

## Using the Microsoft Word template for screen writing

- Right click the template from the web site
- The **Home** tab is divided into the following sections (Clipboard, Font, Paragraph, Styles, Editing)
- In the **Styles** section, click on the icon in the bottom right corner, which looks like a square with an arrow pointing downward.
- A **Styles** window will appear on the right hand side.
- In the bottom right hand corner you will see the word **Options...**
- Click on it
- A **Styles Pane Options** window will appear.
- Below the words **Select styles to show** you will see a drop down menu.
- Click on the drop down menu and select **All Styles**
- At this point you can erase everything that has been typed in the template
- To format the words, select the group a words and select the style from the template.