

ScreenPro2007 – 3 Step Quick Start Guide

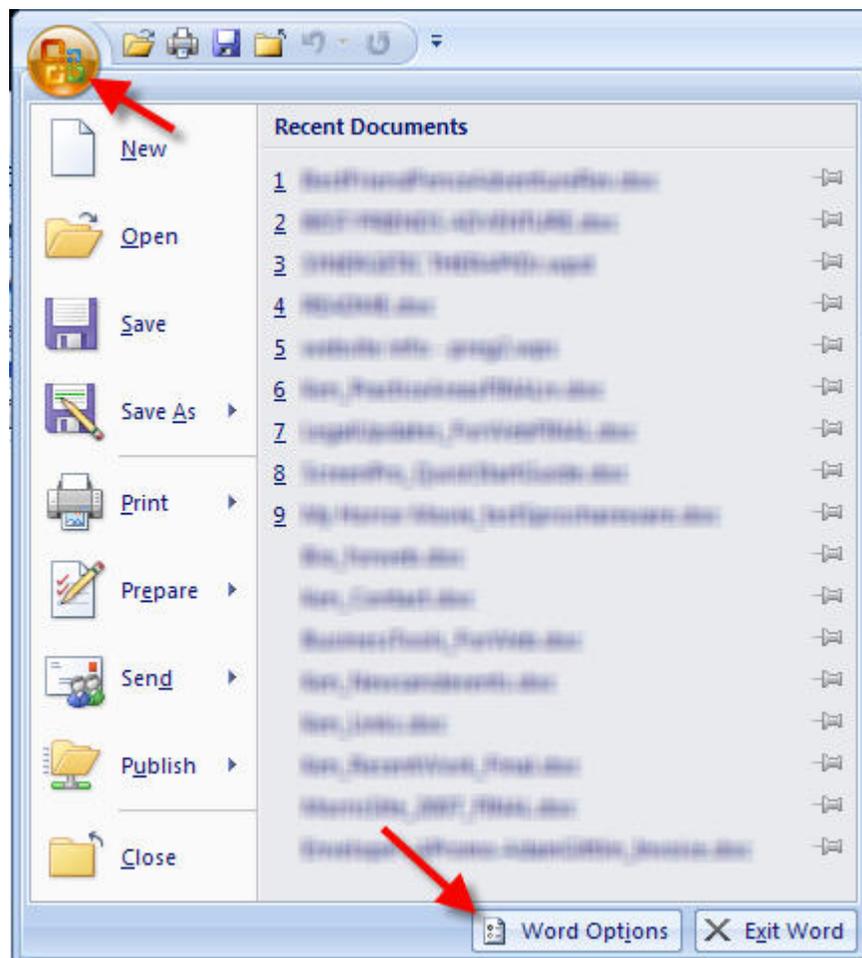
STEP 1. Unzip the ScrnPr2007.zip file using WinZip or your favorite ZIP utility. (If you purchased ScreenPro on disk or CD, you can skip this step. Your files are already unzipped.)

STEP 2. Use Windows Explorer to Copy SCRNP2007.DOT to your Word Templates folder. This location varies depending on your version of Windows and Word. On a Windows XP system with Word 2007, the location should be similar to this:

