

❶

Chapter 1: Introduction to Montage

Hardware and Software Requirements

To use Montage you need:

- at least 128 MB (megabytes) of available memory (RAM), at least 100 MB free hard disk space
- Mac OS X 10.3.9 or above

Troubleshooting

If you have a question about using Montage, try finding the answers you need in this document or in the Montage help. Alternatively, try the FAQ (Frequently Asked Questions) page on our web site.

View it at: http://marinersoftware.com/sitepage.php?page=24.

You may also visit our online forum at: http://marinersoftware.com/phpBB2/.

If you still can't find the information you need, contact Mariner Software by phone, fax, or email.

Email: support@marinersoftware.com
Phone: (612) 529-3770; Voice support, 9 a.m. – 6 p.m. Eastern Standard Time
Fax: (612) 529-3775

Mail: Mariner Software, Inc.
     401 N. 3rd Street #665
     Minneapolis, MN 55401
     USA

For updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our web site at: http://marinersoftware.com

Notes

Before using Montage, you should have a basic knowledge of Mac OS X. You should understand pointing, clicking, double-clicking, dragging, and how to choose menu commands. You should also know how to operate dialog boxes, re-size windows, and use the Clipboard. If you aren't familiar with these or other basic Macintosh operations or terminology, refer to the Macintosh® Help documentation included with your computer.

Errors

If you find any bugs or errors in the program, please send detailed information to support@marinersoftware.com.

For a crash of the Application, its usually helpful for us to know the version of Montage you are using, the version of OS X you are running, and lastly, the kind of computer you have with which the problem occurs.

Thanks

Thank you to those who have helped improve this product with suggestions, information or bug reports.

Chapter 1: Introduction to Montage

Starting a script

Scripts contain scenes, characters, locations, research items, tasks, contacts, query letters, and a synopsis. Montage provides several views to help you in the writing process.

The concept behind Montage is that you view your script by any of the views listed above, as well as create your own "smart" views.

Create your script using the live-outline, tag a scene with a keyword and then create a Smart View to customize your view of the script.

In this chapter, we'll show you how to start your script and use Montage's views to aid you in the writing process.

Creating a Script

To create a new script:

❶ From the File menu, select New (*Command - N*).

A sheet appears.

❷ Choose a template and click **OK** or press **return.**

Note: Your Screenplay is blank and isn't saved. The title reads Untitled until you save the file to your hard drive.

Note: See Chapter 19 Templates & Elements for more information about the default templates included with Montage.
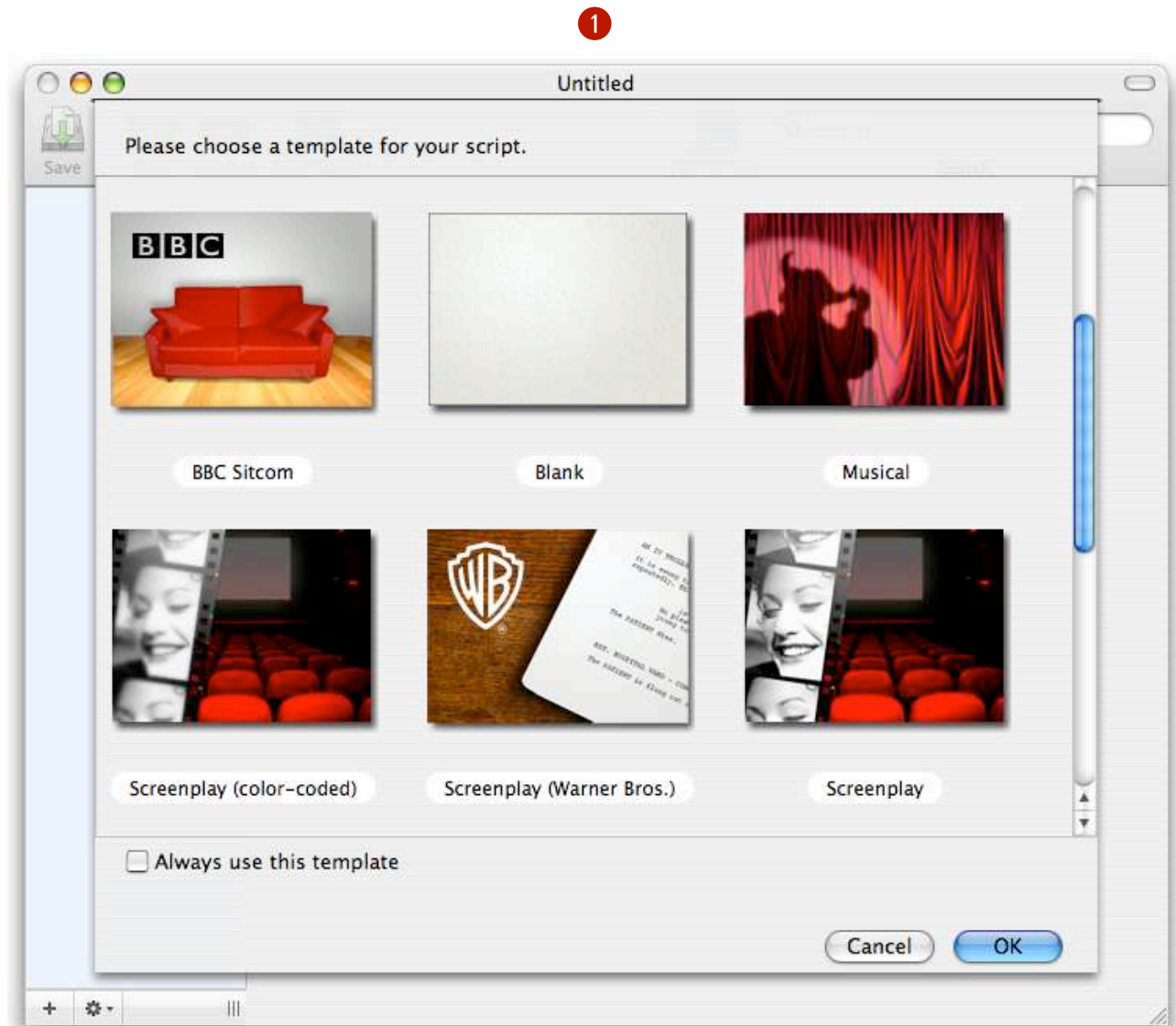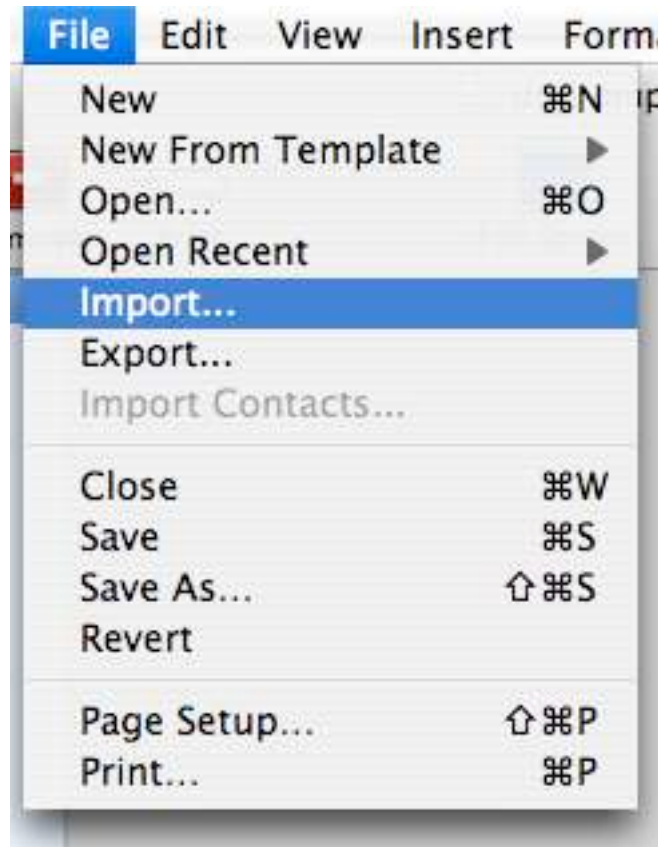
To import a script:

❶ From the File menu, select Import...

An Open dialog appears.

❷ Navigate to the file you wish to import and click Open.

❷ A new document window opens with the contents of you file translated into Montage.

Note: You can import your screenplays in Rich Text Format (.RTF), Final Draft® Document (.fdr) or Final Draft® template (.fdt).

Note: All the scenes, characters, locations, and elements should be preserved from Final Draft® documents. When importing from text or RTF, Montage makes intelligent guesses to properly format your script. Some proofing and editing may be required.

Importing a Final Draft® Script

There are two options when importing a Final Draft® file. You can use an existing template or import the style information from the Final Draft® file. Opening the file in an existing template changes the formatting of the script to match the template's style info.

Here's how to import the text and formatting from a Final Draft® script:

❶ Click File>Import…

A window appears.

❷ Navigate to the file, select the file, and click Open.

Note: Selecting a template isn't necessary since we'll get that info from the file.

A dialog appears asking if you'd like to import the style information.

❸ Click Import.

The file opens in Montage and the elements and formatting should be the same as in Final Draft®.
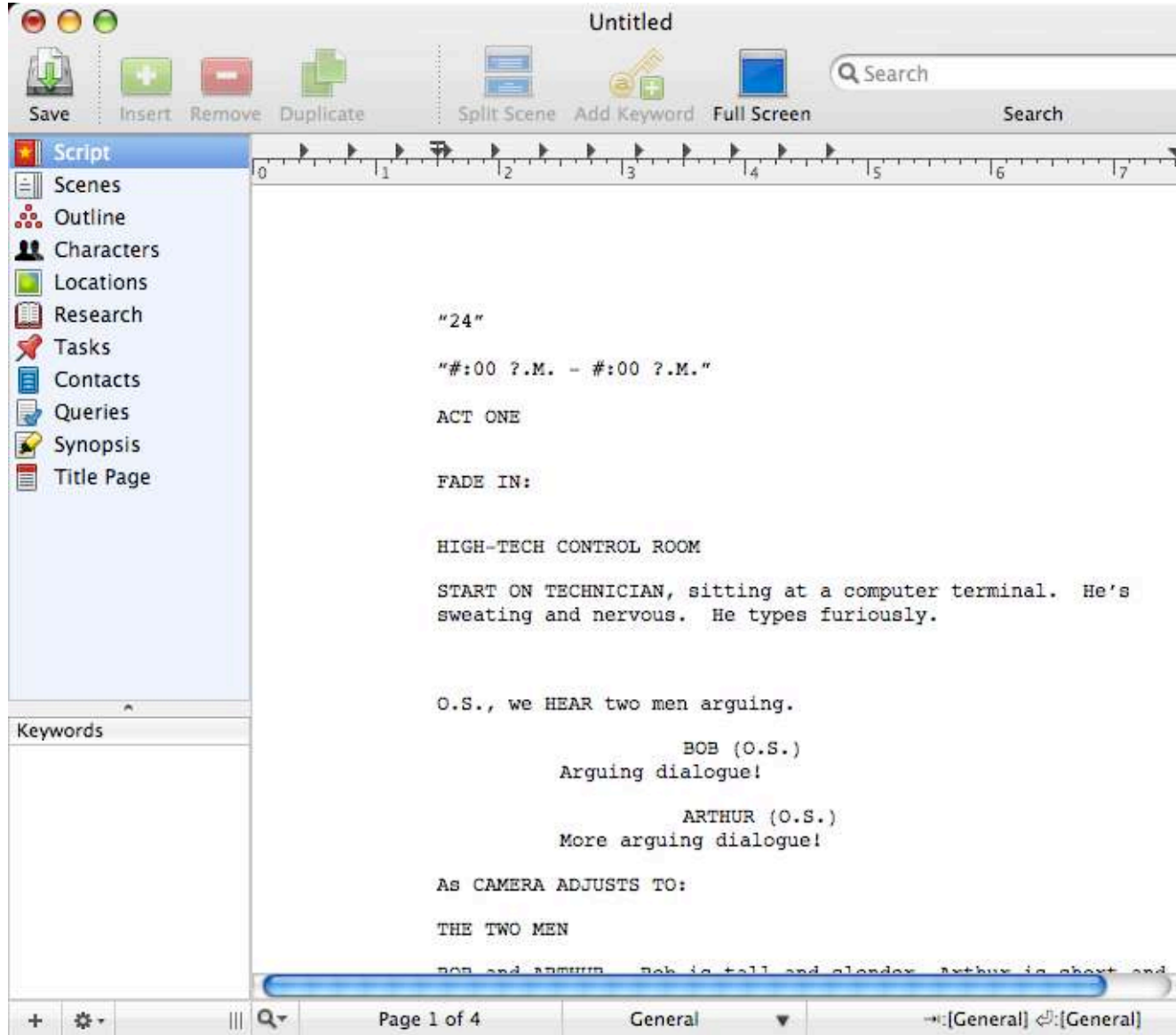
Montage imports the text of the script along with its formatting and elements.. This function gets you up and running quickly.

There are several things that currently don't import from Final Draft® files. Below is a list of the main items:

- Scene numbers
- Voice assignments
- Collaboration info
- Line spacing settings
- Locked page numbers
- Locked scene numbers
- Tagging
- Revision info
- Styled text
- Colored text

Importing a Text or RTF Script

Scripts in text form abound on the internet. One text format example is RTF, which stand for Rich Text Format. RTF files can use stylesheets to define their ruler settings rather than relying on large tab or space runs to properly indent. RTF is a standard interchange format across the screenwriting world.

To import a text or RTF script:

❶ Click File>Import...

A window appears.

❷ Navigate to the file, select the file.

❸ Select a template to use in formatting the script.

❸ Click Open.

Note: While importing Montage makes many intelligent guesses based on the stylesheets found in the RTF, as well as based on spacing, tabs, and carriage returns in text files.

The script imports and a new script window appears.

Hint: When importing a file from text, the color-coded templates make visual identification of formatting errors much easier.

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Chapter 2: Starting a Script

Working With Scripts

As you work on your script, there are several things you should master. The different views available to you, how to type and use the tab-return system to auto-complete often typed text and formatting.

There are also some non-writing functions in Montage that are quite handy to learn such as, assigning keywords, customizing your script using Smart Views, and finding and searching through your script.

Views

The view pane shows a list of all the views. items in this list can be selected, reordered, added or removed.

Views are held within each document and can be reordered in the view pane by a simple drag and drop.

Here is a list of the default views:

Script View
Scenes View
Outline View
Characters View
Locations View
Research View
Tasks View
Contacts View
Queries View
Synopsis View
Title Page View

Smart Views

Note: New views are added to the bottom of the list.

Hint: Reorder the views in the document to match the frequency or sequence in which you use them.

Edit Smart View...   Sce
Add View
Remove View

2
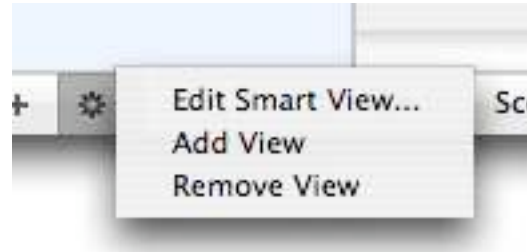
The action menu in the view pane.
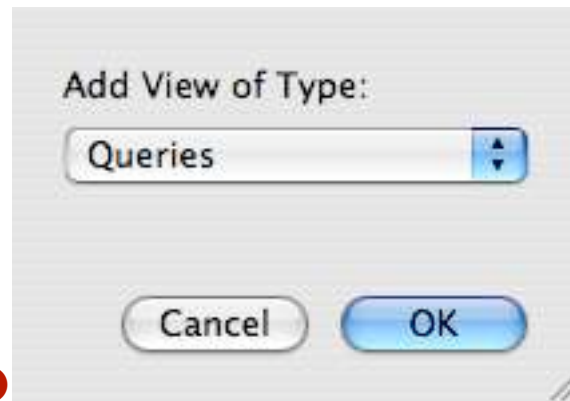
Add View of Type:

Queries

Cancel   OK

3

Remove View?

Are you sure you want to remove Contacts? The data will be permanently removed.

Yes   No

The view pane shows a list of all the views. items in this list can be selected, reordered, added or removed.

Views are held within each document and can be reordered in the view pane by a simple drag and drop.
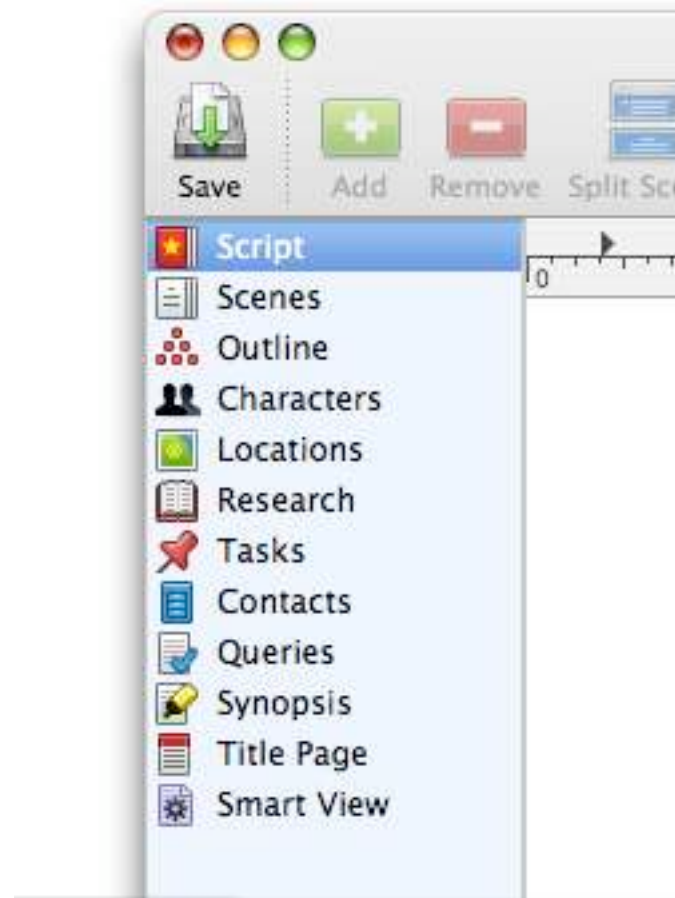
Here is a list of the default views:

- Script View
- Scenes View
- Outline View
- Characters View
- Locations View
- Research View
- Tasks View
- Contacts View
- Queries View
- Synopsis View
- Title Page View

- Smart Views

Note: New views are added to the bottom of the list.

Hint: Reorder the views in the document to match the frequency or sequence in which you use them.

Using the Tab-Return System

The Tab-Return system helps you not take your hands off the keyboard to fiddle with formatting and elements (styles). Each element has a setting that determines which element is next when you hit return. Tab changes to another element.

❶ Click the Scenes View button.

❷ Click in the scene to place your cursor where you can type.

Note: The first element in a Scene is the Scene Header. See Preferences>Editor: Create New Scene for New Scene Headings to allow multiple scene headings in one scene.
Auto-complete Selects Closest Match

❸ Type "in" and pause a moment... Montage presents a menu.

❹ Press tab to accept the current choice "INT."

Hint: Use the arrow keys to select another value then press tab to continue. Click Escape to exit from the menu.
 (MORE)

Opening Scene

INT. THE EIFEL TOWER - D

| DAY |
| NIGHT |
| AFTERNOON |
| MORNING |
| EVENING |
| LATER |
| MOMENTS LATER |
| CONTINUOUS |
| THE NEXT DAY |

6

5 Type the location of the Scene.

Note: The location is automatically added to the location view and is created as an object.

6 After the location, type a space, "-" dash, space to indicate that you want to specify a time then type "da" for "day" and pause.

A menu appears with "DAY" automatically selected.

7 Press return to accept the current choice "DAY" and move to the next line. Or use the arrow keys and return to select another choice.

The cursor is placed on the next line and the element is set to Action.

8 Continue writing an action or click tab to switch to a different element.

Hint: Many of the elements have special behaviors that help you format your script faster while conforming to industry norms. Elements are defined per templates and can be edited in Format>Edit Elements.

The Completions tab of the Document properties dictates the choices for the auto-complete, tab-return typing system in Montage. Here's how to set your own.

Completion item:

❶ Choose the type of completion from the drop down menu.

> Camera Locations
> Times
> Transitions

❽ Click the + (plus) button to add a new item to the list.

A new item appears.

❽ Enter the name of the new item.

❽ Click the Close button when you are finished.

Items in this list are used for auto-completion.

| Elements | Printing | Completions |

Camera Locations

INT.
EXT.
INT./EXT.

+ −

❶

Chapter 3: Working with Scripts

Times	Transitions
DAY	CUT TO:
NIGHT	FADE IN.
AFTERNOON	FADE OUT.
MORNING	FADE TO:
EVENING	DISSOLVE TO:
LATER	BACK TO:
MOMENTS LATER	MATCH CUT TO:
CONTINUOUS	JUMP CUT TO:
THE NEXT DAY	FADE TO BLACK.
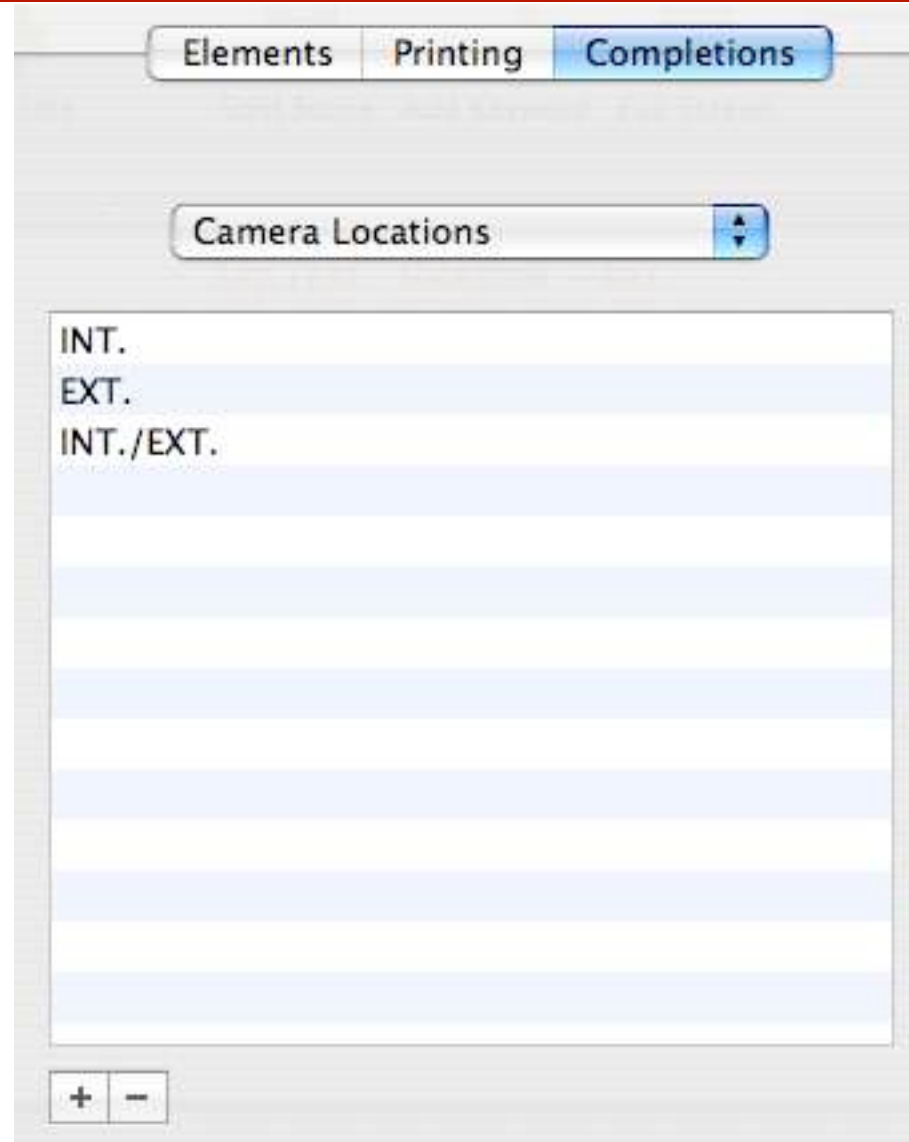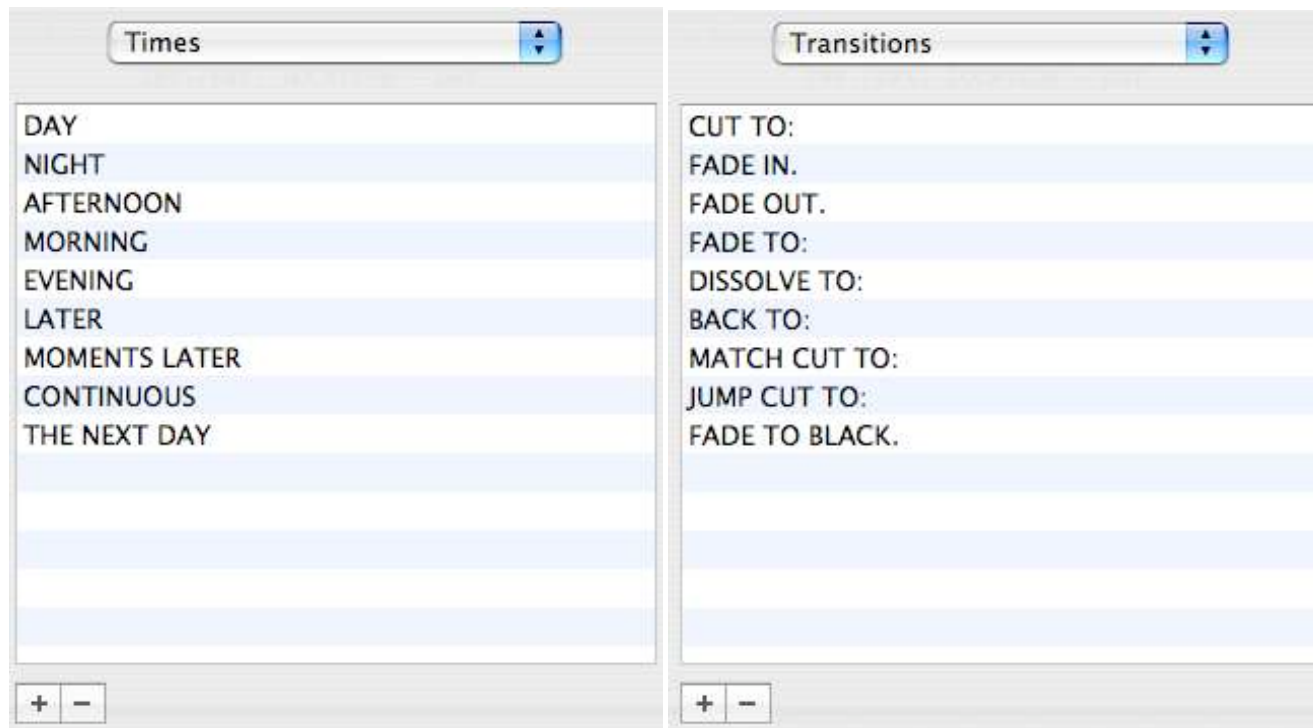
Camera completions list:

INT.
EXT.
INT./EXT.

