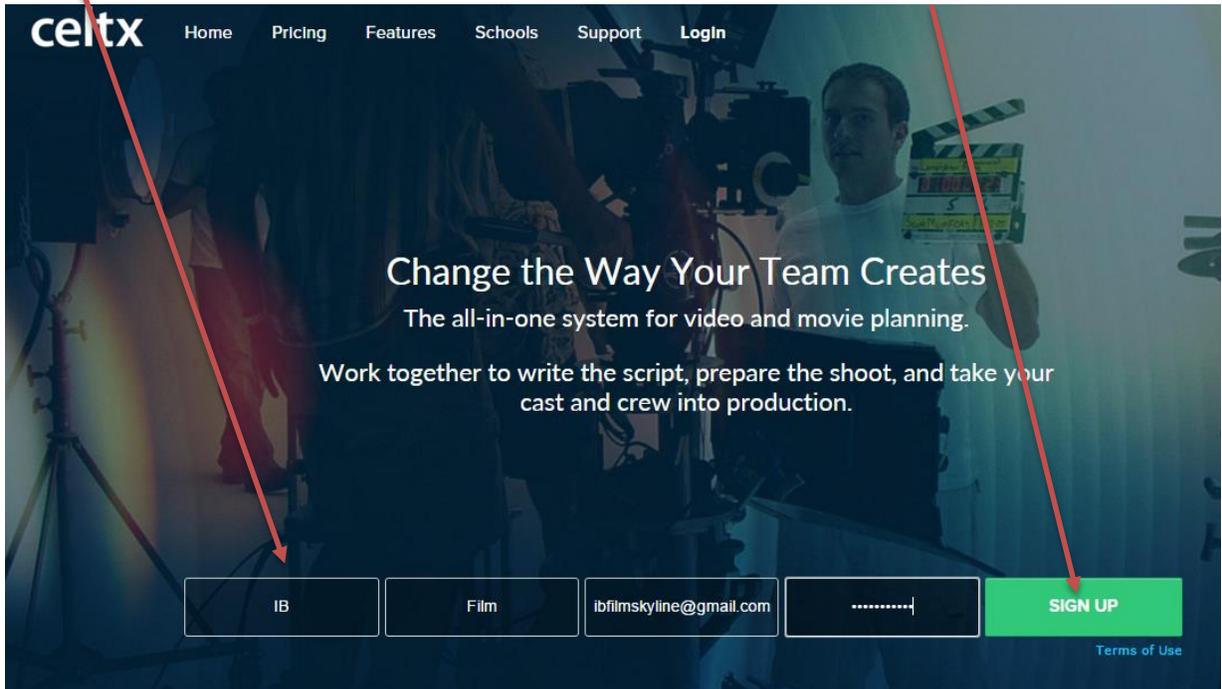


Celtx Part I: Signing up for Celtx

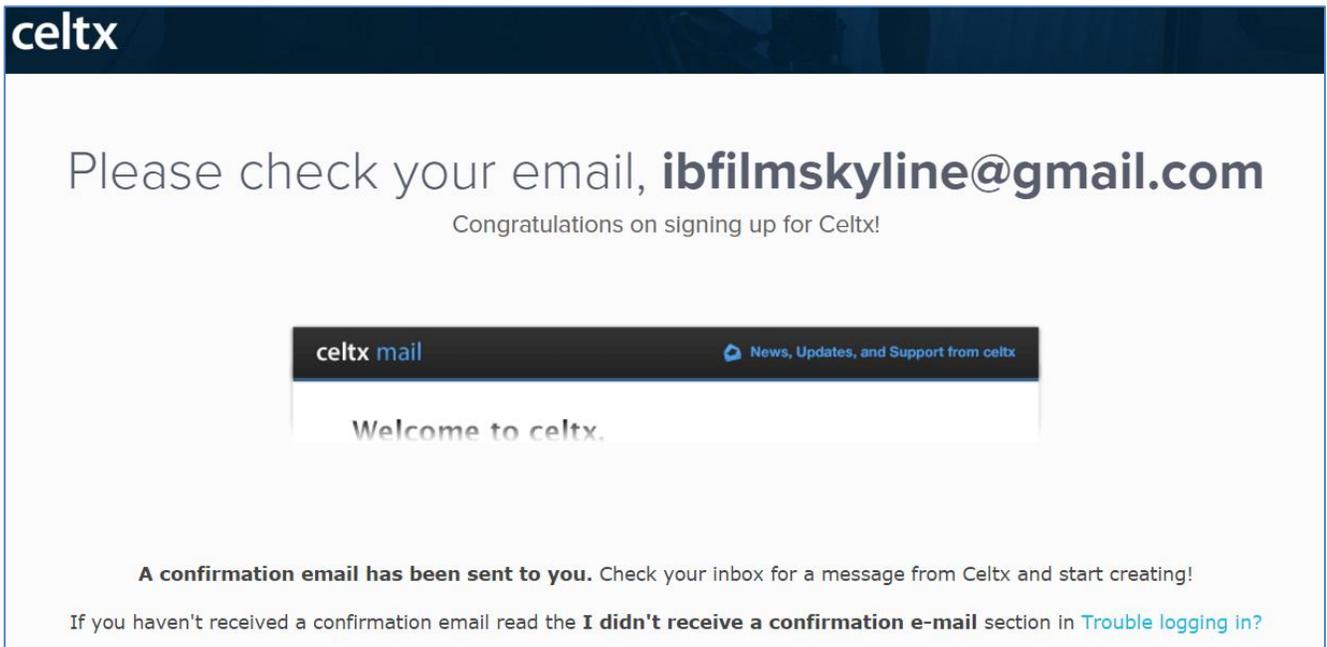
Go to [Celtx.com](https://celtx.com) (you are going to sign-up for a 15-day free trial – and they are many other parts to the program, but after the 15 days, you will still have access to the basics, including screenwriting).

