

A BEGINNER STAGE MANAGER'S GUIDE TO MICROSOFT WORD

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COLOPHON

This manual was created using Microsoft Word for Mac OS version 16.66. The typeface for the headings is Century Schoolbook and the typeface for all other areas is Garamond. This manual was printed by Staples in South Hadley to make one printed copy in the entire world.

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INTRODUCTION



Stage Management is a field that requires copious amounts of documentation in a clean and concise manner. Everything in theater must be documented and distributed, and stage management is at the center of this. Formatting these documents is a large part of the job.

In this manual you will learn the basics of Microsoft Word for MacOS (Version 16.66) within the guidelines of Stage Management documentation, concluding with examples to aid in the process. This manual is meant for beginner Stage Managers to begin making their own documents with the help of Microsoft Word.

SECTION 1: INTRO TO WORD

1.1 OPENING A NEW DOCUMENT

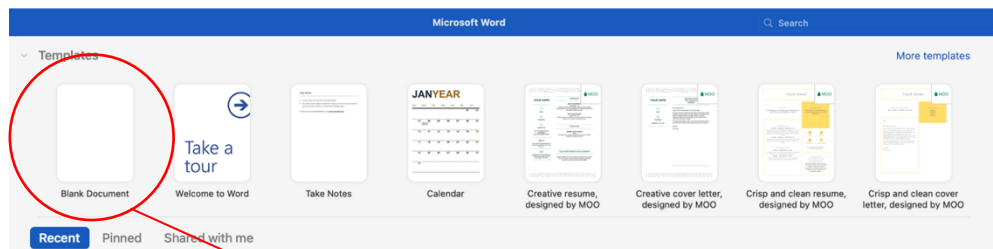
Your work in Word cannot begin without a document being open. This is your first step to creating anything.

1. Open the **Microsoft Word** application on your device. You can find it in the **Launchpad** on  devices, and under the  icon on Windows devices. The Word home screen appears in a new window.



The Microsoft Word Application Icon as seen on Mac devices.

2. Select **Blank Document** from the list of options. A new window opens with a blank document, ready to be worked on.



There are many template options to choose from, but a blank document often works for Stage Management purposes.

1.2 SAVING A DOCUMENT

Saving is a manual step you must complete in order to make sure your work is protected and will not be lost.

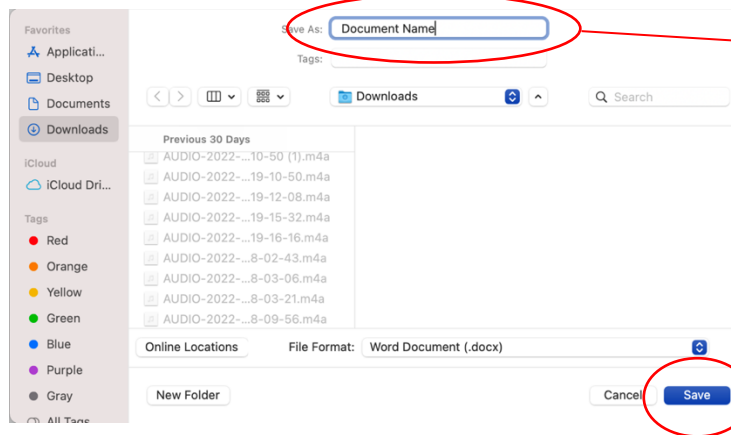
If it is the first time saving your document, you must **Save As**. This also allows you to name your document.

1. Select the **Save As** icon from the blue bar at the top of the Microsoft Word window. A pop-up window appears.



The **Save As** icon is depicted as a floppy disc with a pen on it.

2. Select where you would like your document to be saved. This could be your computer in general, a specific file, or an external location such as a flash drive.
3. In the text bar, type the name you would like your document to be saved under.
4. Click **Save**. Your document is now saved and named.



Type the name of your document in this bar.

Select the **Save** button here.

If your document has already been named before, you must **Save** as you continue to add to your work.

1. Select the **Save** icon from the blue bar at the top of the Microsoft Word window. Your work is now saved.



The **Save** icon is depicted as a floppy disc.