Times completion text:

DAY
NIGHT
AFTERNOON
MORNING
EVENING
LATER
MOMENTS LATER
CONTINUOUS
THE NEXT DAY

Transitions completion text:

CUT TO:
FADE IN:
FADE OUT.
DISSOLVE TO:
BACK TO:
MATCH CUT TO:
JUMP CUT TO:
FADE TO BLACK.

Adding Keywords

Keywords are a way to "tag" objects so they can be included in Smart Views. You can create your own keywords and have them available to all scripts or just the current script. Here's how to make a keyword available for all your scripts:

❶ From the Montage menu, select Preferences (*Command - , (comma)*).

A window appears.

❷ Choose keywords from the list across the top of the window.

❷ Click the + (Plus) button to create a new keyword.
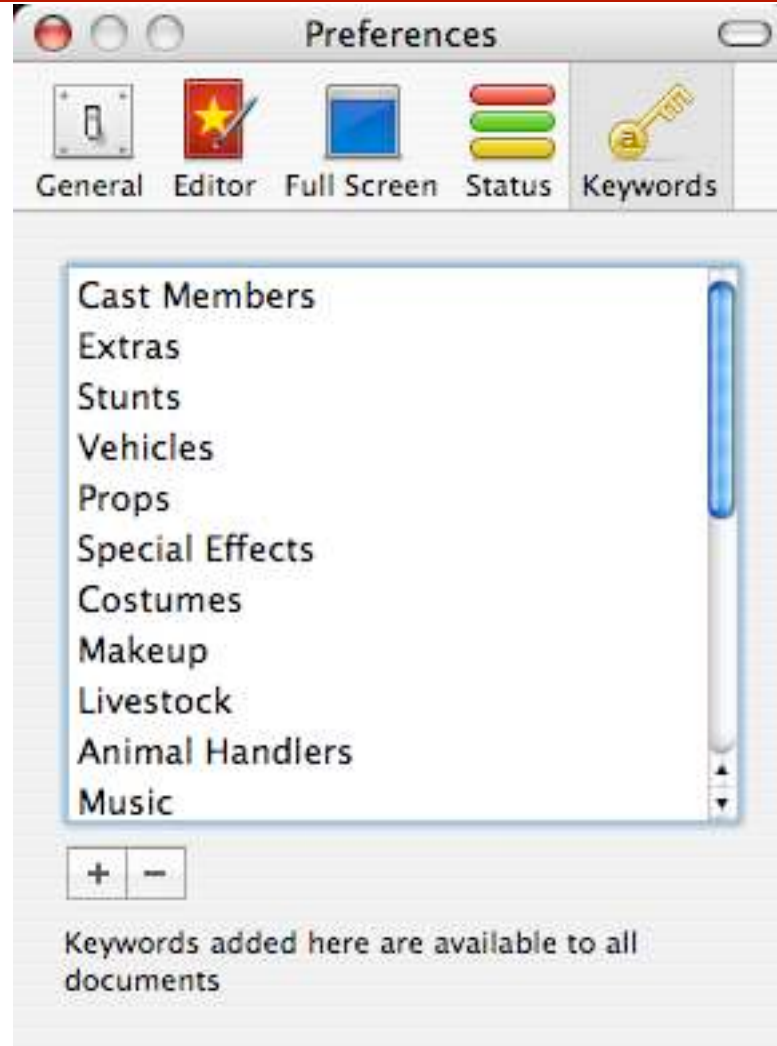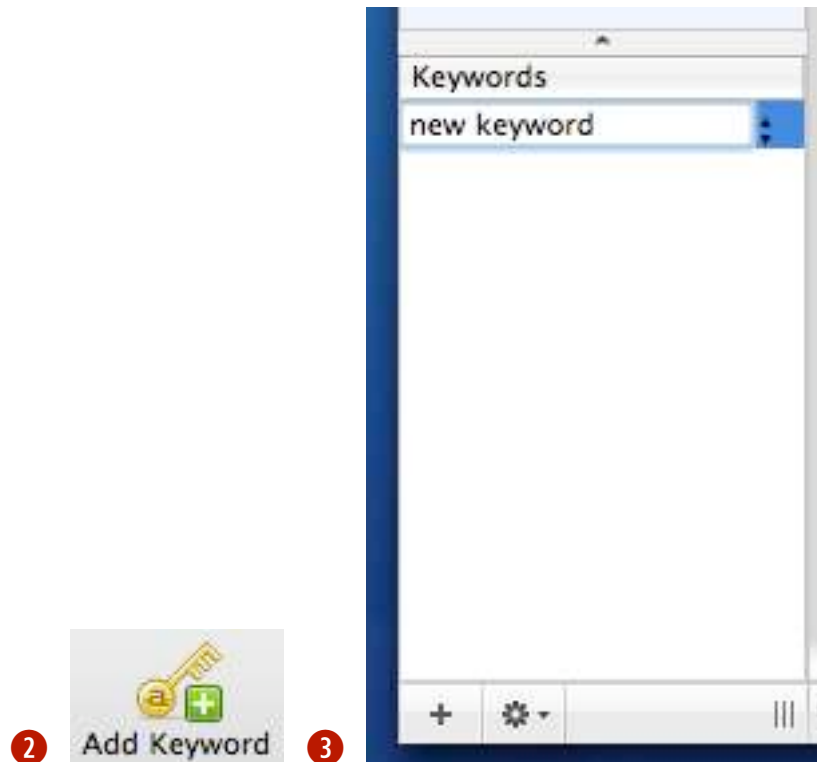
Create keywords that are specific to the current script. Here's how to create a keyword and assign it to an object in the current script:

❶ Select a scene, character, location, task, or other object.

❷ From the toolbar click the Add Keyword

Add Keyword button.

A new keyword appears in the keywords section below.

❷ Type a name for the keyword and click elsewhere when you are finished.

The Keyword is created and assigned to the selected object.

Note: Keywords assigned in the aforementioned way are local to the script and not available to other scripts. To create global keywords which are accessible from any script, please see Using Keywords earlier in this chapter. .

❷ Add Keyword **❸**

To search in your script:

❶ Click the Script View button.

❷ Click in the Search field in the toolbar and type the text you wish to search for and press return to begin the search.

The selection moves to the first instance of the search criteria.

❸ There are several find options available from Edit>Find menu.

Find = *Command - F*
Find Next = *Command - G*
Find Previous = *Shift - Command - G*
Use Selection for Find = *Command - E*
Jump to Selection = *Command - J*

❶ 🔴 Script

❷ 🔍 Search

Search

Find...	⌘F
Find Next	⌘G
Find Previous	⇧⌘G
Use Selection for Find	⌘E
Jump to Selection	⌘J

❸

To save a find as a Smart View:

❶ Select a view icon (like script) from the list of views on the left hand side.

❷ Press *Command - F* or select Find from the Edit Menu.

A Smart View dialog appears.

❸ Click on the + button to add criteria to your find.

Select criteria from the two drop-down items. Enter the find criteria text.

❹ The current view is <u>filtered</u> on the find criteria.

❺ Click the Save As Smartview button.

A new Smart View appears in the view pane.

Hint: When the view list has focus, Command - F brings up the Smart View window. If a text view has focus, Command - F shows the standard find panel.

Hint: A filtered view retains its filtering until you remove the rules that govern the filter. To do so, click the minus (-) button in the Smart View dialog then click the close button to dismiss the dialog.

Finding in a Script

To find in your screenplay:

❶ Select a view icon (like script) from the view pane.

❷ Place your cursor somewhere in a scene.

❸ Press *Command - F* or select Find from the Edit Menu.

A dialog appears.

❹ Choose the criteria you wish to find and/or replace and press return.

❺ If a match is found the text will be highlighted in your script. Click next to find again.

❻ If a match is not found, you will hear a beep and see the words "Not Found" in the find window.

Chapter 3: Working with Scripts
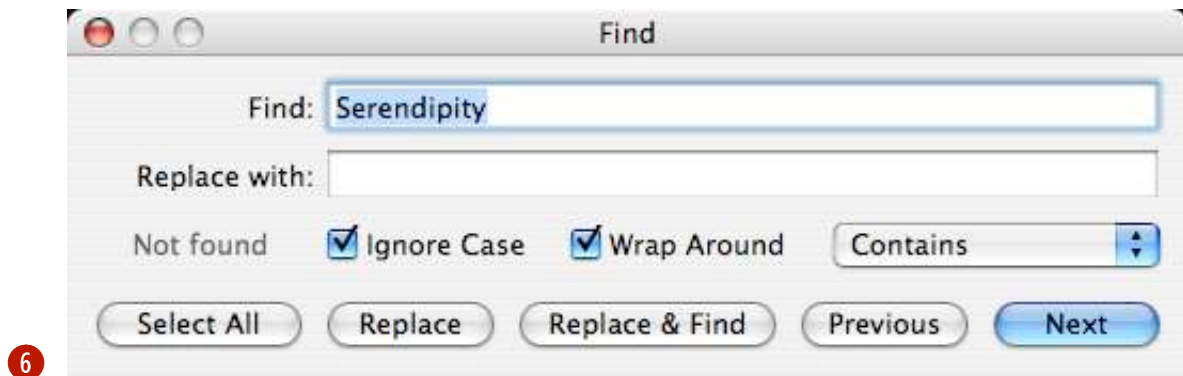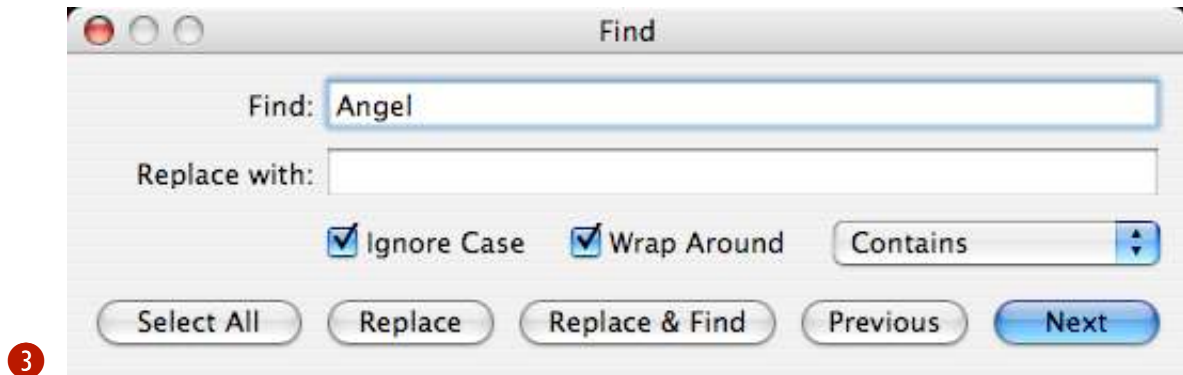
Scene Navigation

Moving around from scene to scene is made easy by the Scene navigation palette. Click on a scene to go to that specific scene or drag scenes to reorder them. The Scene navigation palette is always accessible from the Script view.

In This Chapter:

Using the Scene Navigation Palette

Using the Scene Navigation Palette

To navigate to a certain scene:

❶ From the View Menu select Scene Navigation Palette.

A window appears.

❷ Click on a disclosure triangle on the left of a scene header to display the first five lines of text from that scene.

❸ Click on a scene heading to navigate to that scene for editing or review.

❹ Additionally, you may drag scenes to reorder them by dragging and dropping a scene into another scene header in the list.

Note: Changes made by dragging and dropping within the Scene Navigation Palette are reflected in the script in scene, script, and outline views.

Note: Status colors show up in the Scene Navigation Palette.

Chapter 4: Scene Navigation
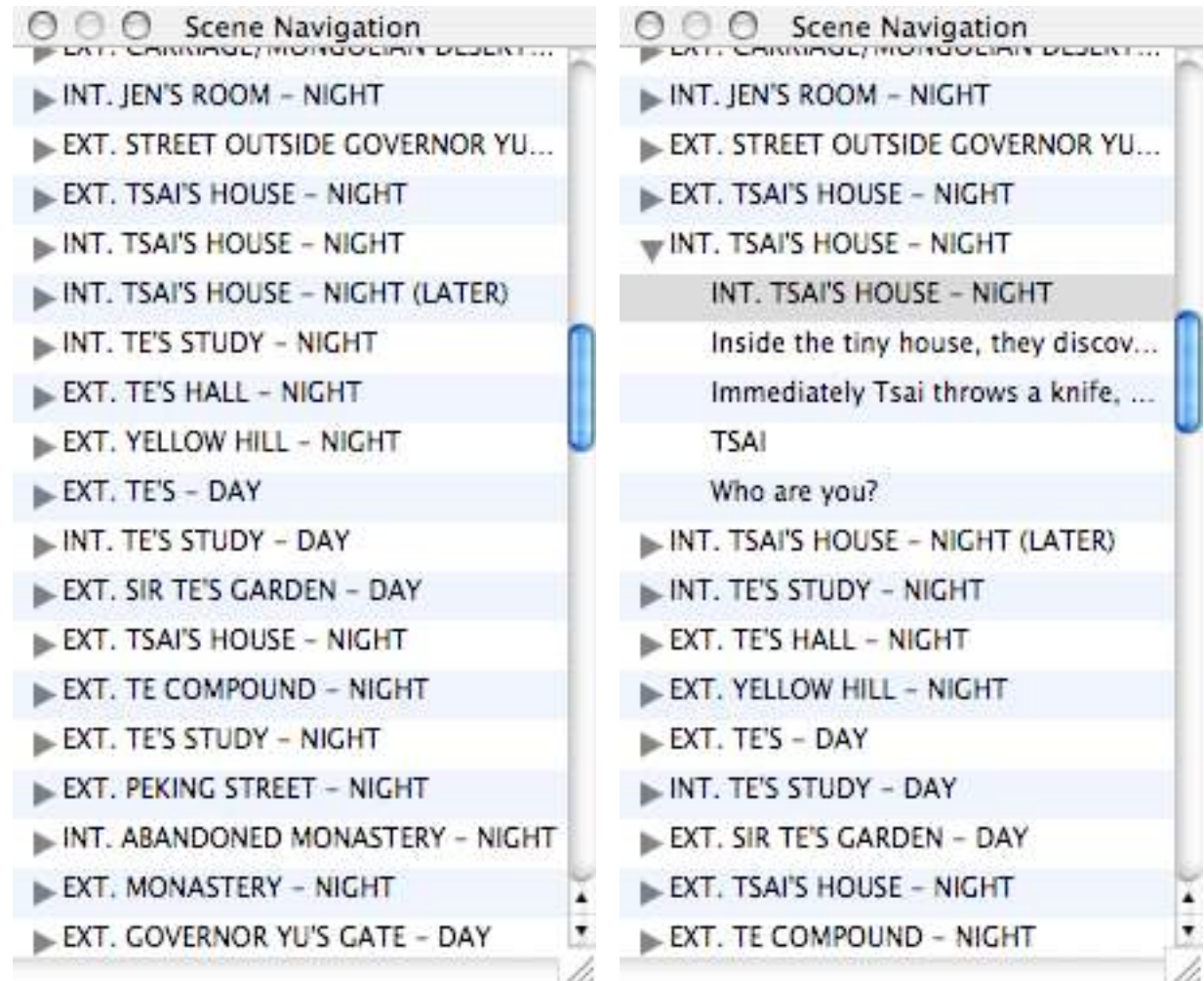
Exporting

Montage has the ability to export to several different file formats. Scripts are usually submitted in pdf file format. However, there are times when you might want to submit a Montage file, an RTF, or Final Draft® file.

Sometimes when a script is going into production, the file is taken to a Scheduling and/or budgeting software. Most software titles accept the Scheduling Export file format (.sex).

Here is a list of the file formats supported for export:

     Portable Document Format® .pdf
     Rich Text Format .rtf
     Microsoft Word® .doc
     Final Draft® .fdr
     Scheduling Export .sex

To export a script:

❶ From the File Menu select Export...

A window appears.

❷ Select a file format.

❸ Click on a disclosure triangle on the right to see your hard drive's directories.

❹ Choose a location to save your exported script.

❺ Click Save when you are ready.

Note: Be careful not to save over another file with the same name.

Note: Not all features in Montage are supported in the other file formats. Be sure to check the exported file to make sure it is acceptable.

❷

Save

Save As: My Great Masterpiece.fdr

Where: 📁 Screenplays

○ Rich Text Format (.RTF)
○ Microsoft Word (.DOC)
○ Portable Doc Format (.PDF)
⦿ Final Draft (.FDR)
○ EP Scheduling Export (.SEX)
○ CompanyMOVE Show Planner Export (.SEX)
○ Gorilla (.SEX)

Cancel   Save
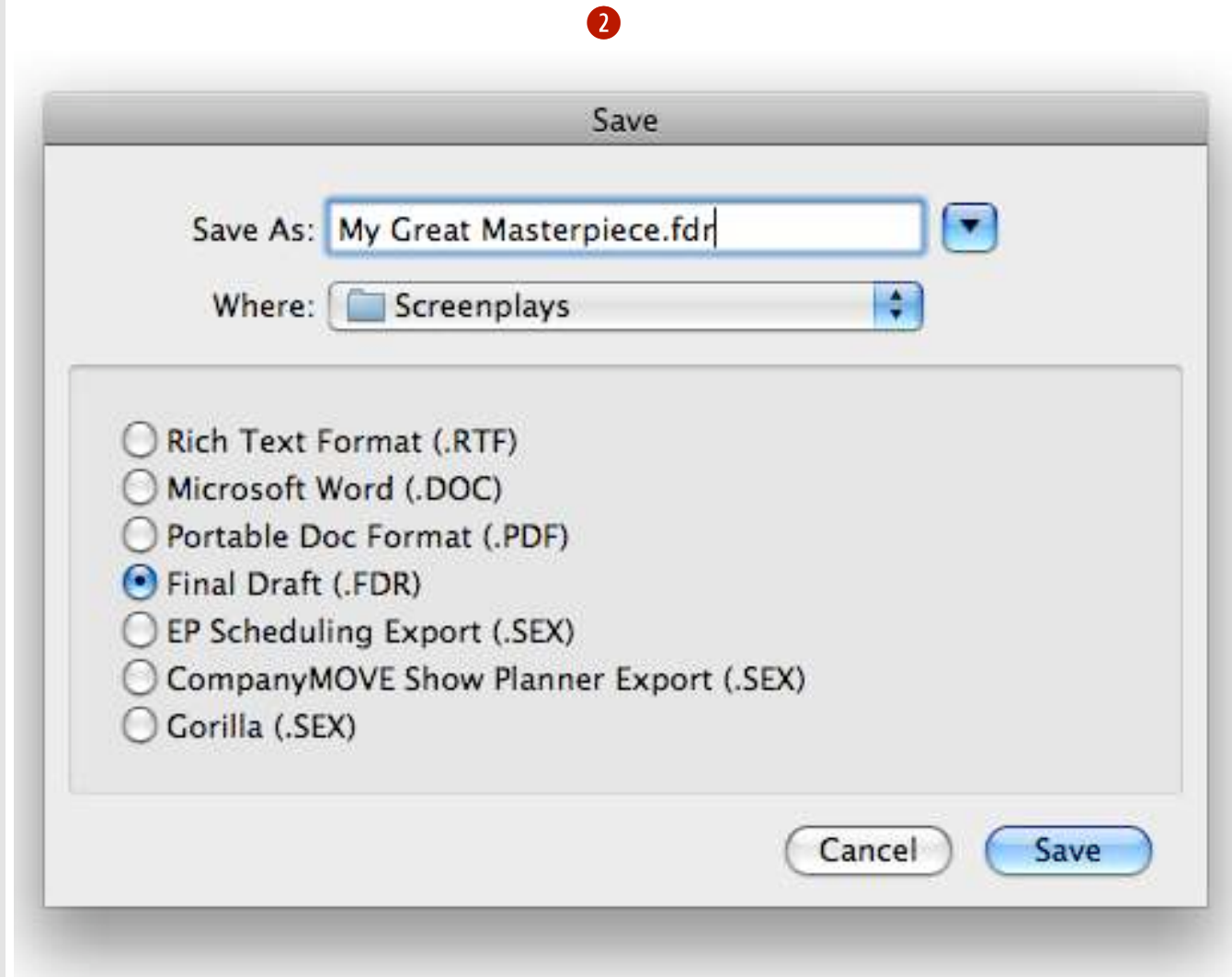
Script View

Here you can see white space and the general flow of your script. Many screenwriting gurus stress the importance of balance in your script. Too much action or too much dialogue can bog down an otherwise good script.

The Montage Script View is an editable view that represents your script on paper. This traditional view is best used as the basis for a Smart View when printing your script.

MONTAGE

Using the Script View

To switch to Script View:

❶ Click on the Script button in the view pane on the left-hand side of the document window.

❶ the main window displays the script view.

In Script View, scenes appear without the demarcation provided in Scene view. Typing a new scene header automatically creates a new scene.

Script View is helpful for seeing the white balance and flow of your script.

Hint: The real power of Script view is to make a Smart View that is based on this view but using criteria to filter the contents. For example, you can revise your scenes by keeping multiple instances of each scene and tag each with a different status, like first draft, second draft, and so on. When it comes time to print a final script make a Smart view that only shows the scenes tagged final draft.