1) Fill in your info (must be an email you can access) then click on green “SIGN UP” box.



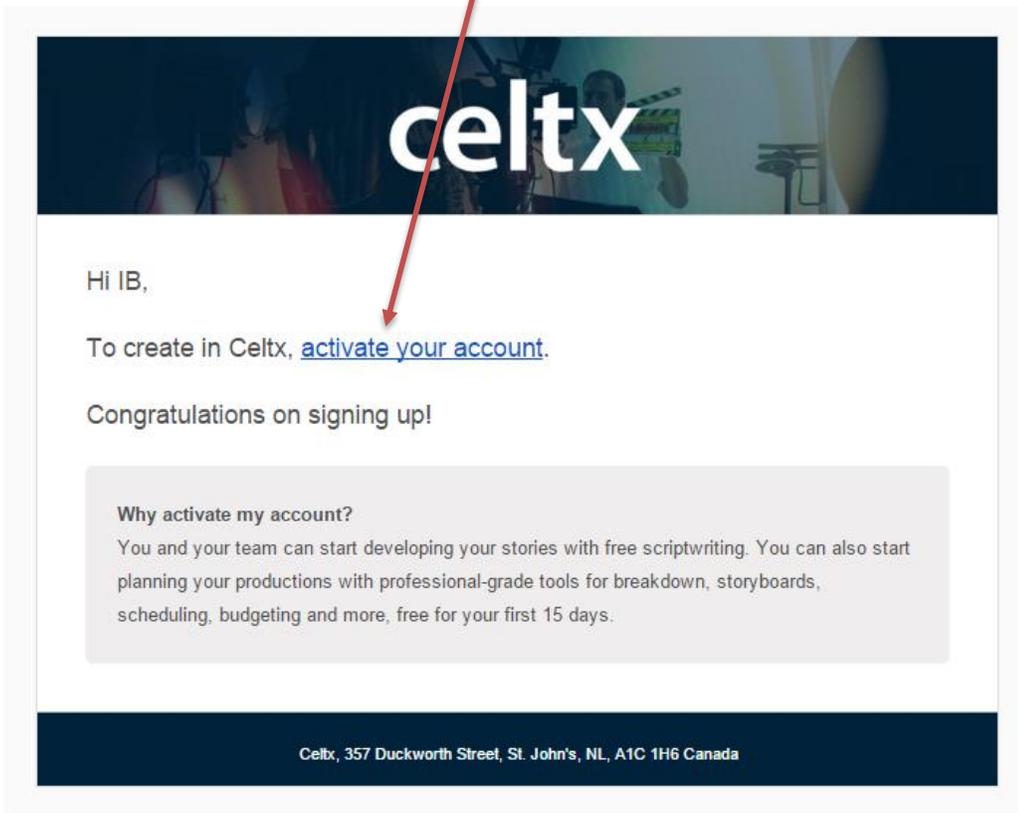
The screenshot shows the Celtx website's sign-up form. At the top, there is a navigation bar with the Celtx logo and links for Home, Pricing, Features, Schools, Support, and Login. The main heading reads "Change the Way Your Team Creates" followed by "The all-in-one system for video and movie planning." Below this, a sub-heading says "Work together to write the script, prepare the shoot, and take your cast and crew into production." The sign-up form consists of five input fields: "IB", "Film", "ibfilmskyline@gmail.com", a password field with a strength indicator, and a green "SIGN UP" button. A "Terms of Use" link is located at the bottom right of the form. Two red arrows point from the top of the page to the "IB" and "SIGN UP" buttons.

