

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.

celtx Home Pricing Features Schools Support Login

Change the Way Your Team Creates

The all-in-one system for video and movie planning.

Work together to write the script, prepare the shoot, and take your cast and crew into production.

IB Film ibfilmskyline@gmail.com SIGN UP

[Terms of Use](#)

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

celtx

Please check your email, ibfilmskyline@gmail.com

Congratulations on signing up for Celtx!

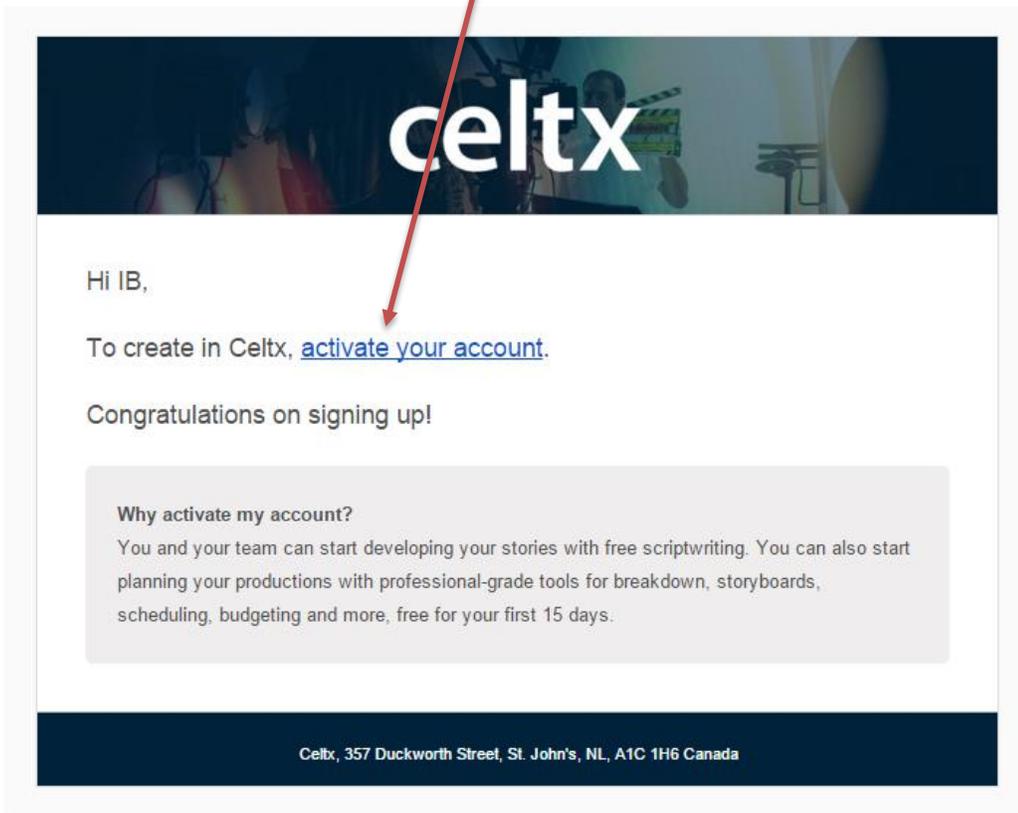
celtx mail News, Updates, and Support from celtx

Welcome to celtx.

A confirmation email has been sent to you. Check your inbox for a message from Celtx and start creating!