SECTION 2: BASIC FORMATTING

All documents begin with basic formatting. Mastering simple formatting will allow you to create simple documents and begin Stage Managing.

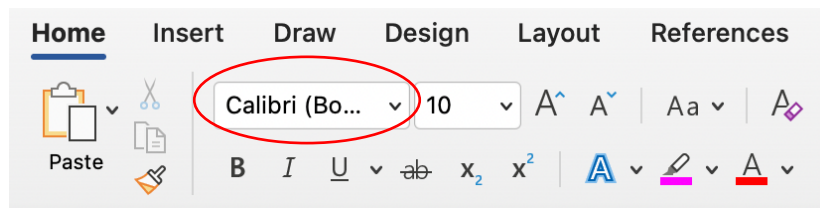
2.1 EDITING TEXT

The **Home** tab is where all your work begins. It allows you to do simple formatting and choose the look of the work you would like to complete. The first section of the **Home** tab allows you to edit the words you are typing.

Picking a Font:

The default font of Microsoft Word is **Calibri (Body)**. To change this:

1. Select the drop-down bar with **Calibri (Body)** in it.
2. Click on a font from the list to begin working in that font.



Bolding and Underlining Text:

Bolding and/ or underlining text helps text stand out for different purposes.

To Bold:

1. Select the **B** icon from the **Home** tab or press **Command** and the letter **B** on your keyboard. Repeat either option to stop bolding text.

To Underline:

2. Select the **U** icon from the **Home** tab or press **Command** and the letter **U** on your keyboard. Repeat either option to stop underlining text.

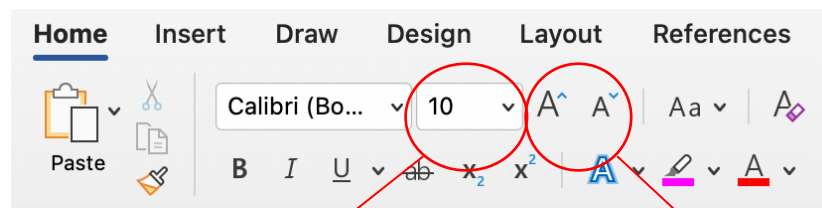
Changing the Text Size:

Making text bigger or smaller is an integral part of formatting a document. The default text size in Microsoft Word is 10-point font. To change this:

1. Select the drop-down bar with **10** in it.
2. Click on a number to apply that font size to begin working with that size font.

OR:

Select **A[^]** to increase the font size one size at a time or select **A^v** to decrease the font size one size at a time.




The drop-down bar option for changing text size is best when making a large change in size.

This option for changing text size is best when making a small, quick change in size.

2.2 WORKING WITH COLORS

Colors can be extremely helpful in Stage Management documents in terms of color-coding information or highlighting important details in color.


Changing Font Color:

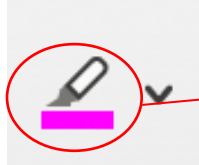
1. Select the text you would like to change the color of or move your cursor to where you would like to begin typing in color.
2. Select the drop-down arrow next to the  icon. A drop-down menu appears.
3. Select the color you want to use.



Once you have selected a color, you can select the icon to change the color of other selected text or begin typing elsewhere in the color you have most recently selected.

Adding colored highlight to text:

1. Select the text you want to highlight.
2. Select the drop-down arrow next to the  icon. A drop-down menu appears.
3. Select the color you would like to use. The text is now be highlighted in the selected color.



Once you have selected a color, you can select the icon to change selected text to the most recently selected highlight color.

2.3 ADJUSTING SPACING AND LAYOUT

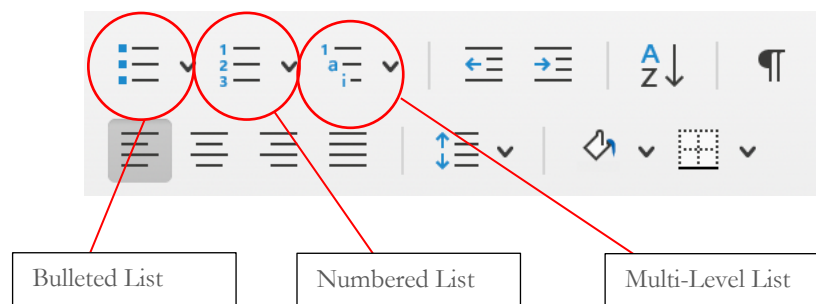
The second section of the **Home** tab allows you to create lists and format your document's spacing and layout.