2) Then you are prompted to go to your email:



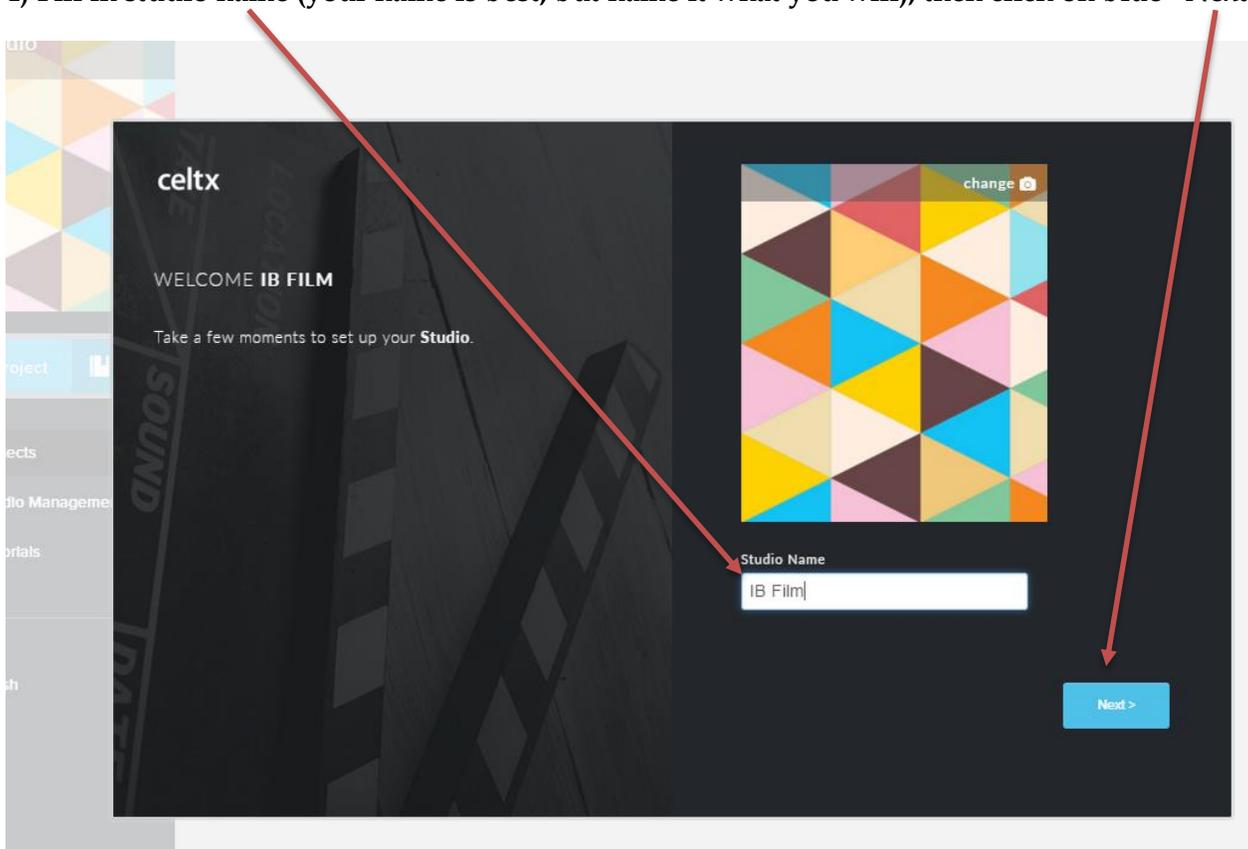
The screenshot shows the email confirmation page on the Celtx website. The page has a dark blue header with the Celtx logo. The main content area is white and contains the text "Please check your email, ibfilmskyline@gmail.com" and "Congratulations on signing up for Celtx!". Below this is a preview of an email from Celtx with the subject "celtx mail" and the body text "Welcome to celtx.". At the bottom, there is a confirmation message: "A confirmation email has been sent to you. Check your inbox for a message from Celtx and start creating!" and a link to "Trouble logging in?" for users who haven't received the email.