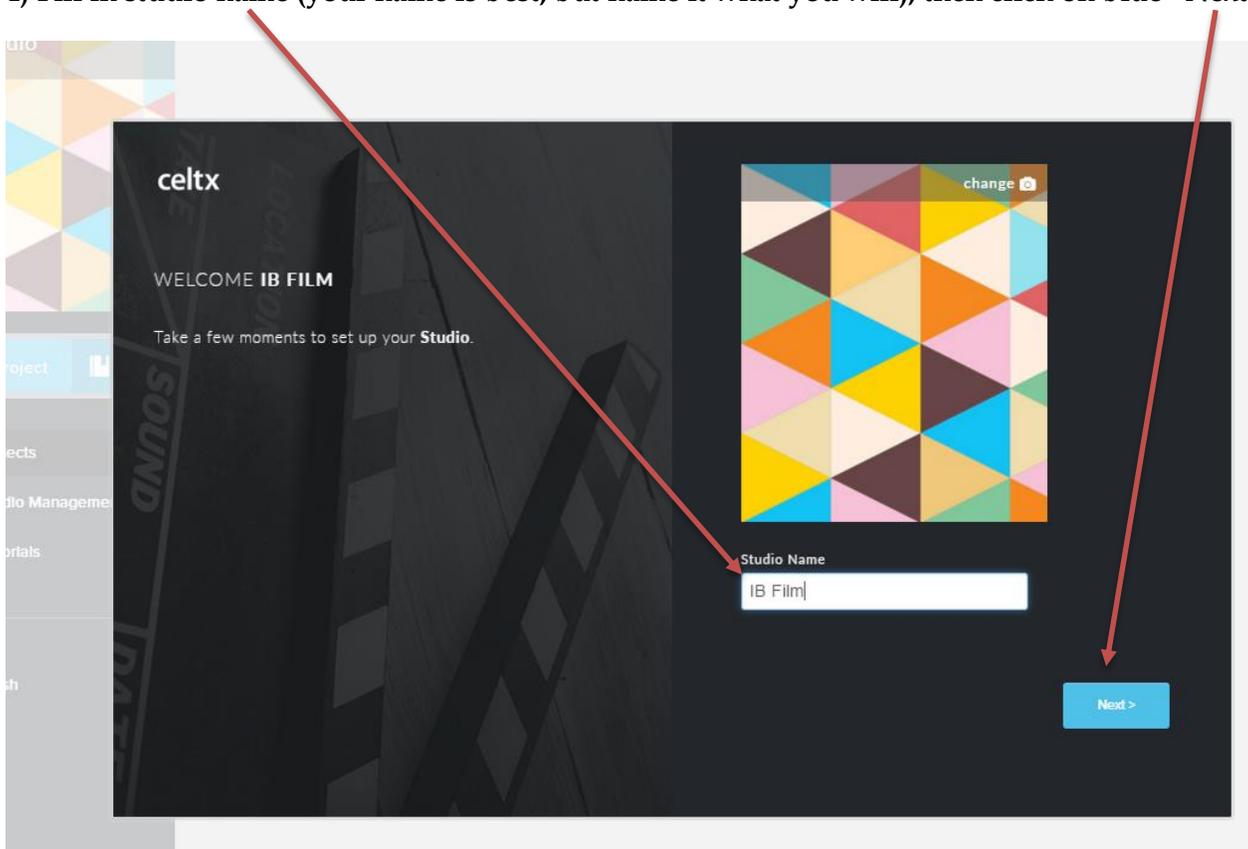
If you haven't received a confirmation email read the **I didn't receive a confirmation e-mail** section in [Trouble logging in?](#)