Adding Bulleted or Numbered Lists

Lists are extremely helpful in all Stage Management work. They are needed to organize cast members, props, and many other things. Formatting these lists with bullet points or numbers help keep everything clear and concise to easily read.

To add a bulleted or numbered list:

1. Select the type of list you want to create: Bulleted, Numbered, or Multi-Level from the **Home** tab. Your selection appears and you can continue typing your list.



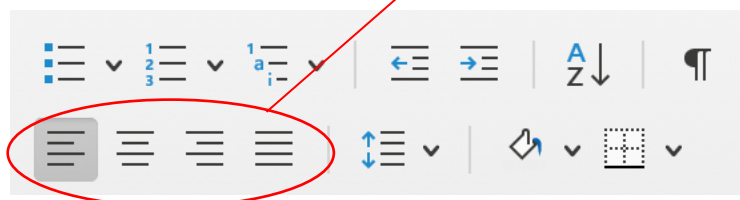
2. Press **Return** on the keyboard to move to the next bullet point or number in the list.
3. To end a list, follow step two and then press the **Delete** button to remove the bullet or number.

Text Alignment and Spacing

Changing the alignment and/ or spacing of your text helps to block out chunks of documents, make them easier to comprehend and organize your work further.

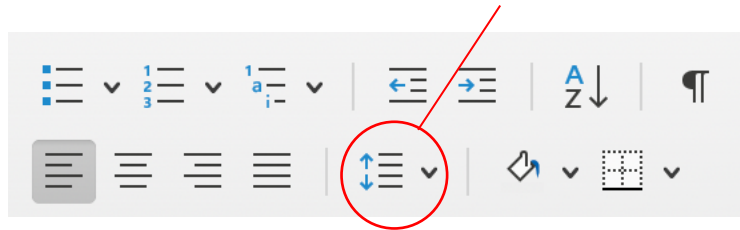
To change the alignment of the text:

1. Select the alignment you want to use: Left, Center, Right, or None from the **Home** tab. The alignment is applied to your work.



To change the spacing of the text:

1. Select the **Spacing** icon. A drop-down menu appears.
2. Select the spacing you want to use. It is now applied to your work.



For alignment and spacing options, you can select options before typing to apply to new text or select text and then select options to apply to text you already have.

2.4 WORKING WITH TABLES

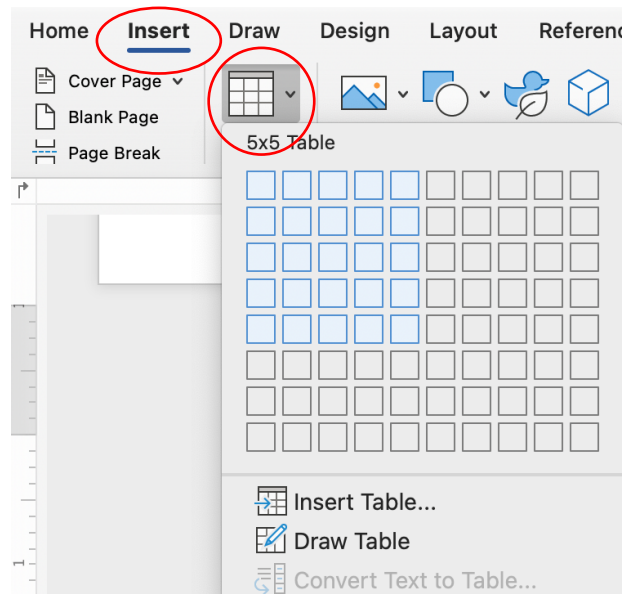
Tables are one of the key elements to creating Stage Manager documents. They are used to organize the majority of information needed in a clear manner that is easy to read at a glance.

Inserting a Table:

Tables are the most useful tool for Stage Management purposes. One can forget all formatting previously discussed, but if there is a table, they will have an organized document. There are several ways to make a table, but this will only go over the easiest ways for Stage Management purposes.