3) Go to your email and click on the link to activate your account:

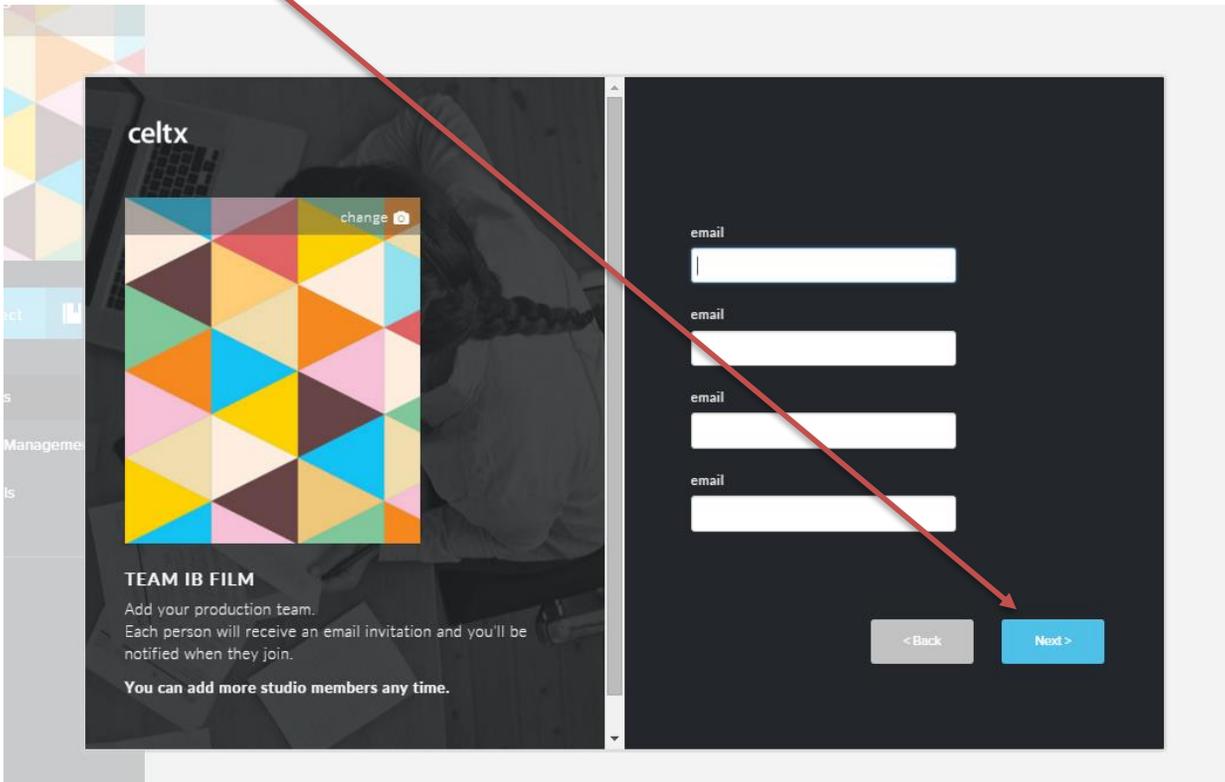


Activating your account...