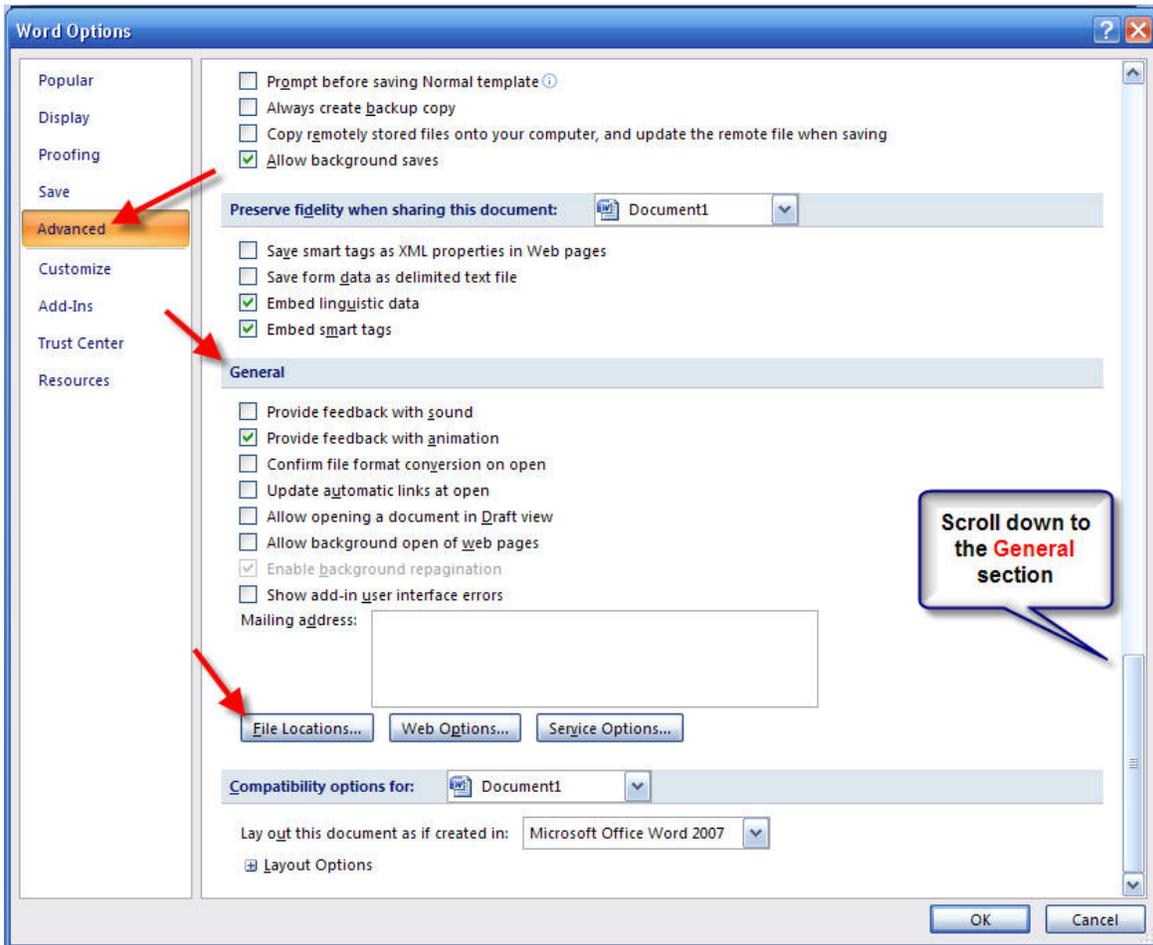
C:\Documents and Settings\YourLoginName\Application Data\Microsoft\Templates

Where YourLoginName is the screen name you use to log on to Windows. Could be your first name, nickname or *Owner*.

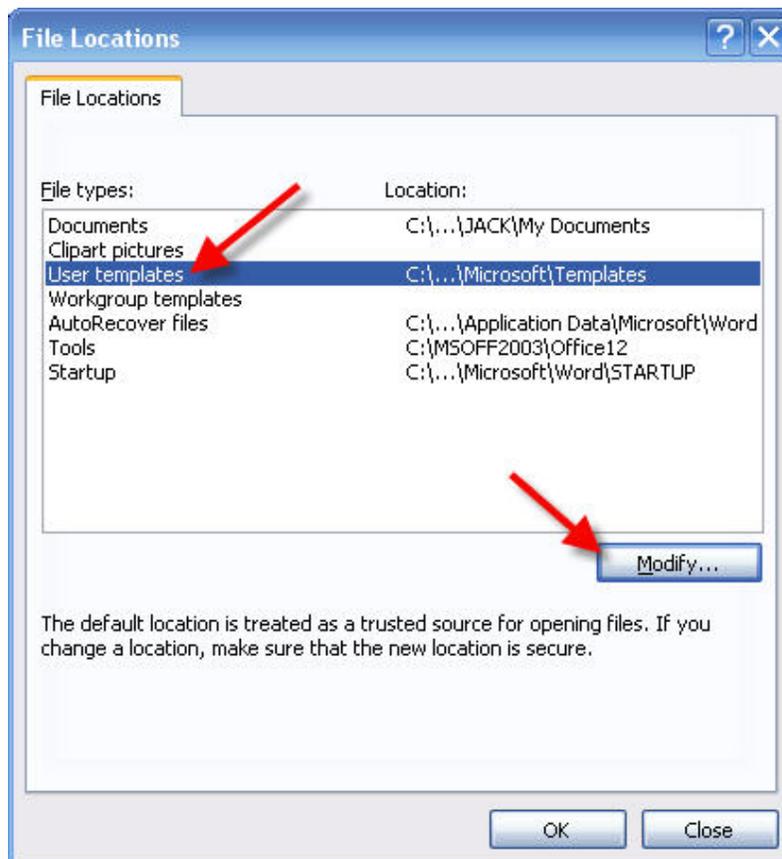
If you're not sure what your path is, **open Word**, click on the **Office button** (top left corner), then click on the **Word Options** button.



