

ScreenPro – 3 Step Quick Start Guide

STEP 1. Unzip the **ScrnP97r.zip** file using WinZip or your favorite ZIP utility

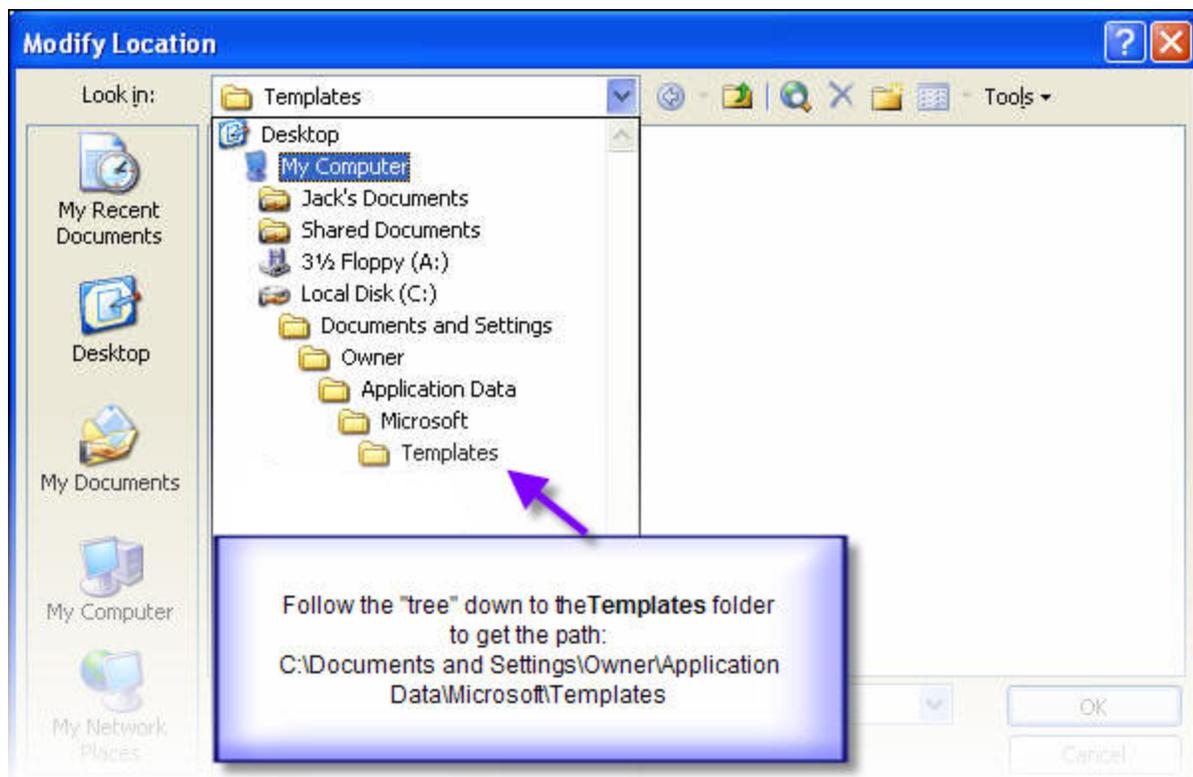
STEP 2. Use Windows Explorer to **Copy SCRNP97.DOT to your Word Templates folder.**

This location varies depending on your version of Windows and Word. On a Windows XP system with Word 2003, the location should be similar to this:

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

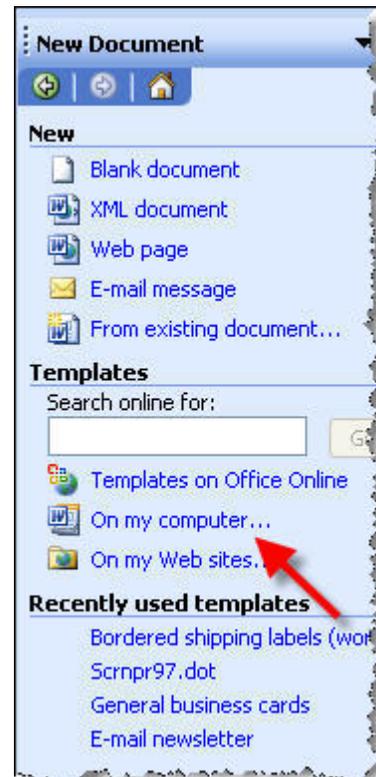
Where YourLoginName is the screen name you use to log on to Windows. Could be your first name, nickname or *Owner*.