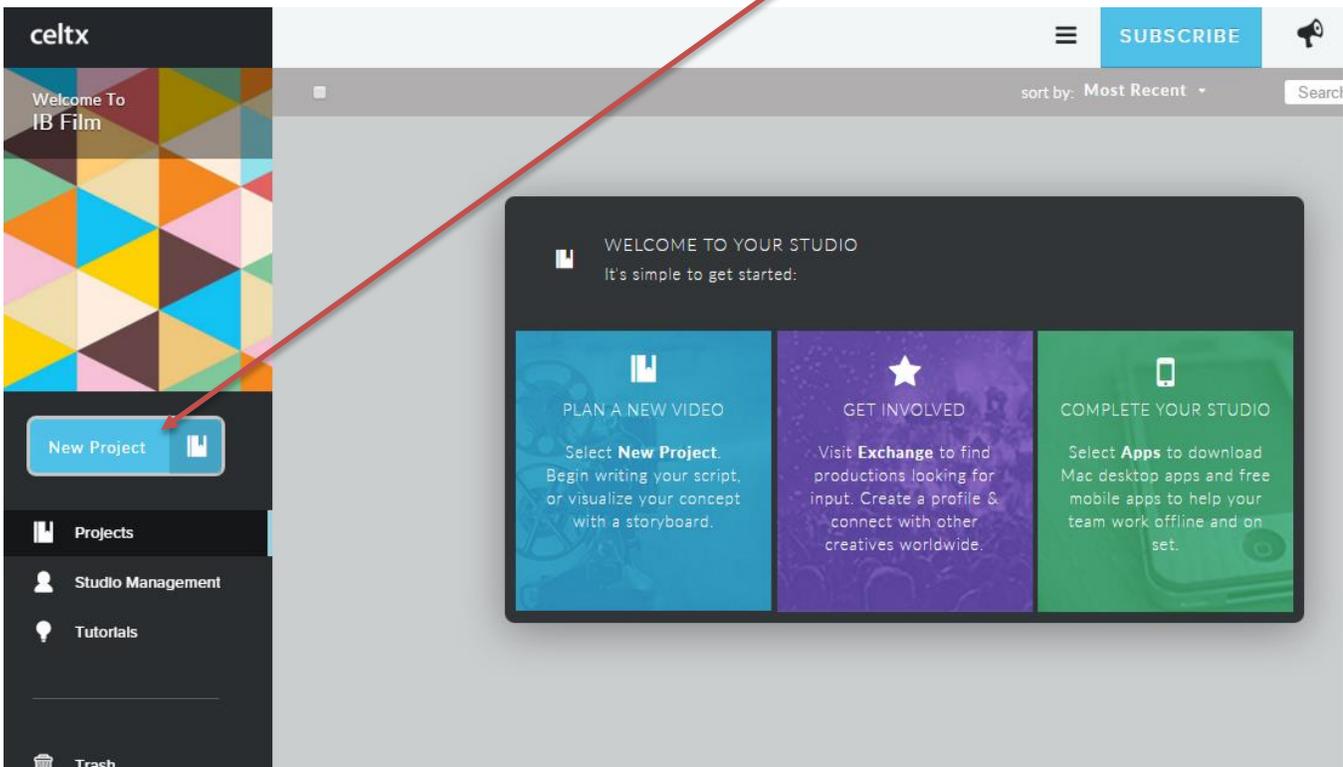
4) Fill in studio name (your name is best, but name it what you will), then click on blue "Next" box.



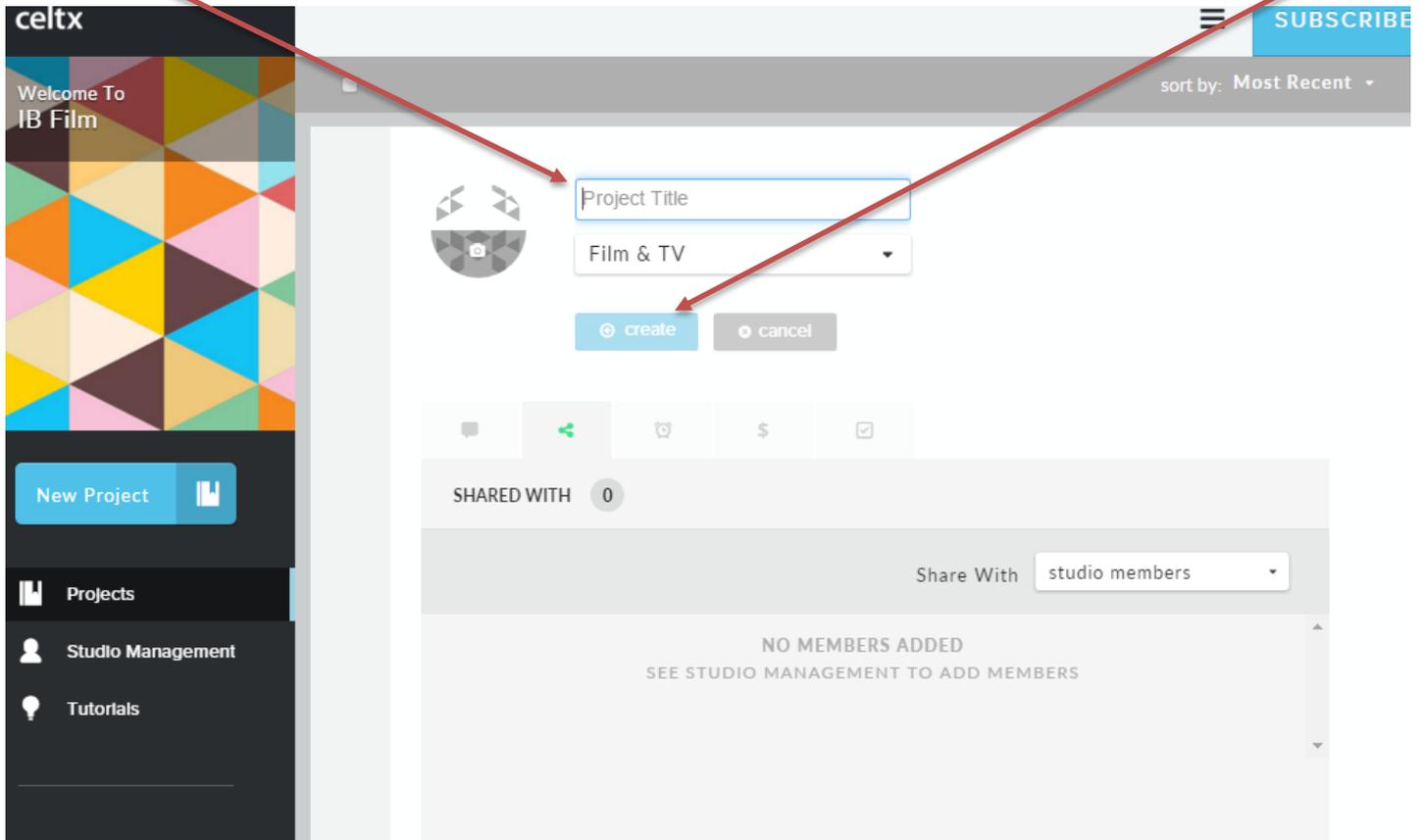
5) Skip this next option (it is so others could have access to your account to collaborate) by just clicking on the blue "Next" box.



