

## Introduction to V6 Toolkit

### Crib Sheet

Click on the Smiley button in the Quick-Action Toolbar or Scriptwriter Ribbon above to fill in the names of the Characters or revise them; (**do not attempt to directly edit the names between the square brackets**). The keystrokes shown will then start a dialogue for the named person.

<b>Keystroke</b>	<b>Person</b>	<b>Keystroke</b>	<b>Person</b>
CTRL+1	[BILL]	CTRL+Shift +1	[Person 11]
CTRL+2	[NEW WRITER]	CTRL+Shift +2	[Person 12]
CTRL+3	[CHARLADY]	CTRL+Shift +3	[Person 13]
CTRL+4	[Person 4]	CTRL+Shift +4	[Person 14]
CTRL+5	[Person 5]	CTRL+Shift +5	[Person 15]
CTRL+6	[Person 6]	CTRL+Shift +6	[Person 16]
CTRL+7	[Person 7]	CTRL+Shift +7	[Person 17]
CTRL+8	[Person 8]	CTRL+Shift +8	[Person 18]
CTRL+9	[Person 9]	CTRL+Shift +9	[Person 19]
CTRL+0	[Person 10]	CTRL+Shift +0	[Person 20]

When you have finished filling in the person names I suggest you print this page and place it above your keyboard. **This is Section 0; do not delete this page!**

Paragraph styles can be set quickly with the following keystrokes. These should be pressed just before typing such a paragraph, or later when editing paragraphs. The action will affect whichever paragraph contains the current insertion point.

<b>Keystroke</b>	<b>Paragraph-Style Details</b>	
CTRL+SHIFT+B	Page Break	Inserts (CONTINUED) etc
CTRL+SHIFT+C	Cut-To	End-of-Scene
CTRL+SHIFT+D	Dialogue	Spoken dialogue
CTRL+SHIFT+E	Scene EXT -	New Scene EXTernal Slug Line
CTRL+SHIFT+I	Scene INT -	New Scene INTernal Slug Line
CTRL+SHIFT+L	Location	Sometimes second line of a scene
CTRL+SHIFT+M	Normal	Misc left justified (notes?)
CTRL+SHIFT+N	Name	The name of a person speaking
CTRL+SHIFT+P	Parenthesis	(OOV), mode of speech etc.
CTRL+SHIFT+S	Scene & Location	Scene Heading
CTRL+SHIFT+U	Non-Print	For non-printing notes (Unseen)
CTRL+SHIFT+V	Directions	Visual exposition: (the Action or Stage directions)
...		
CTRL+SHIFT+Y	Poetry	Poetry & Blank Verse
ALT+SHIFT+T	TwoColumnTable	Prepares for two column dialogue
ALT+SHIFT+N	Name2	Starts a Name in two column mode
ALT+SHIFT+P	Parenthesis2	(On Phone) etc in two column mode
ALT+SHIFT+D	Dialogue2	Dialogue in two column mode

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**"Introduction to V6 Toolkit"**

**by**

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**a script for**

**The Toolkit Website**

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"Introduction to V6 Toolkit"

**FADE IN**

INT - BILL WILLIAMS WORKROOM - DAY

Bill Williams' studio is a typical computer programmer's office. Shelves cover all the walls and are laden with books about computer languages and algorithms. A significant portion of shelving is filled with books about script-writing, such as "Writing Scripts Hollywood will Love" and "The Television PA's Handbook". A large battered oak desk carries two computers with a large computer screen and a keyboard and mouse. A large professional laser printer stands on a side table.

Bill is working at the keyboard. The doorbell rings. Bill gets up to answer the door.

BILL

Come in, Come in I'm so glad you called.

NEW WRITER

Hi, I'm a new writer and I just found out about your Toolkit on the Internet.

BILL

Good, I think you will find that it makes your writing much easier and will really help you get your script out of your head and down on paper.

NEW WRITER

So what is this Scriptwriter's Toolkit then?

BILL

It is an add-on to MS Word (Microsoft's Office Word-Processor software). It performs all the layout and formatting for you to type scripts in the right format. The toolkit is in the form of a "template" which is a sort of loose add-on, that is, it does not hinder Word when Word is being used for other writing actions. Version 6 works with the versions of Microsoft Word that include the RIBBON menu system.

NEW WRITER

Oh, but I have heard that there are many different formats for scripts.

BILL

Yes, that's right, but this toolkit handles the most significant ones, including Film format for Hollywood and for TV drama and Sitcom or Studio format for the programs recorded with an audience. Then there are three different formats for doing Stage plays for amateur or professional productions.

NEW WRITER

I heard that they don't work with the most recent versions of Word.

BILL

That was so for a long time, but I have spent most of the lockdown period upgrading the toolkit from Version 5 to Version 6 and the new version works with the modern versions of Microsoft Word.

NEW WRITER

What about Word on an Apple Mac.

BILL

'Tis said that the version of Word for the Apple Mac is compiled from the same source code as the version for Windows, but I have encountered a number of differences. None-the-Less the new Version 6 of the Toolkit works with the versions of Microsoft Word built for MacOS. These are the versions included in OFFICE 365 (which was recently renamed Microsoft 365).

The version of Word is Word 2016, but in practice it has had many revisions and improvements since year 2016.

The charlady enters bearing a tray with tea and biscuits.

CHARLADY

Would you like a cup of tea.  
I've just brewed a fresh pot.

BILL and NEW WRITER

Yes. Please!