❶
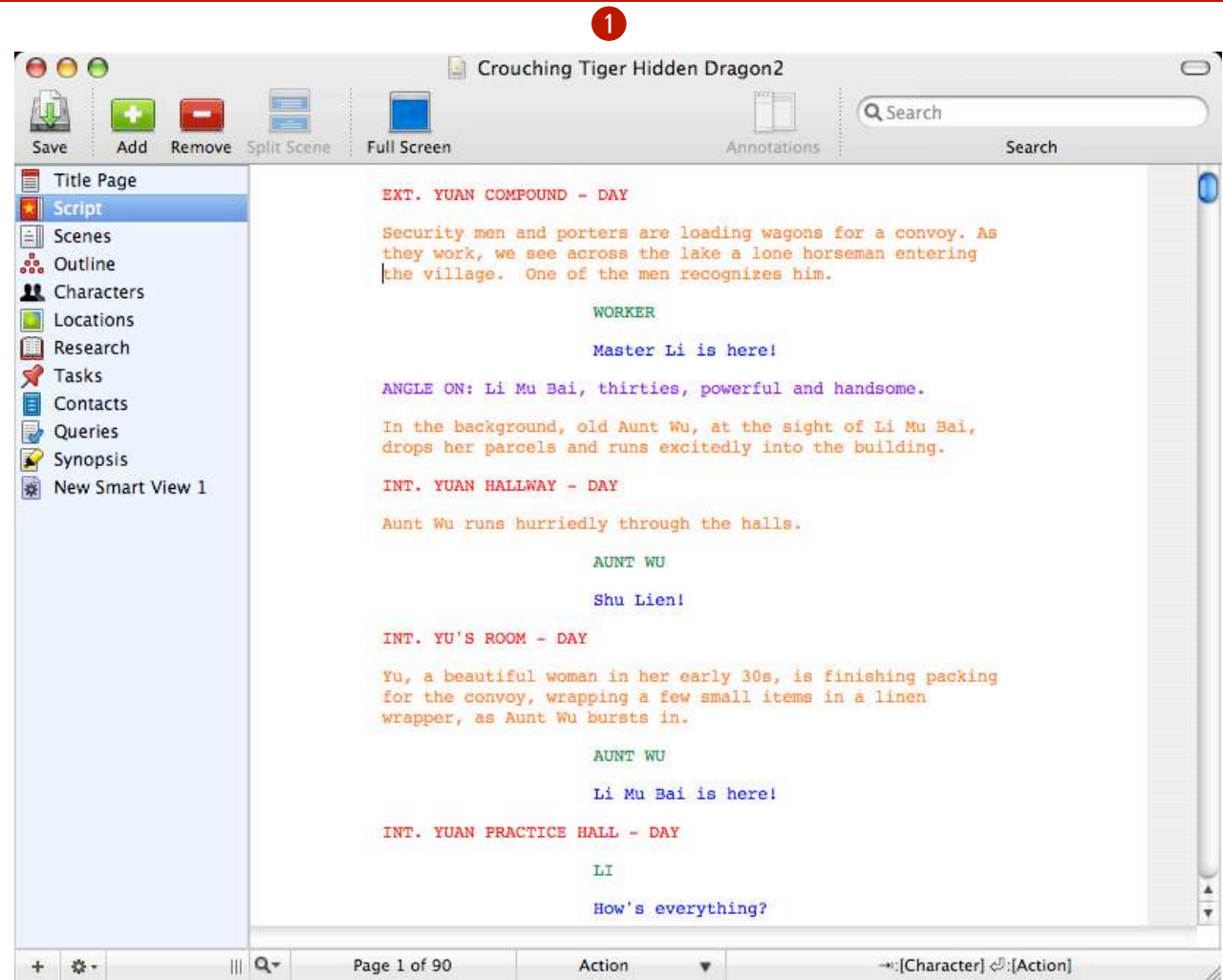
Color-coded Screenplay template pictured
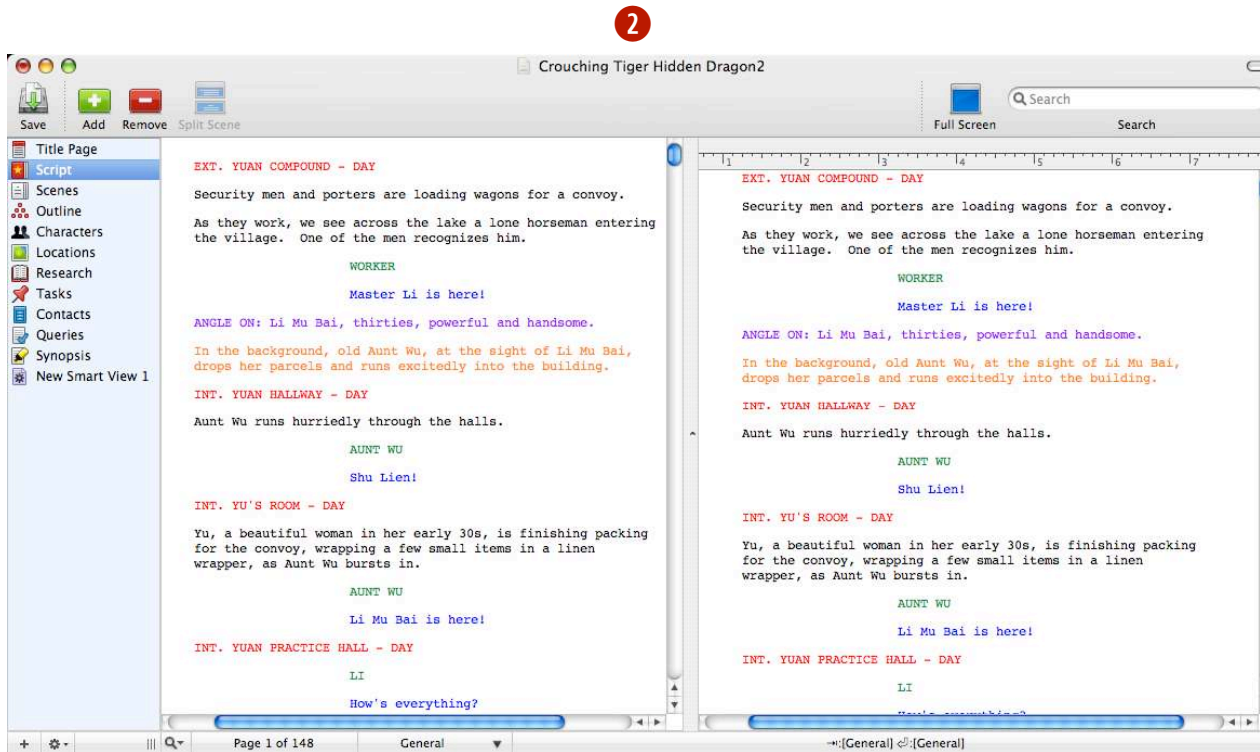
Script view split vertically

Splitting the Script View allows you to see two parts of the script at the same time. This might be helpful when comparing separate scenes in your script.

To split the view vertically:

❶ While in Script view, from the View menu, select Split Vertically.

❷ The script appears in two panes in the same window allowing you to scroll each pane independently of the other.

Note: You can unsplit the window by choosing View>Unsplit.

Splitting the View Horizontally

Splitting the Script view allows you to see two parts of the script at the same time. This might be helpful when comparing separate scenes in your script.

To split the view horizontally:

❶ While in Script view, from the View menu select Split Horizontally.

❷ The Script appears in two panes in the same window allowing you to scroll each pane independently of the other.

Note: You can unsplit the window by choosing View > Unsplit.

Chapter 5: Script View
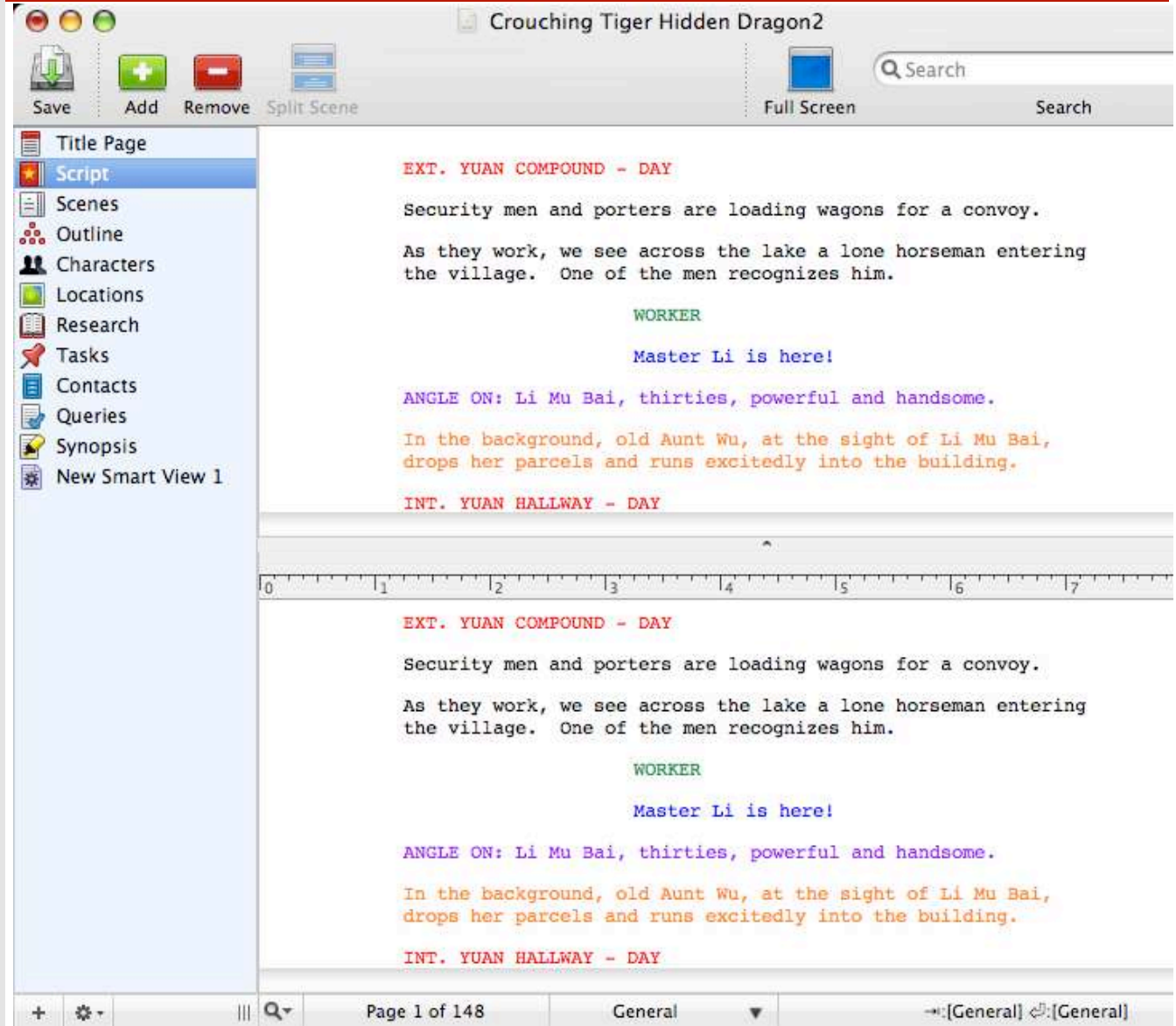
Scene View

Scenes are the main building blocks within scripts. A scene is usually delimited by a scene heading element (aka: a slugline). However sometimes a scene starts with a transition element. Scenes in montage can even contain multiple sluglines.

When in Scene View, scenes are visually differentiated by being displayed in their own "bubble" or "rounded note card."

Scenes have a title and display the color corresponding to their status. They have a status which can be used to create a Smart View as well as an optional start and end date.

During production phases, scenes can be numbered, omitted, or revised.

Montage keeps track of which characters and location are in which scenes so you can focus on the writing.

Adding a Scene

To add a scene:

1 Click the Add button **Add** in the Toolbar or press *Command - Shift - N.*

2 A new scene text box appears below the currently selected scene.

Note: Scenes show the color of the status assigned to them. This is an easy way to visually identify each scene's status.

INT. STARBUCKS - DAY

A Barrista busily attends to a long line of customers.

A man in a business suit carrying a briefcase enters.

                    MAN

          I need a venti iced americano
          with room for cream.

          BARRISTA

          Is that all?

          MAN

          Yes, that's it.

Chapter 6: Scene View

Opening Scene

❶

Untitled

Choose a new name for the scene.

[   ]

Sc

Cancel   OK   IT

M

❷

To name a scene:

❶ Click on the scene header.

A sheet appears.

❷ Enter a name for the scene.

❸ Click OK.

The scene name changes to the new name.

Note: You can also change the scene names or order in the Outline view. For more information about Outline view see Chapter 6, pages 34 - 37

Note: The initial scene in a script is automatically named "Opening Scene."

Note: The prior value you entered when naming a scene is automatically remembered and displayed the next time you name a scene.

Inserting an Annotation

Annotations are a way to record your thoughts, notes, and ideas within your script without leaving the Scene view.

To add an annotation:

❶ Select the text you wish to annotate and select Insert > Annotation from the menu or press *Command-Shift-A*.

The selected text is blue and underlined.

❷ The Annotation drawer opens. .

❷ Type some text in the annotations drawer. You can leave the annotation open, and continue working on your script.

Note: The last annotation viewed stays in the drawer until another annotation is selected.

❷ Hide the annotation drawer under View > Hide Annotation Drawer or through the toolbar button.

COREY
Why should I? I don't eat chicken.

❶

chicken

Maybe this character should say something about being a vegan - or maybe about being allergic? I think we'd get more appeal with the allergy route. Will have to look up poultry allergies and anaphylactic shock.

❷

❸ Annotations

Chapter 6: Scene View
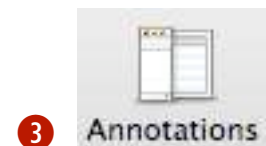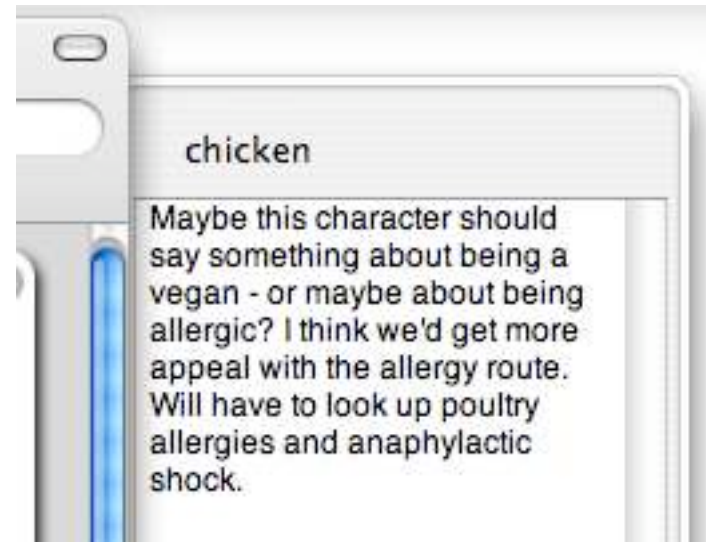
Full Screen Mode

This mode can help you avoid the distractions of bouncing dock icons, incoming E-mail, or glancing at the time, and help you focus on your writing.

There are several options to set regarding Full-screen mode. You can set the background color and text color to match your preference. Show or hide scrollbars as desired. Never fear, the Tab-return system works as usual in full screen mode. Once you start writing in Full Screen mode, you might not want to change back.

Using Full Screen Mode

To Enter Full Screen mode:

❶ Click the Full Screen button on the toolbar or press *Command -Shift - F.*

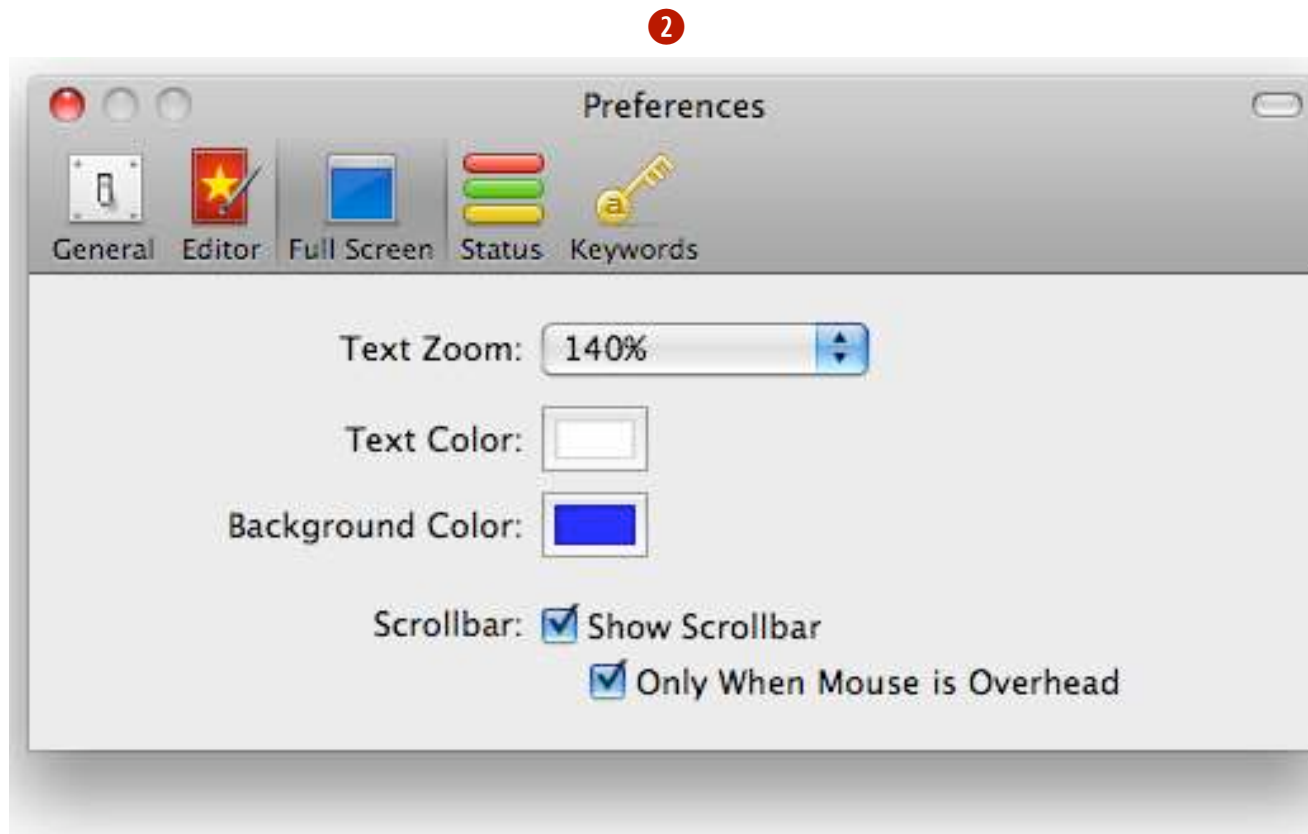The screen changes to Full Screen Mode, allowing you to focus exclusively on writing.

❷ To exit from Full Screen mode press the *esc* (Escape) key.

Hint: You can set the style and colors used in Full Screen mode by going to Preferences and selecting Full Screen.

❶ **Full Screen**

```
INT. WU TAN TEMPLE - MAGIC


Jen and Lo make love.


INT. WU TAN TEMPLE - DAY


Lo wakes up to find the jade comb on the pillow beside him,

Jen gone.


EXT. WU TAN MOUNTAIN - DAY

Lo catches up to Jen, who stands on a bridge.  The gorges
below are shrouded in clouds. She looks back at him.

                    JEN

                    Do you remember the legend of
                    the young man?

                    LO

                    "A faithful heart makes wishes
                    come true."

                    JEN

                    Make a wish, Lo.

Lo pauses.

                    LO
            GUARDS
            GIAO
(closing his eyes)  SIR TE
            DE LU   together again.
            JEN
To be back in the de     
Jen smiles, turns, a GOVERNOR YU  o the clouds.  They seem to
            MAID
catch her gently, be GOVERNESS    appears into them.
            MASTER BO
Lo remains standing, NIGHTMAN   his face, tears rolling down
            BO
his cheeks.      TSAI
            MAY
            MADAM YU
            HOMELESS ...
            FOX
THE END.         FIGURE IN B...
```

❷

The Full Screen preference pane contains options for the Full Screen mode.

❶ Select Montage->Preferences.

The preferences appear.

❷ Select Full Screen.

Instead of using the default appearance, you can choose how you want Full Screen mode to look.

Set the following options:

Text Zoom

Show Scroll bar

Only when Mouse is Overhead.

Foreground Color

Background Color

Outline View

Montage allows you to write your script unlike other screenwriting software. By using the live outline view, you can write your script without actually writing your script.

Say what?

As a writer, you know that there is a lot more to writing a script than just hammering it out on the keyboard. Montage helps you with the whole writing process. Outline view is instrumental in the process, helping you make scenes, add characters to those scenes, and take notes without actually writing the script.

In this chapter, you'll learn how to make a scene, add a character to that scene, and later re-order the scenes you've made.
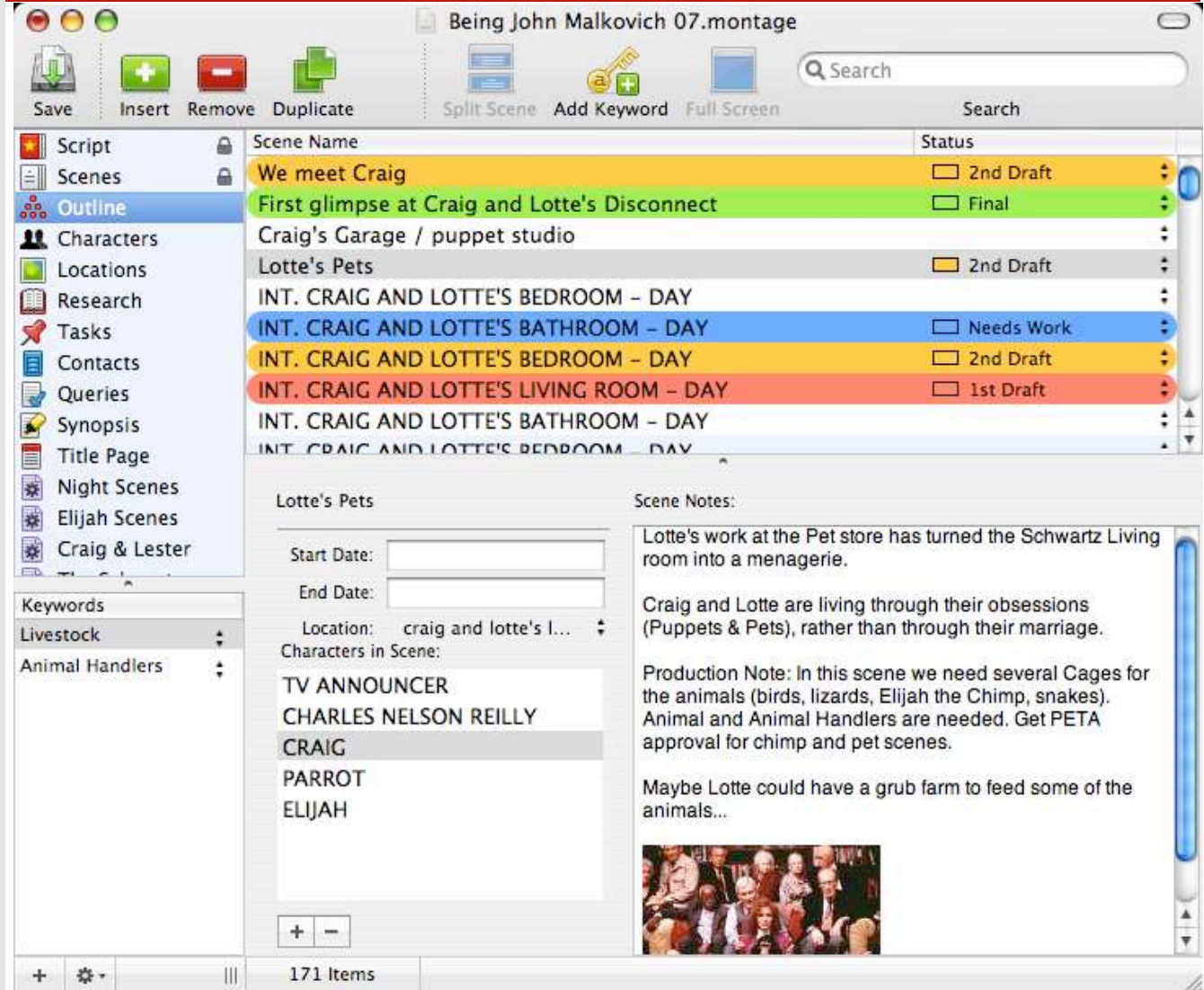
Adding a Scene

To add a Scene:

❶ From Outline view, click the Add

button **Add** in the Toolbar or press *Command - Shift - N.*

❷ A new scene name text box appears below the currently selected scene.

❸ Type a name for the new scene, enter dates, times, select a location, and add notes.

❶ ⬚ Outline

❷ [+]

Characters in Scene:

Amelia Finnius Beauregard

❸ 3 Items

To add a character to a scene:

In Montage, you have the ability to flesh-out your script in Outline view before even writing the script. To help you do so, you can add characters to scenes before the scenes are written. Here is how:

❶ Select Outline View from the view Pane.

❷ Click the "+" button. to add a character to a scene.

❷ A pop-up menu appears. Select a character from the list. to add them to the scene.

Note: Characters are automatically added to scenes as you type their dialogue. Adding characters manually is useful in situations where a character is present but never speaks

Note: Character aren't automatically removed from scenes. If you delete a character and their dialogue from a scene you'll need to remove them from the scene's character list manually.

Re-ordering Scenes

To re-order scenes:

❶ Select a scene from the list.

❷ Click and drag that scene to the location you wish.

The script view is automatically updated to reflect the changes.

Note: If you move a scene and don't like it you can always move it back.
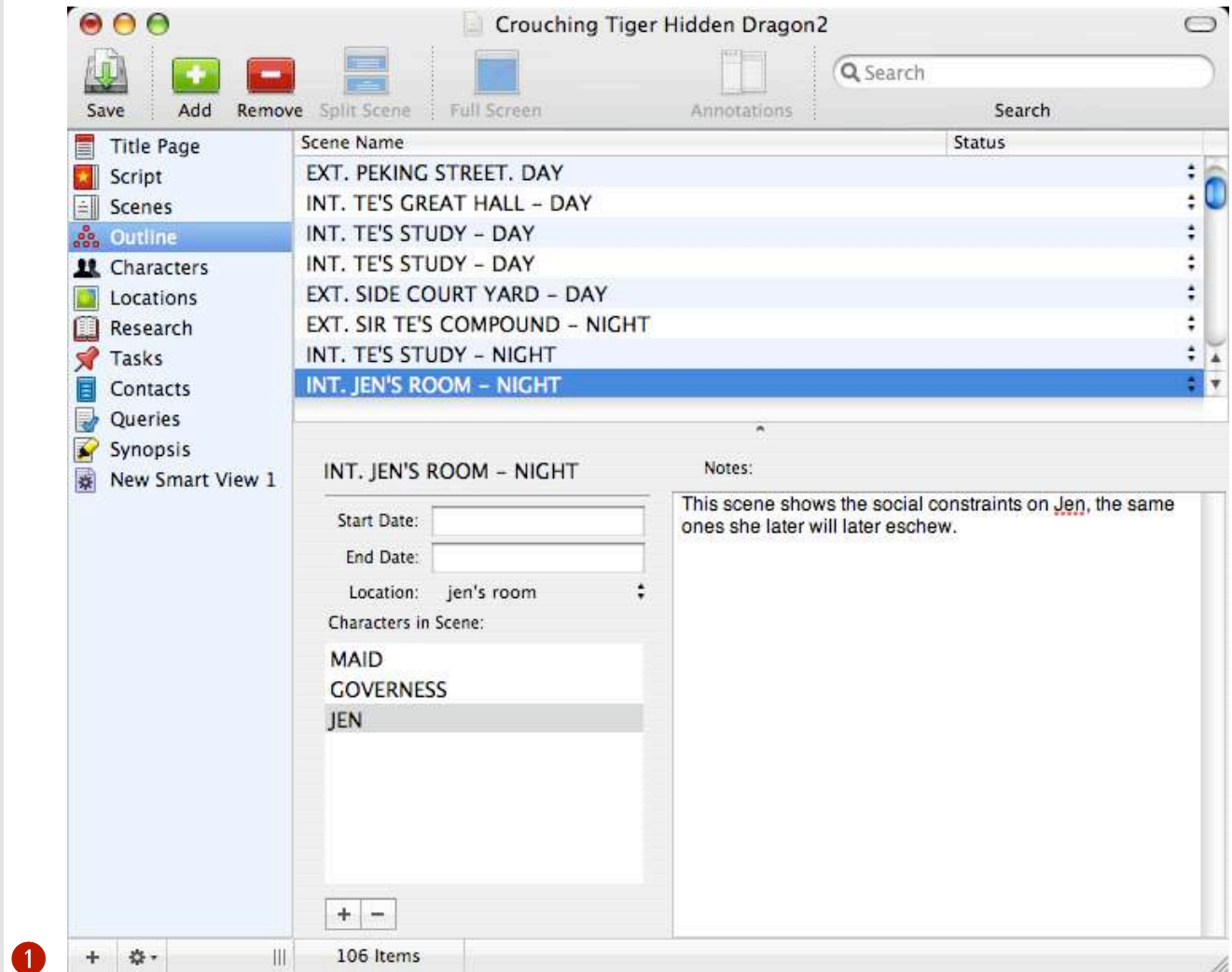
Character View

Characters are the players in your script and are used in character elements. You can enter your characters prior to or during the writing of your script. As you enter characters while writing your script, the characters are dynamically added to the Characters View. Likewise, any characters you enter in the Characters View appear in the auto-type system while writing your script. Characters can also contain notes and pictures. Lastly, characters can be tagged with a status which can then be used as criteria in a Smart View.