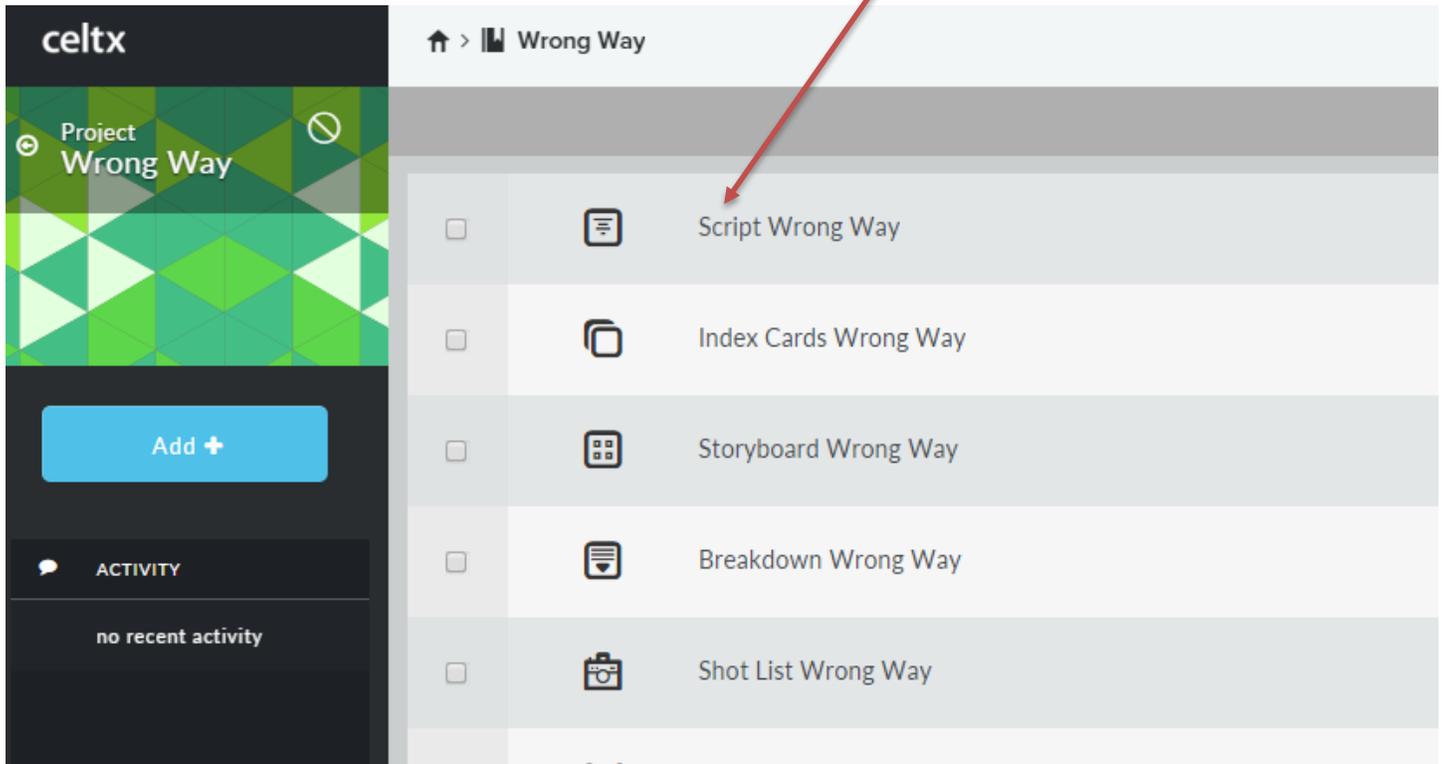
6) Next, create a screenplay project by choosing the "New Project" box on the left.



