

TITLE ['Main title' style: 48 pt centred]

A Play
by
Your Name

['Sub-title' style: 24 pt upper/lower case (ULC) centred]

[page break: Ctrl + Enter]

CHARACTERS ['Sub-title' style: as above; caps]

[3 line spaces]

Name 1: a woman of about 50 ['Characters & Scenes' style: 14 pt ULC]

Name 2: a man of 25

etc.

REPEAT TITLE [‘Sub-title’ style: as above; caps]

[3 line spaces]

ACT/SCENE ONE [‘Characters & Scenes’ style: as above; caps]

PLACE and time [‘Characters & Scenes’ style: as above; ULC]

Stage direction [‘Stage directions’ style: 11 pt bold italic]

CHARACTER 1 I went to the shops this morning.

CHARACTER 2 How exciting. Did you buy anything?

CHARACTER 1 Yes. A gun.

[‘Dialogue’ style: 11 pt caps/ULC; hanging indent 3.5 cm]

Notes:

1. We suggest using a sans serif font such as Arial, Calibri (Microsoft Word default font; used here), Tahoma, Trebuchet or Verdana (all typed here as they actually appear). Note that Calibri comes out smaller than the others.
2. For line spacing, we suggest using the Word default (8 pt space after each paragraph) or similar. To change this, click on the little arrow in the bottom right corner of the Paragraph box in the centre of your HOME ribbon (Word 2010).
3. Each of the styles used in this template – Main title, Sub-title, Characters & Scenes, Stage directions and Dialogue – has been saved and should appear in the window on the right of your HOME ribbon. You can see them more clearly by clicking on the little arrow in the bottom right corner of this window, which will open the Styles pane on the right of your screen, with the styles listed alphabetically and shown ‘in style’. Please ignore Heading 1, Heading 2, Normal and Clear All, which are Microsoft defaults.

To copy these styles to your own play document, follow these steps (for Word 2010; may vary slightly for other versions):

- a. Open this document. (You may have your play document open or closed.)
- b. Open the Styles pane by clicking on the arrow (see above).
- c. Click on the third icon at the bottom: ‘Manage Styles’, which will open a window.
- d. Click on ‘Import/Export’ at the bottom of this window.
- e. Click on ‘Close File’ on the right (not the one on the left). This button will then change to ‘Open File’; click on that.

- f. Click on 'All Word Templates' bottom right. This will open a list of file types. Click on 'All Word documents' (assuming that your play is in Word).
- g. Find and click on your play document.
- h. In the left-hand window, select (i.e. click on) the styles you wish to copy to your play document and click on 'Copy' at the top. You can do this one style at a time or hold down the Ctrl key and select all the files you want to copy.
- i. The styles will now be listed in your play document, along with any styles that were already in it.

To apply a style, simply put your cursor anywhere in a paragraph and click on the style name. You don't need to highlight the whole paragraph, but if you want to put several successive paragraphs into the same style (e.g. a dialogue), you will need to highlight them all first.

Note that these are paragraph styles and so apply to whole paragraphs. If you wish to style individual words or phrases differently, e.g. in italic, this will need to be done manually.

Assuming that the majority of your play is dialogue, the quickest way to style your document will probably be as follows:

- a. Highlight the whole document (Ctrl + A) and click on the Dialogue style.
- b. Go through the play adjusting the style of everything that is not dialogue, i.e. the title, the character list, the act/scene numbers and the stage directions.