Adding a Character

Adding a Character:

❶ Click the Add button in the Toolbar or press *Command - Shift - N*.

❷ A new character text box appears.

❸ Type in a name for the character and it is immediately available when you are typing in a scene in Script View.

❹ Enter any details such as the status of the character and notes, which can also include photos.

Note: You can see the scenes a character is in by looking at the Scenes For Character pane.

Note: Many screenwriters come up with characters before writing their script. Character view can help you qualify a character whether in concept, writing, or for production.
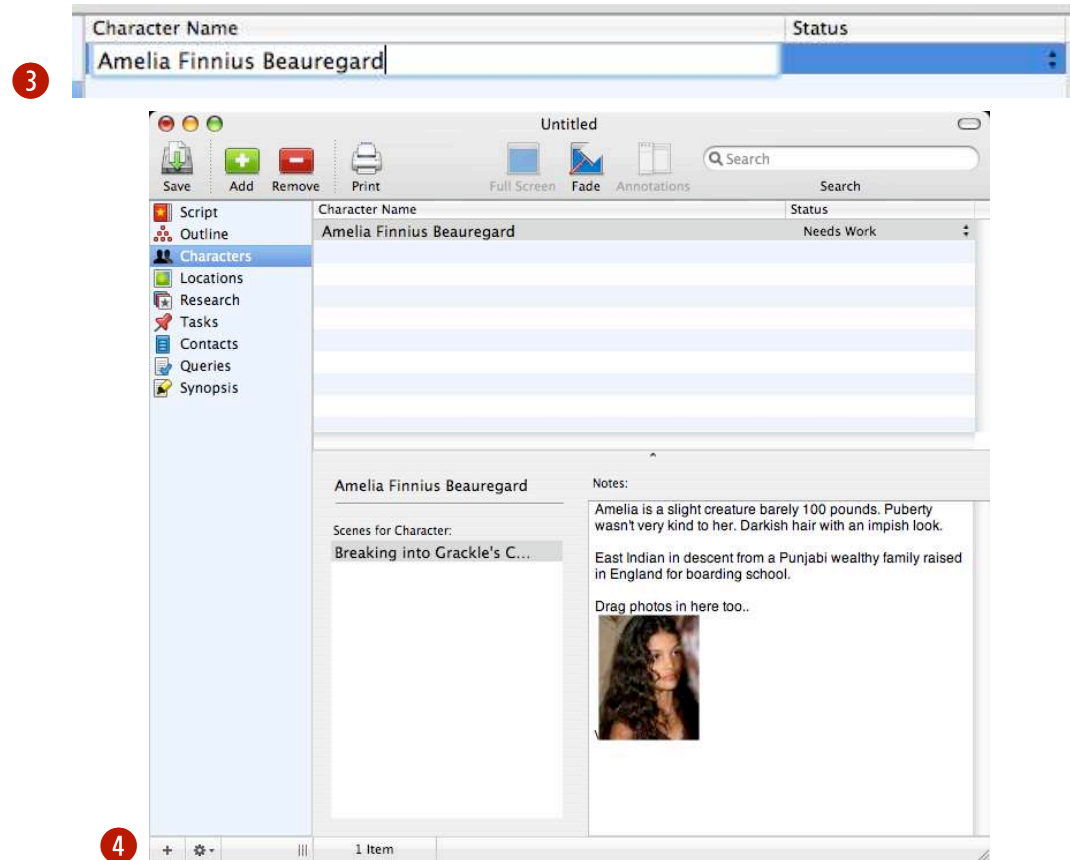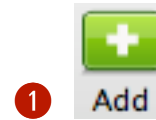
Notes:

Amelia is a slight creature barely 100 pounds. Puberty wasn't very kind to her. Darkish hair with an impish look.

East Indian in descent from a Punjabi wealthy family raised in England for boarding school.

Drag photos in here too..

Making notes on a character:

1 Click into the notes area for a character.

2 Cut and paste, drag and drop, or type in contents to the notes field.

Note: Notes can contain pictures and styled text. For instance, you can do some research for a character on the web and cut and paste info about the character into the notes field. This should help keep you more organized.

Reserved for future content.

Chapter 10: Character View

Locations View

Locations are the places your story occurs and are used in scene headings. Enter your locations prior to or during writing your script. As you enter scene headings or "slug lines" the locations are dynamically added to the Locations View. Likewise, any locations in the Locations View appear in the auto-type system when you enter a scene heading. Locations can contain notes and pictures pertaining to the location. Locations can also be tagged with a status which can then be used as criteria in a Smart View.

Adding a Location

Adding a location to your script:

❶ Click the Add button in the Toolbar or press *Command - Shift - N*.

❷ A new location text box appears below the currently selected scene.

❸ Type in a name for the location and it is immediately available when you are typing in a scene heading in Script View.

❹ Enter any details such as the status of the character and notes, which can include photos.

Note: Many screenwriters come up with locations, characters, and sequences before actually writing their script. Location View can help you flesh out a location whether in concept, writing, or for production.

Chapter 11: Locations View
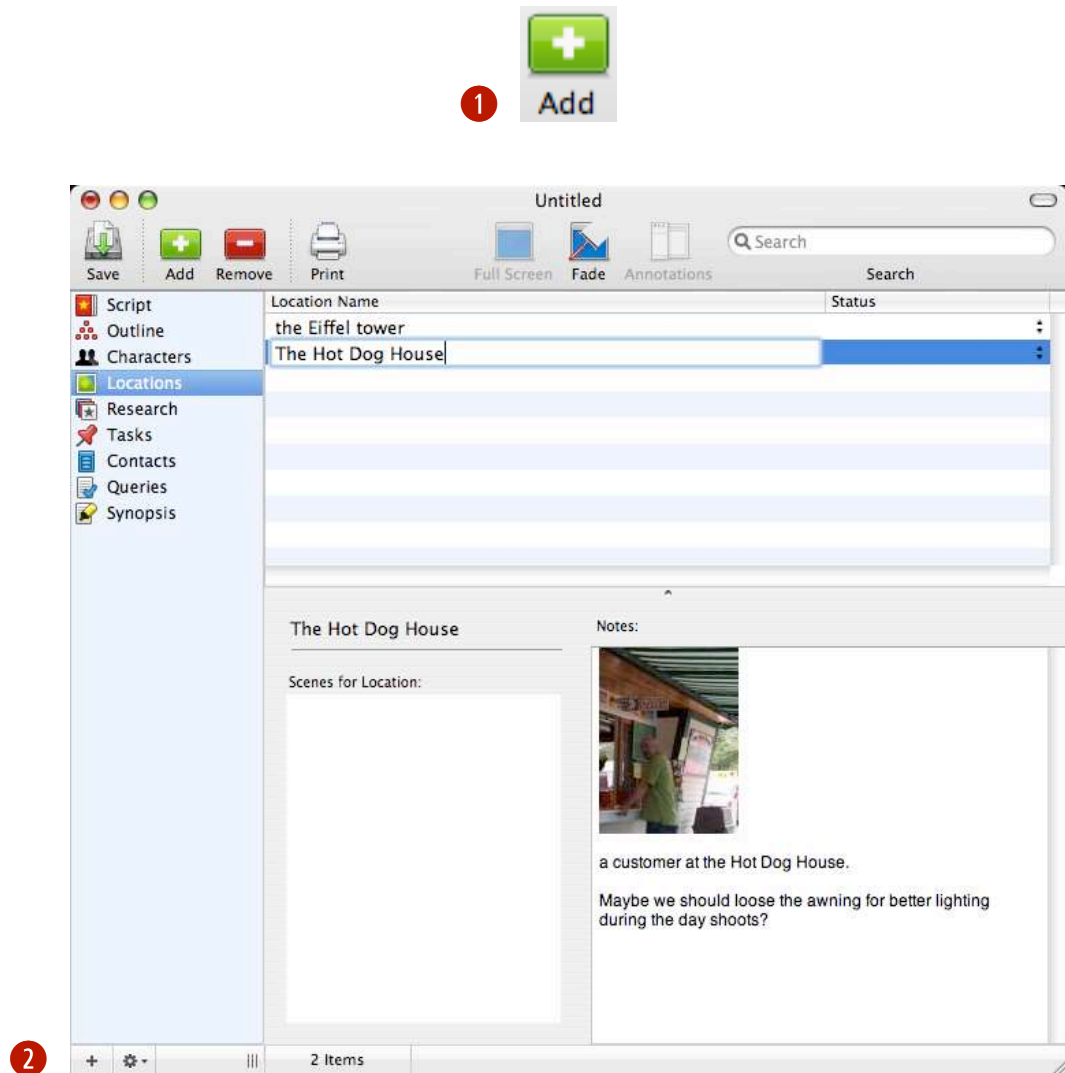
Location Name	Status
the Eiffel tower	
The Hot Dog House	
grackle's castle	

❶

❷

Globally change location name

Do you want to change every instance of The Hot Dog House to The Dog House throughout your script?

No Yes

To change a location's name throughout your script:

❶ Click on the name field in the Location view. Edit the name.

❷ Upon leaving the field a prompt appears asking if you wish to globally change the name throughout the script.

❸ Click Yes to make the changes.

Reserved for future content.

Research View

Manage your script research from within Montage by using the Research view. Research items allow you to store information, as well as, pictures about items related to your script development. Research items normally contain a name, notes, and a status.

Adding a Research Item

To add a research item:

❶ Click the Add button in the Toolbar or press *Command - Shift - N*

❷ A new research item appears in the list.

❸ Enter a name for the research item.

❹ Enter any details such as the status of the character and notes, which can include photos.

Note: Research items are helpful to flesh-out ideas you have that don't belong in your script yet or background information that is pertinent to your script development.
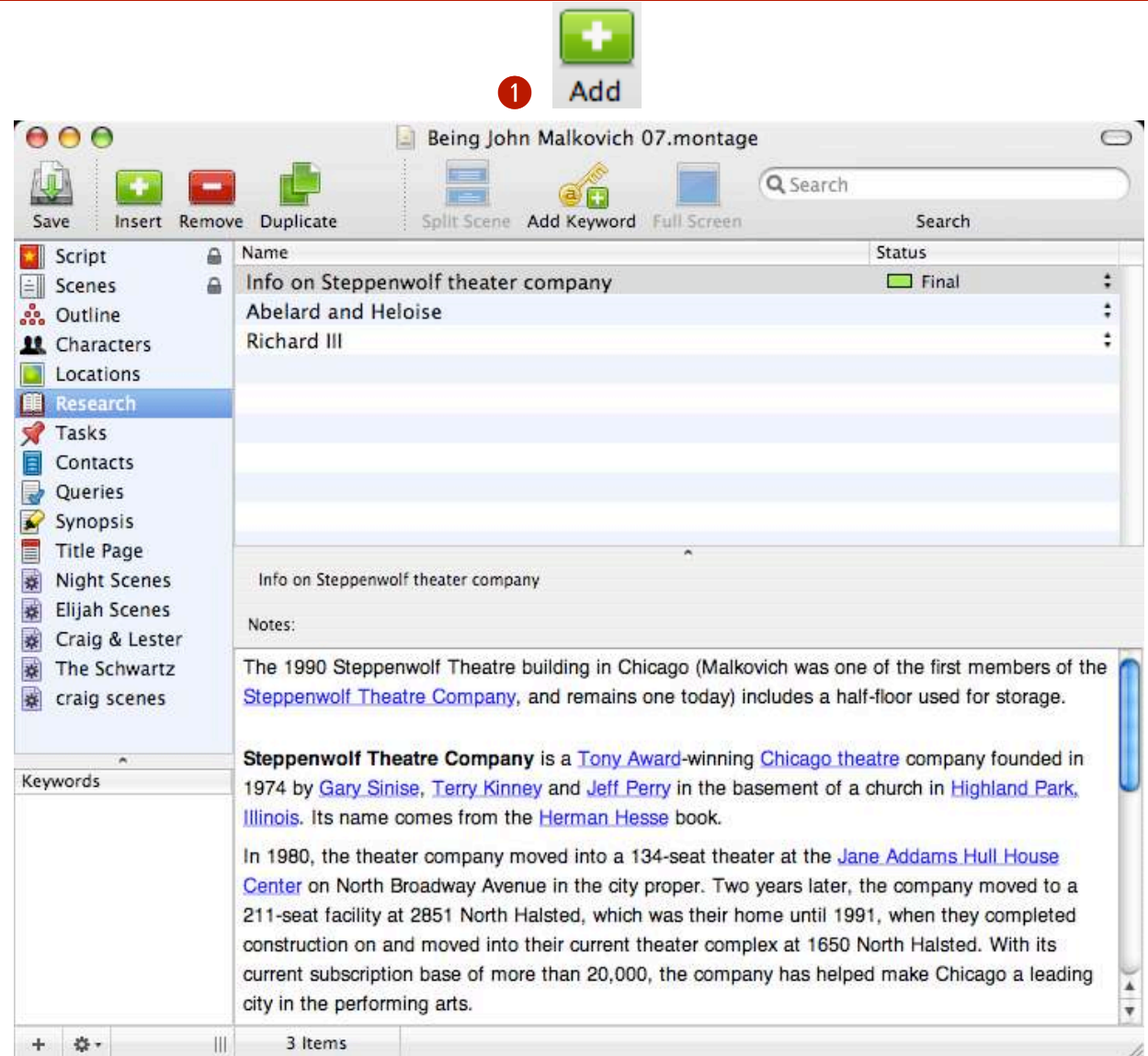
Tasks View

Manage the things you need to accomplish from within Montage by using the Tasks view. Tasks contain a name, notes, a start date, a status, and a completed date.

Adding a Task

To add a task:

❶ Click the Add button **Add** in the Toolbar or press *Command - Shift - N*.

❷ A new task text box appears.

❸ Enter a task name.

❹ Enter any details such as the status of the task, dates, and notes, which can include photos.

Contacts View

Contacts are people or organizations to whom you can submit your script. Contacts include thousands of managers, agents, and production companies that might assist in your representation and moving your script forward.

Contacts in Montage are integrated with your Apple Address Book software. In this chapter you will learn how to download a list of industry specific contacts that match up to the script(s) you are writing. Later, you'll learn how contacts and queries can be associated with one another to aid you in the script submission process.

Adding a Contact

To add a contact:

❶ Click the Add button **Add** in the Toolbar or press Command - Shift - N.

❷ A new text box appears below the currently selected scene.

❸ Type in a name for the contact and it is immediately available in Address Book.

❹ Add notes for the Contact which can include pictures.

Note: Deleting a contact from Montage will also delete it from Address Book.

Contacts have the following fields:

First Name, Last Name, Agency, Address, City, State, Zip, Email, Homepage, Phone, Fax, Response, Date, and Notes.

New	⌘N
New From Template	▶
Open...	⌘O
Open Recent	▶
Import...	
Export...	
Download Contacts...	
Close	⌘W
Save	⌘S
Save As...	⇧⌘S
Save As Template...	
Revert	
Page Setup...	⇧⌘P
Print...	⌘P

❶

Import Contacts

I want to import contacts from:

Studios (Major)

Finished

Close   Get Contacts

❷
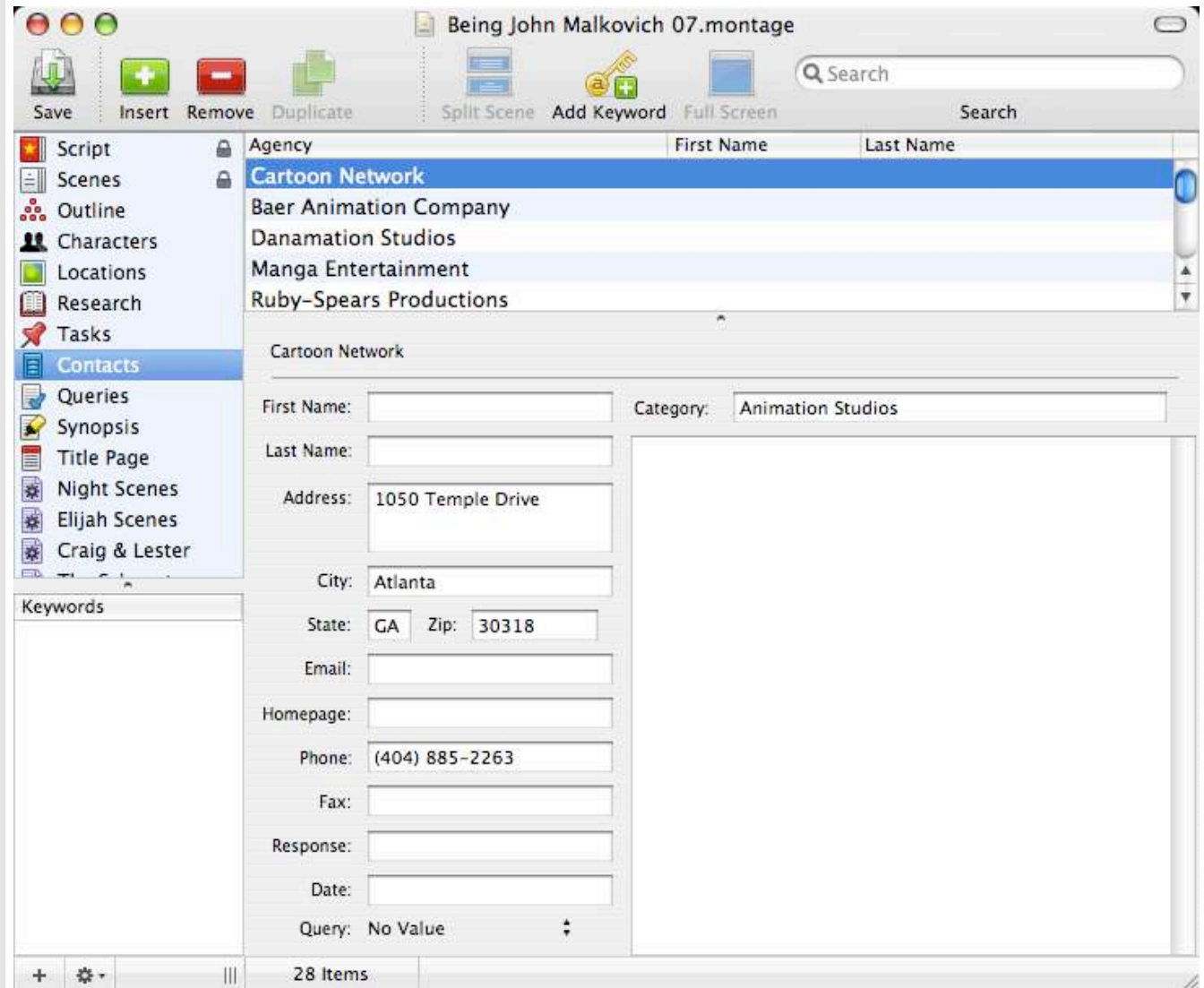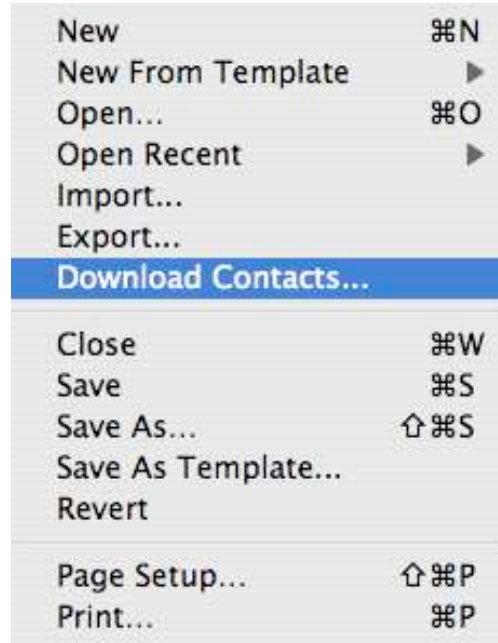
To download a contact:

❶ Select Download Contacts... from the File Menu.

A dialog appears.

❷ Choose the type of contacts you want to download from the pop-up menu.

❷ Click Get Contacts.

When the download finishes, click Close.

Note: The contacts are stored in the Mac OS X Address Book. They are in a group called Montage Contacts.

To view a contact in Address book:

❶ Launch Address Book.

❷ In Address Book you'll see a group called 'Montage Contacts.'

Note: Contacts that you add in Montage are stored in Address Book. They will be globally available to all applications that tie in to Address Book, similar to how Apple's Mail does this.

Chapter 14: Contacts View
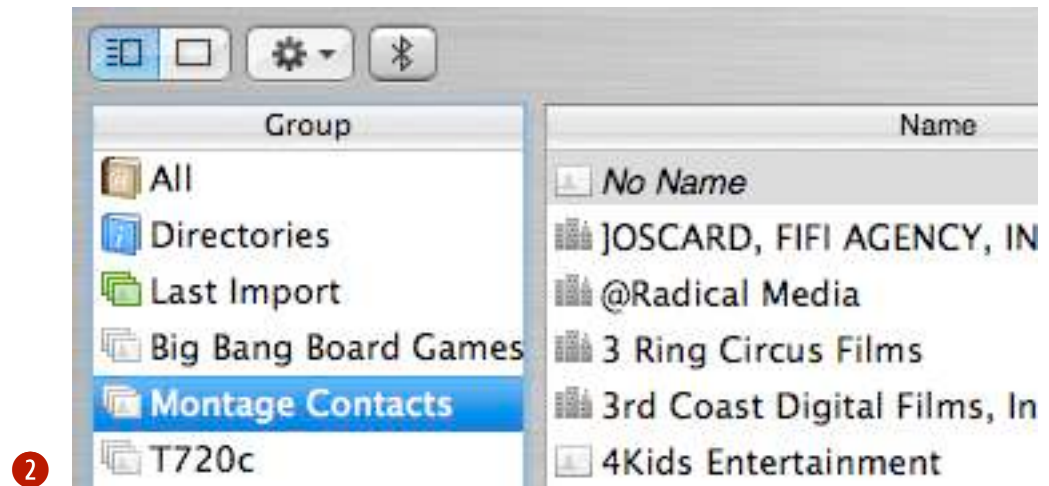
Queries View

Once you have completed your script, you need to write a query letter. Everything begins with a query letter (or a query phone call) and ultimately could be considered just as important as the script itself.

One of the biggest misconceptions many novice writers have when preparing to "get a foot in the door" with a decision maker is they should blatantly ask permission to send their script. While this approach is acceptable, some believe a query letter should be sent with a subtle strategy in mind: to intrigue those interested in responding to request a copy of your script. Under no circumstances should you ever send an unsolicited script. This is both rude and irresponsible and will most likely turn off the decision maker. Consider your script intellectual property and be willing to protect it.

Creating a Query Letter

To Create a Query Letter:

❶ Click the Add button **Add** in the Toolbar or press *Command - Shift - N*.

❷ A new query text box appears.

❸ Type your letter.

74 of 124

Chapter 15: Queries View

To attach a query letter to a contact:

1 In contact view, click on the pop-up for the Query Letter.

If you haven't made a query letter you will be prompted to do so.

If you have query letters a pop-up menu will appear.

Choose the query letter you wish to associate with the contact.

Reserved for future content.

Chapter 15: Queries View

Synopsis View

A synopsis is typically a one page summary, usually double spaced and in a 12-point font for easy reading. It should tell a story from beginning, to middle, to end and focus on the main characters, their objectives, and conflicts. The goal, of course, is to introduce the reader to major events that occur in each act; subtly revealing major twists, turns and plot points.
Don't forget the key element, your dramatic conclusion.

To create a script synopsis:

❶ Click the Add button **Add** in the Toolbar or press Command - Shift - N

❷ A new text box appears.

❸ Enter a name for the synopsis, set the status, and then click into the main area to write your synopsis.

Note: You can have as many synopses as you wish. You may want to try a couple different flavors and see which one plays best.

