

AV-Style (Split Column) Formatting

1. Open a New Document in Word.
2. If it's not already on screen, open the Formatting Palette (View/Formatting Palette).
3. In the Formatting Palette, go to Document Margins. Set all four sides to one inch.
4. Go to Table/Insert Table. Set for two columns and whatever number of rows you think you might need. Given that you won't really know until you write the script and given that it's easy to add (or eliminate) rows later, go with twenty rows for now.
5. Select all cells in the table. You can do this by clicking in the top left cell, then hold the Shift key down while clicking in the bottom right row.
6. In the Formatting Palette, select Font, then choose Courier, 12 point.
7. With all cells still chosen (highlighted), go to Alignment and Spacing and choose 6 or 12 for Paragraph Spacing/After. (I prefer 12 but using 6 will save paper, which is always a good idea.)
8. Add your Name and Page Numbers in a Header. Go to View/Header and Footer. Change the Font to Courier 12 point (see #6). Type your name (which should be Aligned Left). For Page Number, go to Insert/Page Number and use Alignment: Right. While still in the Header, Select All and change the font to Courier 12 point (see #6). You can close the header.
9. In the first row, type VIDEO (all caps) in the left column and AUDIO (all caps) in the right column. Center both (Alignment and Spacing) and make them Bold (Font) .
10. You are now ready to begin typing your script. OR...you might want to save this particular document as a Template. If so, then save the document, calling it Template or A/V Template. Then when you want to begin a new script, you simply open the Template, then File/Save As... CAUTION: if you don't do a Save As..., then you will be using your Template for the new script and won't have the Template to use on future projects.
11. If you need to Add in the Table, simply Tab past the last cell (lower right). That will create a new cell. If you need to delete rows, then select the rows (placing the cursor in the upper row to be deleted in the Video Column, then Shift and place the cursor in the lower row to be deleted in the Audio Column). Go to Table/Delete/Rows.
12. Finally, if you want to get rid of the solid lines in the table, you can do so by going to Format/Borders and Shading and choosing those lines you wish to delete (or perhaps simply set to a different width, to make them thinner or, if desired, wider, by selecting Width).