The Drag and Drop Method:

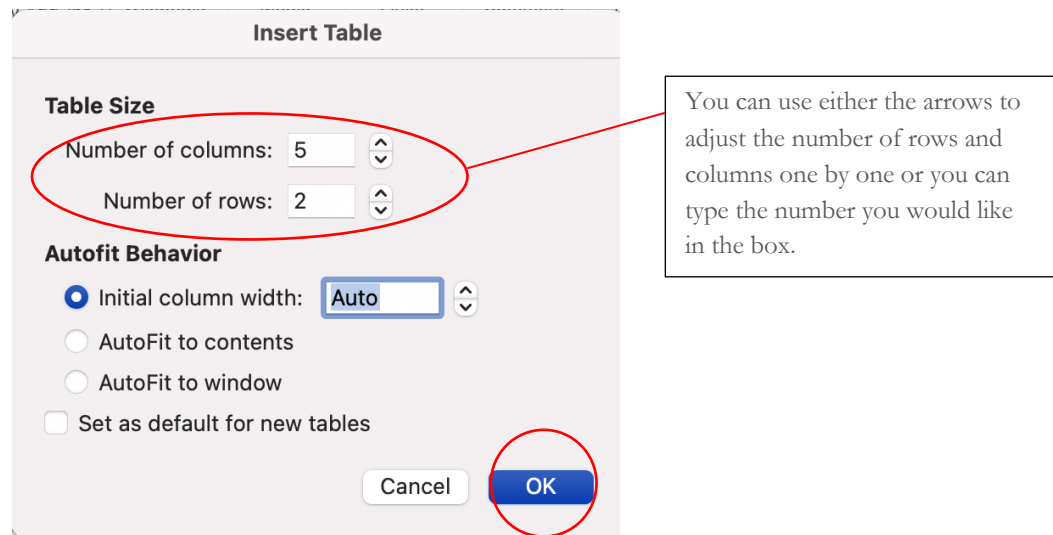
1. Navigate to the **Insert** tab in the Microsoft Word ribbon.
2. Click the **Table** icon.
3. Drag your mouse over the number of boxes you want in your table.
4. Click once you have selected the number of boxes. Your table will appear in your document.



The largest text box you can make with this method is 10x8. See **The Manual Method** to make larger tables.

The Manual Method:

1. Navigate to the **Insert** tab in the Microsoft Word ribbon.
2. Click the **Table** icon.
3. Select **Insert Table**. A pop-up menu appears.
4. Adjust the number of columns and rows you would like in your table.
5. Click **OK**. Your table appears in your document.



Inserting a Table Inside of a Table:

Putting tables inside of each other can assist in both organization and aesthetics within your document. See **Appendix** pg. 22 + 23 for example.

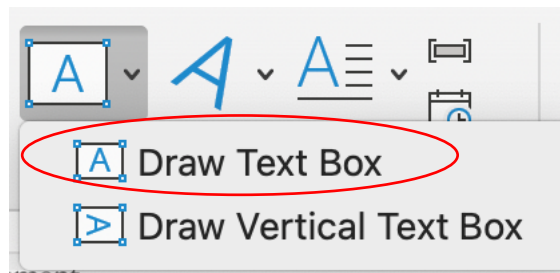
1. Have your cursor is in the box of the table you would like to add the new table to.
2. Follow either the **Drag and Drop Method** or the **Manual Method**. Your new table is now in your original table.

2.5 WORKING WITH TEXT BOXES

Text boxes can present information in a clear way that is easy to read at a glance. Text boxes are especially helpful to single out information such as dates, important memos, or key information.

Inserting Text Boxes:

1. Navigate to the **Insert** tab in the Microsoft Word ribbon.
2. Click the **Text Box** icon. A drop-down menu appears.
3. Click **Draw Text Box**. A cross hair appears.
4. Hold your mouse down and drag to create your text box. Release the mouse when the text box is the size you would like.



SECTION 3: DISTRIBUTING YOUR DOCUMENTS

Distributing your reports is the most important part of making them. Getting the information out is half of what being a Stage Manager are all about.

3.1 MAKING A TEMPLATE

To save yourself copious amounts of time and frustration, making a one-time template of your documents to simply fill in later is a must.