Chapter 16: Synopsis View
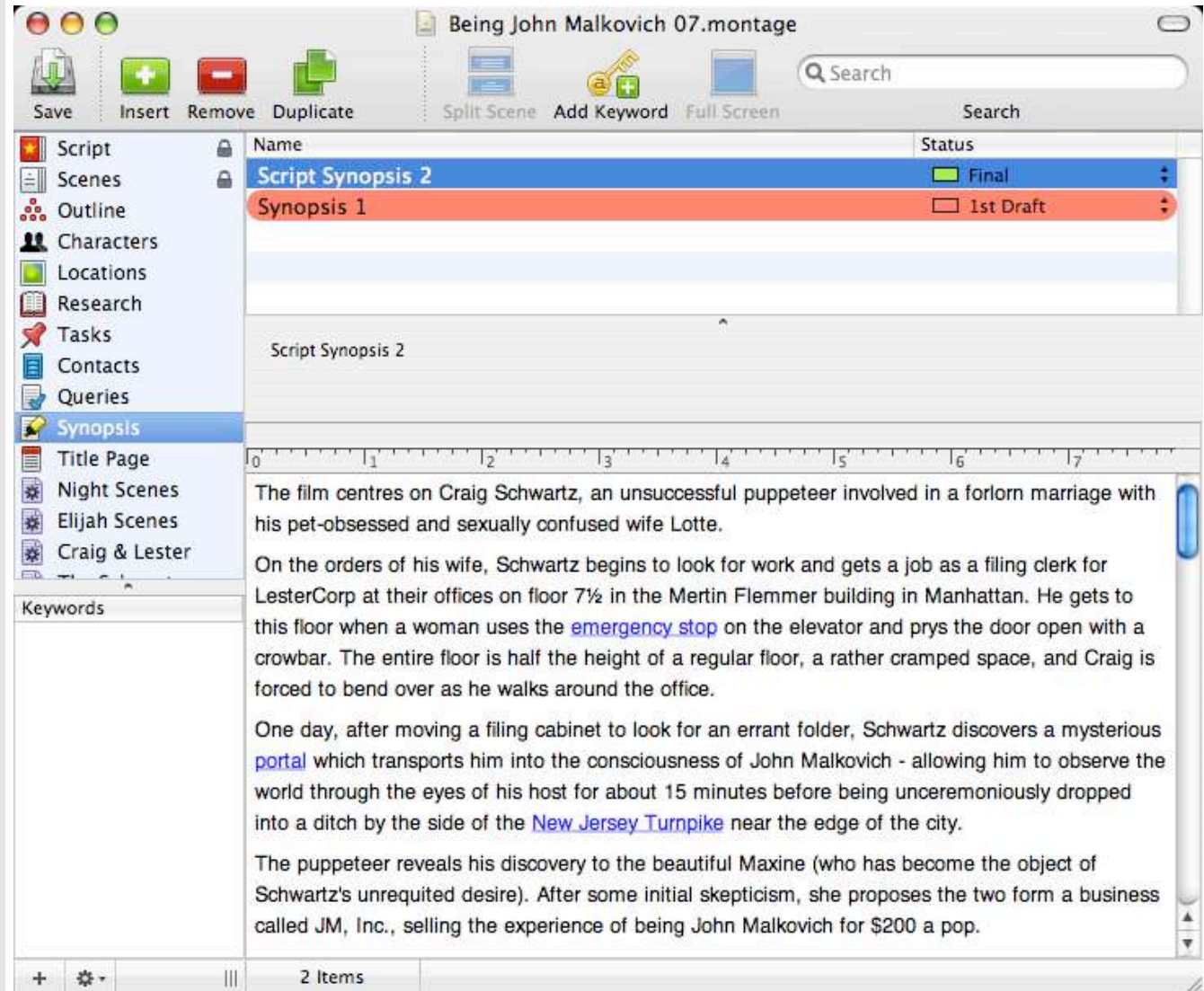
Title Page View

The first page of your script should contain: the title, your name, and most importantly your contact info.

The title should be entirely capitalized and centered.

If you worked on the script with someone else, you should include an ampersand "&" between your names. If you have an agent, you probably already know all of this, and where to put your agent's name on the title page.

Your contact info can be located either bottom left or bottom right. Make sure it is easy for someone to get a hold of you.

Whether or not to include the script registration number or "by" in between the title and your name is debatable. Don't include revision numbers unless specifically directed to do so.

MONTAGE

Creating a Title Page

To create a title page:

❶ Click the Title Page icon *(pictured below)*

![Title Page icon]

from the view pane.

❷ Format your Title page by entering your title, name, and contact info.

To print your script with the title page be sure to place a checkmark next to "Include title page when printing."

☑ Include title page when printing

Note: You can ensure the Title page prints in File> Document Properties... Switch to the Printing tab and place a checkmark next to Print Title Page.

☑ Print Title Page
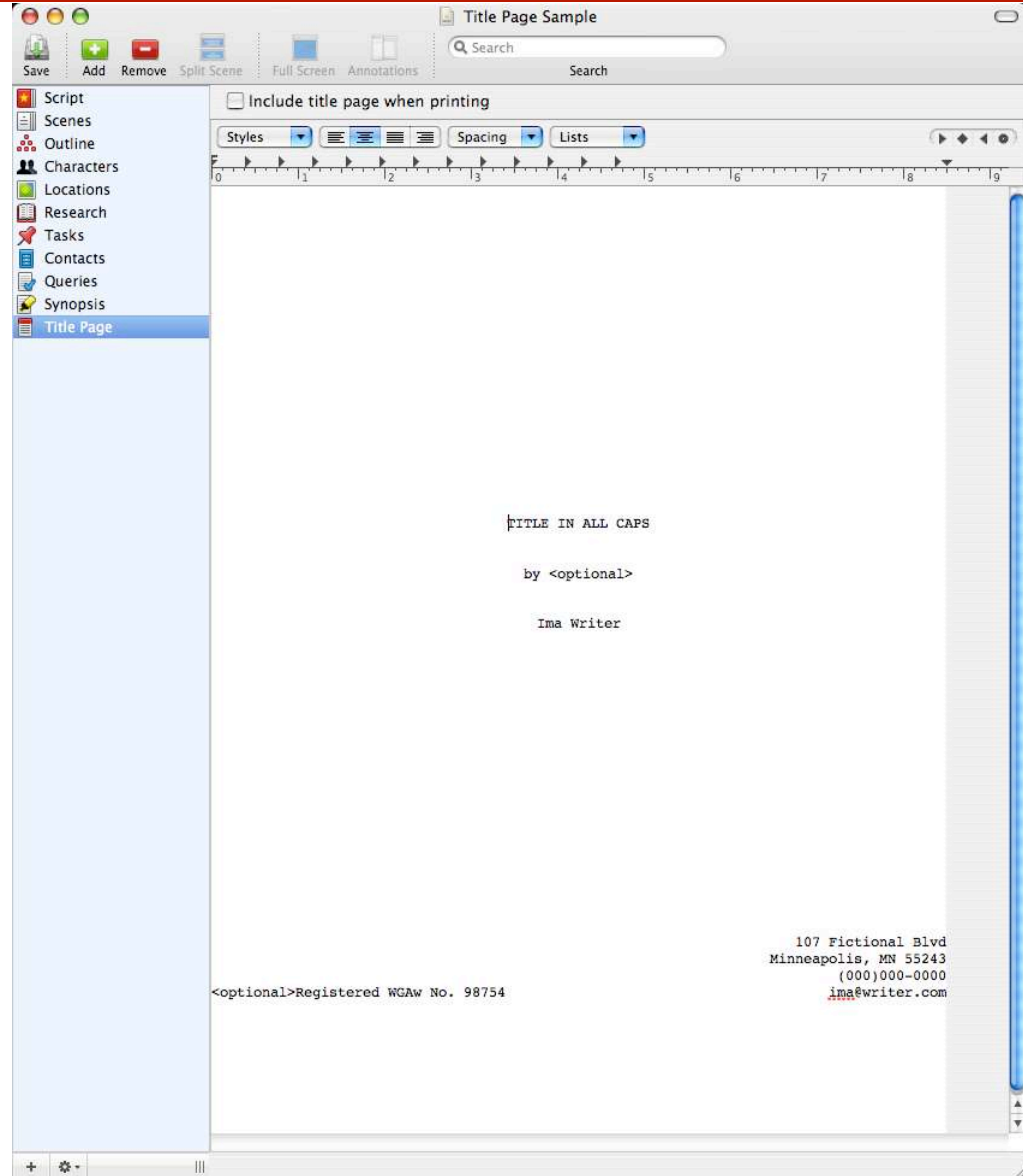
Smart Views

Montage employs a whole new way of writing scripts. For instance, you write three versions of the same scene in Scene View, all slightly different, with statuses of "First Draft" "Second Draft" and "Third Draft". Then, create a Smart View to view the script using only the "Third Draft" version.

There is great flexibility of making a view that shows only things you want to see based on criteria you set. Now make that view auto-updating and you understand the essence of Smart Views. A Smart View can be used for script revisions and for script breakdowns. With Smart Views, you can do all this and more.

Smart Views can be based on any view. In this chapter, we'll show you how to set up a Smart View as well as take advantage of Smart Views' functionality.

Creating a Smart View

To create a smart view:

❶ Click the Add button in the view area.

A Smart view window appears.

❷ Select *New Smart View...* from the contextual menu.

❸ Type in a name for the Smart View.

❹ Click on the pop-up menu labeled Show Items From:

A pop-up menu appears.

Select a view on which to base the Smart View.

(MORE)

⑤ **+** **−**

Name
Notes
Status
✓ Characters
Start Date
Text
Location

⑥

⑦

✓ Contains
Does Not Contain

○ ○ ○   Smart View

New Smart View

Show Items From: Script ▢

Characters ▢   Contains ▢   Amelia Finnius Beauregard ▢

⑧ **+** **−**   Close
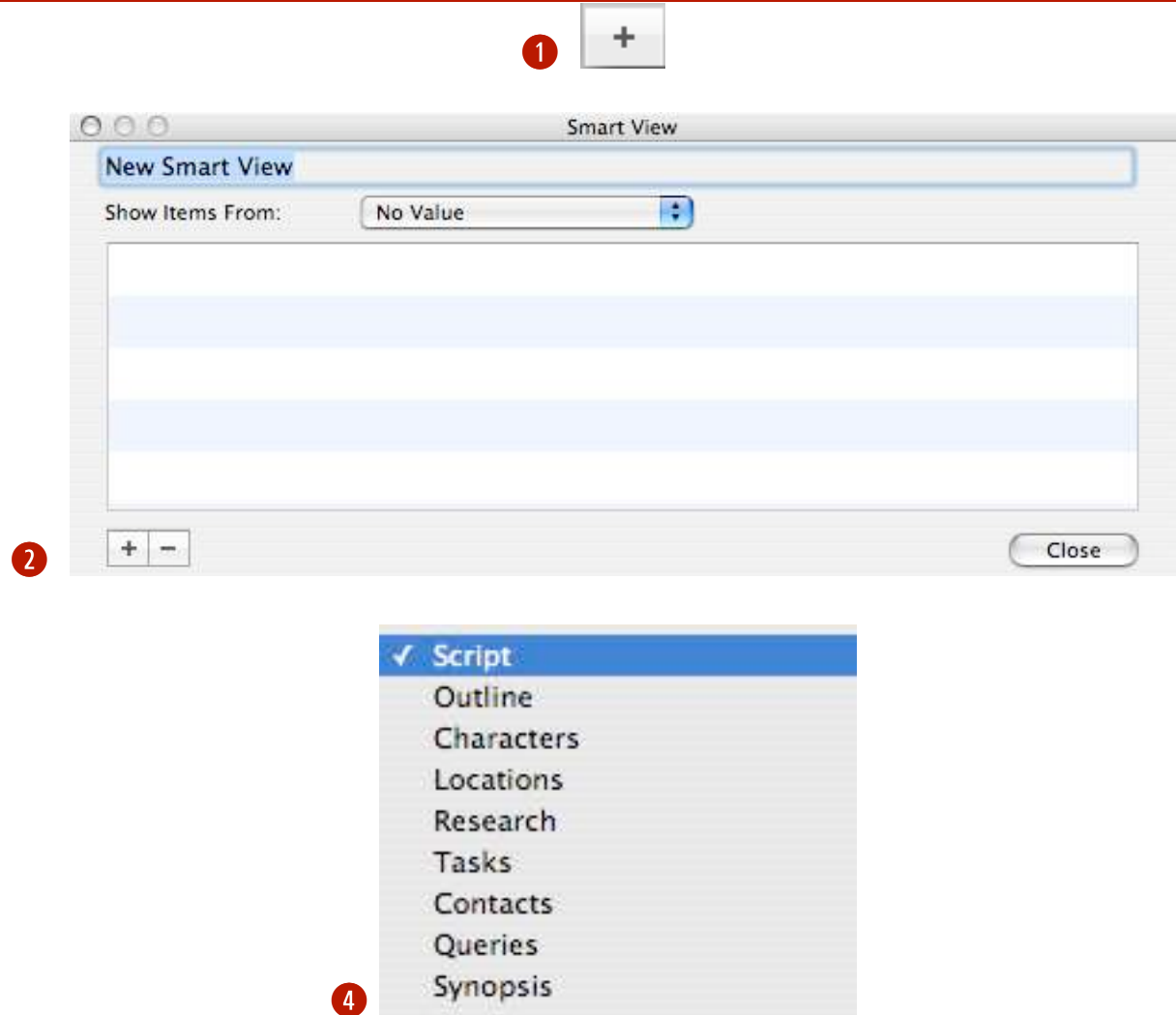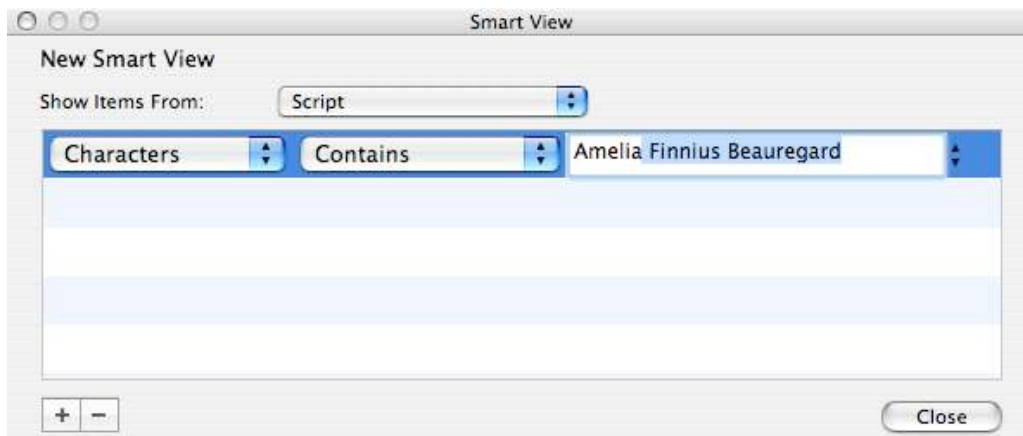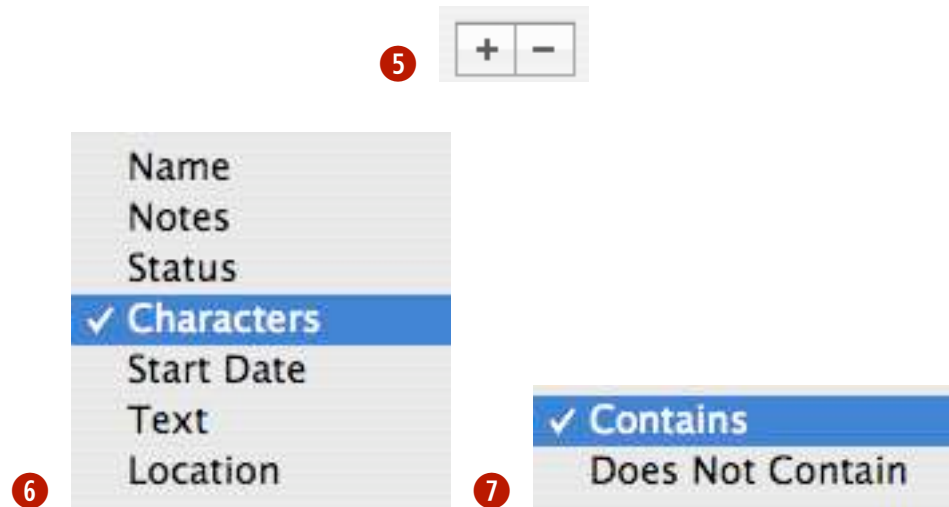
(CONT'D)

⑤ Click the + button to add criteria. two pop-up menus appear in the list.

❸ Select the Subject of the criteria. In this example choose, "Script."

❼ Select the Comparison of the criteria. In this example choose, "Contains."

❽ Enter the Value of the criteria. In this example start entering a Character name and the name will be auto-filled.

❾ Click the Close button or press the + button to add more criteria.

Hint: You can use a Smart View to do a script breakdown or to focus on one aspect or area of the script.

Creating a Smart View

Once you've created smart views, they appear in the main view pane. The icon for a smart view appears as a purple document with a gear-like badge *(pictured below)*.
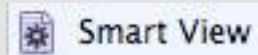
Smart views can be created based on other smart views. Each time you add a smart view it will be available in the Show items from menu.

Using a Smart View as part of the criteria for another smart view can be extremely powerful.
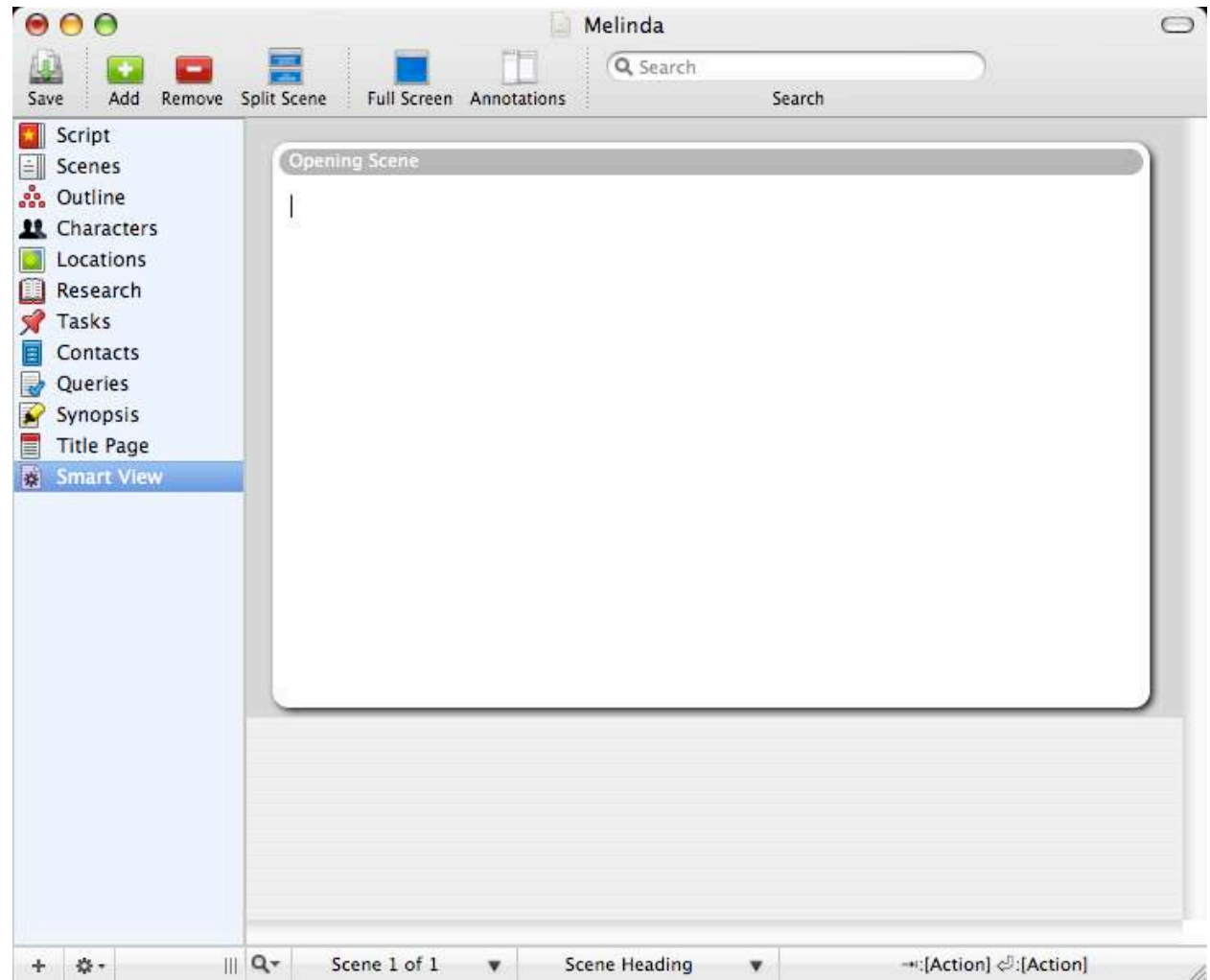
Printing

Even in this day of computers and e-mail, printed screenplays are still the dominant form of script submission. Here you will learn how to print your script, how widow and orphan control works, where to find more and cont'd in your script, and how to set up a print header.

The printed script has several features that do not appear on screen. These items are script conventions for print.

Not stranding a line of text on the top or bottom of the page away from the rest of the text. This practice is called widow and orphan control.

A header is some common text that appears at the top of every page in your script.

Printing a Script

To print a script:

❶ Click the Script View button.

❷ Click the Print button in the Toolbar or press *Command - P*.

A dialog appears prompting you to set printing options.

❸ Click Print.

Hint: Your printer has many options, many of which can be found from the Copies & Pages pop-up menu.

Note: Your Printer dialog may look different than in the screenshot depending on which version of Mac OS X and/or your model of printer. The sheet pictured is from Mac OS X 10.4.6.
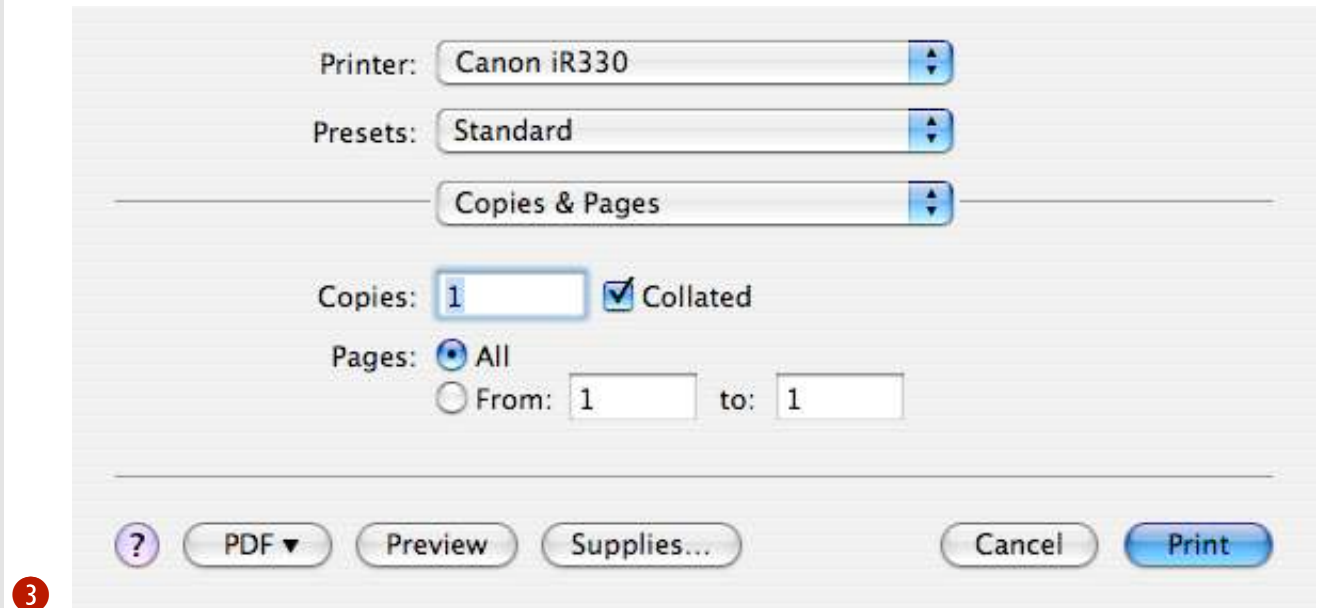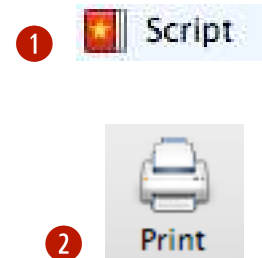
❶ ▮ Script

❷ 🖨 Print

Printer: Canon iR330
Presets: Standard
Copies & Pages

Copies: 1 ☑ Collated
Pages: ● All
○ From: 1   to: 1

(?) PDF ▾ Preview Supplies…   Cancel Print

❸

Chapter 19: Printing

```
I left the training early.

YU

Why?  You're a Wudan fighter.
Training is everything.

LI

During my meditation
training... I came to a place
of deep silence...

I was surrounded by light...
Time and space disappeared.  I
had come to a place my master
had never told me about.

YU

You were enlightened?

LI

No.  I didn't feel the bliss
of enlightenment.  Instead...
I was surrounded by an endless
sorrow.  I couldn't bear it.
I broke off my meditation.  I
couldn't go on.

There was something... pulling
me back.

YU

What was it?

LI

Something I can't let go of.
You are leaving soon?

YU

❶ We're preparing a convoy for a
```

```
LI

I left the training early.

YU

Why?  You're a Wudan fighter.
Training is everything.

LI

During my meditation
training... I came to a place
of deep silence...

I was surrounded by light...
Time and space disappeared.  I
had come to a place my master
had never told me about.

YU

You were enlightened?

LI

No.  I didn't feel the bliss
of enlightenment.  Instead...
I was surrounded by an endless
sorrow.  I couldn't bear it.
I broke off my meditation.  I
couldn't go on.

There was something... pulling
me back.

YU

What was it?

LI

Something I can't let go of.
You are leaving soon?
```

A "widow" is the last line of a paragraph that appears alone at the top of the next page.