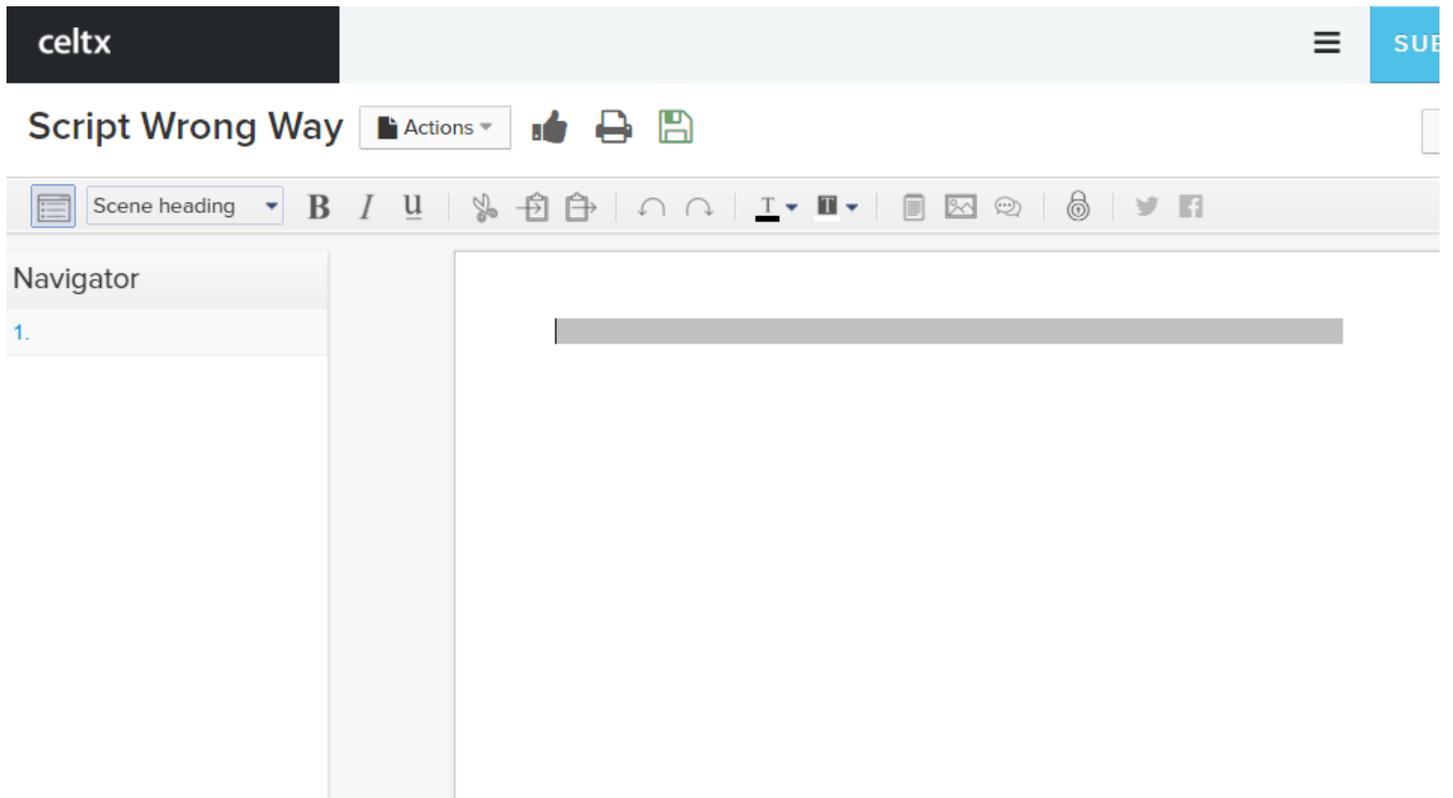
7) Name your project (keep the Film & TV option in the drop down list), then choose the blue "create" box.