Creating a Template

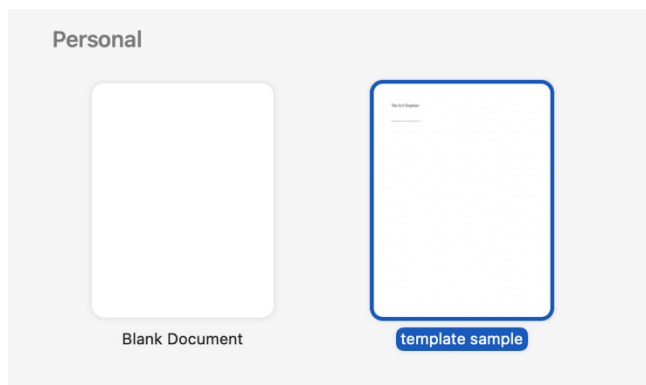
1. Create the document you would like to save as a template. This means creating a blank rehearsal report, daily call, etc.
2. Select **File**.
3. Select **Save As Template**.
4. Name your template.
5. Click **Save**. Your template is now created and saved.

In order to then use these templates, you must open them.

Opening a Template

Start from any open word document. It will not be affected.

1. Select **File**.
2. Select **New from Template**. The Microsoft Word home screen will open with templates to choose from.
3. Select the template you would like to use. The template will be applied to a new Word document. You can then name and distribute your document as normal.



There will be both a **Personal** template section and an **Office** section. All templates you make will appear in the **Personal** section.

3.2 DOWNLOADING FOR DISTRIBUTION

As far as distributing your reports, PDF is the most accessible as well as the easiest to distribute and work with.

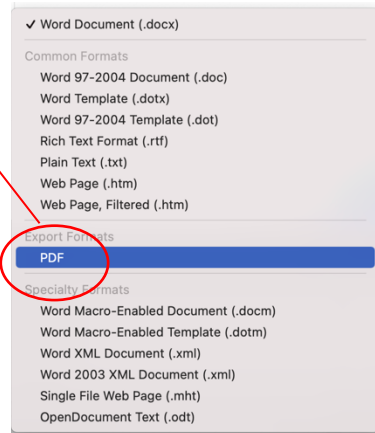
Downloading as a PDF Document

1. Select the **Save As** icon from the blue bar at the top of the Microsoft Word window. A pop-up window appears.



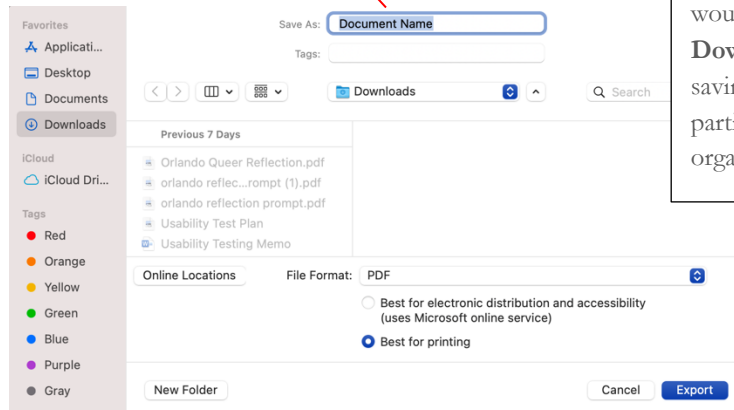
The **Save As** icon is depicted as a floppy disc with a pen on it.

2. Select the drop down arrow next to **File Format**.
3. Scroll down and select **PDF**.
4. Click **Export**.



If you have not named your document or want to rename it before exporting you can do that here.

Before exporting, you can select where you would like it to be saved. Saving to **Downloads** makes for easy access, and saving to a folder for your show or the particular set of documents makes for good organization.



APPENDIX: DOCUMENT EXAMPLES

Now that you have the basic tools of formatting and the knowledge to get your reports out there, it is time to put together your reports themselves. Everyone's reports look slightly different, so this will just show basic guidelines of the beginner documents to get you started.

REHEARSAL REPORT

The rehearsal report is the foundation of all shows. It includes key information for the production and design team that cannot be in rehearsal every day. Here is an example Rehearsal Report template.