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

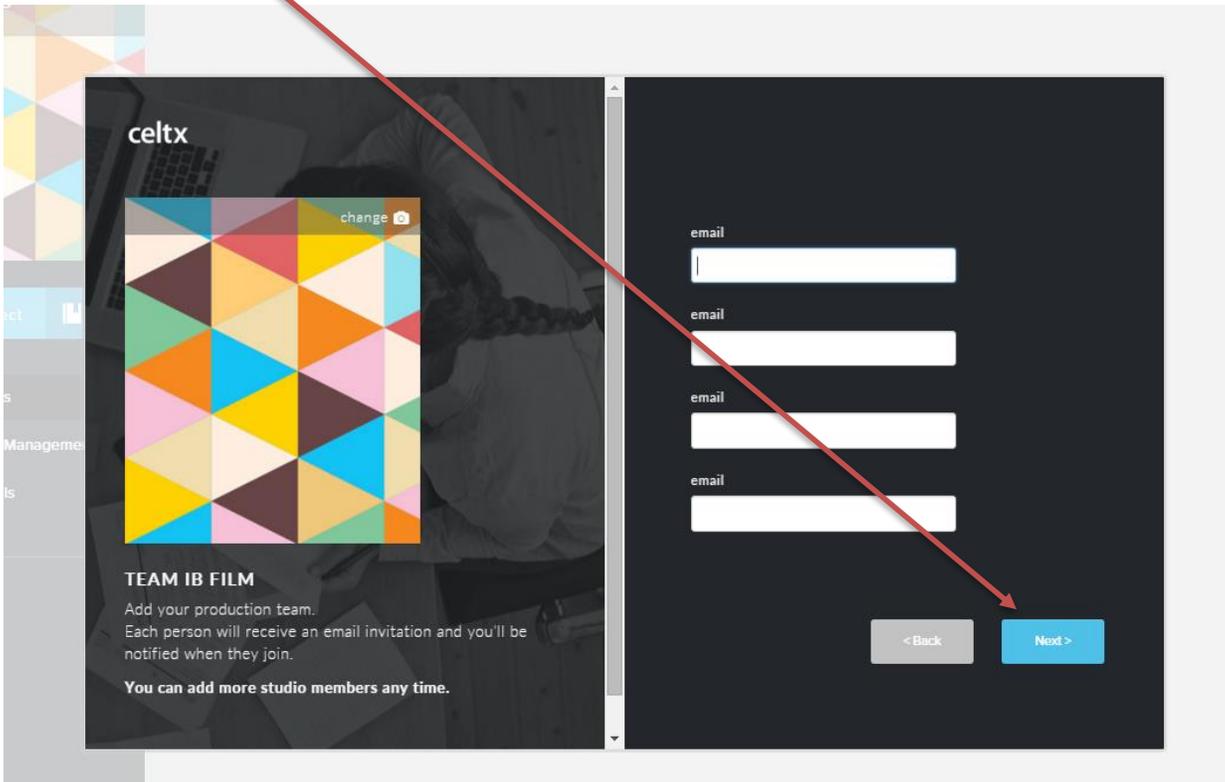


Activating your account...

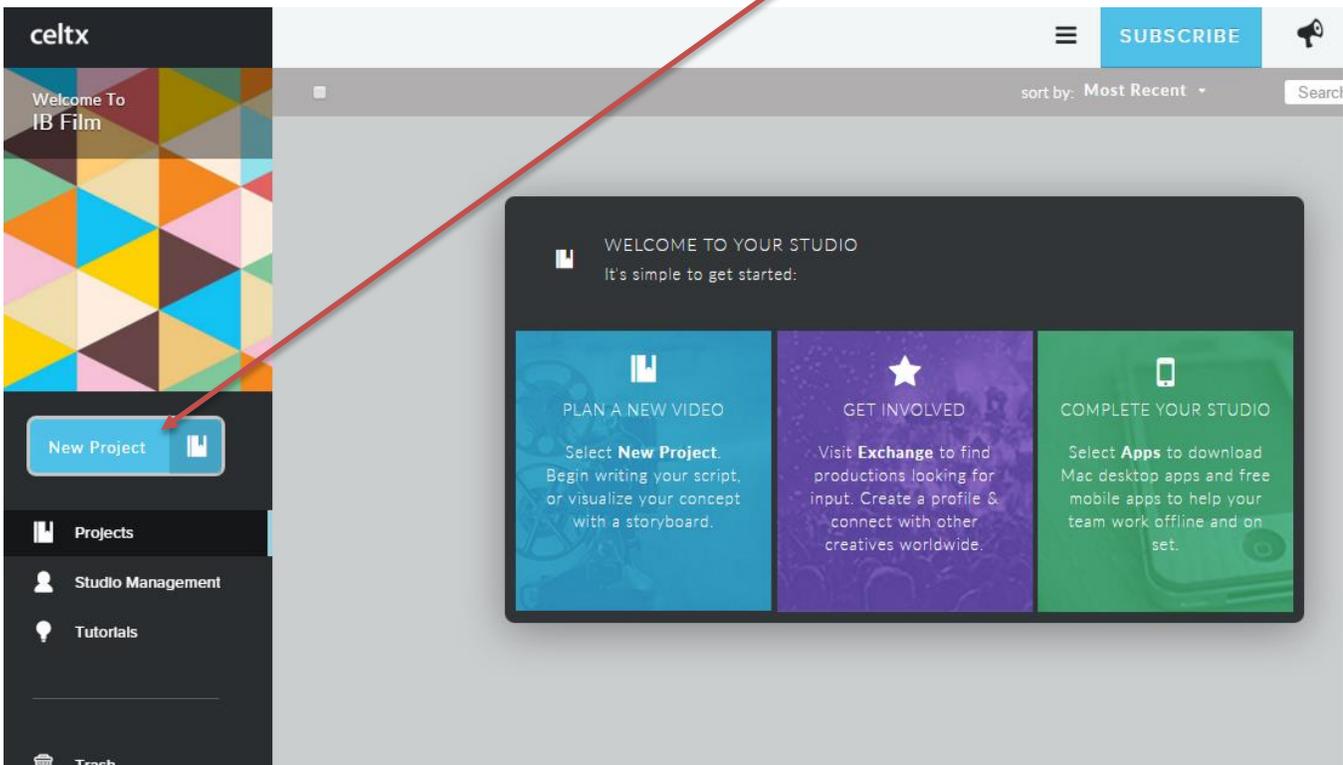
4) Fill in studio name (your name is best, but name it what you will), then click on blue "Next" box.