Another way to find this path is to open Word, and check under the **Tools** menu, select **Options** then the **File Locations** tab. Click on the **User Templates** line, then the **Modify...** button. Click on the drop-down button to see the path to the templates folder.

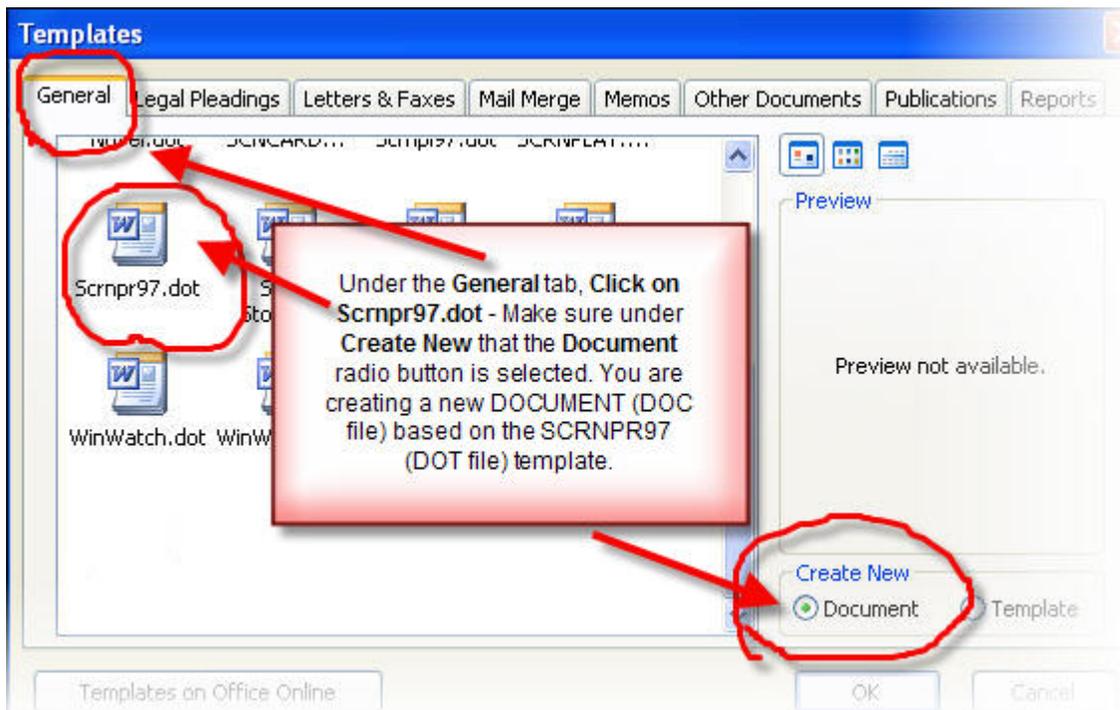


Note: you don't want to MODIFY the location. You want to see the full path since it isn't completely revealed in the File Locations window. Once you copy down the location, cancel out of the menus. And that's how you find out where to copy SCRNP97.DOT.

STEP 3. Once you've copied SCRNP97.DOT to the proper Templates folder, you **create a new screenplay document based on the Scrnpr97.dot template**, by Clicking on the **File** menu, and choosing **New...** This step will vary according to your version of Word, but the principal is the same. In Word 2003, you will now see a task pane on the right side of the Word screen title **New Document**. About halfway down is a heading titled **Select On my computer...**



The Templates dialogue box will pop up. You will find Scrnpr97.dot under the General tab. Depending on how many templates you have, you may need to scroll down to find Scrnpr97.dot. Click on Scrnpr97.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 Scrnpr97.dot (DOT file) template. Click OK to begin your new screenplay document.



Good luck with your writing!