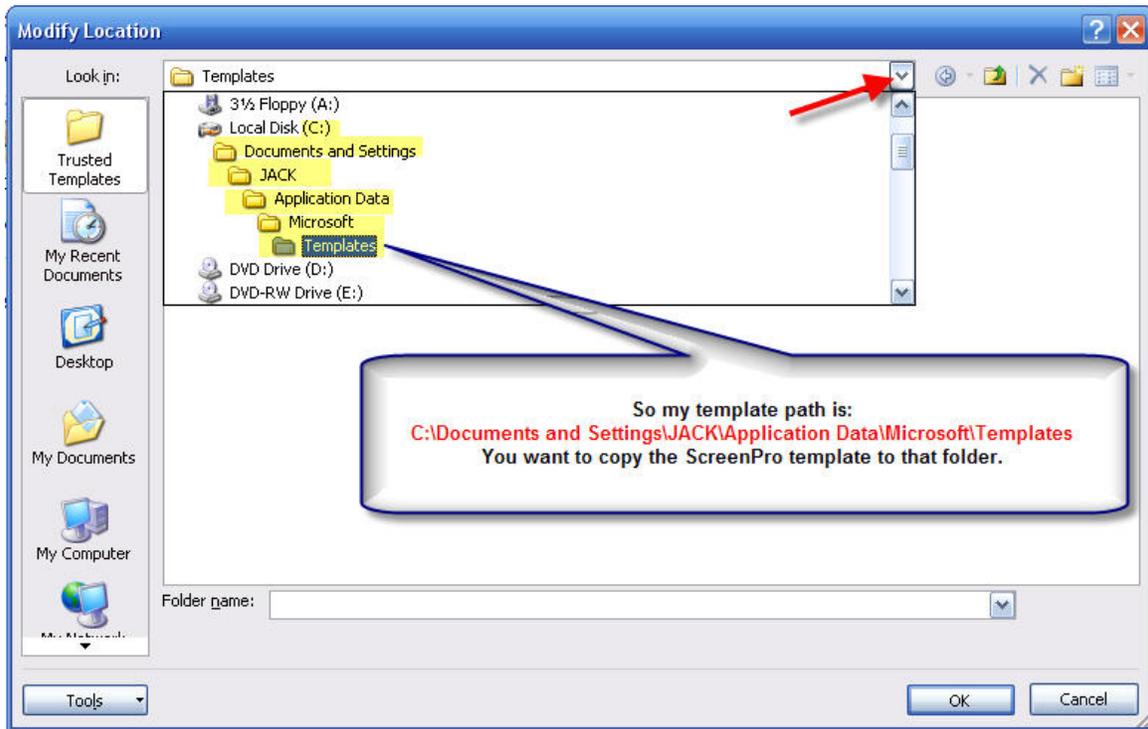
Click **Advanced**, then scroll down to the **General Section**.



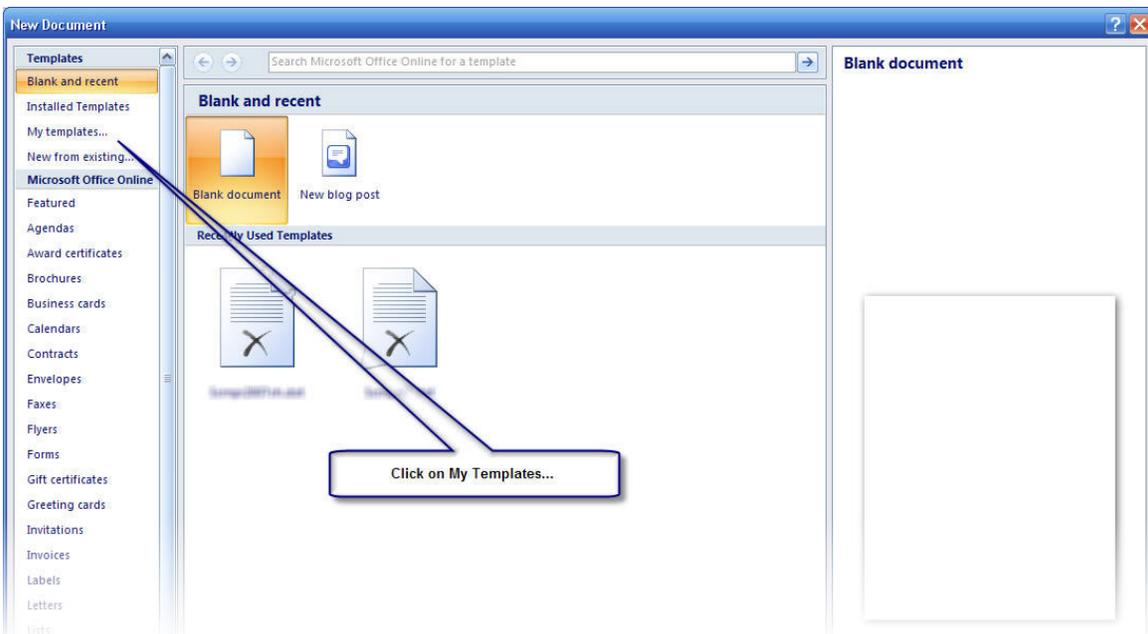
Click on the **F**ile Locations. . . then **M**odify. . .



