

Script Template

VIDEO	AUDIO

How to set up tables for a script template in WORD, like what you see above.

- 1. Open Word.
- 2. Go to your top menu and click on Table.
- 3. Drag down to Insert and drag right to Table.
- 4. Release the mouse and a window will appear called Insert Table
- 5. Under Table Size, set the Number of Columns to 2.
- 6. Set Number of Rows to the approximate number of soundbites and reporter slugs you think the story will have. (It's better to overestimate, so I usually put in 20.)
- 7. Under Auto Fit Behavior, select Fixed Column Width.
- 8. Click OK.

You will now have two columns and multiple rows which you can type in independent of one another.

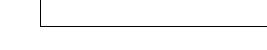
All of your interview soundbites go in the separate cells in the right hand (AUDIO) column. So does whatever your reporter says..

All of your video descriptions (b-roll, etc.) go in the left hand cells.

See the next page for a sample of a script.

Here's a sample of a script:

Here's a sample of a script:		
HIKI NŌ 01_Law of Gossip 1 _{st} Draft 12/15/10 Assigned Running Time: 2:00		
Actual Running Time: 2:15		
VIDEO	AUDIO	
	REPORTER (voiceover):	
Girl shoots a basket in an outdoor basket- ball court, and the ball lands on the	In Newton's Law of Gravity, what goes up must come down.	
ground.	But Brittany's Law of Gossip shows that	
Tilt up from the ball on the ground to snapshots attached to the playground	what goes down must come up.	
chain-	Brittany Gomes is an outgoing 19 year old	
link fence.	college student who enjoys socializing with her friends.	
Pan along fence to reveal photos of		
Brittany with her college friends.	However, she wasn't always this way. While in intermediate school, she was	
Pan along fence to reveal photos of Brittany and her friends from intermediate	tormented by other students. (:17)	
school.	BRITTANY GOMES:	
	"For some reason, I just got picked on a lot. I used to get called names a lot. I'd	
Brittany Gomes interview on camera.	get picked on for the clothes I wore, for	
SUPER: Brittany Gomes	just little things. But still, when you're a teenager, you take it to heart." (:10)	
Former Gossiper	DEPORTER (:	
	REPORTER (voiceover): Brittany fought back through gossip. By creating a Zenga page called "Gossip Girl	
Shots of Brittany's Zenga page on a lan-	0(702)1	



top screen.

PBS Hawai'i

Shots of Brittany's Zenga page on a lap-

96792" her words became a weapon.

damage to herself. (:13)

Intending to hurt others, she caused more