8) Next, you get a long list of options, choose the first one labeled "Script" (this project is titled Wrong Way)



9) This opens your screenplay☺



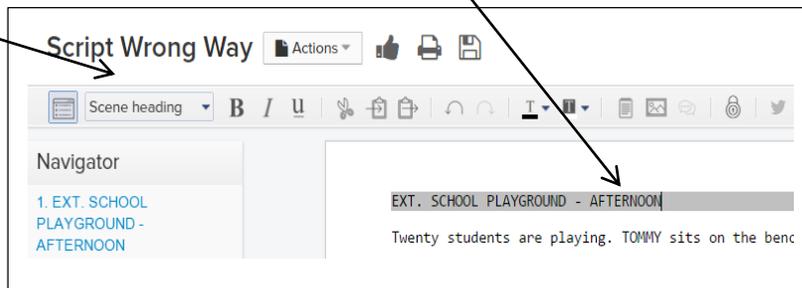
When you are ready, check out Celtx Part II for how to use the program to format your screenplay...

Creating a Scene in Celtx – Celtx Part II

Look at screenplays online for guidance. There are many, many sites you can go to – [here is a good one](#) with the Writers' Guild top 100, or [this list](#) of a ton of different ones available, or here is the [Lego Movie](#).

1) Once you've created a screenplay and opened it online...

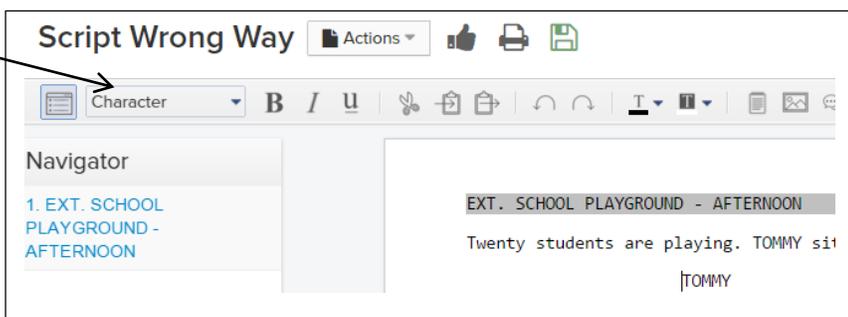
2) You will start with a "Scene Heading" (it will automatically be typed in caps in the gray bar).



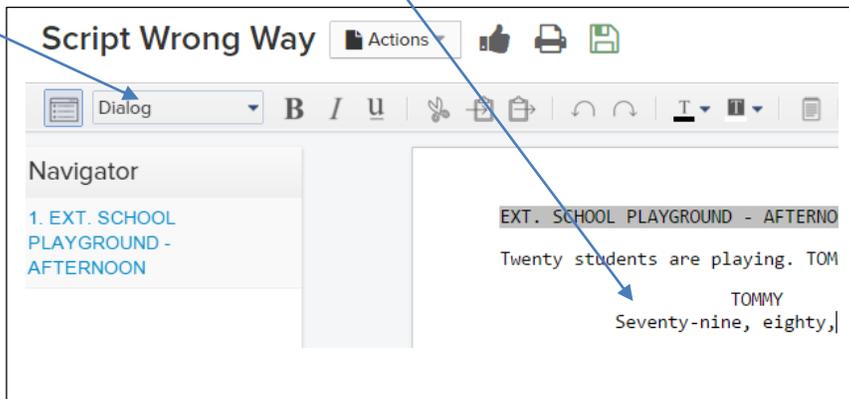
- this is a very brief notation of the physical scene, usually starting with **EXT.** (for exterior/outside) or **INT.** (for interior/inside)

3) Once you hit return, it leaves the "scene heading" box where you can type a description/explanation/set the scene (it is called the "Action" line – and it essentially writes like a paragraph/prose). Be brief here – try to avoid screen direction/camera angles/shots (that's for the director/cinematographer) and avoid giving background.

4) Then choose "character" in the choice box



5) Write a character's name, hit return and then it will automatically become "dialog".



6) Add another character and then dialog (automatic/default), or add more description (choose "Action" in the choice box), or change the scene (choose "Scene Heading").

7) You can see how long your scene is by choosing the “Print/PDF...” icon. This is also when you can print your screenplay to turn it in (it will automatically turn it in to a PDF). Beware – sometimes the Print/PDF window takes literally a minute to load, be patient)