Charlady pours two cups, puts them on the desk and departs.

NEW WRITER

Is it free?

NEW WRITER

The tea is free, yes, but there is a small admin fee for using the Toolkit. It's not a lot, just about the price of three beers; a small round of drinks for your writing colleagues or friends.

NEW WRITER

But other scriptwriting templates are free!

BILL

*(sarcastically)*

Yes and worth every penny of FREE too. Look when you write your scripts in future, do you expect that you will give them away for free?

NEW WRITER

*(ruefully)*

Ah, no not really.

BILL

Well you see, I am not a playwright or screenwriter; I am an independent computer programmer and creating good software is my mission, so naturally I do expect to gain some income for my work, Just like you will.

NEW WRITER

But I heard that your kit was free.

BILL

Well the earlier version was free, but that was when I was working extensively for several of the independent TV production companies, so I didn't need the small income from the toolkit.

But later after many of those companies were swallowed by bigger companies, there was no work for small independent support staff like me and I lost that means of subsidising the toolkit.

NEW WRITER

So it's not free anymore?

BILL

Like I said there is a small admin fee now. There is a free sample though and I encourage you to try that out first so that you can see what the toolkit does.

NEW WRITER

Ooh, is the free one the Hollywood film format?

BILL

Huh, now just how many people would I persuade to pay their fees if I made the most popular format the free one?

NEW WRITER

*(shamefaced)*

Ah... I see your point.

BILL

I used the 'nicest' of the stage-play formats as the free sample. This is deliberate so that it can freely be used in schools for in-school dramatics. But I guess not a lot of people have realised that.

Well if you have learned enough, you can click this link <http://www.datahighways.net/dhl/toolkit.htm> and go off to the toolkit site get the free sample or to OBTAIN your serial key by paying a small sum in pounds or dollars via PayPal.

You can pay by credit card using PayPal without needing to create a PayPal account. Or otherwise you can stick around here and ask more questions.

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CONTINUED:

BILL (continued)

You then get instructions on how to download the toolkit. The Installation instructions are in the form of videos on Youtube. The links to reach them are on that opening page that you reach from that link above.

NEW WRITER

So, if you are a programmer not a writer or producer, how come you think you are the bees' knees in respect of providing script formatting templates?

BILL

Oooh, how rude! The fact is that the freebie templates that you saw around, such as the ScriptSmart from the BBC site, were produced by amateur programmers whose day job was working in TV, so they know the easy part, i.e. what the script formats should look like, and they have learned how to define paragraph styles, but they don't know how to do good computer programming so their templates contain no assisting automation and their keystroke choices are confusing.

NEW WRITER

What do you mean: confusing?



BILL

Well in the discontinued ScriptSmart templates for instance all the formats are rolled into one big template, with the result that which keystroke you use for beginning a person's dialogue depends on which script format you are trying to create, so it becomes difficult to go with the flow and you will be frequently looking up the crib sheet to see which key combinations to press.

NEW WRITER

Sooo? How is your toolkit better?

BILL

Well for a start I assume before you start that you know what kind of entertainment you are typing the script for, so right at the beginning you choose which of the formats you are going to produce and you load that specific template.

This means that the keystrokes for a given function can as far as possible be identical across all the formats. So once you have learned to use one format you have also trained yourself to use the other formats.

NEW WRITER

So that means...

BILL

Yes, exactly.. if you try out the free sample you are also training yourself to use the other formats!

NEW WRITER

And?

BILL

In the toolkit, irrespective of which format you are producing, the combination keystrokes CTRL+1, or CTRL+2 etc start a new dialogue for a given character; the script advances to the new paragraph, types in the name of the character and advances to the next line ready to type his/her words.

So after a few pages of writing those keystrokes become associated in your mind directly with the character, instead of "punching keys" you are *selecting* the character and you are then into his mind and the dialogue flows from your fingers.

NEW WRITER

OK clever clogs, so what else is better than other templates?

BILL

Well, during your writing phase the items appear on screen in different colours, so that your mind more easily 'knows' what is character identification, dialogue scene headings or stage directions.

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BILL (continued)

Some people even like to print them out like that for amateur productions, but for a professional submission there is a built in menu option, which will 'by magic' save your final editable version, then will produce a second submission version in which the colour is changed to black on white.

All the fancy toolkit features are removed leaving a submission script which uses just the best built-in features of MS Word. This version then appears to have been produced by a really expert MS Word user.

NEW WRITER

Anything else?

BILL

Oh, yes the toolkit system encourages new writers to make essential backup copies at key points in writing your film or sitcom or play. It doesn't remove any MS word facilities, so if you need to deviate from the normal formats, you have all the power of MS Word also at your fingertips.

NEW WRITER

Enough, enough... what was that link again?

BILL

Well you can click this link <http://www.datahighways.net/dhl/toolkit.htm> and go off to the toolkit site get the free sample or to OBTAIN your serial key by paying a small sum in pounds or dollars via PayPal. You can pay by credit card using PayPal without needing to create a PayPal account. Or otherwise you can stick around here and ask more questions. You then get instructions on how to download the toolkit. The Installation instructions are in the form of videos on Youtube. The links to reach them are on that opening page that you reach from that link above.

NEW WRITER

Well thanks for explaining, bye for now.

BILL

Bye for now, if you encounter any difficulties you can check my support forum and if the answer is not there you can email me with any questions.

NEW WRITER exits and Bill returns to his work.

**FADE OUT**