An "orphan" is the first line of a paragraph that appears alone at the bottom of a page.

❶ Print a script.

The picture on the left is an example of Widow and orphan control. The screen version is on the left and the print version on the right.

Widow Control: At the top of the printed page (right) a widowed Character was pulled down from previous page.

Orphan Control: At the bottom of the printed page (right) two orphaned lines were pushed down to the next page.

More & Cont'd

Using MORE & CONT'D to denote when dialogue breaks across pages is a screenwriting convention. "MORE" appears at the bottom of the page and "CONT'D" at the top of the next page.

The necessity of this convention is debated by the screenwriting community. Some believe the use of MORE and CONT'D is no longer needed because the reader of the script can ascertain the character's dialogue continues on the next page. Others say that MORE and CONT'D are still necessary visual indicators for the reader. Nevertheless, by default, when printing, MORE and CONT'D is added when dialogue breaks across the page.

❶ (MORE) is added to the end of the page. The Character's name and (CONT'D) is added to the top of the next page.

Note: MORE and CONT'D only appear when printing.

Note: MORE and CONT'D can be turned off in the General Preferences. See Page 106 for more info

```
                    LESTER
Pity, it tells it like it is. That's why
the eastern, read Jewish, publishing
establishment won't touch it. That's a
quote from the book jacket.
                    (MORE)
```

```
                    LESTER (CONT'D)
George Will, I think.
                    (beat)
I apologize if you can't understand a
word I'm saying, Dr. Schwartz.

                    CRAIG
No. I understand perfectly.
```

❶

Examples of dialogue breaking across pages

Elements **Printing** Completions

☐ Print Title Page
☑ Print Header

Header: [   ]

%p = page number

%c = page count

%t = title

Top Margin: [1] Inches

Bottom Margin: [1] Inches

Close

❷
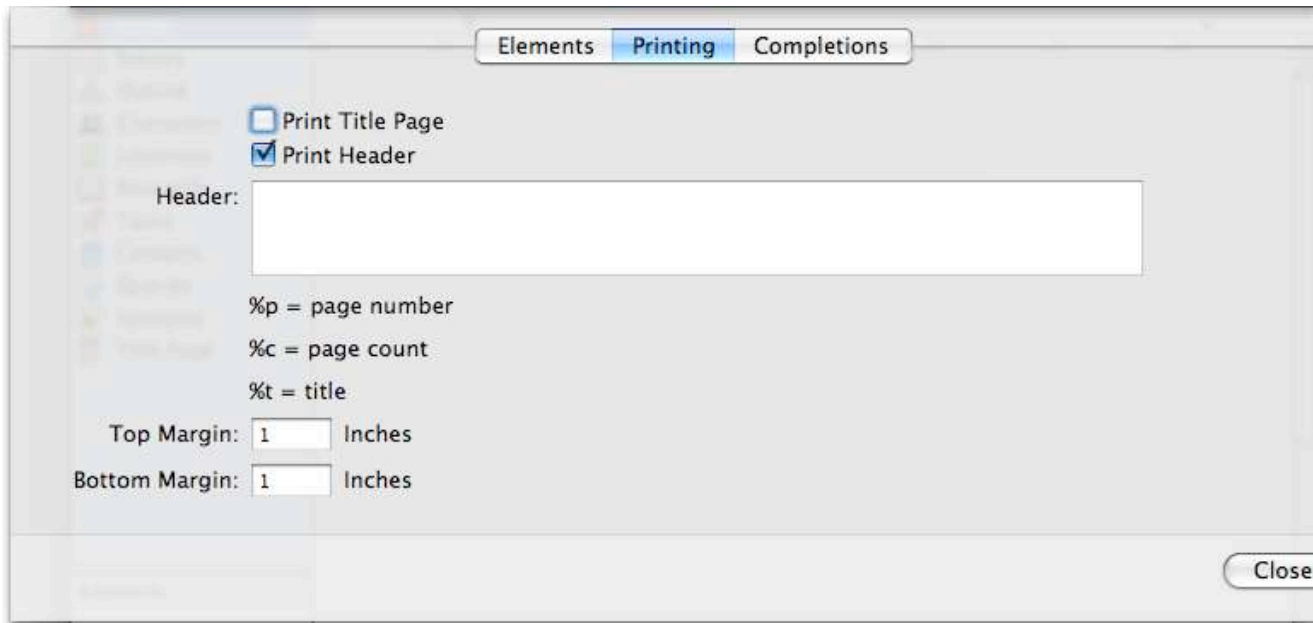
Headers are text that appears on the top of every printed page (Title page excluded).

To set up print headers:

❶ From the View menu, select Document Properties...

A sheet appears.

❷ Select the Printing tab.

❸ Type in the text you wish to appear in the header of your printed script. Use the following guide for page number, page count, and title:

> %p = page number
> %c = page count
> %t = title

When you are finished click the Close button.

Note: Headers appear on the printed page but not in the on-screen views.

Note: If you want the Title page to print, be sure to place a check mark next to Print Title Page.

Setting Margins

Top and bottom margins are the white space at the top and bottom of the printed page.

To set up top and bottom print margins:

❶ From the View menu, select Document Properties...

A sheet appears.

❷ Select the Printing tab.

❸ Type in the value (in inches) that you wish to set for the top margin. Repeat for the bottom margin.

❹ Press the Close button when finished.

Elements **Printing** Completions

☐ Print Title Page
☑ Print Header

Header: Type a header here and add a page number %p

%p = page number
%c = page count
%t = title

Top Margin: 1 Inches
Bottom Margin: 1 Inches

❷
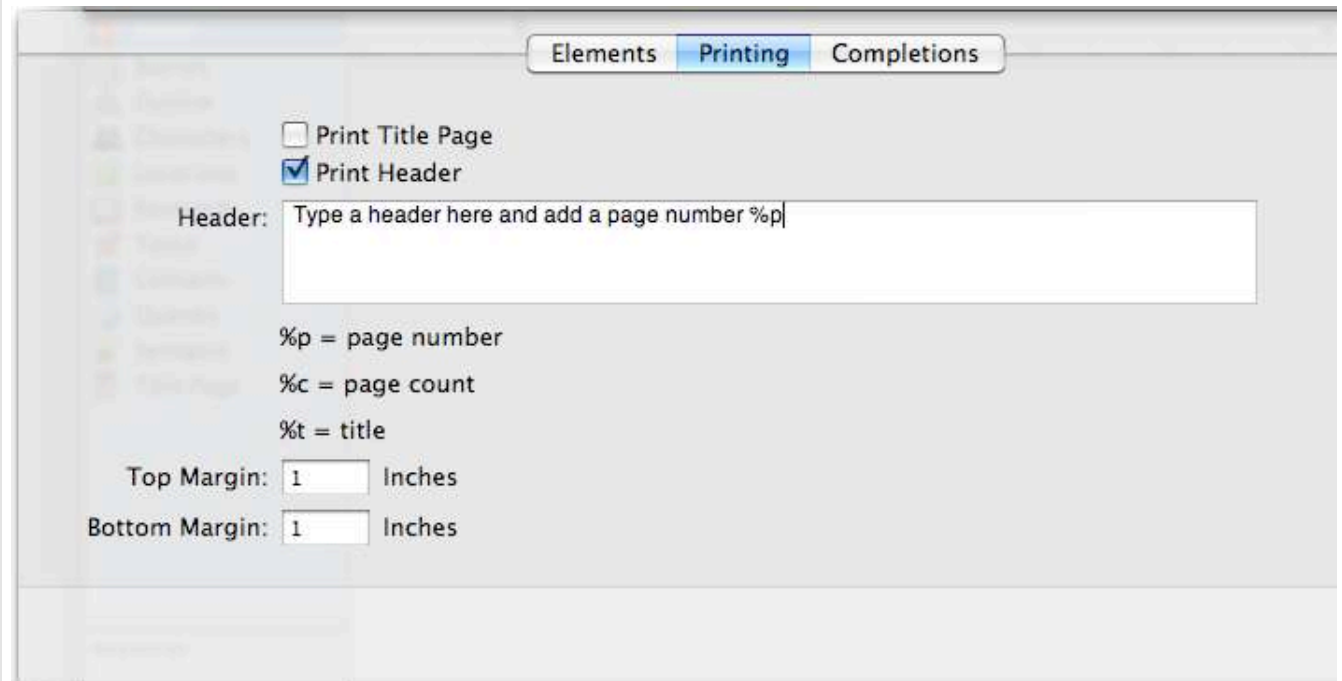
Templates & Elements

Templates are a preset group of views, elements, their settings and any text.

When you start a new script you will be presented with a sheet allowing you to choose a pre-defined or blank template. Using a pre-defined template, you can create a pre-formatted title page, and/or query letter so when you start your script you merely need to fill in some details.

You can add or change the script elements if you are writing for a production house or in a genre that has specific guidelines for their scripts.

MONTAGE

To configure an element:

❶ Select View > Document Properties...

A sheet appears.

❷ In the Styles tab, choose an element from the list of on the left hand side and you see the Ruler settings, Sample text area, and Style info for that element. Configure each to your liking and press the Close button when you are finished.

Hint: Once you configure the document the way you want it, you may wish to Save it as a template. See Saving a Template.

Below are the attributes of an Element:

Text Alignment
Spacing (both before and after a line)
Ruler settings: indent, hanging indent
Font
Text Color
Parenthesize
Case: Uppercase or Lowercase

Chapter 20: Templates & Elements
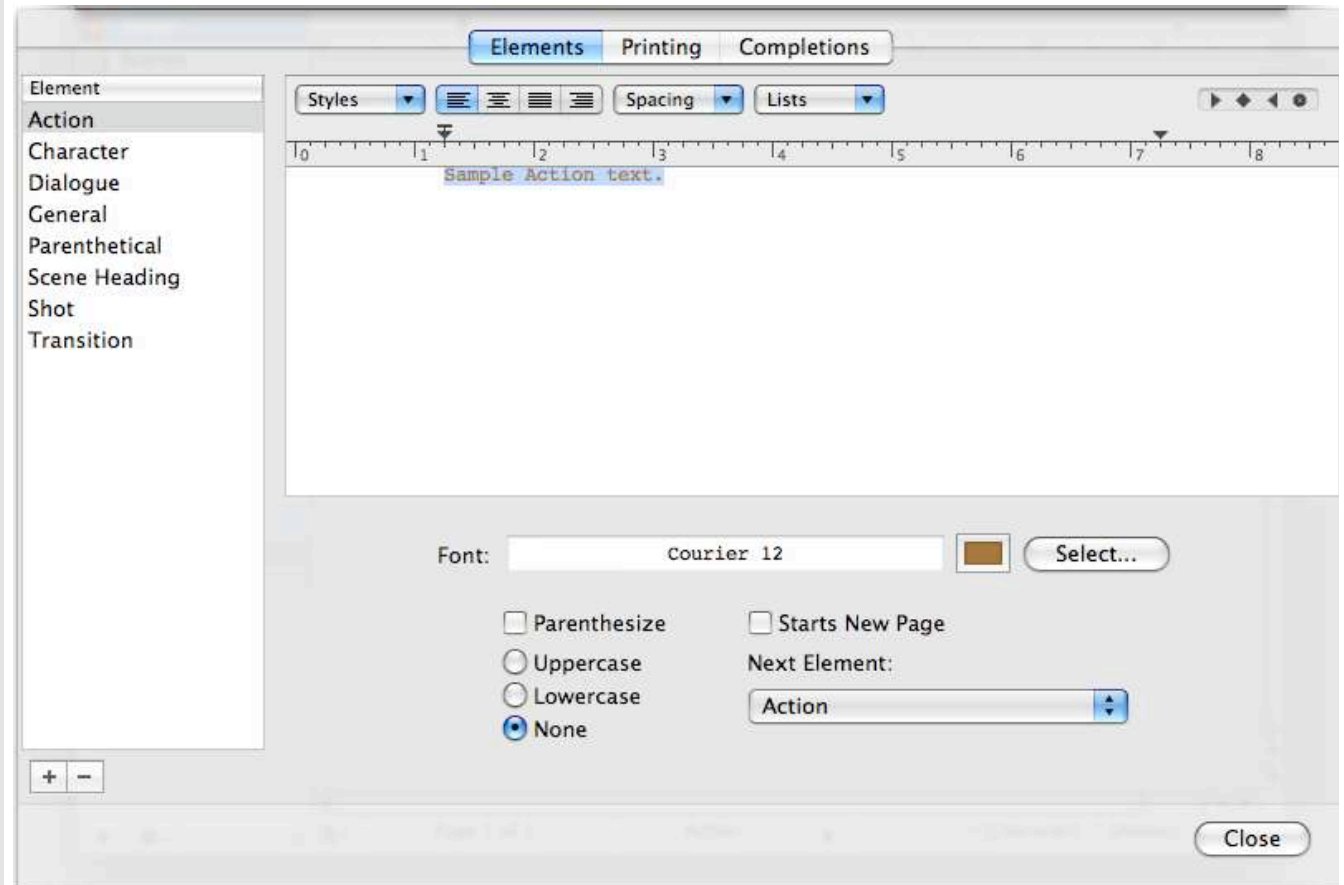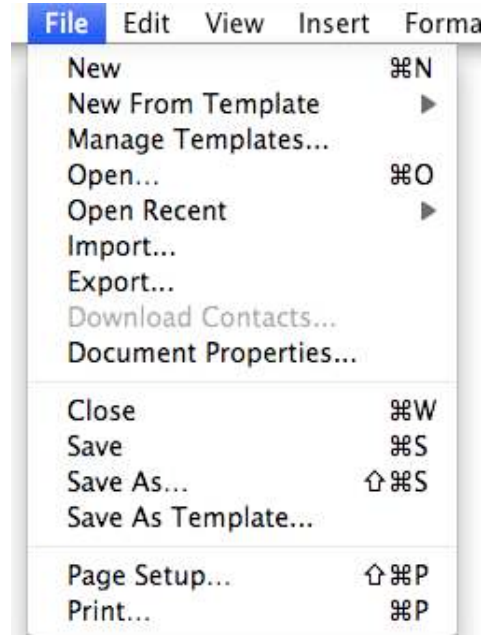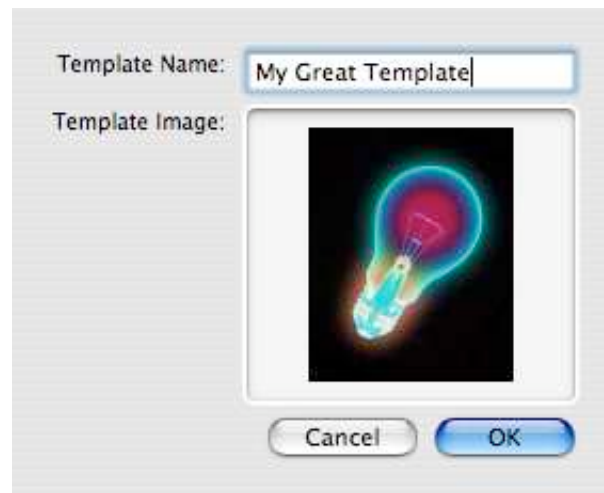
Montage comes pre-equipped with several industry-standard templates. You can use them as-is or modify them if needed to match the formatting requirements of the parties you are working for/with.

Templates dictate the formatting of the script. Not only does each genre of script writing have different guidelines but individual studios often have their own adaptations.

Templates contain elements and their styles, views, and Smart Views.

Any document can be saved as a template.

To save a document as a template:

❶ Set the document the way you want it. Create Smart Views, edit the Elements and Styles in the Document Properties>Styles tab.

❷ From the File menu, Select Save As Template...

❸ A sheet appears. Enter a name, add an image in the designated area (optional) and click OK. The template will be available when you create a new script.

To manage templates:

❶ Select Manage Templates... from the File menu.

❷ Select a template and either double-click it to rename the template, press the OK button to dismiss the dialog, or press the Del button to delete the template.

Note: Templates are stored in: ~/Library/Application Support/Montage/

Chapter 20: Templates & Elements

BBC Drama
BBC Film
BBC Sitcom
BBC Sitcom (color-coded)
Blank
Musical
Screenplay
Screenplay (Cole & Haag)
Screenplay (Warner Bros.)
Screenplay (color-coded)
Stage Play
Stage Play 2
TV Drama
TV Sitcom

2

Current default templates

Montage has several default templates.

To create a new document using a template:

1 Select New From Template... from the File menu.

2 Select a template from the list.

3 A new document window appears.

Screenplay

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Size	Style	Color
Action	left	11 pts.	11 pts.	1.62	7.25	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts.	11 pts.	3.87	6.50	Dialogue	no	n/a	Courier	12	–	Black
Dialogue	left	11 pts.	0	2.62	6.62	Action	no	n/a	Courier	12	–	Black
General	left	11 pts.	0	1.62	7.25	General	no	n/a	Courier	12	–	Black
Parenthetical	left	11 pts.	0	3.37	6.12	Dialogue	no	n/a	Courier	12	Uppercase	Black
Scene Heading	left	11 pts.	22 pts.	1.62	7.25	Action	no	n/a	Courier	12	Uppercase	Black
Shot	left	11 pts.	11 pts.	1.62	7.25	Action	no	Scene Heading	Courier	12	Uppercase	Black
Transition	right	11 pts.	11 pts.	5.00	7.25	Scene Heading	no	n/a	Courier	12	Uppercase	Black

Screenplay (Color Coded)

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Size	Style	Color
Action	left	11 pts.	11 pts.	1.62	7.25	Action	no	n/a	Courier	12	–	Brown
Character	left	11 pts.	11 pts.	3.87	6.50	Dialogue	no	n/a	Courier	12	–	Blue
Dialogue	left	11 pts.	0	2.62	6.62	Action	no	n/a	Courier	12	–	Green
General	left	11 pts.	0	1.62	7.25	General	no	n/a	Courier	12	–	Black
Parenthetical	left	11 pts.	0	3.37	6.12	Dialogue	no	n/a	Courier	12	Uppercase	Lt. Green
Scene Heading	left	11 pts.	22 pts.	1.62	7.25	Action	no	n/a	Courier	12	Uppercase	Red
Shot	left	11 pts.	11 pts.	1.62	7.25	Action	no	Scene Heading	Courier	12	Uppercase	Plum
Transition	right	11 pts.	11 pts.	4.25	7.25	Scene Heading	no	n/a	Courier	12	Uppercase	Orange

Chapter 20: Templates & Elements

Screenplay (Cole & Haag)

Element	Align	Spacing	Sp. Before	left	right	return	new pg	pag	Font	Size	Style	Color
Action	left	11 pts.	11 pts.	3.5	7.37	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts.	11 pts.	3.5	6.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Dialogue	left	11 pts.	0	2.62	6.62	Character	no	n/a	Courier	12	–	Black
General	left	11 pts.	0	1.25	7.25	General	no	n/a	Courier	12	–	Black
Parenthetical	left	11 pts.	0	2.75	5.75	Dialogue	no	n/a	Courier	12	–	Black
Scene Heading	left	11 pts.	11 pts.	1.25	7.25	Action	no	n/a	Courier	12	Uppercase	Black
Transition	right	11 pts.	11 pts.	4	7.25	Scene Heading	no	n/a	Courier	12	Uppercase	Black

Screenplay (Warner Bros.)

Element	Align	Spacing	Sp. Before	left	right	return	new pg	pag	Font	Size	Style	Color
Action	left	11 pts.	11 pts.	3.5	7.37	Action	no	n/a	Times New Roman	12	–	Black
Character	left	11 pts.	11 pts.	3.5	6.25	Dialogue	no	n/a	Times New Roman	12	Uppercase	Black
Dialogue	left	11 pts.	0	1.25	7.25	Character	no	n/a	Times New Roman	12	–	Black
General	left	11 pts.	0	1.25	7.25	General	no	n/a	Times New Roman	12	–	Black
Parenthetical	left	11 pts.	0	3.5	7.37	Dialogue	no	n/a	Times New Roman	12	–	Black
Scene Heading	left	11 pts.	11 pts.	1.25	7.25	Action	no	n/a	Times New Roman	12	Uppercase	Black
Transition	right	11 pts.	11 pts.	4	7.25	Scene Heading	no	n/a	Times New Roman	12	Uppercase	Black

Chapter 20: Templates & Elements

One Hour TV Drama

Element	Align	Spacin	Sp. Before	left	right	return	new pg	paginate as	Font	Sz	Style	Color
Action	left	11 pts	11 pts.	1.5	7.5	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts	11 pts.	3.5	7.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Dialogue	left	11 pts	0	2.5	6	Character	no	n/a	Courier	12	–	Black
End of Act	center	11 pts	22 pts.	1	7.5	New Act	yes	General	Courier	12	Uppercase, Underlin	Black
General	left	11 pts	0	1.5	7.5	None	no	n/a	Courier	12	–	Black
New Act	center	11 pts	0	1	7.5	Scene Heading	yes	General	Courier	12	Uppercase, Underlin	Black
Parenthetical	left	11 pts	0	3	5.5	Dialogue	no	n/a	Courier	12	–	Black
Scene Heading	left	11 pts	11 pts.	1.5	7.5	Action	no	n/a	Courier	12	Uppercase	Black
Shot	left	11 pts	11 pts.	1.5	7.5	Action	no	Scene Heading	Courier	12	Uppercase	Black
Show/Ep. Title	center	11 pts	0	1	7.5	teaser/act One	no	General	Courier	12	–	Black
Teaser/Act On	center	11 pts	22 pts.	1	7.5	Scene Heading	no	General	Courier	12	Uppercase, Underlin	Black
Transition	right	11 pts	11 pts.	5.5	7.12	Scene Heading	no	n/a	Courier	12	–	Black
Cast List	Left	11 pts	0 pts.	1	7.5	New Act	yes?	n/a	Courier	12	–	Black

Half Hour Sitcom

Element	Align	Spacin	Sp. Before	left	right	return	new pg	paginate as	Font	Sz	Style	Color
Action	left	11 pts.	12 pts.	1.5	7.5	Action	no	n/a	Courier	12	Uppercase	Black
Cast List	left	11 pts.	0	1.6	7.5	Action	no	General	Courier	12	Uppercase	Black
Character	left	11 pts.	12 pts.	3.5	6.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Cold Opening	center	11 pts.	12 pts.	1	7.5	Scene Heading	no	General	Courier	12	Uppercase, Underlin	Black
Dialogue	left	11 pts.	0	2.3	6	Action	no	n/a	Courier	12	–	Black
End of Act	center	11 pts.	22 pts.	1	7.5	New Act	no	General	Courier	12	Uppercase, Underlin	Black
General	left	11 pts.	0	1.5	7.5	None	no	General	Courier	12	–	Black
New Act	center	11 pts.	0	1	7.5	Scene Heading	yes	General	Courier	12	Uppercase, Underlin	Black
Parenthetical	left	11 pts.	0	2.8	5.5	Dialogue	no	n/a	Courier	12	–	Black
Scene Heading	left	11 pts.	11 pts.	1.5	7.5	Cast List	no	n/a	Courier	12	Uppercase, Underlin	Black
Show/Ep. Title	center	11 pts.	0	1	7.5	Cold Opening	no	General	Courier	12	–	Black
Transition	right	11 pts.	11 pts.	5.5	7.25	Scene Heading	no	n/a	Courier	12	Uppercase	Black

Chapter 20: Templates & Elements

BBC Drama

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Sz.	Style	Color
General	left	11 pts.	0	2.75	7	General	no	n/a	Times New Roman	12	–	Black
Scene Heading	left	11 pts.	0	2.75	7	Action	yes	n/a	Times New Roman	12	Uppercase	Black
Action	left	11 pts.	11 pts.	3.62	7	Action	no	n/a	Times New Roman	12	Uppercase	Black
Character	left	11 pts.	11 pts.	2.75	7	Dialogue	no	n/a	Times New Roman	12	Bold, Uppercase, Underline	Black
Parenthetical	left	11 pts.	0	3.5	5.5	Dialogue	no	n/a	Times New Roman	12	–	Black
Dialogue	left	11 pts.	0	2.75	7	Action	no	n/a	Times New Roman	12	–	Black
Transition	left	11 pts.	33 pts.	2.75	7	Scene Heading	no	n/a	Times New Roman	12	Bold, Uppercase, Underline	Black
Shot	left	11 pts.	22 pts.	2.75	7	Action	no	Scene Heading	Times New Roman	12	Uppercase	Black

BBC Film

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Sz.	Style	Color
General	left	11 pts.	0	1.87	7.25	General	no	n/a	Courier	12	–	Black
Scene Heading	left	11 pts.	22 pts.	1.87	7.25	Action	no	n/a	Courier	12	Uppercase	Black
Action	left	11 pts.	11 pts.	1.87	7.25	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts.	11 pts.	3.62	7.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Parenthetical	left	11 pts.	0	3.5	5.5	Dialogue	no	n/a	Courier	12	–	Black
Dialogue	left	11 pts.	0	2.75	5.75	Action	no	n/a	Courier	12	–	Black
Transition	right	11 pts.	11 pts.	5.5	7	Scene Heading	no	n/a	Courier	12	Uppercase	Black
Shot	left	11 pts.	22 pts.	1.87	7.25	Action	no	Scene Heading	Courier	12	Uppercase	Black