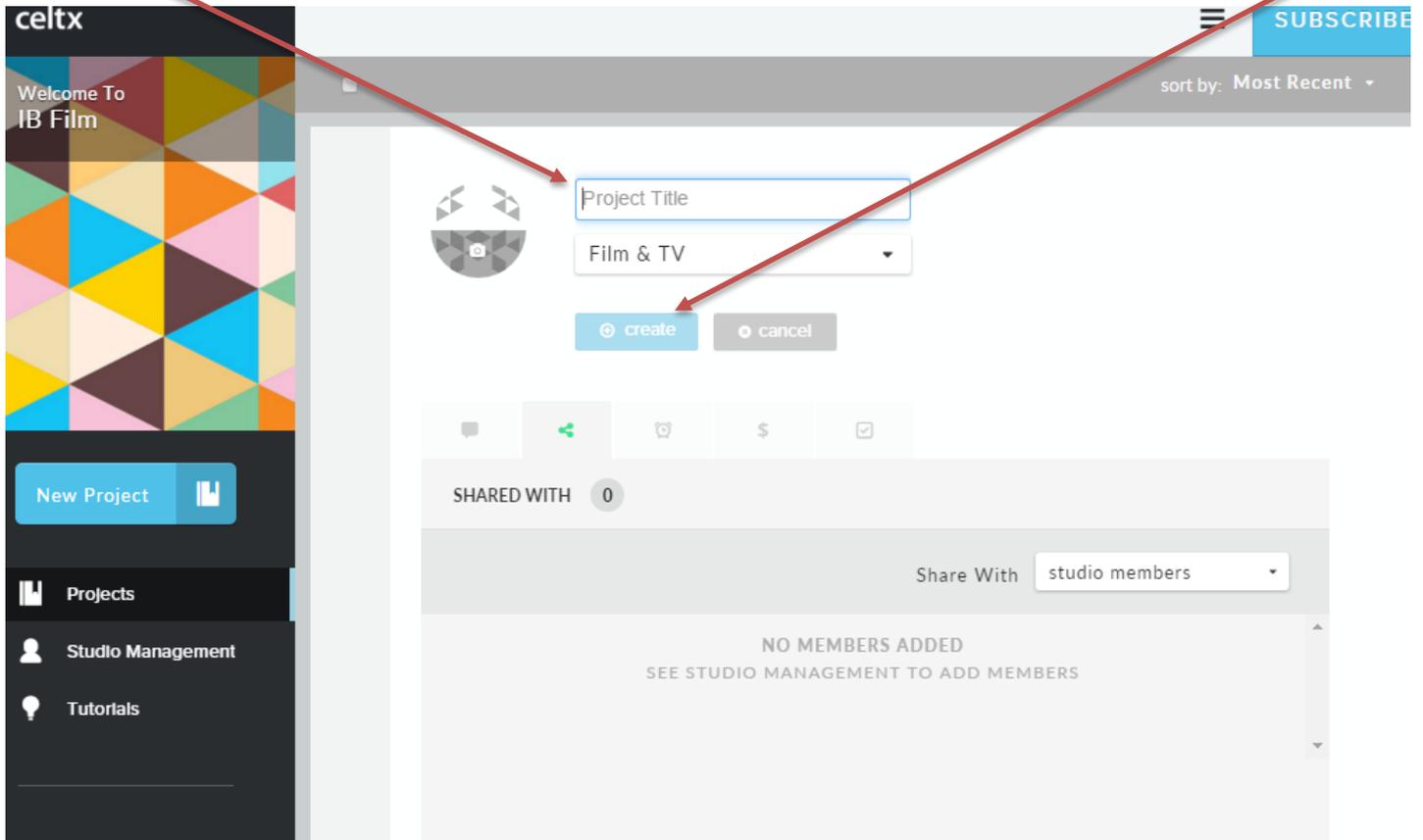
5) Skip this next option (it is so others could have access to your account to collaborate) by just clicking on the blue "Next" box.



