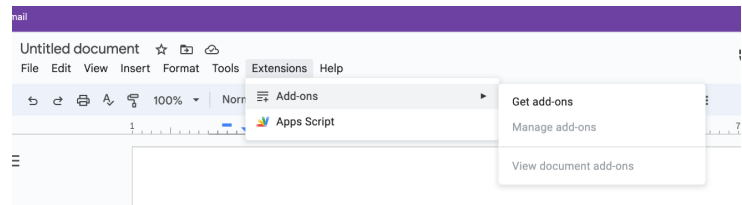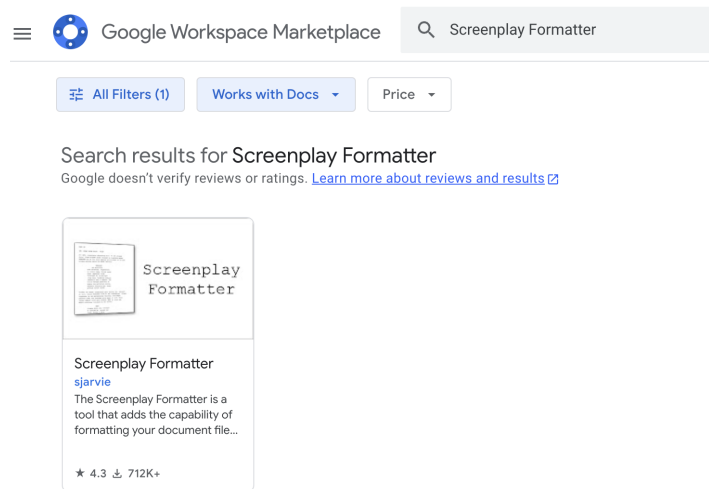# How to Use the Google Doc "Screenplay Formatter" Add-On

1. Open a new Google Doc.

2. Click on Extensions > Add-ons > Get Add-ons.
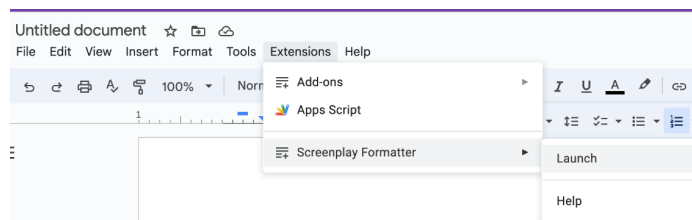
3. In the Search field, type in "Screenplay" and you should see "Screenplay Formatter" appear. Select and Install it.
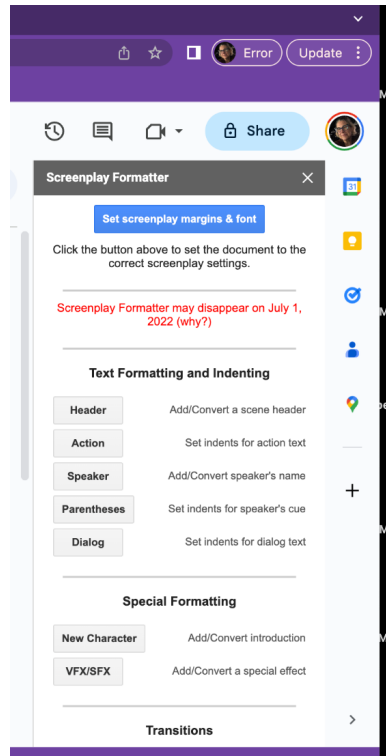
To use the Add-On:

1. With a Google Doc open, click on Extensions, and you should see Screenplay Formatter listed. Select it and choose "Launch."

2. The Screenplay Formatter sidebar will open. Here you will see the basic options you need for screenplay formatting.

    a. Click the Blue "Set screenplay margins & font" button to start.

    b. You can apply formatting to existing text by selecting the text and then clicking on the button that applies to the formatting you wish to use.

    c. You can also click on a formatting button before you type text, and that formatting will be applied to what you type next.

    d. Click the "New Character" button and a pop-up will ask the character's name, then it will insert the name in your document.