FADE IN

Get It and Use It

★ ★ ★

10 Easy Steps

★ STEP 1

Download the ‹Fade In› Demo and the Extras

Go to www.fadeinpro.com and download the files for your operating system. Download everything.

- *Demo.* The demo is a functional version of the program.

- *Templates.* Several templates are available for download, including the

Final Draft template.

- *Fonts.* The Courier Screenplay and Courier Prime fonts are excellent fonts to use with FADE IN. You can also use any other Courier that you already have.

★ STEP 2

Unzip and Install the Fonts

- *Unzip the font files.* You can unzip the files to any folder. The installation process will copy the files to the appropriate Windows font folder.

- *Open and Preview the Font.* Double-click each font file to take a look at the font, just to see what you are going to install. You will see an Install button.

- *Click Install.* The Install button installs the font to the appropriate folder.

- *Dispose of Font Files.* You no longer need these font files that you downloaded. You can store them for possible future

use, or you can delete them.

★ **STEP 3**

Get Templates Ready

- *Unzip the Templates.* Unzip the files to any folder. As with the fonts, you will not need the files after you install them.

- *Put the Templates Aside.* You are just getting the templates ready to install. You will come back to them in a few moments. You cannot install them until after you install the FADE IN program itself.

★ **STEP 4**

Install ‹Fade In›

- *Run the Installer.* Just double-click the installation file. Everything proceeds smoothly and quickly.

- *Accept Everything.* Accept any defaults or anything else that pops up in the

installation process.

★ STEP 5

Open ‹Fade In›

- *Run «Fade In».* It opens in the usual way for a Windows program. My habit is to have a desktop icon, which I double-click to run the program. The speed at which FADE IN opens will amaze you.

- *Note the Interface.* If you would prefer a brighter interface, despair not! You can change the default to something much cheerier and more colorful.

★ STEP 6

Install the Templates

- *Open the Template Manager.* Use the path: File > Templates > Manage Templates. A dialog shows a list of currently installed templates.

- *Search for New Templates.* Click the

Install button in the Template Manager dialog. A file-search window opens.

- *Find and Install.* Navigate to your freshly unzipped templates. Select a template and click Open. FADE IN installs the template and returns you to the Template Manager.

- *Repeat As Needed.* Click Install again if you have other new templates to install. Navigate to the template files and install them.

★ STEP 7

Edit Your Preferences

Click Edit > Preferences. A dialog with four tabs appears. You need to address a few of the options in the first three tabs.

GENERAL tab

- *Create new document on startup.* Choose the **Final Draft template**. Do not select the FADE IN default, called «Screenplay»,

because the left margin of 1.25″ is not standard.

- *Choose a default font.* My personal recommendation is to select **Courier Screenplay**. You can also try out **Courier Prime**. If you have **Courier Final Draft** and you really want to use it, you can do so. Any Courier font that looks good is fine to use.

EDITING tab.

- *Put a check mark by every option.*

- *Maybe leave «spell checking» unticked.* I confess that I do not really use the «check the spelling as you go» method of writing. Spell checkers flag correct words that they do not recognize, and I find all the squiggly red lines to be distracting. Since I am an excellent speller, I wait and use the spell checker at the end to check for typos.

USER INTERFACE tab.

- *Select a theme.* The theme is the look that you want for the interface. I use the «Default light» interface.

- *Custom page-view window color.* You can have fun choosing colors for the stripes that run down the sides of your editing screen. A light interface and some bright colors make the screen look a lot more cheerful.

You are finished with Edit > Preferences. However, a few other preferences need to be set.

★ STEP 8

Set the Page Layout

- *Open «Page Layout».* Use the path Document > Page Layout.

- *Tweak the bottom margin.* Change the bottom margin from 1″ to 0.9″. Why? Because if your last line on a page

infringes onto the 1″ margin by even a hair, the line will jump over to the next page. When that happens, you end up with a lot of white space at the bottom of the page instead of a 1″ margin.

★ STEP 9

Set ‹MORE and CONTINUED›

- *Open «More and Continued».* Use the path Document > More and Continued.

- *Change abbreviation.* Change the abbreviation (cont'd) to (CONT'D). Although I like the lower-case form, most screenplays use the capitalized abbreviation.

- *Change selections.* You can unselect everything if you want to. The only thing that you might want to have a check mark is «Automatically continue dialogue». This will put a (CONT'D) after a character name when the character resumes speaking after an intervening

action.

This use of «continued», commonly called a «character continued», is less popular nowadays than it previously was, but it is still in common use. I have stopped using it.

By the way, if you have a character talking at the bottom of a page, and a page break occurs in the speech, FADE IN will automatically insert (MORE) at the bottom of the page, repeat the character name at the top of the next page, and insert a (CONT'D) after the name. FADE IN does this for you, even if you have not ticked the option for «Automatically continue dialogue».

You do not want to select «Automatically continue scenes», because these «scene continueds» are only used in production scripts.

★ STEP 10

Write a Script!

- *Check the template.* Just to make sure that everything is set up right, use the path File > Templates > Apply Template to see that the correct template is selected. You can also use this path to apply a template to a script that already exists and uses a different template.

- *For selecting a different template.* If you are starting a new script and you want to begin it with a particular template, you can also use the path File > Templates > New from Template.

- *Saving and Printing.* Everything is similar to a typical Windows program. You do not have to use the .fadein extension when you save a file. The FADE IN program will add the extension for you.

- *Making a PDF.* Yes, you can make a PDF with FADE IN, and the PDF file is as small as what I get with the two commercial

PDF creators that I also have. To create a PDF from your file, click on File > Create PDF.