

Fade In
The very first item on the first page should be these words

FADE IN:

Scene Heading
A one-line description of the location and time of day of a scene

EXT. WRITERS STORE - DAY

In the heart of West Los Angeles, a boutique shop's large OPEN sign glows like a beacon.

Action
The narrative description of the events of a scene

Character's First Appearance
A description of the character, name should be CAPPED

INT. WRITERS STORE - SALES FLOOR - DAY

Writers browse the many scripts in the screenplay section. ANTHONY, Canadian-Italian Story Specialist extraordinaire, 20s and not getting any younger, mumbles over.

Transition
Film editing instructions

Character
A character's name always appears above his dialogue

ANTHONY
How's everyone doing here?
A WRITING ENTHUSIAST, 45, reads the first page of "The Aviator" by John Logan.

Dialogue
Lines of speech for each character

Subheader
For when a full scene heading is not necessary

The phone RINGS. Anthony goes to—

THE SALES COUNTER

and answers the phone.

ANTHONY
Writers Store, Anthony speaking.

VOICE
(over phone) ~~Hi, this is~~
Do you have "Chinatown" in stock?

Parenthetical
Action or attitude direction for a character

Mores and Continues:
Use mores and continues between pages to indicate the same character is still speaking.

I/E LUXURIOUS MALIBU MANSION - DAY

A FIGURE returns home, cell phone pressed to his ear.

ANTHONY (O.S.)
"Course we have "Chinatown". Robert Towne's masterpiece is arguably the Great American Screenplay...

Extension
A note placed after the character's name to indicate how the voice will be heard onscreen

Intercut:
Instructions for a series of quick cuts between two scene locations

INTERCUT: PHONE CONVERSATION

FIGURE
That is such great stuff. I love it!

Page Number
Localed 0.5" from the top, flush right