

# Formatting a script

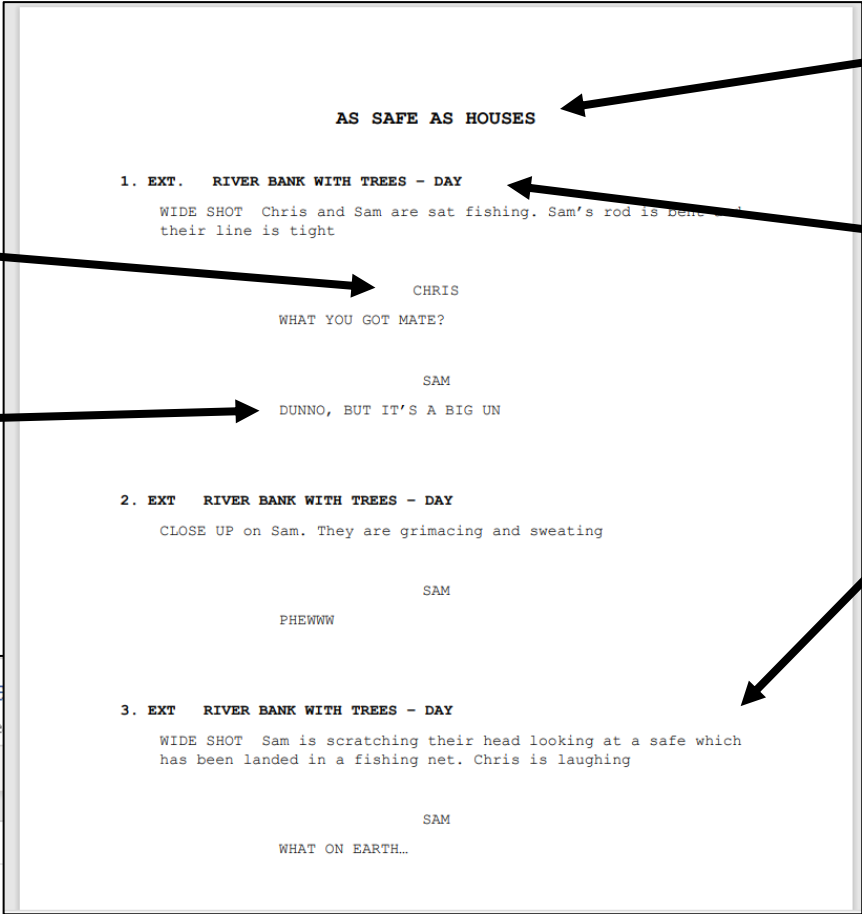
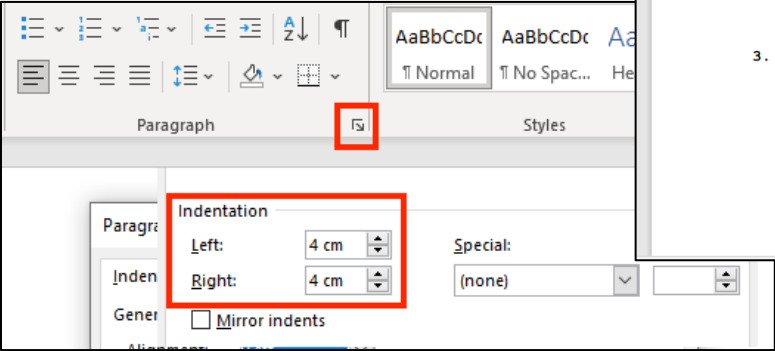
**Font:** Courier New is often used in the media industry

**Character name:** in capitals, centred on page

**Dialogue:** indented 4cm left and right

To do this:

1. Click Paragraph arrow on ribbon
2. In **Indentation** section, set **Left** and **Right** to **4cm**
3. OK



**Title:** centred on page, often in capitals

**Slugline:** numbered, bold, left aligned, capitals

**Scene description:** a brief description of the scene, including camera shots  
Indent about 1cm from left

This is a comic book script so there are no timings, sounds or camera movement