BBC Sitcom

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Sz.	Style	Color
Action	left	11 pts.	11 pts.	3.87	6.25	Action	no	n/a	Arial	11	Uppercase	Black
Character	left	11 pts.	22 pts.	2.75	6.25	Dialogue	no	n/a	Arial	11	Uppercase, Bold, Underline	Black
Dialogue	left	11 pts.	0	2.75	6.25	Action	no	n/a	Arial	11	–	Black
General	left	11 pts.	0	2.75	6.25	General	no	n/a	Arial	11	–	Black
Parenthetical	left	11 pts.	0	3.5	5.5	Dialogue	no	n/a	Arial	11	–	Black
Scene Heading	left	11 pts.	0	2.75	6.25	Action	yes	n/a	Arial	11	Uppercase, Bold, Underline	Black
Shot	left	11 pts.	22 pts.	2.75	6.25	Action	no	Scene Heading	Arial	11	Uppercase	Black
Transition	left	11 pts.	33 pts.	2.75	6.25	Scene Heading	no	n/a	Arial	11	Uppercase, Bold, Underline	Black

Stageplay 1

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Sz.	Style	Color
Act Break	left	11 pts.	11 pts.	3.5	7.25	General	yes	Scene Head	Courier	12		Black
Action	left	11 pts.	11 pts.	3.5	7.37	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts.	11 pts.	3.5	6.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Dialogue	left	11 pts.	0	2.62	6.62	Action	no	n/a	Courier	12	–	Black
General	left	11 pts.	0	1.25	7.25	General	no	n/a	Courier	12	–	Black
Parenthetica	left	11 pts.	0	2.75	5.75	Dialogue	no	n/a	Courier	12	–	Black
Scene Headi	left	11 pts.	11 pts.	1.25	7.25	Action	no	n/a	Courier	12	Uppercase	Black
Transition	right	11 pts.	11 pts.	4	7.25	Scene Headi	no	n/a	Courier	12	Uppercase	Black

Musical

Element	Align	Spacing	Sp. Before	left	right	return	new pg	paginate as	Font	Sz.	Style	Color
Act Break	left	11 pts.	0	3.5	7.25	Act Heading	yes	None	Courier	12	Uppercase	Black
Act Heading	Center	11 pts.	0	1.25	7.25	Action	Yes?	none	Courier	12	Uppercase, underline	Black
Act Info	Center	11 pts.	0	1.25	7.25	None	yes	None	Courier	12	Uppercase, Underline	Black
Action	left	11 pts.	11 pts.	4	7.37	Action	no	n/a	Courier	12	–	Black
Character	left	11 pts.	11 pts.	3	6.25	Dialogue	no	n/a	Courier	12	Uppercase	Black
Dialogue	left	11 pts.	0	1.75	6.37	character	no	n/a	Courier	12	–	Black
End of Act In	Center	11 pts.	11 pts.	1.25	7.25	Act Info	yes	None	Courier	12	Uppercase, Underline	Black
General	left	11 pts.	0	1.25	7.25	General	no	n/a	Courier	12	–	Black
Lyrics	Left	11 pts.	0	1.25	7.25	None	yes	None	Courier	12	Uppercase	Black
Parenthetica	left	11 pts.	0	3	7	Dialogue	no	n/a	Courier	12	–	Black
Scene Headi	left	11 pts.	11 pts.	1.25	7.25	Action	no	n/a	Courier	12	Uppercase	Black
Scene Info	Center	11 pts.	11 pts.	1.25	7.25	Scene Headi	yes	Action	Courier	12	Uppercase, Underline	Black
Titled	Center	11 pts.	11 pts.	1.25	7.25	Action	yes	None	Courier	12	–	Black
Transition	right	11 pts.	11 pts.	4	7.25	None	no	n/a	Courier	12	Uppercase	Black

Chapter 20: Templates & Elements

Production

Production

In This Chapter:

Adding Scene
Numbers

Removing Scene
Numbers

Pre-production and Production phases generally use scene numbers to organize and keep track of the script and its many revisions. Scene numbers are traditionally assigned to scene headings only.

Assign scene numbers to a scene view or smart view which locks the view. Subsequently, inserted scenes are intelligently numbered so that the original scene numbers remain intact.

Keeping the same scene numbers throughout the pre-production and production phases is important as it reduces confusion during re-writes and edits.

Similar to adding scenes during the production phase, deleting scenes causes a gap in the scene numbering so that scene numbers remain intact.

Adding Scene Numbers

Adding scene numbers to a script typically signifies entering the production phase of a script. Once scene numbers are turned on, the scene numbers are locked and adding scenes will create alternate scene numbers like 3A, 3B, 3C, etc..

❶ From the production menu, select Add Scene Numbers...

A sheet appears.

❷ Choose the view you wish to receive scene numbers.

Note: You can add numbers to a smart view based on viewing scenes.

❸ Click OK to accept the scene numbering defaults.

Scene numbers appear in your script view, and the view you chose to number in step 1.

Note: A lock symbol appears next to views that have scene numbers.
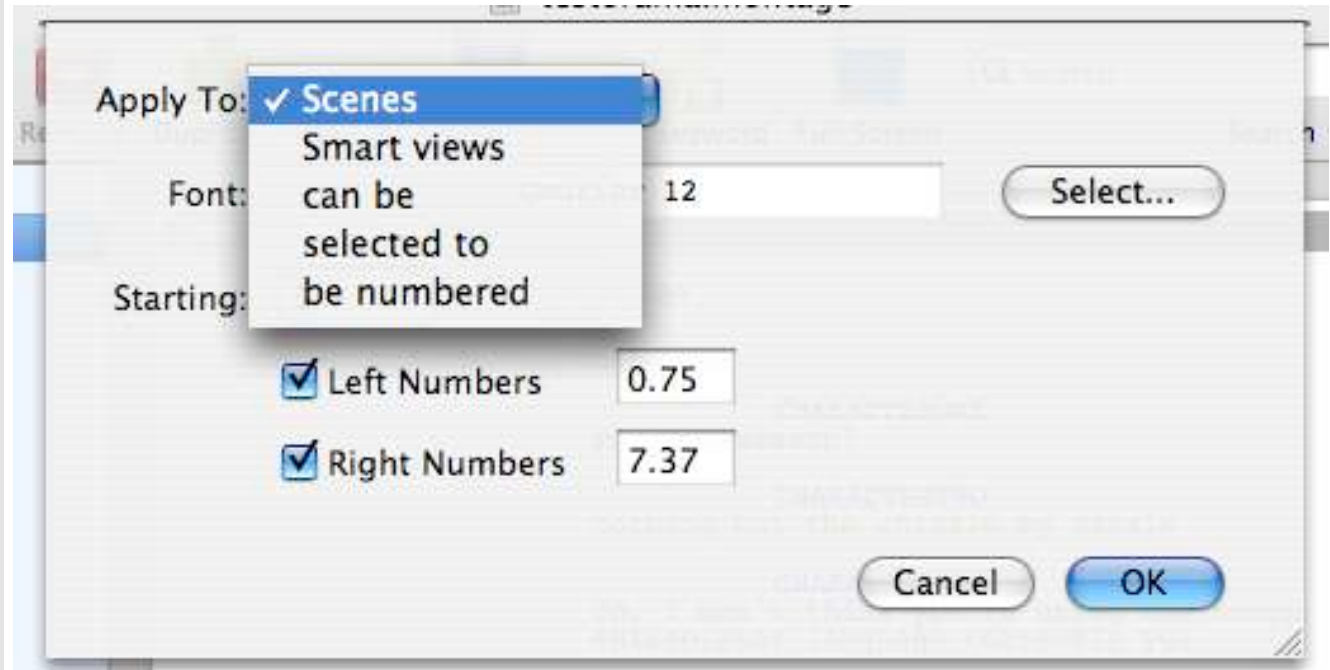
The lock icon appears next to views that have scene numbers.

Chapter 21: Production

Scene Numbering Options:

Apply to: - Choose the view to be numbered.

Font: - Set the display font for the scene numbers by clicking the Select... button.

Starting: - Enter the starting scene number.

Left Numbers: - Select whether you want scene numbers to appear on the left-side of the page. The default setting is 0.75 inches.

Right Numbers: Select whether you want scene numbers to appear on the right-side of the page. The default setting is 7.37 inches.

Adding Scene Numbers

Scene numbers appear in the Script view by default in Courier 12 pt. on the left and right-side of the page at 0.75" and 7.37." You can modify this to better match your template if needed.

Note: Once a script is in production the numbered view and script view are locked. Once a view is locked, the addition of scenes does not displace the scene numbers that exist prior to a new scene being added. Therefore. scene 2 will always be scene 2 and scene 3 will always be scene 3. Scenes inserted between 2 and 3 will be scene 2A, 2B, 2C, and so on.

Note: Scenes that aren't included in the view that are numbered do not have scene numbers. Mainly, this occurs when numbering a smart view. In this case, adding scenes that don't fit the criteria of the smart view result in the added scenes not being numbered.

```
1    INT. CHEERLESS ROOM - DAY                                    1

     The room is bare, dusty. A ceiling fan turns. The wall clock
     ticks.

     CRAIG, 30 years old and small, sits at a collapsible card
     table. The only item on the table is a book. Craig picks it
     up, looks at the jacket. It's entitled "Sit." Craig opens the
     book. It reads: "sit sit sit sit sit..." over and over, page
     after page. Craig closes the book. He begins to stand, but
     thinks better of it, sighs. He looks at the book again. It is
     now entitled "Die." He opens it up. "die die die die die..."

     A rooster crows.

                                                          CUT TO:

2    INT. CRAIG AND LOTTE'S BEDROOM - MORNING                     2

     Craig jolts awake. A rooster stands on Craig's chest,
     crowing. Lotte, also 30, in the middle of dressing for work,
     hurries in and pulls the bird from Craig's chest.
```

Scene numbers in script view.

Chapter 21: Production

1 We meet Craig

INT. CHEERLESS ROOM - DAY

The room is bare, dusty. A ceiling fan turns. The wall clock ticks.

CRAIG, 30 years old and small, sits at a collapsible card table. The only item on the table is a book. Craig picks it up, looks at the jacket. It's entitled "Sit." Craig opens the book. It reads: "sit sit sit sit sit..." over and over, page after page. Craig closes the book. He begins to stand, but thinks better of it, sighs. He looks at the book again. It is now entitled "Die." He opens it up. "die die die die die..."

A rooster crows.

                                                    CUT TO:|

2 First glimpse at Craig and Lotte's Disconnect

INT. CRAIG AND LOTTE'S BEDROOM - MORNING

Craig jolts awake. A rooster stands on Craig's chest, crowing. Lotte, also 30, in the middle of dressing for work, hurries in and pulls the bird from Craig's chest.

Scene numbers appear in the Scene view on the left-side of the title bar.

In this example, there are two scenes numbered 1 and 2.

Hint: You can apply scene numbers to a smart view in your script but be sure that subsequent revisions to those scenes still match the criteria of the smart view or those scenes will be mysteriously absent from the smart view.

Removing Scene Numbers

Removing scene numbers and thereby unlocking a script is easy. Here's how:

❶ Choose Remove Scene Numbers from the Production menu.

Scene numbers are removed..

Note: Removing scene numbers is not something you typically do once you've begun the production process.
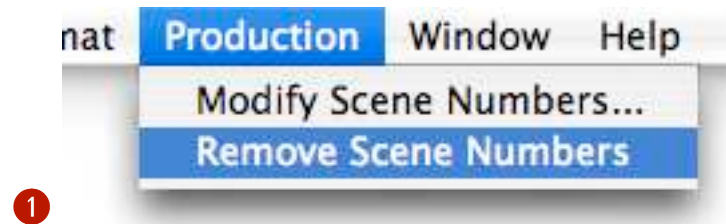
Setting Preferences in Montage

The Preferences window allows you to customize and control many facets of Montage.

- The General pane provides access to the most common settings.

- The Editor pane allows you to set options regarding the script view.

- The Full Screen pane allows you work in full screen mode on your Macintosh.

- The Status pane allows you to set all the values for the Status list used throughout the different views.

General Preferences

The General preference pane provides access to the most common settings.

❶ Select Montage->Preferences.

The Preferences window appears.

❷ Select General.

You can set several options here:

> **Registering** - Enter a Serial Number.
>
> **Updating** - Check for Updates at startup.
>
> **Saving** - Set a Backup location. Backup to my .Mac account.
>
> **Opening** - Choose to open a new untitled document or the last document opened (default).
>
> **New Projects** - Choose or reset a default template to use.
>
> **Printing** - Make more & continued adjustments. Make keep with next adjustments.

Note: Backups are written each time you perform a save on a file.
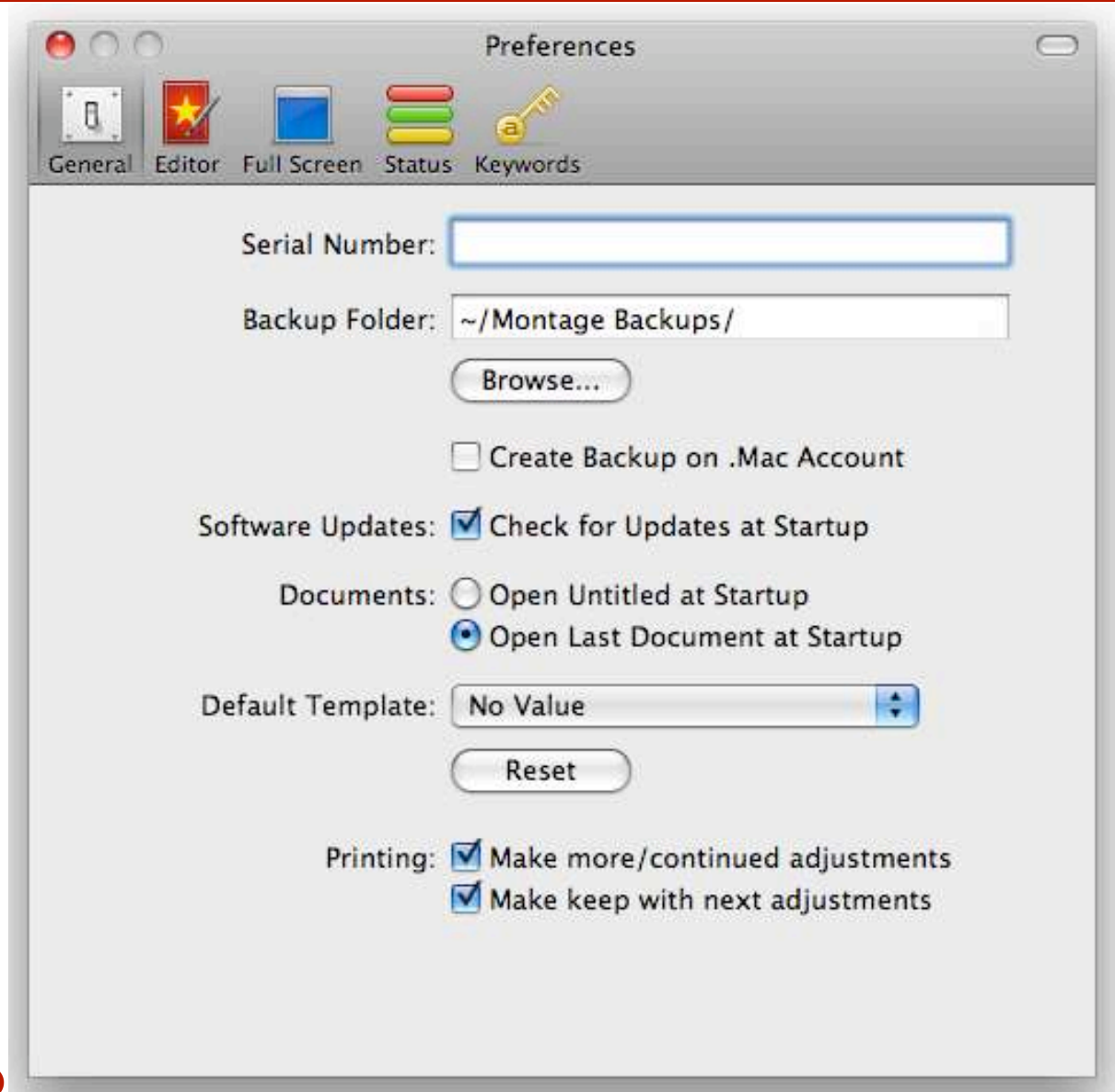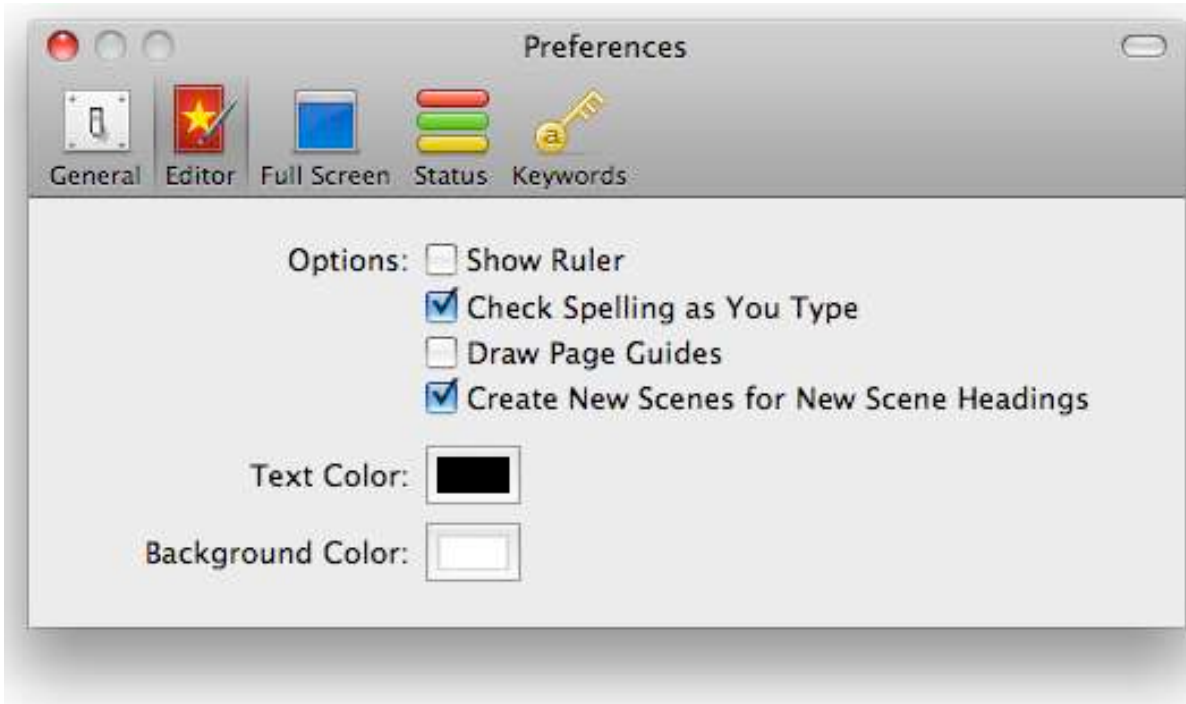
The Editor preference pane allows you to set options regarding the Script and Scene views.

❶ Select Montage->Preferences.

The Preferences window appears.

❷ Select Editor.

Choose from the following view options:

Show Ruler (Script view)
Check Spelling as You Type (All views)
Draw Page Guides (Script view)
Create New Scene for New Scene Headings
Auto-complete Selects Closest Match

Text Color (Script and Scene views)
Background Color (Script and Scene views)

Full Screen Preferences

The Full Screen preference pane contains options for the Full Screen mode.

❶ Select Montage->Preferences.

The preferences appear.

❷ Select Full Screen.

Instead of using the default appearance, you can choose how you want Full Screen mode to look.

Set the following options:

- Text Zoom

- Show Scroll bar

- Only when Mouse is Overhead.

- Foreground Color

- Background Color

❷

Preferences

General　Editor　Full Screen　Status　Keywords

Text Zoom: 140%

Text Color:

Background Color:

Scrollbar: ☑ Show Scrollbar
☑ Only When Mouse is Overhead

❷
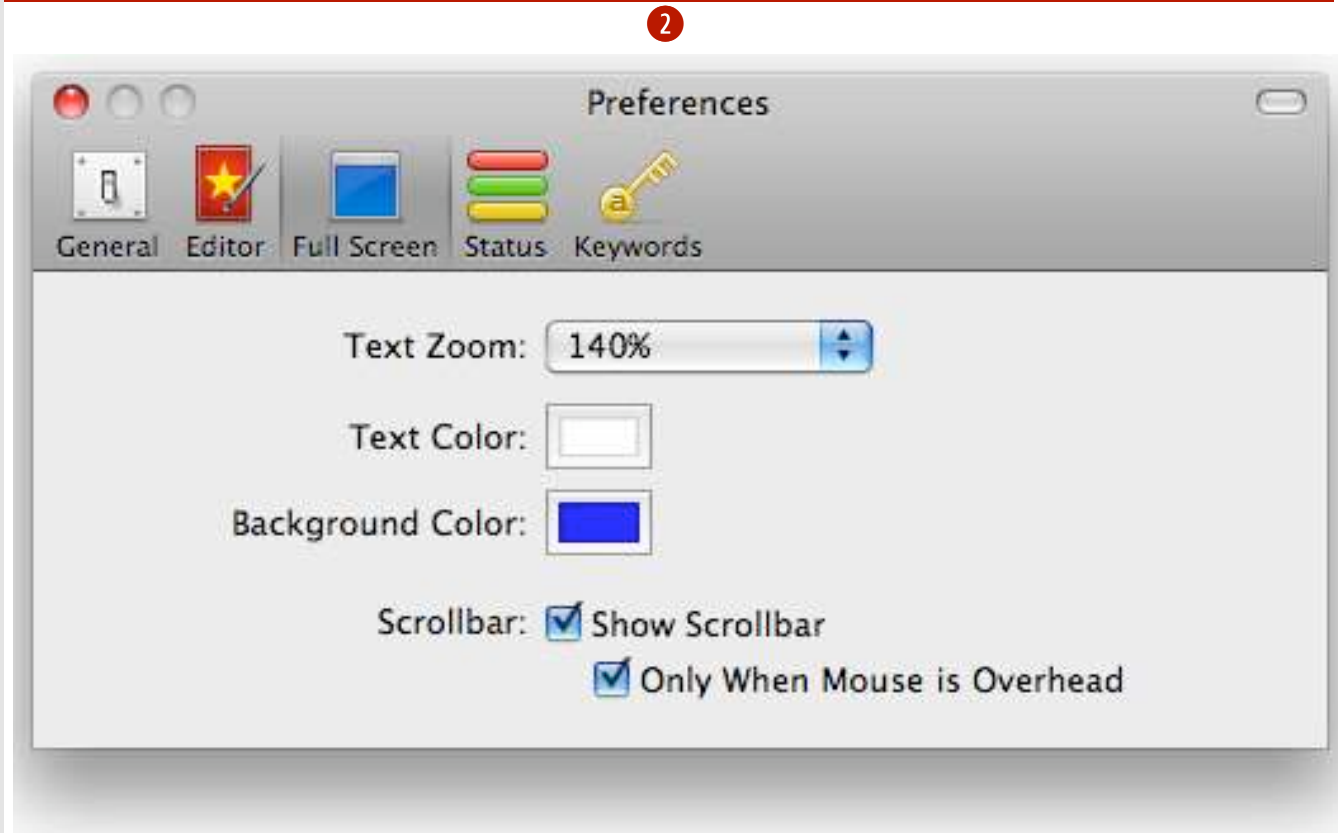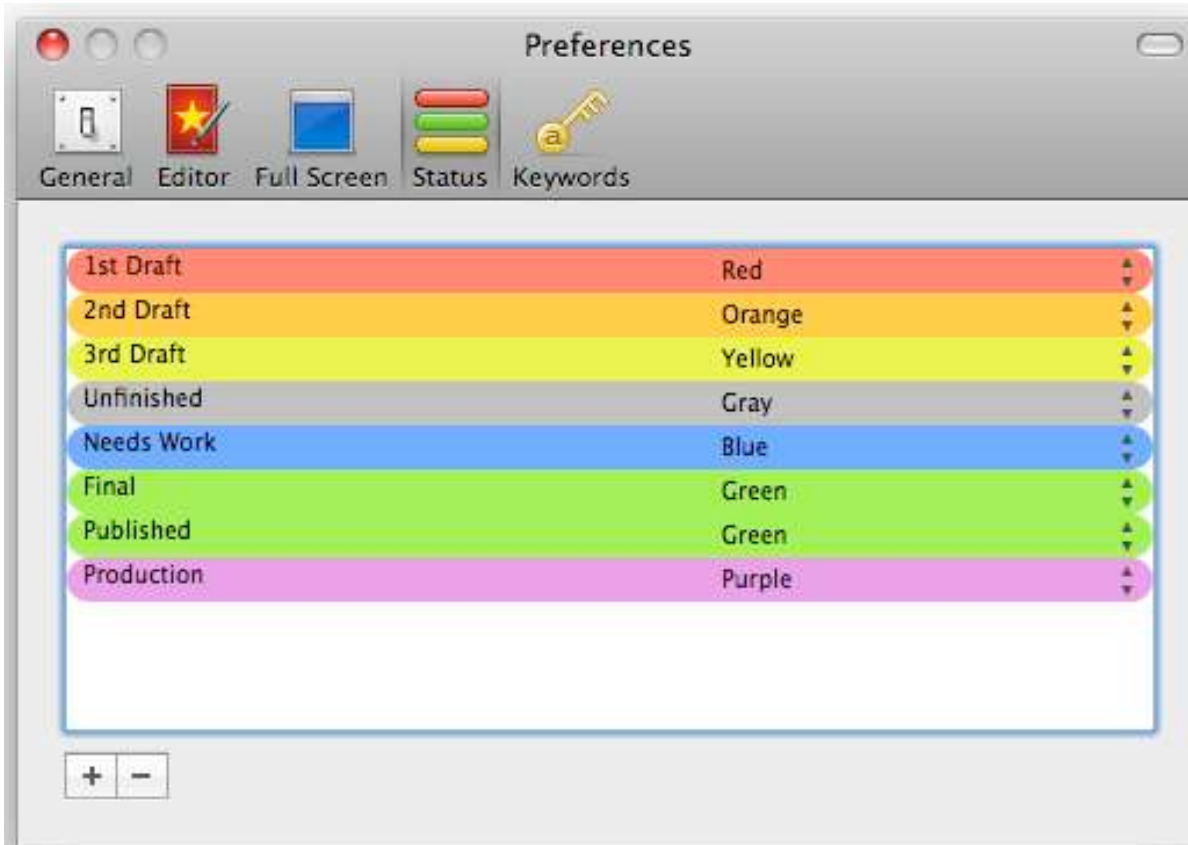
The Status preference pane allows you to set names and colors to status items which are used throughout many views.

