

# Celtx Scriptwriting Tutorial

[www.celtx.com](http://www.celtx.com)

Celtx (pronounced Kel-tics) is a terrific program that works just as well as other costly scriptwriting software. Here are some shortcut tips to using the program.

## Script Title

On the toolbar there is a drop menu window with a variety of things to choose from. For a title select “**text**” from the drop menu and type in the title (all caps) and your name on the line below it.

## Scene Heading

You always have to let us know where the scene is taking place. Make sure “scene heading” is selected from the drop menu in the toolbar. Scene headings always begin with either an “INT.” for interior or “EXT.” for exterior, the location and the time.

When you start to type either “**I**” or “**E**,” the software will give you a drop menu to choose “INT.” or “EXT.” Select the one you want. Then type in the **location** (the software will automatically capitalize it for you). Then add in the **time**. This location will be added to a list of locations that will pop up in a drop menu when you start to type it out to save time in the future.

Ex. INT. KITCHEN – DAY

- In **Scene Headings**, if you hit “**enter**” it will take you to **Action**.

## Action

This is a written description of what is going on in the scene.

In **Action**, if you hit:

- “**enter**” **1 time** – takes you to a new paragraph of **Action**
- “**enter**” **2 times** – takes you to a new **Scene Heading**
- “**enter**” **1 time**, then “**tab**” **1 time** - takes you to a **Character** name

## Character Name

This is the name of the person who will be speaking. Typing in a name will automatically capitalize it and add it to a list of character names that will pop up when you start to type the same name later in your script.

In **Character**, if you hit “**enter**” 1 time it will get you to **Dialog** for that character

## Dialog

This is what the character is saying.

In **Dialog**, if you hit:

- “**enter**” **1 time**, takes you to a new **Character** name
- “**enter**” **2 times**, takes you to a new **Action**

- “enter” 3 times, takes you to a new **Scene Heading**
- “tab” 1 time, takes you to a new **Condition** within the dialogue

**Notes** – add notes to something

**Breakdown** – breaks your script down into manageable pieces and lists

**Scenes**

lists scenes – can rearrange or display as an index card

**Tabs at bottom**

**Index cards** – shows your script set up as index cards that can be re-arranged

**Title page**

Info for the title page of your script if you want one

**Reports**

Breaks down scripts into different pieces such as “character

**Page Numbers**

Page numbers are not automatic. To get them, go to:

1. “**Script**” heading
2. **format options**
3. check **pagination** box