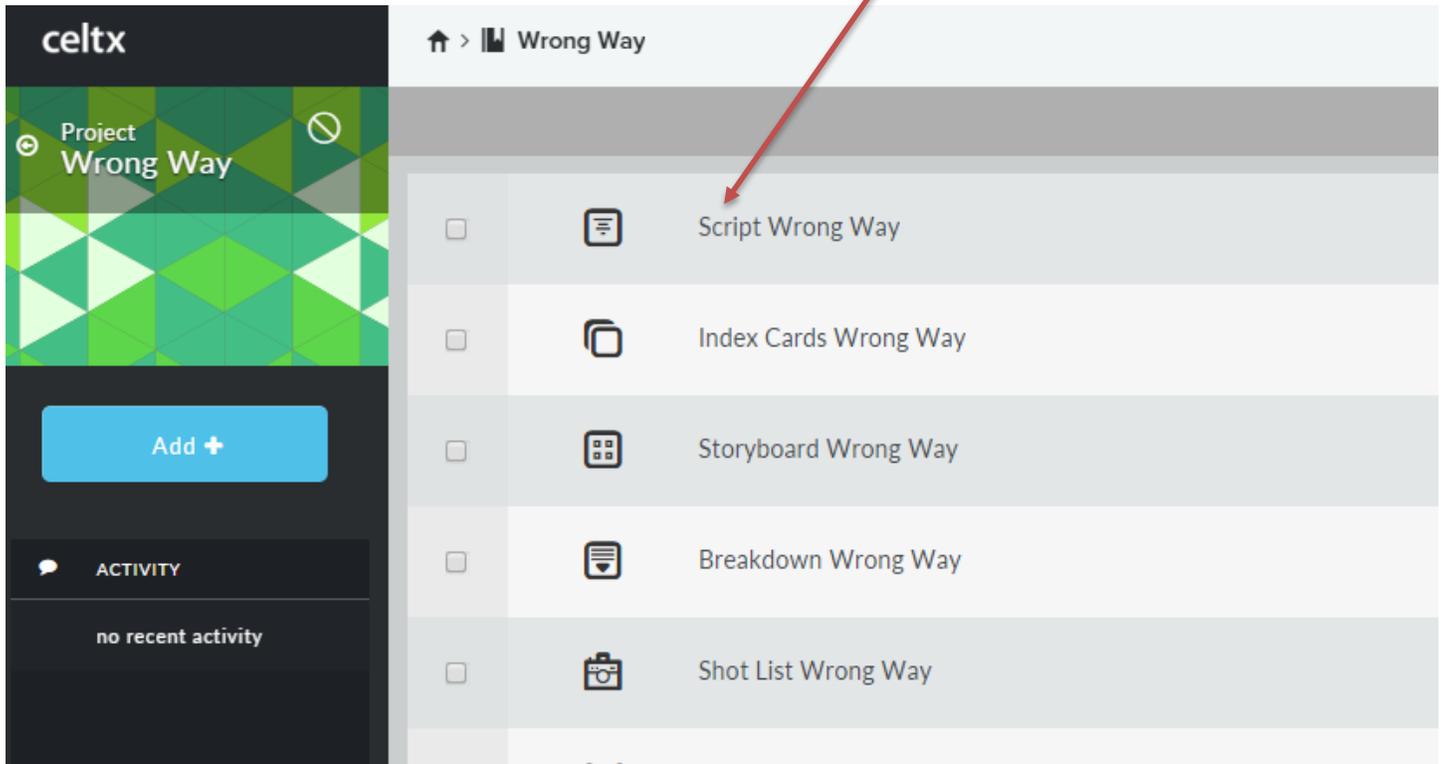
6) Next, create a screenplay project by choosing the "New Project" box on the left.