Status items can help you to track script revisions and can be used as criteria in smart views.

To set a color for a status item.

❶ Select Montage->Preferences.

The preferences appear.

❷ Select Status.

❸ Select a Status item to edit.

❹ Click the arrows on the right-hand side to set a color for the status item.

Hint: Double-click on the status item name to edit its name. To create a status item click the "+" plus button. To delete a status item, highlight an item then click the "-" minus button.

Keywords Preferences

❶ Select Montage->Preferences.

The preferences appear.

❷ Select Keywords.

Note: Keywords added here are available to all docments.

To add a Keyword, Press the (+) Plus button.

A new item appears in the keywords list.

Type a name for the new keyword.

Press tab or reurn to end editing of the Keyword.
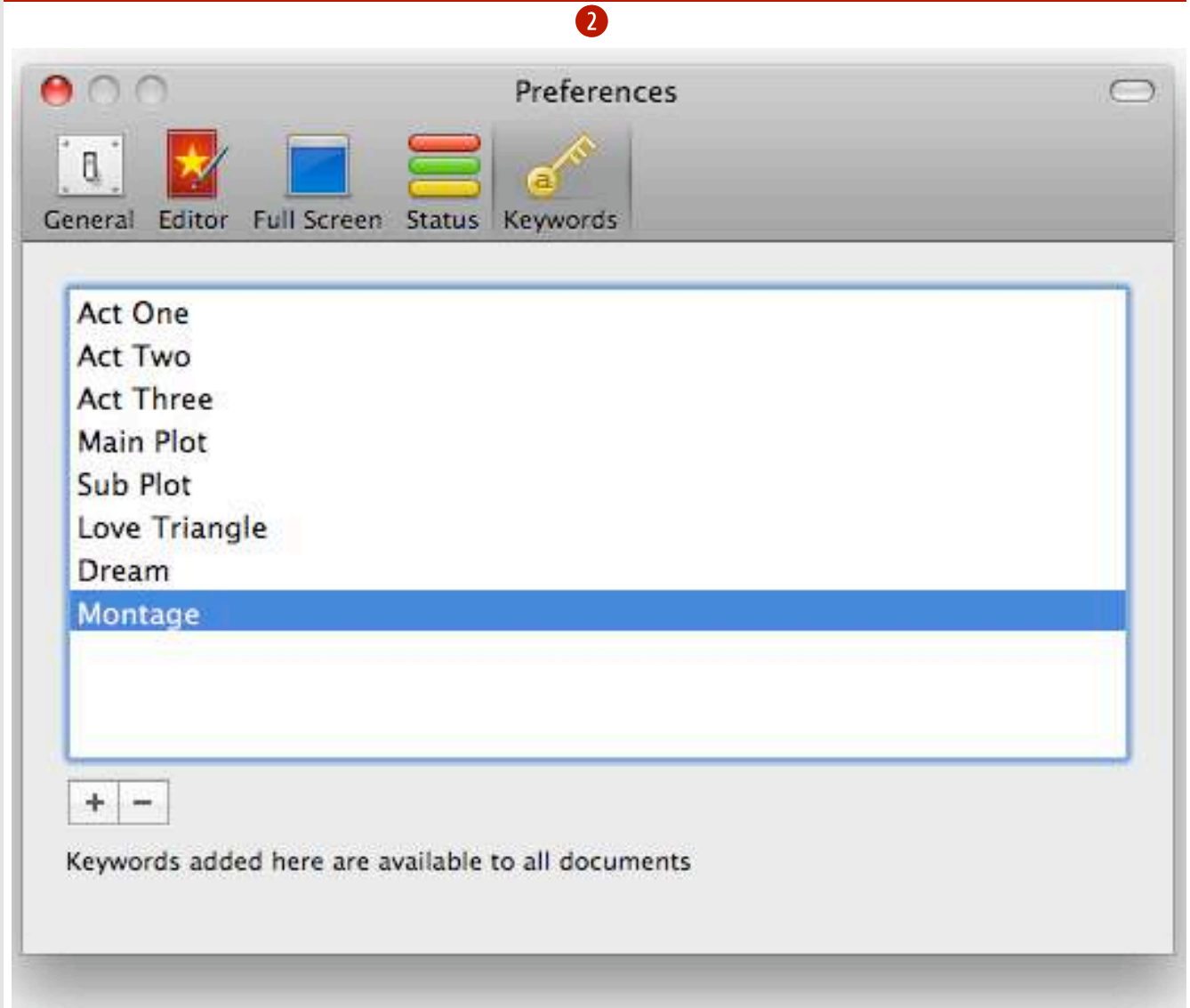
T oolbar

The Default Toolbar

- Save - Save the current file to disk.

- Insert - Adds an object in the current view.e.g. adds a scene to the script view.

- Remove - Deletes an object from the current view.

- Bold - Sets selected text to boldface.

- Italic - Sets selected text to italic.

- Underline - Sets selected text to underlined.

- Split Scene -Typing a slug line creates a new scene.

- Add Keyword - Tag a scene and use it in a Smart View.

- Full Screen - Write distraction-free in this addictive mode.

- Search - Type here to filter the current view to the search.

M ONTAGE

Customizing the Toolbar

To customize the toolbar:

❶ Select Customize Toolbar... from the View Menu.

A sheet appears.

Alternatively, right-click on the toolbar.

A contextual menu appears.

Select Customize Toolbar...

❸ Drag an item into the toolbar to add an item or drag an item within the toolbar to change its position.

Note: The toolbar can be hidden through View>Hide Toolbar and shown again by View>Show Toolbar.
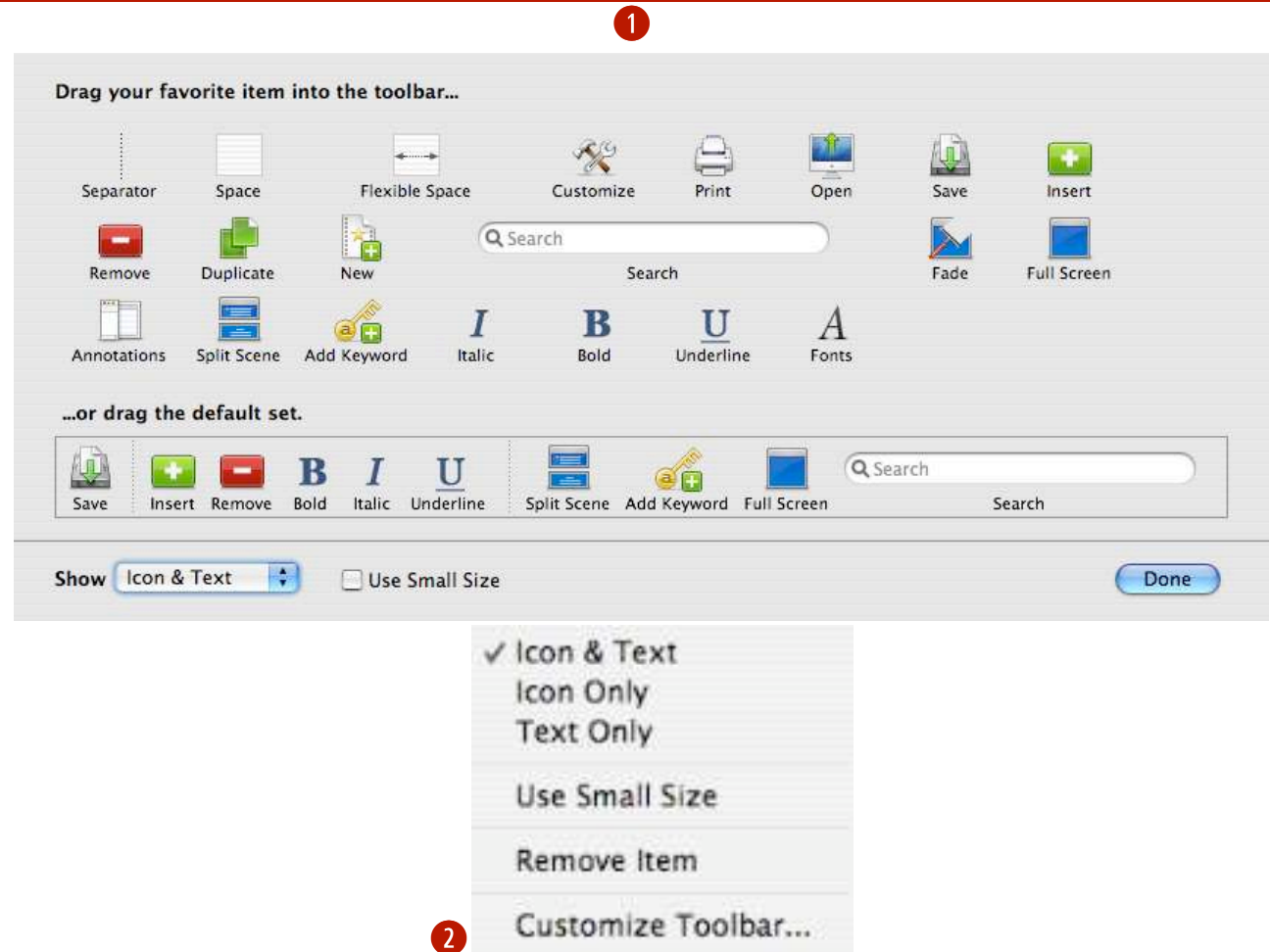
Chapter 23: Toolbars

In addition to the default items in the toolbar, the following items are available to customize your toolbar.

Separator - Adds a visual divider between items.

Space - Adds a blank space between items.

Flexible Space - Adds a variable width blank space between items.

Customize - Presents a customize toolbar sheet.

Print - Presents a print function.

Open - Presents a navigation sheet.

Save - Saves the current docuemnt to disk.

Insert - Creates a new item (scene, character, location, Contact, query letter, Synopsis)

Remove- Deletes the currently selected item.

Duplicate - Creates a copy of the selected item.

New - Creates a new document.
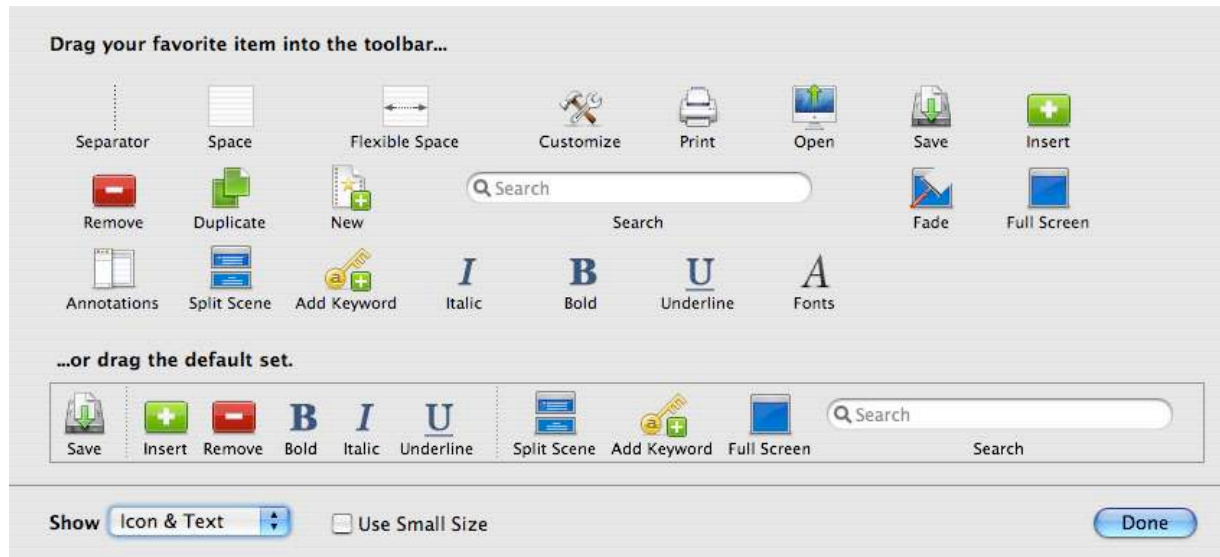
Toolbar items available through the Customize Toolbar interface.

Custom Toolbar items

Fade - Sets the document window so you can see through it to your desktop underneath.

Full Screen - Sets the display to occupy the entire monitor.

Annotations - Shows or hides a drawer for notes.

Split Scene - Divides the current scene in two from the insertion point. *(Scene view)*

Italic - Sets selected text to italic.

Bold - Sets selected text to boldface.

Underline - Divides the current scene in two from the insertion point. *(Scene view)*

Fonts - Opens the Mac OS X Font Panel.

Show:

 Icon & Text - Displays toolbar buttons and words.

 Icon Only - Displays

 Text Only - displays a text toolbar.

Note: When the "Use Small Size" checkbox is checked the toolbar will become half the size as the default toolbar.
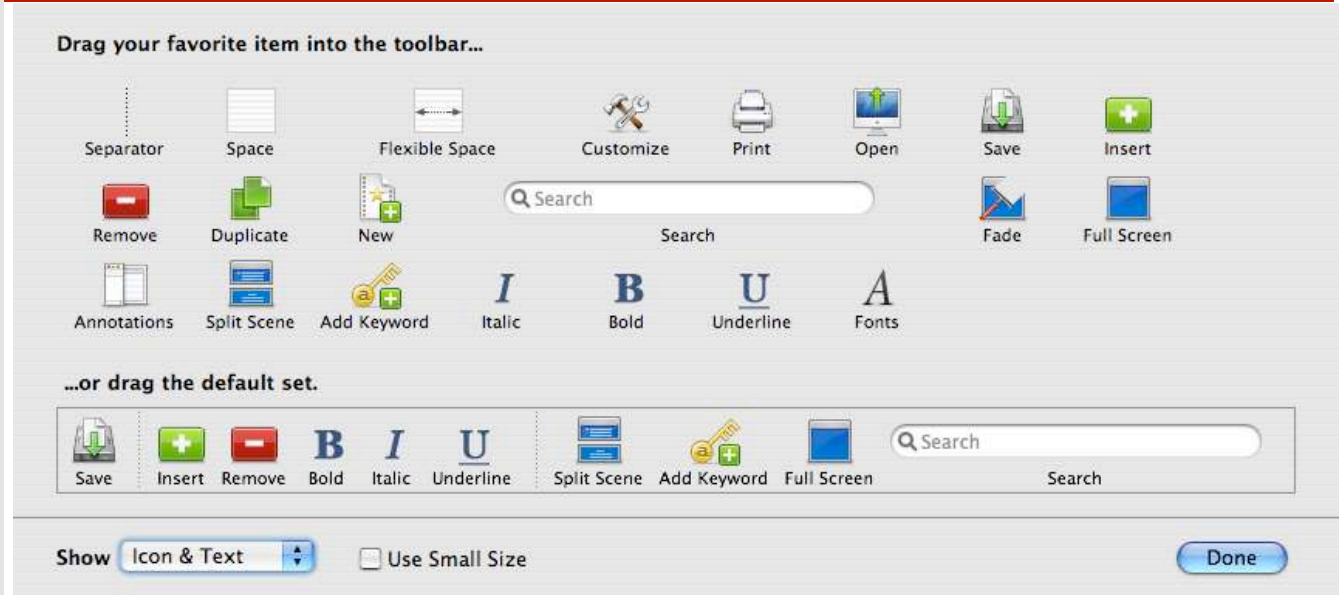
Toolbar items available through the Customize Toolbar interface.
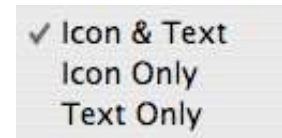
Show menu items

Small size toolbar items

Chapter 23: Toolbars

Help comes in several forms, like a built-in help system or this user guide which cover the technical nature of using Montage and its features. "How to Format Your Screenplay Like a Pro" is a pdf which outlines the how-to aspect of writing screenplays. Copyright Your Script is a menu item to bring up the US government's copyright pdf form. Register Your Script brings you to the Writer's Guild of America website (East or West), or to the U.K. Writer's Copyright Assoc. to register your script. The Screenwriter's Shop is a store to purchase writing related items. iScript™ is a 3rd party service featuring professional voice actors who record your script to an audio file.

If you are using Montage as a time-limited trial and wish to purchase, click "Buy Montage..." to visit the Mariner Software online store.

Check for Updates... checks over the internet to make sure you are using the latest version.

Montage User Guide

Montage Help

Montage includes this pdf guide which is available for purchase in a printed format from the Montage page on the Mariner Software website.

Get it on our eStore at: http://www.marinersoftware.com/.

To open the User guide from within Montage:

❶ Select Montage Help from the Help menu.

❷ The help system appears.

Montage also includes a User Guide that opens in your default PDF viewer (Preview and Acrobat Reader are leading PDF viewers).

Also included is a pdf "How to Format your Screenplay like a Pro" provided by Robert Gregory-Browne. This document covers the "how-to" aspects of screenwriting that are beyond the scope of this guide.
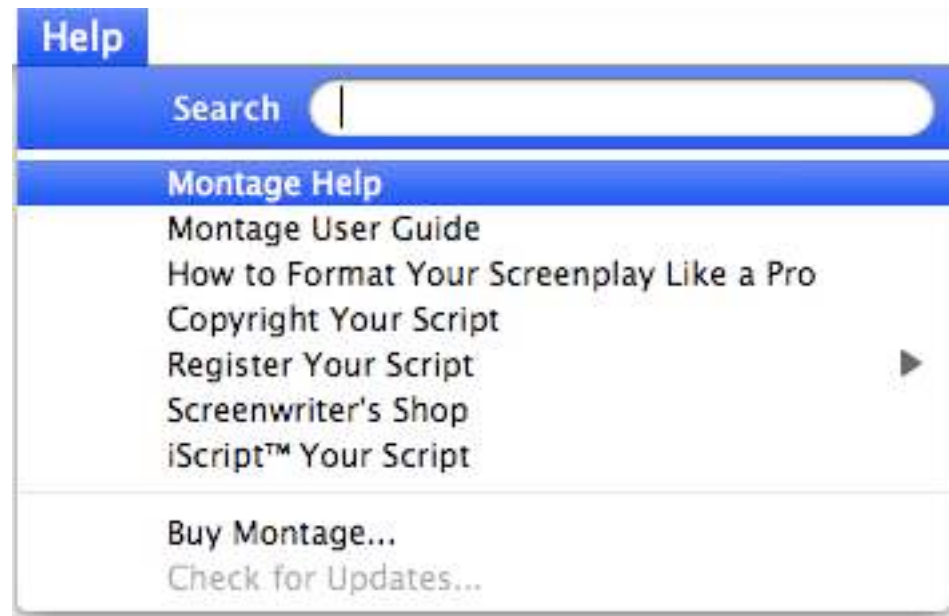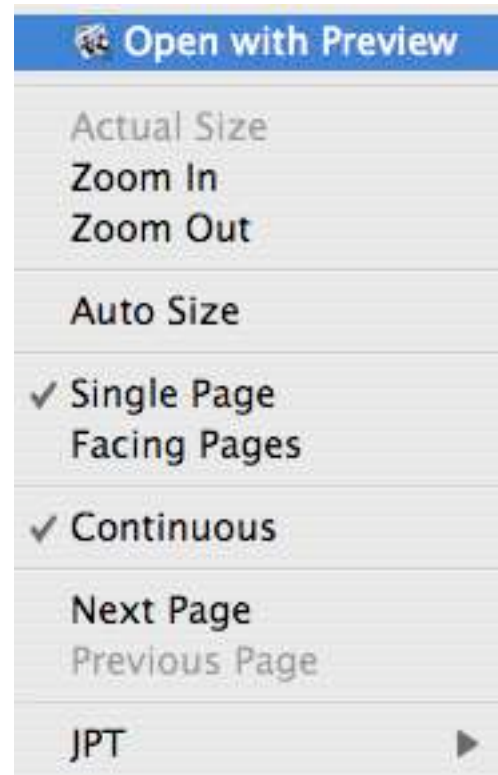
Contextual menu in Safari when viewing an embedded PDF.

To open the US Government's Copyright form:

❶ Select Copyright Your Script from the Help menu.

Safari Users: A Browser window appears with the PDF form. Right click in the window and a contextual menu appears.

❷ From the contextual menu, select "Open with Preview" to view the form as a PDF. From Preview you will be able to save the form to your hard drive and/or print it out for submission.

To Register Your script with the Screen Writer's Guild East or the Screen Writer's Guild West:

❶ From the Help menu, click on Register Your Script and select East or West from the submenu.

❷ A web browser window opens and the appropriate location displays.

Screenwriter's Shop

To open and browse the Screenwriter's Shop using your browser:

❶ From the Help menu, click on Screenwriter's Shop.

❷ A web browser window opens and the Screenwriter's Shop online store displays.

To purchase an Audio reading of your script performed by professional voice actors:

❶ From the Help menu, click on iScript Your Script...

❷ A web browser window opens and the iScript™ site displays.

Follow the steps to purchase an audio recording of your script.

Buy Montage

To Purchase Montage:

❶ From the Help menu, click on Buy Montage...

❷ A web browser window opens and the Mariner Software online store displays.

Select the version you would like to purchase from the pop-up menu.

Click the Add to Cart button.

The Shopping Cart displays.

Press the Continue Shopping button or press the Checkout button.

Check For Updates

To Check For Updates:

❶ From the Help menu, click on Check For Updates.

A dialog appears explaining whether or not you have the latest version.

❷ If you don't have the latest version: The dialog states "A new version of Montage is available!" A list of the added features is displayed below. Three choices (buttons) are available in this dialog.

Skip This Version - Dismisses the dialog
Remind Me Later - Temporarily dismisses the dialog
Download New Version - Downloads the new version

When downloading a new version, the application asks you to quit momentarily so the application can install and restart itself using the new version.

❸ If your version is up-to-date a dialog appears stating "You're up to date!" followed by the version information.

Note: Check for Updates automatically occurs at launch according to a general preference setting. See General Preferences for more info.

❷
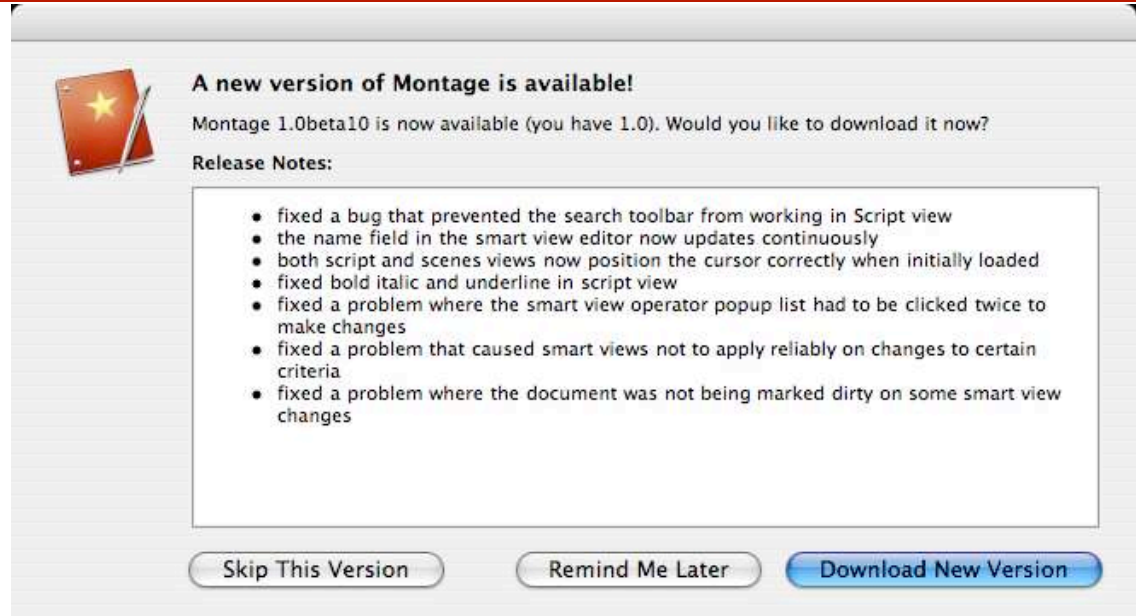
Dialog showing an Update is available

❸

Dialog showing the current version is up to date.