**SHOW
TITLE**
Rehearsal Report

Date: //
Location:
Rehearsal #:
Scheduled Time:

Director:
SM:
ASM:
Dramaturg:

REHEARSAL TIME:

Start:	End:	Breaks:	Total Rehearsal Time: <u>hours_min</u>
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COMPANY:

Absent: N/A	Lateness: N/A	Accident/ Injury: N/A
Tomorrow's Attendance: N/A		

Using text boxes for this document is a great way to stay organized. You can also use bulleted lists within the boxes to organize even more.

The **Rehearsal Review** is the place to document the timing and order of events. For example:

6:00 – Warm-up
 6:30 – Work Act 1
 And so on.

REHEARSAL REVIEW:

IMPORTANT:

TECHNICAL:

Covid Safety: <ul style="list-style-type: none"> • N/A 	Lights: <ul style="list-style-type: none"> • N/A
Props: <ul style="list-style-type: none"> • N/A 	Set: <ul style="list-style-type: none"> • N/A
Costumes: <ul style="list-style-type: none"> • N/A 	Sound: <ul style="list-style-type: none"> • N/A
Dramaturgy: <ul style="list-style-type: none"> • N/A 	Directional: <ul style="list-style-type: none"> • N/A
Technical Direction: <ul style="list-style-type: none"> • N/A 	Production Management: <ul style="list-style-type: none"> • N/A
Script: <ul style="list-style-type: none"> • N/A 	Stage Management: <ul style="list-style-type: none"> • N/A
Intimacy: <ul style="list-style-type: none"> • N/A 	Misc: <ul style="list-style-type: none"> • N/A

N/A is a placeholder for when a department had no notes for the night. It provides a quick way for people to skim the document and see if anything applies to them.

SCHEDULING:

NEXT REHEARSAL:

PERFORMANCE REPORT

The performance report is very similar to the rehearsal report. It is used to convey to the rehearsal team exactly what happened, any technical notes for things that went well, went wrong, or need to be fixed, as well as any other important information.

SHOW TITLE

Performance Report

Director:

SM:

ASM:

Dramaturg:

REHEARSAL TIME:

Start:	End:	Breaks: N/A	Total Run Time:
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COMPANY:

Absent: N/A	Lateness: N/A	Accident/ Injury: N/A
Tomorrow's Attendance: N/A		

DAY REVIEW:

IMPORTANT:

You can easily adapt your rehearsal report template to a performance report template by simply changing a few key words rather than making a whole new document.

Date: //
Location:
Performance #:
Scheduled Time:

The **Day Review** is the same concept as the **Rehearsal Review**. It shows the timing and events of the day from call to dismissal.

TECHNICAL:

Covid Safety: - N/A	Lights: - N/A
Props: - N/A	Set: - N/A
Costumes: - N/A	Sound: - N/A
Dramaturgy: - N/A	Directional: - N/A
Technical Direction: - N/A	Production Management: - N/A
Script: - N/A	Stage Management: - N/A
Intimacy: - N/A	Misc: - N/A

SCHEDULING:

NEXT PERFORMANCE:

Highlighting, changing font colors, and bulleted lists can be used to emphasize important information. It can also help people skim quickly. Nobody in the theater world wants to read through chunks of text when they are trying to get work done.

DAILY CALL

The daily call gets sent out before any rehearsal, performance, or important scheduled event. It is sent to the entire company including designers that may not necessarily need to be there. It outlines the timing of everything so it must be clear and concise to avoid confusion.

SHOW TITLE

DAILY REHEARSAL SCHEDULE

STAGE MANAGER:

ASSISTANT STAGE MANAGER:

Daily Rehearsal Schedule

can be changed to suit the event. For example.

Performance Schedule would replace it for performances.

DATE AND TIME:

LOCATION:

CALLED:

•

DETAILS:

LOCATION:

Called refers to who and when. **Details** refers to what will be worked on or done and when. Having two columns next to each other to line up times is helpful.

NOTES:

FITTINGS: N/A	OTHER: N/A	NEXT REHEARSAL: N/A
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Putting tables inside a single cell table is an example of a stylistic choice that can be made with the formatting tools.