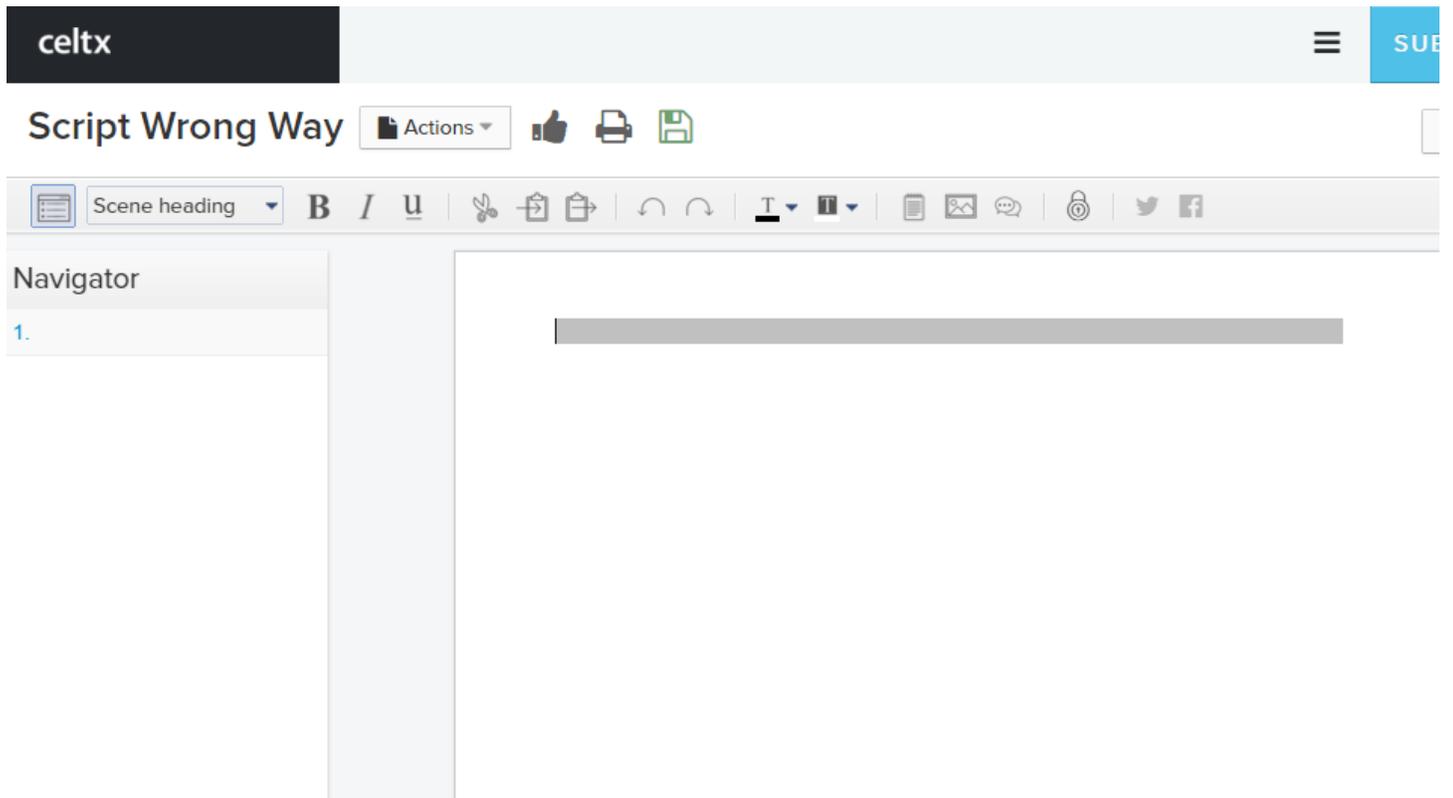
7) Name your project (keep the Film & TV option in the drop down list), then choose the blue "create" box.