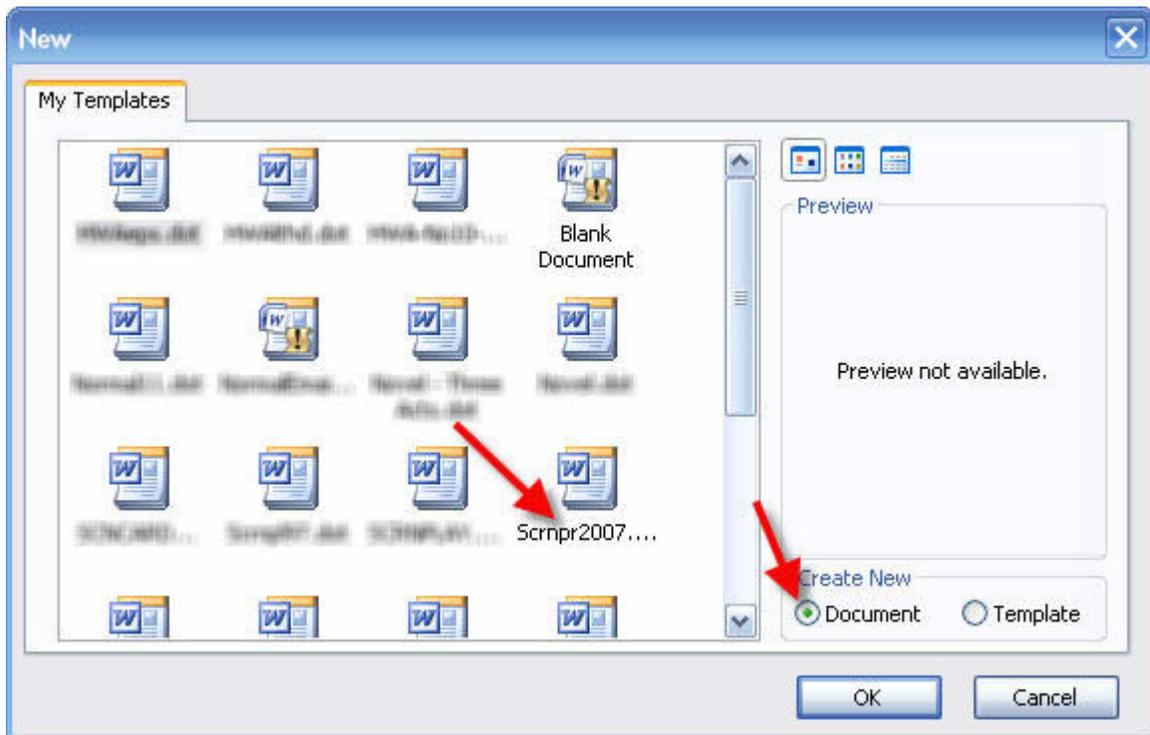
Note: you don't want to MODIFY the location. You want to see the full path since it isn't completely revealed in the File Locations window. Once you make a note of the location, cancel out of the menus. And that's how you find out where to copy SCRNP2007.DOT.



STEP 3. Once you've copied SCRNP2007.DOT to the proper Templates folder, you **create a new screenplay document based on the Scrnp2007.dot template**, by Clicking on the **Office button**, then **New...** In Word 2007, you will now see the **New Document** window (see example below). From the templates column, click on **My templates. . .**



The **New** dialogue box will pop up. Find Scrnp2007.dot under the **My Templates** tab.



Depending on how many templates you have, you may need to scroll down to find Scrnpr2007.dot. **Click on Scrnpr2007.dot** and make sure that under **Create New** that you have the radio button for **Document** selected. You are creating a New Document (DOC file) based on the Scrnpr2007.dot (DOT file) template. Click OK to begin your new screenplay document.

Good luck with your script!