



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:

<p>HIKI NŌ 01_Law of Gossip 1st Draft 12/15/10 Assigned Running Time: 2:00 Actual Running Time: 2:15</p> <p>VIDEO</p>	<p>AUDIO</p>
<p>Girl shoots a basket in an outdoor basket-ball court, and the ball lands on the ground.</p> <p>Tilt up from the ball on the ground to snapshots attached to the playground chain-link fence.</p> <p>Pan along fence to reveal photos of Brittany with her college friends.</p> <p>Pan along fence to reveal photos of Brittany and her friends from intermediate school.</p> <p>Brittany Gomes interview on camera. SUPER: Brittany Gomes Former Gossiper</p> <p>Shots of Brittany's Zenga page on a laptop screen.</p>	<p>REPORTER (voiceover): In Newton's Law of Gravity, what goes up must come down.</p> <p>But Brittany's Law of Gossip shows that what goes down must come up.</p> <p>Brittany Gomes is an outgoing 19 year old college student who enjoys socializing with her friends.</p> <p>However, she wasn't always this way. While in intermediate school, she was tormented by other students. (:17)</p> <p>BRITTANY GOMES: "For some reason, I just got picked on a lot. I used to get called names a lot. I'd get picked on for the clothes I wore, for just little things. But still, when you're a teenager, you take it to heart." (:10)</p> <p>REPORTER (voiceover): Brittany fought back through gossip. By creating a Zenga page called "Gossip Girl 96792" her words became a weapon.</p> <p>Intending to hurt others, she caused more damage to herself. (:13)</p>