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☺



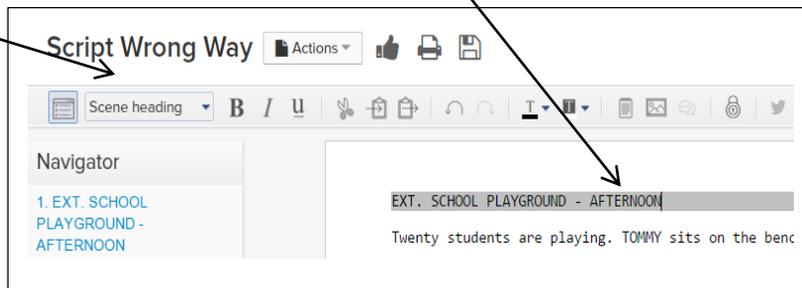
When you are ready, check out Celtx Part II for how to use the program to format your screenplay...

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...

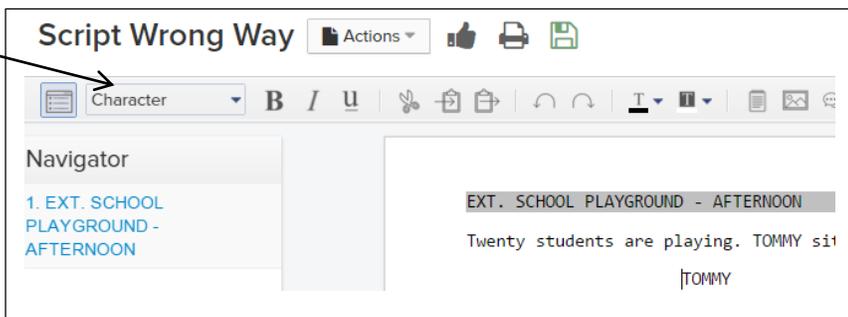
2) You will start with a "Scene Heading" (it will automatically be typed in caps in the gray bar).



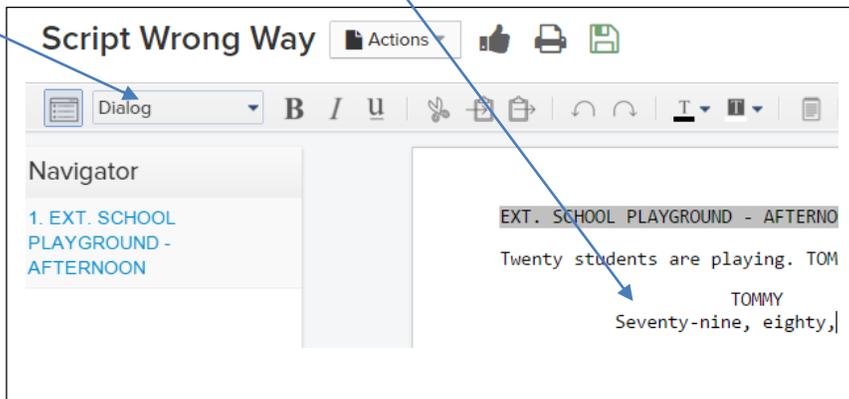
- this is a very brief notation of the physical scene, usually starting with **EXT.** (for exterior/outside) or **INT.** (for interior/inside)

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)

