<table>
<thead>
<tr>
<th>VIDEO</th>
<th>AUDIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. START TYPING VIDEO DESCRIPTIONS (TO ALIGN VIDEO WITH AUDIO HOLD DOWN THE SHIFT KEY AND PRESS ENTER (RETURN. THIS WILL SUPPRESS AUTO SCENE NUMBERING)</td>
<td>ANNCR: (VO) This is where you start typing audio descriptions. Be sure each audio part aligns with the beginning of the next video part.</td>
</tr>
<tr>
<td>2. IF YOU SELECT THE VIDEO STYLE FROM THE FORMATTING MENU THE VIDEO PARAGRAPHS WILL LOOK LIKE THIS</td>
<td>VOICE 2: (OC) (SARCASTICALLY) This is the next part</td>
</tr>
<tr>
<td>3. NEXT VIDEO, ETC. VIDEO SCENES TEXT IS ALL CAPS AND SINGLE SPACED.</td>
<td>ANNCR: Now is the time for all good men to come to the aid of the Next audio music or sound (sfx) cue.</td>
</tr>
<tr>
<td>4. NOW IS THE TIME FOR ALL VIDEO TO BE NUMBERED AND INDENTED. THIS IS VIDEO TYPE IF YOU CLICK ON FORMAT AND CHOOSE STYLE AND SELECT “VIDEO”</td>
<td>SOUND: WATERFALL ROARING.</td>
</tr>
<tr>
<td>(Note SOUND can also be called SFX or EFX) Also, sound and music instructions need to be single spaced).</td>
<td></td>
</tr>
<tr>
<td>5. MS FOOD LINE AT CAFETERIA. NEW FRESHMAN LOOKS TOTALLY LOST</td>
<td>MUSIC: OPEN LOUD ON ORCHESTRAL MELODY THEN FADE TO BACKGROUND AFTER 2-SECONDS</td>
</tr>
<tr>
<td>6. NOTE: TO ADD SPACE BETWEEN SCENES WITHOUT NUMBERS APPEARING, HOLD SHIFT KEY WHEN YOUR PRESS THE ENTER KEY (SHIFT+ENTER)</td>
<td>Etc. etc.</td>
</tr>
<tr>
<td>Etc. etc. etc. As long as you keep typing in either</td>
<td></td>
</tr>
</tbody>
</table>
7. NZX>KX>XNK>XN.KZNXZ  
8. ZNX.NX.NZX  

column, the column will expand to hold the text. 

Etc.